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

Dear Families,

On behalf of the entire faculty and staff I would like to warmly welcome all of you to the 2018-2019 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 another great year we ask for your continued support....especially in the following areas: **set your child up for success**; daily attendance is critical to student success, please ensure your child arrives on time and ready to work each day, **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> & Central, use 51<sup>st</sup> or Archer Avenue both have stoplights, **stay fit and healthy**; send healthy or non-edible treats for celebrations – see your child’s teacher for suggestions or be creative.

Again this year, school lunch will be available free of charge to any student. We only ask that all families (whether you plan to use the program or not) complete and return the **Family Income Information Form by Sept. 7<sup>th</sup>**. Students may continue to bring their own lunch if they prefer.

Mark Twain participates in the Box Tops for Education program. Please send 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. Last year we collected eight pounds of tabs that helped support the needs of families staying in the Ronald McDonald House associated with Advocate Children’s Hospital.

Finally, we invite you to our annual **Open House to be held Thursday, September 13, 2018, from 6:00 p.m. – 7:00 p.m.** It will be an opportunity to welcome new families, see old friends, meet your child’s teacher, see the classrooms and our school, and learn about curriculum and grade level expectations. I look forward to seeing you there and throughout the school year. Please feel free to contact me if you have a question or concern, my door is always open.

Sincerely,  
Mrs. Laura Paull  
Principal

## **Mark Twain School Faculty and Staff**

Principal: Mrs. Paull     Assistant Principals: Mrs. Correa and Ms. Crall  
Secretaries: Mrs. Butler and Mrs. Steward

**Preschool:** Ms. Torres and Mrs. Hernandez  
**Kindergarten:** Mrs. Fitzgibbons, Mrs. Estrella, and Mrs. McCartin  
**Grade 1:** Ms. Meyer, Mrs. Ramirez, Mrs. Newren, and Mrs. Heffernan  
**Grade 2:** Mrs. Drakulich, Mrs. Carey, Mrs. Quinn, and Mrs. Higgins  
**Grade 3:** Mrs. Lamas, Mrs. Murphy, Mrs. Kula, and Mrs. Weber  
**Grade 4:** Ms. Williams, Ms. Chodorowicz, Mrs. Trevino, Ms. Carther, and Ms. Soldat  
**Grade 5:** Mrs. Orozco, Mr. Maciasz, Mrs. Respress, and Mrs. Lowery  
**Grade 6:** Mrs. Moss, 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. Zocoli, and Mrs. Winship-Bohrer

**Diverse Learner Teachers:** Mrs. Gallagher, Mrs. Kolk, Ms. Lasson, Mrs. Mahay, Mrs. Medina, Mrs. Myniec, Mrs. Scott and Mrs. Sheehan

**Bilingual Resource Teachers:** Mrs. Pawlowski, EL Liaison supported by Mrs. Rajski, Ms. Lopez, and Mr. V. Martinez

**Literacy Specialists:** Mrs. A. Scott and Mrs. Cahill

**Resource:** Mrs. Schultz

**Library:** Mrs. Wojciechowski and Mrs. Hart

**Computer Lab:** Mrs. Botica and Mrs. Abbinante

**Physical Education:** Mrs. Lininger and Mr. Brummitt

**Music:** Ms. Weisenritter     **Art:** Ms. Reynes     **Media Arts:** Mr. Bennett

**Teacher Aides:** Mrs. Gawenda, Mrs. Rhoades, Mrs. Lukanus, Mrs. Rocha, Mrs. Cardoso, Ms. Guzman, Ms. Mina, and Mrs. Hernandez

**Parent Aides:** Mrs. Joyce, Ms. Joloy, Ms. Quino, Mrs. Smogur, and Mrs. Szaflarski

**Recess Aides:** Mrs. Bitunjac, Mrs. Casas, Mrs. Halami, Mrs. Korolewicz, Mrs. Lopez, Mrs. Reza, Mrs. Rosado, and Mrs. Santos

**Security Officer:** Mr. N. Martinez

**Counselor:** Mrs. Herrera     **Case Manager:** Mrs. Moore     **Nurse:** Ms. Patrick

**Psychologist:** TBD     **Social Worker:** Mrs. Connor     **Speech:** Mrs. Smith

**Physical Therapist:** Mrs. Gadre     **Occupational Therapist:** Ms. Meehan

**Lunchroom Staff:** Mrs. Valkenburg- Manager     Mr. Shaw- Cook

Attendants: Mrs. Zuniga, Mrs. Alvarez, Ms. Garica, and Mrs. Garza  
Porter: Mr. Gomez

