



Family Handbook

2019-2020

Colfax Elementary School Family Handbook

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Colfax Elementary School
24825 Ben Taylor Road
Colfax, CA 95713
530-346-2202

Dear Parents and Students,

The staff at Colfax Elementary School would like to welcome you to the 2019-2020 school year. This family handbook contains useful information regarding school policies, procedures, and general information. We encourage you to read it from cover to cover and keep as a reference to use throughout the school year. As always, please call the school office if you need clarification on any topic. Our staff will be happy to assist you.

There have been some changes to this year's family handbook. These sections are informative and it is important that you understand how we work with students in understanding and following our school rules.

We want to thank our wonderful parent volunteers who have given their precious time here at Colfax Elementary School in the past and hope to see new volunteers this year as well. We continue to encourage you to get involved by volunteering your time in your child's classroom, volunteering with various activities around campus, and becoming an active participant in our Parents and Teachers Association (PTA) and School Site Council (SSC).

This year we will focus on arts, enrichment and student achievement, preparing students for high school and beyond, and continuing to implement the state adopted common core standards for college and career. We encourage school and family communication via the web site at www.colfax.k12.ca.us, our Facebook page, and regular "all calls" to our families. We believe that a child is best served when everyone is on the same page and the lines of communication are open.

Some of the most important things a family can do to help their child succeed in school are:

- Send your child to school every day and on time.
- Get involved at Colfax Elementary with site council, PTA, or in the classroom
- Communicate regularly with your child's teacher.
- Insist that your child complete his/her homework every night.
- Insist that your child read every day.
- 4th – 8th grade families check planners daily.

We are committed to meeting the needs of all students at Colfax Elementary School and look forward to your participation as well.

Colfax Elementary School Pledge

The Colfax Elementary School District pledges to provide each student with the skills and high levels of learning needed for success in high school and beyond.

VISION STATEMENT

Students will master a challenging academic program in order to better their own lives and the lives of others.

Staff will foster a challenging and positive learning climate where students are valued as individuals.

Families and the community will actively engage the support of student achievements and wellness.

Colfax Elementary School District

Board Of Trustees

24825 Ben Taylor Road, Colfax CA 95713

<i>Name</i>	<i>Term Expires</i>
Debbie Lindh, Board President	2022
Karen Sheets, Clerk of the Board	2020
Alicia Ackerman	2020
Sharin Graves	2022
Barbara Hanscom Gagnon	2022

COLFAX ELEMENTARY SCHOOL BELL SCHEDULE

Start Time	8:00
Recess – K, 1, 2, 3	9:30 – 9:45 Upper playground
Recess – 4, 5	9:30 – 9:45 Lower blacktop
Recess – 6	9:45-10:00 Lower blacktop
Recess - 7, 8	10:05 – 10:20 Lower blacktop (Monday 9:55-10:10)

Lunch K, 1, 2

11:10 – 11:30	K Cafeteria
11:10 – 11:30	1 st & 2 nd Cafeteria
11:35 – 11:55	Playground

Lunch 3, 4

11:10 – 11:30	Playground
11:35 – 11:55	Cafeteria

Lunch 5, 6

12:00 – 12:20	Cafeteria
12:25 – 12:45	Playground

Lunch 7, 8

12:00 – 12:20	Playground
12:20 – 12:45	Cafeteria

Recess – K, 1, 2 NO Mondays	1:15 – 1:30 Tuesday – Friday
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Dismissal	2:30
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Minimum Day

Start Time	8:00
Recess – K, 1, 2, 3	9:30 – 9:45 Upper playground
Lunch – K, 1, 2	10:50 – 11:05
Recess – 4, 5, 6	9:30 – 9:45 Blacktop
Lunch – 3, 4, 5, 6	11:05 – 11:20
Recess 7, 8	10:05 – 10:20 Blacktop
Lunch 7, 8	11:20 – 11:35
Dismissal	11:45

REVISED 8/1/2019

Schoolwide Behavior Program

At Colfax Elementary School, there are only three (3) school rules. They are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Students who apply these three rules to their academics and interactions with students and staff will experience success. Students will be rewarded for their effort using positive behavior recognition:

Positive Behavior Recognition

- “CAUGHT YOU BEING GOOD” forms
- Recognition for demonstrating the being Safe, Respectful, Responsible
- Nominated by the classroom teacher as “STUDENT OF THE MONTH” for their effort/achievement (certificate) at the monthly Bulldog Blast
 - Eligibility to participate in “TRIMESTER ACTIVITIES” on and/or off campus for students who meet behavior criteria set by their teacher and “STUDENT COUNCIL ACTIVITIES” will be based on the following criteria: Have not earned 2 or more study halls
 - Have not progressed to a red or purple card

5 Step Color Card System:

1. Green: Good Work!!!
2. yellow: Warning
3. blue: Loss of recess with a Behavior Action Plan (parent signature required)
4. red: Formal Time Out
 - ❖ Teacher calls office to notify staff about student name and red card,
 - ❖ Student will complete a reflection sheet in the Quiet Room and then return to learn
 - ❖ Loss of Recess for two days
 - ❖ Administration will conference with the student the same day and notify parents

Behaviors that may result in immediate full day/multiple day suspension include:

1. Two or more red or purple cards in a trimester
2. Using hands or feet to solve a problem
3. Attack or injury to another student or threat of injury
4. Assault with anything that can be used as a weapon

5. Bringing a weapon (knives, guns, etc.) to school

6. Possession or use of any controlled substance
7. Harassment/Bullying
8. Vandalism
9. Engaging in sexual, racial or religious harassment

Suspensions:

Depending on the behavior, law enforcement, a behavior panel or other means of discipline may be incurred.

#1 Suspension: Suspension and parent phone conference

#2 Suspension: Modifications and behavior contract

#3 Suspension: Modifications, revised behavior contract, daily check in/out with staff with behavior goals and progress monitoring

Participation in special school activities (all grades)

1 Red Card, Suspension, 2 or more Study Halls, or 2 or more Blue Cards disqualifies a student from attending the next Student Council or similar activities (ski, skate, dance, positive rewards, classroom incentives, etc.) After the activity, students are clear unless they get another Red Card and /or Suspension after the activity, or successful implication of behavior contract.

Cafeteria Expectations-----

Students will walk into the cafeteria in quiet lines. Students are to eat in the cafeteria and are not permitted to eat on the lawn or the playground. Students must clean up after themselves and avoid making unnecessary messes. The Cafeteria supervisors will allow students to use the restroom, with permission, during appropriate times. The Cafeteria supervisors will determine when students may be excused from the lunch area. Entire tables may be held until an area is cleaned. Individual students may be asked to help clean the lunch area, during their recess break, if they have intentionally made an unnecessary mess.

Playground/Common Area Expectations-----

Students are expected to act safely at all times. They are also expected to show respect for themselves and for others, and to take pride in the school. All school property will be used in a safe and polite manner.

Please refer to the chart of behavior expectations on the following page for how to be safe, respectful, and responsible in common areas on our campus.

