

Welcome to Truman Middle School

Home of the Titans

2026-2027 School Community Member Handbook



Truman Middle School
5801 North 35th Street
Tacoma, WA 98407
253-571-5600

Attendance	253-571-5677
Fax	253-571-5680
Guidance	253-571-5682
Nurse	253-571-5633

Office Hours

Main office, attendance office, and guidance office hours are 7:00 am to 2:30 pm Monday – Friday.
Cash register closes at 2:15 p.m.

These hours may vary, especially on non-school days and closed for holidays.

Truman Middle School Contacts

Administration and Security Staff

Name	Role	Extension	Email
Mr. Parks	Principal	5679	nparks@tacoma.k12.wa.us
Ms. Lewin	Asst. Principal	5678	klewin@tacoma.k12.wa.us
Mr. Thompson	Campus Security Officer	5681	athomps3@tacoma.k12.wa.us

Guidance Staff

Name	Role	Extension	Email
Mr. Allen	Counselor	5628	tallen1@tacoma.k12.wa.us
Ms. McNaughton	Counselor	5629	lmcnaug1@tacoma.k12.wa.us

Office Support Staff

Name	Role	Extension	Email
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Mrs. Cady	Attendance Specialist	5677	ccady@tacoma.k12.wa.us
Ms. Thomas	Guidance/Registrar	5682	cthomas@tacoma.k12.wa.us

Teacher Contact Information

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Christi Coen	ccoен@tacoma.k12.wa.us
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Ben Walz	bwalz@tacoma.k12.wa.us
Roberta Zay	rzay@tacoma.k12.wa.us

Truman Middle School Community Member Handbook

Please visit our website for a digital version of the handbook, including live hyperlinks.

Table of Contents

Mission, Vision, Motto, and Expectations	2-3
Student Code of Conduct	3
Communication	4
Bell Schedules	5
District Calendar	6
Main Office and Guidance Office	7
Attendance Office and Policies	8-9
Health Room and School Nurse	9-10
Library	10
Student Extracurricular Activities	10-11
Student Incentives	11
Bus Transportation	12-13
Breakfast and Lunch Program	13
Building Safety and Policies • Campus Security • Emergency Drills • Closed Campus • Visitors • Volunteers • Bicycles, Skateboards, Scooters, etc. • Arrival • Travel to and from School • Leaving Campus at Dismissal • Hall Pass Policy • Unexcused Tardy Policy • Technology and Cell Phone Policy • Internet Use • School Phone Use • Food and Beverage Policy	13-17
Dress Code	17-18
Behavior Expectations	18-20
Academic Integrity	20-21
Emergency Plans	21-22
Non-Discrimination Statement	23
2026-2027 Truman Middle School Handbook Contract	24

Truman Middle School

Our Vision

Creating Life-Long Learners and Leaders for a Successful Today and Tomorrow

Our Mission

T.I.T.A.N.S.

The T Truman community will inspire Integrity through Teamwork and the promotion of Academic excellence by Nurturing relationships and Sharing ideas which support a safe and civil learning experience for all.

Our Motto

Titan Up!

School Community Member Expectations & Classroom Engagement

Student Expectations

- Work toward mastery of knowledge and skills in the classroom.
- Contribute positively to the classroom and school community as a student body member.
- Show respect for all school community members.
- Know and follow school expectations.

Parent/Guardian Expectations

- Review school handbook with students to ensure they know school expectations.
- Collaborate with school staff to support student success.
- Ensure your student attends school daily and on time, recognizing that consistent attendance is essential for academic success.
- Regularly check ParentVUE to monitor your student's grades, assignments, and academic progress.
- Become involved in school activities and share responsibilities for those activities.

School Staff Expectations

- Provide a safe, supportive program for learning where students can achieve rigorous learning targets.
- Maintain a progressive plan for instruction, community expectations, and incentives.
- Communicate with students and parents/guardians regarding student progress.
- Be aware of student rights and provisions of the school district and state.
- Collaborate with families and community partners to support student success.

Mr. Parks' Core Values:

- Compassion: How we care for one another.
- Empathy: How we understand one another.
- Hope: How we lift up and inspire one another to achieve awesome, ambitious goals.

Bell-to-Bell Instruction: At Truman, we will optimize learning time in pursuit of rigorous academic goals. Students should have materials out and be actively engaged in classroom instruction throughout each class period.

Academic Support: Truman teachers are eager to support student learning needs. If you need extra help with an area of learning in a class, please start by going to your teacher. We also plan to have after-school tutoring available.

Truman Middle School Student Code of Conduct

We ask all students and their families to review and discuss the Truman Student Code of Conduct which follows below. Along with these expectations for all students, students who represent the school either in an extracurricular activity (athletics & music performance) or leadership role (ASB) have their own codes of conduct that include additional responsibilities for these activities.

Be Safe. Be Ready. Be Respectful. Be Responsible. Be a Learner. Be a Leader.

Safety

- Keep hands, feet, and objects to yourself.
- Walk calmly in hallways – no running or rough play.
- Report anything dangerous or suspicious to an adult right away.
- Use school equipment and materials the right way.

Preparedness

- Bring all the supplies you need for class.
- Be on time and ready to learn every day.
- Charge your devices at home and bring them to school if needed.
- Know your schedule and plan ahead for assignments and tests.

Respect

- Treat everyone with kindness – students, teachers, and staff.
- Listen when others are speaking and wait your turn.
- Use polite and school-appropriate language and a positive tone.
- Respect school property and other people's belongings.

Responsibility

- Own your actions – good or bad.
- Follow school rules even when no one is watching.
- Turn in your work on time and do your best.
- Take care of your learning space and clean up after yourself.

Being a Learner

- Stay curious and ask questions.
- Try your best, even when things are hard.
- Work well with others and share ideas.
- Learn from mistakes – they help you grow!

Leadership

- Be a role model for others.
- Stand up for what's right, even when it's tough.
- Help classmates and include others.
- Take initiative – look for ways to make your school better.

