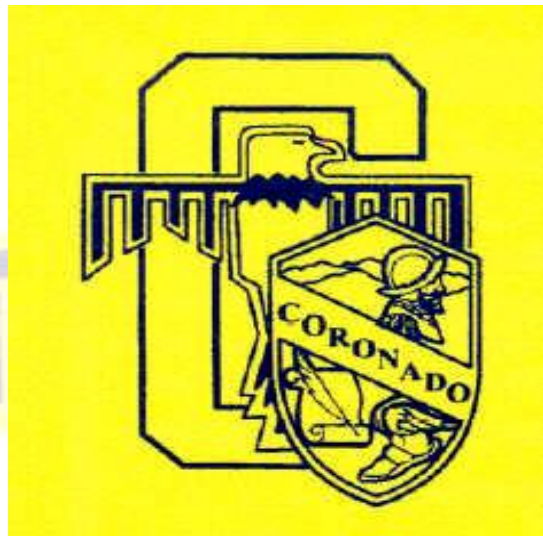


# CORONADO HIGH SCHOOL

## STUDENT HANDBOOK 9<sup>th</sup>-12<sup>th</sup> Grades



**100 Champions Place  
El Paso, Texas 79912**

***Established 1962***

### **Mission Statement**

***To advance the academic, artistic, emotional, physical, and social education of every student in order to develop productive citizens.***

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

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## **Mission Statement**

The mission of Coronado High School is to advance the academic, artistic, emotional, physical and social education of every student in order to develop productive members of society.

## **Academics**

Coronado High School will maintain an academic program that is challenging and focused on continuous learning. Students are expected to arrive to class on time, be prepared to contribute, and perform at a high academic level. Students are expected to take responsibility for their learning, complete all assignments, and pass their course work. Students are responsible for communicating important information about their schoolwork to their parents, including progress reports and report cards.

Coronado High School has very high academic expectations for all students. Students who are failing or “falling behind” academically must attend mandatory tutoring. “Falling behind” is defined as missing any assignments that are overdue. There will be tutoring sessions before and after school, but not during lunch. Students are responsible to know the tutoring schedule. Tutored students are responsible to provide their own transportation to school in the morning. School bus transportation is available after tutoring in the afternoon. This school policy applies to all students, including those who are members of teams, clubs, and any other school activities. Students who do not attend tutoring when they should be are subject to disciplinary action for insubordination, such as receiving a discipline referral. Tutoring is not meant to be a punishment. It is a necessary service that is available to help our students achieve academic success. We ask for our parents’ cooperation so that their child(ren) will have academic success.

To graduate, all students must meet the Texas curriculum credit requirements and pass the state mandated tests assigned to their cohort year.

## **Academic Code of Honor**

Students must be graded according to their own efforts and performance. One must not perform any deliberate action to gain an unfair academic advantage over any other student, or tolerate those who do. Anyone not following this basic code of honor is subject to consequences.

Note: Electronic devices including, but not limited to, computers, cell phones, jp3 players, iPods, “smart” phones, tablets, calculators, smart watches etc., cannot be used unless specifically authorized for an academic task. Should any

of these items appear during a presentation, quiz or test, the student in possession of the offending item will receive a zero for the academic task and the item will be subject to confiscation and a fine of \$15.00.

## **Eligibility Statement**

Coronado High School follows the Texas UIL calendar that governs eligibility dates.

Coronado High School will check grades for all participants at the end of every third and sixth week for each nine week grading period. Grades are also checked at the end of each nine week grading period. Students who pass remain eligible until the end of the next grading period.

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. However, an ineligible student may practice or rehearse. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

## **Attendance**

1. Freshmen are not permitted to leave campus at any time during the school day unless signed out by a parent/guardian in the attendance office.
2. Students of any age must be signed out in the attendance office prior to 3:30 p.m., since after this time we are not able to send for them.
3. If a student has a guardian, only the guardian or someone authorized by the guardian may sign out the student.
4. **Any absence must be excused within five school days.**
5. Doctor's notes must be given to the attendance office within five school days of the actual absence.
6. Tardies must be excused by a parent /guardian the same day as the tardy.
7. If a student is leaving during school hours for a medical appointment, the parent/guardian must write a note and have the student bring the note to the attendance office before school the morning of the appointment. Only after the note is verified by the attendance office, the student may sign out and will be given a pass to leave early. It is critical that parents/guardians ensure we have a current phone number for verification purposes as this policy will be strictly

enforced. If verification cannot be made, the student will not have permission to leave campus.

8. Students may not leave campus if an illness occurs during lunchtime without clearance from the school nurse. Students who contact parents by cell phone without direction from the nurse may not get an excused absence from the nursing office.