**Colfax Elementary
School District**



**EXPECTATIONS FOR SCHOOL CAMPUS
REVISED 2019/20**

<i>AREA</i>	<i>BE SAFE</i>	<i>BE RESPECTFUL</i>	<i>BE RESPONSIBLE</i>
All Common Areas	<ul style="list-style-type: none"> • Get adult help when needed • Walk facing forward ; do not run on campus • Keep hands, feet, and objects to self • Use all equipment & materials appropriately and safely • Stay in designated and supervised area 	<ul style="list-style-type: none"> • Follow adult direction • Use kind words, positive actions, good manners • Wait your turn patiently • Ask permission • Clean up after yourself • Give personal space • Respect school/personal property • Remove hats/hoods when indoors • Talk calmly when discussing conflicts 	<ul style="list-style-type: none"> • Follow school rules • Take care of all personal belongings • Put school equipment in proper place • Be honest • Follow game rules • Use pass when needed • Go straight to destination and return promptly to class • Use benches and equipment properly • Place garbage in proper containers • Solve conflicts with problem solving skills & Conflict Manager
Playground & Recess	<ul style="list-style-type: none"> • Report to teacher if there is no supervisor on play areas • Candy, gum & toys stay at home • Be aware of activities & games around you • Avoid play-fighting • Notify adult if stranger is present • Notify adult in case of injury • Report dangerous objects to an adult • What is on the ground stays on the ground (except litter) 	<ul style="list-style-type: none"> • Play fairly • Include everyone • Demonstrate good sportsmanship 	<ul style="list-style-type: none"> • Follow game rules – have agreement before starting game • Eat all food at the picnic table within the yellow square by the fence • Freeze when the bell rings or whistle blows (K-2) • Use restroom during recess • Only leave playground with adult permission • Follow Cafeteria and Yard Duty directions
Passing Areas (Halls, covered areas, sidewalks)	<ul style="list-style-type: none"> • Stay to the RIGHT so others can pass • Open and pass by doors cautiously • Walk in a single file line when with a class 	<ul style="list-style-type: none"> • Hold door open if someone is behind you • Use quiet voices 	<ul style="list-style-type: none"> • Enjoy displays with eyes only • Always have pass unless you are with a class
Bathrooms/Sink Areas	<ul style="list-style-type: none"> • Keep feet on the floor • Keep water in the sink • Use soap and water for washing hands • Put towels in garbage cans • Only lock the stalls when occupied 	<ul style="list-style-type: none"> • Give others privacy when in stalls • Use quiet voices • Knock politely on stall doors 	<ul style="list-style-type: none"> • Flush toilets after use • Use bathroom pass • Use bathroom supplies and plumbing correctly • Report problems to an adult • Use the restroom and exit
Arrival and Dismissal Areas (bike racks, parking lots, entrances, exits)	<ul style="list-style-type: none"> • Use bike lanes & wear helmets • Walk on sidewalks and crosswalks only • Walk and lock bikes • Prepare to exit before arrival • Exit cars on sidewalk side only 	<ul style="list-style-type: none"> • Follow directions of supervisors and Crossing Guard • Be aware of traffic 	<ul style="list-style-type: none"> • Arrive on time, but not before 7:30 am • Leave on time – at least by 2:45 pm • Leave school only with permission • Know your after school plans before coming to school • Have all necessary materials with you before you leave Home and school • Go directly to your after school destination
Bus	<ul style="list-style-type: none"> • Wait for bus in designated area • Wait for driver to signal crossing • Keep all objects inside the bus • Stay seated • Use quiet voices 	<ul style="list-style-type: none"> • Allow others to sit by you • Ask first to open/close windows 	<ul style="list-style-type: none"> • Always carry your bus pass
Emergencies	<ul style="list-style-type: none"> • Stay with your class 	<ul style="list-style-type: none"> • Be silent • Stay calm 	<ul style="list-style-type: none"> • Follow adult direction
Before and After School	<ul style="list-style-type: none"> • Remain in primary playground area after 7:30 am (K-3) • Remain in Project Fit area (chips) after 7:30 am (4-8) • Leave school by 2:45pm unless enrolled in a school sponsored activity 	<ul style="list-style-type: none"> • Follow adult direction • Use kind words, positive actions good manners • Wait your turn patiently • Ask permission • Clean up after yourself • Give personal space 	<ul style="list-style-type: none"> • After dismissal, go to supervised areas • Wait patiently while waiting for your ride • Touch others' property only with permission • Keep your property with you • Bus riders in designated bus area • Car riders to pick-up area

		<ul style="list-style-type: none"> • Respect school and personal property • Remove hats and hoods when indoors • Talk calmly when discussing conflicts • Cell phones only after or before school 	
Athletic Events/ School Functions	<ul style="list-style-type: none"> • Remain supervised at the event/function 	<ul style="list-style-type: none"> • Use good sportsmanship 	<ul style="list-style-type: none"> • Take care of belongings and litter • Follow all school rules on campus even before and after school
Guest Teacher	<ul style="list-style-type: none"> • Listen to and follow the direction of the Guest Teacher without question 	<ul style="list-style-type: none"> • Maintain a calm, quiet learning environment 	<ul style="list-style-type: none"> • Behave as your regular classroom teacher expects you to behave • Encourage other students to maintain their appropriate behavior • Assist the Guest Teacher when appropriate

Note: During PE teachers may adjust the expectations for sports related activities

EXPECTATIONS FOR THE PLAYGROUND



<i>Area</i>	<i>Be Safe</i>	<i>Be Respectful</i>	<i>Be Responsible</i>
General	<ul style="list-style-type: none"> • Report to teacher if there is no Supervisor on play areas. • Candy, gum & toys stay at home • Be aware of activities & games around you • Avoid play-fighting • Notify adult if stranger is present • Notify adult in case of injury • Report dangerous objects to an adult • What is on the ground stays on the ground (except litter) 	<ul style="list-style-type: none"> • Choose teams and play fairly (include all) • Demonstrate good sportsmanship and self control • Share and take turns 	<ul style="list-style-type: none"> • Follow game rules – have agreement before starting game • Eat all food at the picnic table within the yellow square by the fence. • Freeze when the bell rings or whistle blows • Use restroom during recess • Line up single file when adult signals end of recess • Wait outside for adult dismissal before entering building • Only leave playground with adult permission
Jump Ropes	<ul style="list-style-type: none"> • Use for jumping only • Each end of rope needs to be held when twirling it 		<ul style="list-style-type: none"> • Jump rope on blacktop
Blacktop	<ul style="list-style-type: none"> • Be aware of on-going games • Play tag safely in appropriate areas 		<ul style="list-style-type: none"> • Use areas appropriately
Field			<ul style="list-style-type: none"> • Use area appropriately
Ladder Bars	<ul style="list-style-type: none"> • Use for pull-ups, hand walking or hand swinging only • One hand on bars at all times 		<ul style="list-style-type: none"> • Begin when person in front is halfway across • When complete, go back to beginning
Balls	<ul style="list-style-type: none"> • Kicking balls only include footballs and soccer balls, no drop kicking • If ball goes out of play area report to an adult • Handball: aim at the knee level or below 		<ul style="list-style-type: none"> • Use in appropriate areas • Use balls for appropriate activity
Basketball	<ul style="list-style-type: none"> • Dribble and pass safety or shoot ball at basket (no wild shots) 		
Soccer	<ul style="list-style-type: none"> • Body contacts ball only • Hands don't touch ball 		
Four Square	<ul style="list-style-type: none"> • Follow Four Square rules 		
	<ul style="list-style-type: none"> • Two handed touch only 		

Football	<ul style="list-style-type: none"> • Make sure rules are established before game begins and that all newcomers understand the rules 		
Lining Up	<ul style="list-style-type: none"> • Walk to line up single file 	<ul style="list-style-type: none"> • Wait quietly for teacher 	

ASSEMBLIES

SAFETY

Colfax Elementary School expects student to:

1. Sit in assigned areas
2. Enter and leave in an orderly fashion
3. Sit with feet and bottom on the floor

The following rule is important because:

1. Important to be safe at assemblies so that students are free from injuries

Positive examples of the expected behavior:

1. Brian wants to kneel on the bench to see the guitar player but he remembers to be safe at the assembly and stays with his feet flat on the floor.

Non-examples of expected behavior:

1. Devin can't see the guitar player as he kneels on the bench. "Augh!" cries Devin as his knee slips off the bench and he falls to the floor.

Opportunities to build fluency & practice:

1. Practice entering and exiting quietly in a straight line
2. Practice sitting with feet on the floor
3. Brainstorm what can happen and who is affected when a student chooses unsafe choices.

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Be responsible for information shared at assembly
2. Leave area in same condition as found

The following rule is important because:

1. This rule helps promote safety of students, adults and equipment

Positive examples of the expected behavior:

1. Sierra sits on the bench without sliding it back and forth on its wheels. She notices a stray basketball and asks permission to go put it in the ball cage.

Non-examples of expected behavior:

1. Julie sits down as hard as she can on the bench and slides it to the aisle, knocking into the principal's knee as she walks by. She notices a stray volleyball and kicks it under the seat, causing a commotion.

Opportunities to build practice& fluency:

1. Practice in the gym;
2. Model appropriate behavior, point out designated equipment or food areas.

RESPECTFUL

Colfax Elementary School expects student to:

1. Remove hats inside the cafeteria
2. Focus attention on the presenter
3. Applaud when appropriate
4. Talk when appropriate

The following rule is important because:

1. Students need to learn manners in large group setting;
2. They need to distinguish rude behavior and enthusiastic behavior;
3. They need to practice listening skills;
4. Safety of other students.

