Coyote Springs Elementary School Student Handbook

2026-2027

Principal: Michelle McCabe
Assistant Principal: Pamela Clark
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Attendance Secretary: Angela Ferris
Receiving Clerk: Meagan Shoults
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6625 N. Cattletrack Rd., Prescott Valley, AZ 86314
cs.humboldtunified.com
Phone: (928)759-4300
Absence Line: (928)759-4303

Mission Statement: We cultivate a culture of accountability and growth by fostering collaboration, respect, and safety for all. We empower students and educators to excel through open communication and strong community connections. By prioritizing critical thinking, creativity, and high expectations, we ensure every learner benefits from equitable opportunities to thrive.

Dear Coyote Families,

Welcome to Coyote Springs Elementary School! We are proud of our high academic performance; safe learning environment; and parent, staff and community support.

The CSES student handbook provides important information about our school. Please read this handbook with your students so that you and your family become familiar with our school guidelines and policies. CSES is governed by the Humboldt Unified School District (HUSD) Policy and Procedure Manuals, which are available for your review in the CSES front office or the HUSD Website.

This handbook contains important information, including but not limited to: academics, attendance, behavior management, discipline, and playground expectations. Return the signature page (see back) affirming that you have read the handbook with your student(s). If you have any questions, please contact the front office.

At Coyote Springs, we expect our students to: "**Be Safe, Be Caring, Be Respectful, and Be Responsible**".

Howling Coyote Behavior

Being Safe
Asking permission before leaving your areas
Using objects as intended

Being Caring
Using kind words, tones and actions
Keeping hands, feet and objects to self

Being Respectful
Allowing others to learn without interfering
Showing attentive listening
Cleaning your area

Being Responsible
Coming to class prepared and ready to learn
Completing and turning in assignments on time

Academics

Educational Program: Our curriculum is aligned with the Arizona College and Career Readiness Standards. Students receive instruction in Reading, Language Arts, Mathematics, Social Studies, Science, Health, Art, Music, Physical Education, STEM, and Outdoor Habitat. We have comprehensive support services that include: Title I intervention, special education services, gifted and talented education and English language support that assist students in making progress and meeting their goals. There are many before and after school activities offered through our school and all eligible students are encouraged to participate.

Standards Referenced Grading (SRG): CSES implements standards referenced grading in all grade levels. Standards referenced grading is a grading system that focuses on the content, skills and standards that students must learn. This means that when recording scores, the concern is not with the cumulative grade on the test or assignments, but rather the level of mastery the student has achieved on each concept assessed. With this slight change, instruction can be personalized to help struggling students with particular skills and/or to provide enrichment opportunities when a skill is mastered.

The following table represents the current SRG scale being implemented at CSES. Please keep in mind level 3, proficient, is showing grade level mastery, while level 4, highly proficient, is going beyond and applying the skill.

Score	Level of Proficiency	Explanation
4	Highly Proficient	The student can make in-depth inferences and applications that go beyond the learning target.
3	Proficient	The student can show mastery of the learning target.
2	Partially Proficient	The student can show partial mastery or perform basic processes of the learning target with no assistance.
1	Minimally Proficient	The student shows master of the learning target only with teacher assistance.

Parent/Teacher/Student Conferences: Parent/Teacher/Student conferences are scheduled in October. However, we are always happy to schedule additional conferences. Please contact your student's teacher for a time and date.

Textbooks: Students are provided basic textbook materials free of charge. Students are held responsible for keeping them in good condition. Fines will be charged for lost, destroyed or unduly damaged. Many supplies are provided to students by the school; however, we appreciate parents/guardians sending in additional items that are requested by teachers.

ParentVUE: ParentVUE provides a single sign-on for parents to access all of their children's information, regardless of school. Report cards, scores, attendance, and more are all available for parents to view 24/7 with this web-based solution. You can access ParentVUE at humboldtunified.apscc.org/PXP2_Login.aspx or download the free ParentVue app.

Gifted and Talented Education: Gifted and Talented education champions the academic, intellectual, and affective development of Arizona's gifted and advanced learnings through ensuring gifted learners receive an appropriate gifted education commensurate with their abilities and potential. Flexible learning groups of advanced learners in Kindergarten, 1st grade and 2nd grade will be identified through academic testing and teacher recommendations. Advanced learners in 3rd grade, 4th grade, and 5th grade will be identified through a gifted and talented screening assessment.

