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Welcome to Mark Twain

September 28, 2021

Dear Mark Twain Elementary Families,

I want to welcome you to Mark Twain Elementary for the 2021-2022 school year! As the Principal I look forward to meeting or getting reacquainted with all of you. Our staff is excited about the school year ahead and we are committed to the success of each and every student at Mark Twain.

We extend a special welcome to the new families who will be joining us at Mark Twain this year. You are an important part of our school community and we look forward to all that you will bring to our school.

The staff at Mark Twain continues to work hard to create a safe and engaging learning environment for all students. To that end, we have provided this school handbook. We encourage you to carefully read this handbook as a family. You will find important information that will help ensure a successful school year for your child. Further information regarding the school year will be sent home with students from time to time and we appreciate your prompt attention to this information. Our goal is to provide a safe, nurturing, engaging, and challenging learning environment for all students. When restrictions lift and as a reminder, we are very vigilant about visitors signing in at the main office and wearing a badge during school hours. I think we had most students trained to know that they are considered “strangers” if they are not wearing a badge and we plan to continue to teach students this. We check the volunteer status and photo ID for all visitors in the building. You will not be permitted to enter unless you are volunteer approved and have photo ID. There is no entry into the building unless you are scheduled to volunteer. Please remember to sign in when you are visiting our building. Also, please have photo ID available when picking up your child early. It is district policy we check ID of anyone picking up a child early and ensure the individual picking up is on the child’s approved list.

We are committed to the growth, well-being, and academic success of every student at Mark Twain and believe that this can best be accomplished by maintaining a strong partnership between the school and each family. We invite each of you to share in the exciting process of learning, growing, and having fun at Mark Twain Elementary. Please feel free to contact me if you have questions, concerns, or ideas regarding your child’s education.

Sincerely,



Craig D. Mott
Principal

Quick Information

Mark Twain Elementary
9525 130th Ave. NE
Kirkland, WA 98033

Office: 425-936-2730
Health Room: 425-936-2737
Fax: 425-250-0878
Safe Arrival: 425-936-2731 or kbaker@lwsd.org

Principal	Craig Mott- cmott@lwsd.org
Associate Principal	Malia Goodfellow- mgoodfellow@lwsd.org
Counselor	Denise DeWalt- ddewalt@lwsd.org
Office Manager	Evie Lasseter elasseter@lwsd.org
Secretary	Kirsten Baker- kbaker@lwsd.org
Health Room	Monica Biggers- mbiggers@lwsd.org

Website: www.lwsd.org/school/twain

Daily Schedule – Please check website for recess times

First Bell:	8:45 a.m.
School Begins:	8:50 a.m.
Dismissal:	3:20 p.m.

Wednesday Early Release: 1:50 p.m. Every Wednesday, students will be dismissed at 1:50 p.m. in order to provide time specifically designed to improve student achievement through collaboration and focused team-based efforts.

Early Release Days: 11:50 a.m. (conference days and the last day of school)

Mission/Vision



LWSD Mission: Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

LWSD Vision: Every student will be Future Ready:

- Prepared for College
- Prepared for the Global Workplace
- Prepared for Personal Success

Mark Twain Mission: Everyone in the school committed to developing thinkers, problem solvers and lifelong learners while creating partnerships with families.

Schoolwide Expectations: P.A.W.S.

Bobcats build connection when we are:

P: Problem Solvers

A: Socially Aware

W: Working Together

S: Staying Safe!

Tardy: A child not in the classroom at 8:55 a.m. is considered tardy and must obtain a slip from the office prior to entering the classroom. First bell rings at 8:45 and students are expected to be in line and ready for class at the first bell. School starts at 8:50 a.m and teachers will open their doors. Please plan to arrive at school on time and limit early dismissals.

Absent: When a student is absent, the parent must notify the office by 8:50 a.m. If no prior exchange of information has occurred, the office will make a call to the home. All absences that are not called into the safe arrival line are considered unexcused. Absences cannot be excused after 48 hours following the absence. If emailing teacher to notify them of student's absence, please also email the office. An email to the teacher does not excuse the absence.

Excused vs. Unexcused:

Excused: A parent/guardian has notified the office of the student's absence.

Unexcused: A parent/guardian has NOT notified the office of a student's absence.

Absent or Tardy more than 10%?

Administration will review a monthly report for absenteeism and tardiness issues.

