

Mark Twain Elementary

Guiding our Comets to be compassionate, curious, creative citizens who will positively impact the world.

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Parent & Student Handbook



Mark Twain Elementary School

Fraser Public Schools

30601 Calahan Rd.

Roseville, MI 48066

(586) 439-6990 Attendance | (586) 439-6900 Office | (586) 439-6901 Fax



School Day

Regular Day

Morning Bell: 8:30a.m.
School Day: 8:35 a.m. - 3:30 p.m

Latchkey available from
7:00 a.m. - 8:30 a.m. and 3:30 p.m. - 6:00 p.m.

Early Release Days

Early Release Hours 8:35 a.m. - 1:30 p.m
Latchkey available from 1:30 p.m. - 6:00 p.m.

Half Days

Half Day Hours 8:35 a.m. - 12:00 p.m.
Latchkey available from 12:00 p.m. - 6:00 p.m. No lunch.

Fraser Public Schools
Board of Education

Mrs. Laura Edghill, President
Mr. James Birkol, Vice President
Mrs. Linda Corbat, Secretary
Mr. Ron DeVillano, Treasurer
Mr. Todd Koch, Trustee
Mr. Daniel Stawinski, Trustee
Mr. Scott Wallace, Trustee

Administration

Ms. Carrie Wozniak,
Superintendent
Dr. Donna Anderson,
Assistant Superintendent
Mrs. Laura Woods,
Principal

LUNCH HOURS

Students will be given the time needed to eat. Students have 20 minutes for lunch and 20 minutes for lunch recess; more time will be given, if needed, for any student to finish eating.

	Lunch	Recess
11:50 – 12:10	Price CCRR, Grade 3 & Grade 5	Grade 4 & Grade 6
12:10 – 12:30	Grade 4 & Grade 6	Price CCRR, Grade 3 & Grade 5
12:30 – 12:50	Kindergarten, Grade 1 & Grade 2	
12:50 – 1:10		Kindergarten, Grade 1 & Grade 2



Dear Mark Twain Families:

On behalf of the Mark Twain staff, I would like to welcome all of you to Mark Twain Elementary School and Fraser Public Schools. We firmly believe that the education your child receives depends on the cooperation in that effort between home and school.

We need each other. Staff needs information from you about your child. You need to know what is expected and what we are going to do during the school year.

The only way that we can truly accomplish any goals we might establish is to share information and trust that all of us have the best interests of children in mind when we begin the process each school year.

Communication and cooperation between home and school are essential to promoting the best education for your child. We are providing this handbook to give a clear understanding of our policies and expectations at Mark Twain Elementary. We hope that it will answer your questions and provide you with a look at your school. It can provide an opportunity to talk with your child about your own expectations for the school year. If you have any questions, please call me. Our staff is eager to partner with you to give all of our Comets the best possible experience for growth and development -- academically, behaviorally, emotionally, and socially -- during their time here at Mark Twain Elementary.

Laura Woods

Principal

Mark Twain Elementary

Twitter: @LWoodsTwain #TeamTwain

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Attendance



Attendance is the first order of business in our classrooms in the morning and again in the afternoon. It is very important that this be completed in a timely manner for the safety of all our children. You can help by calling the attendance line if your child will be absent. **The attendance line number is 586-439-6990** is open at all times. The school messenger system will contact you by phone and e-mail if you forget to call; however, this slows the process. All parents are expected to use the attendance line.

Attendance is a major factor in determining academic success. We monitor attendance very carefully. When a child misses 10 days, you will receive a letter from the office drawing your attention to the matter. If the pattern continues, the child's name must be submitted to the County Attendance Officer. This agency will schedule a meeting with the parents to discuss the situation. The "ten day" number does not include students who miss several days in succession due to illnesses such as measles, chicken pox, hospital stays, etc. Excessive absences will require a doctor's note. Any arrival after 10:00 a.m. is considered an absence rather than a tardy. Also, please note that removing your child from class early on a regular basis could result in a letter under the "tardy" clause due to some missed class time.

Band

Band instruction is offered in fifth and sixth grades. In fifth grade, all students begin the year with song flute instruction. After ten weeks, parents are given the choice of having their child continue with an instrument of their choice. These students then continue receiving band instruction during their fifth and sixth grade years.