School Communication

Effective school and family communication is critical to student success. We are excited to partner with families to support this journey. We encourage parents/guardians to contact us any time something happens that impacts the academic or social/emotional development of their student.

Student Grades: Student grades are available online through ParentVue in Synergy. If you do not have home internet access, a computer at Truman is available for you to access your student's grades. Grades should be updated every 2 weeks by the classroom teacher in classroom gradebooks found in StudentVue. Grades are calculated and reported at the middle and end of each semester. Semester grades, but not mid-term grades, stay in your permanent school records. **It is a good idea to regularly check grades with your student, make it a habit.** 😊

Access to ParentVue and tutorials for use can be found here:

<https://www.tacomaschools.org/departments/technology/parentvue>

Letter grades are used in almost all classes. Here is the grading policy for Tacoma Public Schools:

<https://www.tacomaschools.org/about/school-board/policy-manual/policy-details-page/~board/policy-2000/post/2420r>

Parent/Guardian Conferences: Conferences can be scheduled with the teaching team anytime as needed. In the fall and spring, Truman holds conferences where parents/guardians have the opportunity to meet with each teacher for a few minutes to discuss their student's progress. More information will be shared on fall and spring conferences in Sunday Updates from Mr. Parks.

Telephone Calls: Every teacher has a telephone with voicemail in their room, parents/guardians may call to leave messages after hours or email during the day to avoid classroom disruption.

Email: Families are encouraged to use Synergy Mail (found in ParentVUE) as the primary method of communication with teachers. All Truman staff may be also contacted via regular e-mail.

Weekly Communication: Primary communication will be sent via email each Sunday in a newsletter format from Mr. Parks; families are highly encouraged to read it each week. Additional periodic, time-sensitive updates may be delivered through School Messenger (phone/email system) as needed.

TMS Regular Bell Schedule:



Daily Bell Schedule by Grade Level



Monday, Tuesday, Thursday & Friday

8th Grade

First Bell	7:35 AM	To Class
Advisory	7:40 AM	8:00 AM
1st Period	8:04 AM	- 8:56 AM
2nd Period	9:00 AM	- 9:52 AM
3rd Period	9:56 AM	- 10:48 AM
LUNCH	10:52 AM	- 11:22 AM
4th Period	11:26 AM	- 12:18 PM
5th Period	12:22 PM	- 1:14 PM
6th Period	1:18 PM	- 2:10 PM

6th Grade

First Bell	7:35 AM	To Class
Advisory	7:40 AM	8:00 AM
1st Period	8:04 AM	- 8:56 AM
2nd Period	9:00 AM	- 9:52 AM
3rd Period	9:56 AM	- 10:48 AM
4th Period	10:52 AM	- 11:44 AM
LUNCH	11:48 AM	- 12:18 PM
5th Period	12:22 PM	- 1:14 PM
6th Period	1:18 PM	- 2:10 PM

7th Grade

First Bell	7:35 AM	To Class	
Advisory	7:40 AM	8:00 AM	
1st Period	8:04 AM	- 8:56 AM	
2nd Period	9:00 AM	- 9:52 AM	
3rd Period	9:56 AM	- 10:48 AM	
4th Period	10:52 AM	- 11:44 AM	
1st LUNCH	10:52 AM	- 11:22 AM	Coen, Zay, Minniti
2nd LUNCH	11:48 AM	- 12:18 PM	Graham, Robert
5th Period	12:22 PM	- 1:14 PM	
6th Period	1:18 PM	- 2:10 PM	

Wednesday - 1 hr Late Start

8th Grade

First Bell	8:35 AM	To Class
Advisory	8:40 AM	- 8:55 AM
1st Period	8:59 AM	- 9:41 AM
2nd Period	9:45 AM	- 10:28 AM
3rd Period	10:32 AM	- 11:15 AM
LUNCH	11:19 AM	- 11:49 AM
4th Period	11:53 AM	- 12:36 PM
5th Period	12:40 PM	- 1:23 PM
6th Period	1:27 PM	- 2:10 PM

6th Grade

First Bell	8:35 AM	To Class
Advisory	8:40 AM	- 8:55 AM
1st Period	8:59 AM	- 9:41 AM
2nd Period	9:45 AM	- 10:28 AM
3rd Period	10:32 AM	- 11:15 AM
4th Period	11:19 AM	- 12:02 PM
LUNCH	12:06 PM	- 12:36 PM
5th Period	12:40 PM	- 1:23 PM
6th Period	1:27 PM	- 2:10 PM

7th Grade

First Bell	8:35 AM	To Class	
Advisory	8:40 AM	- 8:55 AM	
1st Period	8:59 AM	- 9:41 AM	
2nd Period	9:45 AM	- 10:28 AM	
3rd Period	10:32 AM	- 11:15 AM	
4th Period	11:19 AM	- 12:02 PM	
1st LUNCH	11:19 AM	- 11:49 AM	Coen, Zay, Minniti
2nd LUNCH	12:06 PM	- 12:36 PM	Graham, Robert
5th Period	12:40 PM	- 1:23 PM	
6th Period	1:27 PM	- 2:10 PM	

Tacoma Public Schools 2026-27 School Year **Student** Calendar

1st – 4th Non-school days
7th Labor Day
8th Non-school day

9th First student day

14th Kindergarten start date

16th Late starts begin

16 student days

SEPTEMBER 26						
S	M	T	W	Th	F	S
		N	N	N	N	5
6	H	N	SS	10	11	12
13	KS	15	LS	17	18	19
20	21	22	LS	24	25	26
27	28	29	LS			

OCTOBER 26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	LS	8	9	10
11	N	13	LS	15	16	17
18	19	20	LS	E	E	24
25	26	27	LS	29	30	31

12th Walver Day (no school)

