

**St. Johns Unified School District #1  
Coronado Elementary School**

**Parent/Student Handbook**

**2021-2022**



**“WHAT’S BEST FOR THE KIDS?!”**

**Coronado Elementary School**

“What’s Best for the Kids?”

Mr. Kyle Patterson, Superintendent  
Ms. Courtney Bond, Principal  
Mrs. Leisha Greer, Secretary  
Mrs. Michelle Ashton, Health Tech.

**Teachers (Certified)**

**Kindergarten**

Mrs. Emily Greer  
Mrs. Karen Lee  
Mrs. Kamarie Hancock  
Mrs. Hannah Harwood

**1st Grade**

Mrs. Lorilyn Burt  
Mrs. Breonna Ellington  
Mrs. Tirzah Jessop

**2nd Grade**

Mrs. Amber Heap  
Mrs. Julie Nielsen  
Mrs. Holly Nelson

**3rd Grade**

Mrs. Sandra Nielsen  
Mrs. Beverly Harris  
Mrs. Bridget Heap

**Reading Specialist**

Ms. Shanna Cox

**Special Education**

Mrs. Keri Anway  
Mrs. Merlene Shurtz

**Speech**

Mrs. Melissa Copple  
Mrs. Rae Womack  
Mrs. Adelle Hancock

**Special Education Director**

Luz Winter

**Support Staff (Classified)**

Sammy Coombs, Computer Lab Manager  
Tara Crosby, Performing Arts Director  
Samantha Softley, Kindergarten Aide  
Elaria Urquiza, Kindergarten Aide/ Librarian  
Monette Butler, Intervention Aide  
Colette Lunsford, Intervention Aide  
Juliann Meyer, Intervention Aide  
Michael Conway, Sped Aide  
Lisa Poe, Sped Aide  
Kennedy Scarbrough, Sped Aide  
Baylee Jaramillo, Sped Aide  
Joan Collins Fros, Inclusion Aide  
Melinda Poe, Inclusion Aide  
Rosalba Hinojos, Custodian  
Tierra Ervin, Custodian

# Schedule for 2021-2022

Coronado Elementary School  
Schedule of School Hours  
Kindergarten through Third Grade

<u>Grade Level</u>	<u>School Begins</u>	<u>School Ends</u>
Kindergarten-AM	8:15 AM	11:15 AM
Kindergarten- PM	12:00 PM	3:00 PM
Grades 1-3	8:15 AM	2:20 PM

<u>Grade Level</u>	<u>Lunch Schedule</u>	<u>Playground</u>
Kindergarten	No Lunch Schedule	
First Grade Playground	11:30-12:10	South
Second Grade Playground	11:20-12:00	West
Third Grade Playground	11:50-12:30	West

<u>Grade Level</u>	<u>Recess Schedule</u>	<u>Early Release Fridays</u>
Kindergarten AM 10:15 AM	10:15-10:30 AM	Kindergarten- AM
Kindergarten PM 12:30 PM	2:00-2:15 PM	Kindergarten-PM
First 12:15 PM	10:35-10:55 AM	Grades 1-3
Second	10:00-10:20 AM	
Third	9:30-9:50 AM	

## **Preface**

The faculty and staff at Coronado Elementary join in extending a sincere welcome to you and your children. We want to thank you for trusting your child's education to us!

We strive to facilitate the academic, social and physical needs of each student. If you have any questions or problems pertaining to Coronado School, please feel free to call us at 928-337-4435.

Our AIM at Coronado is to decrease students "At Risk" and increase student success.

Students, staff and parents may rely on three basic rules of expectations which our School operates to guide them in any situation. These expectations include:

- Safety
- Order
- Rights

## **School Mission**

"What's Best for the Kids?"

## **School Vision**

At Coronado we do what is best for every child to create a platform for success in a safe and fun environment. High expectations are met through:

- Individual ownership in learning, accountability, and professionalism
- Rigorous curriculum focusing on the whole child and the goal of everyone becoming lifelong learners.
- Working interdependently through collaboration, unified goals, and open communication of ideas.
- Supporting the belief that together everyone achieves more through dynamic encouragement, positive attitudes, respect, and trust.

Through focusing on these principles and beliefs, students are better today than they were yesterday and will be better tomorrow because of what we are doing today.

## **Annual Public Notification of Nondiscrimination**

St. Johns Unified School District No. 1 does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. St. Johns Unified School District No. 1 Career and Technical Education

Department does not discriminate in enrollment or access to any of the programs available (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, and Electrical and Power Transmission Technologies). The St. Johns Unified School District No. 1 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators:

Section 504 Coordinator  
Luz Winters, Special Services  
555 West 7th South  
St. Johns, AZ 85936  
928-337-2279

Title IX Coordinator  
Director David Bradshaw, Asst. Principal/AD  
360 Redskin Drive  
St. Johns, AZ 85936  
928-337-2221 ext. 1004

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## **AHERA ANNUAL NOTIFICATION LETTER**

Dear parents, teachers, and staff of St. Johns Unified School District:

As per the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for St. Johns Unified School District.

