

**Manchester Park Elementary  
Family Handbook  
2025-2026  
Commit Connect Grow**



Manchester Park Elementary School  
9810 Prairie Creek Rd, Lenexa, KS 66220  
Phone: (913) 780-7540

<https://www.olatheschools.org/manchesterpark>

This document serves as a family handbook and is not a comprehensive document. Please refer to the Student Code of Conduct and BOE policies for specific items not listed below.

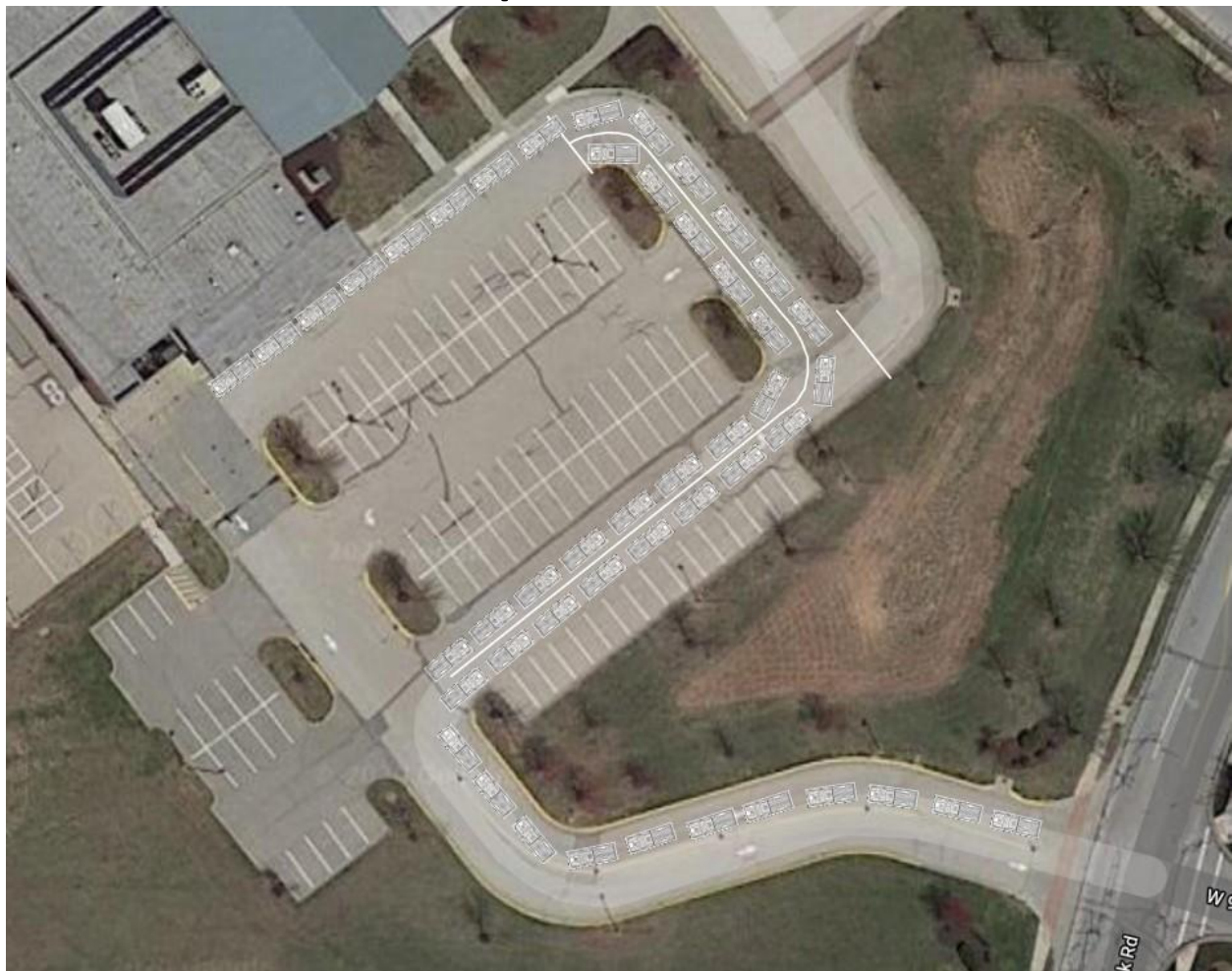
**Olathe Student Code of Conduct:** <https://www.olatheschools.org/Domain/1208>

