

Mann Elementary Handbook 2026-2027



At Mann, we can!

Quick Reference Information

School Address

Mann Elementary
1002 South 52nd Street
Tacoma, Washington 98408

Caregiver Pickup and Drop Off

- Car drop-off on 52nd street in front of building
- Walkers will enter through their assigned doors in the morning
 - TK/K Entrance: Main Doors
 - 1st/2nd Entrance: Front doors closest to J Street
 - 3/4/5 Sail Entrance: Front doors closest to K Street
- Caregiver pick up: Enter playground through double gate and walk up to student's teacher for dismissal

Visitor/ Volunteer Parking

Upper parking lot on 52nd St, across from main entrance
All visitors/volunteers must check in at the office

Tacoma Public Schools Student and Parent Resource Handbook [Handbook - Mann Elementary School](#)

School Website [Mann Elementary School - Mann Elementary School](#)

School Office Personnel

Kate Frazier	Principal
Kelley Salas	Office Coordinator
Teresa Potter	School Secretary
Dr. Milagros Thompson	School Counselor
Chelsea Johanson	Nurse

School Hours: 8:40 am to 3:10 pm

8:30 am	Earliest student drop-off
8:40 am	Tardy Bell
8:40 am	Breakfast after the Bell
3:10 pm	School is dismissed

Main Office Hours

7:15 am – 3:15 pm Monday – Friday

Important Phone Numbers

Main Office	(253) 571-6300
Health Room	(253) 571-6352
Fax	(253) 571-6301
Transportation Dept.	(253) 571-1906
TPS CAB	(253) 571-1000

To maintain student and staff safety, please update ParentVue with new student information as soon as possible. This can include:

- Address
- Phone number
- Emergency contact(s)/approved pick-up persons

Contact the main office with changes to:

- Withdrawal
- Absences (including long-term)
- Transcript or immunization requests

If unsure, please contact the main office for clarification or guidance

Phone number – 253.571.6300

Email – mann@tacoma.k12.wa.us

Fax – 253.571.6301

Welcome to Mann Elementary

Dear Mann Families,

Welcome to Mann Elementary School! We are excited to partner with you in creating a year filled with learning, growth, and meaningful connections. Whether you are new to our school community or a returning Mustang family, we are grateful to have you with us.

At Mann, our mission is to empower students to become responsible, successful learners and kind, caring contributors to their communities. We believe every child can achieve at high levels when provided with strong support, engaging learning opportunities, and a sense of belonging. Through high expectations, meaningful relationships, and inclusive practices, we work to ensure that every student can thrive.

Our vision guides everything we do: **Our actions and intentions cultivate student success and well-being within and beyond school walls. At Mann, we can!** This vision reflects our commitment to supporting the whole child, academically, socially, emotionally, and culturally. We want every student to leave Mann with the confidence, skills, and character needed to be successful in school and in life.

To fulfill our mission and vision, we are committed to:

- Holding high expectations for all students and providing standards-based instruction that helps every learner grow.
- Intentionally integrating technology and social-emotional learning to prepare students for the future.
- Promoting and celebrating cultural competence, diversity, equity, and inclusion.
- Providing engaging and varied learning experiences that meet the needs of all learners.
- Developing self-advocacy, independence, and leadership skills in every student.

At Mann, we know that strong partnerships between school and home are essential to student success. Families are an invaluable part of our learning community, and we look forward to working together to support and celebrate every child throughout the year.

This handbook serves as a guide to our school procedures, expectations, and resources. We encourage you to review it and use it as a reference throughout the year.

Thank you for entrusting us with your children. Together, we will create a school community where students feel safe, valued, challenged, and inspired every day.

At Mann, we can!

Family Communication

Mann Elementary values strong partnerships between home and school. Important information will be shared through the Mustang Message, which is emailed to families every Sunday evening and posted on the school website. Families are encouraged to regularly check ParentVUE, email, and school communications to stay informed about upcoming events, school news, and student progress. [Mann Elementary School - Mann Elementary School](#)

Schedule

Student arrival – 8:30 am

Doors open – 8:30 am

Tardy bell – 8:40 am

Breakfast served – 8:40 am

Dismissal – 3:10 pm

Beyond the Bell program – 3:10-6:00 pm

Late Start Wednesdays

Tacoma Public Schools follows a Late Start Wednesday schedule to provide professional learning opportunities for staff. On Wednesdays, school begins one hour later than the regular start time. Transportation schedules are adjusted accordingly. Families can find the current bell schedule on the Mann Elementary website and through district communications.