The inspection report and asbestos management plan file are available for review in the district office during normal office hours: 7:00 a.m. – 4:00 p.m. These documents include information regarding inspections, re-inspections, response actions, post-response actions, including periodic re-inspection and surveillance activities that are planned or in progress. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA additional inspections of the school are conducted every six months by properly accredited staff of St. Johns Unified School District. Should you require additional information in this matter, please do not hesitate to contact the district office at 928-337-2255.

### **Family Educational Rights & Privacy Act (FERPA)**

#### ***Photo Release/Directory Information Opt Out Request***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Educational records subject to this protection include all academic, attendance, health, guidance and special service reports. FERPA requires schools to inform parents and students annually of these rights, such as by this notice for the current school year. Under FERPA, parents and students over 18 years of age ("eligible students") have the following rights:

(1) Parents and eligible students have the right to inspect and review the student's educational records within 45 days from the date in which the school receives a request for access.

Parents or eligible students who wish to review their records should submit a written request that identifies the record(s) they wish to inspect to the school principal or other appropriate "school official." A "school official" is a person employed by the district as an administrator, supervisor, instructor or support staff (including health or medical staff and law enforcement personnel), school board member, or a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist or evaluator).

After processing the written request for inspection of a student's education records, the school official will make arrangements for the access and notify the parent or eligible student of the time and the place where the records may be inspected. A copy fee of \$0.25 per page may be charged provided that such fee does not effectively prevent

parents or eligible students from exercising their rights to inspect and review these records.

(2) Parents and eligible students have the right to request the amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

5 Parents or eligible students who seek to amend a record should submit a written request to the school principal which clearly identifies the part of the record they want changed, and why it is incorrect or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing and their right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Please note that the school is not required to consider requests for amendment under FERPA that: (1) seek to change a grade or disciplinary decision; (2) seek to change opinions or reflections of a school official or other person reflected in an education record; or (3) seek to change a determination with respect to a child's status under special education programs.

(3) Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without their consent.

Generally, schools must have written permission/consent from the parent or eligible student in order to release any information from a student's education records. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- to a school official with a legitimate educational interest (i.e., the official needs the record to fulfill his or her professional responsibility);
- to another school district to which the student seeks or intends to enroll;
- to specified officials for audit or evaluation purposes;
- to appropriate parties in connection with financial aid to a student;
- to organizations conducting certain studies on behalf of the school;
- to accrediting organizations;
- to comply with judicial order or lawfully issued subpoenas;
- to appropriate officials in cases of health and safety emergencies; and
- to state and local authorities, within the juvenile justice system, pursuant to specific State law.

In addition, schools are also permitted to release information, without prior written consent of the parents or eligible student, which has been appropriately designated as "directory information" by the district. St. Johns School District has designated the following information as "directory information":

- Student's name
- Address

- Telephone listing
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Grade level
- Enrollment status
- The school most recently/previously attended if not Coronado Elementary School

NOTE: Specific examples include honor roll, merit roll, annual yearbook, playbills and graduation programs.

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) such as St. Johns School District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Coronado Elementary to disclose "directory information" from your child's education records, you must notify the building principal in writing that you do not want "directory information" disclosed. The written notice to the principal about directory information must be received no later than 15 days after the start of the school year (or within 15 days of newly enrolling in the district). A notice is provided below.

(4) Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. Johns School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920



## **Attendance**

Studies show the single most important thing parents can do to help their children succeed in school is limiting their children's absences as much as possible. Children who miss school the least get the best grades and have the highest test scores. Tardiness is just as harmful to student performance and will impact the Reading First Program, hindering your child's ability to grasp the entire concept presented for the day's lesson. Elementary school children are the most ready to learn during the first hour of their school day. Because of this the most important reading instruction at Coronado takes place each morning.

### **Parents please encourage your child to attend school and be on time!**

Personal or family illness, death in the family, medical needs, and emergencies are excusable absences. District policy states that any student missing more than 24 days per year is subject to failure for the year. When an absence is unavoidable please call the school the day of the absence and send a note to the office the day after the absence. THIS IS MANDATORY PURSUANT POLICY JH (J-1550) AND ARS §15-807.

Advanced notice for make-up work is necessary to give the teacher time to prepare. Parents can request work by calling the office prior to the absence.

Notice of excessive absences or tardiness will be sent home upon ten (10) unexcused absences or tardiness.

## **Dental/Medical Appointments, Etc.**

Please schedule all dental/medical appointments after 2:00 pm, this will be very beneficial to your child/children. The parent must sign out the student who leaves school during the day for medical and dental appointments at the office. A student will be released with a written note from the parent, and verified by a phone call to the office. **No student is ever to leave school without permission from the office.**

## **Cafeteria**

Our District maintains a "Hot Lunch and Breakfast" program. Our Breakfast program is served between 7:45 and 8:15 am. Students may purchase meals daily, as they go through the line at the cafeteria, or purchase a meal ticket. Meal tickets must be purchased in increments of five days. Students may carry their lunches from home and, if they choose, purchase milk or juice in the cafeteria. All food MUST be eaten in the cafeteria. No food may be eaten on the school grounds. Students may go home (Home Only) for lunch if they have a signed permission slip from the parents. Parents are welcome to join their children in the cafeteria for breakfast and lunch anytime during the year.

