

# **Mark Twain School**



**2022-2023**

**Parent & Student Handbook**

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Mark Twain Elementary School  
5134 S. Lotus  
Chicago, Illinois 60638  
(773) 535-2290

Dear Families,

Welcome to the 2022-2023 school year. We hope you and your family had a wonderful summer filled with fun activities, family time, and at least a little relaxation. We are excited about the coming school year and trust that you are too. The teachers and staff have been working diligently reviewing data, planning lessons, organizing resources, and preparing classrooms for the first day. The maintenance staff has done a wonderful job this summer cleaning, dusting, waxing, and painting to prepare for the students' return.

As we look forward to a great year we ask for your continued support in the following areas: **help us be good neighbors**; always park legally and never block a driveway when dropping off or picking up students, **think safety first**; insist your child cross safely in crosswalks not in the middle of the street, never attempt to cross 52<sup>nd</sup> and Central, use 51<sup>st</sup> or Archer Avenue, both have stop lights, **set your child up for success**; drop off and pick up on time, everyone has a better day if it starts and ends without hurry or anxiety, **stay fit and healthy**; send healthy or non-edible treats for celebrations-see your child's teacher for suggestions or be creative.

Mark Twain participates in the Box Tops for Education program. Please scan in your Box Tops for Education. The money we receive from the Box Top program is used to engage creative arts performances for the students. Additionally, Twain supports The Ronald McDonald House Charities by collecting pop tabs from canned drinks. The can tab collection helps support the needs of families staying in the Ronald McDonald House associated with Advocate Children's Hospital.

This year's Meet & Greet is scheduled for **Thursday, August 18, 2022, 2:00 p.m. – 3:30 p.m.** Parents and students are welcome to come meet their teachers, drop off school supplies, and visit their new classroom. Parents will have the opportunity to complete back to school documents, purchase uniforms and school assignment books. All students in attendance will be entered into a raffle for back to school supplies and treats.

This handbook is one of several ways we communicate with our school community. It contains information regarding school rules, schedules, events, requirements, and activities. A copy of the handbook is available on the Twain website, [twain.cps.edu](http://twain.cps.edu). Please call or visit the school if you have any questions or concerns. The teachers and staff of Mark Twain School are looking forward to working with you to provide the best education possible for your child. We truly appreciate your support and partnership.

We look forward to seeing you at our Meet & Greet and throughout the school year.

Sincerely,

Mrs. Laura Paull  
Principal

# Mark Twain School Faculty and Staff

Principal: Mrs. Paull                      Assistant Principal: Ms. Crall  
Counselor: Mrs. Herrera  
Case Managers: Mrs. Moore/ Mrs. Doherty  
School Clerk: Mrs. Munoz / Clerk Asst.: Mrs. Steward  
School Culture Coordinator: Mr. Alvarez  
Preschool: Ms. Torres, Mrs. McCartin and Mrs. Hernandez  
Kindergarten: Ms.Charlesworth,Mrs. Weber and Ms. Garcia  
Grade 1: Mrs. Fitzgibbons, Mrs. Ramirez, Mrs. Newren, and Mrs. Heffernan  
Grade 2: Mrs. Drakulich, Mrs.Orozco, Mrs. Quinn, and Mrs. Higgins  
Grade 3: Mrs. Lamas, Mrs. Murphy, Ms. Isaacs, and Ms. Chodorowicz  
Grade 4: Ms. Williams, Ms. Carther, and Ms. Soldat  
Grade 5: Ms. Fernandez, Mr. Maciasz, and Mrs. Respress  
Grade 6: Mrs. Lesnicka, Mr. Barr, Mr. Burford, and Mrs. Gawlak  
Grade 7: Ms. Tufekcioglu, Mrs. Vaglienty, Mr. Smith, and Mrs. Ruiz  
Grade 8: Mrs. Nelson, Ms. Bell, Mrs. Zoccoli, and Mr. Connelly  
Diverse Learner Teachers: Mrs. Andrade, Mrs. Gallagher, Mrs. Gutierrez, Mrs. Kolk,  
Ms. Lado, Mrs. Mahay, Mrs. Medina, Mrs. Mylniec, and Mrs. Sheehan  
Bilingual Resource Teachers: Mrs. Pawlowski, ELPT Liaison supported by  
Mrs. Rajski, Ms. Lopez, and Mr. V. Martinez  
Literacy Specialist: Mrs. Scott  
Interventionist: Mrs. Wojciechowski, Mrs. Lowery  
Library: Mrs. Wojciechowski and Mrs. Hart  
Technology Coordinator: Mrs. Abbinante      Media Arts: Mr. Bennett  
Physical Education: Mrs. Lininger and Mr. Konchar  
Music: Mrs. Partyka                      Art: Ms. Lehmann and Mrs. Rajski  
Teacher Assistants/SECAs: Mrs. Gawenda, Mrs. Lukanus, Mrs. Rocha, Ms. Vergara,  
Mrs. Cardoso, Ms. Guzman, Ms. Mina, Mrs. Hernandez, [Ms.G. Sanchez](#), [Ms. Munoz](#), [Ms. Villafuerte](#),  
Mrs. Tafoya, Mrs. Angeles, Ms. Morales, Ms. Pantoja, Ms. Rogers, [Ms. Meier](#)  
Recess Monitors: Mrs. Bitunjac, Mrs. Casas, Mrs. Korolewicz, Mrs. Rosado,  
Mrs. Martinez, Ms. Garcia, Mrs. Alvarez, and Mrs. Carrillo  
Security Officer: Mr. N. Martinez  
Nurse: Ms. Patrick      Speech: Mrs. Smith and Ms. Kulbeth- Engel  
Psychologist: S. Love      Social Worker: M. McCline  
Physical Therapist: Mrs. Gadre                      Occupational Therapist: Ms. Hilderbrand-Lewis  
Lunchroom Staff: Manager: Ms. Mixon      Cook: Mr. Shaw                      Porter: Mr. Gomez  
Attendants: Mrs. Zuniga, Mrs. Garza, Mrs. Knight, Mrs. Marneris  
Engineer: Mr. Kevin Cuellar  
Maintenance Staff: Mr. Stigger, Mr. Cespedas, Ms. Perez, Mrs. Araujo, Ms. Wagner  
**Local School Council:** Mrs. Porcayo- Chairperson, Mrs. Abbinante- Secretary, Ms.N. Olvera- Student,  
Mrs. Lamas, Mrs. Martinez, Mr. Olvera, Mr. Sisiruca, Mrs. Saldivar, Mr. Pufpaf, Mr. Sanchez, Ms. Carther,  
Mr. Maciasz

