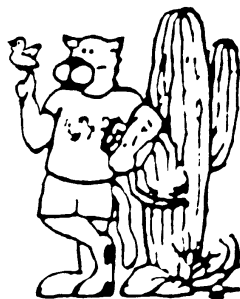


Welcome to Cactus Wren



Dear Parents and Students,

Welcome to Cactus Wren Elementary School. The staff, Site Council, and PTO at Cactus Wren are excited about beginning a new school year with you. The purpose of this handbook is to provide you and your student with information about our campus. We encourage you to read this carefully with your child.

Cactus Wren is a K-6 grade school that has proudly been serving this community since 1970. Our goal is to collaborate with families to meet the needs of all children. Students at Cactus Wren are exposed to a rigorous reading and language arts curriculum. Students receive focused interventions based on their reading strengths and needs to ensure all students have the opportunity to grow. Our students are provided math instruction through hands-on learning, problem solving and inquiry-based learning. Students at Cactus Wren have access to technology, which is significant in the development of 21st century learning skills and differentiated instruction. Additionally, all students have the opportunity to participate in art, music and physical education.

At Cactus Wren, we are dedicated to knowing each student by name, need and strength to ensure he or she grows academically and socially while developing personal responsibility.

Jules Shipe, Principal,

Cactus Wren Faculty, Staff and Site Council

Our Mission

At Cactus Wren, our mission is to pave the way for success for every student in a safe, diverse, and enriching learning environment to empower students to meet any challenge they face.

Vision

The vision of Cactus Wren is to provide students, staff, and families with a safe, nurturing, and inclusive culture by upholding high expectations and providing the resources,

skills, and tools daily to create compassionate, competent, and contributing members of our community.

DAILY SCHEDULE

Office Hours: Mon., Tues., Thurs., Fri.: 7:00 a.m. to 3:30 p.m.
Weds.: 7:00 a.m. – 2:30 p.m.

Arrival Times

Campus opens at 7:15 a.m. Please do not drop students off early. **Students who walk or ride with parents will not be permitted on school grounds prior to 7:15 a.m.**

7:30 a.m. - Students assemble for classes. **Any student who is not on campus by 7:30 is considered tardy and must receive a pass from the front office to give to their homeroom teacher.**

For your child's safety, please use the drop-off lane.

Dismissal Time

General Education: Kindergarten - 6th grades - 2:30 p.m.

Autism/CCF: Kindergarten – 6th grades – 2:15 p.m.

PLC Early Release on Wednesdays - 1:00 p.m.

Leaving School Before Dismissal

A parent or guardian must sign students out in the main office when a student needs to leave before the regular dismissal time. Only a person whose name is listed on the student information form may pick up the student. A photo ID is required as proof of identity before a teacher is able to release a student. To avoid any conflict, please have any person or person who have the authority to pick up your child listed in Synergy. An office staff member can update Synergy at the parent/guardian's request. **Students will not be released early if the request is made within 20 minutes of dismissal. Any changes to student transportation must be made 30 minutes prior to dismissal to ensure that is properly communicated to the classroom teacher.**

SCHOOL CONTACT INFORMATION

School Address: 9650 N. 39th Ave., Phoenix, AZ 85051

School Web Site: <http://cactuswren.wedschools.org>

School Phone Numbers

Office 602-347-2100

Health Office 602-347-2110

Cafeteria 602-347-2117

Attendance 602-347-2111

Medication at School

If your student needs to take any medication, including cough drops, please take the medications to the Health Office and complete the necessary consent forms. Students are not permitted to have any medication in their possession while at school. If you have any questions, please call the Health Office at 602-347-2110.

Reporting Absences

If your child is to be absent, please call the school attendance office at 602-347-2111 regarding his or her absence. Please indicate the specific reason for your child's absence, i.e., stomach, respiratory, fever, flu, etc. If you do not call and report the absence, you will receive an automated call out and school personnel will try to verify your child's absence by phoning you at home or at work.