## **Physical Education**

All pupils are involved in physical education activities several times each week. If a student has a medical or physical handicap that may limit activity in physical education, this should

be made known to the teacher and nurse.

### **State Testing**

The State of Arizona requires local school districts to administer the state required AZM2 test to all third grade students. Parents will receive notice of testing dates, suggestions for helping students prepare, and test results from the school.

### **School Report Cards**

Report cards are distributed at the end of each quarter. Parents will be informed as to how well their children are meeting specific curriculum standards.

#### **Grading Scale K-3:**

E= Exceeds the Standard- The student shows outstanding and consistent application of knowledge that exceeds the required level of performance.

M= Meets the Standard- The student shows consistent application of both basic and complex knowledge that meets the required level of performance.

A= Approaches the Standard- The student shows understanding of basic knowledge that is approaching the required level of performance.

P= Progressing toward the Standard- The student shows limited and inconsistent knowledge and is beginning to make progress towards the required level of performance.

### **Parent and Family Engagement Policy**

The St. Johns Unified School District is committed to supporting parental involvement. We will provide our families with the Coronado's Parent and Family Engagement Policy each fall. Copies of this policy will be provided to families of newly enrolled students upon registration. Copies of the District Parental Involvement Policy and the Coronado's Parent and Family Engagement Policy are available in the school office.

### **Parent School Compact**

To facilitate and support effective parental involvement, each of our schools have developed a Parent School Compact. This compact was developed by educators and our parents, and is intended to be a working agreement between the schools, parents, and students in which the duties and responsibilities of each are clearly defined. This plan is completely voluntary on the part of parents and students and its purpose is to enhance the academic and social achievement of our students and strengthen the relationship between our families and their schools. Copies of this compact will be provided to each of our families and are available in the school office.

## **Homeless Policy**

The McKinney-Vento Act specifically protects homeless students by ensuring they have access to the same free, appropriate public education provided to other students. This act requires the St. Johns Unified School District to provide homeless students the education they need to ensure they have an opportunity to meet the same challenging performance standards as other students. Copies of the District's Homeless Policy are available in each school's office and at the District office. For more information on the St. Johns Unified School District's Homeless Policy, contact Courtney Bond at 928-337-4435 x 1303.

### **Promotion from Year to Year**

I. Promotion from grade-to-grade in grades K-8 in the St. Johns Unified School District is based on teacher recommendation. A teacher must base this recommendation on student achievement.

A. Achievement of class assignments, projects, and tests: The minimum standard for achievement of promotion in the St. Johns Unified School District is 60% on class assignments, projects, and tests.

B. Attendance: Failure to attend school may result in retention. The maximum allowable number of absences per semester in the St. Johns Unified School District is 12 days.

C. Third graders must meet the state required Move on When Reading score in order to be promoted to the 4<sup>th</sup> grade.

II. Primary Language, assessment for:

A. Achievement of class assignments.

B. Achievement on standardized achievements tests.

C. Demonstration of essential skills may be in the primary language of the student.

III. Special Education.

Students enrolled in a special education program must meet the course of study and graduation requirements of pupils enrolled in special education under the guidance of R7-2-401. Students placed in special education classes in grades K-8 are eligible to receive the standard certificate of promotion from eighth grade without meeting state competency requirements, but reference to special education placement shall be noted on the students transcript or permanent file.

Review of Promotion/Retention Decision: ARS 15-521 states that (every teacher shall) make the decision of promotion or retention of students. Parents DO NOT have authority to overturn the decision of the teacher.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in Section 15-5231.10, the parent or legal guardian may request in writing that the governing

board review the teacher's decision.

### **Parent-Teacher Conferences**

Parents are encouraged to visit the school at any time. It is necessary that we know who is visiting our school. All visitors are required to check at the office before visiting a classroom.

Parents who wish to have a conference with a teacher should arrange a time with that teacher by telephone before coming to the school. All conferences are held when teachers do not have pupils in their classroom. Teachers will make a concerted effort to arrange conferences for the convenience of parents.

Parent-Teacher conferences will be scheduled at Coronado School at the end of the first nine weeks reporting period.

### **Campus Regulations**

Students are not to leave the school ground before school, at noon, or during the school day without permission obtained through the office. Students will not be allowed to leave school during the school day unless the office receives a note or a telephone call from a parent or guardian.

Preschool children and students not enrolled in the St. Johns schools will not be permitted to attend class.

Insects, reptiles, and animals will not be allowed at school without special permission.

