Colfax Elementary

Student Handbook

2010 – 2011
School Year

301 Third Street
Colfax, LA 71417
(318)627-3254 office
(318) 627-3245 fax

Stacy Felton, Principal
Shane Seward, Assistant Principal

Creating Opportunities for Lifelong Learning For
Academic Excellence

Mission Statement:
The school’s mission involved a concerned faculty and staff who are committed to excellence in education. Colfax Elementary School provides a unique, intellectual environment conducive to increasing the student’s sense of values and moral responsibilities. In a learning, sharing, feeling, and caring environment, the students of the school are equipped to be members of our society where they can progress with enthusiasm, a vision, and compassion for mankind. Colfax Elementary is diligent in upholding its values and its substantial parents and community involvement programs.

Mascot: Fighting Tigers School Colors: Purple & Gold

Professional Staff:
Melanie Dupre’ – Highly Skilled Educator
Edna Langley – Secretary
Kim Sanders – School Nurse
Sarah St. Romain – Kindergarten
Candace Churchman – 1st grade
Hayley Dean – 2nd grade
Linda Hyde – 3rd grade
Courtney Willis – 3rd grade
Carmon Cook – 4th grade
Johnnette Smiley – 5th grade
Sheritha Simmons – 6th grade
Barbara Kaufman – Librarian
Mike Barrios – Adaptive PE
Karlo Rivera – Resource
Karin Paulk – Inclusion K - 3
Crystal Coolman –Inclusion 4 – 6
Ruthie Despino – Paraprofessional
Constance Hamilton – Paraprofessional
Carmen Gunter – Interventionist
Carolyn Addison – Interventionist
Lee Zella Arthur – Receptionist
Angie Miller – Kindergarten
Kathy Goudeau – 1st Grade
Melinda Lummus – 2nd grade
Teri Tradewell – 3rd grade
Diana Johnson – 4th grade
Stephanie Stubbs – 5th grade
Sandra Kay Smiley – 6th grade
Dulcy Hayes – PE
Gwen Hayes – Paraprofessional
Debra Lavalais - Paraprofessional
Lynn Clifford – Interventionist
Heather Blakesley – Speech
Buses:

Drivers:        Terrie Brister, bus 57        Angel Duncan, bus 78
Lisa Futrell, bus 75      Juana Morris, bus 46        Shandra Mills, bus 48
Michelle Normand, bus 64
Sue Nugent, bus 39                Laura Dickess – aide

Students are to be at the bus stop at the designated time. All school rules apply on the buses as well as any the bus driver specifies. There is no eating or drinking allowed on buses. Students must remain seated while on the bus. Seats are assigned by the bus driver.

Cafeteria:

Staff:    Jennifer Evans Guree – manager
Beth Martin  Brenda Volson  Clarence “Ted” Boyd

Students must pay for lunch at the beginning of the day, week, or month. Please return forms sent by the cafeteria for free/reduced lunch as soon as possible – even if you don’t think you qualify! We get student counts from the number of forms returned.

Cafeteria rules include no talking during breakfast or lunch. We have a limited amount of time to get all 300+ students fed. Students do not have time to talk and eat. Recess is for talking and visiting.

Calendar:

You will receive notices of upcoming school and parish activities. A parish calendar is available for you to view or print on the Grant Parish School Board website. www.gpsb.org
Look under quick links: 2010-2011 Grant Parish Academic Calendar PDF.

Conference Times:
Regular conferences will be held November 18th from 12:30 – 7:30 pm and March 3rd from 12:30 – 7:30 pm.
If you wish to conference with your child’s teacher please contact the teacher or the office to request a meeting.
Teachers are available daily before and after school and during their planning time. Planning times are listed below. It is best to have a pre-planned appointment time to enable the teacher to be prepared for you.

Planning times:
Kindergarten – 11:00 am – 11:45 am
1st grade – 12:20 pm – 1:05 pm
2nd grade – 9:20 am – 10:05 am
3rd grade – 8:30 am – 9:15 am
4th grade – 2:10 pm – 2:55 pm
5th grade – 1:10 pm – 1:55 pm
6th grade – 10:10 am – 10:55 am

Lunch times: 10:50 am – 12:20 pm
Classes go at staggered times throughout this time.

**Dress Code:**
Colfax Elementary School follows the Grant Parish School Board approved dress code. It is in the parish handbook which you have been given and on the Grant Parish School Board website at www.gpsb.org. Look for the link for GPSB 2010 Handbook.