**Engineer:** Mr. Kevin Cuellar

**Maintenance Staff:** Mr. Stigger, Mr. Cespedas, and Ms. Miller

### **Local School Council**

Mrs. Diaz, Mrs. Galvan, Mrs. Garcia, Mrs. Liesch, Mr. Olvera, Mrs. Saldivar, Mr. Pufpaf, Mr. Sanchez, Ms. Carther, Mrs. Gallagher, and Mrs. Abbinante

**School Calendar**  
**2018-2019 School Year**  
**Holidays/School Breaks**

September 3 – Labor Day

November 12- Veteran's Day

November 21-23 – Thanksgiving

February 18 – President's Day

May 27 – Memorial Day

October 8 – Columbus Day

Dec. 24 - Jan. 4 – Winter Break

January 21 – M. L. King Day

April 15 - 19 – Spring Break

**School Begins:** Tuesday, September 4, 2018

School Hours: Grades 1-8: 8:30 – 3:30

Preschool a.m. 8:30 – 11:05

**School Ends:** June 18, 2019

Kindergarten: 8:30 – 3:15

Preschool p.m. 11:55 – 2:30

**Report Card Pick- up Days**

Parents pick-up report cards for the 1<sup>st</sup> and 3<sup>rd</sup> Quarters on the following days by appointment: Wednesday, November 14, 2018 & Wednesday, April 10, 2019 (No school for students on days parents are scheduled to pick up report cards)

**Report Card Distribution Days**

Report cards are sent home with students for the 2<sup>nd</sup> and 4<sup>th</sup> Quarters on the following days: Friday, February 8, 2019 and Tuesday, June 18, 2019

**Progress Report Distribution Days**

Progress Reports are sent home with students during the 6<sup>th</sup> week of each quarter on the following days: October 5, 2018, December 14, 2018, March 8, 2019 and May 17, 2019

**Teacher Institute Days/Professional Development Days**

August 27-31,2018, November 2, 2018, February 1, 2019, April 5, 2019 and June 19, 2019 (no school for students on these days)

**Local School Council Meeting Dates**

September 19, 2018 5:00pm

January 9, 2019 8:00am

April 3, 2019 5:00pm

November 7, 2018 5:00pm

February 20, 2019 8:00am

May 8, 2019 5:00pm

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

Meeting dates to be determined and posted on the bulletin board near the office.

**A calendar listing monthly activities and events will be sent home with the youngest student in each household at the beginning of every month.**

## Uniform Policy

**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.

**School uniform bottom:** solid, navy blue pants, shorts, skirts or jumpers.

No jeans, baggy styles, nylon, or tear-away pants (No denim)

\*No stripes, decorations, logos or tears/rips

All bottoms must be length and size appropriate for school.

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. Donations of outgrown uniforms are always appreciated.

**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: Boys may not wear earrings and no student may wear jewelry in pierced body parts. Hats, bandanas, makeup, midriff shirts, camisole tops, distracting hairstyles and excessive or distracting neck-wear/rings (chains, medallions, etc) are not permitted.**

**Uniforms are available for purchase daily in Room 163**

**Please see Ms. Crall or Mrs. Joloy**

**8:30 - 9:30 or 3:00 - 3:30**

## Gym Schedule

Monday	250	267	202	266	106	207	109	
Tuesday	257	261	201	264	101	213	107	206
Wednesday	255	265	203	105	204			
Thursday	259	263	262	104	211	111	208	
Friday	251	205	268	209	103	210		

## **Entry/ Dismissal**

Students may enter through Door #3 or Door #7  
Doors open at 8:30 a.m. and close at 8:40 a.m.  
Students eating breakfast should line up at 8:30

**All students should be in the building no later than 8:40 a.m. Please do not send your child to school before 8:30 a.m. as there is no supervision before this time.**

8:30 – 8:40 Breakfast and school entry

8:41 Tardy students should report to the office

8:45 'Pledge of Allegiance' and announcements

Kindergarten Dismissal: 3:15      Grades 1-8 Dismissal: 3:30

Preschool Dismissal: 11:05 a.m. class & 2:30 p.m. class

### **Dismissal Doors**

Grades 7-8      Door #7 on Linder

Grades 1-2      Door #9 on Linder

Grade 3      Door #10 on Linder

Grades 5-6      Door #4 near playground

Grade 4      Door #5 near playground

Kindergarten & Preschool students - Door #3 on 52<sup>nd</sup> St.

## **Absences**

Parents should call the school to report absent students before 9:00 a.m. and send a note 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**

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 tardiness will not be eligible for perfect attendance awards.**

## **Early Dismissal**

Please send a note to the teacher requesting early dismissal. Parent/guardian/designated adult must sign students out in the office. Please update your emergency information as needed. Students may not leave unescorted. 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.**

**School Meals**  
**Breakfast and Lunch**

Children who wish to eat breakfast may enter the building thru Door #3 or Door #7 at 8:30 a.m. and go directly to the lunchroom to pick up their meal.