### **Telephone Usage**

The school phones are business phones and may be used by students only when they have permission from their teacher or in case of emergency.

### **Announcements**

Announcements interrupt the teaching in the classroom. Announcements over the intercom will be kept to a minimum. Clubs such as Cub Scouts, Boy Scouts, Girl Scouts, 4-H, etc. should refrain from asking the schools to make announcements.

### **Withdrawal of Pupils from School**

Any pupil who is withdrawing from school should receive a withdrawal form from the office no later than the morning of the day he/she is leaving. The student should present the withdrawal form to the teacher of each of his/her classes, the cafeteria and the librarian. These teachers should sign the form indicating that the pupil has cleared all responsibilities. Upon presentation of this completed form, the office will give the final clearance and issue a transfer. Parents need to come to the school office to sign and receive the official State Withdrawal Form.

## Class Parties

Classes will have three parties a year (Halloween, Christmas, and Valentine). Parties are the last period in which the students are in session on that day.

## Student Conduct and Discipline

Discipline is considered a part of the education process. Development of character, efficiency, orderliness, and self-control are the keys to good conduct and proper consideration for others.

It is the policy of St. Johns schools that all students will have the same rights, regardless of race, age, sex, national origin, or physical handicap.

In order to guarantee those rights, people must have laws and rules. The basic rule is common sense and courtesy. **All students are to be responsible for knowing and obeying school regulations and policies.** Each person's conduct should be such that everyone will be able to pursue his educational interests without interference and disruption. No student will be allowed to commit any act, which interferes with another student's learning or with the teacher's teaching.

The school staff is legally responsible for students while they are at school functions. Any teacher has the authority and responsibility to correct the behavior of any student at any school function. The administration and faculty have the responsibility to handle cases involving student conduct regardless of when or where such actions take place if they are apt to bring discredit to the school, the individual and the student body. **A violation of the law is considered to be a violation of school policy.**

Students in school buildings, on school grounds, using District property for any purposes, or attending a District- sanctioned event shall not engage in the following

1. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the board.
2. Physical abuse of or threat of harm to any person on School District owned or controlled property or at School District sponsored or supervised functions.
3. Possessing or using a dangerous weapon. (This includes a pocket knife)
4. Damage or threat of damage to property of the School District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on School District controlled premises.
5. Forceful or unauthorized entry to or occupation of School District facilities, including both buildings and grounds.

6. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on School District property or at school-sponsored functions.
7. Conduct or speech that violates commonly accepted standards of the School District and that, under the circumstances, has no redeeming social value.
8. The non-compliance with the lawful directions of School District officials or any other law enforcement officers acting in performance of their duties and /or failure to identify themselves to such officials or officers when lawfully requested to do so.
9. Knowingly violating School District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
10. Any conduct constituting a breach of any federal, state, city law or duly adopted policy of the Board or any behaviors(s) that might lead to suspension and/or expulsion.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to any of the following: warning, reprimand, probation, suspension, or expulsion. They are also subject to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the School District presently administers.

Page 19 offers a sample copy of Coronado's playground rules. To help our students better understand the behavior expected from them on the playground, at the beginning of each school year, students will be required to sign a copy of the playground rules and take them home for parent signature.

## Due Process Procedures

### Term

### Who Suspends

Suspension

Principal

### Due Process/Student Rights

1. Informal meeting with Principal designee prior to suspension.
2. Student presented with charges, evidence and witnesses if any, against him/her.
3. Student given the opportunity to deny charges, rebut evidence.
4. Unfavorable decisions may be appealed to the Superintendent.

### Expulsion

### Who Expels

No longer a student of the respective school.

Principal and Superintendent in conjunction with the Board of Education.

### Due Process/Student Rights

1. Right to be present at the Board of Education hearing.
2. Right to counsel.
3. Right to observe evidence.
4. Right to question witnesses.
5. Right to present evidence.
6. A record of the hearing will be kept.
7. The finding of the Board shall be reduced to writing and sent to student and parents.
8. Right to further appeal outside the school system.

A Student who knowingly disrupts the orderly process is subject to disciplinary action.

Students in the St. Johns Unified School District may be recommended for expulsion from school for one or more of but not limited to the following offenses:

1. Willful destruction of school property.
2. Public usage of vulgar or profane language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such a person.
3. Using a dangerous weapon on another student or staff member.
4. Assault on a student or staff member.
5. Theft or forgery.
6. Selling, distributing or using illicit drugs, tobacco or alcohol
7. Extreme behavior problems at school.

**Students: Please be advised that violation of the civil law, especially sales or consumption of alcoholic beverages or drugs, will result in the student being turned over to the appropriate agency.**

## **Student Violence/Harassment/Intimidation/Bullying**

The governing Board of the St. Johns Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.

It is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm. Occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying, Exposure to social exclusion or ostracism, Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and Damage to or theft of personal property.

*Cyber Bullying:* Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that



places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

### **Behavior During Programs in the Cafeteria**

Because of the large number of students who attend activities in the cafeteria, student behavior should be exemplary and a reflection of good manners.