### **How to Avoid Truancy Court:**

- **Don't be absent!**
- When it is absolutely necessary to miss school, follow the correct procedures to call in absences (See **Coronado High School Absent Reporting** )
- Report your absence before 12 noon each day.
- Bring documentation explaining why you were absent, such as a doctor's note.
- Check on your attendance every week and the first day back from being absent. Refer to the Parent Portal on a weekly basis to ensure accuracy.
- **Clear unexcused absences within five school days** if they are coded incorrectly. Do not wait until later! They will not be excused!
- Unexcused absences are counted from the beginning of the year for court purposes.

**If a student accumulates three or more unexcused absences within a four-week period, a warning letter will be sent and a truancy plan will be developed.**

**In accordance with Texas Education Code 25.093, you cannot accumulate more than 10 unexcused days or parts of days within a six-month period or you and your parents will be taken to the Justice of the Peace court with fines imposed.**

## **Coronado High School Absent Reporting**

To call in absences, dial 236-2130

You must have the following:

Name

ID Number

Reason for Absence

Date of Absence

Relationship of the person calling in absence

## Attendance Policy

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This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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The District has waived provisions in state law denying credit or a final grade to a student in kindergarten–grade 12 who has not attended class 90 percent of the days the class is offered.

Assignments, tests, projects, classroom activities, other instructional activities, and other factors shall be used to determine student mastery and the awarding of credit and a final grade.

**Innovation Plan:** <https://www.episd.org/Page/542>

### Tardy Policy

Any student who arrives after the tardy bell will be marked “tardy” (Code 4T = Excused or 5T = Unexcused). After every five unexcused tardies for any particular class, the teacher will make a discipline referral in TEAMS and contact the parent. The school administration will document multiple tardies in a referral. Multiple referrals may result in placement in the Campus Disciplinary Alternative Education Program (CDAEP).

**Note: Students will be marked “absent” if they arrive more than 10 minutes late to any class.**

### Dress Code

#### El Paso Independent School District

As proper attire is important to maintain a proper classroom environment that maximizes learning, all students are expected to dress in accordance with the standards described below:

The district prohibits pictures, emblems, or writings on clothing or jewelry that:

- Are lewd, offensive, vulgar, satanic in nature or obscene
- Advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited by district policy
- Is evidence of membership or affiliation in any unauthorized club or organization

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard to themselves or others. The district prohibits any clothing or grooming that, in the principal’s judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

## Coronado High School Dress Code

**Purpose:** The goal at Coronado High School is to maximize our students' learning so that they will become productive members of society. Our students and staff recognize that appropriate dress is one of the necessary elements needed to nurture learning. This dress code has been created by students and faculty to insure safety and good hygiene, promote self-respect and respect for others, show school pride and maximize learning.

### **Code:**

- Any clothing and/or accessories perceived as evidence of membership or affiliation to an unauthorized gang, club or organization is strictly prohibited. Clothing and/or accessories which depict illegal drugs, alcohol, or tobacco are prohibited. Clothing and/or accessories which are deemed lewd, vulgar or offensive are prohibited. Inappropriate tattoos must be covered.
- Clothing must completely cover the area of one's body from the arm pit to the middle of the thigh. All undergarments must be completely covered. See through clothing and clothing with rips which expose undergarments and the undergarment area are prohibited. Tops must have a secured strap which goes over the shoulder or around the neck.
- All oversized or excessively tight garments and clothing are prohibited.
- Any piercing deemed a safety risk is prohibited. Examples would include piercings with spiked or sharp ends and chains that could potentially be snagged.
- Sun glasses must be removed when indoors.
- All hats/non-religious head coverings must be removed in the classroom.
- Shoes must be worn at all times.
- Pajamas and bedroom slippers are prohibited.
- The administration reserves the right to address any issue not specifically identified in this code which compromises student learning, safety, hygiene, or respect of self and others.

**Consequences:** Teachers who are concerned a student is in violation of code will have the student escorted from the class room to a school administrator who will address the issue. Other faculty who are concerned a student is out of

code should contact an administrator to address the student. The goal is to correct the issue and return the student to class as soon as possible so learning is maximized. Referrals for dress code should be created by administrators who have identified serious or repeated infractions.

## **Expectations for Student Behavior and Integrity**

Every student is expected to behave in accordance with following characteristics in mind:

- Be honest and show integrity through your actions
- Be respectful toward all persons
- Do your best: academically, socially, athletically, personally
- Believe that you can accomplish great things!!

## **Other Important Rules**

Electronic Devices may be used for instructional purposes only. Use for any other reasons, disciplinary action may occur. Any device confiscated by a faculty or staff member may be retrieve at the Business office for a fee of \$15.

Prohibited items: Possession of any of these items may result in a Discipline Referral

- Electronic cigarettes
- Drugs/Alcohol/Weapons of any kind
- Skateboard/scooter/rollerblades etc...
- Permanent markers/mega markers, grease pencils, and whiteout are prohibited for student use on school property, except for appropriate classroom use. Illegal items will be confiscated without return.

