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

Dear Families,

Welcome to Mark Twain School and a new school year! While our desire to have all of the children back in the building to start the new school year is not possible at this time, our goal is to work collectively with students, staff, and families, providing strong systems and structures, supporting learning at home, and fostering strong personal connections as members of the Twain family. We are fortunate to have an incredibly strong, committed group of educators capable of meeting the challenges presented to us and working collaboratively to find our path forward. While the year is starting with a remote format, we are looking forward to transitioning students back into the school building when circumstances allow.

The Remote Learning format will mirror a regular school day. Attendance is mandatory for all students and absences need to be reported to the main office. Our goal is to get students back on track and engaged in daily learning.

While we do not expect students to wear their uniforms for remote learning, the following student expectations will provide a structure and focus to the learning day:

- Students sign into their Google Meet by 8:30am.
- Attendance is taken daily.
- Students should be fully dressed and seated at a table in an upright position.
- The student's work area should be in a quiet place to reduce distraction.
- Televisions, games, cellphones and distractions should be removed from the student's work area during instruction.
- Learning materials should be ready for use on the student work table.
- Students' cameras should be turned on during instruction.

We are looking forward to a successful school year for our students, families, and staff. Believe and We Will Succeed!

Mrs. Laura Paull  
Principal

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

Principal: Mrs. Paull    Assistant Principals: Mrs. Correa and Ms. Crall  
Counselor: Mrs. Herrera  
Case Managers: Mrs. Moore/ Mrs. Doherty  
School Clerk: Mrs. Butler / Clerk Asst.: Mrs. Steward

**Preschool:** Ms. Torres and Mrs. Hernandez  
**Kindergarten:** Mrs. Fitzgibbons, Mrs. Estrella, Mrs. McCartin, and Mrs. Weber  
**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, Ms. Isaacs, and Ms. Chodorowicz  
**Grade 4:** Ms. Williams, Mrs. Trevino, Ms. Carther, and Ms. Soldat  
**Grade 5:** Ms. Fernandez, Mr. Maciasz, Mrs. Respress, and Mrs. Lowery  
**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. Zocoli, and Mr. Connelly  
**Diverse Learner Teachers:** Mrs. Andrade, Mrs. Gallagher, Mrs. Kolk, Ms. Lasson, Mrs. Mahay, Mrs. Medina, Mrs. Mylniec, and Mrs. Sheehan  
**Bilingual Resource Teachers:** Mrs. Pawlowski, EL Liaison supported by Mrs. Rajski, Ms. Lopez, and Mr. V. Martinez  
**Literacy Specialist:** Mrs. Scott  
**Math Resource:** Mrs. Orozco  
**Library:** Mrs. Wojciechowski and Mrs. Hart  
**Computer Lab/ Media Arts:** Mrs. Abbinante and Mr. Bennett  
**Physical Education:** Mrs. Lininger and Mr. Konchar  
**Music:** Mrs. Partyka    **Art:** Ms. Reynes and Mrs. Rajski  
**Teacher Aides:** Mrs. Gawenda, Mrs. Rhoades, Mrs. Lukanus, Mrs. Rocha, Mrs. Cardoso, Ms. Guzman, Ms. Mina, Mrs. Hernandez, Ms. Lemus, Mrs. Tafoya, Mrs. Angeles  
**Recess Aides:** Mrs. Bitunjac, Mrs. Casas, Mrs. Halami, Mrs. Korolewicz, Mrs. Lopez, Mrs. Reza, Mrs. Rosado, and Mrs. Santos  
**Security Officer:** Mr. N. Martinez  
**Nurse:** Ms. Patrick    **Speech:** Mrs. Smith and Ms. Kulbeth- Engel  
**Psychologist:** TBD    **Social Worker:** Ms. Sandoval  
**Physical Therapist:** Mrs. Gadre    **Occupational Therapist:** Ms. Meehan  
**Lunchroom Staff:** Manager: Ms. Mixon, Cook: Mr. Shaw    Porter: Mr. Gomez  
Attendants: Mrs. Zuniga, Mrs. Alvarez, Ms. Garcia, and Mrs. Garza  
**Engineer:** Mr. Kevin Cuellar  
**Maintenance Staff:** Mr. Stigger, Mr. Cespedas, Ms. Perez