**All meals, breakfast and lunch, are available to students at no cost. Families are required to complete a Family Income Form and return it to school by September 7, 2018.**

**Please note: one income form required per family**

Students who bring bag lunches should bring only what they are able to eat and drink. Please encourage healthy eating by sending healthy lunches, snacks and drinks. Glass containers should not be used for safety reasons.

**No food is to be taken out of the cafeteria. All left over food/ drinks must be disposed of before leaving the cafeteria. Gum is not allowed on school grounds at any time**

**Illness or Accident**

Parents 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.

**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: 1:25 – 2:25	Grade 2: 2:25 – 3:25
Grade 3: 11:25 – 12:25	Grade 4: 9:25 – 10:25
Grade 5: 10:25 – 11:25	Grade 6: 12:25 – 1:25
Grade 7: 1:25 – 2:25	Grade 8: 2:25 – 3:25



**Honor Roll** Requirements: All A's in the 5 major subjects, no less than B in all other subjects and good conduct

**Principal's List** Requirements: All B's or higher in all subjects and good conduct. (above applies to students in grades 3-8)

<b>Grading Scale</b>	90-100	A	70-79	C	59 & Below	F
	80-89	B	60-69	D		

**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. 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.

**Personal Items/ Valuables** Students may not bring sports equipment to school. Additionally, radios, headphones, bicycles, shoes with wheels, skateboards, scooters, rollerblades, telephones, pagers, laser pointers, electronic games, cameras, iPods, MP3 players, iPads, laptops, toys and other items of sentiment or value should not be brought to school for safety and security reasons.

**Bicycles** Due to our large population and limited space we ask that students not bring bikes to school.

**Visitors** All parents and visitors must stop by the office for a pass before going to classrooms or visiting staff.

**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 office. All cell phones must be turned into the classroom teacher or office when students arrive to 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. The school will not be responsible for lost, stolen or damaged phones.

**Textbooks/Supplies** All students are expected to be prepared for work 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 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/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.

## **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, Severe Sore Throat. Because one or more of these symptoms may be a sign of a contagious disease, it is advisable that you keep your 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.

## **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. In general, students may not have cell phones in school. Please contact the office for exceptions to this policy, rules and registration information.

## **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/  
Video**

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 only. 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. Lost items are stored in the office for a short while. Unclaimed items are eventually donated.

**Discipline**

The Student Code of Conduct will be enforced. 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 is 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 SCC will be fully enforced to deal with such behavior if it does occur.

**Parent Patrol**

The Parent Patrol is a valuable asset to the school by providing safe passage for the children as they cross the street at the four corners surrounding Twain. Spending just 15 minutes before or after school can improve the level of safety for all of our students. Parent volunteers are always needed. Please contact the office if you are available to help with this process.

**Parent  
Advisory  
Council**

This is a federally funded program to promote parental involvement and provide parent training. The **(PAC)** meets four-six times a year. See the bulletin board near the main office for meeting dates and times.

**Bilingual  
Program**

Bilingual students are provided services in either self-contained or pullout programs as needed. The Bilingual Advisory Council **(BAC)** meets four-six times a year to discuss pertinent issues. The meeting dates will be posted on bulletin boards near the office and Room 164.

## **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

9:00 - 10:30 - Non-school age children

10:30 - 3:15 - Twain students Pre-K – grade 8

4:00 - 5:30 - All children

Open weekends

11:00 - 5:30 weather permitting

Please see posted notice for restrictions and regulations

Students may not play on playground after school to await parent pickup

**When the gates are locked the playground is closed**

## **Parent Portal:**

### **Checking my child's grades and attendance**

The Parent Portal is a unique web-based tool that allows you to securely view your child's grades and attendance online. You can register to receive e-mail or text notifications when your child is absent or when his or her grades drop below a point you identify. Additionally, you will be able to communicate directly with your child's teacher, enhancing the opportunity for parent-teacher interaction. This tool is currently only available for grades 1-12. You will need your child's CPS ID number as well as your unique school-issued personal identification number (PIN) prior to opening an account. These numbers were distributed last school year. Please contact the office if you are in need of these numbers. To ensure the security of your child's records, the (PIN) will not be issued over the phone under any circumstance.

### **Create an account**

Log on to <https://parent.cps.k12.il.us> and fill out the Parent Account Signup page and agree to the terms of usage. It is important that you complete all required fields and use your full legal name. You will also select your own user name and password. To complete the initial registration process click "sign up" at the bottom of the screen. This will log you on to the Parent Portal; however, you need to complete the next step in order to associate your account to one or more CPS students. The 1<sup>st</sup> time you log on after signing up, you will see the following message: Welcome to GradeSpeed Parent Connection. Click the link, "Add student to my account". This will bring you to the Application for Access to New Students. Complete all required information and then click "submit". The Parent Portal will automatically link your student with your account. Repeat this step for each of your children. Once you have access to a student, you can use the links along the left side of the main portal page to view different types of school information specific to your child.