School approved shirt colors are: navy, white, and dark purple.
School approved bottom colors are: navy and khaki.
Spirit t-shirts may be worn only with prior permission or notification by the principal.

**Positive Behavior Support (PBS):**
Colfax Elementary has implemented a discipline plan called PBS. It has 3 components designed to help our students become effective and focused learners.

1. The effective instruction of school-wide expectations and behaviors.
   The students will be instructed on the desired behavior and rules in each school setting.
2. School-wide discipline plan for inappropriate behaviors. This involves a weekly behavior sheet, consistent consequences for inappropriate behavior, and positive reinforcement for appropriate behavior.

3. Reward system for students. This allows students and classes to earn “Paw Prints” or “Tiger Paws” for appropriate behavior at school. They can then receive incentives based on the number of Tiger Paws received as a class or their Paw Print being pulled for an incentive. For example, the class that earns the most Tiger Paws for a six weeks can wear blue jeans on a specified day.

**Parents on Campus:**
Please go directly to the office to check in. This includes coming for any scheduled meetings or conferences during the regular school day. Do not expect to go to a teacher’s classroom at any time. They are teaching throughout the day and can only conference at specific times. (See conference times)
All parents must have a visitor’s pass when on campus.

**School Schedule:**
8:00 am – 3:00 pm
Students may be dropped off **NO EARLIER than 7:20 am** at the front of school only. Look for a teacher to be on duty before dropping your child. No student may be dropped off in the parking lots. Students wishing to eat breakfast must be in the cafeteria by 7:40 am.

**Class begins promptly at 8:00 am.** Any student arriving on campus after 8:00 am is tardy and should be checked in at the office with an adult.

School dismisses at 3:00 pm. Any child leaving before dismissal time will need to be checked out in the office.
- Early checkouts and tardies can add up to time absent!

Car riders drop off students at the front of the school and pick up students at the gate/tree near the K-1st grade hall. (regular dismissal times only)

Half Day schedule: 8:00 am – 12:00 pm

**Supplies:**
A supply fee of $15.00 is due from each student. This can be paid to your child’s teacher or the office. It will be used to enhance the education of your child for this school year. Please pay this fee as well as get needed supplies as soon as possible. Supplies are requested by the teacher to do the every day tasks your child does in class. If their supplies are missing or damaged it prevents them from being successful every day.

Supply lists are available in the office, from the teacher or on the Grant Parish School Board Website at www.gpsb.org. Look for 2010-2011 Supply Lists, then Colfax elementary, then your child’s grade.

**Compact for Student Success:**
Every parent and student will have an opportunity to review this document with the teacher. This copy is for your reference:

**Compact for Student Success at Colfax Elementary School**
A parent/student/school/teacher agreement
Grant Parish School System

In order to assure all students’ success in Louisiana’s *Reaching for Results* program and to help all students in Grade 4 and 8 score at or above minimum state standards on the *LEAP 21st Century* test in the areas of Language Arts and Math, all parties agree to the following:
* Signature indicates I have read the statements and agree to do all for student success.

School

1. Provide high quality curricula and instruction aligned with Louisiana Content Standards and student performance expectations.
2. Provide a minimum of one parent/teacher conference.
3. Report on an ongoing basis about each child’s progress: weekly graded paper folders, progress reports, report cards.
4. Provide opportunities for parental involvement and assistance to parents to help child at home.
5. Provide a safe, orderly environment in which children can learn.
6. Provide a school environment and additional instruction for those students who are at risk: small group instruction, teachers using new innovative teaching styles, time for interventions and remediation, and
Teacher

1. Provide rigorous activities and lessons aligned with Louisiana Content Standards and student performance expectations.
2. Provide high expectations for all students in an encouraging and supportive manner.
3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn.
4. Provide an open line of communication with parents.
5. Provide remediation in ELA and Math.
6. Provide for at risk students by: teaching to a variety of learning styles, using small group instruction, providing interventions and remediation.

Parent/Guardian

1. Make sure my child is on time for school every day.
2. Go over my child’s homework with him/her every night.
3. Provide a quiet place for my child to work, study, and read.
4. Make sure my child gets enough sleep each night.
5. Provide necessary materials my child need for school each day.
6. Keep an open line of communication with my child’s teacher: attend parent/teacher conferences, attend open house, read and answer written communication, maintain a current phone number with the school.
*Signature indicates I have read the statements and agree to do all for student success.