Behavior/ Discipline

Students are expected to be on their best behavior while at school. We have building-wide behavior expectations that are taught and reviewed with students regularly. In addition, each teacher has a set of classroom expectations that students are expected to follow. Parents are informed of expectations at the beginning of each school year.

Classroom teachers also may utilize their own individual behavior tracking system to manage expectations for student conduct.. To learn more about the system or rules of your child's classroom, you may request a copy of the class syllabus given out at Meet the Teacher night (September) from the teacher. For more information about school behavior expectations, check the PBIS section.

School-wide Behavior Expectations:

At Mark Twain, we expect students to be **Respectful, Organized, Cooperative, Kind,** and **Safe** in all areas, during all activities, at all times.

Here are some examples of the types of behaviors that we expect to see:

General Expectations:



- Keep hands, feet and objects to yourself.
- Talk and act kindly toward others.
- Listen when someone else is talking.
- Follow directions the first time given.
- Take care of own property and the property of others.

Lunch Expectations:

- Remain seated until given permission to leave.
- Talk in a normal tone of voice.
- Clean area before leaving it.

Bus Expectations:

- Remain seated at all times.
- Ride only the bus to which you are assigned.
- Wait at the bus stop in an orderly manner.

Recess Expectations:

- No tackle football.
- Play on your playground only.
- Use equipment in the proper way.
- Respond promptly and respectfully to staff requests.

Bicycles and Skateboards

Students in grades 5 and 6 will be allowed to ride their bicycle or skateboard to school. All safety rules must be followed. Pedestrians have the right of way. A bike rack is provided for storage, but there is no provision for securing those bicycles. It is recommended that students have some sort of lock. Parents are advised that the school cannot be responsible for bicycles since we do not have extra personnel to supervise this area. Skateboards must be stored in the classroom. If there is a need for an exception, please contact the main office.

Birthday Treats

Birthdays are special celebrations at any age; however, with food allergies and restrictions and the critical demand for learning time—NO FOOD items will be allowed for birthday celebrations. Please do not send them.

Building Use



Groups such as Girl Scouts, Boy Scouts, Parks and Recreation, etc. often use various parts of the building for after school activities. The designated group leader must complete the online facility use request here: [Facility Use](#).

The leader then becomes responsible for leaving the facility in good condition making sure that school property is not damaged. Requests for use are honored in the order in which they are received. When a school function is scheduled, it has priority over any other activity. If school is canceled due to vacation, inclement weather or any other emergency, all night activities are also automatically canceled.

Bus

The bus is an extension of the school building and is regarded as another classroom, with the driver as another teacher. Whether riding to/from school or going on a school field trip, all students are expected to follow the basic rules listed for good bus behavior. Normal levels of conversation are permissible. For the safety of students and the driver, all students are to remain seated at all times. There is to be no eating on the bus. Safety Patrol members are on duty to help where needed. All students are to wait at their designated bus stop in an orderly manner. Because of the large numbers of students on each of our buses, permission cannot be given to ride any bus other than that which is originally assigned. Please note that School of Choice students are not permitted to ride Fraser buses to and from school. [Click here for the Alternate Route Drop Off Form](#).

Camp

Sixth grade students at Mark Twain attend camp. Students, sixth grade teachers, additional school personnel, and limited parent counselors make the trip to camp in the fall. The program lasts three days. While at camp, students attend classes that are educationally sound and encourage team building. Since our camp program is self supporting, a fee is assessed each camper. Parents may work together to provide fundraising opportunities. Camp fundraising can only be applied to cover students' camp costs; chaperones may not use fundraising money to attend. Extra fundraising beyond what a student needs should go to general our camp fund to help lesson bus costs and to provide opportunities for us to support families who come to us in financial need to help send their children to camp. A meeting will be held after Meet the Teacher Night in September to answer questions and distribute all forms, including a list of fees, supplies, etc.

Overnight Camp is a privilege that many of the Fraser elementary buildings have moved away from. While it is not required that students attend, they are strongly encouraged to do so. Due to the nature of our camp activities, it is crucial that we be able to trust our students in an offsite environment so that we can keep students safe. That means that student conduct at school can jeopardize a student's ability to participate in camp.

