

Corona Elementary Student Handbook 2025-2026



WELCOME

Welcome to Corona Elementary School. All of the staff members have one goal. We want to provide the best education possible for your child. We want to form a close partnership with parents and involve them in all aspects of education at Corona Elementary. We want to build on the strengths of each child and help each child as a unique individual. We want Corona Elementary to be a resource for you in carrying out the family dreams you have for your child.

New Enrollment Information

New registrations for Corona Elementary School will take place in the school office.

All new students need to have:

- Immunization Record
- Birth Certificate

Change of Address and Telephone Number

Please notify the office if your address or telephone number changes. This is important for school records and for being able to contact you in case of an emergency. **WE MUST HAVE A PHONE NUMBER** on file in the office to reach you.

Communication

We will strive to keep lines of communication open and will ensure that each family receives a monthly list of school happenings. These will be sent home with your child near the end of each month for the upcoming month. If you have any questions or concerns regarding any of these activities, we encourage you to call us at the school at (575) 849-1911.

Please feel free to contact your child's teacher or the office with any questions or concerns that you might have. **As a rule, please work with the person most directly involved first. If your child is having a problem, please start with the teacher, as this is the person most familiar with your child.** Communicate with the office for general school questions.

School Attendance Procedures

Our school day is 8:00 AM to 3:45 PM, Monday through Thursday.

Teachers are on duty, and students may arrive at 7:45. There will not be teachers on duty before that time.

Students who arrive after the 8:00 AM bell rings must be signed in by a parent or guardian in the office.

If you know that your child will be absent, please call the office and let our secretary know before 8:30 AM. The office number is (575) 849-1911.

Regular attendance is necessary for school success. It is important that your child be at school and on time as many days as possible. There is a demonstrated connection between school absences and learning problems. Although the teachers attempt to provide assignments and materials for students to make up work when they are absent, completing an assignment at home does not compare with being present in the classroom.

Corona Public Schools wants your child to be at school all day, every day. School attendance is important for both academic and social growth for students. A doctor's note or clear communication is required for an absence to count as an excused absence.

We do understand that children become ill and may need to stay at home to recover. As parents or guardians, please keep your child home if he/she become sick and do not feel well enough to take part in school activities. This helps to prevent the spread of the illness to others at school. These are some of the examples of when your child should be kept at home:

- Active vomiting
- Active diarrhea – three or more times in six hours
- The beginning of an airway infection (cold/cough/runny nose)
- Extreme tiredness and/or lack of appetite
- Fever with headache, body aches, earache, sore throat
- Undiagnosed or unknown rash (a rash that has not been seen or treated by a health care provider)
- Any of the above symptoms with fever or chills
- Untreated skin conditions
- If antibiotic treatment is needed, your child should remain home for the first full 24 hours of medication (e.g., if your child has three doses per day ordered, then three doses must be given before the child returns to school)

Dismissal

We will dismiss students beginning at 3:40 PM.

All students who are picked up MUST go through the pick-up lane. This pick-up lane will be located in the upper parking lot near the rock building. We ask that you enter through the east driveway and proceed out through the west. This is to ensure the safe and quick pick up of each child. We ask that parents NOT walk up to the school doors to pick up students unless they have made an appointment with their child's teacher.

If you will have an older sibling or other person pick up your elementary child, please make sure that the school has been notified by **YOU** and not the sibling or other person. Safety is of our utmost concern.

If someone new will be picking up your child or they will be using a different mode of transportation, please call the office before dismissal to let us know. We cannot just let students get on a bus or leave with people that we do not know.

If students are leaving early for appointments or family emergencies, families will need to come into the office to sign students out. Students are never permitted to leave campus without a parent or guardian signing them out.

Arrival and dismissal times are the busiest times of day for our office staff and teachers. Please make sure you are communicating with the school.

Thank you for following our arrival and dismissal procedures as this adds a layer of safety for our staff and students.

Bus

The school bus is an extension of the school campus. All school rules and regulations continue on the bus for the safety of all children.

School Health

Hearing and Vision Screening

Corona Elementary School's nurse provides hearing and vision screening at specified grade levels. If a hearing or vision problem is detected, the parent will be notified.