Homework & Expectations: To maximize the benefits of homework, our school team will be thoughtful and strategic about what is assigned for homework. The purpose of homework is to reinforce learning while developing behavior traits of successful students, including: responsibility, persistence, applying past knowledge to new situations, striving for accuracy, and other important habits of mind. The tasks that are assigned by our teachers will be relevant to their learning goals and able to be completed with limited support.

Homework Expectations		
Grade Level	**Skill/Content**	**Frequency/Duration**
KG	● Sight Words, Read to me, Read to you	● Daily - 5 minutes max
1st 2nd	● Sight Words, Read to me passage ● Eureka Math/Math Fluency	● Daily - 5 minutes max ● Daily - 10 minutes max
3rd 4th	● Read ● Eureka Math/Math Fluency	● Daily - 20 minutes minimum ● Daily - 10 minutes max
5th	● Read ● Eureka Math/Math Fluency	● Daily - 20 minutes minimum ● Daily - 15 minutes max

*Exception: Students may be assigned a problem based assignment at grade level discretion.

Your student's education is a shared responsibility between home and school. The following are some homework tips for improving the quality of homework at home:

- Create a quiet area where your student can complete homework at the same time each day.
- Look at the papers your student brings home. Support and encourage your student by holding them accountable for completing homework and returning papers.
- Check with the teacher if your student is confused or unable to do the assignments.
- Reinforce good choices and work habits with praise and/or incentives.

In addition to following our homework policy, you can support our educational program by providing some basic opportunities for your student. We want to see our students regularly playing outdoors, spending time engaged in family activities (limited screen time), completing chores around the house, involved in extracurricular activities, and providing community service through local churches and organizations.

Interventions: Our "Walk to Read" (WTR) program strives to meet the needs of all our students. We have developed interventions that provide opportunities for students to achieve academic success. We focus on state standards, the latest research on differentiated instruction, and the Response to Intervention model. During core instruction, our students have a daily schedule that provides a literacy block and a math block. Additionally, the WTR program uses specific assessment data to identify each student's unique need and then offers 30-40 minutes of focused personalized instruction in reading.

The Title I program is part of the Federal Elementary Education Act that provides financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging reading performance standards. Our WTR program supports the goals of Title I. All students at CSES will be assessed and qualified students will be part of our Walk to Read program.

Specials: All students at Coyote Springs Elementary School have five different specials classes once a week for 45 minutes. These classes include P.E., Music, Habitat, Library, and Art. While participating in these classes, students explore our 5 C's: Communication, Collaboration, Creativity, Critical Thinking, and Community Connections.

Attendance

Student Absences: Regular school attendance for school age children between the ages of six and sixteen is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required. State law mandates that the school record a reason for each student absence. Parents/Guardians must inform the school office of absences either by phone call or note on the day of absence. **All absences not verified by parent/guardian within 24 hours of the absence or by administrative authorization will remain unexcused.**

For students in grades K-5, school attendance letters will be shared in ParentVUE on the 5th, 10th, 15th, and 18th total absence each school year. A Stop Truancy from Occurring Program (S.T.O.P.) letter will be initiated upon the 10th and 18th absence, which could result in a referral to the Yavapai County Juvenile Probation Office.

We understand there are special circumstances that result in chronic absences of children. These absences will be taken into consideration and a form for chronic absences can be completed by parents/guardians when necessary. Please refer to Board Policy JHD regarding the Chronic Health Condition process and forms for completion.

Excused Absences: Excused absences are: illness (be specific such as cold, flu, rash, etc.), bereavement, medical or dental appointment, religious holiday, lack of immunizations, or a court date. Students absent because of a communicable disease must report to the nurse's office before being readmitted to class. Excused absences count against perfect attendance. It is the student and/or parent's responsibility to contact the student's teacher for make-up work. If the absence is going to be for three days or more, the teacher will be able to provide assignments for you to pick up. Please allow 24 hours notice for the teacher to turn materials into the office.

Unexcused Absences: Unexcused absences are unnecessary and avoidable which include but are not limited to: vacations, birthdays, hunting, and lack of transportation. Any absence not verified within 24 hours are not excused under State Law.