- ✓ At 10% absent/tardy a letter will be sent from the principal to parents indicating the continuing problem and reminding parents of the BECCA Bill attendance law.
- ✓ If there is not improvement and tardiness or absences remain at 10% or greater, there will be another letter requiring parents to make an appointment with the Principal or Associate Principal.
- ✓ If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, teacher, student and Principal or Associate Principal.

The Washington attendance law, the BECCA bill:

<http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students, by law, to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

Family Vacations: Please notify the office and your child's teacher if your family plans a vacation when school is in session. If your student will be missing five (5) or more school days for a planned absence you must complete an extended absence form prior to leaving (available on the website and in the office). We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse. Teachers are NOT required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences. Failure to fill out the extended absence form will result in the absence being unexcused.

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.

Attending school regularly helps children feel better about school, and themselves. Start building this habit now so they learn right away that going to school on time, and every day, is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpack the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to his/her teachers and classmates before school starts to help him/her transition.
- Do not let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and is not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

Office Reminders

Guests and Visitors: Parents are welcome and encouraged to volunteer (**as soon as restrictions lift**). The main entrance at school is equipped with a doorbell system and all visitors will be buzzed in via this system. For security reasons, we require that all volunteers and visitors report to the school office after being buzzed in. They must show ID, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in (this includes visiting portables). All volunteers must be pre-approved (the process can take up to a week or longer). Approval is required for all visits, such as being at lunch and recess, field trips, and volunteering in the classroom. Please see the LWSD website or the front office for an application. Your volunteer application must be renewed every 2 years. **For the 21-22 school year all volunteers must be vaccinated or have an approved exemption. Please see the district website for more information.**

Early Dismissal: If your child will be leaving during the school day, please send a note or an e-mail to the teacher. At dismissal time, you still need to go to the office to sign your child out. The office will call the classroom teacher who will have your child come to the office to meet you. Please bring photo ID when signing your child out.

Please plan early dismissals prior to 3:05 pm. To limit the number of classroom interruptions, we will not call the classrooms after 3:05pm.

Changing Dismissal "End of Day" Routine: If your child's normal dismissal routine is to be altered on any particular day, call the school office by 3:05pm describing the change. If we do not hear from you, your child will follow their typical routine.

Contacting your child's teacher: As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to get a message to a teacher you may leave one with the office, email, or call before or after school.

Protocol for riding a different bus home: Parent/Guardian notifies the main office that their child will be riding a different bus home. The office fills out a blue School Bus Pass and delivers it to the student by the end of the school day. Due to limited bus space transportation has the discretion to limit or enforce a no School Bus Pass policy. Please verify School Bus Passes are allowed before planning for your child to ride a different bus; **currently bus passes are not allowed on all busses because they are at capacity.**

Birthdays: District policy: NO doughnuts, jumbo-sized cookies, licorice, or other sugar-based candies, fries solo, or high caffeine/herbal additive beverages may be sold or provided to students. Food shall comply with these guidelines except for no more than three (3) school sponsored class parties, celebrations, or events per year as determined and communicated by the teacher.

Birthday celebrations in the classroom including food, small gifts, etc. are not permitted. We will celebrate your child through classroom-based activities that your child's teacher will communicate with you.

Please do not have flowers or balloons delivered to the school for your child, as they are a disruption to learning time. If flowers or balloons are brought to school, they will remain in the office until the end of day.

Birthday party invitations are not to be delivered during school hours.

Lost and Found: Items are collected and placed on hanging racks in the north end of the 2nd floor hall. Please mark all articles of clothing, lunchboxes and other personal items with your child's name and remind your child to check the Lost and Found if they have misplaced an item. Lost and found can be checked before or after school hours, not during school. Unclaimed clothing will be donated to a charity before each holiday break. Please check Twain Times for updates.

Note: The school district, by law, cannot pay for lost, stolen, or broken personal possessions.

Dogs: Please leave dogs home! We have students who are afraid and some who are highly allergic. **No dogs are allowed on District property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs.** Please avoid tying your dog up around campus due to student safety. Washington State Law restricts having any pet in the classroom for an extended period.

Visiting Mark Twain

Volunteering (when approved for the 21-22 school year):

<https://www.lwsd.org/get-involved/volunteering-in-lwsd>

Thank you for your interest in volunteering at Mark Twain Elementary. **Please read the Lake Washington School District Volunteer Handbook and complete an application prior to volunteering.** We will check all volunteers' approval status.

