



2011-2012
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Coronado

Student
and Parent
Handbook

Coronado Elementary

4333 S. De Anza, Gilbert, Arizona 85297



Our Mission

To provide a safe, positive environment fostering high expectations while cultivating motivated life-long learners.

Our Vision

Through a partnership with parents the Coronado students and staff will support academic achievement and character development as students become responsible members of society.

Our Motto

Pride in the PACK! Positive attitude, Achievement, Character, Knowledge

Mascot: Coyote

School Colors: Purple and Teal

School Office: 279-6900

Health Office: 279-6915

Attendance: 279-6900 x2

School Office Hours: 7:30 AM – 4:00 PM

School Day

The school day starts at 8:05 AM for all students. The first bell rings at 8:05 AM and the tardy bell rings at 8:10 AM. Students are dismissed at 3:05 PM. Morning (AM) Kindergarten begins 8:05 AM and students are dismissed at 11:00 AM

Students are **not** to **arrive** at the school **before 7:50 AM** as no supervision is provided for their safety until that time.

Early Release Schedule:

Grades K-8 8:05 – 12:50

AM Kindergarten: 8:05 – 11:00



Communication with our community is vital for maintaining our partnership between parents, students, and staff at Coronado. You will find detailed information about Higley Unified School District policies in the 2011-2012 Code of Conduct. The Coronado K-8 Parent/Student Handbook contains information specific to our school, and is limited to communication and student safety. **Please do not hesitate to call the school office at 279-6900 if you have questions.**



COMMUNICATION

Parents are encouraged to contact teachers if they have specific questions or concerns regarding their children. Messages for teachers should be left on the teacher's voicemail or e-mail, and will be responded to within 24 hours. Messages left at the front office for students will be delivered during the last hour of the day. Please contact the front office if you have an emergency – do not call students on cell phones during school hours.

Please help us limit interruptions to classroom instruction. If you need to meet with a teacher, it is best to make an appointment rather than dropping in. Forgotten homework assignments, projects, lunches, and instruments can be left at the front desk with the student's name clearly marked. Students will be called to the office to pick up those items. Gifts, balloons or flowers delivered to the school for students will be held in the front office until the end of the day.

If your child is absent, please call 279-6900 and select option #2 to report the absence.

Our parent newsletter, **the Coyote HOWL**, is sent home monthly with the youngest child in each family. **The HOWL** is also posted on our website and you are encouraged to sign up to have it sent to you via the district e-alert system. Go to www.husd.org, select 'About HUSD', and click on e-alerts. This newsletter is packed with important school information concerning upcoming events, student success, and general information of interest to both students and parents. The weekly **e-HOWL** Events Calendar will be sent to all Coronado families by e-mail via the district listserve.

Student Planners/ Agendas

Students in grades six through eight will use student planners on a daily basis in order to keep track of assignments, tests, and projects. The student planner is also an excellent communication tool for parents and teachers. Please take the time to look at your child's agenda regularly. Some agendas may require you to sign for verification regarding notes and homework. Students must have their agendas with them at all times, and the agendas are to be kept neat, clean, and presentable. The school will provide students with the first agenda; students will be responsible for replacing lost agendas at cost.

Report Cards and Progress Reports

Report cards are issued to students four times a year at the conclusion of each quarterly grading period, and progress reports are issued midway through each quarter. Report cards are given to the parents who attend parent-teacher conferences or sent home with the students. A schedule of the grading periods and parent-teacher conferences is listed on the school calendar.

Parent-Teacher Conferences

We work together in order for your child to be most successful in school. Ongoing communication between home and school is critical. Please do not hesitate to contact your child's teacher to address concerns as soon as possible.

Teachers will notify you in a timely manner if your child is doing unsatisfactory work, and a conference should be scheduled as soon as possible to plan a strategy for assisting your child in becoming successful. Parents may contact their child's teacher at any time to request a conference. Most teachers are available for conferences before and after school.

There are regularly scheduled parent-teacher conferences at the end of the first quarter and midway through the third grading period. All Coronado teachers in grades 2-8 hold Student Led Conferences. The purpose of these conferences is to highlight student achievement, share examples of student work, discuss academic goals, and show current grades. Parents may request a traditional parent/teacher conference with home room teachers.

Character Counts

The Six Pillars of Character

The following are goals we have set for our students and staff to follow. Each focuses on character development, positive self-esteem and accountability.

