

Colfax Elementary School Student Handbook 2023-2024



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Colfax Elementary School
Student Handbook
2023-2024 School Year
Parent/Student Acknowledgement Sheet

Dear Parents/Guardians:

The document that follows was designed to inform you of the procedures and policies of Colfax Elementary School. Please take time to carefully read what it includes. If you have any questions, please contact the school administration for clarification at 318-627-3254.

After you have read this document, please sign where indicated, remove the bottom section of this letter, and return it to your child's school. Your signature will be a record that you and your child have received the 2023-2024 Colfax Elementary School Student Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Shannon Johnson, Principal



(Please cut here)

Parent/Guardian

My signature below indicates that I have received and that I have reviewed all policies, rules, and general information contained in the 2023-2024 Colfax Elementary School Handbook.

Parent Signature

Date

Student Signature

Date

August 7, 2023

Dear Parents/Guardians,

Thank you for sharing your child with us here at CES! The teachers, staff and administrators at Colfax Elementary School are looking forward to a successful 2023-2024 school year! We welcome you and hope that you will join us in working to make this year awesome! You will find specific school policies outlined in this handbook.

Once again, our faculty and staff are excited to begin another year. We have many wonderful opportunities planned for your family, and we can't wait to get started!

Sincerely,

Shannon Johnson, Principal

2023-2024 Grant Parish Academic Calendar

1st Semester

2nd Semester

August	January
<p>2-4 Teacher Workdays</p> <p>4 6th & 9th Grade Orientation (GHS, GJH, MHS) 8:00-11:30</p> <p>7 Students' 1st Day</p>	<p>1-3 New Year's Holiday</p> <p>4-5 Teacher Workdays</p> <p>8 Students Return 2nd Semester Begins</p> <p>15 Martin Luther King Holiday</p> <p>17 Report Cards</p>
September	February
<p>18 Teacher Workday 8-12 & Parent/Teacher Conferences 1:00PM - 6:00PM</p>	<p>13 Mardi Gras</p> <p>19 Parent Teacher Conferences 1:00-6:00 (no students)</p>
October	March
<p>6 End of the 1st Nine-Weeks</p> <p>18 Report Cards</p> <p>*30 SCHOOL DAY</p>	<p>13 End of the 3rd Nine-Weeks</p> <p>27 Report Cards</p> <p>29 Good Friday</p>
November	April
<p>2 Early Release</p> <p>3 Pecan Festival Holiday</p> <p>21-24 Thanksgiving Holiday</p>	<p>1-5 Easter Break</p> <p>22 School Day for Grant Parish LEAP Testing Window</p>
December	May
<p>21 End of 2nd Nine-Weeks End of 1st Semester</p> <p>21-31 Christmas Holidays</p>	<p>10 Seniors' Last Day</p> <p>17 Last Day for Pre-K, K, 8th</p> <p>23 Students' Last Day End of 4th Nine-Weeks</p> <p>24 Teacher Workday Parent Teacher Conferences</p>

There are 78 student days in the First Semester (32,370 minutes) and 77 student days in the Second Semester (31,955 minutes). Total of 155 student days (64,325 minutes). State requirement - 63,720 minutes.

Motto:

One Town, One School, One Family

Mission Statement

"Creating Opportunities for Learning to Foster Academic eXcellence"

Colfax Elementary School Hours

7:25	Students may enter the building
7:50	Classroom instruction begins; students that are not already in the building/cafeteria must be signed-in at the office
3:00	Cut-off time for signing-out students
3:35	Buses load, then car riders

Attendance

It is very important for students to attend school. We recognize illness, deaths, and other family emergencies will occur. Please remember that we have a school nurse on campus 3 days a week. Refer to the Grant Parish School Board Handbook regarding the number of absences a student may have in a year. **All excuses must be turned in within five (5) days of the student's return to school.** Parent notes are excused for the purpose of making up work, but still count toward the number of days a student is allowed to miss.