## **Mark Twain School Staff- Contact Information**

Principal Mrs. Paull-[ldpaull@cps.edu](mailto:ldpaull@cps.edu) Asst. Principal Ms. Crall-[jncrall@cps.edu](mailto:jncrall@cps.edu)  
Counselor Mrs. Herrera-[meherrera1@cps.edu](mailto:meherrera1@cps.edu) Sch.Cult.Coord. Mr. Alvarez-[aalvarez10@cps.edu](mailto:aalvarez10@cps.edu)  
.5 Case Manager Mrs. Moore-[jfischer@cps.edu](mailto:jfischer@cps.edu) .5 Case Manager Mrs. Doherty -[mldoherty@cps.edu](mailto:mldoherty@cps.edu)  
Clerk Mrs. Munoz-[vmunoz15@cps.edu](mailto:vmunoz15@cps.edu) Asst. Clerk Mrs. Stewart-[csteward@cps.edu](mailto:csteward@cps.edu)

## **Instructional Staff- Contact Information**

### **Pre-K**

165 Ms. Torres- [ftorres1@cps.edu](mailto:ftorres1@cps.edu)  
165 Mrs. McCartin-[aemccartin@cps.edu](mailto:aemccartin@cps.edu)

### **1st Grade**

101 Mrs. Fitzgibbons-[mbfitzgibbon@cps.edu](mailto:mbfitzgibbon@cps.edu)  
103 Mrs. Ramirez-[lramirez3@cps.edu](mailto:lramirez3@cps.edu)  
104 Mrs. Newren-[mnewren@cps.edu](mailto:mnewren@cps.edu)  
106 Mrs. Heffernan- [mahofstad@cps.edu](mailto:mahofstad@cps.edu)

### **3rd Grade**

201 Mrs. Lamas-[ldalmanza@cps.edu](mailto:ldalmanza@cps.edu)  
202 Mrs. Murphy-[mmurphy5@cps.edu](mailto:mmurphy5@cps.edu)  
203 Ms. Isaacs-[skisaacs@cps.edu](mailto:skisaacs@cps.edu)  
205 Ms. Chodorowicz-[mchodorowicz@cps.edu](mailto:mchodorowicz@cps.edu)

### **5th Grade**

261 Ms. Fernandez- [mfernandez4@cps.edu](mailto:mfernandez4@cps.edu)  
263 Mr. Maciasz-[mmaciasz@cps.edu](mailto:mmaciasz@cps.edu)  
265 Mrs. Respress-[amrespress@cps.edu](mailto:amrespress@cps.edu)

### **7th Grade:**

207 Ms. Tufekcioglu -[aetufekcioglu@cps.edu](mailto:aetufekcioglu@cps.edu)  
209 Mrs. Vaglienty- [avaglienty@cps.edu](mailto:avaglienty@cps.edu)  
211 Mrs. Ruiz-[mruiz24@cps.edu](mailto:mruiz24@cps.edu)  
213 Mr. Smith-[assmith@cps.edu](mailto:assmith@cps.edu)

### **Diverse Learner Teachers:**

102 Mrs. Gallagher- [cmgallagher@cps.edu](mailto:cmgallagher@cps.edu)  
100 Mrs. Medina-[lmmedina@cps.edu](mailto:lmmedina@cps.edu)  
255 Mrs. Sheehan-[ksheehan@cps.edu](mailto:ksheehan@cps.edu)  
251 Mrs. Kolk-[mpkolk@cps.edu](mailto:mpkolk@cps.edu)

### **Specials/Resource Teachers:**

159 Music Mrs Partyka-[rweisenritter@cps.edu](mailto:rweisenritter@cps.edu)  
114 PE Mr. Konchar- [akonchar@cps.edu](mailto:akonchar@cps.edu)  
254 Lib. Mrs. Hart-[cahart@cps.edu](mailto:cahart@cps.edu) 254 Lib./Interv. Mrs. Wojciechowski-[mawojciechowski@cps.edu](mailto:mawojciechowski@cps.edu)  
108 Media Arts Mr. Bennett- [mkbennett@cps.edu](mailto:mkbennett@cps.edu)  
267 Math/Interv. Mrs. Lowery-[clalers@cps.edu](mailto:clalers@cps.edu)

### **ELL Resource Teachers:**

113 Mrs. Pawlowski -[ipawlowski@cps.edu](mailto:ipawlowski@cps.edu)  
113 Mrs. Rajski-[erajski1@cps.edu](mailto:erajski1@cps.edu)

### **Kindergarten**

166 Ms. Charlesworth - [scharlesworth@cps.edu](mailto:scharlesworth@cps.edu)  
167 Mrs. Weber- [lweber@cps.edu](mailto:lweber@cps.edu)  
168 Ms. G. Garcia-[ggarcia290@cps.edu](mailto:ggarcia290@cps.edu)