**Board Docs:** <https://go.boarddocs.com/ks/olathe/Board.nsf/Public>

## **Regular School Hours (all elementary schools):**

Kindergarten-5<sup>th</sup> grade – 8:55 a.m. to 3:55 p.m.

## **Arrival & Dismissal Map**



## Arrival

Students will be permitted to enter the school building at 8:35 a.m. unless they are with JCPRD or another designated, pre-scheduled group. **Students should not arrive before 8:35 a.m. as there is no one to supervise students prior to this time.** From 8:35-8:45 students will be in their grade level pod and Kindergarten students will be in the gym unless they are eating breakfast in the lunchroom. At 8:45 students may enter their classrooms. The instructional day begins at 8:55.

## Dismissal – Walkers

Walkers will be dismissed right at the 3:55 p.m. bell at the front doors (east side) of the school.

## Dismissal – Bus Riders

Bus riders will remain in their classrooms until their bus number is announced on the intercom. Once their bus number is announced they will line up in the hallway and staff will escort students to their bus.

## Dismissal – Car Riders

Please remain in your vehicle in our car line for safety and efficiency reasons. If you do need to exit your vehicle, please park in a parking space. **Please be mindful of the school zone speed limits while on school property.** When you enter the car line, please have your three-digit family number displayed on the car tag hanging from your rearview mirror (this is issued by Manchester Park). A staff member will come around to input your family number into the system. The student's name will be displayed on the projector in the classroom, and he/she will come out to the car line. Students are to wait behind the yellow lines and are NOT to approach any moving vehicle. Once the cars pull up to the sidewalk area and come to a complete stop, students may approach their car and load up. Students must enter on the sidewalk side of their car only.

## Special Transportation Vehicle Request

Due to our current traffic pattern, our car line and front drive will not be able to accommodate any request for students' arrival/dismissal with a limo, etc. If this is something you're planning for a special occasion, you will need to arrange to meet your child in the neighborhood to access this type of transportation

# Attendance

## Excused Absences

The Olathe School Board (JBD) has approved eight (8) reasons for students to be excused from school. The reasons are as follows:

- Personal illness
- Serious illness or death of member of family or close friend
- Obligatory religious observation of the student's own faith
- Participation in school approved school activity
- Verified physician or dentist appointments
- Court appearance
- Emergency situations requiring immediate action
- Absence which has been requested in writing and approved in advance by the building administration

## Tardies

**Elementary attendance will be monitored from 8:55 until 3:55.** Students are expected to attend school daily and arrive on time.

- Students will be counted tardy AM if they arrive between 8:55 and 9:30.
- At the elementary school level, four tardies will be counted as 1 unexcused absence. Excessive tardies will be combined with other unexcused absences for truancy purposes.
- If a student leaves school early, between 3:15-3:45 it will be counted as a  $\frac{1}{4}$  day absence.
- If a student is absent for up to 2 hours it will be counted as a  $\frac{1}{4}$  day absences, if a student is absent for 2-3 hours it will be counted as a  $\frac{1}{2}$  day absence, if a student is absent 3-4.5 hours it will be counted as  $\frac{3}{4}$  day absence, if a student in attendance less than 1.5 hours it is counted as a full day absence.

## District Student Attendance Policy Elementary K-5:

Type of Attendance Issue	What constitutes that type of attendance issue	Absence Amount when entering into Synergy
Tardy	Arriving after 8:55 but at or before 9:30	Leave blank
.25 absence	Absent up to 2 hours (but not tardy) OR departs between 3:15-3:45	.25
.5 absence	Absent more than 2 hours and up to 3 hours	.5
.75 absence	Absent more than 3 hour and up to 4.5 hours	.75
1.0 absence	In attendance less than 1.5 hours	1.0
Leaves for lunch and/or recess only	No absence recorded if a student leaves only for lunch and/or recess. Does not miss any instructional time.	