Chronic Tardiness: Students are considered **tardy** when they have arrived later than 8:40am. Excused tardies are expected to be infrequent and/or non-recurring. Examples of excused tardies: illness, family emergency, medical appointment verified with doctor's notes, and/or administrative discretion. Perfect attendance is awarded to students who attend school bell-to-bell each school day. Students with any tardies (excused or unexcused) will not be awarded perfect attendance. When a student reaches six tardies (excused or unexcused) in a semester, the parent/guardian will be notified and the student may be assigned a consequence to make-up missing work.

Absence Reporting: State law requires parents to notify the school, in advance, or at the time of absence of their child. To report an absence, call the school at (928)759-4303, 24 hours a day and 7 days a week. You have 24 hours after the end of the school day to excuse the absence. Please help the office by calling by 8:00am on the day of the absence with the following information: your child's name; teacher's name; specific reason (for illness or non-illness); and end your message with your full name, relationship with the child, and if the absence will be more than one day.

If this notification is not received, the school is required by law to contact the parents by phone the morning of the absence. A number must be provided at which the parents can be contacted. This may be a home, work or message number.

In accordance with Arizona State Law, a child must be removed from student rosters after 10 consecutive days of unexcused absence. If a situation arises that may result in an extended absence, please inform the school office. Parents will be notified of continued and excess absenteeism of their student. The Principal may require a parent conference to discuss and remedy the problem.

Morning Schedule: School begins at 8:45. All students should arrive no earlier than 8:15am and be on campus by 8:40am. The student drop off gate will be locked at 8:40am. **Any student who arrives after 8:45am to school must be signed in by their parent/guardian in the main office and will be marked tardy**. See "Chronic Tardiness" section for most information on multiple tardies.

Daily Schedule:

- **Monday, Tuesday, Thursday, Friday** - School starts at 8:45am and is released at 3:15pm.
- **Wednesday** - School starts at 8:45am and is released at 2:15pm. At the end of the day, buses will run their normal routes one hour earlier.
- **Last Friday of each quarter**: School starts at 8:45am and is released at 1:15pm. At the end of the day, buses will run their normal routes two hours earlier.
- **Two-hour delay start** (snow delay): School starts at 10:40am and is released at 3:15pm. Buses will run their normal morning routes two hours later than normal. No breakfast will be served on delayed starts; however, lunch will be served.

Open Enrollment Policy: The following conditions apply to the open enrollment program: (1) applications are accepted at any time for Open Enrollment requests concerning the current school year, (2) enrollment is subject to the capacity limit established for the school and its grade levels, (3) on or before July 18th the parent/legal guardian will be notified in writing whether the application for the coming school year has been rejected or if the child has been placed on a waiting list, (4) transportation is the responsibility of the parent/legal guardian (exceptions by A.R.S. 15-816-06), and (5) providing false information may result in the variance being denied or admission being revoked at any time.

The parent/legal guardian affirms that if enrolled, such enrollment in HUSD is conditional, based upon student's compliance with the rules, standards, and policies of the District including behavioral and attendance standards.

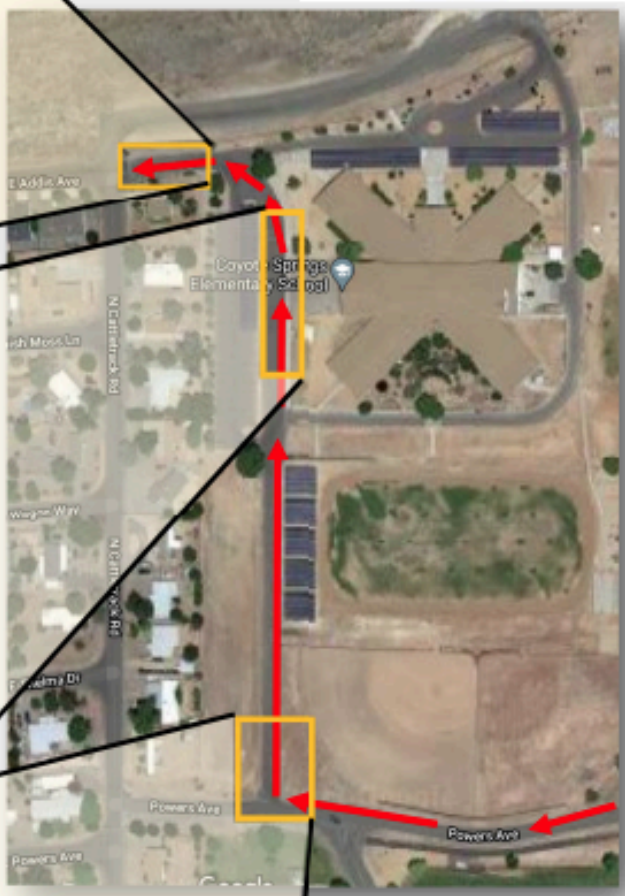
Early Pick-up Procedures: Only parents, legal guardians or designated adults will be allowed to pick up students from school. The adult must check in at the office and sign their student out, stating the reason for leaving early. The adult must have their car pickup ID number or a personal form of identification before a student will be released. **To ensure the safety of all students, and to preserve the classroom environment, students checking out early (before the end of the school day), must be checked out prior to the last 30 minutes of school.**

