

Manitou Park Elementary School

Home of the Bulldogs



Vision: Together we will ensure that every student, every day achieves their highest potential.

Mission: We take pride in our school and our academic achievements, and we also prioritize our social and emotional well-being.

Academic Honesty

Manitou Park students are principled and therefore should strive to act with honesty and integrity. Students with integrity take responsibility for their actions and accept the consequences resulting from those actions. Students demonstrate academic honesty by consistently acknowledging the ideas and work of others.

Attendance Procedures

School attendance is one of the major factors affecting a student's progress. There is a direct relationship between a student's absences and their struggles in school. Attending school every day and being on time are the first steps to school success. Students must be in their first class by 8:40 am on Mondays, Tuesdays, Thursdays, and Fridays. Students must be in their first class by 9:40 am on Wednesdays.

Excused Absences

Families must provide the school with a valid reason (verbal or written) for an absence for it to be excused. The following constitute valid reasons according to district policies and state law:

- Personal illness
- A personal health condition
- Personal medical or dental appointments
- Appearances in court when required by law
- Disciplinary action – short- or long-term suspensions, in-school suspension, expulsion
- Religious observances
- Family emergency approved by the principal (i.e., funeral, death, hospitalization, etc.)
- School-approved activities (field trips and partnerships)
- Planned family activity that has been pre-approved by the principal

In all cases, the principal determines whether an absence is excused or unexcused. Anyone picking up a student must be on the authorized contact list and bring photo identification.

Tardy (and Unexcused Absences)

When students are not in class when the bell rings, they are considered tardy. A student arriving at school late must check in at the attendance window for an entry slip. Students more than five minutes late to class are considered truant. Appropriate consequences will be assigned. Continued tardiness, or unexcused absences, could result in administrative action.

Extended Absence

Families must request approval from the principal or assistant principal in writing at least three days prior to the planned absence. The principal may consider the student's academic record and the expected impact of the absence in approving or denying the request. Families and students may be asked to sign an agreement to make up missed work or complete special assignments or the absence may become unexcused.

Returning to School After an Absence

Students are responsible for communicating with all their teachers to gather missed learning and arranging a way to make up assignments.

Early Dismissal

If a student must leave school during the day for any reason, a dismissal slip must be obtained from the attendance office. A written or verbal request for early dismissal, including the time and reason for it, is to be presented to the attendance office before the dismissal time. Students will not be called out of class early to wait for pickup. Please come a few minutes early to allow time for them to be called out of class.

If a student becomes ill during the day, the nurse or office will issue an early dismissal slip after contact with a parent or guardian and authorization that the student may leave school early. Families should be prepared to provide valid identification before a student's release.

Truancy and Leaving School Grounds

The Tacoma School District maintains a closed campus policy.

Once a student arrives at school, they may not leave the school grounds until the end of the scheduled school day without written permission from the office. Students who leave campus without written permission before the end of the scheduled day are considered truant. Students are truant when they are willfully, and without authorization, absent from class. Failure to check out of school before the end of regularly scheduled classes is considered truancy. A parent/guardian conference may be required before a truant student can re-enter their classes. Truancy and unexcused absences could result in administrative action.

Makeup Work for Extended Absences

Assignments may be obtained by calling the main office, contacting teachers, or through StudentVue. Assignments may be picked up the day after your call. Teachers need 24-hour notice to compile the work. Call 253-571-5300 before picking up the assignments to ensure they are ready. StudentVue can be a helpful way to access assignments and learning.

Assemblies

Manitou Park students should be proud of themselves and their school. They demonstrate this through polite and courteous behavior. Our good conduct at assemblies is an indication of being safe, respectful, responsible, and kind members of our school.

- Enter in an orderly manner at an appropriate noise level.
- Sit and remain in your assigned section.
- Show respect for all. Be quiet and attentive to each speaker. Clap as appropriate.
- Booing, shouting, and whistling are inappropriate. Show Bulldog spirit.