A few reminders:

- Sign in and wear a badge
- Wear school appropriate attire
- Maintain student confidentiality
- Turn off your cell phone
- Communicate with the teacher when you are and are not able to volunteer
- Do not bring younger children to school during your volunteer hours
- Model school rules and expectations

A copy of the district Volunteer Handbook is available in the main office or can be found at:

<https://resources.finalsite.net/images/v1630691644/lwsdorg/qcyd7gnw2qihycyzvz5a/VolunteerHandbook.pdf>.

Classroom Visits: We welcome parents/guardians to our school and encourage parental involvement in our school. If you wish to volunteer in your child's classroom, please contact the teacher directly and arrange a convenient time. All classroom visits must be set up in advance. If you need assistance, please contact the main office. Siblings are not allowed during volunteer time. Please arrange for childcare.

Parties: Parents must be approved volunteers to attend parties and work with students. (i.e. running a station). Siblings are not permitted at class parties.

Field Trips: We encourage parents to participate in field trips. For liability reasons, we cannot accommodate siblings on trips. Parents must have a volunteer application on file.

Student Volunteers: Student volunteers must be LWS D approved and their approval on file at the Twain office. Non- Twain students are not permitted to enter Twain during school hours without approval and a pre-arrangement with the teacher.

Health Room

If a student becomes ill or seriously injured, first aid will be administered, and the parents, or name listed on the emergency card, will be called immediately. It is important that sick or injured children are picked up as soon as possible. For head bumps/injuries a student is given a form letter to take home and will have a brightly colored bracelet noting their name and date of injury. The parent is also called. Please remember that the health room is a confidential place. Please avoid entering the health room without permission and/or loitering around it. **Please be sure the school has the telephone number of a nearby friend or relative who can come and get your child if you cannot be reached.**

Medical Care: Mark Twain Elementary does not have a full-time nurse on staff. Staff at school cannot provide non-emergency care other than providing band-aides, ice packs, and water on an as needed basis. If a student is ill, they should come to the office and a decision will be made regarding whether the student should be excused to go home. Students who do not go home will be able to rest in the health room for up to 10 minutes, after which they will be sent back to class.

Student Medication: All medications given by the school must be ordered by a physician, dentist, or nurse practitioner (according to state law). For any medication to be administered at school a medication authorization form must be completed by the parent and physician. **This includes over the counter medications, natural supplements and remedies.**

Immunizations: Washington state law requires school age children to receive specific immunizations in order to attend school. Lake Washington School District works with the Washington State Department of Health to comply with state laws on required vaccinations. Washington state law [RCW 28A.210.080](#) requires that all children show proof of immunization, or certification of exemption, to attend school. Students cannot start school without the required documentation.

Symptoms that your child is too sick for school: If your child has any of the following symptoms, please keep him/her home, or make appropriate childcare arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must NOT have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting.
- **Lice, scabies:** Children may not return to school until they have been treated. Once children have been successfully treated they will be re-admitted to school
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill.
- **Chronic cough and/or runny nose:** continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck.
- **Rash:** body rash, especially with fever or itching.
- **Ear infection:** with fever. Without fever the child can attend school, but he/she may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye.
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- **Please note there are additional procedures in place due to COVID-19 that will be communicated by the nurse as needed.**

Procedures for Walking, Riding, Driving to and from

Students may arrive unsupervised NO earlier than 8:35 a.m.

There is no unsupervised playing on campus after school. Students need to be picked up or be walking home at the end of the day bell.

Walking

- Use crosswalks to cross the street
- Obey crossing guards
- Stay on sidewalks
- Walk with a friend (in groups/pairs)
- Go directly to school and home



Riding Bikes

- ONLY 4th and 5th grade students may ride their bikes without a parent
- Signed bicycle application must be on file in the office (form attached)
- Ride with a friend
- No unicycling to school. Please walk your unicycle to and from school and on campus
- Wear helmet
- We reserve the right to revoke bike privileges if rules are not obeyed
- See attached form for biking to school rules.

- **NO shoes with built in wheels**
- **NO rollerblading**
- **NO skateboarding**
- **NO dogs on campus**

- Do not arrive prior to 8:35 a.m.
- Observe a 5-mph speed limit at all times.
- Do not text or talk on cell phones.
- Do not leave your car unattended.

