

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

Sincerely,

Crystal Bustamante
Principal

12835 N. 33rd Avenue, Phoenix, 85029
<http://sahuaro.wesdschools.org>

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

and should be identified and claimed there.

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 are served free of charge to students. Breakfast is served in the classroom at 7:30 a.m.

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.

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

Children arrive at Sahuaro School before 7:10 a.m., and 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.

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.

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.

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

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.

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.

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.

