

PARIS RIDGE ELEMENTARY



www.calschools.org/schools/bldg



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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 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.

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

Yours in Education,

Lance Jones



BLDG PROCEDURES

Schedule

Start of Day: 8:45 AM

**Student drop off at 8:30 AM for Breakfast; 8:35 All Others

End of Day: 3:40 PM

Half Days dismiss 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



Arrival and Dismissal Procedures

Students begin entering the building at **8:35 AM**. Students eating breakfast may enter the main doors starting at 8:30 AM and go directly to the cafeteria.

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.

Students will be dismissed at 3:40

PM to the buses and those being picked up will be in the cafeteria until their number is called to dismiss.

All families will be assigned a number hangtag and display that number in their vehicles when picking students up through the pickup line in the front of the building.

If walking to the front doors to pick up your child, please have your tag card ready and visible. Students cannot be released to an adult without a tag. Adults without a tag will be asked to check in with the main office for verification.



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Dropping Off Students Late

Students that arrive after the bell rings to start the day at 8:45 are considered tardy. Students that are dropped off after 9:00 will need a parent to walk inside the building to sign them in.

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.

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.



PBIS EXPECTATIONS

1

RESPECTFUL

I will treat myself and others with kindness, empathy and compassion.

I will celebrate the things we have in common as well as the things that make us different.

I will invite others to sit, play, or work with me so everyone feels included.

2

RESPONSIBLE

I will be responsible for what I say and the choices I make.

I will apologize if I hurt someone, even if it's an accident or a mistake.

I will help keep our school clean.

I will follow the routines and procedures of the classroom or area I am in.

3

SAFE

I will use self-control to keep myself and others safe.

I will be a good friend and get help from an adult when someone is hurt, being mistreated, or I am worried about them.

I will recognize when I am upset and need to take a deep breath.

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



BUILDING FORMS

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





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.