

Principal's Welcome

Dear Parents/Students:

Welcome to Sahuaro Elementary School!

I look forward to meeting each one of you, and thank you for the opportunity to work with your children. We at Sahuaro are dedicated to providing the best education possible.

Included in this handbook is information concerning procedures and policies of Sahuaro School that you may find helpful.

If I can be of help to you, or answer any questions, please do not hesitate to call or stop in.

Sincerely,

Deb Menendez
Principal

General School Information

Address: 12835 N. 33rd Avenue, Phoenix, 85029

School Web Site: <http://sahuaro.wesdschools.org>

Daily Schedule

K-6 and CCK

- Monday, Tuesday, Thursday, Friday
7:30 a.m. – 2:30 p.m.
- Wednesdays
7:30 a.m. – 1:00 p.m.

Office Hours

The school office is open from 7:00 a.m. - 3:30 p.m. The school office is open from 7:00 a.m. – 2:30 p.m. on Wednesdays.

Phone and Voice Mailbox Extensions

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| School Office | 602-896-6200 |
| Health Office | 602-896-6210 |
| Attendance | 602-896-6211 |
| KidSpace Program | 602-896-6265 |

A list of all teacher phone and voice mailbox extensions is sent home with students at the beginning of each year. Extra copies are available in the school office.

Sahuaro's Mission Statement

Sahuaro Elementary's mission is to educate all students so they will become lifelong learners and productive members of society. Every child will learn and show academic growth, as measured by the Arizona State Standards. Our school will involve families and staff in a systematic intervention process to ensure student success.

Vision Statement

Inspiring each other to achieve excellence

Sahuaro School's Value Statements

We will ensure academic success for all students.

We will commit to ongoing collaboration and professional learning.

We will use effective strategies to engage all students.

We will analyze and use data to plan and instruct our students.

We will foster school, family and community relationships through ongoing communication and participation.

We will consistently use Positive Behavior Interventions and Supports to provide a safe environment where all are respected.

We will provide quality art, music and physical education instruction for all students.

School Improvement Process

The school improvement process involves analyzing current practices at Sahuaro. Based on the data and input from parents and staff, the Sahuaro Site Council and Student Learning Team identify the areas of greatest need. An action plan and professional development plan are created to guide the improvement efforts. Copies of these plans are available in the school office. Currently, Sahuaro's goal is to improve student achievement in math, reading and writing.

Lost and Found

The lost and found center is maintained in the school cafeteria where its contents are periodically displayed for identification and claiming. Articles are displayed for the same purpose at appropriate parents' meetings.

Articles of significant value, such as watches, wallets, glasses, jewelry and money are turned in to the office and should be identified and claimed there.

Lost and Damaged Textbook Charges

Sahuaro School provides textbooks for each student. These are issued in the necessary subject areas each fall and are collected at the end of each year and checked for damage. The student or the family must pay for books that are lost or damaged.

Breakfast and Lunch Information

Breakfast and lunch are served free of charge to students. Breakfast is served in the classroom at 7:30 a.m. An adult lunch may be purchased for \$3.50.

Thursday Folders

Each Thursday, students bring home a folder filled with important information and their latest class work. Folders should be returned the next day signed by the parent. We have found that sending all information home on one day of the week improves communication between school and

home. Look for your child's Thursday Folder each week.

Special Area Requirements

PE Excuses - A written parental excuse is required if your child cannot participate in PE class for up to five consecutive days. A written doctor's excuse is required for students to miss more than five consecutive days.

Library Facilities and Policies - The Sahuaro community is proud of its extensive library. Each class receives regular instruction in the use of the library.

Fine Arts - Students receive instruction in music and art. Band and strings are available to students in grades 4-6.

Arrival/Dismissal Times

Children **SHOULD NOT** arrive at Sahuaro School before 7:10 a.m. Breakfast will be served in the classroom after the second bell, at 7:30 a.m. If parents' employment obligations so require, arrangements for early supervision should be made with neighbors, day care facilities or KidSpace (fee-based).

Students should leave campus or be picked up by parents, promptly at dismissal times. The school does not have the means to supervise children after dismissal times. Board policy requires schools to notify Child Protective Services when a child is not picked up within one hour of dismissal time.