Student

1. Attend school every day unless I am sick.
2. Attend school ready to work and with needed materials and completed homework
3. Pay attention, participate in class activities, and ask questions when I do not understand.
5. Take pride in my work and turn it in on time.

Parental Involvement Policy:
2010-2011

In accordance with the 2001 No Child Left Behind Act, and the Grant Parish Title 1 Program, Colfax Elementary School has developed and will implement the following parental involvement and community support plan.

1. Colfax Elementary School will involve parents in the development and yearly review of our Title 1 Program through the results of surveys circulated to parents at Parent/Teacher Conferences, PTC Meetings, or following school wide functions and activities. The survey compilations will be utilized in the updating and revision of our Title 1 Plan in deciding how Colfax can best meet the needs of parents and students. The surveys will also be used to evaluate whether there has been increased parental involvement or whether there are barriers to greater participation at our school.
2. At Colfax Elementary School we will provide the planning and support necessary to implement effective parental involvement by providing opportunities for parents to be actively involved in their child’s education through a variety of activities and strategies such as:

- Family Literacy, Math and Science Nights
- Scholastic book Fairs
- Back to School Open House
- Parent Teacher Conferences
- Student Award Assemblies
- Watch D.O.G. Program
- Kindergarten and 6th grade graduation programs
- Parent lunch at Thanksgiving and Christmas, Spring parent breakfast
- Parent Focus Group
- Providing, discussing, and signing Student-School-Parent Compacts
- Providing handbook of parish/school guidelines
- Providing access to online progress and attendance reports (JPAMS)

3. Colfax Elementary School will help build school and parental involvement by parent communication and contacts. This communication will help promote the inclusion of parents on all school planning involvement committees. This will be accomplished by:

- Parent/Teacher Conferences
- Online access to progress and attendance reports (JPAMS)
- Weekly graded papers and behavior reports

4. Colfax Elementary School will provide assistance to parents in understanding topics such as GLE’s, the state accountability system, state and local assessments (LEAP/iLEAP), and monitoring their child’s progress. CES will also provide materials and support to help parents work with their child to improve their child’s achievement. This will be accomplished by:

- Back to School night
- Parent/Teacher Conferences
- Progress reports
- Weekly graded papers and teacher communication
- Online access to progress and attendance reports (JPAMS)
- State Testing Informational Meetings
- Family Literacy, Math and Science Nights
- Technology Training for parents and teachers
5. Colfax Elementary School will provide materials and training to help parents work with their child to improve their child’s achievement by offering such programs and activities as:

- Accelerated Reading and Accelerated Math Programs
- State Testing Informational Meetings
- Grade Level Parent Nights
- Family Literacy, Math and Science Nights
- Technology training for parents

6. Professional development will be provided for administrators and teachers in communicating effectively with parents. These will be conducted during grade level planning time, after-school faculty meetings, and scheduled professional development days. Topics addressed will include:

- Communicating effectively at Parent/Teacher conferences
- Use of phone logs in communicating with parents
- Positive communication strategies
- Positive Behavior Support
- Three-tier model for intervention

As part of our parental involvement program you may be asked to participate in a parent focus group, answer surveys, or participate in school activities as a participant or helper. Please consider helping your school become the best it can be. We need your assistance to make it work!

Colfax Elementary Student Handbook
2010-2011 School Year
Parent/Student Acknowledgement Sheet

Dear Parent or Guardian:

Welcome to a new school year. We at Colfax Elementary are looking forward to an exciting year of accomplishment for your child.

The document that follows was designed to inform you of regulations and policies specific to Colfax Elementary School. Please take time to carefully read this document. If you have any questions, please contact your child’s teacher or the office.

After you have read the document, please sign where indicated, remove the bottom section of this letter, and return it to your child’s teacher. Your signature will be a record that you and your child have received the
2010-2011 Colfax Elementary Student Handbook and that you and your child agree to comply with the rules and regulations contained herein.

Thank you for your help and support,

Stacy Felton, Principal

Parent/Guardian

My signature below indicates I have received and I have reviewed all policies, rules, and general information contained in the 2010-2011 Colfax Elementary Student Handbook and I commit to do at least all of the following:

• Assure my child's attendance at school
• Ensure my child's arrival at school on time each day
• Ensure my child completes all assigned homework
• Attend all required parent/teacher/principal conferences

________________________________   ______________
Parent/Guardian Signature     Date

________________________________   _______________
Student Signature      Date