Accidents or Illness at School

Parents/Guardians will be called when a student appears ill enough to go home. If a parent/guardian cannot be reached, the designated emergency person will be contacted. If a student has any health problem or is taking medication, it is mandatory that school personnel are made aware of the health issue.

If an accident occurs at school, the nurse is called for an evaluation, and the office will notify the parents.

Students are encouraged to go outside each day as well as participate in PE. If there is a medical reason that a child must stay inside, we need a note from a physician.

Medication at School

Medication should be dropped off and picked up by the parents and not transferred by the student. Medications will need to be administered by the school nurse or trained personnel. Teachers and office staff are not allowed to administer medication. This includes cough drops, aspirin, and other over-the-counter medications.

NO CHILD IS ALLOWED TO KEEP MEDICATION WITH THEM DURING THE SCHOOL DAY.

If you have any questions regarding your child's health at school or medication, please contact our school nurse at (575) 849-1911.

Dress Code

Students should arrive at school ready to learn.

- Close-toed shoes for PE.

- No spaghetti strap dresses or tops.

- No visible undergarments.

- Holes in pants must be no more than three inches above the knee (or leggings worn underneath).

- No hats or hoods in the building (students can wear them at recess).

Inappropriate slogans or pictures are not to be worn on clothing to school.

- Shorts are NOT to be worn after Labor Day or until notified by the SCHOOL. Our rule of thumb has been May 1st, but we realize the weather may warm before then. The weather in our area is unpredictable, and this is to ensure the safety of your child.

Visitors

Visitors are welcome and are encouraged to visit the school.

ALL VISITORS MUST BUZZ IN AND SIGN IN AND OUT OF THE OFFICE.

Personal Property

All student possessions, including coats, hats, boots, and gloves, should be labeled. (Lunch boxes, book bags, etc.) USE PERMANENT MARKER, PLEASE!!

Money- Parents are encouraged not to allow students to carry excess money to school. Please have all money coming to school labeled in an envelope or zip-top bag with the student's name, teacher, date, and amount.

Pets- PETS ARE NOT ALLOWED IN THE SCHOOL!!!!

Toys- Toys are not permitted at school unless there is a special occasion agreed upon by the teacher and the office. The school is not responsible for any toys lost or stolen. Please keep toys at home as they do pose a distraction in the classroom.

Cell Phones/Electronic Devices

In accordance with New Mexico's Anti-Distracted Policy and to ensure a focused learning environment, student use of personal electronic devices is **strictly prohibited during instructional time**.

Prohibited Devices Include:

- Cell phones
- Smartwatches
- Earbuds or wireless headphones
- Any other personal electronic communication devices

At the beginning of each instructional day, all devices must be **powered off completely** and placed into a designated **NuKase**, which will be locked and secured by school administration. Devices will **remain locked** for the duration of the instructional day. Cases will be unlocked by an administrator at the conclusion of the school day, at which point students may retrieve their devices.

Once removed from the NuKase, devices must be stored in the student's **backpack or locker** and are not to be used until the student has left the instructional building unless otherwise permitted.

This policy is designed to promote student engagement, reduce distractions, and support academic success. Students who fail to comply may face disciplinary action in accordance with school policy.

Exceptions:

The administration reserves the right to allow limited or supervised use of electronic devices for educational purposes, special circumstances, or emergency communication needs.

Computers and Technology

All students are expected to take care of our school computers. Failure to comply will result in loss of computer and internet privileges. Please see the Computer Usage agreement.

Playground Rules

In the interest of safety and due to the inherent risks of the playground, we make every effort to actively supervise recreational activities. There are both general playground rules and rules specific to various equipment pieces. Staff will review these rules with students at the beginning of the year, and the school-wide discipline plan will be followed anytime students are on the school grounds. The rules are below. No baseballs, bats, rollerblades, wheeled shoes, skateboards, bicycles, or scooters are allowed on the playground during the school day. The school assumes no responsibility for equipment brought from home.

General Rules:

- Students must walk from one area to the next.
- Students must stay off of ice when present.
- No jumping off the walls.
- Stay off the rock wall.
- No throwing sand, rocks, or wood chips.