- Follow staff directions for dismissal.
- All personal items will be locked up in students' classrooms.

Bicycles/Skateboards/Scooters

There are multiple bike racks on Manitou Park's campus. For security reasons, the best location to lock a bike is on the bike rack located between the pre-school playground and music room. Despite our attempts to provide security, bikes can be easily stolen. The school is not responsible for damage or theft.

- If you choose to ride your bike to school, please remember to wear appropriate safety equipment.
- Skateboards and scooters must be checked in at the main office upon arrival.

Breakfast After the Bell

Breakfast after the bell will be available free to all students for the school year. Students are expected to eat appropriately and clean up after themselves in the cafeteria. No food can be taken to the classroom. Food/Beverages and Gum section).

Cafeteria Rules

Eating in the cafeteria is a privilege. Students who do not follow staff directions will be required to eat elsewhere.

- Before-school breakfast starts at 8:15 a.m.
- Follow the directions of all staff the first time they are given.
- Clean up after yourself.
- Use a Level 2 voice. Talk to people at your table in a conversational tone.

- When staff are asking for your attention, stop, look, and listen for their instructions.

Cafeteria Meals

Tacoma Public Schools offers free breakfast and lunch to TPS students for the school year. If a student wants a second meal, there will be a charge.
For more information, visit the TPS Nutrition Services webpage.

Classroom Supplies

The school supply list is on our website. Some school supplies will be provided to students. Go to the main office if you need help getting supplies and/or a backpack. Also, students will have a district-provided laptop and charger as part of their learning kit. It is important that students take care of their laptops and charge them at home, so they are ready for use in school.

Cell Phones/Electronic Devices/Digital Citizenship

Manitou Park Elementary School Cell Phone Policy

Purpose

The Manitou Park staff is committed to creating a focused and distraction-free learning environment for all students. We recognize that cell phones are an important means of communication for families, but their use during the school day can interfere with the student learning and be a distraction.

Reasons for the Policy

1. Cell Phones as a Resource: While cell phones can be a great resource and helpful teaching tool, our experience has shown that their negative impacts often outweigh the positives during school hours.
2. Reduce Behavioral Referrals: Cell phones are one of the leading causes of conflicts and bullying at Manitou Park. By limiting cell phone use during school hours, we aim to decrease behavioral issues caused by social media and cell phone related incidents to create a safer school environment.
3. Prevent Recording and Sharing Inappropriate Content: Cell phones can be used to record and disseminate videos of fights or other inappropriate activities, which can harm the school community.
4. Increase Attention and Focus: Limiting cell phone use encourages students to stay engaged in their lessons and reduces distractions, enhancing the overall learning experience.
5. Minimize Class Absences: Students sometimes use their phones to arrange meet-ups during class time, leading to missed instructional time.
6. Curb Harmful Activities: We have observed that cell phone use during school hours can contribute to suspensions, fights, drug/vaping activity, and bullying incidents. We hope to significantly reduce these types of incidents with this new policy.

Guidelines

1. Bringing Cell Phones to School

- Students are allowed to bring their cell phones to school.
- During class, students must turn off their cell phones and store them in backpacks or give it to their teacher for safe storage for the duration of the class period.

2. Permitted Usage Times

- Cell phone use is only permitted before/after school and at lunch, or during a teacher-led activity.

3. Emergencies and Family Communication

- If a family needs to contact their student during the school day, they must call the school office.
- The office staff will relay urgent messages to students or, if necessary, call the student to the office to speak with their guardian.

Violations and Consequences

If a student is found using a cell phone during class time, without permission, the student will be politely directed to place the phone in their backpack. If a student does not comply or first complies and then brings the phone out again, they will turn in their phone to the teacher for the rest of the period. If the student does not comply, the teacher will continue with teaching and, when appropriate, will make a call to administration and submit a disciplinary referral.