Positive examples of the expected behavior:

1. Kevin enters the auditorium for an assembly. He isn't quite sure where to go so he follows his teacher or his designated leader. Kevin walks with his hands in his pockets and sits down and looks toward the main speaker. He keeps his eyes forward, hands at his sides or in his pockets. Suddenly, he remembers he has a hat on and whips it off and holds it in his lap.

Non-examples of expected behavior:

1. David runs ahead of his teacher, jumping and skipping. He has no idea where he is going and knocks over several younger students. He actually sits down with the wrong class before he realizes it, and has to interrupt another class by climbing over students to get to his place. He burps, claps at the wrong time, talks and taps his feet incessantly; he also forgets to take off his hat.

Opportunities to build practice & fluency:

1. Teacher will model how students walk with hands at sides and practice going into and out of gym.
2. Students will practice putting hands in pockets and taking hats off head.
3. Discuss and practice ways of clapping.

BATHROOMS

SAFETY

Colfax Elementary School expects student to:

1. Use toilet and sink appropriately
2. Wash hands with soap and water
3. Lock stalls only when occupied
4. Towels are placed in garbage

The following rule is important because:

1. Bathrooms are best used when they are clean, neat and working correctly
2. Cleanliness promotes healthy bodies

Positive examples of the expected behavior:

1. Tony walked into a bathroom. He puts up the seat and went to the bathroom. He washed his hands and carefully put the towel in the garbage.

Non-examples of expected behavior:

1. Kelly ran into the bathroom, bumping into Lisa and chipping Lisa's tooth. Kelly quickly uses the bathroom, but carelessly made a mess around the toilet. She washed her hands while not paying attention, getting water on the floor. Another student entered the bathroom and slipped on the wet floor, chipping their tooth.

Opportunities to build fluency & practice:

1. Hold a discussion regarding use of bathroom at home and at school
2. Discuss topics of "unsanitary" and "germs" in bathroom

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Flush toilet only once or twice if needed
2. Throw papers in garbage
3. Use only one or two towels
4. Let one adult know if there has been vandalism
5. Keep sink and toilets clear / free of clogs
6. Clean up after yourself
7. Inform adult if needed repairs and supplies that are needed
8. Keep socializing to a minimum
9. Return to class or supposed area when finished.

The following rule is important because:

1. It is important to respect the bathroom and those in it so all parts work correctly
2. Students using it correctly feels comfortable

Positive examples of the expected behavior:

1. Matt receives a pass from teacher to go to the bathroom, when finished, washes his hands and throws away the paper towel in garbage can and quickly returns to class.
2. Linda is using the sink to wash her hands. She notices someone has left paper towels in the sink and that the sink is filling up with water and will soon overflow. Linda quickly removes the paper towels and throws them away.

Non-examples of expected behavior:

1. Heather hurries into the bathroom needing to use the stall. "Hey, it's locked!" she yells. She then starts hanging on the door and begins banging the door to hurry the person inside. All of the sudden, one door hinge falls off and the door is hanging crooked.
2. John washes his hands using many paper towels and then leaves the towels in the sink. The paper towels clog the sink so no one else can use it properly. John also used all of the towels so that there are no more for others to use.

Opportunities to build practice& fluency:

1. Brainstorm what showing respect looks like in the bathroom
2. Model how you would respond to someone being disrespectful to you in the bathroom.

RESPECTFUL

Colfax Elementary School expects student to:

1. Give privacy to others using the bathroom
2. Keep the bathroom facilities in good order – clean and neat
3. Use toilet paper and paper towels only when you need them

The following rule is important because:

1. It is important to respect the bathroom and those in it so all parts work correctly
2. Students using it correctly feels comfortable

Positive examples of the expected behavior:

1. Matt enters the bathroom needing to use the stall. "Hey, the stall is locked!" he yells. Then he realizes someone is in it and apologizes for yelling and waits patiently until it is available.

Non-examples of expected behavior:

1. Heather hurries into the bathroom needing to use the stall. "Hey, it's locked!" she yells. She then starts hanging on the door and begins banging the door to hurry the person inside. All of the sudden, one door hinge falls off and the door is hanging crooked.

Opportunities to build practice& fluency:

1. Brainstorm what showing respect looks like in the bathroom
2. Model how you would respond to someone being disrespectful to you in the bathroom

BEFORE & AFTER SCHOOL

SAFETY

Colfax Elementary School expects student to:

1. Remain on sidewalks until you are picked up or have an adult escort
2. Stay behind the yellow line until your ride stops
3. Walk bikes to and from Ben Taylor Road
4. Stay behind concert barriers
5. Remain at the top of the stairs if you arrive to school before 7:30

The following rule is important because:

1. It is important to be safe before and after school so nobody gets hurt

Positive examples of the expected behavior:

1. Sean realizes he has arrived to school before 7:30 a.m. He remembers the rule for safety before school and waits at the top of the stairs.

Non-examples of expected behavior:

1. Steph arrives early to school and trips down the stairs on the way to the blacktop. She needs help desperately, but no one is around to help her.
2. Steven rides his bike down the bike path to the parking lot. He enjoys the rush as he is speeding down the hill. Out of the corner of his eye, he sees the principal driving her car in the parking lot, but he is unable to stop. The principal slams on the breaks as Steven runs right into the car.

Opportunities to build fluency & practice:

1. Brainstorm current rules for safety before and after school
2. Model where bicycles go, where unsupervised areas are, pick-up / bus procedures

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Stay on designated walkways
2. After dismissal, go to supervised areas
3. Wait patiently
4. Touch others' property only with permission
5. Pick up litter
6. Keep your property with you
7. Wait patiently in line
8. No gum
9. Cell phones are off and in backpacks at the time of arrival to school and during school hours.

The following rule is important because:

1. It is important to be responsible before and after school, the school is clean and orderly and personal possessions are not lost.

Positive examples of the expected behavior:

1. Lauren is waiting for her mom to pick her up after school. She sees some trash next to the trash can on the ground. Even though it isn't hers, she picks it up to help her school be clean.

Non-examples of expected behavior:

1. Sam is enjoying a popsicle after school. He drops the wrapper on the ground. Patty will have to stop selling popsicles and the school is very dirty from the wrappers on the ground.

Opportunities to build practice& fluency:

1. Point out where the garbage cans are
2. Brainstorm ways to be responsible; stay on walkways, stay in supervised areas, pick up litter, keep possessions to self, wait patiently, and chew gum at home.

RESPECTFUL

Colfax Elementary School expects student to:

1. Use kind words and actions
2. Respect property, yours and others
3. Keeps hands and feet to yourself and watch for your ride.
4. Stay in bus or pick-up area.

The following rule is important because:

1. It is important to be respectful before and after school so school property is not damaged and students are not injured

Positive examples of the expected behavior:

1. Jason is waiting for his mom by the flagpole. He begins to walk off the walkway to hang on the trees. He stops. If he continued, he would break tree branches, killing them. The front of the school would look messy with trees having broken branches.

Non-examples of expected behavior:

1. Scott is waiting for his mom to pick him up. He is mad at Lisa for getting him out at 4-square at recess. He yells at Lisa, "You're dumb."

Opportunities to build practice& fluency:

1. Brainstorm ways to respect school property.
2. Model kind words and actions (keeping your hands and feet to self).

CAFETERIA

SAFETY

Colfax Elementary School expects student to:

1. Walk in line to and from the tables
2. Keep hands and all body parts to self
3. Keep food on tray / sack and area clean

The following rule is important because:

1. Students will be safe and school property won't be damaged
2. Students won't choke on their food or slip on the floor

Positive examples of the expected behavior:

1. Terry stands in line with hands in pockets or at his side. He keeps his food on his tray.

Non-examples of expected behavior:

1. Natalie bursts through the door in the cafeteria and runs past other students, bumping into them.

Opportunities to build fluency & practice:

1. Five minutes spent each day of first and second week of modeling expected cafeteria behavior.
2. Have students report positive examples observed
3. Discuss positive reinforcements received
4. Model safe movement in and out of cafeteria

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Empty and stack trays
2. Clean up area
3. Wait patiently in line with hands and feet to yourself
4. Don't waste food
5. Touch and eat only your food
6. Pick up after yourself
7. Sit at assigned area
8. Stay in your seat unless excused by teacher
9. Use restroom and wash hands before coming to cafeteria as needed.
10. Use this time to eat
11. Clean up area including under your table.