### **2nd Grade**

105 Mrs. Gomez-Drakulich-[ngomez@cps.edu](mailto:ngomez@cps.edu)  
107 Mrs. Orozco-[earroyo@cps.edu](mailto:earroyo@cps.edu)  
109 Mrs. Quinn-[bmstack@cps.edu](mailto:bmstack@cps.edu)  
111 Mrs. Higgins-[kforward@cps.edu](mailto:kforward@cps.edu)

### **4th Grade**

250 Ms. Williams-[dwilliams12@cps.edu](mailto:dwilliams12@cps.edu)  
257 Ms. Carther-[ancarther@cps.edu](mailto:ancarther@cps.edu)  
259 Ms. Soldat-[casoldat@cps.edu](mailto:casoldat@cps.edu)

### **6th Grade**

262 Mrs. Lesnicka-[bdlesnicka@cps.edu](mailto:bdlesnicka@cps.edu)  
264 Mr. Barr-[bmbarr@cps.edu](mailto:bmbarr@cps.edu)  
266 Mr. Burford-[auburford@cps.edu](mailto:auburford@cps.edu)  
268 Mrs. Gawlak-[mmgawlak@cps.edu](mailto:mmgawlak@cps.edu)

### **8th Grade:**

204 Mrs. Nelson-[aeflood@cps.edu](mailto:aeflood@cps.edu)  
206 Ms. Bell-[cmcius@cps.edu](mailto:cmcius@cps.edu)  
208 Mrs. Zoccoli-[lmzoccoli@cps.edu](mailto:lmzoccoli@cps.edu)  
210 Mr. Connelly-[beconnelly@cps.edu](mailto:beconnelly@cps.edu)

214 Mrs. Mlyniec-[kbhohler@cps.edu](mailto:kbhohler@cps.edu)  
255 Mrs. Mahay-[jmahay@cps.edu](mailto:jmahay@cps.edu)  
164 Mrs. Andrade-[vandrade9@cps.edu](mailto:vandrade9@cps.edu)  
251 Mrs. Gutierrez-[agutierrez150@cps.edu](mailto:agutierrez150@cps.edu)

162 Art Ms. Lehmann-[elehmann2@cps.edu](mailto:elehmann2@cps.edu)  
114 PE Mrs. Linger-[ealemrise@cps.edu](mailto:ealemrise@cps.edu)  
113 Art/Bil. Mrs. Rajski- [erajski1@cps.edu](mailto:erajski1@cps.edu)  
254 LLT Mrs. Scott- [atscott@cps.edu](mailto:atscott@cps.edu)

260 Mr. V. Martinez- [vhmartinez@cps.edu](mailto:vhmartinez@cps.edu)  
260 Ms. E. Lopez-[elopez5@cps.edu](mailto:elopez5@cps.edu)

## **School Calendar 2022-2023 School Year**

### **Holidays/School Breaks**

September 5 – Labor Day	October 10 – Indigenous People’s Day
November 8- General Election Day	November 21-25 – Thanksgiving
December 23 - January 6 – Winter Break	January 16 – M. L. King Jr. Day
February 20 – Presidents’ Day	April 3-7 – Spring Break
May 29 – Memorial Day	

<u>School Begins:</u> Monday, August 22, 2022	<u>School Ends:</u> June 7, 2023
<u>School Hours:</u> Grades 1-8: 8:30 – 3:30	<u>Kindergarten:</u> 8:30 – 3:15
<u>Preschool AM:</u> 8:30 – 11:05	<u>Preschool PM:</u> 11:55 – 2:30

### **Parent -Teacher Conference Days**

Parents pick-up report cards for the 1st and 3rd quarters by appointment on the following days: Monday, November 21, 2022 & Wednesday, March 29, 2023  
Parent -Teacher conference days are non-attendance days for students.

### **Report Card Distribution Days**

Report cards are sent home with students for the 2nd and 4th quarters on the following days: Friday, January 13, 2023 and Wednesday, June 7, 2023

### **Progress Report Distribution Days**

Progress Reports are sent home with students during the 6th week of each quarter: September 22,2022, December 2, 2022, February 10, 2023 and April 28,2023

### **Teacher Institute/Professional Development / School Improvement Days**

The following days are non-attendance days for students: August 15- August 19, 2022, September 23, 2022, October 21, 2022, December 23, 2022, February 3, 2023, March 17, 2023, June 8, 2023 and June 9, 2023

### **Local School Council Meeting Dates**

August 29, 2022- 5:15pm	September 26, 2022- 5:15pm	November 7, 2022- 5:15pm
December 12, 2022- 5:15pm	January 30, 2023- 5:15pm	February 27, 2023- 5:15pm
March 27, 2023- 5:15pm	May 15, 2023- 5:15pm	

### **Bilingual Advisory Council (BAC) and Parent Advisory Council (PAC)**

Meeting dates to be determined at the first meeting. Meeting dates and times posted on the website [Twain.cps.edu](http://Twain.cps.edu).

A calendar listing monthly activities and events will be posted on [Twain.cps.edu](http://Twain.cps.edu) and sent via email at the beginning of every month.

### **Entry/Dismissal**

Doors open at **8:25 a.m. and close at 8:40 a.m.** Please do not send your child to school before 8:25 a.m. as there is no supervision before this time.

8:25 – 8:40 Breakfast and school entry. All students must be in their classroom by 8:40 a.m. Students who are not in their classroom at 8:40 are considered tardy and must report to the office for a tardy slip.

