

MTS Student Handbook 2024-2025



Dear Michael T. Simmons Elementary Students and Families,

The staff members of Michael T. Simmons believe parent and family involvement is one of the primary keys to student success.

We believe that all students deserve a positive and safe learning environment. This learning environment should be free of any unnecessary distractions and behaviors. The following pages are some policies and procedures that define our students' rights and responsibilities and provide for that positive learning environment.

This handbook serves as a resource for both the students and their families. It is important to review the contents with your student. It will also be reviewed at school as a part of the beginning of school activities in September.

Thank you for taking the time to review this important resource.

MTS Staff

Michael T. Simmons Elementary
1205 S 2nd Ave
Tumwater, WA 98512

Contacts:

Main Office Phone: 360-709-7100

Megan McGinnis: 360-709-7101

Erin Neklason: 360-709-7103

Kelly Anderson: 360-709-7104

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MTS Bell Schedule: 2024-2025

(School Hours: 8:40 a.m. – 3:10 p.m.)

Time:	Activity
8:20	Breakfast Open
8:30	First bell; Gates Open; classrooms are open
8:40	School begins
11:10 - 11:35	LUNCH: 1st Grade / Kindergarten
11:40 - 12:00	LUNCH: 2nd and 3rd grade
12:05 - 12:25	LUNCH: 4th and 5th grade
3:10	Dismissal
(1:55)	ACT Friday Dismissal Time
(11:40)	Early Dismissal Time

Communications & Alerts

Robocall: The school and district have the ability to call and email all district families through a robocall system. If you are getting a call from the school or district number, please pick up and listen. If you do not catch the call, please listen to the voicemail. Robocalls are often done in the evening without staff at school, and as a result you will not be able to call and ask what the robocall was about. Listen to the voicemail.

Email: Tumwater School District and Michael T Simmons also communicate through email. Please check all email folders (spam/junk) to ensure you are receiving all messages.

Website: Our district website, www.tumwater.k12.wa.us is a helpful resource when trying to find information related to school. You can click the 'Choose Your School' button on the top right to find the Michael T. Simmons website. The MTS website has headlines and important information. The Michael T. Simmons website is mts.tumwater.k12.wa.us

Inclement Weather Alert: In case of inclement weather and school delays or closure, families will be notified via robocall, email, and information will be posted on the district and school website.

Backpack: Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack.

Changes in Student Information

If you have any address, home, or work phone number changes during the school year, it is very important that you notify your child's teacher and the office. The office needs current telephone numbers in case you need to be reached during the day. These changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings. You can update your email address and cell phone number yourself by logging into Family Access on Skyward.

Contacting Your Child

If you need to contact your child during the school day, call the school office. Students are not permitted to use cell phones during the day. It is important that you contact the office before 2:30 p.m. if there are changes to your children's normal after-school routine

that affects the mode of transportation. Please do not email teachers with end-of-day messages as they may not be received in time.

Communicating With Teachers and School Staff

Email is one of the most effective, timely and efficient ways for teachers, office staff, and the administration to communicate with families. Phone calls to teachers will go directly to voicemail; they will be returned as quickly as possible. Calling the school office is the quickest way to get a hold of anybody.

Parent Problem Solving Steps

Throughout the school year, situations regarding the program at school may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

- **Step 1** – Contact the appropriate staff member: The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, transportation, health assistant, etc.
 - More than 95 percent of all concerns are resolved at this level.
- **Step 2** – Contact the principal: If Step 1 does not resolve the concern, discuss it with the administration. They are the instructional leaders in charge of the school and the people responsible for handling concerns regarding the school's operation. The administration can share school information and explain policies, guidelines and procedures. They are open and willing to listen to your concerns.
- **Step 3** – Contact the appropriate district administrator: If the previous steps have been unsuccessful, contact the appropriate district administrator or the superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

Behavioral Expectations for Adults and Students

MTS Staff and Students are committed to the following PBIS expectations:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be Kind

Adults will:

1. Create a balanced approach for all learning
2. Know the students culturally and individually, by being fully cognizant of their strengths and interests
3. Create classroom procedures that maximize learning bell-to-bell
4. Create a climate that respects difference and allows for multiple perspectives without hurting others
5. Foster opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self-control

Students will:

1. Demonstrate safe, respectful, responsible and kind behavior to other students and all staff members
2. Come to school ready to learn each day
3. Work to communicate needs with trusted adults
4. Model PBIS behavior all over campus

Safe and Supportive Schools

Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyberbullying behaviors, we will provide ongoing training around anti-bullying techniques and strategies for all staff and students.