The following rule is important because:

1. Students will be successful in eating his / her lunch

Positive examples of the expected behavior:

1. Glenn thinks about leaving his lunch mess spread all over the table, then remembers, “If I leave a mess, then Stacy won’t have room to eat her lunch!”

Non-examples of expected behavior:

1. Glenn clumsily leaves his lunch trash all over the table and Scott has no room on the table to eat his lunch.

Opportunities to build practice& fluency:

1. List what environment / space works best to successfully eat lunch.
2. Review ways to help others enjoy and be successfully in eating lunch.
3. List the importance of eating lunch.

RESPECTFUL

Colfax Elementary School expects student to:

1. Talk quietly, using inside talking voice.
2. Use manners
3. Be polite to all students and adults
4. Raise your hand to be excused
5. Stay out of other people’s plates and food

The following rule is important because:

1. It is important to respect the cafeteria so that everyone has a clean and safe place to eat.

Positive examples of the expected behavior:

1. Logan is about to yell across the cafeteria at his friend to come and sit by him. He remembers the expectation to talk quietly in cafeteria. He decides to wave to his friend in the lunch line and point for him to come to his table to eat when he gets his lunch.

Non-examples of expected behavior:

1. Heather hurries into the cafeteria and grabs Jake’s chips from his lunch and eats it when he isn’t looking.

Opportunities to build practice& fluency:

1. Brainstorm what showing respect looks like in the cafeteria.
2. Model how you would respond to someone being disrespectful to you in the cafeteria.

COMMON AREAS

SAFETY

Colfax Elementary School expects student to:

1. Move safely, hands to yourself at the appropriate speed
2. Hold **ALL** balls, jump ropes, backpacks, etc.
3. Place garbage in the cans

The following rule is important because:

1. It is important to move and act safely in all common area so that all students in areas are uninjured.

Positive examples of the expected behavior:

1. Chad thinks about throwing his milk carton into the garbage can, but then remembers that another student could injury himself by tripping over it.
2. Marissa and Chelsea arrive to school; they walk through the common areas directly to the supervised area.

Non-examples of expected behavior:

1. Joe runs and throws his milk carton in the garbage. He misses the can and it fell in front of another student, causing him to slip and fall.
2. Jennie and Sara arrive at the classroom door before class begins. While waiting, the girls get bored and begin to hit each other with their backpacks.

Opportunities to build fluency & practice:

1. Discuss times when students were or saw another student getting hurt on their way to class.

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Use benches for sitting only
2. Stay in designated supervised areas
3. Put personal possessions in proper place
4. Have a pass from your teacher when out of class
5. Walk on sidewalks, stairs, and designated paths

The following rule is important because:

1. It is important to be responsible so that benches and landscaping are preserved

Positive examples of the expected behavior:

1. Lee hears the beginning school day bell and walks through the common area to line up outside his classroom.

Non-examples of expected behavior:

1. Lisa hears the start of the school day bell and runs through the common area, jumping through the planter boxes to visit with her friends in front of her classroom.

Opportunities to build practice& fluency:

1. Brainstorm campus items and how they can be damaged
2. Brainstorm proper use of common area equipment

RESPECTFUL

Colfax Elementary School expects student to:

1. Speak respectfully
2. Be kind to others
3. Stop when asked to stop
4. Talk calmly when discussing problems and solutions
5. Follow staff directions

The following rule is important because:

1. Students will be treated kindly when other use respectful behavior

Positive examples of the expected behavior:

1. Philip is told to stop running on the walkway. He stops running immediately and tells his friends to do the same.

Non-examples of expected behavior:

1. Maria is told to stop running on the walkway. She continues to run. She notices that younger students are copying her and are beginning to run also.

Opportunities to build practice& fluency:

1. Brainstorm ways to respect others
2. Practice politeness to others

COMPUTER LAB & LIBRARY

SAFETY

Colfax Elementary School expects student to:

1. Keep hands and feet to self
2. Walk into each building
3. Use chairs, tables and equipment appropriately
4. Make sure adult is present at all times

The following rule is important because:

1. Protecting all students from harm is important
2. CES doesn't want to replace furniture, books or computer equipment

Positive examples of the expected behavior:

1. Ethan walks quietly into the room and starts looking for a book. He pulls out a chair and begins reading it, and decides he doesn't like it. Ethan gets up from his chair to replace the book where he found it.
2. Ethan goes to his computer, walking quietly and slowly. He sits down at the computer without talking and waits for adult directions.

Non-examples of expected behavior:

1. Ellen runs into the library and knocks over Lucy on the way. Lucy falls over and runs into several other students.
2. Kevin is in the Computer Lab with his class. After being told to line up, Kevin gets up and rushes to the door, hitting his leg on a classmate's chair. He has a black and blue bruise.

Opportunities to build fluency & practice:

1. Practice entering into the library and computer lab without talking
2. Have students model sitting appropriately
3. Have students practice taking out library books from shelves and replacing them back.

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Return materials to proper place
2. Use internet appropriately and under staff supervision
3. Food and drinks will be consumed outside
4. Listen and cooperate responsibly

The following rule is important because:

1. Protection of all equipment and books is important

Positive examples of the expected behavior:

1. Russell opens his computer up after receiving a go-ahead signal

2. Russell puts books back in the library. He knows where it goes because he has previously used a “book marker”. He also treats the chair with respect and returns them after use. He asks for help if he has trouble taking AR tests.

Non-examples of expected behavior:

1. Elizabeth slams open the door, leaving it open. She bangs on the keys of her computer.
2. In the library, Elizabeth leaves books everywhere, without returning them. She messes around with the library computers trying to find games.

Opportunities to build practice& fluency:

1. Students need more than one week of practicing these behaviors.
2. Role play in the classroom before going to the computer room / library on how to act.

RESPECTFUL

Colfax Elementary School expects student to:

1. Maintain a calm, quiet learning environment
2. Respect property – yours and others
3. Use kind words, positive actions and good manners
4. Actively listen to instructions and directions
5. Use equipment appropriately

The following rule is important because:

1. Respectful treatment of others and places facilitate learning in the library and media center.

Positive examples of the expected behavior:

1. Walt whispered in both computer lab and library. He places a chair back under the table in both library and computer lab. He waits for instructions before touching his computer.

Non-examples of expected behavior:

1. Walt enters the library and yells to his friend to come look at his new book he’s excited about. He and his friends talk loudly about their books and leave without pushing their chairs in.

Opportunities to build practice& fluency:

1. Whispering can be a challenge for some students. This needs to be practiced daily.
2. Going in and out of these two rooms need demonstrated and practiced.
3. Listening skills, AR tests taking skills, logging on and off skills, need to be modeled and practiced for several weeks, especially because of the lag time between visits.

PLAYGROUND

SAFETY

Colfax Elementary School expects student to:

1. Always stay in the supervised areas
2. Walk to and from the playground
3. Be aware of games and activities around you
4. Sit down when eating food

The following rule is important because:

1. The playground is used by many students and needs to be a safe place
2. Students need to get to class on time from morning and lunch recess

Positive examples of the expected behavior:

1. Meg is on the jungle gym. Instead of jumping off the top, she climbs down. She then decides to play basketball or four square instead. Meg hears the bell and starts walking to line up.

Non-examples of expected behavior:

1. Eddie jumps off the top of the jungle gym after the bell rings. Unfortunately, he catches his foot on one of the rungs. He hangs there until an adult can untangle him. He ends up breaking his leg.

Opportunities to build fluency & practice:

1. Model appropriate behavior on each piece equipment
2. Model where to line up for four square game
3. Walk around as a group to show boundaries during recess and lunch
4. Model direction for safe game playing areas.

RESPONSIBILITY

Colfax Elementary School expects student to:

1. Show good sportsmanship
2. Return equipment to proper classroom
3. Play away from yellow dots
4. Follow directions of yard supervisors
5. Go to the bathroom and get a drink BEFORE recess ends

The following rule is important because:

1. Students and equipment need to be safe

Positive examples of the expected behavior:

1. Mia checks out a nine square ball from a teacher. During nine nine-square, she gets tired of that game and goes over to play basketball. After the whistle to return to the classroom is blown, Mia walks over to retrieve the nine square ball and takes it back.