Cell Phones



Students may have cell phones in school, but they should not be seen or heard during school hours. Cell phones should be kept in the student's backpack and turned off during school hours. Students using latchkey services must also keep cell phones in their backpack and turned off. Students can be asked not to bring their cell phone to school if there should arise issues with keeping it off/away.

Conferences

Parent/ Teacher conferences are held in the Fall and Spring. All parents are expected to schedule an individual conference time for Fall conferences. The Spring conferences are optional with either the teacher or the parent requesting a conference. Parents are encouraged to contact their child's teacher to inquire about their student's progress or to clarify any problems or concerns. Teachers will respond at their earliest convenience.

Correspondence

Official correspondence is done by way of School Messenger emails and occasional notes. These will be sent out regularly. Be sure to keep the office informed of any email address changes so you continue to get important information from the school. A paper newsletter will be sent home in student backpacks at the beginning of the year. Answers to many of your questions can also be found on the school website.

Dress Code

There is a district policy, which is accessible [here](#). Please refer to it. Parents will be called to bring a change of clothing when students do not follow the district policy.

Here are some of the most pertinent dress code guidelines. The following types of clothing are inappropriate for school and **WILL NOT BE ALLOWED**:

- Outdoor wear (coats, jackets, vests, raincoats, etc.) in classrooms, halls, and the cafeteria.
- Hats, caps, hoods, bandannas, or other headcoverings unless required in class for safety reasons.
- Bare midriff tops, halters, revealing tops, tank tops, muscle shirts, mesh clothing, see-through clothing, blouses or shirts with string type straps.
- Shorts, skirts and dresses shorter than the tip of the student's index finger when arms are hanging down.
- Clothes or accessories displaying offensive words and symbols including those related to alcohol, illegal/controlled substances, tobacco products, weapons, sexual references and/or language disruptive to the educational process.
- Tight fitting clothing or clothing of spandex-type material that is not covered with other clothing to mid-thigh.
- Beach-type footwear with exposed toes. Sandals with heel straps are allowed.

Early Dismissal



If you find it necessary to pick up your child earlier than the designated dismissal time due to an appointment, please report to the office. Parents must sign their child out on the Office kiosk with the reason for the early dismissal. If at all possible, do not sign students out between 3:00 p.m. to 3:30 p.m. Both the office and the parking lot are very hectic during this time, and you may not be able to leave in a timely manner. If there is an unusual circumstance regarding custody or other circumstances that might cause a potential problem, please notify the office. Parents must call or send written permission if a child is to be released to another adult who is not listed on the emergency card. Proof of identity will be required. When a child is dismissed early from school prior to 2:00 p.m. it is considered an absence for that afternoon. Patterns of frequent early releases will be discussed on an individual basis.

Early Entry/ Late Pickup

Students should not arrive to school any earlier than 8:15 a.m. Students are allowed to enter the building at 8:30 A.M. when the bell rings. Parents are advised to time their children's arrival to meet these times. There is no adult supervision for early arrivals. During inclement weather, students will be allowed into the building a few minutes early to wait quietly in the hallways for classes to begin. Latchkey is available for our parents who need to drop off children at an earlier time or cannot pick them up at dismissal time. Children who arrive early on a regular basis or are not picked up on time will be put into our Latchkey program at the parent's expense. We do not allow students to play on the playgrounds while waiting. They must line up at grade level doors to wait.

Emergency Contact Forms (Student Verification Forms)

All students have an Emergency Contact Form on file in the office. The information on this form should be updated whenever there is a change in home or work phone numbers for parents and other emergency contacts. These numbers and names will be used in emergency situations when parents cannot be contacted.

Field Trips

Field trips are arranged at the teachers' discretion. Each class is allowed one field trip per year. They always have a purpose and relate to a topic studied in the classroom. Many serve as culminating activities to the lessons worked on in class. Parents will receive a permission form in advance of the trip. This will give dates, location, and other important information.

Homework



Students are expected to complete any work assigned to be completed at home as these activities are designed to provide crucial reinforcement of classroom learning. We need parents to work with us to encourage students to complete homework, including outside reading assignments, when assigned. In the event of a student's absence, class work that can be made up will be given to them upon their return to school. An adequate amount of time is allotted to do and turn in the assignments. If additional time is needed to complete the work, arrangements can be made with the student's teacher.

