

## PRINCIPAL'S LETTER

Dear Parents and Students,

On behalf of our faculty and staff, we would like to welcome you to the 2020-2021 school year at Manzanita Elementary School.

Our staff invites you to become an active participant in your child's education. Your support is essential in providing your child with a quality education. We believe that it is our responsibility, as educators, to stimulate, challenge and instill confidence, create a desire for lifelong learning, and teach the responsibilities of good citizenship for all students.

The purpose of this handbook is to acquaint you with information pertaining to the general organization, operation and policies of our school. You are encouraged to review this information with your child. If you have any questions or concerns, please call 602-347-2200, e-mail [Ashanti.Givens@wesdschools.org](mailto:Ashanti.Givens@wesdschools.org) or come by. I look forward to meeting you and assisting in any way possible.

When families and Manzanita staff work cooperatively, student success is the ultimate result. We are delighted to have you share in this educational partnership!

Sincerely,

Ashanti Givens and the Manzanita Staff

## GENERAL SCHOOL INFORMATION

8430 N 39<sup>th</sup> Ave Phoenix, AZ 85051

School Web Site: <http://manzanita.wesdschools.org>

### **Important Telephone Numbers:**

Office – 602-347-2200

Health Office – 602-347-2210

Attendance – 602-347-2211

KidSpace – 602-347-2272

## **Manzanita Vision and Mission Statement**

### **Together We L.E.A.D.:**

**L - Learn**

**E - Engage**

**A - Achieve Goals**

**D - Develop Character**

### **In order to prepare students to L.E.A.D.:**

- We will establish high expectations for life-long learners.
- We will welcome and value our diverse families and community.
- We will work together as a collaborative team.
- We will provide a safe learning environment.
- We will empower students to demonstrate respect, integrity, and responsibility.

## **Manzanita School Improvement 90-Day Plans**

Manzanita administrators, teachers and staff will work collaboratively together to analyze school-wide data and engage in professional development to develop and modify our instructional practices to best meet the needs of each student.

## DAILY SCHEDULE

### **Arrival/Dismissal Times K-6**

**7:55-8:15a.m. FIRST BELL** – Students head directly to classroom. Breakfast in the classroom.

**8:15 a.m.** HOMEROOM – Pledge of Allegiance  
Announcements and attendance

**3:15 p.m.** Grades K-6 dismissal (Mon., Tues., Thurs., Fri.)

**1:45 p.m.** Grades K-6 dismissal (Wednesday)

**Arrival/Dismissal Times Special Needs Preschool** (Mon, Tues, Thurs, Fri)

**8:15 a.m.** Morning preschool arrival

**10:45 a.m.** Morning preschool dismissal

**11:30 a.m.** Afternoon preschool arrival

**2:00 p.m.** Afternoon preschool dismissal

### **Office Hours**

The office is open Monday, Tuesday, Thursday, and Friday from 7:45 a.m. to 4:15 p.m., and Wednesdays from 7:45 a.m. to 3:15 p.m. Please do not have your students arrive before 7:55 a.m. In an effort to minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 3:00 p.m. on a regular school day and 1:30 p.m. on early release days. This is a critical time of day and is reserved for announcements, homework assignments and end-of-the-day instructions. Please keep this in mind when making appointments.

### **Attendance/Reporting Absences**

If you know in advance that your child is to be absent, please notify the attendance office. Every pupil is expected to attend school every day. The attendance number is 602-347-2211. Please contact your child's teacher to make up any missing work due to absences.

## **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 truanancies 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 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.

## **Tardy Policy**

The last bell rings at 8:15 a.m. Students are expected to be in their classrooms at that time. Any student who comes on campus after 8:15 a.m. will be expected to get a pass from the front office. The only reasons a tardy will be considered excused are doctor's appointment with note, legal appointment with documentation, death in the family, immediate family emergency, religious faith, or chronic illness (must have form on file in health office – **renewed yearly**). Any other excuse such as oversleeping or car problems will be considered unexcused. Each quarter, after the fifth unexcused tardy, parents will receive a letter. Students with repeated tardy issues are subject to discipline including, but not limited to, detention. Being at school on time is important. We hope you will support us in helping get your child to school on time every day.