NO PARKING within 5 feet of a neighborhood driveway and within 7.5 feet of either side of a mailbox. Violators will be reported to KPD and/or towed.

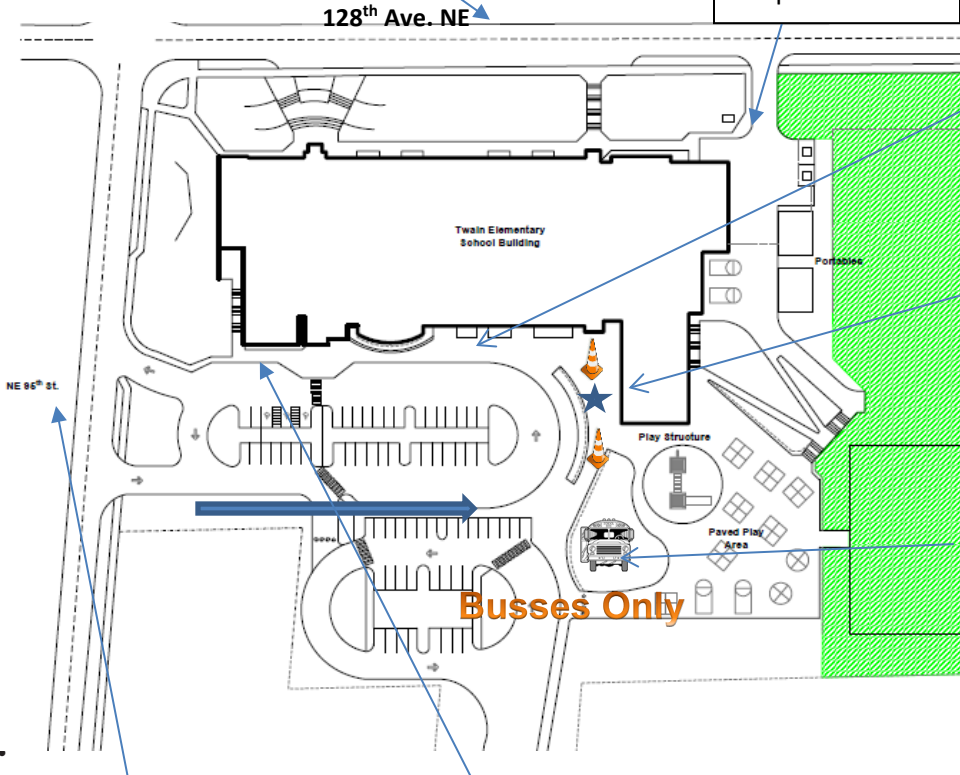
in the pickup/drop off zones.

- Follow the guidance provided by the crossing guard.
- Right turns only out of the parking lot during heavy use.
- Visitors park on the paw print spots.

Parking lot closed
No parking or drop off


Day care, special education bus, and special circumstances zone and no general student pick up or drop off.

No parking between:
8:15- 9:05 a.m. or
3:10 to 4:00 p.m.



Student pick up zone

Students will be unloaded in this area, and will line up here to load. Vehicles will be directed to pull all the way up to the front of the pick-up zone.

 School Buses ONLY – during pick up and drop off.

NO PARKING within 5 feet of a neighborhood driveway and within 7.5 feet of either side of a mailbox. Violators will be reported to KPD and/or towed.

Handicapped Parking Only



- There is no pick-up or drop off permitted outside of the car pick up/drop off zone.
- Students wait in the pick-up zone and follow staff direction before walking to a waiting car.
- ALL parents are to use the pick-up and drop off zone. When unloading, students should remain in the car until the car has completely stopped in the marked zone. Students should exit on the side of the car that opens to the sidewalk NOT into oncoming traffic.

School-Wide Behavior Expectations for School Success

Our behavior expectations and discipline policy at Twain reflect the belief that each person is responsible for his/her actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school. We expect all students to Build Connection through P.A.W.S: Being problem solvers, socially aware, working together and staying safe.

Behavior that interferes with other students' right to learn, teacher's right to teach, or with student safety is not acceptable and will not be tolerated. Further, students who are in possession of information that could result in harm to themselves, or others are obligated to disclose this information either to a staff member and/or their parent who will disclose to a staff member. Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that student and staff have the right to a non-threatening, non-intimidating school environment. Students who engage in disrespectful and/or inappropriate behavior also choose the consequences for this behavior, up to and including suspension from school. Please help by discussing and modeling the importance of respectful, appropriate behavior with your student. Each teacher, during the first few weeks of school, will review the LWSD and Twain policies with students.