In order to maintain discipline, the following rules of behavior shall be observed:

1. Students shall go to and from the cafeteria in a quiet and orderly manner.
2. No spontaneous outbursts of "enthusiasm" such as booing, whistling, stamping of feet, etc. are allowed.
3. Students shall sit together as a class, not scattered throughout the cafeteria.
4. Sometimes there are unavoidable lapses of time. Students are to be patient and reasonably quiet during these periods.

## **Student Dress Code**

Students are expected to keep themselves well groomed, neat and modestly dressed at all times. Any form of dress which is distractive or disruptive in appearance and detrimental to the purpose of the school will not be allowed.

No policy can address all situations, but the following guidelines are expected to be followed.

1. All students must wear some kind of soled footwear.
2. Clothing with, or reference of, any kind of alcohol, drug, tobacco, vulgar or sexual graphics are not permitted.
3. Bare midriiffs, bare backs, bare shoulders, see-through blouses, halter-tops, tank tops and plunging necklines are not allowed. Shirts, blouses, pants and dresses must be sufficient to completely cover all under garments during normal body movement. Pants must not sag below the normal beltline and /or expose underwear. Shirts and blouses must have a full shoulder and must be long enough to be tucked in or to cover at least the bottom of the beltline of pants, shorts and skirts.
4. Clothing with holes and slits, tight bike shorts, and ragged cutoffs are not allowed.
5. Hats or headwear of any kind are not allowed in any school building during the normal school day unless they are secured out of sight in a backpack. This means all headwear is NOT to be worn or hand carried in the school buildings. Bandannas are not allowed anytime.
6. Students may wear pants, sweats, shorts, dresses or skirts provided the length is to the top of the **mid-thigh** or below.

**Consequences for not following the dress code:** The student can be sent home to change, if unable to go home or have a change of clothes brought, the student will be asked to wear items the school will provide for them.

## **Bicycles/Skates**

Parents will assume full responsibility for children who ride bicycles to and from school. Bicycle riders should obey all traffic rules the same as any owner of a vehicle. Students should provide a lock for their bicycles to prevent theft. All bicycles are to be parked in designated parking areas at each school. Students are not to ride bicycles in the school grounds during school hours.

Due to serious safety and liability issues, **Coronado Elementary cannot allow students to have skates, including skateboards and Heelys, or any other kind of skate of any kind during school hours.**

## **Electronic Devices/ Cell Phones**

Personal Cell phones, DVD players, Gameboys, iPods, iPads, tablets, and any other electronic devices will not be allowed at Coronado school during the school day. If your child brings one of these items to school it stands the risk of getting lost or stolen. If your

child is using one these items during school time, it will be taken away and kept in the office until the end of the day, at which time they can retrieve the item from the office. If it is taken again, the item will be kept in the office and the parent will have to retrieve the item from the office.

### **Health and Accident Procedures**

All injuries of any consequence are to be reported to the Health Tech. or principal at once. The office must complete a complete report including name, or witnesses.

Students may be dismissed from class to see the Health Tech. at any time if the teacher considers it necessary. Students who are ill or injured will be sent to the Health Tech. for attention. When a student is excused from class to go to the Health Tech's office, the teacher will issue a permission slip to the student.

A student may visit the Health Tech. at any time and without a permission slip in an emergency. Parents will be contacted, if possible, on accidents of a serious nature.

**All medicine and pills must be dispensed through the Health Tech's office.**

### **Chewing Gum**

Students are not allowed to chew gum at Coronado School.

### **Playground Regulations**

Students must vacate the building and school grounds upon dismissal of school unless they are involved in scheduled supervised school activities or have business with their teachers.

### **Playground Rules**

#### **Playground Etiquette**

- Show respect to students, adults, and property
- Students are to use all equipment on the playground in a safe manner
- Students on the playground should not play next to or under the windows of classrooms
- Show 1st time obedience- no back talk
- No name calling, arguing or foul language
- All people are invited to play in a game with a school ball
- Line up immediately when you hear the signal
- Do your part to make Coronado a kind, safe and great-looking school

#### **Swings**

- Swing facing west
- No bailing out or flipping out, twisting or side to side or spiders

- No swinging when there are large puddles of water under them
- Students waiting should give a 100 Coronado count before their turn

### **Teeter Totter**

- No bouncing
- No feet up on the bar or standing on bar or seat
- Students waiting should give a 100 Coronado count before their turn

### **Play Master**

- One direction on the monkey bars
- One hand on the bar if hanging upside down
- Slide feet first
- No climbing up slides, no blocking slides or throwing items in slide
- No sitting on the equipment, such as the stairs, bridge, etc.
- No tag games on the Play Master
- No sitting on chin up bars

### **Trees**

- No climbing trees or hanging on branches, or throwing items into the trees

### **Football**

- Only two hand touch, no rough play or blocking
- Students violating the rule will lose the privilege of playing

### **Basketball**

- The first group of students with a basketball gets the court.
- If there are only a few students on separate courts playing knockout or shooting they are to combine the game to free up the other court
- When a ball is tied up by two players, a jump ball will be called with alternating positions
- If constant aggressive and rough play occurs students violating the rule will lose the privilege of playing

### **Tag**

- Establish rules before playing
- Tagging someone means touching them with your hand; not tackling, wrestling, kicking, piling on or dragging.