## What Does it Mean to be Truant in the State of Kansas?

Kansas statutes provide that a student is "truant" if they are absent without a BOE approved excuse (listed on pg. 4), for a "significant portion" of the school day, for three consecutive days, or five days in a semester, or seven days in a school year.

## Truancy and Unexcused Absences

An unexcused absence is when a student is absent without a BOE approved excuse/reason (listed on pg. 4).

The following actions will occur at the mark of the 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> unexcused absence in a row.

3 <sup>rd</sup> unexcused absence in a row	Mail home Truancy Letter A Phone call home from principal stating letter is in mail, review attendance policy, review truancy policy. Set up an in-person meeting with parent, teacher, counselor
5 <sup>th</sup> unexcused absence in a semester	Mail home Truancy Letter B If the following have not already been completed: Phone call home from principal stating letter is in mail, review attendance policy, review truancy policy. Set up an in-person meeting with parent, teacher, counselor  If these steps have already been completed (student has already had 3 unexcused in a row): Principal and counselor call parent together, review the attendance plan, tweak/revise plan as needed.
7 <sup>th</sup> unexcused absence in a school year	Mail home Truancy Letter C. Principal Calls home to review attendance and truancy policy. Principal requests in person team meeting with parent, counselor,

	teacher, other team members and/or outside agencies as warranted by student need.
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## Change in Dismissal Plan

Each family is provided with a pack of purple change of dismissal slips at the beginning of the school year. If your child has a change of dismissal, please fill out one of these purple slips and have your child give that to his/her teacher in the morning.

If you have not filled in a purple change of dismissal slip prior to that day's dismissal, please notify the front office by calling if any changes to dismissal are needed. **Please make changes before 3:15 p.m. to provide adequate time for adjustments.**

Students who are not registered for bus transportation are not allowed to ride the bus, even if parental permission is given, per district policy. If a bus registered student is given parental permission to unload at a stop that is not their usual stop, written permission signed by both the parent and principal is required.

## Signing In/Out

For your child's safety, parents must come to the school office to take children out of school when needed during school hours. **Please bring your current photo ID any time you are visiting the school for our check-in procedures.** When you arrive at the building, your child will be called down to the office to be checked out. Students will not be released to persons other than a parent or legal guardian, unless the parent authorizes otherwise. Authorized people for student release can be emergency contacts.

## Emergency Contacts

For the school to handle emergencies, maintain communication, and keep records current, please notify the school office of address and phone number changes. If the school calls a disconnected number, school personnel will call the next person on the call order list.

Every student needs at least one person who is not their parent/guardian to be listed with a phone number as an emergency contact.

## Lunchroom Visitors

We are happy to welcome families to Manchester Park to share lunch with their Timberwolves. Prior online sign-up is required and can be found in the MP Family Weekly Update.

### Guidelines:

- **Prior sign-up is required.**
- Each slot covers two guests
- Upon arrival, office staff will check for your sign-up
- If you did not sign up online for that day, plan to reschedule for a different day
- Lunch will take place in the cafeteria, as we don't have other available spaces
- You can bring lunch for your student
- **NO sharing food with other students (even if prior parent permission has been obtained)**
- If you'd like to purchase a school lunch, contact our front office by 9:15 a.m. to order
- Payment is not accepted on site, so be sure to have sufficient funds on your child's meal account to cover

## Health Procedures

Notify the school nurse if your child has a change in a health condition that needs monitored at school, such as a diagnosis with asthma, diabetes, seizure disorder, or a recent injury such as a broken bone, etc.

Notify the school nurse if your child has a contagious illness as she may need additional information regarding the illness before the child returns to school.