Note: Any confiscated items must be picked up within five business days at the end of a semester.



# **Coronado High School 2017-2018 Final Exam Exemptions**

As per EPISD Policy EIAA [Local]

## **CIT Final Exam Exemption Policy Decision**

*(17-18 Results will be forthcoming)*

1st semester-No exemptions for all grades 9-12  
2nd Semester-Exemptions for all grade levels 9-12

### **Transportation**

Students who qualify for district bus service must return the parent permission form before a bus card will be issued. Information is available in the attendance office. Misbehavior on the bus may result in suspension of riding privileges.

### **Homecoming and Prom Transportation**

The safety of students is of utmost concern. It is for that reason that students are only allowed to arrive, at a school sponsored event, in a 10-12 passenger vehicle. Vehicles that can transport larger parties of students are not allowed, i.e. "party buses".

### **Textbooks and Laptops**

Textbooks will only be issued as an accommodation for an academic need. Students are responsible for the care and condition of textbooks/laptops. Any damage to a textbook/laptop will result in a fine being assessed. Those textbooks/laptops that are considered destroyed must be paid for at replacement cost. Lost textbooks/laptops will be paid for in the business office before another can be issued. Textbooks will not be issued for the following semester until the bookroom clerk clears all previous fines. It is the student's responsibility to return all books/laptops in the same condition as issued. Each student, or the student's parent or guardian, is responsible for each textbook/laptop not returned by the student. A student who fails to return all textbooks and/or laptop forfeits the right to free textbooks/laptops until each previously issued, but not returned, is paid for by the student, parent, or guardian. Only the school district may waive or reduce the payment requirement.

Students must have a current I.D. card to check out books/laptops. Lost I.D. cards cost \$5.00 to replace. All the above applies to the issuance of electronic media and devices as well, such as DVDs, CDs, flash drives, computers and

computer-type devices; i.e. Chromebooks, notebooks, and tablets. Due to the enormous numbers of books lost by students, periodic book checks will be conducted.

## **Lockers**

The following rules apply to the assignment and use of school provided lockers:

- Attendance office assigns lockers during registration.
- Students must provide their own locks. Round storage locks that require a key are not authorized.
- Disciplinary action will be taken against any student who vandalizes a locker.
- Broken lockers should be reported to the Attendance Office.
- Students may not share lockers.

Each student is responsible for items stored in his/her locker. **Do not give your locker combination to anyone. The school is not responsible for lost or stolen items.**

## **Canine Unit Visits to Campus**

A district canine unit will be on campus from time to time checking for illegal drugs and alcoholic beverages. The owner of a motor vehicle and a student locker user is the responsible party. If a canine unit official identifies a vehicle containing an illegal substance, the student will be called to the vehicle and asked to open the vehicle for a search. If the student does not allow a search of the vehicle, the parent will be called to secure permission. If the parent denies permission for a vehicle search, the matter will be turned over to the police for further investigation.

## **Student Parking On Campus**

Students who drive or ride a motor vehicle to school must have the approval of an Assistant Principal to park in any school parking area. Seniors have first priority for parking on campus, then juniors and sophomores. Parking stickers are available during registration at no charge subject to proof of license.

### **Vehicles are parked at the owner's risk.**

Students may not park in a designated faculty/staff lot. The vehicle may be towed at the owner's expense after parents have been given a warning and the issue continues.

Students may lose their privilege of driving/parking on campus or be subject to towing if they:

- Park illegally
- Drive at a speed in excess of 5 mph while on campus.
- Drive the wrong way in the student parking area.
- Fail to place the appropriate parking sticker at the correct area on the vehicle.
- Violate any part of the parking contract issued at the time of campus vehicle registration.
- Park their vehicle on the basketball courts black top.

## **Coronado High School Administration**

### **Principal**

Angela S. Henderson

### **Assistant Principals**

Grace Garcia-Runkles (G&I)  
Ron Dentinger  
Robert Rivera  
Delia Bustamante  
Carlos Gomez  
Richard Mitchell  
Alex Seufert

### **Counselors**

A - Ce	Blanca Loubriel
Ch-Gi	Dawn Cornell-Stufflebeam
Go-Li	Sylvia Marti-Luna
Lo-O & (CTE)	Jennifer Arias
P-San	Margarita Hernandez-Arguelles
Sap-Z	Patricia Olvera

**Academic/Admin Counseling Support:** Sharon Uribe/Lauri Ortiz

**IB Coordinator:** Gilbert Andrews

**Go Center Counselor:** Sharon Uribe

**Testing Coordinators:** Michael Gill

**Graduation Coach:** Christina Soria

**Student Activities Manager:** Kelly Groves

**Nurses:** Karla Ortiz-Marquez

## **Counseling Center**

Counselors are available before and after school and during lunch for students having academic and personal problems, for assistance in receiving scholarships and grants, and for information on SAT, PSAT, ACT and AP exam dates.