Trustworthiness
Respect
Responsibility
Fairness
Citizenship
Caring

In addition to the Character Counts program, our teachers will be implement the *Responsive Classroom* model in their classrooms. It consists of practical strategies for bringing together social and academic learning throughout the school day. One of the primary examples that you may see in your child's class is the use of the Morning Meeting. This activity is a daily routine that builds community, creates a positive climate for learning, and reinforces academic and social skills.

Toys, Electronic Devices, and other Valuables

Students are asked not to bring toys or valuables items to school. If students choose to bring such items to school they will assume all responsibility. **Toy guns and weapons are never allowed at school.** Teachers may give permission to bring personal items for special occasions.

Electronic devices that are disruptive to the educational environment should be left at home. iPods, MP3 players, electronic games, and CD players are not allowed in classrooms and may be confiscated by staff members if used during school hours.

If you allow your student to have a cell phone at school, please reinforce the school's expectations. **Cell phones must be turned off and may not be visible during school hours on K-8 campuses. Students using cell phones for text messaging or making calls during the school day will be subject to disciplinary action and parents will be contacted. Photography with cell phones is not allowed during the school day.**

Student Recognition Awards



Attendance Awards

Regular school attendance is vital to student learning. Students are expected to arrive on time and attend school daily. Certificates are issued at the end of each school year in recognition of those students who have maintained perfect attendance throughout the year.

Honor Roll

Honor Roll eligibility **begins in fourth grade.**

To qualify for Honor Roll a student must:

- Receive A's and/or B's in all letter-graded subjects in grades 4-8.
- Receive a satisfactory (S) grade in all non-letter graded areas

Principal's List

Principal's list eligibility begins in fourth grade. To qualify for the Principal's List a student must:

- Receive straight A's in all letter-graded core subjects in grades 4-8.
- Receive a satisfactory (S) grade in all non-letter graded areas

Birthday Celebrations



Birthdays are an important part of each child's life, and student birthdays are recognized on the morning announcements. However, birthday parties may not be held at school. Birthday treats

may be distributed at the discretion of teachers. Please contact your child's teacher to pre-arrange an appropriate time for birthday treats that will not interfere with instruction. This practice helps to ensure that instructional time is protected and that all children are treated equally.

To avoid interruption of classroom instruction, the District discourages the delivery of gifts (i.e. balloons, flowers) to students or staff during the school day. If such a gift is delivered for a student, it shall be kept in the office during the school day and will be available for pick up by the student at the conclusion of the school day. Exceptions to this Policy may be made in the discretion of the Principal for certain holidays or in special circumstances. The school does not assume responsibility for damage to or loss of such items.

When planning snacks for school celebrations, remember that the county health department requires that no home cooked food be distributed to students at school. This practice is intended to protect students from the spread of communicable disease.

Student Council

Student officers are elected from the 6th-8th grade classes at large, and representatives from each class in grades 4-8 attend regular meetings. Meetings are held to plan school-wide activities, school improvement projects, and fund raising events. We follow state law and district policies in accounting for the revenue and the expenditure of student funds. Field trips, student recognition, extra-curricular performances, academic materials and facility additions are the most commonly funded items.

Site Council

The Site Council serves as an advisory group to the school, and consists of parents, teachers, support staff, and administrators. The primary focus of the group is school improvement. The council meets once a month to discuss areas that may be in need of improvement and also to oversee the use of the Tax Credit Donations contributed by the community.

Parents interested in joining the Site Council are invited to nominate themselves or others at the beginning of each new school year. Nomination forms are available in the front office and on the school website.

Parent-Teacher Organization

Coronado School has an organized group of parents and teachers known as the "P.T.O." Parents are encouraged to actively participate in the P.T.O. and support projects throughout the school year. The Coronado P.T.O is an active organization that sponsors a host of programs and activities to benefit our school. Please check with the front office staff or visit the PTO link on the Coronado Website for more information.

Volunteers

Parents who are willing to volunteer their time and services to the school are encouraged to do so. Volunteer help is needed in a number of areas including the classrooms, office, school programs and school grounds. Volunteers must stop by the office to sign in and get a visitor's pass. **As a courtesy to others, younger children should not accompany volunteers to school.** Parents who are interested in volunteering should contact the principal or one of the officers of the P.T.O.

Governing Board Meetings

The Higley Unified School District #60 Governing Board has two scheduled meetings a month. Public notices are posted at each school site and the district office at least twenty-four hours before the meeting is scheduled to occur. The notice will state the date, time, and location of the meeting, as well as a meeting agenda.



SAFETY

The safety of all students is of utmost importance at all times. We ask everyone to help keep the students at Coronado safe by adhering to the safety procedures described in the following pages.