Pick up & Drop Off Procedures: For typical morning drop off and after school pick up, students are to use the area on the west side of the school. Parents should enter the school from Powers Avenue and drive north up the bus lane. **NOTE**: The front of the school is not a designated drop off area. Students should only use the front of the school if they arrive after 8:40am.

For morning drop off, once your car has stopped next to the curb, students should exit the vehicle and walk into the school through the nearest gate. Please do not wait until you reach the front of the line for your child to exit your vehicle. This will ensure our drop off line flows quickly and smoothly.

For afternoon pick up, all vehicles must have a pick up tag visible hanging from their rear view mirror. For the safety of our students, any vehicle without a tag will be asked for identification or sent to the office for verification. We always appreciate your patience in the afternoon while we ensure the large volume of parent pick-up students get home safely.

Coyote Springs Elementary School
Student Drop Off and Pick Up



Enter CSES through the South entrance from Powers Ave. Drive North up the bus lane to the designated drop off and pick up area. Exit CSES at Cattletrack and Addis.

HUMBOLDT UNIFIED SCHOOL DISTRICT

School Year 2026/27

July

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	

	Staff	Students
3	Independence Day Holiday	
30-31	New Teacher In-service	

August

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					

	Staff	Students
	21	18
3-5	All Teacher In-Service	
6	**First Day of School**	

September

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			

	Staff	Students
	21	20
4	PD Day - No Students	
7	Labor Day Holiday	
17-18	Parent-Teacher Conf; 2-hr early release (K-8 only)	

October

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

	Staff	Students
	17	17
9	End Qtr 1, 2 Hr Early Rls	
12-16	Fall Break, No School	

November

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					

	Staff	Students
	17	17
11	Veterans Day Holiday	
25-27	Thanksgiving Holiday	

December

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		

	Staff	Students
	14	14
17	2 Hr Early Release (9-12 grades)	
18	End of 2nd Quarter, 2 Hr Early Release (K-12 grades)	
21-31	Winter Break, No School	

Semester 1 Attendance Days for Students 86

January

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						

	Staff	Students
	19	18
1	Winter Break, No School	
4	Classes Resume	
15	PD Day - No Students	
18	Martin Luther King, Jr. Holiday	

February

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						

	Staff	Students
	19	19
11-12	Parent-Teacher Conf, 2-hr early release (K-8 only)	
15	President's Day Holiday	

March

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			

	Staff	Students
	17	17
12	End of 3rd Quarter, 2 Hr Early Release	
15-19	Spring Break, No School	
26	Spring Recess Holiday	

April

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	

	Staff	Students
	22	21
26	PD Day - No Students	

May

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					

	Staff	Students
	15	19
26	2 Hr Early Release (9-12 grades)	
27	- Student's Last Day - 2 Hr Early Release (K-12 grades) - High School Graduation	
28	Teacher Check-out	
31	Memorial Day Holiday	

June

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			

	Staff	Students
	0	0
18	Juneteenth Holiday	

Semester 2 Attendance Days for Students 94

Testing Dates: State Testing - TBD

- Denotes First and Last Day of School
- Denotes 2 Hour Early Release
- Denotes 1 Hour Early Release
- Denotes End of Quarter

Make Up Snow Days (If needed): April 26 (1st), May 21 (2nd)

- Denotes Teacher In-service for New Teachers (No Students)
- Denotes Teacher Professional Development Day (No Students)
- Denotes Observed Holidays/Breaks

TOTAL DAYS STUDENT CONTACT 180

TOTAL DAYS TEACHERS 187

Behavior Management and Rules

Positive Behavioral Interventions and Supports (PBIS): "Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives" (www.pbis.org/pbis/what-is-pbis). For more information on PBIS, visit www.pbis.org.