### **Cold Weather**

We will only have inside recess during the school day, if the temperature is below 20 degrees F, or if there is heavy snow or rain fall. We do take into account the wind chill

when determining the temperature. We have used this guideline in the district for quite some time. If your child does not have a coat there are many coats in the lost and found they can use. Of course kids with health issues can be exempt. Our policy is much like many other schools in the White Mountain areas. Children benefit from vigorous exercise and need to be given the opportunity to play outside whenever possible. Also please remember that the doors of the school are not opened until 7:45 am.

### **Lost and Found**

Lost articles and books found in the building or on the playground should be taken immediately to the office. Most lost articles will then be placed in the lost and found box in the library. More valuable articles will be in the office. A student who loses any item should inquire in the office or look in the lost and found in the library. Items not claimed by the end of the school year will be donated to charity.

### **Computer Lab**

The computer lab is intended to support classroom instruction and to develop basic computer skills. An **Acceptable Use Policy** form will be sent home with your child at the beginning of the school year. This agreement must be filled out and signed in order for your child to use the internet.

### **Library**

We have a great library at the Coronado School with over 8000 books for students and teachers to check out and enjoy. A few of the library rules are:

1. Treat the books with care.
2. We ask that the children have a special spot where they can place their book/books, while they are not reading or looking at them.
3. Books can be checked out for up to one week. After one week they will be overdue. Other rules will be gone over with the students once school is in session.

Check out schedule is as follows:

1. First graders may check out one book, they are allowed to take the book home.
2. Second graders may check out two books, they are allowed to take the books home.
3. Third graders may check out three books, they are allowed to take books home.

Lost or damaged books beyond repair will be charged to the student. If you should have a book that needs to be repaired, we ask that you not try to tape or repair them. Return

them, with all the pieces back to the library so that we can make the repairs. Thank you.

We are fortunate to have a library in which our children can come to, please help them be responsible in caring for and returning their books on time.

### **Special Education**

1. Special education includes specialized instruction or specialized services designed to meet the unique educational needs of a child with a disability. These services will be provided through the school district at no cost to the parents.

2. Before a child can receive any special education services, the child must be determined eligible according to an evaluation. The evaluation must assess all the areas related to the suspected disability. In order for a child to be considered eligible, the initial evaluation results must meet eligibility criteria (both in state definitions and evaluation data) for at least one of the disability classifications listed below:

ED	Emotional Disability
EDP	Emotional Disability (Separate Facility, Private School)
MMID	Mild Mental Intellectual Disability
HI	Hearing Impairment
SLD	Specific Learning Disability
MD	Multiple Disabilities
A	Autism
SMR	Severe Mental Retardation
MD	Multiple Disabilities;
SSI	Sever Sensory Impairment
OHI	Other Health Impairments
OI	Orthopedic Impairment
PMD	Preschool-Moderate Delay
PSD	Preschool-Severe Delay
SLI	Speech/Language Impairment
PSL	Preschool Speech/Language Delay
TBI	Traumatic Brain Injury
MMID	Moderate Mental Intellectual Disability
VI	Visual Impairment

**Occupational and Physical Therapy** (OT and PT) Evaluation and therapy assistance are provided for students enrolled in special education whose physical development warrants special assistance. Therapy may be direct or in conjunction with the classroom teacher, physical education teacher and parents.

### **Non-Discrimination on Basis of Handicap**

The district will assure that no **Identified Handicapped Person** shall, on the basis of **handicap**, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from

federal financial assistance.

### Programs for Students Identified as “Gifted”

Definition; “Gifted Child” means a child of lawful school age who due to superior intellect or advanced learning ability or both, needs special instruction or special ancillary services or both, to achieve at levels commensurate with his/her intellect and ability.

Service mandated by the State of Arizona and provided by the St. Johns Unified School District for the education of gifted students includes:

1. Procedures for identification and placement of students in gifted programs.
2. Curriculum, differentiated instruction and supplemental services for gifted students.
3. Parent involvement.
4. Scope and sequence, which demonstrates articulation across all, grades and school to ensure opportunities for continuous progress.

The criteria for referral, screening selection and placement in the St. Johns Unified School District gifted program is as follows:

1. Referral: A student may be referred for testing by either the teacher, the parent or the student completing the gifted referral form.
2. Screening: Any student scoring at or above 85% on a standardized achievement test in any of these areas (vocabulary, reading, math) will be tested for possible giftedness with a state approved test.
3. Selections and Placement: Students who score at or above the 97% on the state approved test used by the district will be selected for placement. The three areas are verbal, quantitative, and non-verbal. A placement in gifted education programs.
4. Re-testing: A student may be re-tested after a three-year period has lapsed.