If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (principal, assistant principal, or counselor) who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. If the result of the investigation concludes bullying or cyberbullying took place, the offender(s) could receive consequences ranging

from written conduct reports to loss of privileges during the school day to in or out of school suspensions depending on the severity of the incidents.

Harassment, Intimidation and Bullying

- Annual training will be provided to all staff and students on bullying recognition and prevention.
- Reporting forms will be explained to staff and students and posted prominently in each building and on the website.
- Students, parents/guardians, and community members/volunteers may report bullying to any staff member.
- Each site will designate a compliance officer for this issue. The District Compliance Officer is the Assistant Superintendent and can be reached at 360-709-7030.

Below is a list of policy and procedures you can access if more information is needed:

[Policy 3207 - Prohibition of Harassment, Intimidation and Bullying](#)

[Procedure 3207 - Prohibition of Harassment, Intimidation and Bullying](#)

[K - 12 HIB Report - Fillable](#)

[K - 12 HIB Report - Printable](#)

[K - 12 HIB Report - Spanish Printable](#)

Dress Code

Appropriate dress is a necessary component in providing an optimal learning environment. Clothing must not become a distraction from the educational environment. If an issue arises, the school will work with the family on a solution.

Electronic Devices

Students are required to put cell phones and other telecommunication devices off and away (in backpacks) during the day. Phone use is allowed after dismissal, once students are on the bus or in their car for pick-up. Watches may be worn as long as they are not being used as a communication device. Watches will not be allowed during district or state testing. We encourage students to not bring electronic devices to school; we cannot be responsible for these items. If students are found using electronic devices, the devices will be sent to the office and parents will be asked to pick them up at their convenience.

Toys and Items From Home

Please leave toys and other items at home. Students may bring playground balls after filling out the Personal Playground Equipment Agreement. Occasionally, you may be notified by your child's teacher when certain items may be allowed.

Attendance

We believe each student should be in school every day. Regular school attendance is directly related to success in school.

Excused Absences

Call, Email, or Send a Note to the school regarding student absences within 24 hours.
Office Phone: 360-709-7100

Message Kelly Anderson at kelly.anderson@tumwater.k12.wa.us

Pre-Planned absences (vacations, family events, etc) fill out a **Planned Absence Form** found on the school website or in the office.

Absences due to the following reasons will be excused: (WAC 392-401-020; adapted for elementary students)

- Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible;
- Family emergency;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, court-ordered activity, or jury service;
- Absence directly related to the student's homeless or foster care/dependency status;
- Absences related to deployment activities of a parent or legal guardian;
- Absences due to suspensions, expulsions or emergency expulsions imposed;
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- Absences due to an approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; (Fill out the **Planned Absence Form**)
- Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;

- Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
- Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made;
- Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

Late Arrival/ Early Departure

Students arriving late or leaving early **must be checked in or out by a parent or guardian** at the main office. Excused reasons for being late or leaving early will follow the same listing as excused absences. Students arriving late or leaving early over 90 minutes will be marked absent for ½ school day.