Character is who we are. It is what we do when no one is looking. It is our thoughts, values, words, and actions. A person of character thinks right and does right. Listed are CSES schoolwide expectations for behavior: Be Safe, Be Caring, Be Respectful, Be Responsible.

Dress Code: Student dress that is unsafe or distracts from or interferes with the normal learning process will be considered inappropriate. Students may be asked to change into clothing provided by the school nurse or parents called to bring a change of clothing. **The course of action will be left up to the discretion of the Principal.**

Some dress code rules are:

- No drugs, alcohol, tobacco, violent, gang-related words, weapons, designs or logos allowed on clothing.
- Designs or sayings must not be sexually suggestive, disruptive or offensive.
- The waist bands of pants must stay above the hips, belted or not.
- Shirts must meet the waistband when arms are lifted over the head. No bare midriffs.
- Shirt straps must be three fingers wide. No spaghetti straps or open back shirts are permitted.
- Bra straps must be covered with no undergarments showing.
- Skirts, shorts, dresses and rips in jeans must be longer than fingertips when arms are at students' sides.
- Shoes should cover toes and are to be worn at all times.
- Unsafe and unacceptable shoes include high heeled shoes over 1", wheels, flip flops, and sandals that do not cover toes.
- Makeup should be used with restraint.
- No hats or head coverings are to be worn inside the building.
- No chains hanging from wallets, pockets, or belt loops.
- No bandanas.
- No sunglasses are to be worn in the building.

Students are encouraged to wear clothing that is appropriate for the weather and for playground activity. Due to safety concerns, when teachers are out of the classroom, students will not be allowed to enter the classroom to get coats for outside activities. Violations may be considered a disciplinary issue. **Please put your student's name on all coats, hats, mittens, sweaters, and all other clothing that might be removed during the day.**

Cell Phones, Smart Watches, Electronics: Cell phones, smart watches, and electronic devices (unless otherwise stated by the classroom teacher) must be in a backpack and turned off when on campus. Students may not use their device until they are off school property. Devices will be confiscated and brought to the front office if found in the student's personal possession. Violations of the policy above will result in the following consequences:

- 1st time - the device is taken to the office and may be picked up by the student after school.
- 2nd time - the device is taken to the office and a parent must come pick up the device.
- 3rd+ time - the device is taken to the office and the student will receive an after school detention. The parent must come pick up the device.

Students are not permitted to receive and/or make personal phone calls and/or text messages from school, except in the case of an emergency. If there is an emergency, the front office will get a message to your child and have them call you on their next break. We request that any personal plans be made prior to the start of school.

Playground Expectations: We the students and parents of Coyote Springs Elementary School agree to **read**, and **understand** the rules of playground safety and pledge to **follow** the rules and cooperate with staff in regards to playground safety.

General Playground Rules:

- If a ball goes over the fence, you must ask a playground aide for permission to get the ball.
- Dress appropriately for weather, keeping in mind the temperatures can vary, especially in winter months.
- Keep hands and feet to yourself.
- Students must stay in the perimeter of the designated playground areas.
- Use equipment wisely.
- Play on the grass but do not pull it out.
- Play fighting and play kicking are not allowed, including tackling, wrestling, pushing and hitting.
- Do not chase others if they do not want to play.
- Do not play in the mud.
- Students may NOT play near the building or under the windows.
- No food, candy, snacks or drinks are allowed on the playground - water bottles are okay.
- No throwing/kicking rocks, sand, mud, snow or ice.
- Do not climb trees, picnic tables, benches, or fences.

Safety on and with Equipment:

