

## Principal's Welcome Message

Dear Sahuaro Eagle Families,

Welcome to Sahuaro Elementary School!

Thank you for giving us the opportunity to teach your children. We know you are trusting us with those most important to you, and we do not take that lightly. At Sahuaro, we are dedicated to providing the best education possible for your children .

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

If we can be of assistance to you, or answer any questions, please do not hesitate to call us at 602-896-6200 or stop by to see us in the office. I can also be reached by email at [crystal.bustamante@wesdschools.org](mailto:crystal.bustamante@wesdschools.org)

Sincerely,

Crystal Bustamante

Principal

## General School Information

**Address:** 12835 N. 33<sup>rd</sup> Avenue, Phoenix, 85029

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

### Daily Schedule

#### Kindergarten through 6<sup>th</sup> Grade:

- Monday, Tuesday, Thursday, Friday  
7:25 a.m. – 2:30 p.m.
- Wednesdays  
7:25 a.m. – 1:00 p.m.

#### Gifted Learning Center (GLC):

- Monday, Tuesday, Thursday, Friday  
7:25 a.m. - 2:40 p.m.
- Wednesdays  
7:25 a.m. - 1:10 p.m.

## Office Hours

The school office is open from 7:00 a.m.-3:30 p.m. on Monday, Tuesday, Thursday, and Friday, and 7:00 a.m.-2:30 p.m. on Wednesdays.

## Phone and Voice Mailbox Extensions

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

## Sahuaro's Mission Statement

Sahuaro Elementary School'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, Leadership Team, Positive Behavior Interventions and Support (PBIS) Team, as well as our Community Engagement Team, we identify the areas of greatest need. An action plan and professional development plan are created to guide improvement efforts, and copies of these plans are available in the school office by request. Currently, Sahuaro's goal is to improve student achievement in math, reading and writing, as well as build capacity with students to set academic and personal goals. As a staff, we will be goal-setting this year along with our students.

## 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 parent 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 or Damaged Chromebooks, Textbooks and Library Books

Each student at Sahuaro is provided a school Chromebook for instructional use throughout the school year. Students are also provided with all needed textbooks for each subject. Textbooks and Chromebooks are issued each fall, and they are collected at the end of each year and evaluated for damage. Students will be charged a fee for lost or damaged Chromebooks or textbooks.

Students will also have the opportunity each week to check out Library books of their choice. Students may choose to keep library books at school or to bring them home. Students are responsible for keeping all library books safe and returning them by their due date. Students will be charged a fee for lost or damaged library books.

## 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.

## 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 5 and 6.

## Arrival/Dismissal Times

Children **SHOULD NOT** arrive at Sahuaro School before 7:10 a.m., and **SHOULD** arrive on campus by 7:25 a.m. Breakfast will be served in the classroom after the second bell, at 7:30 a.m. The first tardy bell rings at 7:30 a.m. If parents' obligations so require, arrangements for early supervision prior to 7:10 a.m. should be made with neighbors, daycare facilities or KidSpace (WESD's fee-based childcare program). Please see the District Website for information regarding KidSpace for all families.

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. Any parent picking up a child after 2:45 p.m. must park, come into office, show identification, and sign their child out. Please note that WESD Governing Board policy requires schools to notify the Department of Child Safety when a child is not picked up after school for one hour or more following dismissal.

## School Attendance

Regular attendance at school plays a major part in a child's achievement. We encourage your child to be in attendance and on time to school each school day. We will be celebrating students this school year for their excellent attendance habits.

## Reporting Student 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 voicemail during non-school 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 have not entered the gate 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 an Attendance Unit (AU). The AU 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 truancies or 10 total absences, the school may make a referral to the AU 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 Association (PTA)**

Sahuaro has an AMAZING Parent Teacher Association (PTA) that supports our students and teachers on a regular basis. Parents interested in joining our Sahuaro PTA can sign-up at the following link: <https://www.sahuaropta.org/> For additional information, our PTA can be contacted by e-mailing [sahuaropta@gmail.com](mailto:sahuaropta@gmail.com)

### **Personal Technology & Cell Phone Usage**

All students' personal electronic devices, including cell phones and smart watches, should be turned off and put away in backpacks while on campus. Students may choose to turn their electronic devices into the front office for the day for safe keeping, or they may keep them in their backpacks in an "off" position while at school. The school is not responsible for lost or stolen phones/technology.