Equipment Rules-**Swings:**

- No twisting, jumping out, or side to side. Students must sit properly.
- No running in between swings, especially while they are moving.

Monkey Bars (both) and Bubble:

- No standing, sitting, crawling, etc. on the top.
- No hanging upside down.
- No Preschool on the bubble.

Tennis Court:

- The court is divided in half K-2, 3-5.
- No Preschool on the court when other students are present.

Tether Ball:

- Pole on upper playground K-2, lower playground 3-5.

Slide:

- No climbing up the slide, children must go down on their bottom only and one at a time.
- There is no tag on the slide.
- No climbing on the outside or top of the slide.

Classroom teachers may have additional rules for their classes; however, the duty teacher is not responsible for monitoring those rules.

Outdoor Recess

Playing outside is important for students. They have morning recess and lunch recess, and many classes have an extra brain break/recess during the day. We try to keep these outside, but sometimes the weather prohibits that. Administrators will watch the weather closely and make decisions about recess in inclement weather.

Child Abuse and Neglect

School personnel are REQUIRED by New Mexico State Law to report ANY suspected cases of child abuse or neglect to the Children, Youth and Family Department.

Notice of Nondiscrimination and Equal Opportunity

In accordance with District Policy A-0250, the Corona Public Schools Board of Education is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, religion, sex, sexual orientation, age, national origin, and disability.

Nondiscrimination Statement from Corona Public Schools

Corona Public Schools does not discriminate nor condone discrimination by students, employees, or third parties on the basis of age (40+), color, ethnicity, gender identity, mental or physical disability, national origin, pregnancy, religion, race, sex, sexual orientation, serious medical condition or veteran status in any program or activity of, or sponsored by, the school district.

Corona Public Schools does not discriminate based on sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 and its implementing regulations. This includes, but is not limited to, discrimination in admission, access to educational programs, employment, and other activities operated by the district.

Corona Public Schools is committed to providing a safe, supportive, and non-discriminatory educational environment for all students and employees. The District prohibits retaliation against anyone who reports or participates in an investigation of sex discrimination or harassment.

Title IX Coordinator Contact Information:

Inquiries regarding Title IX may be referred to the District's Title IX Coordinator. Additional information regarding Title IX is available from the U.S. Department of Education's Office for Civil Rights (OCR).

District's Title IX Coordinator: Randa Encinias

Reporting and Grievance Procedures:

Corona Public Schools has established procedures for the prompt and equitable resolution of complaints regarding any form of sex discrimination, including sexual harassment, within the District. In accordance with District Policy A-0300, any person may report sex discrimination, including sexual harassment, using the contact information listed for the Title IX Coordinator. To report information about conduct that may constitute sex discrimination or to file a formal Title IX complaint, please refer to District Policy A-0300, Regulations A-0311 and A-0312, and Exhibit A-0331. All District Policies may be found at:

<https://z2.ctspublish.com/nmsba/browse/corona/welcome/root>. These procedures, as well as the District's Title IX Discrimination Formal Complaint Form, can be found at

<https://z2.ctspublish.com/nmsba/browse/corona/welcome/root>, or you may obtain a copy by contacting the District Administrative Office at (575) 849-1911.

Reporting Obligations:

All district employees must immediately notify the Title IX Coordinator if they become aware of any incidents or complaints that could constitute sexual harassment or sex-based discrimination toward students or staff. This includes situations where the district has already reported the incident to external agencies, such as:

- **New Mexico Public Education Department (NMPED);**
- **New Mexico Children, Youth and Families Department (CYFD); or**

- Local law enforcement

It is the responsibility of the school employee to ensure that any potential incidents are reported promptly and accurately to the Title IX Coordinator for appropriate follow-up action.

The District will offer supportive measures, as required under Title IX, and take action to ensure the safety of students and employees during any investigations by outside entities to which the District holds reporting obligations. This includes making a reasonable effort to obtain notice of an outcome determined by the investigating entity.

Who Is Covered Under This Notice:

This notice applies to all students, parents, guardians, employees, applicants for enrollment or employment, and members of all unions and professional organizations holding collective bargaining or professional agreements with Corona Public Schools.