## **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**  
**2020-2021 School Year**  
**Holidays/School Breaks**

September 7 – Labor Day	October 12 – Indigenous Peoples’ Day
November 3- Veteran’s Day/Election Day	November 25-27 – Thanksgiving
Dec. 21 - Jan. 1 – Winter Break	January 18 – M. L. King Jr.Day
February 15 – President’s Day	March 29-April 2 – Spring Break
May 31 – Memorial Day	

**School Begins:** Tuesday, September 8, 2020    **School Ends:** June 22, 2021  
School Hours: Grades 1-8:    8:30 – 3:30    Kindergarten: 8:30 – 3:15  
Preschool a.m. 8:30 – 11:05    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 18, 2020 & Wednesday, April 21, 2021 (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 12, 2021 and Tuesday, June 22, 2021

**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 9, 2020, December 18, 2020, March 12, 2021 and May 21, 2021

**Teacher Institute Days/Professional Development Days**

August 31-September 4, November 6, 2020 February 5, 2021, April 16, 2021, June 23, 2021 (no school for students on these days)

**Local School Council Meeting Dates**

September 16, 2020 5:15pm	October 28, 2020 5:15pm
December 9, 2020 5:15pm	January 20, 2021 8:00am
February 25, 2020 8:00am	March 3, 2021 5:15pm
April 7, 2021 5:15pm	May 19, 2021 5:15pm
June 16, 2021 5:15pm	

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

Meeting dates to be determined and posted on the website [Twain.cps.edu](http://Twain.cps.edu) and bulletin board near the office.

**A calendar listing monthly activities and events will be posted on [Twain.cps.edu](http://Twain.cps.edu) and sent home with the youngest student in each household at the beginning of every month.**

## Uniform Policy

**The uniform policy will be in effect for in-school instruction only.**

**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 can not securely store it, all jewelry should be left at home on a student's designated gym day.

**Please note: No student may wear jewelry in pierced body parts. Hats, bandanas, makeup, midriff shirts, distracting hair styles 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**

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

### Physical Education Schedule

Monday	263	259	201	266	207	106	109	210	
Tuesday	265	250	203	264	168	213	101	107	206
Wednesday		257	202	167	105	204			
Thursday	267	255	262	166	211	104	111	208	
Friday	261	205	268	169	209	103			

**Attendance policies will be in place during remote instruction.**

**Entry/ Dismissal policies and routines for hybrid instruction will be shared prior to the transition to hybrid instruction.**

**Entry/Dismissal** Students may enter through Doors: 3, 4, & 7  
Fourth grade students enter through Door 5  
Doors open at 8:30 a.m. and close at 8:40 a.m.  
Students eating breakfast should line up at 8:30 a.m.

All other students must be in their classroom by 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

8:40 '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/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** 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 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.**

**Twain will continue to provide meal kits to families during remote learning. Meal kits can be picked up from Door #1 every weekday, 8:00 am-1:00 pm.**

**School Breakfast and Lunch** Children who wish to eat breakfast may enter the building through Doors 3, 4, and 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 11, 2020.**

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

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**

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

**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.

**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

Grade 1: 1:25 – 2:25

Grade 3: 10:40 – 11:40

Grade 5: 8:40 – 9:40

Grade 7: 1:25 – 2:25

Kindergarten: 12:25 – 1:25

Grade 2: 2:25 – 3:25

Grade 4: 9:40 – 10:40

Grade 6: 12:25 – 1:25

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)

**Grading Scale : Remote/Hybrid/In-School Instruction**

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, headphones, AirPods, 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.

**Bicycles** Due to our large population and limited space, students may not bring their bicycle to school.

**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 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/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/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 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 Rights and Responsibilities(SRR) 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. 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 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. 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 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. 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.

**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

11:00 - 5:30 weather permitting

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

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

## **Aspen Parent Portal: Checking my child's grades and attendance**

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 your school to verify your personal information in CPS' Student Information System is up to date and accurate. You will need to provide your 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.
- 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 if you need help in setting up your account or navigating the system.
- 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.
- Log in to the Aspen Parent Portal at [aspen.cps.edu](https://aspen.cps.edu) with your email address and password.

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 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**

**Technology Equipment** Twain students in PK- 2<sup>nd</sup> are assigned an iPad & headphones; students grades 3<sup>rd</sup> -8<sup>th</sup> are assigned a Chromebook & headphones 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.

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

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.



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

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 stand-alone 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.

Full policy can be found at:

<https://cps.edu/AcceptableUsePolicy/Pages/aup.aspx>

**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 communicate with CPS staff members or other adults who works 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 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 – 2:30

## 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)**