

## 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 trust 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 ensure academic success for all students.
- We commit to ongoing collaboration and professional learning.
- We use effective strategies to engage all students.
- We analyze and use data to plan and instruct our students.
- We foster school, family and community relationships through ongoing communication and participation.
- We consistently use Positive Behavior Interventions and Supports to provide a safe environment where all are respected.
- We 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 outside the school cafeteria where its contents are periodically displayed for identification and claiming.

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 Sahuarro 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.

## **Special Area Requirements**

**Physical Education 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.

**Fine Arts:** Students receive instruction in General Music and Visual Art. Band and strings are available to students in grades 5 and 6.

## **Arrival/Dismissal Times**

Children **SHOULD NOT** arrive at Sahuarro School before 7:10 a.m., and **SHOULD** arrive on campus by 7:25 a.m. The final tardy bell rings at 7:30 a.m., and breakfast will be served in all classrooms at that time. 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 the front 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.

## **Student Drop-Off/Pick-Up**

The car drop-off/pickup lane is a no parking zone, and parents should remain in their vehicles at all times. Students who are being dropped off in this lane should remain in their vehicle until the 7:10 a.m. bell. Vehicles in the car lane for both drop off and pick up should continue to pull forward, closing gaps between vehicles, to keep traffic flowing. When dropping off in the morning, students should not exit vehicles until their car has passed the front office crosswalk and has come to a complete stop. Afternoon vehicle loading at dismissal should only take place in the car loading zone near the end of the car line where teachers are available to assist, not near the front office.

For parents wishing to assist their child in exiting or entering a vehicle, or for those that would like to walk with their child, please park in the Visitor Parking Lot along Sweetwater. Students may not be dropped off or picked up in this parking lot unless a parent/guardian is going to escort them through the parking lot.

All kindergarten students must be picked up at the front gate by a guardian or older sibling. Guardians of kindergarteners must park in the front Visitor Parking Lot, then walk up to the gate to retrieve their child. First grade students may be picked up at the front gate, or they may wait in the car pickup area to be loaded into vehicles.

## **Attendance Matters**

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.

In order to promote excellent student attendance, we will be celebrating students this school year for their excellent attendance habits. Students with 95-100% attendance rates will be recognized at our quarterly achievement awards ceremony.

## **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 absences, families will receive an attendance notification letter. When a student reaches 10 **unverified, unexcused, and excused absences**, families will receive an attendance warning letter and 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 health technician 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 at all times 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. At the discretion of the teacher, some teachers will require to have all student phones kept in the front office for the school day. 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 a 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.

Students who choose to bring a packed lunch from home may not share their food items with classmates in the cafeteria. Students may not bring food on the playground during recess, and should only eat their personal snack during designated class snack times. At no time should food be shared between students unless it is a coordinated class snack or pre-scheduled birthday celebration.

## 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.

## Academic Achievement Celebrations

This school year, we will be implementing quarterly award ceremonies for academic achievement and growth.

Attendance Awards will be given to those students who achieve 96%-100% attendance each quarter.

Academic Principal's List Awards will be given to third-sixth grade students who maintain a 4.0 GPA each quarter, with no N's or U's on their report card.

Academic Honor Roll Awards will be given to third-sixth grade students with a 3.7-3.9 GPA, with N's or U's on their report card.

Please note that when calculating Principal's List and Honor Roll, the three special areas grades for Music, Art, and P.E. will be averaged as one grade to count toward the overall GPA.

K-6 students who have shown significant growth, but may not otherwise qualify for Principal's List or Honor Roll, will also be recognized at our award ceremonies.

K-2 students will also have the opportunity to be recognized for academic achievement based on teacher selection and other assessment measures.

## 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 Elementary is a 'KYHFOOTY' school! This

means that we are working on our motto of "Keep Your Hands Feet & Other Objects To Yourself." Parents are encouraged to remind their child each day of the expectation for KYHFOOTY.

### PBIS Recognition:

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.

Teachers and staff will nominate one student from each homeroom weekly for a reward trip to the game room for students who are following PBIS expectations. Student names will be announced on morning announcements to celebrate their accomplishments.

Beginning in September, the principal will be implementing a monthly "Rock Star Breakfast" for students demonstrating excellent behavior and following the Responsible, Optimistic, Caring, Kind and Safe (R.O.C.K.S.) characteristics from our PBIS school-wide expectations. Students will be honored on a school bulletin board for all to see, and award certificates with their picture and a message from their teacher about why they were selected will be given at the breakfast celebration.

## 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, achievement interventionist, 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.