District policy requires a child stay home if he/she:

- Has a fever of 100.0 degrees or higher
- Has been vomiting or has diarrhea
- Has symptoms that keep your child from participating in school, such as very tired or a cough that he/she cannot control

24 Hour Rule:

- FEVER: Keep home until the fever has gone for 24 hours WITHOUT medicine.
- VOMITING or DIARRHEA: Keep your child home for 24 hours after the last time he or she vomited or has diarrhea.
- ANTIBIOTICS: Keep your child home until 24 hours after the FIRST dose of antibiotic.

## Café 233

### SchoolCafé

For the 2025-26 School Year we will be switching from MyPayments Plus to SchoolCafé (<https://www.olatheschools.org/domain/2915>). Parents are welcome to create a SchoolCafé account at their earliest convenience. However, please note that balances will begin appearing and payments can be made in the new system starting June 1. Prior to June 1, meal payments will continue to be made in MyPayments Plus.

[Visit the SchoolCafé website to create an account with a new username and password](#) or download the mobile app. Make sure you have your student ID number ready when creating a new account.

[Read instructions on how to set up a student SchoolCafé account](#) ([Spanish instructions PDF](#) also available).

[Watch a video on how to make a payment in SchoolCafé.](#)

As a reminder, families must apply each year for free or reduced school meals, transportation, and student registration fees.

### Benefits of SchoolCafé include:

- Check application status and view or print meal benefit notifications
- Access menus with full nutrient and allergen details
- View your child's meal account balance at any time
- Manage multiple student accounts from one login
- Transfer funds between student accounts
- See detailed meal and à la carte purchase history
- Set limits on à la carte purchases

## Meal Prices for 2025-26

- Elementary Breakfast: \$1.60
- Middle/High Breakfast: \$1.80
- Reduced Price Breakfast: \$.30
- Elementary Lunch: \$3.20
- Middle/High Lunch: \$3.30
- Reduced-Price Lunch: \$.40
- Extra Milk: \$.60

## Pay at School:

Bring cash or check to school. At the elementary level, please bring payment to the front office. There is no processing fee for this method of payment.

## Pay Online:

Beginning in June 2025, Olathe Public Schools will [use SchoolCafé for managing student and staff meal accounts](#). The previous meal payment system, MyPaymentsPlus, closed at the end of May 2025, but all remaining account balances are transferred automatically to the correct users in SchoolCafé. When using School Café to pay online, there is a minimum deposit of \$20 per account and a 4.5% payment processing fee when using a credit card for either a one-time payment or an auto-payment. To get started, you'll need to create a new SchoolCafé account with a username and password. Be sure to have your student(s) ID number on hand.

## Snacks

Classroom snack times are built into the schedule by grade level. Please only send a healthy snack as unhealthy snacks will be put into backpacks for after school. **NO sharing of snacks is allowed.**

## Birthday Treats and Party Invitations

Please contact your child's teacher in advance if you would like to send treats to school and please ask about food allergies. **All treats must be store bought and individually wrapped.** It is also recommended that treats be kept simple and easy to distribute. This is very important as some classes may have multiple treats in one day. If a student wishes to distribute party invitations at school, all students in his/her class should be included in the distribution. The school is not asking that

the private parties include the entire class; however, if they do not include the entire class, parents/students will have to choose other avenues of distributing invitations.

## **Recess**

Recess time is scheduled during the day for physical activity and social development. Each grade level will have a 15-minute recess in the morning and a 15-minute recess in the afternoon. All students are expected to go outside when the weather permits. Please make sure your child is dressed appropriately.

When it is unusually cold, we use the following criteria for temperature/wind chill:

- 20 degrees or above – Outdoor recess
- 10-19 degrees – Limited outdoor recess
- 9 degrees or below – Indoor recess

When it is unusually hot, we use the following criteria for temperature/heat index:

- 95 degrees or below – Outdoor recess
- 95-102 degrees – Limited outdoor recess
- 103 degrees or above – Indoor recess

If it is necessary for your child to stay indoors because of health reasons, please send a note to the school nurse from your doctor stating that request.