Non-examples of expected behavior:

1. Mia is so mad at losing in basketball that she kicks the ball over the fence. She doesn't tell anyone that it went over, and no one notices. The ball is gone from the classroom forever.
2. Brittany takes someone else's ball and then leaves it on the playground after the whistle blows

Opportunities to build practice& fluency:

1. Practice desired behaviors on both black tops
2. Brainstorm different situations that might happen and then brainstorm creative solutions

RESPECTFUL

Colfax Elementary School expects student to:

1. Use kind words when speaking to others
2. Allow others into games and play fairly
3. Share equipment
4. Take good care of equipment
5. Keep hands to yourself
6. Stop when asked to stop
7. Follow staff directions

The following rule is important because:

1. Students need to respect the playground rules and each other to promote safety and emotional well-being

Positive examples of the expected behavior:

1. When the bell rang everyone froze and at the whistle, walked quietly in a line to their classrooms.

Non-examples of expected behavior:

1. It was very hot and Aaron really wanted a drink, fast! He pushed himself in front of everyone and hogged the fountain. The student behind him told him it was not nice to do that, but Aaron just ignored him.
- 2.

Opportunities to build practice& fluency:

1. Students need to practice strategies of avoiding conflict. Consult a conflict manager if available or a staff person.

Bullying Basics

Definition of Bullying:

- Bullying is repeated, unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

What does bullying look like?

- imbalance of power
- repeated over time
- they don't stop when asked to stop
- could be name calling and/or teasing if two people are not joking around

What does bullying not look like?

- two students teasing, knowing that it is not serious
- two students calling each other names, knowing that it is not serious
- someone has not said "stop please"

Possible Bullying Situations:

- pushing
- hitting
- tripping
- teasing
- mocking
- threatening
- taunting
- spreading rumors
- gossip
- lies
- using peer pressure and/or manipulation to isolate a target and hurt his/her feelings
- use of technology to harm or harass

Bullying Consequences: Students engaging in bullying will be referred to Administration immediately and may receive a red card or suspension.

Bullying Pledge: “Take a Stand, Lend a Hand.”

School Policies, Procedures, and Information

Absences-----

If your child is ill and will be absent, please telephone the school on the day of the absence. Illness, medical appointments and death of an immediate family member are the only reasons for an excused absence. All other absences are considered “unexcused”. If attendance for the full school day is not possible, we appreciate the effort extended in having your child attend any portion of the day. If a student is absent for the entire school day, then he/she will not be able to attend any extra-curricular activities slated for that day (ie: dances, sporting events, etc.) School work can be requested to be brought to the office if a student is absent two or more days.

Academic Excellence -----

Students in grades four through eight are eligible for honor roll. In order to qualify, a student must achieve the necessary grade point average compiled from all graded subjects. The honor roll categories are as follows:

4.0	Superintendent’s List
3.5 – 3.99	Principal’s List
3.0 – 3.49	Honor Roll

Students on the Honor Roll, Principal’s List, or Superintendent’s List from Colfax Elementary School at the end of the first and second trimester may participate in an Honors Awards Program in May. In order for the students to qualify for the Principal’s trip in May, students must have a minimum 3.5 GPA in 2 out of 3 grading periods with a minimum 3.0 in the other from Colfax Elementary School. Students **must not** have received an F on their report card at any time or have any outstanding academic contracts. April 30th will be the last grading period for those who wish to participate on the trip chaperoned by the principal or teacher(s). Students must have good behavior throughout the year to attend the trip (see requirements for special school activities).

Accidents-----

Parents will be notified in the unlikely event that their child should receive a serious injury while at school, or during a school-sponsored activity off school grounds. Whenever possible, parents will be asked to pick up the child for their own observation or examination by their family physician. If parents cannot be reached, the student will be discharged to the person named on the emergency card. For this reason, please complete the card promptly and return it to school. Kindly notify the office staff should you need to update your child's emergency information.

Appointments-----

If your child has an appointment that requires him/her to leave school early, please send a note or telephone the office staff prior to the appointment. Students will be released to persons listed on the Emergency card only, and must be signed out in the office prior to leaving school grounds. The California Safe Schools Act may require office staff to request picture identification from an adult picking up a child during the school day. If possible, please schedule appointments so that they do not conflict with instructional time.

Arrival/Departure to and from School-----

Yard duty supervision begins thirty minutes prior to the start of the school day and ends approximately ten minutes after dismissal. Students should go directly to the Primary Courtyard (K-3rd grades) or the Blacktop (4th – 8th grades) when they arrive at school. Students are not permitted in classrooms, where there is no teacher present, at any time. Please do not have your children arrive prior to thirty minutes before the start of the school day. Please make arrangements for your child to be picked up promptly at their dismissal time. When dropping off or picking up your child in the loading zones, please do not leave your vehicle unattended. There are adequate parking stalls available should you need to leave your vehicle. To ensure the safety of the children, use the designated yellow loading zones, **ONLY**, when dropping off or picking up your child. If you need to get out of your vehicle for any reason, you must park in a designated parking area. When in the loading zone, please continue to move forward to ensure a smooth dismissal in the parking lot. Students should be dropped off only on the sidewalk along the yellow zone from the passenger side. Please do not drop students in the lower campus parking lot. This is for preschool, staff and handicap parking. If you have special situations regarding pick-up, please see the office for a special circumstance form.

Assemblies-----

Throughout the school year, a variety of Visual and Performing Arts, Science and other assemblies will be provided for your child. Our Parents and Teachers Association provides the funding for these VAPA Assemblies. Assemblies are held to award outstanding student achievement recognized by the classroom teachers.

Assessments/Testing-----

In addition to the various informal and formal assessments that your child's classroom teacher conducts on a regular basis, the Colfax Elementary School District participates in the following formal assessments:

CAASP (Smarter Balance)	Grades 3-8, given in spring
District Math & Language Arts	
Benchmark Assessments	All grades, 3 times each year
P.E. Testing	Grades 5 and 7, given in spring
Q.R.I. (reading inventory), and classroom reading assessments	All grades, throughout the year

Athletics-----

At various times throughout the school year, 4th – 8th grade students will have the opportunity to participate in school-sponsored team sports (cross-country, basketball, track, volleyball, etc.) Students are expected to demonstrate appropriate behavior, maintain good citizenship, and maintain a “C” average academically and not be failing any subject including citizenship. Please refer to the Athletic Policy for specific details. Also, refer to the requirements for participation in special school activities in this handbook.

Attendance-----

The State of California and the Colfax Elementary School District expect students to be in school on a daily basis. The only exceptions to this are illness, medical appointments or death of an immediate family member. Students who are frequently absent or tardy often fall behind in learning and may become at-risk for retention. Absences and tardies affect the learning of every student in the classroom due to disruption.

The Colfax Elementary School District will notify parents, by mail or telephone, if their child begins to accumulate numerous absences and/or tardies. Students who have accumulated 3 or more unexcused absences or tardies in excess of 30 minutes are truant (California Education Code 48269 (a)). Truant students AND students with excessive excused absences, (approximately 10% of days enrolled in school) may be referred to Placer County Student Attendance Reporting Board (SARB) for County support and intervention. Referral to this board may result in a home visit by child protective agencies or local law enforcement. The Placer County District Attorney’s Office may be notified in the event of habitual truancy.

Please work with the school to see that your child attends every day. We encourage you to use the school’s 24-hour voice mail system to report absences at 346-2202 ext 222. If your child is absent, you must call the attendance line that same day.

Back-to-School Night - An event designed for parents-----

Back-to-School Night will be held on the following dates:

August 21, 2019	7 th and 8 th
August 22, 2019	Transitional Kindergarten - 6 th

The classroom presentations are designed to inform parents regarding specific classroom policies and procedures. This evening is not intended for a review of your child's progress in his/her class. Parents are encouraged to attend each child's Back-to-School Night. Child care/supervision is not provided during Back to School Night. Please make every attempt to arrange for child care for your student at home so that you may attend to the informative classroom presentations.

Birthdays -----

If you would like to send a birthday snack for your child's class, please make arrangements with the classroom teacher beforehand. Please keep these snacks healthy. If snacks are high in sugar or "sweets" you must provide all students with a healthy alternative to this snack (examples-apples, trail mix, granola bars, etc.) Balloons, presents, etc. should be presented to the child at home, as valuable learning time is lost when classrooms are interrupted. Students who distribute birthday party invitations should do so outside of instructional time and discreetly so as to avoid a child's feelings being hurt.