Bullying

Please refer to the Grant Parish School Board Student Handbook for bullying policy. **BULLYING WILL NOT** be tolerated at Colfax Elementary School.

Bus Notes

If your child plans to ride home with someone else on the bus or will be picked up by someone, a note must be sent from a parent or guardian. The note must be signed by the principal or assistant principal prior to afternoon dismissal.

Car Riders

If you drop your child off in the morning or pick them up in the afternoon, please use the designated drop off and pick up location behind the school. There are duty teachers posted at several spots along this path to watch out for your child. Please do not drop your child off before 7:20 a.m. Duty teachers are posted at this time. If you drop your child off prior to this time, there may not be a teacher to supervise your child. **If you are going to pick your child up every day, you must go through the car rider line. Car Rider students can be picked up at the car rider area located behind the school.**

Parents will not be allowed to check-out their child daily or after 3:00PM. PLEASE BE ON TIME TO PICK UP YOUR CHILD. Dismissal is at 3:35PM.

Cell phones

Cell phones must NOT BE **seen—heard—or used** on Grant Parish School Board property!

Conferences

On the dates where there are Parent/Teacher Conferences, students will be dismissed at noon. Parents will be given the opportunity to schedule an appointment with teachers to discuss their child's progress.

September 18th

February 19th

May 24th

Discipline

Parents are held responsible for their child's behavior and are expected to cooperate with the school if a problem arises. When formal disciplinary action is taken, the child's teacher or administration will contact parents. The Grant Parish Discipline Policy will be followed in all situations that occur at Colfax Elementary School.

Early Check-outs

We are aware that the need arises to occasionally check your child out early. Our teachers have a great deal of information to teach your child. Therefore, we ask that you do not check your child out early unless absolutely necessary. You must come to the office and sign them out. Students that excessively check out may have their minutes accumulate into absences. **Students must be checked out prior to 3:00PM. If you are going to pick your child up every day, you must go through the car rider line. Parents will not be allowed to check-out their child daily to avoid waiting in the car rider line.**

Early Release Dates

School will be dismissed at 12:00 pm on the following days. Please note that your child will be home early on these dates.

September 18th

November 2nd

February 19th

Emergency Evacuation

All schools have an alternative shelter in the event that students would need to be evacuated from the school site or if the school was not accessible to parents. The alternative shelter for Colfax Elementary is Colfax United Methodist Church, located at 407 Main Street. In the event of such an emergency evacuation, please do not call or come to the school or to the church. Please listen to local radio and television stations or go to Grant Parish School website for instructions on the procedure for dismissing students. JCALL will call all parents with information as soon as it is available.

Our school will have scheduled, as well as, unscheduled evacuation drills. We will also practice lockdown procedures.

Emergency Plan

In extreme situations only, school could be dismissed early. Please have a plan of action for your child to follow should he/she arrive home before normal. The possibility of this occurring is very slim. It is only a precaution to make sure our students know what to do if ever placed in this situation.

Fees

Supply Fee - \$15/student, due by September 29th.

Supply fees are payable to Colfax Elementary and should be turned into your child's homeroom teacher. A receipt will be provided when paid. This fee provides for classroom materials and supplies for students.

Technology Fee - \$25/student

Technology fees are to be used to purchase replacement parts and/or services for 2 Chromebook repairs per fee paid. This fee is due when the Chromebook is issued to the student at the start of the year.

Field Trip Policy

Students can be checked out by a parent or legal guardians ONLY at the field trip site. Field Trip money and permission slips will not be accepted after the due date. Students who receive OSS or ISS between the time the permission slip has gone out and the date of the field trip will not be able to attend. Once a student has paid, the money for the field trip is NONREFUNDABLE!

Graded Papers

On **Tuesday**, your child's purple folder will be sent home containing their graded work. A weekly newsletter outlining your child's lessons will be sent home the first day of each week. Please keep this in a safe place so that you will be aware of the topics and tests your child will have for the week. Important announcements from the office will be sent as well. Please be sure to sign and return the folder to your child's teacher each week.