## **Contacting Teachers**

Please email teachers directly if you need to speak with them. They will be able to reply before school, during their planning time, or after school from 4:05 p.m. to 4:15 p.m. If you need to call during the instructional day, we will be glad to send a message, and teachers will contact you at their earliest convenience. It may take up to 24 hours for a response.

If there is a serious matter (bullying, academics, etc.), please contact the classroom teacher first. The teachers are trained to handle these matters and know the proper channels to address them.

## **Telephone Calls & Cell Phones**

Messages for students may be taken by the office when it is essential for a student to receive information during the school day. Students should not be called to the office from class to visit on the telephone unless it is an emergency, as this is disruptive to the educational program. Cell phones are only to be used before or after school outside of the building. Phones will need to be turned off and kept in student backpacks during the day.

## **District Policy for Cell Phones/Smart Watches**

Our Olathe District has adopted a new smart watch/personal device policy for all grade levels. The K-8 policy includes the following:

- Students may have smart watches and cell phones during the school day (8:55 A.M. – 3:55 P.M.), but they may not be visible. This means students may keep their smart watches in lockers, pockets, or pencil bags during school hours. This includes any smart watch that has been placed on school/silence/etc. mode.
- They may not be used during breaks, recess, or lunch periods.
- A regular watch that only tells time may be worn.
- Cell phones must remain in student lockers throughout the day.

The full district policy can be found on our school website.

Please understand that the purpose of this policy is to create a productive learning environment for all students. As always, if you need to get communication to your student, please contact the MP front office and we will get the message to your child.

## **Dress Code**

Clothing worn to school should be appropriate for school and school activities. Clothing should not interfere with the learning process. The following identifies articles of clothing which may be deemed disruptive and therefore not permitted in school (this is not a complete list):

- Clothing promoting drugs, smoking, or alcohol

- Clothing displaying obscene, sexually explicit, suggestive or ethnically derogatory phrases or pictures
- Bare midriffs, halter tops, short shorts, badly cut or torn clothing
- Headgear of any kind (hats, bandanas, visors, sunglasses), except for specially announced school events

**Note: Students are expected to wear tennis shoes for PE classes because of safety concerns.**

## **Expectations – PBIS**

Manchester Park's school-wide approach to discipline is founded on a system of Positive Behavior Intervention and Supports (PBIS). Our school has developed a set of expectations for your child's behavior at school. We will teach these expectations to all our students, and we will recognize students who meet them. The expectations will be the same for students in all areas of our school, including the playground, the lunchroom, the classroom, and on the bus. Our goal is to establish a positive school culture and provide behavioral supports to create an effective learning environment for all students.

The four pillars of expectations at Manchester Park are:

- Safe
- Responsible
- Engaged
- Kind



## Manchester Park Expectation Matrix



AREA	SAFE	RESPONSIBLE	ENGAGED	KIND
ALL SETTINGS	<ul style="list-style-type: none"><li>Keep hands, feet, and objects to yourself</li><li>Get adult help when needed</li></ul>	<ul style="list-style-type: none"><li>Follow adult directions</li><li>Have needed materials &amp; use them correctly</li><li>Clean up after yourself</li><li>Use an appropriate volume level</li></ul>	<ul style="list-style-type: none"><li>Try your best</li><li>Actively listen and participate</li></ul>	<ul style="list-style-type: none"><li>Use kind words and faces</li><li>Wait your turn</li><li>Apologize if needed</li><li>Be a good friend &amp; classmate</li></ul>
HALLWAYS	<ul style="list-style-type: none"><li>Use walking feet</li><li>Stay in your line</li><li>Keep to the right side of the hallway</li></ul>	<ul style="list-style-type: none"><li>Watch your space and pace</li><li>Use quiet voices</li></ul>	<ul style="list-style-type: none"><li>Admire other students' work</li></ul>	<ul style="list-style-type: none"><li>Keep your hands off the walls and student work</li></ul>
PLAYGROUND/ RECESS	<ul style="list-style-type: none"><li>Use equipment correctly</li></ul>	<ul style="list-style-type: none"><li>Follow the rules of the games</li><li>Be a good sport</li></ul>	<ul style="list-style-type: none"><li>Join in the fun!</li></ul>	<ul style="list-style-type: none"><li>Invite others</li><li>Share and take turns</li></ul>
CAFETERIA	<ul style="list-style-type: none"><li>Carry things with two hands</li><li>Use walking feet</li></ul>	<ul style="list-style-type: none"><li>Follow adult directions</li><li>Use food &amp; utensils for eating</li><li>Use a quiet voice</li><li>Clean up after yourself</li></ul>	<ul style="list-style-type: none"><li>Get everything you need before you sit down</li><li>Lights off, voices off</li></ul>	<ul style="list-style-type: none"><li>Invite others</li><li>Accept differences</li><li>Use good table manners</li></ul>
RESTROOM/ SINK AREA	<ul style="list-style-type: none"><li>Wash hands over sink</li><li>Respect personal space</li></ul>	<ul style="list-style-type: none"><li>Keep water off the floor &amp; wipe up spills</li><li>Throw paper towels in the trash can</li><li>Toilet paper ends in toilet</li><li>Report any messes to an adult</li></ul>	<ul style="list-style-type: none"><li>Use the restroom and return to class in a timely manner</li></ul>	<ul style="list-style-type: none"><li>Flush the toilet</li></ul>
ARRIVAL/ DISMISSAL	<ul style="list-style-type: none"><li>Use walking feet</li><li>Go straight to your destination</li></ul>	<ul style="list-style-type: none"><li>Listen and watch for your dismissal</li><li>Know your dismissal plans</li><li>Memorize bus and car tag numbers</li></ul>	<ul style="list-style-type: none"><li>Listen to announcements</li></ul>	<ul style="list-style-type: none"><li>Be polite to others</li></ul>

Inappropriate behavior will be addressed fairly and consistently using the Olathe District Schools Code of Conduct as a guide in determining consequences.

## Safe Schools

Collaborative and cooperative procedures have been developed with the Lenexa Police Department, Olathe Schools Safety and Security team, and other law enforcement agencies to support safe schools in the Olathe Unified School District. Olathe school and district officials report crimes committed on school property to appropriate local enforcement agencies. Specific examples of reportable incidents include but shall not be limited to possession of weapons, controlled substances (drugs/alcohol), destruction of property, theft, severe fighting, intimidation, and other such matters involving criminal activity.

## Legal Custody

Please advise the school principal about court orders and legal separation agreements pertaining to custody of children. The principal must keep a certified copy of the paperwork to comply with court orders regarding custodial and/or

other pertinent issues. Please note, we cannot bar legal custodial parents from checking out students without legal paperwork stating a restraining order or no custody.

## **Olathe District Schools Weapon Policy**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds at a school activity, function, or event. Possession, handling, or use of any weapon may result in suspension or expulsion from school. (Adopted by the Board of Education August 4, 1994) This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

## **Textbooks, Library Books, and District Devices**

Textbooks, library books, and district devices are loaned to students for their use during the school year. All items need to be kept clean and handled carefully. A fee will be charged for lost or damaged items.

## **Lost and Found / Personal Belongings**

Students are responsible for their personal belongings. Items including lunch boxes, jackets, hats, notebooks, pencils, etc. should be labeled with the student's name. Students and parents are encouraged to check the lost and found for any misplaced personal or school items. Unclaimed clothing will be donated to a charitable organization periodically throughout the year.

## **Parent Volunteers**

We love volunteers! Please reach out to your child's teacher or the office to set up times to come help. If you have grandparents or others who are not parents/guardians and would like to volunteer regularly, refer them to the "Community" tab on the Olathe Public Schools website, or click on this link:

<https://www.olatheschools.org/domain/1120>