- **Slide**: Only one student may slide down at a time. No climbing up or walking on the slide. Students must sit while sliding. Climbing on the top of the tube slide is prohibited. Students must not hide inside the tube slide.
- **Swings**: Sit to swing. One person per swing. No jumping out of swings. No pushing other students on the swing, No twirling swings. No swinging side to side. Keep a safe distance from other students who are using the swings.
- **Monkey Bars**: No jumping off the monkey bars. No hanging from other students. No standing on the top bars. No hanging upside down from the bars.
- **Football - two hand touch only**: No tackling, clipping, kicking, tripping, pushing, or wrestling of any kind. Before playing, all students must agree on the rules. Be considerate of all players. Throw the ball to an open teammate (not just your friends.) After a player has been touched with two hands, the play is over.
- **Four-Square**: The server stands at the back of their square. The ball must bounce once before it is hit underneath with 2 hands by the server. Play continues until a foul is committed. The offending player leaves the court and goes to the back of the line. All other players move up a square. The first person in line judges fouls if there is a question.
- **Four-Square Fouls**:
    - Hitting the ball with any part of the body except the hands.
    - Hitting the ball before it bounces in your square.
    - Hitting the ball so it misses a square or hits the line/lines is always an out.
    - Serving without having your foot in the server's box.
    - Not hitting a ball that bounces in your square.
    - Hitting the ball more than once before it goes to another square.
    - Holding or catching the ball.
    - Stepping into another player's square.
    - Not hitting the ball with two hands, palms up.
- **Soccer Rules**:
    - One goalie at a time, per team.
    - You must stay on the same team for the entire recess.
    - Out of bounds is off the grass.
    - Throw the ball in when it goes out of bounds.
    - If it goes out by the goal, you must do a goal kick.
    - No slide tackles.
    - Only the goalie may use their hands.

- **Tetherball**: Two students stand opposite each other in the tetherball circle. The server puts the ball in play by hitting the ball in one direction around the pole. The other student hits the ball the opposite direction around the pole. The first player to wrap the rope completely around the pole is the winner. If a student snakes a foul, they go to the end of the line.

Having equipment on the field is a privilege, not a right. Improper use of equipment may result in loss of equipment privileges. **Parents/guardians are not permitted on the playground during school hours (8:15-3:15)**.

After School Detention: If a student is assigned an after school detention, the parent/guardian will be notified in advance by a phone call or letter. The parent/guardian must come to the office and sign out the student at the end of the detention period. Transportation is the responsibility of the parent or guardian. Students who do not show up will receive an additional after school detention or home suspension.

In School Suspension: If a student is assigned to an in school suspension, the parent/guardian will be notified in advance by a phone call or letter. The student will be expected to report to the front office prior to school starting. The principal will determine the classroom in which the student will attend for the in school suspension. The student will be responsible for completing the classwork provided by their classroom teacher as well as maintaining appropriate behavior as to not disrupt the classroom they are assigned to. Students will not attend specials, recess or lunch with peers for the duration of the in school suspension. Students may receive up to two recess breaks during the day if needed and will eat lunch in a designated area.

General Information

Visitors and Volunteers: We encourage our parents/guardians and community members to visit. Due to safety concerns we ask that you follow these guidelines: (1) all visitors must sign in at the front office with ID, (2) arrangements to visit a classroom require contacting the teacher and front office at least 24 hours in advance, (3) enter through the front door, sign in, and pick up a visitor badge at the main office, and (4) sign out, return the badge and exit through the front door.

Because the teacher's first responsibility is to provide instruction, they may not be able to talk at length with a visitor. Due to the distracting/disruptive nature of visits, students are not allowed to bring relatives or other peer guests to school.

We love our volunteers! The talents and expertise of parents and community members greatly enhances our school. Volunteer opportunities include: clerical assistance, field trips, presentations, tutoring, special material preparation, health office support, classroom helpers, bilingual aides, and extracurricular activities.

If you are interested in volunteering, complete a volunteer application on our District web page at www.humboldtunified.com. Once completed, please call the District Office at (928)759-4000 to schedule an appointment or your fingerprinting. This fingerprint service is free but you must allow 6-8 weeks for the Department of Public Safety clearance to be completed.

Parental Involvement: Parents can partner with the school to promote academic progress by: joining CSES PTO, joining CSES S.I.T.E Council, becoming a school volunteer, getting your student to school on time, keeping your student at school all day, helping students in the evening by providing a quiet study area, and being involved.

Parent Teacher Organization (PTO): Coyote Springs has an enthusiastic group of parents, grandparents, guardians, teachers and staff that support our school programs. Contributions include the Book Fair, Ice Cream Social, Harvest Festival, Holiday Shop, Fundraisers, and much more. The PTO provides the school with equipment and programs not included in the District budget.

PTO partnership applications and volunteer forms are available in the front office.

School Improvement Team for Elementary (S.I.T.E.) Council: Our school improvement process is a collaborative effort among the principal, faculty parents/guardians, and interested community members. We meet regularly to discuss, evaluate, and set school improvement objectives that will inspire all students to reach their greatest potential.