8:40 ‘Pledge of Allegiance’ and announcements

Kindergarten Dismissal: 3:15 p.m., Gr. 1-8 Dismissal: 3:30 p.m., PreK Dismissal: 11:05 a.m.& 2:30 p.m.



### **Entry & Dismissal Doors**

Preschool	Door 3: Line up- East Fence outside door 3
Kindergarten	Door 4: Line up- Playground outside door 4
Grade 1	Door 9: Line up- South Fence outside door 9
Grade 2	Door 9: Line up- South Fence outside door 9
Grade 3	Door 10: Line up- North Fence outside door 10
Grade 4	Door 5: Line up- Playground outside door 5
Grade 5	Door 3: Line up- West Fence outside door 3
Grade 6	Door 4: Line up -Playground outside door 4
Grade 7	Door 7: Line up- South Fence outside door 7
Grade 8	Door 7: Line up- North Fence outside door 7

### **Visitors**

All parents and visitors to the school must enter through Door #1 on Lotus. No visitor is allowed in the building without an ID or pass.

### **Absences**

Parents should call the school to report absent students before 9:00 a.m. and send a note/email to the teacher on the day the student returns to school. There are only 4 acceptable causes of absence: illness, death in the immediate family, family emergency and observance of a religious holiday. Students are responsible for missed assignments.

### **Tardy Students**

Students who are not in their classroom at 8:40 a.m. are considered tardy. Tardy students must report to the office for a tardy slip before going to their classroom. Children arriving after 9:30 a.m. will be marked ½ day absent. Students may not leave school grounds without permission once they arrive. Students with excessive tardies may not be eligible for perfect attendance awards.

### **Early Dismissal**

Please send a note to the teacher informing them of an early dismissal. Students will only be released to the parent/guardian or designated adult as indicated on the student Emergency form. The parent/guardian or designated adult must sign the student out in the office prior to their release. Students will be called to the office when the adult arrives for pick up. Students may not leave unescorted. Please update your emergency information as needed. Students are marked ½ day absent for early dismissals before 2:30 p.m. No early dismissals after 3:15 p.m. – school staff begin preparation for regular dismissal at this time. Early dismissal may count against perfect attendance.

### **Illness or Accident**

A parent or designated adult must pick up sick or injured children in the school office unless otherwise notified. Please ensure that emergency information is current and correct. We must be able to contact a parent/guardian in the event of an emergency.

### **Medical Exclusions**

Children may be excluded from school for the following: Diarrhea, Fever, Skin Rash/Infections, Vomiting, Dizziness/Weakness, Head Lice, Chicken Pox, Severe Pain, Conjunctivitis (pink eye), Severe Cough or Cold, or Severe Sore Throat. Because one or more of these symptoms may be a sign of a contagious disease, parents must keep their child at home. Children must have a doctor's note before returning to school after the following conditions: Scarlet Fever, Hepatitis, Scabies, Meningitis, Fungal Infection (ring worm), Measles/Rubella, Conjunctivitis (pinkeye), and Swine flu.

### **Breakfast & Lunch**

Breakfast and lunch are available to students at no cost. Families are required to complete a CPS Family Income Information Form 2022-2023 and return it to school by August 25, 2022.

### **Lunch from home**

Students who bring bag lunches should bring only what they are able to eat and drink. All uneaten lunch items must be discarded at the end of the lunch period. Please encourage healthy eating by sending healthy lunches, snacks, and drinks. Students are not allowed to share their lunches from home due to allergy concerns. Glass containers should not be used for safety reasons. No food is to be taken out of the cafeteria and gum is not allowed on school grounds at any time.

### **Teacher Conferences**

Teachers are available for scheduled appointments during preparation time. Parents should request a return phone call or appointment in writing. To avoid interrupting classroom instruction, teachers cannot be called to the phone during the school day unless prescheduled.

### **Preparation Periods**

Preschool: 2:30 – 3:30	Kindergarten: 12:25 – 1:25
Grade 1: 2:25 – 3:25	Grade 2: 8:40 – 9:40
Grade 3: 1:25-2:25	Grade 4: 10:40 – 11:40
Grade 5: 9:40 – 10:40	Grade 6: 12:25 – 1:25
Grade 7: 8:40 – 9:40	Grade 8: 2:25 – 3:25

### **Grading Scale**

A 90-100    B 80-89    C 70-79    D 60-69    F 59 & Below

### **Honor Roll Requirements**

All A's in the 5 major subjects, no less than B in all other subjects, and good conduct. (Applies to students in grades 3-8)

### **Principal's List Requirements**

All B's or higher in all subjects and good conduct. (Applies to students in grades 3-8)

### **Homework**

The homework policy of each teacher will be communicated to parents early in the school year. Homework reinforces daily lessons and provides additional opportunity to practice skills. As such, it is an important part of the instructional program. CPS policy suggests: 15 minutes for kindergarten; 30 minutes for grades 1-3; 45 minutes for grades 4-6; and 90 minutes for grades 7-8. Requests for homework for absent students must be received at the beginning of the school day. Please contact the office by 9:00am to request assignments. Requested work may be picked up at the office at the end of the school day. Students are responsible for completing and turning in all assignments.

### **Health/Wellness Initiative**

Our school has earned Healthy School Certification by helping students develop healthier eating habits and promoting physical fitness and wellness activities for students, families and staff. Please support our efforts by sending only healthy or non-food items to school in celebration of birthdays and achievements – contact your child's teacher for details and ideas.

### **Personal Items/Valuables**

Students may not bring sports equipment to school. Additionally, headphones, earbuds, Air Pods, bicycles, shoes with wheels, skateboards, scooters, rollerblades, cell phones, laser pointers, electronic games, cameras, tablets, iPads, laptops, toys and other items of sentiment or value should not be brought to school for safety and security reasons.