Students found using a personal electronic device, including cell phones, game systems, and smart watches while on campus will have their device confiscated, and a parent or legal guardian may pick it up from the office during regular business hours.

### **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.

### **Student Birthday Celebrations**

Birthdays are special times for students! Parents who wish to provide treat for their child's class to share should contact the teacher in advance. Although cupcakes are a desirable treat for celebrations, we encourage families to bring a healthy, store-bought treat, as suggested by our WESD Nutrition Department. Remember, all food items must be store bought, and it is highly recommended that they are individually wrapped. **Candy, balloons, flowers and other party items are not permitted.**

### **Outside Food on Campus**

**All food brought to school by students to share with their class for snack times or celebrations must be store-bought, and it is preferred that food items are individually wrapped. The WESD Nutrition department has provided a list of healthy options that are most appropriate for schools that can be accessed on our district website.**

### **Preschool/Extended Day Programs**

Sahuaro has a half-day Head Start, a full-day Head Start, and a Special Needs Preschool on site. Students must qualify for these preschool programs. Please contact the school office for additional details.

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

### **Achievement Celebrations**

Different celebrations such as Honor Roll and Principal's List are designed to celebrate the academic achievement, behavior and effort of students in grades K-6. We are currently working on rebranding our practices for celebrating students and you will see more communication regarding celebrating students for both academic and personal goal achievements, as well. These are most likely to be held quarterly or even monthly with more communication to come from our PBIS committee to our community of learners and their families.

### **Positive Behavioral Interventions and Supports (PBIS)**

Sahuaro Elementary utilizes a school-wide behavior expectations framework that includes **Positive Behavioral Interventions and Supports (PBIS)** PBIS 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. Our school-wide behavior expectations give a positive framework for staff and students to know that Sahuaro R.O.C.K.S.!

~RESPONSIBLE~OPTIMISTIC~CARING~KIND~SAFE~

Sahuaro students are recognized for their R.O.C.K.S. behavior by receiving GREEN Eagle Pride Tickets on a daily basis. Students enter their Eagle Pride tickets into weekly drawings for fun prizes each week. In addition, when a grade level fills their entire ticket

bucket, the entire grade level earns a spin on our school prize wheel.

Sahuaro classrooms are recognized when a whole class is following R.O.C.K.S. expectations by receiving a GOLD Eagle Pride ticket. When a class obtains 15 Gold Eagle Prides tickets, they get a spin on our school prize wheel.

## **Discipline Referral Process**

At Sahuaro, we follow a student discipline flowchart that identifies Minor versus Major Behavior violations on campus. Minor violations will often be handled by the classroom teachers, and parents will be contacted by the teacher. For chronic Minor Behaviors and for Major Behaviors, students may receive a formal Office Discipline Referral. Once a formal Office Discipline Referral is completed, parents will be notified by the Behavior Support Advocate, Intervention Specialist, or Principal to discuss the student's actions and consequences.

## **Prohibited Items**

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, iPods, MP3 players and toys. It is also recommended that costly items such as expensive jewelry be left at home as Sahuaro Elementary is not responsible for lost or stolen items. Any of these items found in the student's possession will either be turned into the office for parent pick-up, or will be processed as a formal Office Discipline Referral.

## **Bicycles, Skateboards, and Scooters**

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

## **Roller Skates, Heelys, Inline Skates, and Hoverboards**

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

## **Personal Belongings & Sports Equipment**

Students should not bring personal belongings to school, unless they have special permission from their

teacher for a certain item or the item is a school supply necessary for learning. Please note that all playground equipment, including balls, jump ropes, hula hoops, and other outdoor items are provided by Sahuaro Elementary. Students may NOT bring personal sports equipment (basketballs, footballs, etc.) to school. . Personal belongings include, but are not limited to, items such as stuffed animals, toys, gaming devices, etc. Please be aware that we are not responsible for lost or stolen personal items that students bring to school.

## **Parent Volunteers**

We welcome and encourage our parents and families to volunteer. An orientation for anyone interested will be provided to support your efforts with copying and using our equipment in the workroom. Please contact the front office for details.