Student Drop Off and Pick Up

The drop-off and pick-up area is located in front of the school. Drop off and pick up students in the designated area between the posted signs only. The west parking lot is used for bus and day care van pick-up and drop-off only. ***Please observe all traffic rules and avoid using cell phones while driving through school zones.***

- Pull forward as far as possible.
- Cautiously pull out into the exit lane after drop off or pick up.
- Parents who choose to park in the parking lot must escort children across the crosswalk to and from the lot.

- To drop off arrive by 8:05
- To pick up arrive at or after 3:05*
- **Kindergarten students will be ready for parent pick up a few minutes early. A.M. Kinder pick up is at 11:00.*
- No parking is allowed in the pick-up line; drivers will circle around to the end of the line if students are not outside waiting at dismissal time.

Students may enter the campus through the gate closest to their drop off point in the morning. After 8:05 students may enter the building through the front door. Students arriving after 8:10 must stop in the front office to get a Tardy Pass.

Note: Students may not arrive before 7:50 when the gates open. There is no supervision until that time.

If parking to wait for your child, please use the designated parking area, walk to the pickup area, meet your child and accompany him or her to your car. Always use the crosswalk, and do not cross between vehicles. **Do not beckon your child to cross the parking lot alone, as he or she may run in front of a moving vehicle.** If you are leaving your car unattended, make certain it is in a legal parking space. Be patient, there are many students being picked up in these areas and often the parking lot becomes congested and slow moving. A little patience on everyone's part will help ensure the safety of students. These designated areas will be supervised from the following times:

Morning drop-off 7:50 a.m. – 8:05 a.m.
 Afternoon pick-up 3:05 p.m. – 3:20 p.m.

Note: The gate at the back of the campus on Mariposa is not an official entrance/exit and is not monitored by school staff. Students using that gate are responsible for their own safety and are expected to follow all safety precautions and traffic rules.

Student Checkout Procedures

When a student is dismissed early from school, the parent must come to the office and sign out the student, stating the date, time, student's name, the name of person taking the student, and the reason for the dismissal. Parents and guardians may be asked to show a photo ID. **A student may only be released to individuals identified on the emergency card.** If you are making arrangements to have another person pick up your child, please send written permission to release the child to that individual. Students will not be called from class until the parent has arrived on campus. This policy minimizes lost instructional time.

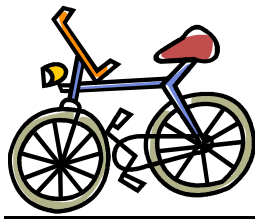
Please send a note to your child's teacher whenever there is a change in routine at dismissal time; i.e. a child being picked up instead of riding the bus. This is very important for younger children.

If the student returns the same day, parents must sign the student back in. The student will receive an admission slip before returning to class.



Students Walking To and From School

We encourage all students to walk in groups with other children that they know. Walk the route with your child before school begins, point out potential danger spots and teach precautions. Children who use the crosswalk must follow all directions and instructions given by crossing guards.



Students Riding Bicycles To and From School

If your child will ride a bike to school, please take time to teach your youngster **bicycle safety**. Bikes are to be parked in spaces provided, not leaned on the fence. Because the school does not insure them and the bike area is not monitored, we recommend that bikes be individually locked at school. Coronado cannot assume responsibility for stolen or damaged bikes. It is also a good idea to register the bike with the Gilbert Fire Department, make note of the serial number and keep a description of it in case of theft. Scooters and skateboards need to be stored in the bike rack. **Skateboards, roller blades or roller skates, and motorized scooters are not allowed on campus or inside the building.**

School Visitors

Every visitor to the school campus is required to first go to the office, sign in as a visitor and receive a visitor's badge. Volunteers are also asked to sign in each time they visit and to wear a visitor's badge. Staff members will refer anyone who is in the school or on campus to the front office unless they are wearing a district ID or a visitor's badge.

Emergency Drills

Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the school buildings. All students, volunteers, and guests must follow the emergency procedures.

- Follow teacher directions
- Leave all work and line up immediately.
- Know the emergency exit route from each room. Routes will be posted.
- Without talking, walk in a line until reaching designated areas.
- Remain in line facing the building and wait until the teacher directs the students to return to class.

Visitors who arrive at the school during an emergency drill will be asked to wait in the parking lot until the drill is concluded.

Emergency Medical Information

Each student **must** have a current emergency information card, which is kept in a confidential file in the nurse's office. Please contact the school office if your contact information or emergency medical information changes during the school year.

School Nurse

Coronado has a health assistant on site during regular school hours. Parents may call the health assistant at 279-6915 with health questions and concerns.



Connect, Engage, Inspire