## **Progress Reports**

Progress reports will be issued to students in danger of failing at the third and sixth week of each nine weeks grading period. Students are responsible for delivering the progress report to their parent/guardian. Parents are encouraged to use the Parent Portal.

## **Nurse**

The school nurse is available to assist you with health problems and injuries occurring at school. Should you experience a medical emergency, you should report immediately to the nurse's office. If you need to see the nurse, you should first report to class and request a nurse's pass from your teacher. Students may come at their lunch time without a pass as long as the bell to return to class has not sounded. The pass needs to be returned to the teacher only if returning to class. Students who are being sent home will give their pass to the attendance office for attendance purposes. Students who contact parents by cell phone without direction from the nurse will not get an excused absence from the nursing office. All students must turn in their emergency card at the time of registration.

## **Medication at School**

Students are not allowed to carry medications with them except inhalers, insulin, and epi-pens. In order to carry these medications, a doctor's order and parent slip must be on file for the current school year in the nurse's office. All other medications, including prescription and over the counter medications, must have a doctor's order and parent slip in the nurse's office for the current school year and the parent keeps a supply of medication in the nurse's office. Prescriptions are required to be in a prescription bottle and labeled correctly and current for the school year. Over the counter medications must come in an unopened container and marked with the student's name, date of birth, and ID

number. Orders must be written by a practitioner licensed to practice in the state of Texas. A doctor's order is also required for any discontinuation of a medication. Medications must be picked up by the end of the school year or they will be destroyed.

### **Off-Campus Organizations**

Students who belong to organizations that are not school sponsored or affiliated may not use the school grounds to initiate or conduct sales or fund raising.

### **Pass From Class**

Students may not be out of class at any time without an official school pass. A campus patrol person will escort students without a pass back to class. Campus patrol will assist in maintaining discipline on the campus, and at all school-sponsored activities.

### **Student Personal Safety**

If at any time you feel threatened (physically or verbally), you should immediately notify an administrator, teacher or other school staff. Harassment in any form will not be tolerated at Coronado High School. Bullies will receive consequences.

### **Schedule Changes**

Schedule changes are allowable only during the first ten days of each semester.

### **Outs and Courtesy Classes**

Seniors are the only students allowed to take a courtesy class or to be granted an out. The out is offered during 1<sup>st</sup> or 8<sup>th</sup> period only.

### **Zero Tolerance**

Coronado High School has the unique opportunity to create the finest educational environment in the El Paso Area. To promote the highest standards of excellence in education, athletics, and the arts, a zero tolerance approach will be taken towards any activity or behavior which interferes with this environment. Zero tolerance will be upheld in regards to any form of destruction of property,

violence, drugs, alcohol, harassment and/or intimidation. Take a positive and active role in establishing Coronado High School's tradition of excellence.

### **Homecoming and Prom**

Party Busses cannot be used to transport students to Homecoming and Prom. Eight to ten passenger Limousines are acceptable.

If students appear to be under the influence at Homecoming or Prom, police and EMS services will be requested. Parents will bear the cost and held responsible for emergency services.

### **Community Partnerships**

Coronado High School is proud in building community partnerships with businesses and organizations. If you are interested in being a part of the tradition that is Coronado High School, please contact us.

***Keep Coronado Pride Alive!***

***Support your school by attending athletic, academic, fine arts events and Join PTSA!***

***Please help keep your school clean.***

### **T-Bird Bell Schedule**

<b>A-Lunch-Freshmen</b>			<b>B-Lunch-Upper Classmen</b>		
<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>	
0	7:50 a.m.	8:35 a.m.	0	7:50 a.m.	8:35 a.m.
1	8:45 a.m.	9:30 a.m.	1	8:45 a.m.	9:30 a.m.
2	9:35 a.m.	10:20 a.m.	2	9:35 a.m.	10:20 a.m.
3	10:25 a.m.	11:10 a.m.	3	10:25 a.m.	11:10 a.m.
Lunch	11:15 a.m.	11:45 a.m.	4	11:15 a.m.	12:00 p.m.
4	11:50 a.m.	12:35 p.m.	Lunch	12:05 p.m.	12:35 p.m.
5	12:40 p.m.	1:25 p.m.	5	12:40 p.m.	1:25 p.m.
6	1:30 p.m.	2:15 p.m.	6	1:30 p.m.	2:15 p.m.
7	2:20 p.m.	3:05 p.m.	7	2:20 p.m.	3:05 p.m.
8	3:10 p.m.	3:55 p.m.	8	3:10 p.m.	3:55 p.m.