Teachers will follow the Grant Parish Pupil Progression Plan regarding the required number of points for their grade level.

The teacher will send a note with an explanation if papers are not being sent for a particular week. Each teacher has a Grant Parish email address. We encourage you to use this as a means of communicating with your child's teacher. Many questions and concerns can be attended to in a timely manner. Your child's teacher will send their email address in their classroom policy letter. **Grant Parish Pupil Progression Plan states that teachers will input grades into JPAMS weekly.**

Honor Roll

The behavior grade will be counted in with the report card grades for eligibility for honor roll. For example, you must have an A or B in behavior along with the other A's and B's on the report card for honor roll.

Lunch money

GRANT PARISH STUDENTS WILL RECEIVE FREE BREAKFAST AND LUNCH

Medicine Policy

Please read the medicine policy included in the Grant Parish School Board section of this handbook. If you have any questions, please feel free to call Kim Sanders, R.N. at Grant Parish School Board 318-627-3274.

Parental Involvement and Family Nights

It is the goal of Colfax Elementary to involve our parents as much as possible. Our desire is for parents, students, and teachers to work together as a team to ensure your child has a very successful educational career. Families are invited to join us for these events. We encourage you to attend as many of these activities as possible. These family nights allow you to get a glimpse of activities our students are involved in. Notes will be sent giving exact times the events will be held.

Perfect Attendance

Please refer to the Grant Parish School Board Student Handbook for the criteria a student must maintain to be considered for perfect attendance.

Personal Property

Students are discouraged from bringing toys, electronic games, and other types of personal belongings to school. Colfax Elementary School will not be responsible for loss, theft, or damage to any property brought to school by a student.

Reading Interventions

The Grant Parish School System administers a literacy screener to each student in grades K-3 each year in the Fall. Students are progress monitored in the Winter and Spring, and that information will be reported to parents. In the event that a student is not making adequate progress, the school will develop a literacy plan for interventions.

Requested Work Policy

Requests to pick up student work missed during absences must be called in before 9:00 AM. Your child's teacher will contact you when the work is ready, usually within the same day. If you request work, please make sure your student completes the work before returning to school.

Specials Classes

Students participate in physical education at least one class period during each week. Students **will not** be held back from these classes for punishment.

Students will receive grades of S, N, or U in physical education. On the day their class will attend physical education, students must wear tennis shoes that tie or velcro. Students may lose points during gym class for not participating unless they have a doctor's excuse or a note from their parent. Students are not allowed to participate if they aren't wearing tennis shoes. If a student loses a point(s) during gym, parents will be notified in their child's graded papers the following week.

Student Information Slips

Each student will receive an information slip for parents to fill out. You will be asked to list emergency contact people for the office to call if you are unavailable. The names listed on this form will be the **ONLY** people allowed to pick up your child.

If there is a custody judgment or restraining order in place in regards to who can have access to/check out your student, it is your responsibility to provide a copy of the appropriate legal documentation **signed by a judge** to the school.

Student Recognition

At Colfax Elementary, we take pride in our students' achievements and in providing learning opportunities throughout the school year. We share these achievements and activities with our families and community in a variety of platforms, including newspaper articles, CES website, GPSB website, and our Colfax Elementary Facebook Page (public setting). If you do not wish for your child to be included in any of these platforms, please request a **DO NOT PHOTOGRAPH FORM** from your child's teacher or the school office.

Tardiness

Please be sure to read Grant Parish School Board's policy on being tardy. Colfax Elementary will adhere to their guidelines. **Please come to the office to check your child in if they arrive after 7:50AM.**

Visitors

Visitors must sign in at the office when stepping onto the school campus. All visitors must obtain a visitor's pass.

Contact Information

School Nurse: Kim Sanders: kim.sanders@gpsb.org, 318-627-3254

SBLC Coordinator: Kimberly Bryan, kimberly.bryan@gpsb.org, 318-627-3254

Title IX Coordinator: Shana Delrie, sdelrie@gpsb.org, 318-627-3274