### **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 the 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**

News and information currently available on these 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 51<sup>st</sup> and on 52<sup>nd</sup> 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. 52<sup>nd</sup> and Central is of particular concern so students should be directed to cross with the guard stationed at 51<sup>st</sup> & 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. Please note: Parents and visitors should not use the **Teachers' Parking Lot** to pickup or drop off students in the morning or afternoon. It is not safe to allow students to walk in an area where vehicles may be moving. **Students should not bring scooters, skates, bikes, skateboards or rollerblades to school.** Our outdoor space is very limited and these items present a safety hazard and security concern. **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. 50<sup>th</sup> 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**

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

The Chicago Public Schools provide computers and network capabilities to the students for the purpose of enhancing instruction through technological resources. The Chicago Public Schools may make Internet access or electronic mail available to students on the CPS Network as educational resources. It is a general policy of CPS to promote the use of computers in a manner, which is responsible, legal and appropriate. Student use of the CPS network is a privilege. A student's failure to adhere to the Student Acceptable Use Policy will result in the revocation of the student's access privileges. Should the student's access be revoked, there shall be no obligation to provide a subsequent opportunity for access to the CPS Network.

**Acceptable Use:** CPS students may use the various resources provided by the CPS Network to pursue educationally-related activities. In addition to using the CPS Network strictly for educational pursuits, students will be expected to follow generally accepted rules of network etiquette.

These include but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Keep personal information, including logins, passwords, addresses and phone numbers confidential.
4. Use these resources so as not to disrupt service to other student authorized users.
5. Do not upload, post, email, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

**Unacceptable Use:** Improper use of CPS Network is prohibited. Uses of the CPS Network that are prohibited include, but are not limited to:

1. Use of the CPS Network for, or in support of, any illegal purposes.
2. Use of the CPS Network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material.
3. Use of the CPS Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" another individual.
4. Non-educational uses of the CPS Network including, but not limited to, games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fund raisers, religious activities or political lobbying.
5. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes.
6. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion or sexual orientation or to persons with disabilities.
7. Plagiarizing (claiming another person's writings to be your own) any information gained on or through the CPS Network or any other network access provider.



## **Policy on Student Acceptable Use of the CPS Network (continued)**

8. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
9. Violation of any provision of the IL. School Student Records Act, which governs student's rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores is prohibited.
10. Copying commercial software in violation of state, federal or international copyright laws.
11. Using the CPS Network for financial gain or for the transaction of any business or commercial activities.
12. Using the CPS Network for political lobbying.

**Security:** In order to maintain CPS System security students are prohibited from engaging in the following actions:

1. Connecting to a modem to dial into any online service provider or connect through a digital subscriber line while being connected to CPS Network where a T1 line is functioning.
2. Intentionally disrupting the use of the CPS Network for other users, including, but not limited to, disruptive use of any process, program or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electric system to gain secret information.
3. Intentionally spreading computer viruses or programs for the purpose of infiltrating a computer system or for altering or damaging the software components of a computer or computer system.
4. Disclosing the contents of CPS computer files, confidential documents, email or other information to anyone other than authorized recipients.
5. Downloading unauthorized games, programs, files, electronic media, or applications from the Internet that may cause a threat to the CPS system.

### **II. Parent or Guardian Consent**

Prior to the activation of a student's account on the CPS Network, the parent or guardian of the student must provide written authorization on the form that will be provided.

### **III. Student Acknowledgment and Internet Test**

All students to whom an account on the CPS Network has been assigned shall sign a form acknowledging the requirements of the Policy on student acceptable use and verifying his/her acceptable completion of the CPS Network Student Internet Test.

**Metal-Detector Policy**  
**An Overview of the CPS policy**  
**(contact the school office for a complete copy 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.

# Welcome Back to School

School Hours

Grades 1-8

8:30 – 3:30

(Students not with their teacher at 8:40 a.m. are late and will not be allowed in class without a tardy slip from the office)

Kindergarten

8:30 – 3:15

Preschool

morning class - 8:30 – 11:05

afternoon class - 11:55 – 2:35

You are cordially invited to our annual open house

Thursday, September 13<sup>th</sup>

6:00 p.m. – 7:00 p.m.

## Important Numbers

Twain School office 773-535-2290

Fax 773-535-2248

CPS Central Office 773-553-1000

Network 10 Office 773-535-2600

School Website: [www.twain.cps.edu](http://www.twain.cps.edu)