Latchkey

Before and after school care is available in our Latchkey program. The Latchkey caregivers are available from 7:00-8:30 a.m. and from 3:30 - 6:00 p.m. On the days when school is closed, there is no Latchkey service. However, when there is a half-day or early dismissal, services are available. Children are to bring their own lunch on half days. Children must be pre-registered by their parents before they can take advantage of this program. There is a flat rate fee for this service.

All families are strongly encouraged to complete the Latchkey Emergency Use Registration form in the case that you suddenly need latchkey for your child(ren). Please note that if your child does not have an Emergency Use Latchkey Registration Form on file and your child(ren) are not picked up promptly, local law enforcement will be contacted. Click here for more information: [Latchkey Department](#).

Lice

When a case of head lice is reported, that child's brothers and sisters will be checked as well. Notices will be sent home with each student in the affected classrooms to notify parents of the potential problem after the second case of head lice is discovered in the classroom.

In order to return to school, the child must be nit-free. Children cannot be allowed in the classroom until all the eggs are removed from the hair. This is in accordance with the Fraser Public School Policy. Returning students should provide a doctor's note confirming they are cleared to return to school free of head lice.

Lost and Found

Most clothing items are located in the Lost and Found box or counter in the office. Items such as jewelry, eyeglasses, and keys are stored in the office. Please check for lost items often. It doesn't take long for the rack to fill up so several times during the year these items are donated to the needy.

Breakfast/Lunch



Students have the option of ordering a school breakfast and/or lunch. Breakfast is available daily at a cost of \$1.35. The price for hot lunch is \$2.35 and extra milk is 50¢. A new menu is sent home each month. Since lunches are prepared at the high school, lunch must be ordered the day before it is wanted - A DAY IN ADVANCE. We do not prepare these lunches at Mark Twain. No extra lunches are ordered. Students may purchase white or chocolate milk as well as items from the A La Cart table. No ordered lunches may be taken from the lunchroom. Children are given adequate time to eat and should have time to finish all items.

Students who do not pre-order lunches should plan to come to school each day with a lunch from home. Please limit dropping off fast food or other lunches to special occasions only. Daily lunch deliveries are very disruptive to the school environment, and when they arrive late, students miss out on crucial instruction time.

Lunch A - Grades 3, 5, CCRR Price	Lunch B - Grades 4 and 6	Lunch C - Grades K, 1, 2
11:50 Eat Lunch 12:10 Recess	11:50 Recess 12:10 Eat Lunch	12:30 Eat Lunch 12:50 Recess

Lunchroom Aides are on duty to aid students during this time. Service Squad members assist the aides. Students are expected to follow Lunch Rules as listed.

Outside food and beverage delivery policy: The District does not allow the delivery of food and beverages from outside vendors or fast food establishments for a student's breakfast or lunch meal. All meals are to be provided by either our Food Service program or prepared at home and sent with your student. Outside food delivery is a safety concern. We do not want to have strangers and people that we do not know coming to our buildings with delivery bags. It also is a workload issue for office personnel. Managing multiple food deliveries during lunch time becomes an additional responsibility for our office staff. The District works hard to provide a variety of healthy, good-tasting food in its cafeterias, and students are always free to bring their own lunch to school. We will continue to follow our past practice of making sure students receive lunch if they forget to bring one from home.

Mark Twain Parent's Club (MTPC)

Parents' Club meetings are usually held once a month at 6:30 p.m. We meet in the Media Center or 21st Century Room. All parents are welcome. While the main fundraising activity is held in October, this active group is involved all school year providing students with assemblies, service/safety hot chocolate and reward day, camp funds, and 6th grade graduations, and books and supplies throughout the year. You can contact them at MTParentClub@gmail.com.

Media Center (Library)



A full time Media Technology Assistant staffs the Mark Twain Media Center. Students are scheduled to visit the Media Center each week for 40 minutes.

Children with overdue items will not be allowed to check out new material until the overdue item is returned or the replacement cost is paid. Parents are responsible for lost or missing library material. Overdue Notices are sent home each week with the students that have not returned their items.