Books and Supplies -----

Students will be provided with school textbooks and most materials. Each student is responsible for handling these materials in a careful manner. In the case of lost or damaged textbooks, library books, or other school materials, the child will be responsible for replacement costs. Teachers may request that parents provide their child with supplemental school supplies (binders, folders, etc.) that will help to promote organizational skills. Report cards/diplomas may be held for unpaid fines.

Calling Classrooms -----

We make every effort to minimize disruptions that interfere with your child's learning. Therefore, we encourage parents to leave messages for teachers using voice mail or e-mail. The office will not interrupt classrooms to forward telephone calls from parents. You may contact any teacher via e-mail by typing the individual's first initial, last name, then the suffix "@colfax.k12.ca.us" (example: tteacher@colfax.k12.ca.us).

Cheating -----

Students should be proud of what they accomplish through honest effort. Cheating and plagiarism defeat this objective. When a student is guilty of cheating or plagiarism, the teacher shall collect the student paper, mark a zero for the work, and notify the parents of students involved. A behavior consequence will be given.

To clarify cheating, we have developed these guidelines:

1. A student may not be in possession of another student's paper without teacher permission.
2. Students who give work to others to copy without prior teacher permission are also guilty of cheating.
3. If a student's work looks substantially like another's it will not be considered his/her own work.

4. For group work, students may share ideas, answer each other's verbal questions and get clarification. But, each individual must produce his/her own individual work, which may not be substantially like others.

Copying from other sources without giving credit, including Internet sites, is considered plagiarism, a form of cheating.

Classroom Visitation -----

Parents are welcome to visit the school when it is in session. It is, however, necessary to have some guidelines so that your visitation does not disrupt the learning environment. **All visitors are required, by law, to sign in at the office and to wear a visitor's badge while on campus.** Kindly contact your child's teacher and/or the school principal at least 24 hours in advance when you intend to visit. If there is a matter that you wish to discuss at length, please make an appointment with your child's teacher for a conference that will occur outside of class time.

Closed Campus -----

The Colfax Elementary School District has established that students must remain on campus until the end of the day, once they arrive on the school grounds. If any student chooses to leave the school grounds without parent/teacher permission AND adult supervision, he/she will be classified as truant and will be subject to disciplinary action. Law enforcement may also be summoned if the student's whereabouts are unknown.

Computer Use -----

Students will have on-going opportunities to access technology using the numerous computers on campus. This access includes the use of Chromebooks and classroom and computer lab desktop computers. Students will be required to complete a computer use agreement prior to being permitted to use school computers including Chromebooks. Students who abuse this privilege by mistreating computer equipment or by accessing inappropriate material may be denied access to school computers including Chromebooks. In addition, the display or creation of inappropriate or offensive materials may warrant suspension from school or other disciplinary action, at the discretion of the administration.

Conferences -----

End of trimester conferences are used for reporting progress and charting goals for students. Parent teacher conferences will be scheduled on September 24-26 and November 19-21. Additional conferences may be scheduled during spring conferences March 3 & 4 or as needed throughout the school year. The average length of a conference is twenty minutes. Parents are encouraged to set up additional conferences as the need arises. It is critical that parents attend conferences when the teacher requests them, particularly if a student is performing below grade level or is at risk of being retained.

Conflict Management -----

Conflict Management is a conflict resolution program available to all students. Fifth, Sixth, Seventh, and Eighth grade students are trained in developing skills involving

active, positive self-talk, positive communication and conflict resolution. If students are not able to resolve a conflict on their own, they can fill out a Conflict Management Form available in their classroom and an appointment will be set up. A trained Conflict Manager will use their skills to help resolve any issue. Selected students, teachers, classified staff, administrative staff, and community members are trained in the Fall of each school year. If you are interested in the training or Conflict Management please contact Craig McAtee at 346-2202 ext 405 or via email at cmcatee@colfax.k12.ca.us.

Contracts (4th – 8th Grade)-----

A 4th-8th grade teacher may issue an Academic Contract for any student who receives an “F” for any trimester grade on the report card. The intent of these contracts is to give the student an opportunity to complete a portion of the work that was lacking during the academic grading period. If a student is issued a contract, a copy of the contract will be sent home with the report card. When the student completes the contract, he/she is to turn in the completed work to the issuing teacher. The issuing teacher will evaluate the work and either return to the student for revision or “sign off” the contract. If a student has not completed all contracts, he/she will be considered at-risk for retention. All 8th grade contracts must be completed by May 1st of the Eighth grade year in order to meet graduation criteria. Also all Fourth through Seventh grade contracts must be completed by August 1st in order for students to proceed to the next grade.

Dances-----

Sixth, seventh, and eighth grade students will have the opportunity to attend evening dances at Colfax Elementary School. Teachers, administrators and parent chaperones will also be in attendance. **Students must maintain good classroom and school behavior in order to attend.** By formal invitation, other schools may attend Colfax Elementary School dances with the approval of their administration. Otherwise, the Colfax Elementary School District does not permit students from schools outside the district to attend dances. Students are encouraged to develop proper social skills at these functions. It is not appropriate for students to attend dances as “couples” or with a “date”. Students should refrain from suggestive or inappropriate dancing while in attendance. Dances will be held in the evenings when scheduled. Please make arrangements so that students are picked up promptly at the end of the dance. Please refer to the participation requirements for special activities section of this handbook.

Discipline Policy-----

The school wide behavior plan (see earlier in this handbook) is carefully designed to protect all children and to establish an orderly learning environment for all students. The school staff will teach our three school rules to encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reviewing the behavior policies and by supporting school personnel should a behavior problem arise.

Dress Code-----

A dress code has been established to set proper standards for appearance, and to minimize disruptions and distractions from learning. Case law has provided that student dress may be prohibited if the dress is unsafe or unhealthful to the student or others or the dress is disruptive to the school's operation or to the education process. Children attending school should have the appearance of "students" to maintain a business-like learning environment. Students must adhere to the following:

- Attire may not be of a revealing nature. Specifically prohibited dress items include, but are not limited to: bare midriff shirts, halter, strapless, and spaghetti strap tops, low necklines, transparent fabrics, revealing trousers or shorts that are worn too low, and shorts, skirts, etc. shorter than 12 inches from the waistband to the garment's hem. Tank top straps must be at least two inches in width.
- Clothing is to be clean and neat. "Sagging" is inappropriate school attire. Pants are to fit properly at the waist. Overly tight pants are not practical for school activities and may not be worn. Pajamas or pajama pants cannot be worn at school.
- Clothing is not allowed which display drawings, logos, language, writing, etc. of the following, but are not limited to: advertising of alcoholic beverages, tobacco or drugs, advocating violence or gang activity, sexually suggestive, slanderous, libelous, offensive, or obscene.
- Intentionally wearing any symbol that is associated with group intimidation is prohibited. Any clothing, accessory or manner of grooming associated with violence is not permitted. As information is made available to the school staff regarding "colors", etc. that are judged to be gang related, additional dress items not enumerated in this policy may be prohibited from being worn at school.
- Shoes are to be worn at all times. Strapless shoes, backless sandals, flip flops, and slippers are unsafe for school and may not be worn. Female students should avoid high heels that present safety concerns and limit mobility. Students may be required to bring athletic shoes for physical education class.
- Excessive jewelry, fragrance and/or make-up are a distraction and should not be worn.
- Any manner of grooming which may cause a disruption to the learning environment is not permitted at school. Examples of this are: exaggerated hair color or style, unusual make-up, body art, etc.
- Hats may be worn for sun protection outdoors only. When wearing a hat, the bill should be facing forward. Hoods, such as those attached to a jacket or sweatshirt may not be worn indoors.
- Sunglasses are not permitted in buildings; medical need as the only exception indoors.

Section #302 of Title V California Code of Regulations provides that a "pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering". This section shall be interpreted and implemented only with respect to case law that cleanliness and neatness is related to health and safety and/or school disruption. Pupils shall not display any clothing or materials which could incite other pupils to commit unlawful

acts, violations of District/School Policy or substantial disruption of the orderly process of the school while on school premises.