### **School Bus Safety Rules**

The Arizona Revised Statutes and the Department of Transportation provide laws and regulations relative to school bus operations. These laws and regulations place certain responsibilities not only upon the school bus driver, but also upon the students and parents.

R17-4-507 of the regulations states, in respect to the authority of drivers: The driver of any school bus shall be held responsible for the orderly conduct and safety of the students transported. All adult passengers such as coaches, teachers, monitors, etc. are also under the authority of the school bus driver.

#### Safety Rules for School Bus Passengers:

1. Exercise caution, good manners and consideration for other people.

2. Obey the driver. The driver's first concern is for your safety.
3. Follow the School District policy each time you are to go home by some way other than the school bus.

Your actions on the school bus tell others what kind of citizen you are.

#### Waiting for the Bus:

1. Be at your bus stop at least five minutes before the bus arrives.
2. Stay a safe distance from the curb.
3. Always go straight home after getting off the bus.

Your bus driver has a schedule to keep. If you are not at the bus stop, the driver **cannot** wait for you!

#### Boarding the Bus:

1. Always use the handrail.
2. Go up the steps one at a time.
3. Avoid pushing and crowding.
4. Go directly to your seat. The bus will not move until all passengers are seated.  
Regulations do not permit passengers to stand in a moving school bus.

#### Conduct on the Bus:

1. Place books or parcels on your lap.
2. Keep the aisle clear.
3. Avoid confusions that might distract your driver. (You can help the driver when the bus approaches railroad tracks by keeping quiet so that the driver can listen for trains).
4. Ask the driver for permission before opening windows.
5. Keep arms and head inside the bus.
6. Throwing objects inside or out of the bus could cause an accident.
7. Students should use the emergency door and exit controls only during supervised drills or actual emergencies.
8. The bus is not a playground. Save wrestling and horseplay for another time.
9. Remain seated until the bus has come to a complete stop at its destination or your bus stop.

The condition of your school bus shows how you feel about your school. Show your pride by helping your driver keep the bus clean and in good shape. Vandalism lowers your stature among your classmates.

#### Getting off the Bus:

1. Use the handrail and take one step at a time.
2. Pushing or crowding shows poor manners and could cause an accident.
3. After you leave the bus do not return to the bus unless you receive permission from your school bus driver.



Prohibited items on School Bus:

1. The use of tobacco, in any form, is prohibited on a school bus.
2. At no time shall intoxicating liquor, dangerous or narcotic drugs or any prohibited substance be permitted in a school bus.
3. Glass containers, animals, insects or reptiles cannot be transported in a school bus.
4. Weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects shall not be transported in a school bus.

Transporting Musical Items on School Bus:

1. No instrument shall occupy needed seating space.
2. No instrument shall be placed in the driver's compartment or step well.
3. All instruments carried by the student shall be under their control at all times and carried in the lap, between seats, or in a vacant seat properly secured.
4. The aisle is not to be blocked at any time by a musical instrument.

**Notice to Parents** Arizona Revised Statutes 929-901(b) states: No person who is a driver of a vehicle carrying children to and from school shall in receiving or discharging children at the school, fail to stop the vehicle on the side of the highway upon which the school is located.

Crossing the Highway:

1. If you must cross the road, walk about ten feet in front of the bus.
2. Look continuously to the left and right as you cross the road. At any intersection, look in all directions.
3. Walk quickly across the road. **Do Not Run!**
4. Never cross the road **behind** the bus.

**CAUTION:** Bus riders must be alert for vehicles that do not stop when the bus is loading or discharging passengers. Vehicles that failed to stop have struck students.

**Accident or Other Emergency**

1. In case of an accident or emergency, older students should help the driver to maintain order and assist younger children.
2. Stay in the bus unless otherwise directed by the driver.
3. If you have to leave the bus, stay in a group and obey the driver's instructions.
4. Do not expose yourself or others to needless hazards.

It is impossible to adequately prepare for every possible emergency. Common sense and a level head will go a long way toward lessening the severity of such an occurrence.

For your child's safety, St. Johns Schools require any change in bussing for our students to be in writing from the parents or legal guardians. These notices can be sent to school with your child, filled out in the school office by parent or guardian, or faxed to the school office, 337-4930. The office staff is not permitted to take bus changes over the

telephone. We apologize for any inconvenience this may cause our parents; however, this policy is designed for the protection of our students. We appreciate your help in this.

### **Parent Drop-Off/ Pick- Up Procedures**

Parent drop-off and pick-up will be located along the West side of the school at the back gate. Please enter on the South side of 2nd East St. and exit to the North. Students will be released from the gate after the 2:20 pm bell rings and when there are two staff members available to assist students to their vehicles. When picking up, please pull forward. A staff member will walk each student to their vehicle, while another staff member monitors traffic and student safety. Please be patient. Do not park and come into the school when using this lane. Parking is available on the East side and North side of the building. Please be mindful of students, other vehicles, and busses when picking up or dropping off your student.