20th Elementary conferences
*Early release grades K-5

21st Late-start school day, no early release

22nd – 23rd All grades conferences
Early release grades K-12

21 student days

11th Veterans' Day

25th – 27th
Thanksgiving break

17 student days

NOVEMBER 26						
S	M	T	W	Th	F	S
1	2	3	LS	5	6	7
8	9	10	H	12	13	14
15	16	17	LS	19	20	21
22	23	24	H	H	H	28
29	30					

DECEMBER 26						
S	M	T	W	Th	F	S
		1	LS	3	4	5
6	7	8	LS	10	11	12
13	14	15	LS	17	18	19
20	N	N	N	N	H	26
27	N	N	N	N		

Dec 21 – Jan 1 Winter break/
no school

14 student days

1st New Year's Day

4th School resumes

18th Martin Luther King Jr. Day

19 student days

JANUARY 27						
S	M	T	W	Th	F	S
					H	2
3	4	5	LS	7	8	9
10	11	12	LS	14	15	16
17	H	19	LS	21	22	23
24	25	26	LS	28	29	30
31						

FEBRUARY 27						
S	M	T	W	Th	F	S
	N	2	LS	4	5	6
7	8	9	LS	11	S	13
14	H	N	LS	18	19	20
21	22	23	LS	25	26	27
28						

1st Semester break/no school

2nd Second semester begins

12th Snow make-up day

15th Presidents' Day

16th Walver day (no school)

16 student days

11th – 12th All grades conferences
Early release for all students

23 student days

MARCH 27						
S	M	T	W	Th	F	S
	1	2	LS	4	5	6
7	8	9	LS	E	E	13
14	15	16	LS	18	19	20
21	22	23	LS	25	26	27
28	29	30	LS			

APRIL 27						
S	M	T	W	Th	F	S
				1	2	3
4	N	N	N	N	N	10
11	12	13	LS	15	16	17
18	19	20	LS	22	23	24
25	26	27	LS	29	30	

5th – 9th Spring break

17 student days

28th Snow make-up day

31st Memorial Day

19 student days

MAY 27						
S	M	T	W	Th	F	S
						1
2	3	4	LS	6	7	8
9	10	11	LS	13	14	15
16	17	18	LS	20	21	22
23	24	25	LS	27	S	29
30	H					

JUNE 27						
S	M	T	W	Th	F	S
		1	LS	3	4	5
6	7	8	LS	10	11	12
13	14	15	LS	17	H	19
20	21	22	E	S	S	26
27	28	29	30			

18th Juneteenth, observed

23rd Last day of school/
early release

24th, 25th Snow make-up days, if
needed

16 student days

N = Non-School Day H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date

LS = Late Start Day E = Early Release S = Snow Make-Up Day

Main Office & Guidance Office

Main Office: The main office staff are here to support building needs. Any concerns about the facilities or school grounds should be brought to the attention of the main office.

Services provided by the Main Office include:

- Visitors check-in/passess after checking ID
 - ALL VISITORS MUST HAVE CURRENT PICTURE ID TO ENTER SCHOOL
- Payment of fines for lost textbooks, sports uniforms, library books etc.
- All purchases OR use MySchoolBucks online
- Lost & found for small items like keys, glasses, wallets and other valuables

The cash register in the main office is open from 7:15 a.m. – 2:15 p.m. for all fees, fines and purchases. We accept debit/credit cards, or exact cash only. No checks accepted.

Guidance Office: The Guidance Office staff processes new students and those withdrawing from school. They maintain student files, schedule classes, and handle the distribution of final grades and progress reports.

If for any reason a student's telephone number, address, or parent/guardian contact information changes, even temporarily, please notify the Guidance Office 253-571-5682. Truman must have current information for contacting, school reporting, and emergency purposes.

Our guidance team provide the following supports:

- Talk with students about their schoolwork, career plans, their personal, social, or emotional needs and assist students in addressing peer conflicts.
- Talk with parents/guardians about school progress, behavior, and social or emotional growth.
- Refer parents/guardians, students, and staff to community resources or special programs.
- Interpret and explain standardized tests and school records.
- Schedule students into classes.
- New student orientation.

Students may go to the Guidance Office before school, during their lunch, after school or during classes only with a hall pass. If counselors are unavailable at the time, students may sign up for an appointment. All students need to sign in and out when going to the Counseling Center.

Student Withdrawals: To withdraw a student, the parent or guardian should contact the Guidance Office to notify them of intent to withdrawal and new school. The school will forward transcripts of a student's grades when all obligations, financial and otherwise, have been fulfilled, and school property is returned.

Attendance Office and Policies

Being on time to class and present throughout all classroom instruction is the first step to academic success. When students are absent or late, they miss valuable instruction. Additionally, being late interrupts the learning environment for others.

The State of Washington mandates parents/guardians have the responsibility of ensuring their child attends school. Missing school for any reason negatively impacts learning and academic achievement. The attendance procedures at Truman Middle School are designed to assist parents/guardians in fulfilling this responsibility.

To excuse your student, the parent/guardian on record can enter the absence in ParentVue (see <https://www.tacomaschools.org/departments/technology/parentvue> for more information), call the attendance office 24 hours per day, 7 days a week by phone at 253-571-5677, send a legible note with the student, or e-mail the Attendance Office at TrumanAttendance@tacoma.k12.wa.us using your verifiable e-mail address on record. Other contact or unverifiable information cannot be used. Students bringing notes to school will deliver them to the Attendance office before school or they will receive an unexcused tardy or absence.

ATTENDANCE NOTES NEED TO INCLUDE

- Students full name
- Date of absence or tardy
- Reason for absence or tardy
- Parent/guardian name (printed and signed) and phone number
- Note from medical professional (if required)

Washington State BECCA Bill - Pursuant to RCW 28A.225, the parent or guardian is responsible for their student's attendance and for contacting the school to make sure all absences are excused.