- First Offense*:* The teacher provides a polite direction to place the phone within the backpack.
- Second Offense*:* The teacher respectfully directs the student to *turn in their phone to the teacher for the remainder of the period and makes a note in the student information system.*
- Third Offense: Teacher contacts family by phone and submits a disciplinary referral.
- Repeated Offenses*:* Additional consequences may include other disciplinary actions as deemed appropriate by the administration*, including turning in the cell phone to the office at the beginning of the day.*

Acknowledgment

Please sign and return the acknowledgement section to your teacher. I have read and understand the *Manitou Park Elementary School Cell Phone Policy.* I agree to follow these guidelines and understand the consequences of not adhering to this policy.

Student Name: _____ ***Student ID:*** _____

Student Signature: _____

Guardian Name: _____ ***Phone Number:*** _____

Guardian Signature: _____

Conferences

Contact your child's teacher or the office for information about conferences. Formal student-parent-teacher conferences are held in the fall and spring. Most conference appointments last between 20-30 minutes.

Deliveries

If you need to bring something for your child, such as lunch or athletic gear, please bring it to the office. Please, no balloons or bouquets; they are not allowed in the classroom. Also, students may not have food or other items delivered to campus by outside vendors.

Dress Policy

Students are expected to use good judgment in dressing appropriately while promoting a positive school culture. Clothing will cover under garments and from shoulders to mid-thigh. For safety reasons it is important that you are identifiable therefore, keep hoods down and hats off in common areas and halls. Clothing that references drugs, alcohol, weapons, sex, or vulgar language, or gang related activity will not be tolerated. Our MPES vision and mission are to be inclusive of all genders or groups.

All staff members will monitor and support our agreed upon dress code alongside administration. All staff will make decisions about student dress in an appropriate and respectful manner. In every case, we will work to remedy the situation so that the student can return to class as soon as possible. Violations of the dress code may result in parental contact to find a resolution.

Note: Administration reserves the right to restrict any clothing items or accessories that it deems disruptive.

Multi-Lingual Learners (ML)

Manitou Park provides direct Multi-Lingual (ML) services. Students will be assessed and receive support based on their level of need. For more information, see the Tacoma School District ML webpage.

Emergency Drills

Manitou Park Elementary School conducts regularly scheduled emergency drills. When drills require students to exit the building, they are assigned routes and gathering areas. In all cases, students must:

- Stay with assigned staff.

- Follow directions of staff.
- Behave in an orderly manner.

Emergency School Closures

Closures due to severe weather or unsafe road conditions are announced on most local radio and TV stations. The call signs for local stations include KOMO (AM 1000), KIRO (AM 710), KMPS (FM 94.1), and KLAY (FM 1480). You may also call 253-571-1000 beginning at 6 a.m. for information. The district may also issue an automated recording. Please make sure your contact information is up to date with the office.

Field Trips

Students are expected to follow all school rules, have a parent-signed permission slip, and be appropriately dressed according to Manitou Park dress policy guidance while on school-sponsored field trips unless otherwise specified by teachers or trip leaders in advance.

Students are expected to be on their best behavior, which means Manitou Park students strive to be safe, respectful, responsible, and kind.

Failure to comply with behavior expectations may result in consequences including, but not limited to:

- Return to school
- Detention
- Suspension
- Loss of future field trip/activity privileges

Also, students may be prohibited from participation on certain field trips if one or more of the following apply:

- The student has been suspended.
- The student has numerous situation reports.
- The student owes fines or obligations.

Students are to ride to and from field trips via district-approved transportation. Volunteers must be cleared by the office at least 48 hours before the field trip.

Fines/Obligations/Overdue Library Materials

Students will be using many items that belong to the school. These include laptops, library books, musical instruments, uniforms, and science and athletic equipment. If school equipment is lost or damaged, there may be a fine issued to cover the repair or replacement of the item. If school property that is checked out to a student is stolen, it remains the student's responsibility to pay for it. Students who owe fines or obligations will have report cards, transcripts and diplomas withheld until the fine or obligation is paid. Reference: Tacoma School District Regulation (3520R).