For more information on the District's nondiscrimination policy, grievance procedures, and Title IX compliance, visit our district policies at <https://z2.ctspublish.com/nmsba/browse/corona/welcome/root> or contact the Title IX Coordinator at the contact information provided.

Corona Elementary School Discipline Matrix

Level 1 Behaviors

• Didn't obey instructions • Disruptive behaviors • Dress code violation • Engaged in horseplay • Excessive noise	• Failure to comply with rules • Internet violation • Offensive behavior • Public displays of affection	• Unsafe behavior • Writing on school property • Tardy • Name-calling
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Level 1 Consequences

	<u>1st/2nd offense</u>	<u>3rd/4th offense</u>	<u>5th/6th offense</u>	<u>7th offense</u>	<u>8th + offense</u>
School	Parent contact	Reflective Assignment	Loss of Privilege	Parent Conference	Detention
Bus	warning	1-5 day suspension	1-10 day suspension	1-20 suspension	1-30 suspension

Level 2 Behaviors

- Abusive Acts/Language - Aggressive Behavior - Biting/Spitting - Bullying (infrequent/documented) - Cheating - Damage to property - ISS Violation	- Disrespect to adults - Disrespect to the student - Forgery of signature - Plagiarism - Cell phones/electronic devices - Received stolen property	- Stealing - Threats of damage - Throws objects - Truancy - Uncooperative with staff - Verbal abuse/gesture
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Level 2 Consequences

	<u>1st/2nd offense</u>	<u>3rd/4th offense</u>	<u>5th/6th offense</u>	<u>7th offense</u>	<u>8th + offense</u>
School PreK-2nd	Parent Contact	Parent Contact Reflective assignment, loss of privilege	Parent conference, ISS, 1-2 days suspension	Loss of privilege 2-5 day suspension	5-10 day suspension
School 3rd-5th	Parent Contact Reflective assignment, loss of privilege	Parent conference, ISS, 1-2 days suspension	2-5 day suspension	3-10 day suspension	5-10 day suspension
Bus	warning	1-5 day suspension	1-10 day suspension	1-20 suspension	1-30 suspension

Level 3 Behaviors

- Abusive behavior toward peers - Bullying (frequent) - Excessive ISS - Fighting/assault/ battery - Harassment all categories	- Left campus without permission - Threatening behavior - Smoking tobacco products (possession) - Vandalism (minor)	Tobacco/Alcohol (possession)
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Level 3 Consequences

	<u>1st/2nd offense</u>	<u>3rd/4th offense</u>	<u>5th/6th offense</u>	<u>7th offense</u>
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School	Parent conference Reflective assignment Loss of Privilege ISS 2-5 day suspension	3-5 days suspension	3-10 day suspension	5-10 Suspension Additional offenses may lead to expulsion
Bus	1-10 day suspension	1-20 day suspension	1-30 day suspension	30-plus days- loss of bus

Level 4 Behaviors

• Alcohol-related (using) • Arson • Bomb Threats • Burglary • Damage/vandalism/theft (Major)	• Drug paraphernalia • Drug-related • Explosive Device • Fireworks • Illegal Substances	• Weapon • Assault on a faculty or staff member • Electronic smoking device
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Level 4 Consequences

	<u>1st Offense</u>	<u>2nd Offense</u>
School	Parent Conference 3-10 day suspension Law Enforcement Contacted if needed	5-10 day suspension Law enforcement contacted if needed *Additional offenses may lead to expulsion
Bus	30-plus days- loss of bus privilege	Loss of bus privilege

The administration retains the right to accelerate the discipline based on the severity and number of offenses. The school administration reserves the right to determine consequences. The determined number of offenses may be subject to start over each semester at the discretion of the administration.

*Parents are to be notified by teachers for each LEVEL 1 and LEVEL 2 offense.

Please Return This Page To Your Student's Teacher

(student) understand that the above guides are meant to keep us safe and our school running smoothly. I will follow the rules while at school, on the bus, or at school-sponsored events.

Student Signature

Date

(parents) understand that the above guides and policies are meant to keep our students and CES staff safe and the school running smoothly.

Parent Signature

Date

I will provide a safe learning environment where all students can reach their full potential.

Teacher Signature

Date