In accordance with the state's mandatory attendance laws:

- Once a student has 2 unexcused absences the BECCA law process will begin.
- After 7 unexcused absences a conference with school administration or the student's guidance counselor, parent/guardian, and student will be required. We work together to remove any barriers to attendance.
- If a student has 7 or more unexcused absences in a month, or 15 in a year the school must file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school.
- *Students who are unexcused absent from school for twenty (20) consecutive school days, shall be withdrawn from school as of the 20th consecutive absence per WAC 392-121-108.*

Excused Absence/Tardy: An absence should be excused by a guardian within 2 days of absence. The following reasons constitute an excused absence or tardy:

- Personal illness (includes mental health, more than 5 days will require a doctor note)
- Medical or Dental Appointments
- Appearances in court when required by law
- Exclusionary disciplinary action
- Religious observance
- Family emergency or pre-approved family activities approved by Principal
- School activities (I.e. Field trips, ASB meetings)

Policy for Pre-Planned Family Activity/Extended Absence: For absences exceeding 3 days, we request an email to our Attendance Office, TrumanAttendance@tacoma.k12.wa.us before the event to be approved by the Principal prior to leaving. This request can also be submitted through ParentVUE, but please send it as soon as you know about the extended absence.

Please note, teachers are not required to provide assignments in advance for pre-planned activities or extended absences. Students are responsible for making up all missed work in a timely manner upon their return.

Unexcused Tardy Policy: Positive school attendance is one of the greatest indicators of student success, and we need to work on this habit to start the year. Students can be assigned lunch detention for being late at school.

- Tardy Lunch Detentions: Any student who accumulates 4 unexcused tardies in a week will be assigned a lunch detention the following week.
- Multiple Lunch Detentions: Students who have received multiple lunch detentions for unexcused tardies will be assigned after-school detention and may be assigned additional consequences such as missing a reward activity or being placed on behavioral probation for school athletics.
- For students who are excessively late for class and/or out of class without permission, additional steps may also include requiring an escort to leave class and meeting with a school admin and guardian to address barriers to positive school attendance.

Skippping Class Periods: Skipping class creates major supervision and safety concerns for our school community. If a student intentionally skips a class period, there will be an assigned consequence with guardian communication.

Early Dismissal:

- If a student must leave school during the day for any reason a dismissal slip must be obtained from the Attendance office by parent/guardian permission.
- If a student is checked out of the nurse's office, the guardian will sign the dismissal slip in the Attendance office. A student will only be allowed to walk home with special permission.

All who are picking up a student will be required to show ID and verify they are on the student's approved contact list. WITHOUT ID or not on the Approved Contact List, NO RELEASE WILL BE GRANTED pursuant to district policy. We cannot release a student by verbal request over the phone from the parent/guardian to anyone not on student contact list or to anyone under 18 years old.

Health Room and Nurse

The School Nurse is available for students who are not well enough to be in class, need to take medications at school, or need to talk to the nurse. Before going to the Nurse, students must obtain a pass from their teacher. If students are too ill to return to class, parent/guardians will be contacted and arrangements made for early dismissal. The Nurse is here daily during school hours. Off campus injuries requiring wraps, braces, crutches or other accommodations need to be referred to the nurse. Provider's orders are required for any medical devices or accommodations.

Immunizations: All Tacoma School District students must provide proof of up-to-date immunization records before enrolling in school. Please inquire with health services if you would like more information on possible exemptions.

Medication: When necessary, oral medications may be administered at school, by the school Nurse, Assistant Nurse or trained staff. All medications and permission forms brought to school (including traditional “over the counter” medications such as Tylenol, cough drops, etc.) must be stored in the Nurse’s Office and must have a medication form on file signed by the student’s physician and parent/guardian. The medication must be in a current labeled container from the pharmacy. Students are not allowed to carry medications with them.

Forms: Medication forms may be obtained from your health care provider.

Health Concerns: If parents have any health concerns regarding their child, please call 253-571-5633 to discuss them with the school nurse.

Library

“The mission of the library media program is to ensure that students are effective users of ideas and information...” (Information Power, ALA)

In the Truman Library, explicit instruction is provided to build information literacy skills in print and electronic media. The nonfiction and fiction sections support the curriculum and interests of middle school readers. Diverse materials at varied reading levels are offered. Internet access for school-related searches is available. (TSD Policy #6973).

Student ID required for checkout

- Loan period – two weeks.
- A maximum of 5 books may be checked out at one time.

Students may access the library when available and open, which may be before, during, and after school. There are times when the library will be closed for meetings and other activities. When the library is closed, it will be posted on the door.

Student Extracurricular Activities

At Truman, we want all students to find their place in an extracurricular activity, whether it is through a sport, club, performance, or leadership opportunity. We KNOW that our students are more successful when we can extend our community beyond the classroom.

All students involved in after-school activities must purchase an ASB membership unless they qualify for an exemption.

After-school sports activities are held Monday through Friday between 2:15 and 4:30 p.m. After these activities, there is an after-school activity bus available to transport to nearby schools students can walk home or be picked up from.

Students who receive exclusionary discipline are unable to participate in extracurricular activities during their disciplinary period and may not be able to participate in activities moving forward depending on the behavior that resulted in exclusionary discipline.

Sports: Sports participation throughout the year provides students an opportunity to work as a team, compete with other schools, and represent Truman. Sport physicals, FinalForms registration, and ASB membership are required to participate in Titan Athletics. Additionally, there is a \$50 fee for each sport participated in, or a \$400 family plan. Please see emails sent by our Athletic Director, Mr. Walz, for more information.

Music Performance: Music performance is embedded in our school identity and culture, and our student-performers represent the school. Additionally, our Music Boosters provide tremendous support in creating unique performance opportunities within our music program. All students in band, choir, and orchestra must ensure they understand the music performance expectations and code of conduct established by their instructors.

Clubs: We are fortunate to have an in-building partnership with the YMCA team led by Hana Hahn. Club B is the after-school program led by the YMCA team, and Truman students can sign up for a wide range of Club B programs using the Compass TPS Family App.

Associated Student Body (ASB Leaders): Associated Student Body (ASB) is a highly engaged student leadership group within our school. They plan and decorate after-school activities, organize holiday food drives, work on school improvement projects, and coordinate fundraising. These students represent the entire student body and are responsible for budgeting and making decisions about school concerns. All student-leaders in ASB must ensure they understand the expectations and code of conduct established for participation in ASB.