School Closures and Delays

In the event of severe weather or other emergencies, Tacoma Public Schools will communicate school closures or schedule changes through district communication systems, local media outlets, and the district website. Families should ensure their contact information is current so they receive timely notifications.

Before and After School Care

Our campus doors open at 8:30. Students are invited to come directly inside into their classrooms. For student safety, caregivers will be expected to remain outside of the school building unless you have signed in at the main office.

Before and After School care is provided in partnership with Champions Childcare. Registration is on a first come, first served basis throughout the school year. Enrollment forms, information, fees and payment schedules are available online at [Before- & After-School Programs | Grades K-6 | Champions](#). Information for registration will be emailed to parents and is also available on the Tacoma Public Schools website (www.tacomaschools.org) and the Mann Elementary webpage (www.mann.tacomaschools.org)

Mann Elementary students who attend the Before and After School Care program will be housed at Whitman Elementary and bussed to Mann in the morning and back to Whitman in the afternoon.

Arrival and Dismissal

Caregiver Pickup and Drop Off

- Car drop-off on 52nd street in front of building
- Walkers will enter through their assigned doors in the morning
 - o TK/K Entrance: Main Doors
 - o 1st/2nd Entrance: Front doors closest to J Street
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Morning Vehicle Drop-off

Please help with the flow of traffic and keep our students safe when participating in the drop-off line. By working together, we can get students to and from school effectively, while maintaining motor vehicle and street safety.

- Please be patient during student drop-off and release
- Do not use the crescent-shaped fire zone for student drop-off. Pulling into this area will make it much harder to re-enter the flow of traffic and can delay your departure after student drop-off
- 52nd Street will be designated as a one-way street during morning drop-off
- Students will be admitted through three separate doors based on grade level (see map).
- The building and playground gates will be locked during school hours
- Avoid parking in the bus loading zone on K Street, as this will delay the loading and unloading of students

- Avoid parking in front of mailboxes, garbage cans, and driveways. Also, do not double park, as this can lead to vehicle accidents
- The playground gates will be opened at 3:10 pm for the start of student release. All students who do not ride the bus are released from the playground and will be outside until 3:20 pm. After this time, students will be brought to the main office until family arrival. Calls are made to guardians and emergency contacts until someone is reached and pick-up is confirmed



Bus Transportation

Students must ride their assigned bus each day. Students are also required to get on and off the bus at their assigned bus stop daily. Lastly, students must have a current bus badge when entering and exiting their assigned bus. This pass allows parents to track student location through the My Ride K12 app (download from the Apple App Store or Google Play app on mobile device). For any other information, the Transportation department can be reached at:

Dispatch (First Student)	253.272.7750, x1
Routing (TPS Transportation depart.)	253.571.1827
Routing (TPS Transportation depart.)	253.571.1856

If additional assistance is required, main office staff are available to help.

Bus Rules

- Stay back from the curb/street and wait in an orderly manner
- Enter the bus in an orderly manner
- Follow bus driver and bus support personnel instructions at all times
- Use voice level 1 or level 2. Avoid unnecessary conversation with the bus driver, as this can cause distractions
- Remain courteous and respectful to the bus driver, people in the community and other riders
- Food, drink, and gum are not allowed to be eaten on the bus
- Face the front of the bus and keep all body parts and objects inside the bus at all times while riding
- Leave the bus in an orderly manner, follow the driver's instructions and signals, watch for traffic and go directly to the designated destination

A failure to follow bus rules or driver instructions can lead to suspension of bussing privileges or removal from bus riding. These disciplinary measures are dependent on the severity and frequency of the infraction(s).

Absences and Tardies

Strong attendance is one of the most important factors in student success. We encourage students to attend school every day and arrive on time ready to learn. Students who attend at least 90% of school days (164 days) are more likely to stay connected to their learning, build

strong relationships, and achieve academic success. We partner with families to support regular attendance and help remove barriers that may impact a student's ability to be at school. Students arriving after 8:40 a.m. will enter through the main entrance at 1002 S. 52nd Street and check in at the office. If a student experiences ongoing challenges with attendance or punctuality, school staff will partner with the family to identify support and develop a plan for success.

Early Dismissal

Students who need to leave early must be signed out at the main office by guardian or emergency contact who is listed in the student profile. If any changes to the information is needed, please contact the main office right away. Please remember that valid ID will be required for early release. **Early dismissal will stop after 2:40 pm unless there is an emergency.**

Excused/Unexcused Absences

Excused absences are any absences due to illness, injury, medical/dental appointment, legal appointment, family emergency, bereavement, religious holiday, or an absence that has been previously prearranged through the attendance office. Please see the main office for a Planned Absence Request form before your departure. Absences can be excused by entering a student absence in the ParentVue app, calling the main office at 253.571.6300, or sending an email to mannattendance@tacoma.k12.wa.us with the absence reason.