## Dress Code

Student dress should be appropriate at all times. Any student dress appearance that distracts or interferes with the normal learning process is inappropriate.

- Thongs/flip-flops are strongly discouraged.
- NO bare feet, slippers or socks without shoes are permitted.
- Shoes must be worn at all times.

Please refer to the District portion on student dress for additional guidelines.

## Parking Lot Safety

Parents delivering/picking up students must do so in the designated “**LOADING-UNLOADING ZONE**” in the front parking lot. It has been designated as a single line of vehicles to ensure safety. Students will be allowed to load and unload only in this area. It may take you five more minutes, but kids will be safe.

## Morning Drop Off

Parents will not be permitted to enter the campus to drop off students before school or to pick them up after school without first signing in at the front office. Please be prepared to sign in and show ID each visit. Once the bell rings, you are asked to leave the campus so that instruction can begin.

## STUDENT DISCIPLINE/BEHAVIOR

### Manzanita Follows Positive Behavior Intervention System (PBIS)

#### Student Behavior

PBIS stands for positive behavior intervention and supports. This is a system of tools and strategies for defining, teaching, positively acknowledging appropriate behavior, and correcting inappropriate behavior through reteaching. It is a framework for creating customized school systems that support students in all arenas of school and life. School-wide PBIS is used for the whole school, it is designated to prevent negative behaviors as much as possible, and changes focus from negative behaviors and exchanges to positive intentions and interactions between all staff, students, parents, and stakeholders among Manzanita. Through our school-wide behavior system, Manzanita School teaches all students how to **Be Responsible, Be Respectful and Be Safe**. Teachers, support staff and administration implement PBIS as our school-wide approach to teaching students appropriate behavior. Our philosophy about school-wide expectations for student behavior is to teach appropriate behavior just as explicitly as we teach academic subjects. We teach students what it looks like and sounds like to act safely, respectfully and responsibly in different areas of the school and different times of the day. All students follow the same set of expectations throughout the school. Teachers and support staff teach students with positive statements that reinforce appropriate behavior and when students follow the rules and expectations, they are recognized. When students do not follow the rules, there are planned consequences to get them back on track.

Should your child have significant struggles, you will be contacted by your child and his or her teacher. Minor issues are dealt with in the classroom and are considered part of the normal growth and learning process for all children. Slight modifications are allowed at each grade level to meet the needs of the students at that level. Your teacher will provide you a copy of his or her grade-level plan in the first weeks of school. Our goal is to share with you all of the great things your child is doing each day.

## Items Prohibited at School

Any electronic devices such as:

- MP3 players, iPods
- Electronic games
- Skates/Heelys
- Squirt guns
- Laser lights/pen
- Shock pens
- Sharpie pens/permanent markers
- Toys of any kind
- ALL CELL PHONES SHOULD BE TURNED OFF AND IN BACKPACKS OR TURNED INTO TEACHERS DURING SCHOOL HOURS.

## Bullying Prevention

Manzanita students and staff will continue to follow a strict “No Bullying” policy, which creates a physically and emotionally safe learning environment for all students.

## Bicycle Rules

Children who walk or ride bicycles to and from school must cross at the safety walks in front of the school. Although children have the privilege of riding their bikes to school, Manzanita School is not responsible for lost, stolen or damaged bicycles.

Bicycle riders must use a lock for the bicycle, one that will secure the bicycle to the bicycle rack. All bicycles must be placed in the racks in the areas north and south of the school. Bicycles are not to be ridden on sidewalks or in the parking lot. They should be walked from the street area to the rack area.

## School Parties/Birthdays

There will be designated holiday or seasonal party times during the school year. Teachers in grades Pre-K-6 will determine which parties they will host. To maximize instructional time, birthday celebrations will take place during breaks in the instructional schedule. Therefore, parents will not be able to participate in the birthday celebration.

Parents may make arrangements with their child’s teacher to send in prepackaged birthday treats from the WESD Food Guidelines list. We recommend that cupcakes not be brought in as a treat. **Please do not send flowers, balloon bouquets, lunches or select invitations to parties. These items may create interruptions and/or hurt feelings. Flowers and balloons are not allowed on campus.**