Truman Student Incentives

There are various ways we recognize Truman Titans who are doing the right thing, whether through their words or actions. We love finding opportunities to celebrate students who are demonstrating strong character within our school community.

Tremendous Titans & Student of the Month: Every month, we recognize a group of students at each grade level who have either individually distinguished themselves in a class or who have stood out as excellent performers among their entire grade. This recognition takes place at a monthly class meeting, and we welcome the families of recognized students to attend.

Field Trips and Socials: We have several field trips and socials throughout the year. It is important that students remember participating in a field trip or social is a privilege, and any of the following factors can lead to students not being allowed to attend:

- Exclusionary discipline such as a suspension
- Receiving multiple office referrals for behavior
- Poor school attendance (excessive unexcused tardies or skipped classes)
- Failing classes

Bus Transportation

Bus Rules: The school district maintains a published statement of rules for students riding buses operated by the District, First Student, and Pierce Transit. These rules are available on the TPS Transportation website. Riding is a privilege, not a right. Students' misconduct on a vehicle will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline. (Reg.6605R)

The District Transportation Department is responsible for distributing the Bus Discipline Procedures and Parent/Student Transportation Contract to the Parent/Guardian of all students. All TPS students are required to have the bus id card to ride the bus. Students who lose their id card will be required to purchase a replacement. Students who are not on the bus manifest are required to request a bus form which can be obtained in the Guidance office. *Students not on the bus manifest will not be allowed to ride the bus.*

WAC and District Policy #6600

WAC 392 145 020 - A school bus driver shall not order or allow a student to depart the bus other than at his or her boarding or alighting place except as provided in WAC 392 145 020(7).

(7) A student may be permitted to leave the bus at other than his or her regular stop if permission is first obtained pursuant to district policy.

District Policy #6600 – A request to deliver a student to other than their regular stop is granted only if the student gives the bus driver a note signed by a parent/guardian and the school administrator or designee to ride a different bus or be dropped at other than their usual stop. Such notes are valid for **one day only**, and may not be obtained on a continuing basis. A parent/guardian call or a note written by a student is not acceptable.

Students will not be allowed to board any other bus than their assigned bus unless they have a parental permission email to school office personnel and a one-time bus pass signed by one of the office staff or administrators.

Bus Pass Card: All students assigned to a school bus are required to scan their provided Bus Pass card when entering and exiting the bus for safety and security. Parents can then track student's bus number and location from the free My Ride K-12 app (see TPS Transportation website for all info) using the student's ID#. Replacement of a lost Bus Pass after the first one will have a fee to be paid. This Bus Pass is kept through graduation for all TPS student riders.

After School Activities (ASA) Bus: After School Activities (ASA) bus will be provided Monday through Thursday for students who participate after school activities. Students must have a picture ID card to ride the ASA bus. The bus departs from the school promptly at 4:30 p.m. and delivers students to an elementary or high school listed as ASA bus stop. On afternoons when games are taking place participating athletes take a bus scheduled specifically for them. This bus leaves after the game concludes. Only sports participants may ride the sports bus.

Student Manifest for Sports or Field Trips: In order to identify students and know which students are on a school bus after hours all bus drivers will be required to obtain a list of the student's names from the coach, teacher etc. prior to the bus leaving. Teachers and coaches must provide a list to the driver and have a copy of the list on file at the school. Bus drivers are instructed not to depart until

they have a complete manifest. ASA bus drivers will require students to show ID for those students riding their buses.

Bus Discipline: Students, as well as Parents/Guardians, will be notified of misconduct in the form of a Notice of Unsatisfactory Conduct from the District Transportation Office. This will serve as a warning. Further misconduct will result in the suspension of bus riding privileges for a specified period.

Breakfast and Lunch Programs

Truman has an excellent cafeteria staff and offers nutritious, delicious breakfasts and lunches. Students will have many choices when they get lunch.

Breakfast and lunch are offered to Tacoma Public Schools families all year, regardless of income or eligibility status. Download the MySchoolMenus app or go to <https://www.myschoolmenus.com/organizations/536> to see what we have for lunch each day.

Cafeteria Expectations:

- Prior to entering the cafeteria, students should use the restroom if needed.
- Follow directions of all adults, especially when an announcement is made (“Titans, give me five”).
- Use voice level 2 and always demonstrate good manners.
- Keep lunch lines orderly—first come, first served. Students should stand in the designated area and proceed to the serving counter one at a time. Students who cut in line will be removed and required to go to the back of the line.
- Students must enter their Student ID when getting lunch. Student ID numbers may not be shared with others.
- Students must remain seated at their assigned table while eating and may not “table hop.”
- A 10-minute timer will be set at the start of lunch; during this time, students are expected to remain seated and eat.
- After the timer ends, students may get up to throw away trash, clean their area, and wipe down their table, then return to their seats.
- Students must remain seated at their table until they are dismissed. Once released, they may participate in designated activity time for the remainder of the lunch period.
- Students are expected to clean up after themselves and share responsibility for keeping the cafeteria clean.
- If a student has lunch detention, they must report to administration or security after getting their lunch.

Building Safety and Policies

Campus Security: Mr. Thompson, Truman’s security officer, is on campus every day to help keep our campus safe and orderly. He supervises during lunch and outside/gym time and helps out in many ways, often working with police officers and District security staff. He cares about students and works hard to help them solve problems. Please report security concerns to a school staff member or the main office immediately.

Every student is responsible for helping keep school property and personal property safe and secure. Students are expected to:

- Report thefts, strange people on campus, suspicious or dangerous behavior, any person you suspect of having a weapon and other security concerns immediately.
- Refrain from opening exterior, locked doors for anyone.
- Leave valuables at home, including collections, toys, jewelry, electronic equipment, etc. The school is not responsible for lost or stolen property.
- Turn “found” items into the main office or security officer immediately. (Removing a “found” item from its location without turning it in will be considered a theft.)
- Keep track of personal and school-issued property (including laptops), making sure everything is labeled with your name.
- If you choose to bring your bike to school, lock it securely on the racks with a high-quality lock.