It is the student and family's responsibility to arrange for all make-up work with their teacher.

More information regarding Tacoma Public School policies on attendance can be found at <https://www.tacomaschools.org/about/school-board/policy-manual> within the link for students.

Educational Expectations

Academic and Behavior Report Cards

Tacoma Public Schools elementary schools follow a semester reporting schedule. Families will receive four progress updates each school year: a progress report midway through each semester and a final report card at the end of each semester. These reports provide information about student academic progress, learning behaviors, and attendance.

Progress reports and report cards are available through ParentVUE. Families are encouraged to regularly access ParentVUE to stay informed about their child's progress throughout the year. Hard copies are available upon request by contacting the school office at mann@tacoma.k12.wa.us. Please include your child's name and teacher's name in your request.

Frequent communication between home and school is an important part of student success. Families are encouraged to contact their child's teacher with questions regarding academic progress, learning goals, or additional support needs.

Student Supports

We are committed to supporting the academic, social, emotional, and physical well-being of every student. Our support team includes a school counselor, nurse, special education staff, support staff, multilingual services staff, and intervention specialists. Families who have questions or concerns about their child's progress or well-being are encouraged to contact the school so we can work together to provide support.

Health Room

When a student is feeling ill, focusing and learning in the classroom are difficult.

Yearly services offered by the nurse include vision, hearing, scoliosis screening, health assessment and counseling, and monitoring of health concerns. Please communicate health concerns with the nurse at 253.571.6352.

Our nurse follows the State of Washington immunization law, which requires all students to be adequately vaccinated per their age and grade level. If an immunization record is not on file at school, the nurse will contact the parent/guardian for updated information. Students may not attend school without current immunizations, unless there is documentation of a medical or religious exemption on file. For more information contact the nurse at 253.571.6352.

Please note: all prescription and non-prescription student medications must be administered by the school nurse and a doctor's medication order must be on file in the Health Center.

Breakfast and Lunch

Breakfast and lunch are available to all students through Tacoma Public Schools. Students may bring a lunch from home or choose a school meal. To help keep all students safe, food should not be shared between students. Please contact the main office if you have questions regarding meal services or dietary accommodations.

Student Responsibility

Personal Items

Being responsible includes taking care of personal belongings and making thoughtful decisions about what to bring to school. Students should keep track of their coats, backpacks, lunch boxes, and other personal items and store them appropriately when not in use. Personal items that are not needed for learning or school activities should remain at home whenever possible.

Mann Elementary is not responsible for lost, stolen, or damaged personal property. Items such as toys, trading cards, cameras, iPods, fidget toys, and other non-school-related electronics should not be brought to school. **Cell phones are permitted but must remain silenced and stored in backpacks during the school day unless directed otherwise by a staff member.**

Students may not borrow, lend, trade, buy, or sell personal items at school.

Cell Phones

Students are responsible for securing their devices. Mann Elementary is not responsible for lost, stolen, or damaged personal property. Cell phones must be silenced and placed in backpacks or lockers for the duration of the school day. Phones are not to be used during the school day and taking pictures or video is prohibited. Students who do not follow cell phone expectations may have their device temporarily confiscated and returned in accordance with school and district procedures. Repeated violations may result in additional interventions or consequences.

Student Information and Photos

Families may restrict the release of student directory information and photographs in accordance with Tacoma Public Schools procedures. Please contact the main office for additional information

Lost and Found

Items, if found, are usually turned in to the main office or the lunchroom. Be sure to have students check there more than once. Clothing items will be donated to charity if not claimed by the end of the year.

Dress Code

The purpose of the dress code is to foster a safe, respectful, and positive learning environment. The dress code applies at all times, including field trips and other school-sponsored activities unless otherwise communicated by school staff. Clothing and appearance should support student learning and not create a disruption to the educational environment or present health and safety concerns.

Students should wear footwear that is safe and appropriate for school activities, including recess, physical education, and outdoor learning. Closed-toe, secure-fitting shoes are strongly recommended to support student safety throughout the school day.

The complete dress code can be found on the Mann Elementary website at:

<https://mann.tacomaschools.org/about/dress-code>.

Student Laptops and Technology

Technology is an important part of learning. Students are expected to use district-provided devices responsibly and in accordance with Tacoma Public Schools' Acceptable Use Policy. Students should handle devices with care and use them for educational purposes. Families are encouraged to help students practice safe and responsible digital citizenship.