**Cell phones**

Cell phones are not allowed in school. If you want your child to have a cell phone for safety as they travel to and from school a Cell Phone Permission Form must be completed and returned to the classroom teacher. All cell phones must be turned into the classroom teacher or office when students arrive at school for safe keeping during the day. Phones will be returned to students at the end of the school day. Any child in possession of a phone during the school day will have the phone confiscated. Phones that have been confiscated must be picked up in the office by a parent/guardian. The school will not be responsible for lost, stolen or damaged phones.

**Bicycles, etc.**

Due to our large population and limited space, students may not bring bicycles, scooters, skates, bikes, skateboards or rollerblades to school. Our outdoor space is very limited and these items present a safety hazard and security concern.

**Uniform Policy**

The school uniform must be worn each school day except gym day or on special event days as noted through school communications. Label all outerwear clothing, lunch boxes/bags, backpacks, and supply pouches with your child’s full name. Our goal is to keep our lost and found area small.

School uniform top: Solid, light blue (powder blue) shirt or blouse with a regular collar.

The Mark Twain sweatshirt or a solid, navy blue sweater, sweatshirt or long sleeve shirt may be worn over the light blue shirt under the following conditions:

- 1. The light blue collar is appropriately visible
- 2. \*No logos, pictures, stripes, or decorations\*
- 3. May not be worn inside out and must be size appropriate

Additionally, a solid, navy blue, or light blue long sleeve, collarless or turtleneck shirt may be worn under the uniform shirt. Undershirts should be tucked in. Undergarments should not be exposed. Tank tops, including spaghetti straps, tube, and halter tops are not allowed.

School uniform bottom: Solid, navy blue pants, shorts, skirts or jumpers.\*No stripes, decorations, logos or tears/rips. All bottoms must be length and size appropriate for school and worn at natural waist. No jeans (no denim), baggy styles, nylon, or tear-away pants.

The school uniform must be worn each school day except gym day as explained below. Laundering issues are not an excuse to be out of uniform. In the event of an unavoidable incident, the child should be sent to school with a note explaining why he/she is out of uniform. A uniform will be loaned to the child for the day from the office. The office has a collection of clean donated uniform items on hand to assist in these circumstances. Donations of outgrown uniforms are always appreciated.

Gym Uniforms: Gym uniforms may only be worn on the child’s designated gym day.

Top: Mark Twain royal blue t-shirt/sweatshirt or solid, royal blue t-shirt/ sweatshirt without pictures/letters

Bottom: Mark Twain royal blue or\* navy blue sweatpants/shorts or solid, royal blue or navy blue sweatpants/shorts without pictures/letters/logos

For safety reasons, children are not allowed to participate in gym activities wearing jewelry. Since we cannot securely store it, all jewelry should be left at home on a student’s designated gym day.

Please note: Hats, bandanas, midriff shirts, and excessive or distracting jewelry and makeup are not permitted. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Uniform items are available for purchase daily in the main office- 8:30 - 9:00am or 3:00 - 3:30pm.

**Physical Education Schedule**

Monday	101	105	201	259	263	266	207	210	
Tuesday	168	103	107	203	250	265	264	213	206
Wednesday	167	104	202	257	204				
Thursday	166	106	109	261	262	211	208		
Friday	111	205	268	209					

### **Textbooks/Supplies**

All students are expected to be prepared for school each day with needed supplies, properly covered books, a book bag, a pencil case and a Homework Assignment Book (available at school for \$3.00). Please check the supplies throughout the year and replenish as necessary.

All basic texts are loaned to students for their use during the school year and each child is responsible for maintaining the condition of his/her textbooks. All books should be covered, kept clean, and handled carefully. Damaged or lost books must be paid for by the family.

### **Minimum Health Requirements**

Students entering a Chicago Public School for the first time at any grade level and students entering Kindergarten, 6th or 9th grade are required to have an updated physical exam and a complete immunization record on file including a Tdap and Meningitis vaccine for 6th graders. Students who are out of compliance with this mandated state requirement may be excluded from school. Also required is a Dental Health Exam for all students entering Kindergarten, 2nd grade or 6th grade and an Eye Exam for Kindergarteners and students enrolling in CPS for the first time.

### **Medications**

CPS strongly recommends that medication be administered at home. In cases where it must be administered in school, the parent must register the medication in the office where it will be kept. All medication must be labeled with the child's name and dosage and be accompanied by a note from the parent authorizing its use. No child is allowed to take any medication, prescription or non-prescription without proper authorization from a parent and the office. Students with asthma may carry and self-administer inhaler medication; however, the proper paperwork must be on file in the office.

### **Allergy/Asthma Policy**

Please ensure the required forms are updated annually and any necessary medication or devices are available to your child during the school day. Please see the school nurse for other details regarding this policy. Out of consideration for students with allergies please do not send any food or treats for sharing to your child's class without checking with the teacher.

### **School Contact**

**School Telephone:** (773)535-2290      **Fax:** (773)535-2248

The school telephones are provided to help conduct the business of the school and our lines must be kept open for this purpose. Children may not use the telephone except for emergencies as determined by the school staff. It is not practical for us to accept personal messages for individual children without interrupting the instructional program. We appreciate your cooperation in not asking us to deliver messages to any individual, except in an emergency.

### **Parties**

Classroom and school parties are scheduled by teachers and the administration. CPS policy requires that only purchased, commercially wrapped items may be served to students for such celebrations. In consideration for students with allergies, please check with the teacher before sending any items to school to be shared. We prefer parents send non-edible treats whenever possible.

Additionally, unless the whole class is to be invited, parents are asked to distribute party invitations away from the school out of consideration for those not included.