Parents/guardians and staff, please do not leave valuable items visible in your automobile while parked.

Emergency Drills: In support of emergency preparedness, we will conduct a safety drill as an entire school every month. See the section entitled “Emergency Plans” for more information.

Closed Campus: Tacoma School District maintains a closed campus policy. A student may not leave campus for any reason without permission until the dismissal bell at end of the day. Students attending after-school activities may not leave campus then return to the after-school activity for any reason without permission from the principal/designee. Violation of this policy will result in disciplinary action.

Visitors: Safety is important at Truman Middle School. All visitors entering Truman must check in at the Main Office presenting their ID and must receive a *Visitor Pass* to move beyond the Main Office. Visitors in classroom hallways during school hours are strictly prohibited. Students will be called to the office to meet with approved visitors. We do not allow students to bring visitors to school (friends or relatives) for visits during the school day, but guardians can request to observe their student at school as with 24 hours advance notice and staff approval.

Volunteers: We welcome volunteers. To volunteer at Truman, a volunteer form, located in the Main Office or online, must be completed and returned with a current picture ID to staff for processing. Please allow 2 weeks to process. Upon arriving at school, volunteers must always sign in with the Main Office and receive a Visitor Pass before proceeding through the halls.

All persons will, upon request, identify themselves with ID to school authorities in the school building, on school grounds or at school-sponsored events.

Bicycles: We encourage students who ride their bikes to have an effective lock, ride carefully, and wear a helmet.

If you choose to ride your bike to school, please remember:

- For safety reasons, while on campus, walk your bike.
- Park your bike in the bike rack area of the school. To maximize space available, park your bike perpendicular to the bar.
- Lock your bike carefully and securely. Students are responsible for the security of their bike and other personal items.
- Bikes are off-limits during school hours.

Arrival at School:

- Students will wait in the main gym section for their assigned grade level before school.
- Students who need breakfast before school must eat in the cafeteria.
- Enter classroom halls **only** when directed by staff, or after entry bell rings if arriving late.
- Be seated in class and ready to work when you arrive.
- Check in at the Attendance Office with excused notes as soon as you enter the building *before* class begins, if you are tardy to school or returning from an absence.

Travel to and from School:

- Use main intersection crosswalks only.
- Stay out of apartment parking areas and other private property.
- Follow traffic rules for crossing streets safely at 35th and 37th on Pearl Street.
- Line up and board buses in the load zone on lower level.
- Use paved campus pathways (no cutting across grass or planted areas).
- **Cross only at designated crosswalks. Do not run across Pearl Street!**
- Obey all adult supervisors. Students who violate safety rules will receive consequences up to a suspension.
- Students must stand back on Pearl St. at the corners of 35th and 37th Street.
- On 35th Street in the AM, cars are directed to the curb to drop off students and to follow the road heading east and exit on 37th Street.
- **Vehicles may never enter the 37th Street “Buses-Only” east entrance for any reason. This entry is for Busses Only.** Other vehicles may pose a danger to students.

Leaving Campus at Dismissal: A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students should not be on campus before school and should leave campus by 2:15 p.m. unless participating in a school sponsored event or club. While on campus for these events, students must be under the direct supervision of an adult at all times.

Hall Pass Policy:

- Students should try to take care of restroom needs and obtain class supplies during passing periods.
- Students will receive written passes when they have a specific destination they are traveling to with the permission of their teacher.
- Each classroom will also have a limited number of reusable bathroom passes.
- Students are expected to adhere to each individual teacher’s rules for pass use, such as a 10/10 minute rule.
- Students outside of class without an appropriate pass will be subject to disciplinary follow-up with school admin.
- Students with excessive attendance concerns (unexcused tardies, out of class without permission, etc.) or returning from exclusionary discipline will be placed on a No Hall Pass list where they will require a staff escort to leave class during instructional time. Students who can demonstrate no tardies and no leaving class without permission for 3 full weeks can be removed from the No Hall Pass list.

Cell Phone Use Policy:

- Cell phones and associated electronic devices (headphones, smartwatches, etc.) are not to be used by students in any school space (classroom, hallway, bathroom, cafeteria, gym, etc.) between 7:35 am and 2:10 pm (8:35 am and 2:10 pm on Wednesdays).
- Students should have cell phones and associated devices put away during all transitions between class periods.
- Additionally, cell phones and associated devices are not to be used by students at lunchtime.
- Repeated issues with an electronic device may lead to progressive administrative intervention and students being completely restricted from cell phone access at school.
- Students who have specific documented and school approved needs where they must access an electronic device may do so.
- Families please do not text your child during school hours. Please contact the school directly (253-571-5600) if there is an emergency.

Technology Use Policy: Tacoma Public Schools is a 1:1 technology school district. Student laptops are a valuable resource for accessing educational opportunities.

- Students are expected to use technology for educational purposes in class. Students who use school technology inappropriately during class time may be subject to redirection and administrative action.

Internet Use Policy: As per Tacoma School District Telecommunications Acceptable Use Policy and Regulation #6973R for Educational Network and Internet Use. Internet access is for school curriculum-related searches only.

- No social networking or chat room access.
- No sending or receiving personal messages including the use of personal E-mail accounts.
- No personal downloading of any materials is allowed.
- Thumb drives for school use must be free from data unrelated to school, personal items, games, etc.
- If a student misuses or abuses the computer or disregards any policy, enters illegal sites, or writes inappropriately on the computer, this will result in disciplinary action.

School Phone Use Policy:Students

Students may use school telephones **only for unavoidable needs**---needs such as a missed bus or a teacher's request for same-day detention or after-school study. School phones will not be available for repeated ride arrangements, social calls and social arrangements. Make all arrangements before leaving home daily unless it is rare and unavoidable.