Parking

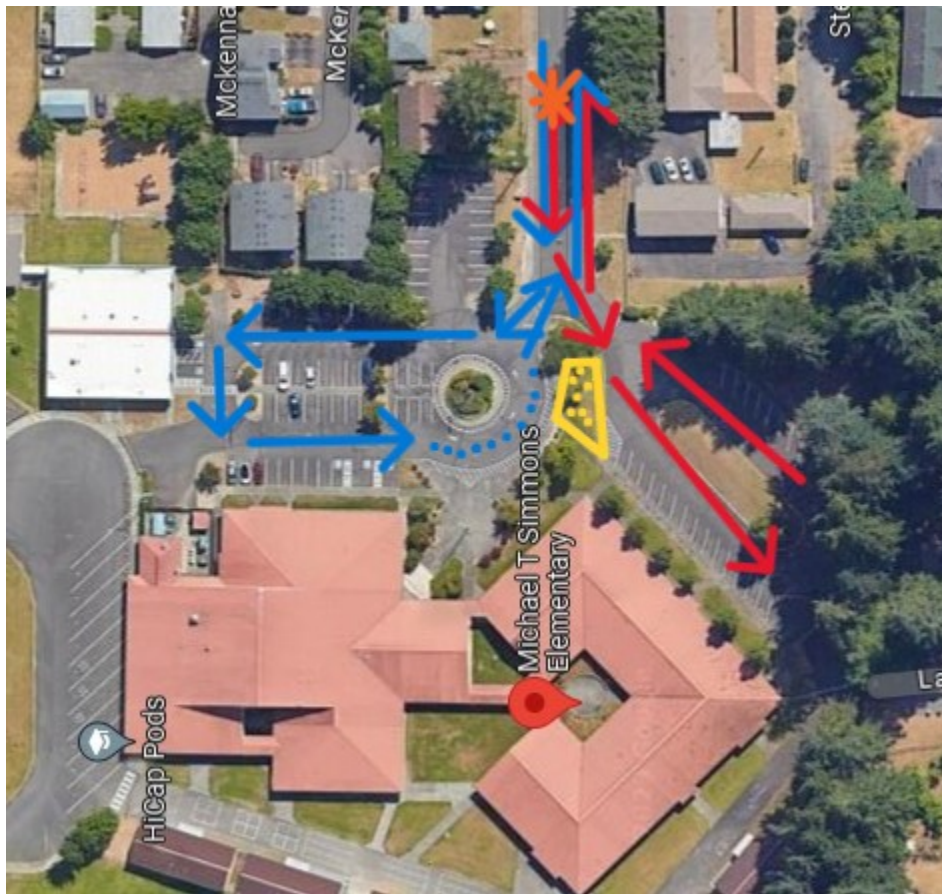
Parents and volunteers may park in any empty parking space available. Avoid parking around the island in the south parking lot, designated by the yellow curb. Additionally, avoid parking in any yellow or red striped area. Please see the parking map and instructions for Drop off and Pick up. MTS has a large population that is picked up and dropped off in our parking lot. For safety and efficiency, place the pick up sign with the student name in your car window. Staff will check in with you and your child will be waiting for you in the pick up zone as you pull forward. If you do not have a pick up sign, please stop by or call the office and we will send one home with your child.

Pick Up Procedures

If you will be picking up your child from school before regular dismissal, you must first check in at the office to sign your child out. If you need to pick up your child early at the end of the day, please do so by 3:00 p.m. Our staggered dismissal process begins at 3:05. Please keep this in mind when scheduling appointments.

If someone other than yourself will be picking your student up after school, the office must be notified. If you give someone else permission to pick up your child, we must have a written note or a phone call to that effect.

If there are limitations to who should be picking up your child, please provide the office the required legal document as soon as possible. Only adults listed in Skyward as parents, guardians, and emergency contacts will be allowed to pick up a child.



Drop Off and Pick Up Round-A-Bout: **Blue Arrows** → For dropping off and picking up in the round-a-bout. Pull into the north lot, following the arrows around the lot and into the round-a-bout. Follow staff direction, and pull as far forward as possible. Share your student name with the staff member radioing before you get to the Pick-Up spot.

Parking to Pick up and Drop off: **Red Arrows** → The south lot is for parking and walking up to pick up and drop off students. Please park only in designated spots; not in areas with yellow or red curbs (specifically around the south lot 'island'). For Pick-Up wait in the yellow area described below.

Parent Waiting Area: **Yellow Dots** During Pick-Up, please wait in designated Parent Area (grass marked in Yellow). Students will be waiting against the building wall for safety. Staff will release students to you.

DO NOT PARK: **Orange *** Do not park in front of driveway marked with **Orange Star**

Walkers: Please stay on Sidewalks, and WALK bikes, scooters and skateboards off campus.

Parent-Teacher Association

The Parent-Teacher Association (PTA) at MTS is composed of parents working to enhance your child's school experience. The group sponsors family-oriented social and academic activities during the year and encourages parent volunteers. The PTA also plans fundraisers with money used for programs and curriculum supplements that directly benefit students. For more information; visit the Michael T Simmons Website and click on the PTA tab.

School Volunteers

Michael T Simmons welcomes volunteers. Some of the possible volunteer tasks include working in the classroom (reading with students, project support, etc.), helping in the copy room, chaperoning events and field trips, and joining our PTA. Volunteer application forms are available at your school, and the school and district website. Please fill one out and submit at any time. Approved applications are good for two school years.

Volunteers are required to follow the school security sign-in procedures. Staff are instructed to ask if they can help any visitor without a volunteer sticker. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents, and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Visitors

We welcome and encourage volunteers and visitors to our schools. Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. All other doors will remain locked throughout the school day. All guests are required to report directly to the office where they will sign in through our electronic system and be given a visitor sticker to wear while on campus.

The following standards are required of all visitors:

- Visitors must wear a visitor sticker during their stay.
- To avoid instructional interruptions, we ask that parents arrange classroom visits and volunteer opportunities with the teacher or administrator prior to the day of the visit.

- Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms without prior permission, approval and 24 hour notice.

Wellness Center

Michael T Simmons has a health assistant in the Wellness Center to assess and care for injuries and illnesses that occur at school. The health assistant is not a registered nurse, but is trained in first aid, CPR, and emergency procedures. The health assistant is accountable to the building principal and the supervising site nurse in providing care for students.

Minor injuries are evaluated and treated, and parents are notified whenever possible. (All head injuries are reported to parents). If an injury appears serious and the health assistant is unable to ascertain the severity, a parent is immediately contacted and the site nurse is consulted. If the parent is unavailable and the situation is urgent, the health assistant will have the office dial "911" for further assistance and wait with the student for help to arrive. Once emergency medical personnel arrive, care of the student is turned over to the advanced care team for evaluation and treatment.

It is for this reason that parents are asked to fill out, sign and return a new Emergency Information Form, which is legal for one school year for each child. That form allows emergency personnel to transport your child to a medical care facility in the event you cannot be contacted.

Students who come to the Wellness Center for illness are evaluated. Any student with a temperature of over 100.4 degrees will be sent home. Students should be kept home until they have been fever free without medication for at least 24 hours. Students who don't feel well but are not found to have a fever will be allowed to rest for 10-15 minutes and will return to class. Parents will be consulted if a student complains frequently.

Some guidelines to help you decide when to keep your child home from school are as follows:

- Your child has had a fever of over 100.4 degrees during the last 24 hours
- Your child has greenish or yellowish mucus discharge or an uncontrollable cough
- Your child had been nauseated or vomiting during the last 24 hours
- Your child has been suffering from diarrhea during the last 24 hours
- Your child has an undiagnosed rash
- Your child has a red, irritated itchy eye

- Your child has head lice

Please remember that we do not diagnose at school.

Medication

Under state law (RCW 28A.210.260-270) medication can only be given by school personnel when the proper written authorization has been signed by both doctor and parent and given to school personnel. There is no distinction between "prescription" and "over-the-counter" medicine. There is also no distinction between "oral" and "topical" medications. The same procedure must be followed for all medications. There is no grace period for obtaining this. Without the proper paperwork in place, medication will not be given.

Authorization forms can be obtained from the Wellness Center, but doctors do have them in their offices as well. Simply request one when the prescription is being written and remember to ask your pharmacist for an extra medication container for school.

Immunization, Injury, Illness, and Medication

Immunization is required by law (RCW 28A.31.18) for all students. Under the terms of the law, students who have not received the required immunizations may not attend school. The minimum requirements for school attendance are:

- DTP/DT/TD: 5 doses (4 doses only IF 4th dose given on or after 4th birthday)
PLUS 1 dose of Tdap required for 6th grade-on or after 11th birthday
- POLIO (OPV/IPV): 4 doses (3 doses only IF 3rd dose given on or after 4th birthday)
- MMR (Mumps, Measles, Rubella): 2 doses.
- HEPATITIS B: dose 3 must be given on or after 24 weeks of age
- CHICKEN POX (Varicella): Must have two doses or Healthcare Provider verifies disease

If there is a religious reason why a child should not be immunized, parents can sign an exemption. If there is a medical or philosophical reason, your Health Care Provider must sign an exemption. An exemption is an agreement by the parent to keep the student home from school should there be an outbreak of any disease for which he/she is not immunized or protected, for the duration of such an outbreak

Lost & Found

It is highly encouraged for students to label all personal items and clothing. Michael T Simmons Elementary cannot take responsibility for items lost at school. There is a lost and found area located at the end of the main hallway. Students can check the lost and found at any time. Families may check at the office if they would like to visit the lost and

found. Any money brought to school should be deposited with the teacher or office staff. At the end of each quarter, items left in the lost and found are donated to a local agency to help people in our community.

YMCA

Michael T. Simmons has an on-site before & after school daycare sponsored by the YMCA. If you wish to enroll your child, you must call the YMCA directly. The Y Care program can be reached at 360.705.2642.

Equal Opportunity and Compliance

The Tumwater School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, disability or the use of a trained dog guide or service animal by a disabled person in its educational programs, activities, or employment procedures and personnel practices, and provides equal access to Boy Scouts or other designated youth groups, as required by state and federal law. Inquiries and/or concerns regarding compliance with these laws should be directed to the District's Compliance Officer, Meagan Dawson, Assistant Superintendent, at 621 Linwood Ave SW, Tumwater, WA 98512 or call 360-709-7043.