### **Pictures/Videos**

Please be aware that pictures/video of students are taken by staff on many occasions to document and celebrate events and achievements. These pictures/videos are used in school and in the yearbook. Parents will be contacted if outside organizations request permission to take pictures of students for any reason.

### **Lost/Found**

Personal belongings should be labeled with the child's name or initials. Lost items are stored in the office for a short while. Unclaimed items are eventually donated.

### **Addressing Bullying and Bias-Based Behavior**

The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve. Bullying and bias-based behaviors are directly contrary to this and can cause physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. It is the goal of the Chicago Board of Education (“Board”) to create a learning environment in all its school communities where all students feel safe and supported, are protected from bullying and bias-based harm, and are able to succeed academically as well as develop socially and emotionally into responsible, caring individuals.

**The Board asks every Chicago Public School (“CPS”) student, with the support of their parent(s), guardian(s), and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:**

- **I will not bully or intentionally harm others.**
- **I will try to help anyone I suspect is being bullied or harmed.**
- **I will work to include students who are left out.**
- **If someone is being bullied or harmed, I will tell an adult at school and an adult at home.**

Bullying and bias-based behaviors are prohibited and are considered a violation of the CPS Student Code of Conduct and subject to discipline: (1) during any school-sponsored or school-sanctioned program or activity; (2) in school, on school property, on school buses or other Board-provided transportation, and at designated locations for students to wait for buses and other Board-provided transportation (“bus stops”); (3) through the transmission of information from a CPS computer or computer network, or other electronic school equipment; (4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities; (5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Board-provided transportation; (6) when it is a Student Code of Conduct (“SCC”) Group 5 or 6 behavior that occurs off campus but most seriously disrupts any student’s education.

### **Discipline**

The Student Rights and Responsibilities (SRR) will guide discipline practices. Each child will receive a copy of this booklet. Please review it with your child. Conduct which is disruptive to the learning process, threatens the safety of students or teachers/staff or infringes on the rights and privileges of others are prohibited. Permanent markers and White-out should not be brought to school. Students who deface school property (walls, books, lockers, desks, etc.) will be disciplined and held responsible for repair or replacement. Students are expected to behave in a quiet, respectful manner in all areas of the school building. Acts of bullying will not be tolerated and the SRR will be fully enforced to deal with such behavior if it does occur.

### **Parent Advisory Council (PAC)**

This is a federally funded program to promote parental involvement and provide parent training. Parent Advisory Council meeting dates and times are included in the monthly calendar, posted on the website, and posted on the bulletin board near the main office.

### **Bilingual Advisory Council (BAC)**

The Bilingual Advisory Council meets four-six times a year to discuss pertinent issues. BAC meeting dates and times are included in the monthly calendar, posted on the website, and posted on bulletin boards near the office and Room 164.

### **Bilingual Program**

Bilingual students are provided services in either self contained or pull out programs as needed.

### **Lockers**

Lockers are assigned to the students by the teacher. Coats, books, and supplies may be stored in the lockers. Locks are not permitted. No stickers, decals or mirrors may be affixed to the lockers as their removal damages the paint. Lockers are school property and subject to inspection at any time. Food should not be left in lockers overnight.

### **Playground**

Open weekdays- 9:00am - 10:30am - Non-school age children  
10:30am - 3:15pm - Twain students Pre-K – grade 8  
4:00pm - 5:30pm - All children

Students may not play on the playground before or after school to await parent pickup. When the gates are locked, the playground is closed.

### **Aspen Parent Portal**

Accessing your child's grades and attendance can be done through the Aspen Parent Portal. Twain encourages all parents to set up a Parent Portal account for each of their students. To register for an Aspen Parent Portal account: Contact the school to verify your personal information in CPS' Student Information System is up to date and accurate. You will need to provide the school with an active email address to receive instructions and the validation code required to create an account. Follow the email instructions and use the validation code to create a Parent Portal account. We highly recommend completing registration on a desktop or laptop computer as this process is not optimized for mobile devices. You will receive a second email to finalize account registration. Confirm your email credentials and log on to Aspen to link your students to your account. Aspen resources and training videos are available on the Parent Portal page on [CPS.edu](http://CPS.edu) if you need help in setting up your account or navigating the system: [Parent Portal Registration Process - tcanji \(wistia.com\)](http://Parent Portal Registration Process - tcanji (wistia.com)). Call the school if you do not receive the registration email, your account is locked, or you need assistance correcting profile information or linking student(s) to your account. Parents/Guardians may contact the main office at 773-535-2290 if additional assistance is needed to set up a Parent Portal account.

### **Asbestos Management Plan Notification**

This is to notify you in accordance with Illinois and Federal Asbestos Regulations, that a copy of the Asbestos Management Plan for this school is available during school hours by appointment. Requests to review the Asbestos Management Plan must be made at least 24 hours in advance. Also please be advised that CPS conducts asbestos inspections of all schools every three years. Asbestos surveys are conducted every six months.

### **Student Records**

Parents or students have the right to inspect and copy student's educational records maintained by the school or CPS unless the parent is prohibited by an order of protection from obtaining those records. Educational records include student information maintained by the school district. The law requires the Board of Education to maintain permanent records, including student's name, date of birth, address, grade level, grades, parent name and address, attendance records and other minimal personal information necessary for use by the school or mandated by the Illinois State Board of Education (ISBE), for sixty years. Parents and Emancipated Students have the right to request that a school correct recorded information they believe is inaccurate (with the exception of academic grades), irrelevant or inappropriate through an informal conference at the local school. If the school decides not to amend the records, the parent or Emancipated Student has the right to request a formal hearing by submitting a written request to the Board of Education. If the Board decides not to amend the records, the parent or Emancipated Student has a right to place a statement with the records commenting on the contested information in the record. The parent or Emancipated Student may appeal the Board's decision by contacting ISBE. Generally, schools may not release student record information without written permission. However, the law allows the school to disclose records without consent, to select parties, including; School District employees or officials who have an academic or administrative interest in the student; Schools to which the student is transferring, upon the request of the parent or student; Certain officials as required by State or Federal law; Persons conducting studies, provided no student can be individually identified; Individuals who have obtained a court order regarding the records, provided

the parents are notified; Persons who need the information in light of a health or safety emergency; and state/local authorities in the juvenile justice system.