Parents/Guardians

When it is necessary to call the school to give your student a message (not to take the bus, to walk to a location after school, or that you are going to be picking them up, etc.) please call before 2:00 p.m. if possible. The office makes every attempt to accommodate parents/guardians by relaying these important messages to students, however when calls come in only minutes before the end of school, it may not be possible.

Food and Beverage Policy: Food, beverages, and treats may be consumed *only* in the cafeteria (except for special-occasion teacher-directed events). Only water may be taken into classroom areas or hallways, and students who bring food to school with them should plan to consume it in the cafeteria.

Cologne, Perfume, and Fragrances: We have many school community members with allergies, asthma, and sensitivities. Colognes, perfumes, and fragrances may not be worn at school or sprayed while on campus. Use of these items may result in consequences. Do not bring cologne, perfume, or fragrance to school.

Dress Code Policy

General Expectations

Clothing and accessories contain only inclusive messages.

Clothing and accessories maintain student and staff physical safety.

Clothing and accessories promote self-expression and identity as students.

Dress and accessories support two-way communication.

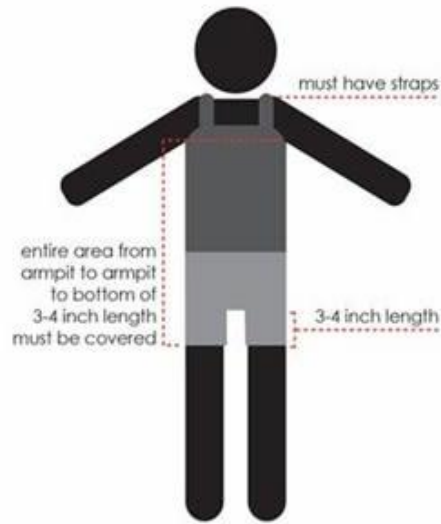
Acceptable Attire

- Footwear with hard soles is required at all times. Footwear must allow for freedom of movement.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, gardening, and other activities where unique hazards exist.
- Clothing must also allow for ease of movement in the event of any campus emergency.
- Clothing must cover the body from armpit to armpit, down to 3-4 inches from the inseam. Tops must have shoulder straps.
- Clothing must cover undergarments with daily movements (i.e., bending or reaching), waistbands and bra straps included.
- Undergarments must be covered by opaque fabric.
- All head coverings must allow for visibility of ears and mouth, excluding clothing worn for medical or religious purposes.
- Hats and beanies that do not cover ears are allowed.

Unacceptable Attire

- No clothing and accessories with offensive words.
- No clothing that contains references to drugs, alcohol, tobacco, violence, gangs, illegal activities, obscenities, vulgarities or other content in violation of the TPS nondiscrimination statement.
- No clothing with images, messages, or logos from organizations affiliated with drugs, alcohol, tobacco, violence, gangs, illegal activities, obscenities, vulgarities, or sexual content.
- No clothing that uses or depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any protected groups.
- No soft-soled slippers.
- No plush slippers.
- No bare or stocking feet.
- No heels taller than 2 inches.
- No sheer clothing that reveals undergarments.

- No clothing that reveals ribs, e.g. muscle tees and/or tank tops that reveal open sides, crop tops, sports bras, or bralettes.
- No swimwear.
- No costumes.
- No onesies.
- No blankets.
- No costume masks or mask hoodies covering the face.
- No hoods up.



Dress Code Violations: If students violate the Truman Middle School Dress Code, they will be asked to immediately correct the violation. In addition, students may receive further disciplinary action for Dress Code infractions. These actions will depend upon the seriousness and frequency of the violation(s). We reserve the right to determine acceptable dress when questions arise. All students are expected to comply with any decision of Truman Middle School Staff related to Dress Code.

Large Bags/ Backpack Policy: Students may bring backpacks to school to carry school items, but they must be kept with the student throughout the school day unless locker use is permitted. No large bags or backpacks are allowed to be left in hallways or any other area.

Behavior Expectations

Wherever possible, we adopt a restorative approach to address issues that arise in our school community. To support building safety and successful learning environments, certain behaviors may warrant an immediate consequence ranging from classroom removal or lunch detention to an out-of-school suspension. Additionally, depending on the impact on other school community members, certain behaviors may warrant an alternative school placement.

Smoking & Vaping: All Tacoma Public Schools properties are smoke-free. Students found to be smoking/vaping on school grounds or in possession of materials for smoking/vaping will be subject to immediate guardian communication and disciplinary action.

Drugs & Alcohol: Students found in possession or under the influence of drugs, alcohol, or drug paraphernalia will be subject to immediate guardian communication and disciplinary action up to and including a long-term suspension through the remainder of a school semester.

Weapons: Possession of a firearm, knife, air gun, other projectile weapon, tasers, or “look a-like” weapon is strictly prohibited on Tacoma Public Schools properties. Possession of weapons on school grounds will result in disciplinary action up to and including expulsion from any Washington State Public School. This includes personal spray devices (students who are 14 and older may store personal spray devices in the main office with parent/guardian consent but may **NEVER** carry them into the school building or else there will be disciplinary action).

Fighting (Including Fight Promotion & Recording): Fighting involves participating in an incident involving physical violence and is grounds for immediate school disciplinary action. Additionally, encouraging or promoting a fight presents a major school safety risk and is also grounds for immediate school disciplinary action. Recording a fight is also considered a form of fight promotion and is grounds for immediate school disciplinary action.

Sexual Harassment: It is the policy of Tacoma School District No. 10 to maintain a working and learning environment for all its employees, students, parents/guardians, volunteers and others involved in school district activities which provides for fair and equitable treatment, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities. Sexual Harassment is grounds for immediate school disciplinary action.

Disruptive Conduct: Disruptive conduct is behavior that significantly interferes with teaching, learning, or other school activities. This includes actions that cause a major distraction during class or school events, refusing to follow directions from staff, using inappropriate language or gestures, or misusing electronic devices.

Aggressive Physical Contact (Roughhousing): Any physical behavior that can cause harm, fear, or disruption, even if it is meant as play. This includes pushing, hitting, tackling, or “roughhousing” with others. Even when not intended to hurt, the actions can lead to injuries or unsafe situations.

