

# WELCOME LETTER

development to develop and modify our instructional practices that it is our responsibility as educators, to stimulate and instill confidence, create a desire for lifelong learning, and teach the responsibilities of good citizenship for all students. This handbook is to acquaint you with information about our school's general organization and policies. You are encouraged to review this information with your child. If you have any questions or concerns, please call 602-347-2200 or email Ashanti.Givens@wesdschools.org or come by. We will do this by implementing procedures to collaborate and individually identify instructional improvements related to our identified needs in reading, writing, science, math, and behavior. Teachers will use assessment results to make data-based instructional decisions to provide interventions for reading, math, and social/emotional behavior.

## GENERAL INFORMATION

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

Sincerely,

Ashanti Givens, Principal

**Arrival/Dismissal Times for K-6/Leadership Academy**  
 7:55-8:15 a.m. Students head directly to the classroom for breakfast in the classroom.  
 8:15 a.m. HOMEROOM – Pledge of Allegiance, announcements and attendance  
 3:15 p.m. K-6 dismissal (Mon., Tues, Thurs, Fri.)  
 4:45 p.m. K-6 dismissal (Wed & Early Release Days)

**Arrival/Dismissal Times for Special Needs Preschool**  
 Tues, Thurs, Fri

8:15 a.m. Morning preschool arrival  
 10:45 a.m. is reserved for announcements, homework assignments and end-of-the-day activities.

1000 N. 10th 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.:

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

### Manzanita School Improvement Plan

Manzanita administrators, teachers and staff will work together to analyze schoolwide data and engage in professional learning communities.



- x Squirt guns
- x Laserlights/pen
- x Shock pens
- x Toys of any kind

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Students may not use the office phone except with a teacher's or office staff's permission. We discourage the use of the phone except for emergencies. Parents are urged to limit calls and messages to students. Except emergencies, all calls during instructional time will be sent to voicemail. Cell phones and other electronic devices (including tablets, iPads, iPods, handheld games, etc.) that are visible to the teacher during the school day are considered a distraction. During school hours, cell phones must be turned off and kept in the student's backpack. If cell phones are visible, or in use during school, they are subject to confiscation. First offense: confiscated by teacher and returned at end of the day. Second offense: confiscated by teacher and turned in to the office.

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xIf you need to meet with a teacher, please make an appointment either before or after school. Parents will not be permitted to speak with the teachers during instructional time.  
xThe school marquee and school Facebook page are updated frequently to inform our community of current school events.