Attendance/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 total absences (excused, unexcused and/or unverified), 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 passing the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Students need to be dropped off in the south parking lot by 7:25a.m. Students arriving after 7:25 need to come to the office and check in with the attendance clerk.

GENERAL SCHOOL INFORMATION

PBIS Cougar Excellence

Our Positive Behavior Interventions and Support (PBIS) system was created to provide positive reinforcement for all students who are choosing to follow our expectations.

1. Be Safe
2. Be Responsible
3. Be Kind

Student IDs

All students at Cactus Wren are required to wear their ID badge at all times on campus. Bus riders must have their ID in order to board the bus at dismissal from school. Students will be given one ID at the beginning of the school year free of charge. If the student defaces, destroys, renders the ID unreadable or loses ID, he/she will be required to purchase a replacement for a charge of \$2.00. Bus riders will be issued a

temporary ID **the first two times** they do not have an ID at school. Parents will be contacted each time a child does not have his/her ID. **Upon the third offense, parents will need to make arrangements to drop off the ID at school, or pick up the student at dismissal.**

No student will be allowed to board the bus in the afternoon without an ID.

Lost and Found

Lost items will be located in a bin in the cafeteria.

If items are not picked up by winter or summer breaks, they are donated to charities.

Lost or Damaged Textbooks

Lost and damaged textbook charges are based on the cost of replacement of that book.

Supplies

All basic school supplies (notebooks, folders, pencils, crayons etc.) are provided to your children. Students are responsible for the care of school equipment and supplies.

Cactus Wren has a no backpack policy for all of our general education classes. Students will be provided with a folder to take work or information home to families. Students in our Autism or CCF programs are permitted to bring a backpack. Students who are participating in after school sports or activities will have a safe place to store items, if necessary.

Breakfast/Lunch Information

WESD provides a food services program, which operates on a self-supporting basis. Nutritionally balanced meals are prepared for students daily. WESD takes part in the National School Lunch and Breakfast programs by providing free meals according to federal guidelines.

Visitors

You must check into the office when you are visiting the campus, sign in and wear a visitor sticker. There are no exceptions. If you wish to have a meeting with your child's teacher, please contact the teacher to schedule a meeting. If you need assistance with this, please let the office know. Meetings with the classroom teacher will be scheduled before or after school.

Uniform Policy

Students at Cactus Wren Elementary are required to dress in the proper uniform attire. It is the parent's responsibility to ensure compliance with the school dress code. All students must be in uniform the **first day of school**. There is a two-week grace period for new students to purchase uniforms.

Students must wear the designated school uniform clothing. Clothing may not be altered by slits, shredded hems, etc. Baggy or over-sized uniforms are prohibited.

ID BADGES:

- ID badges are part of the school uniform and expected to be worn all day.

SHIRTS:

- Short- or long-sleeved, collared, cotton polo shirts
- Colors worn may include white, light blue, navy blue or hunter green.
- Shirts may not have logos on them (except school logo purchased through CW PTO).
- Solid color, long-sleeved shirts free of logos and/or designs may be worn under polos.
- Cactus Wren spirit shirts may be worn on Friday (purchase through PTO).

BOTTOMS:

- Colors are navy blue or khaki.
- Uniform-style bottoms, including walking shorts, pants, skirts, skorts (shorts with a skirt front), capris or jumpers.
- Uniform shorts or pants may have a small logo on belt or back pocket.
- Tights/leggings under skirts or jumpers is permitted.

OUTERWEAR:

- Jackets, sweaters, hoodies
- No offensive logos

UNDERGARMENTS:

- Should not be visible.

HATS OR HOODS:

- Hats or hoods are not permitted in the classroom. Students may bring hats for sun protection for arrival, dismissal, recess or PE but they must not be worn in the classroom.