Spitting: Spitting is unacceptable behavior. Students who display intentional assaultive spitting will be disciplined accordingly, up to and including suspension as this can be considered a form of assault.

Public Displays of Affection (PDA): All students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any school sponsored event.

Non-Discrimination: Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Online Misconduct: Any inappropriate or harmful behavior that takes place through digital devices, school networks, or online platforms. This includes cyberbullying, sharing or posting offensive or harassing content, accessing or distributing material that is vulgar, violent, or otherwise inappropriate, and attempting to damage, hack or misuse school technology or accounts. Students are expected to

use all devices, apps, and websites responsibly and respectfully, both during school hours and when representing the school online.

Harassment, Intimidation, and Bullying: Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

- physically harms a student; or
- damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.
- Harassment and bullying are grounds for immediate school disciplinary action.

Tacoma Public Schools Harassment, Intimidation, & Bullying Reporting Form:
<https://www.tacomaschools.org/departments/athletics-and-activities/hib>

Search and Investigation Policy: The principal, assistant principal, and/or an authorized designee possesses the authority to investigate and correct student misconduct. To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and their effects, may interview students, and may seize any illegal or unauthorized materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

The behaviors identified in this section are not meant to be an exhaustive list of conduct that may result in discipline. Please refer to the full Tacoma Public Schools Student Conduct Expectations and Discipline policies for more information. District Policy 3240, Regulation 3240R, Policy 3241 and Regulation 3241R contain information regarding the types of student conduct that may lead to discipline, suspension, or expulsion; and student/parent appeal and grievance rights.

Academic Integrity

Students are expected to complete their own work, avoid plagiarism, cheating, and improper AI use. The following would be considered academic dishonesty will result in communication with student's family and could result in 0% on assignments, projects, or tests.

Plagiarism: using someone else's words, ideas, images, or work without giving them credit. Examples include:

- Copying from books, websites, or other students' work and turning it in as your own.
- Failing to use proper citation.
- Paraphrasing someone else's ideas too closely without acknowledgement.

Cheating: dishonestly receiving or giving help on assignments, tests, or academic work. Examples of cheating include:

- Copying another student's test or work.
- Letting someone copy your work.
- Using notes or online help when not allowed.

Improper AI Use: using artificial intelligence tools like Microsoft CoPilot or ChatGPT. Examples of improper AI use include:

- Copying and pasting the language or images generated by AI and submitting them as your own.
- Using AI for assignments that are meant to show your own thinking.
- Using AI on any assignment, project, or test when the teacher has not explicitly given permission.

Emergency Plans

Emergency	Signal	Actions
Fire	Fire alarm sounds	- No talking, running, or pushing - Stop all work immediately - Do not retrieve personal belongings (except small valuables) - First to door checks for heat before opening - Proceed to assigned outdoor area - Remain with teacher until re-entry signal is given
Shelter in place	Intercom announcement (e.g., unusual odor, smoke, vapor, or police hazard)	- Admin announces over intercom and calls CAB - Enter nearest classroom or office - Close and lock doors - Custodian shuts off air systems - Tape around doors and windows, cover any vents and block bottoms of doors with wet fabric (using the towels, water bottle, and duct tape provided in your backpack) or materials available or provided - Stay away from doors/windows - Do not open until "all-clear" is given - Take attendance and email to main office
Earthquake	Natural shaking or drill announcement: "EARTHQUAKE, EARTHQUAKE, TAKE COVER"	- Indoors: drop, cover, and hold under desks/tables or near inner walls - Outdoors: move away from buildings or falling hazards - Do not re-enter until cleared - Admin and custodian inspect building before evacuation - If unsafe, evacuate slowly and prevent re-entry, post danger signs
Full lockdown	Intercom: "This is a lockdown"	- Lock classroom doors - Turn off lights, close blinds - Move students out of line of sight - Stay silent and wait for intercom "all-clear"

- No entry or exit until cleared by Tacoma Police Department

Modified lockdown

Intercom notification + Email from administration

- Lock all external doors
- No external doors may be propped or opened
- No visitors or former students allowed
- Use nearest restroom only
- Keep classroom doors locked and shut
- Staff visible in hallways
- Remind students not to open doors for anyone
- Entry only via main entrance

Bomb threat

Intercom: "This is not a drill, immediately evacuate..."

- Evacuate as in fire drill to assigned outdoor location
- Take attendance with teacher
- Immediately turn off all radios and cell phones (may trigger detonation)
- Remain outside until declared safe
- Return to class only when cleared



Nondiscrimination Statement

Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: Tiffany Davis-Brantley, 253-571-1252, civilrights@tacoma.k12.wa.us

Title IX Coordinator: Tiffany Davis-Brantley, 253-571-1252, tdavis2@tacoma.k12.wa.us

504 Coordinator: Laura Tuman, 253-571-1086, 504coordinator@tacoma.k12.wa.us

Tacoma Public Schools Mailing Address: P.O. Box 1357, Tacoma, WA 98401-1357

2026-2027 Truman Middle School Handbook Contract

We are proud of our school. Our community is committed to providing you with a safe and orderly environment where you can learn and practice good choices and habits which will ensure success. No one is allowed to interrupt your education, nor will you be allowed to interrupt another's. We invite you to join the Truman Family by committing yourself to success.

Student Name _____ Grade _____
(Please Print)

Parent/Guardian Name _____
(Please Print)

Advisory Teacher _____

By signing this contract, I acknowledge that I have read, understand, and agree to follow all policies, procedures, expectations, and responsibilities outlined in this handbook.

By signing this contract, I assure Truman Middle School that I will take responsibility to:

- ✓ Contribute to a safe and orderly school environment
- ✓ Dress appropriately in compliance with the uniform dress code
- ✓ Demonstrate successful attendance practices
- ✓ Use appropriate social behaviors
- ✓ Maintain work habits appropriate for Truman Middle School

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THIS FORM MUST BE SIGNED AND RETURNED BY SEPTEMBER 18th