

# Welcome to Cactus Wren

Dear Parents and Students,

Welcome to Cactus Wren Elementary School. The state requires that all parents and guardians provide any conflict, please have any person or person who have the authority topick up your child listed in Synergy. An office staff member can update Synergy at the parent/guardian's request.  
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## 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 action (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 past the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

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c7:P

#### OUTERWEAR:

- x Jackets, sweaters, hoodies
- x No offensive logos

#### UNDERGARMENTS:

- x Should not be visible.

### COMMUNICATION

#### School Newsletter

The Cactus Wren newsletter can be found on the Cactus Wren Website and will be sent home via Peachjar 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 the front office or the child's teacher. 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.

#### 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 teacher event picture days, fundraisers, luncheons for teachers, and other school events. Volunteers are always needed! Call the school office for more information 602-2100.

#### 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 storebought, prepackaged and unopened. These items can be dropped off in the front office and then a staff member will deliver them to the classroom.

x Keeprestrooms clean

Playground

Be Safe