COMMUNICATION

School Newsletter

The Cactus Wren newsletter can be found on the Cactus Wren Web site and will be sent home via ParentSquare monthly. Please be sure the office always has an updated email address.

Cell Phones

Students need to make arrangements prior to arriving at school. The phone in the office is available to students for emergencies only. We encourage all students to leave their cell phones at home. If a student does bring a cell phone to school, it must be checked in with their homeroom teacher and will be kept in a safe place until dismissal. **If a phone is not checked in, and is taken by staff, it will be held in the office until a parent/ guardian can pick it up. Cactus Wren Elementary is not responsible for any lost or damaged cell phones.** Phones are not permitted to be used during the school day. In the event of an emergency, please contact the front office, and your child will be notified.

Prohibited Items

Students are not permitted to have gum on campus and candy, snacks, etc. are not allowed in the classroom unless previously approved or for a special event. Students should leave the following items, but not limited to, at home so as not to distract from the learning environment: makeup, hair supplies, blankets, stuffed animals, toys, and other prohibited items per the WESD Governing Board Policies and handbook. Cactus Wren is also a no backpack campus for all general education students. Backpacks brought to school will be kept in the front office or with administration until dismissal or a parent/guardian picks it up.

Parent/Teacher Organization (PTO)

The PTO is a nonprofit organization that helps the school, teachers and students of Cactus Wren. It has developed a close working relationship with the school in order to enhance academic achievement, communication and community participation. Each year the PTO helps sponsor the meet the teacher event, picture days, fund-raisers, luncheons for teachers, and other school events. Volunteers are always needed! Call the school office for more information 602-347-2100.

Site Council

The School Site Council serves in an advisory capacity to the school in the planning, development and assessment of the school's educational program. It is comprised of parents, teachers, classified staff and the principal.

School Parties/Birthdays

Please check with your child's classroom teacher regarding parties and birthdays. All food products that are brought into classrooms must be store-bought, prepackaged and unopened. These items can be dropped off in the front office and then a staff member will deliver them to the classroom.

Special Events

Students attending special school/PTO sponsored events **must be accompanied by a parent or guardian.** Unaccompanied children will be asked to leave. If students are allowed to attend unaccompanied by an adult, it will be specified in the event information.

BEHAVIOR SUPPORT/DISCIPLINE

Cactus Wren is a Positive Behavior Intervention and Supports (PBIS) school. At Cactus Wren, we focus on teaching our students the behavior expectations and positively reinforcing students when they meet the expectations. If an expectation is not followed, we provide interventions and supports to reteach behaviors. There are three expectations that are focused on: Be Safe, Be Responsible, and Be Kind. We explicitly teach our students what this looks like in all areas on campus so together we can create a learning environment that is welcoming, safe, and cares for our students.

When a student does not follow an expectation, teachers and staff provide interventions to reteach the expectation and get students refocused on learning. The principal, along with the Behavior Support Advocate, address any repeat infractions and office referrals for behaviors that cause the learning environment to become unsafe physically or social emotionally. The progressive discipline model is followed for all office referrals. Administration follows the district guidelines for minimum to maximum consequences for behavior infractions.

Cougar Excellence Expectations

Learning Spaces

Be Safe

- Use materials correctly
- Remain in area unless given permission
- Keep body and objects to self

Be Responsible

- Follow directions
- Be prepared and show effort
- Use technology for learning only

Be Kind

- Use appropriate voice level and language
- Accept and support others

Cafeteria

Be Safe

- Use walking feet
- Keep body and objects to self

Be Responsible

- Take only what you are supposed to
- Keep your area clean/clean up any messes

Be Kind

- Use appropriate voice level and language

Restroom

Be Safe

- Walking feet to and from restroom
- Keep hands and eyes to yourself

Be Responsible

- Flush, wash, dry, and goodbye
- Report if something is wrong

Be Kind

- Use quiet voices
- Keep restrooms clean

Playground

Be Safe

- Hands and feet to self
- Use equipment correctly
- Stay in the playground area and be visible to staff