### **Website**

Twain news, calendar and information can be found on the following websites: [www.twain.cps.edu](http://www.twain.cps.edu) and [www.cps.edu](http://www.cps.edu).

### **Safety Notice**

Double parking around the school is not allowed. It is dangerous for children and drivers. Please consider parking on other side streets to avoid the congestion on 51st and on 52nd Street. Please instruct your child to go to the office if you are late picking up; it is the safest spot for a child to wait. Please be aware that classes will not be interrupted during the day to give messages to the students except in an emergency. Pick up arrangements and other details should be discussed with your child before school starts. To ensure the safety of students crossing Central, Archer, and Cicero, we ask parents to direct their children to cross at the stop lights or with the crossing guard, where available. 52nd and Central is of particular concern so students should be directed to cross with the guard stationed at 51st & Central. Since we have several train crossings in our area, students should be warned against playing around trains, tracks, and crossings. Also please look both ways before crossing tracks at all times.

### **Staff Parking Lot**

Parents and visitors should not use the Staff Parking Lot to pick up or drop off students in the morning or afternoon. It is not safe for students to walk in an area where vehicles may be moving. Additionally, for the safety of all, students are not allowed to throw snowballs traveling to and from school or on school grounds.

### **Emergency Drills/Evacuation Plan**

Fire drills are conducted regularly as required. Detailed evacuation plans are posted inside each classroom. If emergency conditions ever dictate evacuating the building and relocating, all children and staff will walk to Vittum Park, 5010 W. 50th Street. Parents will be notified as soon as circumstances permit.

### **Emergency School Closing**

Information can be found on the following stations:  
WMAQ (670 AM), WGN (720AM), WBBM(780 AM), WUSN (99.5 FM),  
WBBM (96.3 FM) and Channel 32

### **Technology Equipment**

Twain students in PK- 2nd are assigned an iPad; students grades 3rd -8th are assigned a Chromebook to support their learning in school. Each student is responsible to follow school rules and policies regarding the proper care and use of the equipment. iPad and Chromebook Commitment forms will be sent home for parents' review and signature at the beginning of the school year. Students will be responsible for a portion of the repair cost if they are found to be negligent in the handling and care of the technology equipment.

### **Overview of the Policy on Student Acceptable Use of the CPS Network**

*Full policy can be found at:* [Acceptable Use Policy | Chicago Public Schools \(cps.edu\)](http://Acceptable Use Policy | Chicago Public Schools (cps.edu))

Chicago Public Schools provides access to technology devices, internet, and network systems to students for educational purposes. This Student Acceptable Use Policy establishes the standards for acceptable electronic activity of students accessing or using the district or school technology, internet and network systems regardless of physical location and also the electronic communications between students and CPS staff and other adults who work in schools. Student use of the CPS Network and Computer Resources is a privilege, not a right. When a student uses the CPS Network or Computer Resources in a manner that violates this policy or the Student Code of Conduct, his/her access may be suspended or revoked.

**Acceptable Use:** CPS provides E-mail, bulk communication tools (e.g. BlackBoard Connect) and other collaboration tools (e.g. CPS Google Classroom), internet access and other CPS Network tools and

Computer Resources to students for educational and school-related purposes only. When using the CPS Network, students must conduct themselves in a responsible and appropriate manner.

Unacceptable Use: Unacceptable use of the CPS Network and Computer Resources are prohibited.

Students shall not use the CPS Network or Computer Resources including access to the internet, intranet, collaboration tools, bulk communication tools, social media or email to use, upload, post, mail, display, store, or otherwise transmit in any manner any content, communication or information that, among other unacceptable uses:

1. is hateful, harassing, threatening, libelous, defamatory or otherwise meant to bully or intimidate others;
2. is offensive or discriminatory to persons based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, physical or mental illness or disability, marital status, economic status, immigration status, religion, personal appearance or other visible characteristics;
3. constitutes or furthers any criminal offense, or gives rise to civil liability, under any applicable law, including, without limitation, U.S. export control laws or U.S. patent, trademark or copyright laws;
4. constitutes use for, or in support of, any obscene or pornographic purpose including, but not limited to, the transmitting, retrieving or viewing of any profane, obscene, or sexually explicit material;
5. constitutes use for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or "stalk" another individual;
6. contains a virus, Trojan horse, ransomware or other harmful component or malicious code;
7. constitutes junk mail, phishing, spam or unauthorized broadcast email.
8. violates the security of any other computer or network or constitutes unauthorized access or attempts to circumvent any security measures;
9. obtains access to another individual's CPS Network account, files or data, or modifies their files, data or passwords;
10. impersonates any person living or dead, organization, business, or other entity;
11. degrades the performance of, causes a security risk or otherwise threatens the integrity or efficient operation of, the CPS Network or Computer Resources;
12. deprives an authorized individual from accessing CPS Network or Computer Resources.
13. obtains Computer Resources or CPS Network access beyond those authorized
14. engages in unauthorized or unlawful entry into a CPS Network system;
15. enables or constitutes wagering or gambling of any kind;
16. accesses, distributes, downloads or uses games except when an assigned educational activity;
17. promotes or participates in any way in unauthorized raffles or fundraisers;
18. plagiarizing any information gained on or through use of the CPS Network or Computer Resources;
19. engages in private business, commercial or other activities for personal financial gain;
20. accesses or distributes unauthorized information regarding user passwords or security systems;
21. falsifies, tampers with or makes unauthorized changes, additions or deletions to data located on the CPS Network or school systems;
22. installs, downloads or uses unauthorized or unlicensed software or third party system;
23. violates the terms of use specified for a particular Computer Resource, CPS Network system or school system;
24. violates any express prohibition noted in this policy or the Student Code of Conduct;
25. engages in hacking (intentionally gaining access by illegal means or without authorization) into the CPS Network or school system to access unauthorized information, or to otherwise circumvent information security systems;
26. engages in inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images, or other sexual activities;
27. downloads unauthorized games, programs, files, electronic media, and/or standalone applications from the internet that may cause a threat to the CPS Network;
28. constitutes use that disrupts the proper and orderly operation of the school;
29. use of proxy servers or virtual private networks to bypass network security systems (firewalls, etc.); or
30. accesses, distributes or downloads non-educational materials or inappropriate content or materials.