Food, Beverages & Gum

Breakfast after the bell will be available to all students and eaten in the cafeteria. Students are expected to eat appropriately and clean up after themselves. Teachers will have discretion on other food/drink items that can be consumed in their individual classrooms.

Hallway Expectations

Manitou Park students strive to be safe, respectful, responsible, and kind.

In hallways, this looks and sounds like the following:

- Keep hands and body to yourself. Avoid inappropriate play, pushing, and loitering.

- Use a level 2 voice.
- Be courteous to everyone.
- Do not disrupt other classes.
- Walk, do not run.
- Students in class and doing their warm-up before the first bell.
- Halls cleared by 3:10 pm at the end of the school day.

Music, Media & Movies

G-rated versions of music, media, and movies are used at dances, assemblies, and in class presentations. Students may not use music, media, or movies without prior review and approval by an administrator or designee.

Nurses Office

Get a hall pass from your teacher if you are not feeling well and go to the nurse. If you need to take medication, see the nurse. Do not keep any medicines with you. Medications belong in the nurse's office. This is school district policy. Students using crutches may only do so with written doctor's orders. Students must see the nurse upon re-entry after injury.

Physical Education Requirements

Students are required to participate and dress for PE each day, unless excused by a doctor.

Students should wear closed-toed athletic shoes and appropriate attire.

Replacement of Lost ID Cards

All students are issued a school ID card on picture day at no cost. ID cards could be used to ride the bus, purchase meals, and attend TPS (Tacoma Public School) events. Replacement of a lost card is $5. Students can purchase replacement cards in the office.

Restrooms

Students check in and out of their classrooms when leaving for the restroom to keep track of students in emergencies and control improper use of the facilities. Students must carry a designated classroom hall pass.

Technology Use

The district offers one-to-one devices and digital access to library materials, databases, and the internet. It is important that you and your student read and discuss the Student Use of District Technology page, which includes the District's Acceptable Use Policy for Digital Resources. A summary of the regulation follows. Complete text is available on the Tacoma Public Schools website.

In using the district digital resources, students accept the responsibility to:

1. Utilize the digital resources for educational purposes only;
2. Abide by district policies and federal/state laws, including Copyright laws;
3. Adhere to school guidelines on use of the network, and notifying staff prior to using the internet;
4. Use good behavior and respect district property; do not destroy, modify, delete, or add software to district computers without permission.
5. Use digital resources in a legal, moral, and ethical manner. Do not access or process obscene, pornographic, or other inappropriate materials.

Tacoma Public Schools reserves the right to review and monitor activity on the network for responsible use consistent with the District's Acceptable Use Policy for Digital Resources and Regulation; and to remove a user's privilege to access the network at any time the district determines that the user is engaged in unauthorized activity or for violating the Policy. Disciplinary actions, if any, shall be consistent with the district's standard policies and procedure.

Telephone Messages to Students

We understand the need to get messages to your child. We cannot guarantee delivery of messages within the last hour of the day.

Valuables

Please leave them at home. Valuables such as large sums of cash, tablets, cameras, and other non-district provided electronic devices, as well as jewelry, should not be brought to school. Loss is common; so is theft. Phones when present at school are the responsibility of the family. Administration cannot spend time looking for lost/stolen items.

Manitou Park staff will NOT be responsible for the replacement or recovery of such items.

Visitors

Responsible adult family members are welcome to visit the school at any time. It is necessary for all visitors to check in at the office and receive a visitor pass. Students are **NOT** allowed to bring friends or siblings to visit during the school day.

If a family member (identified as such in the district database) wants to visit their child's class(es), arrangements must be made with their teacher and administration 24 hours prior to the visit.