Be Responsible

- Follow directions

- Use your time wisely

Be Kind

- Use appropriate language
- Include others
- Show good sportsmanship

Hallways and Walkways

Be Safe

- Wear ID
- Enter/exit right side of the doors
- Keep body and objects to self

Be Responsible

- Keep hallways/walkways clean
- Walk in line and directly to your destination

Be Kind

- Use quiet voices
- Use appropriate language

Arrival and Dismissal

Be Safe

- Use walking feet
- Keep body and objects to self

Be Responsible

- Remain on walkways
- Keep track of materials (bus riders have ID)
- Go directly to destination

Be Kind

- Greet others
- Be helpful

Prevention Programs

- PBIS (Positive Behavior Interventions and Support)
- Social Work Services
- Bullying Prevention Program
- Behavior Support Intervention Classroom

Bicycles, Skateboards and Scooters

The parents of Cactus Wren students may give their child permission to ride bikes to school for transportation purposes. The Washington Elementary School District and Cactus Wren School assume no responsibility for bicycles, skateboards, and scooters. If your child rides a bike or skateboard to school, the following rules must be followed:

1. Park and LOCK bicycles in bike rack.
2. Bicycles, skateboards and rollerblades are not to be ridden in the parking lot, on the school sidewalks, or anywhere on school grounds.
3. Kindergarten students are not to ride bicycles to school.

Parking Lot Safety

In an effort to keep all of our students safe, we wanted to share the drop-off/pickup procedures that have been established for many years but lately have not been enforced.

Drop Off/Arrival Procedures:

- Drop off is Monday through Friday from 7:15 to 7:25 a.m. through the drive-through, drop-off lane closest to the curb.
- For any student who needs to be walked to the gate, the adult bringing them will need to park their car in a parking spot and walk them up to the gate utilizing the crosswalks.
- The gate will be closed at 7:25 a.m. each morning. Any students arriving after 7:25 a.m. will enter through the front office and any students arriving after 7:30 a.m. will be marked as tardy and receive a tardy pass from the front office to give to their homeroom teacher.

Pickup/Dismissal Procedures:

- Dismissal is 2:30 p.m. Monday, Tuesday, Thursday, Friday, and 1:00 p.m. on Wednesdays, or other early release days, according to the WESD calendar. Special Education Program Classes dismiss 15 minutes prior to regular dismissal times.
- Students who are being picked up by car from the regular release gate will be picked up using the drive-through lane.
- For any student who needs to be walked from the gate to their car, the adult picking them up will need to park in a parking spot and walk to the gate utilizing the crosswalks.
- Any students who have not been picked up by 15 minutes past the dismissal time, will be picked up in the Front Office and the adult will need to sign them out at the front desk.

No car should be parked in the front parking spots or along any part of the curb between 6:45 and 7:30 a.m. Monday through Friday and 2:00 to 2:45 p.m. Monday, Tuesday, Thursday, Friday and 12:30-1:15 p.m. on Wednesdays, or other early release days. Please make sure to utilize crosswalks when in the parking lot or entering/leaving campus to make sure that all students are safe.

Crosswalks

We have two crosswalks. Students who live on the north side of the school may choose to use the crosswalk at 39th Ave. and Camino Acequia. Students who live closer to Carol may use the crosswalk at 39th Ave. and Carol.

KidSpace

The WESD prides itself in being able to provide before and after-school care for its students. We recognize that quality care is essential to children's growth and development. KidSpace provides your child with opportunities for personal and academic growth in a fun, safe, and nurturing environment; that extends beyond the school day. You can be assured that the safety and well-being of your child are top priorities, and you will notice the high standards that are present at our Cactus Wren site. We offer a wide range of activities that are exciting and fun, and at the same time build

on educational classroom experiences. For more information, call 602-347-2129.