## **SOPPA Notice**

### **Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)**

Illinois school districts may have agreements with educational technology vendors for educational purposes such as providing personalized learning and innovative educational technologies.

Under the Illinois Student Online Personal Protection Act, or SOPPA ([105 ILCS 85/](#)), educational technology vendors that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those educational technology vendors, as well as school districts and the Illinois State Board of Education, to protect online student data.

Per the Board's SOPPA policy and the district's SOPPA guidelines, CPS may share limited student data with operators for their online sites, services, and/or applications. Under SOPPA, operators are prohibited from selling, renting, or leasing a student's information or from engaging in any advertising, including targeted advertising, using a student's information.

In general terms, operators will be limited to only the student data information needed for the educational technology such as student name, email, school, class, grade. Operators who request additional student data beyond class rostering data will be required to provide additional parent notice or obtain parent consent to do so.

If you would like to learn more about the Student Online Personal Protection Act, please see the CPS SOPPA website at [www.cps.edu/about/policies/student-online-personal-protection-act/](http://www.cps.edu/about/policies/student-online-personal-protection-act/)

## **Social Media**

Students shall not communicate with CPS staff and other adults who work in the school via the staff/adult's Personal Social Media or otherwise through non-CPS Social Media. Students shall not add, invite, follow or accept the request of any CPS staff member or other adult who works in a school to be a 'friend' or contact on any Personal Social Media or non-CPS Social Media account. Students may use CPS Social Media to communicate with CPS staff members or other adults who work in a school.

## **Notification of Misuse**

Students have a duty to protect the security, integrity and confidentiality of the CPS Network and Computer Resources. Students must immediately notify a teacher or other school staff if they have identified a security problem or are aware of any unauthorized access, use, abuse, misuse, injury, degradation, theft or destruction of the CPS Network or Computer Resources.

## **Metal-Detector Policy: An Overview of the CPS Policy**

Contact the school office for a complete copy of the policy, if desired. Mark Twain School will provide metal detector screening on an "as needed basis", per Chicago Board of Education Policy 96-0522P01 dated 05-22-96, Section III - Metal-Detector Screenings, paragraph 2, which states: "As Needed" Screenings: School officials are authorized to conduct metal detector screenings on days chosen to address particular safety concerns (such as recent violence in the neighborhood) or on days for which special events (such as intramural athletic competitions or dignitary visits) are held, using school personnel and if available, School Patrol Unit and/or "roving" units to operate the metal detectors available to their school (any combination of walk-through units and/or hand held "wands"), or using a task force comprised of school personnel, Safety and Security personnel and Chicago Police Department Officers (School Patrol Unit and /or other units as needed) to operate the schools metal-detectors or the portable metal-detectors and x-ray units available on request through the Bureau of Safety and Security. Because of their limited availability, the portable metal-detectors and x-ray units of the Bureau of Safety and Security may only be scheduled for use in "as needed" screenings at the request of the school principal and LSC Chairperson to the Bureau of Safety and Security; The Bureau of Safety and Security will use its best efforts to accommodate "as needed" screenings. "As needed" screenings that use only school personnel (and School Patrol Unit Officers, if available) may be scheduled by the school principal on the days in which special events are scheduled, or on days chosen to address a particular safety concern.

## **Expectations/ Responsibilities**

### **Student**

Attend school daily and arrive on time  
Demonstrate effort and complete all work  
Follow school rules and regulations  
Respect teachers, staff, classmates and school property

### **Parent/ Guardian**

Ensure child attends school and arrives on time  
Plan homework time and supervise study periods  
Expect child to follow school rules and regulations  
Work with the school on disciplinary matters  
Maintain frequent communication with teachers and attend all requested conferences  
Pick up child's report card twice a year  
Review and sign progress reports/report cards each quarter

### **Teacher**

Create an atmosphere for positive learning  
Appreciate the individuality and diversity of each child  
Maintain high expectations for all students in academics/behavior  
Incorporate the Common Core State Standards when designing assessments and planning instructional activities

### **Administrator**

Provide a safe and secure environment for learning  
Create an open door policy for parents, students and teachers  
Respect and support parents, students and teachers  
Review, monitor and evaluate the program of instruction and communicate the program to the community at large

### **Mission Statement**

The Mark Twain School educational community is committed to providing all students with rigorous, standards-based instruction in a safe and stimulating environment that encourages participation, supports achievement, promotes self-discipline and prepares them for college and career success.