School-wide Expectations



Mann Elementary School

School Wide Matrix

<i>Mustangs</i> are...	School Wide	Hallway	Gym Arrival/ Assembly	Bathroom	Playground	Office	Cafeteria
Respectful	- Remove hats/hoods - Appropriate Voice	- Quietly & carefully close lockers - Voice Level: 0-2	- Face Folder - Sit shoulder to shoulder, knee to knee - Voice Level: 0-2	- Give privacy - Voice: 0-2	- Listen to understand - Respond Politely - Voice Level: 0-4	- Wait your turn - Voice Level: 0-2	- Take Turns - Use good table manners - Voice Level: 0-2
Responsible	- Keep it clean - Know your purpose - Keep track of your personal items	Be aware of those around you	Listen to understand	- In, go, wash, leave 1 pump, 2 towels	- Take turns - Stop playing when you hear the bell/whistle - Line up quickly & quietly	- Come prepared - Explain what you need - Listen to understand	- Touch your card only - Clean up after self (Table & Floor)
Safe	- Hand/Feet to self - Walk - Not in class, have a pass	Stay in line	- Sit with your class - Leave a center aisle	3 at a time - Water & soap in sink - Paper towel in trash	- Use equipment as intended - Walk on pavement	Leave when you have permission	- Hold railing on stairs - Stay seated until excused
Kind	- Smile & Wave - Set a good example	Be helpful	Polite audience behavior	Flush	- Include others - Use school appropriate language	Say "Please" & "Thank You"	- Say "Please" & "Thank You" - Include Others

All classroom expectations are in line with school-wide expectations. Please refer to your child's classroom expectations for those specific to each class. While each teacher has similar ways of handling student management, there may be slight differences between classrooms.

Student Discipline

Nondiscrimination

Mann Elementary and Tacoma Public Schools are committed to providing an educational environment free from discrimination, harassment, intimidation, and bullying. All students have the right to learn in a safe, inclusive, and supportive environment. For complete district policies and procedures, please visit the Tacoma Public Schools website.

Student Discipline

We believe that every student can learn, grow, and make positive choices. We are committed to creating a safe, respectful, and supportive learning environment where all students can thrive. When behavioral concerns arise, we emphasize restorative practices that help students reflect on their actions, repair harm, strengthen relationships, and learn from their mistakes.

School staff work collaboratively with students and families to teach, reinforce, and support positive behavior. While consequences may be necessary at times, our primary goal is to help students develop responsibility, self-awareness, problem-solving skills, and accountability for their actions. Disciplinary responses are aligned with Tacoma Public Schools policies and are designed to support both individual growth and the well-being of our school community.

Harassment, Intimidation and Bullying (HIB)

Harassment, intimidation, and bullying have no place at Mann Elementary. We are committed to fostering a school environment where all students feel safe, valued, and respected. Through prevention, education, and restorative practices, we work to address concerns, repair harm, and strengthen our school community. Consequences for these behaviors are aligned with Tacoma Public Schools policies and procedures.

Visitors and Volunteering

For the safety of students and staff, all visitors must check in through the main office and wear a visitor badge while on campus. Visitors who have not checked in may be directed to the office before accessing other areas of the building.

Visitors remain in the office unless they are with another staff member. Longer visits are for volunteers.

Any caregiver, student, or community member interested in volunteering on a regular basis can obtain an application in the main office. This form must be completed each year and submitted

along with a copy of state or federally-issued identification. The information collected will be used to run a Washington State Patrol background check. Volunteers are not allowed to participate in the building/activity without an approved application. Please allow two weeks for application review and decision. Volunteers will check in at the main office and wear a visitor's badge.

Registration for volunteering must be completed for any of the following:

- Student classroom
- Field trip chaperone
- Chaperone at any other school-sponsored event
- Building or classroom work
- Any other activities where students are present

Birthdays and Celebrations

We enjoy recognizing students and celebrating their accomplishments. To support an inclusive learning environment, maximize instructional time, and be mindful of student health and dietary needs, we strongly discourage bringing food treats for classroom celebrations. Families who wish to recognize a birthday or special occasion are encouraged to consider non-food alternatives, such as donating a classroom book, school supply, or other item approved by the teacher.

Classroom celebrations and recognition activities will be determined by the teacher and school staff. Families should check with their child's teacher before bringing any celebration items to school. These practices align with Tacoma Public Schools' commitment to student wellness and healthy school environments.

Emergency Preparedness

The safety of our students and staff is our highest priority. We regularly practice emergency drills and follows Tacoma Public Schools' safety procedures for situations such as earthquakes, fires, lockdowns, and evacuations. To ensure we can reach families in an emergency, please keep emergency contact information updated in ParentVUE.