Students who are dressed inappropriately will be removed from class. Parents will be contacted so that appropriate attire may be brought to school, in order to allow the student to complete the school day. Whenever possible, school personnel will attempt to resolve the issue in the most efficient manner possible to alleviate lost learning time.

Eighth Grade Graduation Participation Requirements-----

Participation in Colfax Elementary School District 8th Grade Graduation Ceremony, graduation practice and graduation activities is a privilege that each student earns. Therefore, in order to receive a diploma, participate in the 8th Grade Graduation Ceremony and activities a graduating 8th Grader MUST:

1. Have a cumulative 2.0 or higher GPA during the 8th grade year
2. Have no outstanding contracts by May 1st
3. Have no failing grades in 3rd Trimester of 8th grade year
4. Demonstrate proficiency on the Constitution Test
5. Maintain adequate Citizenship and / or Behavior

Emergency Procedures -----

Colfax Elementary School has a Safety Plan in place which specifies action to be taken for the following emergency situations: explosion or threat of explosion, earthquake, severe windstorm, flood, fire, war, evacuation, bomb threats, intruders, and chemical accidents. During an emergency, children will be dismissed to go home by the Superintendent ONLY if there is time to return students safely to their homes AND parents can be notified. Students of parents who are not contacted will remain in the care of school personnel.

Facilities and Equipment-----

Students are expected to properly care for books, supplies and all parts of the school buildings and grounds. Damage that is purposeful and willful will be regarded as vandalism and parents will be charged for the cost of repairing the damage and any reward offered. Banks/hillsides are off-limits to prevent erosion of soil. The railings and gates are not to be used as play apparatus. No sliding down the railings or swinging on the gates. No trashing, vandalizing, writing on walls, standing on toilets, or hanging on doors in the restrooms. No spitting, squirting, or pushing at/near the water fountains.

Field Trips -----

Students may attend school-sponsored field trips. Parent permission slips MUST be signed and returned to school personnel prior to the trip. All standard rules for proper behavior will be expected and enforced on field trips. Students should use district-provided transportation for both their departure and arrival back to school when on a field trip. Any adult driving students during a field trip or sporting event

must complete a volunteer packet, be fingerprinted, provide a copy of DMV driving record, proof of insurance, and TB clearance. When a class returns back to school before the end of the day, students are expected to return to their class for the remainder of the school day.

Food-----

Keeping our campus clean develops respect for our facilities and pride in our school. Students will be encouraged to help by eating food and beverages only in designated areas, and by cleaning up after themselves. The custodial staff may assist in cleaning, but is not required to clean up messes intentionally left by students. Children eating snacks at recess need to sit down or stand quietly to eat in designated areas. Students should avoid food or drink with excessive caffeine and/or sugar. Only water is allowed in classrooms.

Hall Passes-----

Passes are required to be anywhere other than the playground and restrooms during recesses and breaks. Students are required to have a hall pass any time they are out of class.

Health Screenings-----

Periodic health screenings will occur on campus. Our school nurse will facilitate screenings in: dental, vision, hearing and scoliosis (7th and 8th grade only). Teachers may also refer a student to the nurse for a health screening if a concern arises. The school is required to insist that families comply with the state mandate regarding the proper immunization of all students.

Homework-----

The amount of homework assigned shall be related to the maturity and ability level of the students in each class. Homework is a vital part of a student's education and serves to teach responsibility as well as to reinforce skills.

Parents should provide a designated time and place for homework. Parents are also encouraged to review completed homework assignments for accuracy and quality. Parents should also review completed homework assignments for accuracy and quality. It is the student's responsibility to clarify homework assignments prior to leaving school each day. Teachers post assignments on the classroom whiteboard, and most classes record homework daily on an assignment calendar. The amount of time spent on homework varies with each child, depending upon the number of distractions, pace, enthusiasm and motivation. If a student does not complete an assignment or homework, they may be assigned a Friday study hall after school. Make-up work should only be requested when a student is absent from school for three or more days. In order to prepare materials, please contact the teacher directly with your homework request 24 hours in advance. There is not sufficient time during the instructional day for staff to prepare make-up work without proper notification. The classroom teacher will allow a reasonable period of time for make-up assignments, missed due to excused absences, to be completed.

Inappropriate Items -----

Students should keep valuables, expensive items, dangerous materials or illegal articles off the school campus. The following items are not allowed at school:

aerosol cans	drugs/drug paraphernalia	tobacco	alcohol
fireworks	flammable fluids	toys	guns
pocket knives	skate's	paggers	matches
lighters	weapons	glass items	gum
radios/CD player's	electronic games	shoes w/retractable wheels	
skateboards	scooters	hardballs	rollerblades
toys	other dangerous objects		

The following items may be brought to school if they are required for an assignment or class project, approved by a teacher: IPOD, cameras, video cameras, CD's, and electronic readers. CELLULAR PHONES are not to be turned on/used by students at any time during the school day. If a student has a cell phone at school, it must remain powered off in the student's backpack while he/she is at school. Students with cell phones on between the hours of 7:30 and 2:30 will receive a Friday study hall. The school is not responsible for loss or damage to any of these articles. Inappropriate items will be confiscated from students and will be returned only to the child's parents/guardian.

Independent Study -----

If you are aware that your child will miss school, you may request an independent study contract. Please contact the school office an independent study contract at least five days prior to the absences. The contract must be signed by the student, the parent(s) of the student and by the child's teacher(s). In order to receive academic credit, **all work is to be completed and turned in the day that your child returns to school.** The independent study contracts apply to absences of five days or more.

Language-----

Students are expected to use appropriate, respectful language when they are at school or participating at a school event or activity. Cursing and/or offensive language will result in an immediate red card.

Library -----

Students will visit the school library during a regularly scheduled time with their classes. Students will be held accountable for books at the end of each grading period. Report cards/diplomas may be held for students who have not returned library materials and/or paid replacement costs. If library materials are not returned and/or paid for before the last week of school, students MAY have to receive their report card/diploma in the mail.

Lost and Found -----

All personal belongings that are found on campus are placed in the lost and found located in front of the gym. Please ask your child to check there first if he/she has lost

something at school. Periodically, items not claimed from the lost and found will be turned over to local charities. Parents are encouraged to mark their child's name on every item that is brought to school so that, if misplaced, it may be returned as quickly as possible.

Lunches -----

The school cafeteria will serve a nutritious lunch daily at a cost of \$3.00. Cartons of milk may also be purchased for 50 cents. Application forms for free or reduced lunches may be picked up in the school office. Students who forget either a sack lunch or lunch money will be permitted to call home so that arrangements can be made.

Medication -----

School personnel MAY NOT administer medication without an accompanying physician's note. This policy includes aspirin, cough syrup and other over-the-counter remedies. Students are not permitted to keep medication of any kind in their backpacks or in classrooms. All medications must be taken in the office with proper documentation. Medical forms for this purpose are available in the school office.

Messages and Deliveries-----

Use of the office and classroom telephones will be limited. It is up to each classroom teacher to determine if the classroom telephone may be used to call for forgotten lunch money, forgotten homework, after school play arrangements, etc. If you need to deliver an item to your child during the school day, please leave it with the office staff.

Minimum Days -----

Minimum days are scheduled periodically throughout the school year. Please review the school calendar regularly, as well as all school-to-home communications so that your child will have timely transportation home after school. Dismissal on minimum days is at 11:45 a.m.

Open House -----

Our annual Open House will be held on May 14, 2020. Families are welcome to visit as students and teachers showcase their hard work.

Phone Use (Office/Classroom)-----

All students must have a pass when coming to the office at any time during school hours. The office phone may only be used by students with permission of an office staff member. Students must wait at least 30 minutes after dismissal before calling for a previously scheduled ride. The classroom phones are to be used for school business only and with permission from the classroom teacher.

Physical Education -----

Our Physical Education goal is to offer a variety of activities throughout the year with an emphasis on health and physical fitness. The Physical Education program is structured to meet the needs and interests of all students while following California State Content Standards. All students will participate in Physical Education Class (PE) 2

times per week. Students are expected to participate in all aspects of class every day. If your child has a note from their parent/guardian OR their doctor excusing them from their Conditioning/Physical Education class, he/she will not be permitted to participate in our sports program for the same duration of time. This includes modified activities as well.

Physical Examinations -----

All students are to have completed a health screening prior to entering kindergarten. This includes receiving the required immunizations. Students who have not been properly immunized will be asked to get additional immunizations prior to attending school.