School Attendance/Reporting Absences

Arizona law states it is the parent's or guardian's responsibility to notify the school if a child is going to be absent. Please call the attendance office at 602-896-6211 by 8:00 a.m. to report an absence. For your convenience and to help you meet this responsibility, messages may be left on voice mail during nonschool hours. Absences not reported on or before the day of the absence will be considered unexcused.

Please refer to the District portion of this handbook for more specific information on reporting your child's absence.

Sahuaro Tardy Policy

Students who are not in their homeroom by the 7:30 a.m. bell are considered tardy. Tardies are considered "excused" if they are due to doctor/dentist appointments or family emergencies. All other tardies are considered "unexcused." Parents must notify the school attendance technician concerning excused tardies in writing, in person or by calling 602-896-6211.

Truancy

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified trancies or 10 total absences, the school may make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

An attendance letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Parent/Teacher Organization (PTA)

Sahuaro has an active parent/teacher organization. Contact the school office for details or visit their Web site at sahuaropta@gmail.com.

School Newsletter

The Sahuaro Elementary newsletter comes home with students monthly in the Thursday Folder. It includes important information about school improvement efforts, current events, special programs, student accomplishments and much more. It is also available on our school Web site.

Student Telephone Usage

Students can turn cell phones into the front office or may keep them on their person in an "off" position at school. School is not responsible for lost or stolen phones/technology.

Student Government

Students are elected as Student Council representatives/officers by their classmates each year. Student council activities include service projects, sponsorship of special events and fundraising. Call the school office for details.

School Parties/Birthdays

Birthdays are special times for students. All birthday treats will be shared the last Friday of the month. Parents who wish to provide a healthy, store-bought treat for their child's class should contact the teacher in advance. Treats must be store bought and healthy. **Cupcakes, candy, balloons, flowers and other party items are not permitted.** These items disrupt the learning of others in the classroom. Snacks for birthdays will be shared with the class at 2:15 p.m. on the last Friday of the month.

Preschool/Extended Day Programs

Sahuaro has a half-day Head Start and a Special Needs Preschool on site. Students must qualify for the Special Needs Preschool and Head Start programs. Contact the

school office for details.

Quality day care is provided on site for school age children of Sahuaro through our KidSpace program. Space is limited, so early registration is important. Call 602-896-6265 for details and rates.

Perfect Attendance

Regular attendance at school plays a major part in a child's achievement. Regular/perfect attendance is celebrated at Sahuaro Elementary.

Honor Roll/Principal's List

The Honor Roll and Principal's List are designed to celebrate the academic achievement, behavior and effort of students in grades K-6. Quarterly assemblies are held to honor and recognize students. Notices are sent home a week in advance.

School Discipline Program

Sahuaro Elementary utilizes a school-wide discipline plan that includes **Positive Behavior Interventions and Supports**, which is designed to maximize instructional time and maintain a positive classroom and school environment conducive to learning. PBIS emphasizes respect for others, problem solving, accountability and cooperation.

Articles Prohibited At School

Any article that disrupts the rights, safety or learning of others is prohibited at school. Examples of such items might include weapons/dangerous instruments, illegal substances, dangerous drugs, alcohol, tobacco, radios, Walkmans, cell phones, iPods, MP3 players and toys. It is also recommended that costly items such as expensive jewelry be left at home. Sahuaro is not responsible for lost or stolen items.

Bicycles and Scooters

Students in grades K-6 are allowed to ride bicycles and scooters to school. Bicycles and scooters must be individually locked in the bike racks provided. Sahuaro is not responsible for lost or stolen bicycles or scooters.

Skateboards, Heelys and Inline Skates

Skateboards, Heelys and inline skates **are not** allowed on campus. This is per District policy, school policy and city ordinance.

Playground Equipment

All playground equipment is provided by Sahuaro. Students are not permitted to bring toy or sports equipment (basketballs, footballs, etc.) to school.

Parent Volunteers

We welcome and encourage our parents and families to volunteer. An orientation for anyone interested will be provided. Please contact the front office for details.

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