Medication

Any student who receives medication during the school day must have on file in the office a healthcare plan from their doctor and Request for Administration of Prescription Medication to Student form. All medicines are to be kept in the office and will be dispensed by the principal or his/her designee. [Click here for the Prescription Medication Form.](#)

If you are bringing in an over the counter medication, please complete the Request for Administration of Non-Prescription Medication to Student form and bring the medication to the office. [Click here for the Non-Prescription Medication Form.](#)

Please do not send pills, cough drops, ointments, etc. to school with a child to be taken on their own. All prescription and over the counter medication must be kept in the office. All prescription medicines are to be in the pharmacy container with the doctor's name and directions clearly imprinted on that container.

Parking Lot

With our expanded parking lot, we have much more room than we used to. However, we still ask that you follow these guidelines:

North Lot:

- Please park ONLY in marked parking spaces. Do not create your own spaces as this limits safe accessibility through the lot.
- You MAY NOT drop off in this lot AT ANY TIME since the outer perimeter of this lot is reserved for bus pickup/ dropoff ONLY.

Main Lot:

- There is now an outer "drop off" lane and an inner "driving" lane.
- When dropping off a child, please pull up as far as possible toward the sidewalk as opposed to stopping right at the front entrance.
- Please do not wait and watch your child, it causes back-ups for other parents.
- Students should exit cars ONLY from the sidewalk side of your vehicle since there may be other vehicles driving in the inside lane.
- Parking and leaving a vehicle unattended in the drop off lane is not allowed.
- Please NEVER leave a young child unattended in your vehicle.



- Do not allow children to walk across the parking lot without an adult. Remember that no child (even an older child) is a match for a moving bus or car.
- Parking in handicap spots without the proper handicap license plate/ placard is not allowed.

PBIS

Positive Behavior System. The PBIS team presents the monthly goals and rewards to students during the PBIS assemblies each month.

Pet Policy

Pets are not allowed at school during the school day including arrival and dismissal. There are several reasons pets are not allowed at school with allergies, student anxiety, and disruption being the main considerations. We do not want a student, adult, or pet to be injured during our high volume times at school.

Protective Services

All school personnel have a legal obligation to report any suspected or reported incidents of child abuse or neglect. Any time possible neglect, physical abuse, or sexual abuse comes to our attention; we must follow through by notifying Protective Services. That agency will then talk with the child and then make contact with the parents.

Recess

Students have recess time each day. This includes time during the lunch period and can include additional recess time in the morning or afternoon for some grades. There are only rare exceptions (accompanied by a written doctor's note) when a student may be excused from participating in outdoor recess. Lunch/ recess are not times where cell phones are permitted.

Students should have necessary apparel such as: hats, scarves and boots when the weather dictates such needs. Students will participate in indoor recess if the temperature or wind-chill is below 10 degrees Fahrenheit or if the conditions are unsuitable for outdoor recess, e.g., rain, wind, high heat index, etc. Snow is not a condition for which we have indoor recess.

Report Cards

Three times a year your student will receive a report card. They are given to parents prior to Fall conferences, prior to Spring conferences, and are mailed home in June. Children in kindergarten through sixth grade receive these reports each year.



Safety Squad and Service Squad

Any fifth or sixth grade student may apply to the Teacher/Sponsor for membership in either of these groups. This is done during the month of May. Students must receive a recommendation from several teachers as part of this selection process. Safety Patrol members are needed on the bus and at street corners. Service Squad members serve as teacher aides, bus helpers, lunch helpers and help during parent/teacher conferences.

Safety Call

If your child will be absent, we ask that you call our 24 hour Voicemail Safety Call number to leave a message that your child will not be in school. While not required to leave a reason, it is of help to us in tracking classroom illness. If your child is not at school, and we have no record of your call, our safety call volunteer or the School Messenger System will call you to verify the whereabouts of your child. **The safety call number is 439-6990.**

School Closings

In the event of district school closings during inclement weather, the district will send out a message from the School Messenger system. This is usually announced by 6:00 a.m. A district policy statement is also posted on our website: <https://www.fraser.k12.mi.us/>.

School Messenger

We use a system called School Messenger to notify families of upcoming events, days off or emergency school closings. Any time Mark Twain is closed due to a building problem or severe weather, parents will be notified through our School Messenger system. You will receive a phone call & e-mail. School messenger pulls information from the Student Emergency Contact Form, which is another reason to keep us informed of any changes.