Pick-Up/Drop Off of Students-----

Students must be picked up at the end of the day in the designated pick up area. If you would like to meet your student at the classroom, we ask you wait until the bell rings at 2:30 (1:30 on Mondays). If parents need to get out of their car for any reason, they must park in a parking spot to allow the traffic to flow through the loading/unloading zone.

All students must unload on the sidewalk side of school. It is not safe to unload on the driver's side, into oncoming traffic.

Progress Reports -----

Progress reports will be issued at the midpoint of each trimester in grades 4-8. Parents should be prepared to work with the teacher and their child to make improvements, where necessary, prior to the issuance of report cards. It is critical that parents review, sign and return each progress report. With the Parent Portal you can access grades / assignments anytime from computer with internet access. If you need assistance with setting up Parent Portal contact Doreen Hawkins at 346-2202 extension 212.

Parents and Teachers Association (PTA) / Volunteers-----

PTA supports and supplements many school programs. By creating an informal working relationship, the PTA identifies and responds to the needs of our school. When appropriate, funds are provided for special projects and activities that would otherwise not be possible. Currently, PTA fundraisers fund CES' Science, Visual and Performing Arts assemblies. PTA also helps pay for field trips, organizes a Fall Festival and Spring Fling. PTA appreciates all parent involvement. If you have any questions about becoming a member of PTA, indicate on the Parent Volunteer Survey included with the 1st day handouts or stop by the school office. PTA would love to have you!

Report Cards -----

Report cards will be issued at the end of each trimester to inform parents of their child's academic performance and progress toward meeting the state standards. Primary grades do not use letter grades, whereas grades 4-8 do. By law, teachers have the sole discretion as to how grades are determined. Please be sure to attend your child's Back-to-School Night where each teacher's grading policy will be addressed.

Keep up-to-date on your child's progress by regularly reviewing graded work and progress reports.

Resolving Conflict (Chain of Command) -----

Occasionally a disagreement or concern may arise concerning particular district, school or classroom procedures. We believe it is helpful to present school and/or board policy in these cases. Classroom concerns should be brought to the attention of your child's teacher first. Most problems can be resolved in a parent-teacher conference. Please keep comments toward and about your child's teacher positive, particularly when children are present. Should you feel that the matter has not been resolved after the parent-teacher conference, please make an appointment to further discuss the matter with a school administrator.

Safety -----

The school district works cooperatively with law enforcement and other agencies and has a comprehensive safety plan. Increased staff presence and security cameras for surveillance are part of our campus plan. In accordance with state law, evacuation drills will be conducted every month. Students are expected to respond quickly and safely as directed by school personnel. Parents on campus during an evacuation drill should remain with their child's class until the conclusion of the drill. Therefore, it is important for all visitors to sign in and out of the office and obtain a visitor's badge when on campus.

School Closure-----

There may be days when Colfax Elementary will be closed due to snow conditions, or loss of power, or poor air quality. Colfax Elementary will be open if the roads are safe for the buses to pick up students. This is determined by the California Highway Patrol, Mid Placer Transportation, and school officials. The District will use its automated telephone system to let parent know when school is closed. Therefore, please make sure we always have your current contact information. If school is closed, you will be notified as soon as possible. Please do not call school staff members. Please remember that you, as a parent, are most knowledgeable of specific road conditions around your residence. If you decide it is unsafe to bring your children to school, please notify the school that this is the case.

School Site Council -----

Each year the School Site Council reviews the Comprehensive School plan and identifies ways to maintain and/or improve the quality of the instructional program in the school. This plan provides monies to be used at the school level. SSC is made up of parents, teachers, classified staff and administrators. If you would like to be a part of the team, please contact the school office.

Sexual Harassment -----

Sexual harassment or harassment for any reason (based upon race, color, religion, national origin, age, marital status, or physical handicap) will not be tolerated. Any individual (employee, supervisor, or student) engaging in this type of harassment will face progressively severe disciplinary action.

Snacks-----

Teachers may provide a time for snacks during the school day. Students are encouraged to bring a healthy snack and avoid items such as candy, soda, and other caffeinated and sugary beverages. Snacks should be conveniently packaged and ready to eat. Students are responsible for disposing of any litter from their snack and are to eat in designated areas only.

Spirit Days-----

Students, staff members, and volunteers are encouraged to show “Bulldog Pride” and wear our school colors, blue and white on Fridays. Student Council may designate other spirit days in accordance with Red Ribbon Week or other activities throughout the year.

Student Council-----

The student council is made up of elected representatives. The objective of student council is to promote leadership skills among its members, while contributing to the school. It is the duty of student council members to regularly attend meetings, distribute information to their classmates and bring student-generated issues to the attention of the council. Students interested in participating in student council should demonstrate and maintain excellent citizenship (see requirements for special school activities).

Student Records-----

The Colfax Elementary School District maintains cumulative records for each student, as required by law. These records are available for parents to review. Please call the school office to set up an appointment with an administrator should you desire to review your child’s cumulative record.

Study Hall-----

Study Hall will be assigned to students who have progressed to a purple card or who have repeated reds cards in the same trimester. It may also be assigned to students for every 3 tardies, every 3 missing parent signatures, for every 3 incomplete assignments, and/or not completing a blue or red card. Study Hall may occur 1-2 times a week with designated time and place indicated on the study hall form. If a student does not attend an assigned study hall, the student will be given a red card and the red card consequences in addition to still serving the originally assigned study hall. Study hall is ONLY for students who have been required to attend. Due to NO supervision, ALL other students must be picked up / dropped off at their regular time.

Sustained Silent Reading (SSR)-----

Students participate in regular silent reading in their classrooms. Grades K-3 will read a minimum of 20 minutes and grades 4-8 will read a minimum of 30 minutes. During this period of time, students are expected to read books that are at their reading levels. Recent research indicates that this simple procedure positively affects student reading ability. Not all reading material is acceptable for SSR. Your child’s teacher

will review what is appropriate for silent reading in the classroom. Students should also read at least the same amount daily at home. Please refer to the

Textbooks-----

Students are responsible for the book assigned to them and all library books checked out. Students who damage books excessively may be charged the price of the replacement or an itemized charge based on damage. The amount needs to be paid by students / parent-guardians prior to releasing report cards/diplomas.

Tobacco and Drug Free Zone-----

Alcohol, drugs, tobacco, vaping, and e-cigarettes are detrimental to the state of well-being and undermine the aim of education – which is to enable individuals to develop to their fullest potential. The Colfax Elementary School District seeks to ensure the highest standard of learning in the classroom and recognizes that use of chemical substances interferes with the learning environment. These products may not be brought onto the school grounds or taken on any school sponsored trip at any time, by any individual.

Transportation-----

The applications for bus transportation are available in the school office and will need to be returned to Mid-Placer Transportation. Transportation service is provided by Mid-Placer, not the Colfax Elementary School District. Parents with questions about transportation should call (530) 823-4820.

Students who ride the bus are expected to follow rules with respect to traffic safety and proper conduct. Bus transportation shall only be provided if the individual student continually and habitually displays good conduct and behavior while preparing to ride, riding on, or leaving the bus. Riding privileges may be suspended if students choose to act inappropriately. Bus citations may be issued for misbehavior and may result in school consequences as well.

Volunteers-----

Colfax Elementary has active parent participation that serves in a variety of capacities. Parents can serve as an assistant to the teacher by helping with students, collating papers, processing book orders, chaperoning field trips, etc. CESD Board Policy states that volunteers who are in contact with students need to have a valid TB clearance on file in the school office (Education Code §49406). All volunteers who drive, attend field trips (including overnight field trips), and those who volunteer at school must be fingerprinted.

Even if you have previously been fingerprinted for another organization, you must be fingerprinted for Colfax Elementary School District. However, you need only be fingerprinted for CESD once. Please stop by the CES office prior to your scheduled appointment to pick up the necessary form. CESD may reimburse volunteers for the cost of fingerprinting once they are cleared.

Please note that all volunteers must also have a current TB clearance on file with the school. TB clearances are valid for four years.

If you have any questions about volunteering in the classroom or chaperoning field trips, please feel free to call, or stop by the school office. We would love to have you!

If you are planning to drive students at any time during the school year, you must fill out our annual Parent Automobile Transportation Form and provide proof of driving record and current insurance coverage to the school office.