

PRINCIPAL'S LETTER

Dear Parents and Students,

On behalf of our faculty and staff, we would like to welcome you to the 2017-2018 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 (darcy.estrada@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,

Darcy Estrada and the Manzanita Staff

GENERAL SCHOOL INFORMATION

8430 N 39th 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

MISSION STATEMENT/PHILOSOPHY

Manzanita School Philosophy

Manzanita School is designed as a place of learning. We embrace the individuality of children with emphasis on the dignity and worth of each child. The staff believes that children learn best in an atmosphere that provides a variety of learning experiences within appropriate behavioral boundaries.

Manzanita Mission Statement

Manzanita's mission is to prepare students for the future by focusing our teaching on critical thinking and problem solving with foundations in character development

School Improvement Plans

Manzanita will gather knowledge and utilize data from curriculum-aligned assessments to design and modify our instructional practices to best meet the needs of each student, with targeted tiered interventions.

DAILY SCHEDULE

Arrival/Dismissal Times K-6

8:05 a.m. FIRST BELL – All students line up in designated areas. All teachers take students to rooms for breakfast in the classroom

8:15 a.m. HOMEROOM and Breakfast in the Classroom – Pledge of Allegiance
Announcements and attendance

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

Arrival/Dismissal Times Preschool

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 a Truancy Prevention Unit (TPU). The TPU 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 truantries or 10 total absences, the school may make a referral to the TPU 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 nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A 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.

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 a School-wide Cooperative Behavior Management System

Student's behavior is monitored through a colored chart system. The system is designed to encourage students to take responsibility for their behavior while also rewarding them for positive behaviors and/or going above and beyond. The intent is to have students move up or down on their classroom chart based on their behavior and effort in class. 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. The student's goal is to end his or her day at or above the same level he or she began it, which is usually considered "ready to learn." 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. Students who display behaviors above and beyond are rewarded through a variety of systems designed to encourage positive classroom

interactions. 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
- Personal computers
- Skates/Heelies
- 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.

Olweus Bullying Prevention Program

Manzanita has incorporated the Olweus Bullying Prevention Program to address specific problems identified in schools. The preventative measures Olweus describes operate on several levels – the school, the class, the individual students and the parents. The goals of the program are:

- To reduce (eliminate) both direct and indirect bullying.
- To achieve better peer relations at school.
- To create conditions that enable ALL students to function better in and out of the school setting.

Weekly classroom discussions provide open dialogue between students, monitored by teacher prompting. Students learn to appreciate the diversity of one another, as well as develop good social skills. The school rules are:

- We will not bully others.
- We will try to help those who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and at home.

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.

A rider 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 should not be left in the racks during evening hours or on weekends; they are for students' use during school hours only. 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.