School Pictures

All students will have their pictures taken in the fall and spring each school year. Fall pictures are more formal and will be included in the school yearbook. Spring pictures are more casual with a choice of backgrounds. Sixth grade students will have a group picture taken in the spring. The sixth grade departing photo will be a large picture that is displayed in our hallway. Order forms and pricing details will be sent home prior to the scheduled picture day.

Smoking Policy



State law prohibits smoking in a public building. This translates to NO SMOKING ON SCHOOL PROPERTY, INCLUDING THE PARKING LOT, IN YOUR VEHICLE ON SCHOOL GROUNDS, DURING REGULAR SCHOOL HOURS OR AT SCHOOL SPONSORED EVENTS.

Student Code of Conduct

If you would like to see the District Student Code of Conduct, [click here](#). This document guides our decisions for responding to student discipline situations that require consequences.

Student Illness

If, in the judgment of school personnel, a child becomes too ill to remain in school, the parents will be called immediately. It is necessary that children remain at home until recovered from illness since they could be endangering their own health and the health of others by returning too soon.

Children are expected to participate in all school activities when they return from being ill except for special situations or if the school receives a note from a doctor listing the restrictions.

For extended illness-related absences (e.g. 5 days or more), the school requires an illness clearance and verification letter from a doctor to state the dates the student was ill, extended absent dates and when they can return. This letter can be important in chronic absence cases.

It is never an easy decision whether to send your youngster to school if he/she complains of illness. The following guidelines are designed to provide information until you can discuss the situation with your doctor.

Illness Guidelines

- Most children will experience at least one cold a year. Unless the child has a hacking cough, he/she should be in school.
- A fever is a sign of some form of infection. Children should remain home if running a fever. A child must be fever free for 24 hours without the benefit of medication (i.e. Tylenol) before returning to school.
- Children with an infectious disease must remain home until the communicable stage has passed. The most common infectious diseases are, chicken pox, influenza, pink eye, strep throat, and head lice.
- Please notify the office at 586-439-6900 of the specific diagnosis and provide doctor's instructions and notes upon return..

Student Safety

Every attempt is made to insure the safety of the students; however, in the event of an accident or injury, students are brought to the office to receive appropriate first aid attention. Parents are promptly notified of serious injuries, e.g., impact to the head or neck, serious cuts beyond knee scrapes, etc.



Textbooks, iPads and Supplies

Occasionally teachers like to use special items in their classrooms. In the event they might ask for students to purchase certain notebooks, etc., this is a suggestion and not a requirement. Having the school supplies your child needs for their class will prepare them to start the year strong. [Click here for current requested supply lists by grade.](#)

When students are issued books for their use, a certain amount of wear and tear is expected during the course of the year. Any unnecessary markings or destruction of school property will require that the child replace the damaged article. Since replacement requires purchase of a new item, the child will be charged the current retail price.

At the beginning of each school year all students in grades 3-6 are issued iPads. Please see the attached iPad documents for policies governing the use of district issued iPads.

Vision/Hearing Screening

Once a year students in certain grades will be tested for vision and hearing impairments. If your child does not pass the first screening he/she will be retested. If the problems are still detected, you will be notified by mail of the problem so that you can take further action.

Visitors

Visitors and volunteers must always check in with the Main Office. Do not go directly to any classroom or outside area with students. To enter the Main Office, ring the doorbell and be prepared to show picture I.D. to the camera on the wall.

If you are bringing a lunch, homework, gym shoes, or a forgotten item, please leave them in the office, and the student will be called down to pick up their items during snack time or lunch time. All visitors and volunteers will be required to sign in and out on the office iPad and wear a visitor's badge while in our building. For the safety of staff and students, we must know who is in the building at all times. Further, we need to keep classroom disruptions at a minimum.

To become an approved volunteer to help in a classroom, chaperone a field trip, or work at school sponsored events, a background check form must be turned in to the main office at least one week prior to the event to guarantee volunteers can be approved in time for their event. These checks must remain current, so forms must be resubmitted every three months.



Thank you

for partnering with us as we guide Comets to be compassionate, curious, creative citizens who will positively impact the world.

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MARK TWAIN ELEMENTARY SCHOOL

[Website](#) | [Twitter](#) | [Email](#)