Transportation Changes: All transportation changes must be made prior to the start of the school day. Please send a note with your child to make any changes the day before or the morning of the arrangement. No changes will be allowed in modes of transportation without a note. If you are allowing your students to bring a friend home, or sending your student to another friend's home, we must have notes from both families. No last minute changes will be accommodated. If changes are not made following these guidelines, students will be required to follow their normal routines.
*Note, adding students to a bus route may be denied by the Transportation Department due to bus capacity.

Intramural Sports: Intramural sports will be part of the school activities. These include co-ed:

- Soccer during 1st quarter
- Basketball during 2nd quarter
- Volleyball during 3rd quarter
- Track during 4th quarter

Parents will be responsible for transportation to and from any facility other than our Coyote Springs campus. Students are expected to represent Coyote Springs Elementary School with their actions and attitude. Students who have behavior referrals will not be allowed to participate in any extracurricular activities. Only students participating in the sport are permitted to stay after school for practices and games/meets without parental supervision. Siblings must find alternate transportation (parent pick-up or bus).

These sports are "Pay to Play" and cost $70.00 for each sport. Students on free/reduced lunch will pay $35.00. Scholarships may be available to students on free/reduced lunch on a case by case basis. Please refer to the athletic packet for additional guidelines and expectations.

Insurance: Optional school insurance is available for students. Information is sent home at the start of the school year. Call the school nurse for more information. In case of injury, the school does not provide insurance coverage. Parents are responsible for all emergency medical costs.

Student Council: Student council is a way for students to learn about community service and student government. The main goal of the Student Council is to learn and practice leadership. The Student Council sponsors fundraisers throughout the year and uses the money to improve the school.

Immunizations: Immunization against each of the following diseases: diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. **A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization**. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any new immunizations your child receives throughout the year should be reported to the school nurse. Upon notification from the school nurse that the student is not up to date with immunizations, if not remedied within 10 days the student will be sent home until the immunizations are taken care of. This includes giving a copy of immunizations already received to the nurse, or an appointment to have the immunization.

Personal Property: Please do not send or let your student bring toys, electronics, balls or pocket knives to school. They should only bring items necessary for learning. The school is not responsible for lost or stolen valuables brought to school. Playground equipment is provided by the school.

Lost and Found: Valuables should not be brought to school including all electronic devices. Unclaimed clothing, lunch containers and backpacks are kept near the cafeteria. Because of the large number of items that are unclaimed, we donate these items periodically throughout the school year. Other non-clothing items are kept in the main office. **The school is not responsible for lost or stolen items.**

Food Services Expectations: Coyote Springs Elementary School strives to make significant contribution to the general well-being, mental and physical capacity, and learning ability of each student. To ensure the health and well-being of all students, all foods available during the school day will have the promotion of student health as the primary goal. All snacks and lunch items should be individual portion sizes and not shared with other students.

Families meeting criteria for meal assistance should obtain necessary forms in the office or online at www.humboldtunified.com. Applicants must apply each year. All forms will be processed as quickly as possible. Please contact HUSD's Food and Nutrition Department at (928)759-5014 with any further questions.

For simple, online school meal payments in a matter of minutes, go to www.myschoolbucks.com or download the free mobile app, My School Bucks. On the website and app, you can view account balances, meal purchases, and schedule automatic payments.

School meals are **NOT** free for all students this school year. Following are the costs for breakfast and lunch this school year.

- Breakfast prices: Regular - $1.50, Reduced - Free
- Lunch prices: Regular - $2.75, Reduced - Free

Transportation: Each student who rides the school bus is entitled to a safe ride. Riding the bus is a privilege granted to the students under conditions set for by the HUSD, the state of Arizona, and the Department of Transportation. **For all transportation related questions or to confirm your student's bus stop, please call (928)759-5191.** See the HUSD Policies and Procedures for the complete rules.

Student Directory: Students may be photographed or videotaped during school activities. Parents may opt out in writing for the use of their student's image in educational records and/or promotional materials, including but not limited to school newsletters, the school's facebook page, and the district's website.

Classroom Movies: During special events (rainy/snow indoor recess, classroom rewards, etc.) students may watch a movie in the classroom. For all grade levels, movies rated G or PG may be shown. If you wish your child to not watch PG rated movies, please contact your child's teacher.