### **COMMUNITY MEMBERS, PARENTS & STAFF MEMBERS**

We appreciate your suggestions and input. We strive to provide a quality, safe learning environment for all students. We hope to work together as a team to meet the needs of our students. We realize that from time to time problems do arise.

If you have a concern or complaint with one of our staff members, procedures or facilities, please follow this board approved plan for conflict resolution.

1. First talk to the person that you have the concern with. Over 90% of all problems are taken care of at this level.
2. If you still feel that your concern has not been addressed properly, then contact that person's Supervisor, or one of the Principals.
3. Then the School Superintendent
4. Finally the School Board. (Please remember that a School Board member has to be very careful, not to receive too much information or become involved early on. If they do and your concern comes before the Board, that member would need to declare a conflict of interest and they could not be of any assistance to you).

Thank you for your understanding.

Here are the names and phone numbers of the Supervisors, Principals, Assistant Principals, and the Superintendent for your use.

Steven Palmer, High School Principal 337-2221 Ext. 1005

Dave Bradshaw, High School Ast. Principal 337-2221 Ext. 1004

Jim Anway, Middle School Principal 337-2132 Ext. 1202

Courtney Bond, Coronado Principal 337-4435 Ext. 1303

Luz Winter, Special Services Director 337-2174 Ext. 1207

Nelson Davis, Maintenance/Transportation 337-2255 Ext. 1017

Kay Hauser, Food Service Director 337-2255 Ext. 2236

Ginger Wiltbank, Finance Director 337-2255 Ext. 1106

Kyle Patterson, Superintendent 337-2255 Ext. 1105



## St. Johns School District 2021-2022 CALENDAR

**August 2021**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**10-13:** Staff Preparation  
**16:** First Student Day

Student Days: 12  
HS Student Days: 10  
Teacher Days: 16

**September 2021**

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**6:** No School- Labor Day  
**10:** No School- Fair

Student Days: 20  
HS Student Days: 17  
Teacher Days: 20

**October 2021**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**11:** No School -Columbus Day

Student Days: 20  
HS Student Days: 15  
Teacher Days: 20

**November 2021**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**11:** No School- Veteran's Day  
**24-26:** No School- Thanksgiving Break

Student Days: 18  
HS Student Days: 15  
Teacher Days: 18

**December 2021**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**20-31:** Christmas Break

Student Days: 13  
HS Student Days: 10  
Teacher Days: 13

**January 2022**

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**3:** School Will Resume  
**17:** No School- MLK Day

Student Days: 20  
HS Student Days: 16  
Teacher Days: 20

**February 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**21:** No School- President's Day

Student Days: 19  
HS Student Days: 15  
Teacher Days: 19

**March 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**14-18:** No School- Spring Break

Student Days: 18  
HS Student Days: 15  
Teacher Days: 18

**April 2022**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**15:** No School- Good Friday or Snow Day if needed

Student Days: 20  
HS Student Days: 16  
Teacher Days: 20

**May 2022**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**26:** Early Release: MS Promotion  
**27:** Last Day for Students & Staff

Student Days: 20  
HS Student Days: 16  
Teacher Days: 20

**May 26:** Middle School Promotion  
**May 27:** High School Graduation  
**October 13 = 40th Day**  
**January 26 = 100th Day**  
**HS October 26 = 40th Day**  
**HS March 2 = 100th Day**

S1 Student Days: 83  
S2 Student Days: 97  
SIHS Student Days: 67  
S2 HS Student Days: 78  
**Total Student Days: 180**  
Total HS Student Days: 145

**End of Grading Period**  
**1st Quarter: October 8**  
**2nd Quarter: Dec. 17**  
**3rd Quarter: March 11**  
**4th Quarter: May 27**

HS-1st Quarter: October 7  
HS-2nd Quarter: Dec. 16  
HS-3rd Quarter: March 10  
HS-4th Quarter: May 26

S1 Teacher Days: 87  
S2 Teacher Days: 97  
**Total Teacher Days: 184**

### Calendar Outline

- August 9: New Teachers Begin
- August 10: All Staff Begin
- August 16: First Student Day
- September 6: Labor Day
- September 10: Apache Co. Fair
- October 11: Columbus Day
- November 11: Veterans Day Observed
- November 24-26: Thanksgiving Break
- December 20 - December 31: Christmas Break
- January 17: Martin Luther King Jr. Day
- February 21: Presidents Day
- March 14-18: Spring Break
- April 15: Good Friday/Or Snow Day if needed
- May 26: Middle School Promotion
- May 27: Last Teacher/Student Day: High School Graduation

### Early Release Days

- All Friday's
- May 26: Middle School Promotion
- May 27: High School Graduation

Board Approved:

# Coronado School Map

50 N. Water St.  
St. Johns, AZ 85936