Mark Twain uses both PBIS (Positive Behavior Supports and Interventions) as well as Restorative Practices to train our students on expected behaviors. We teach and model:

P.A.W.S: Being **problem solvers, socially aware, working together and staying safe** in every area of the school. We believe in being very clear with what is expected so that every student feels prepared to be successful. We look for opportunities to catch students who are building connection through P.A.W.S. so that we continually reinforce a safe, positive, and connected school climate.

Social/ Emotional Learning at Mark Twain:

Throughout the year, students are learning and practicing new tools to solve small problems, restore broken connections and manage emotions. Here is a quick summary of the tools that Mark Twain students are using and the common language (all in bold) that you can try at home as well.

Problem Solving Skills Kelso's Choices: If you have a small problem, try 2 or 3 Kelso's Choices on your own. If those do not work, then please report the problem to an adult you trust. If you have a big problem, i.e., not feeling safe or the problem won't go away, please report to an adult right away.

Conflict Resolution Restorative Practices with Restorative Conversations: When two or more students break connection, we try to follow up with a restorative conversation. This allows all students to 1) share what they felt, 2) own up to their part, 3) pay restitution and 4) move forward with a better plan. The restorative conversations consist of five questions that both students answer to each other while an adult facilitates the questions.

1) What broke your connection and how did that feel? (We start the sentence off with "I feel" so we say it without blame.) 2) What would you like to see change? 3) What is one thing you are willing to change in yourself? 4) What will you do to restore your connection or pay restitution? (i.e., Apologize, have a consequence, plan a playdate) 5) What can you do to build connection and move forward with good feelings towards each other? These conversations are very effective and support students in moving through the conflict into even greater connection.

Emotion Management Here at Mark Twain, we are fully immersed in the **Second Step Curriculum (social/ emotional learning)**.

Students are trained in both the Calm Down Steps and the Problem-Solving Steps. Students are also well versed in the **Zones of Regulation** and being able to communicate the zone they are currently in and the strategies they can try to get back to the green zone.

Social Skills

We can all use support in understanding ourselves and our behavior better. **The Superflex Curriculum** supports students in learning their strengths and weaknesses when it comes to social skills. Students can identify what Unthinkable is attacking and what strategy they might try to defeat it. (Or what Thinkable they will call on for help!) Students love this, and it is a restorative and non-judgmental way to have an honest conversation about behavior.

Behavior Expectations for School Success

- Student Success Plan: Follow the School Wide Behavior Expectations - P.A.W.S.

Bobcats build connection when we are:

- Problem Solvers
- Socially Aware
- Working Together
- Staying Safe

• Do not break school non-negotiable behaviors:

Hitting, Kicking, Pushing, Naming calling, Swearing

- **Classroom Expectations:** It is the duty and responsibility of each teacher to develop and discuss with his or her student's appropriate rules of conduct within the classroom that will insure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented (based on district codes of misconduct in the back of this handbook).

We use proactive strategies and teacher preemptive measures to ensure positive behavior within the school, positive measures may include, but are not limited to:

- Discussion with the child and the development of a plan implemented by the student leading to more appropriate behavior
- Restorative conversation
- Loss of free time activities (i.e. recesses) for a stated period of time
- Loss of privileges, such as a field trip or a class party
- Notifying the parent about their child's behavior
- Request a parent conference
- In-school suspension, Short-term suspension, Long-term suspension
- Expulsion

Please note: Acts of violence, stealing, profanity and vulgarity are serious offenses and can lead to immediate suspension. No gambling or borrowing of money is allowed at school. **Possession of guns, knives, or other dangerous weapons WILL NOT be tolerated on school buses, at bus stops, or at school and may result in IMMEDIATE EXPULSION and involvement of law enforcement.**

Bus Expectations:

- I stand and wait for the bus either on a sidewalk or on the side of the road.
I respect other people's property when waiting for the bus.
- I arrive at the bus stop no more than 10 minutes early.
- I use all my P.A.W.S when waiting for the bus.
- I wait in line and get on and off the bus while following the directions of the bus driver

Failing to abide by bus rules can result in school discipline and/or being removed from the bus.

Cell Phone Policy:

1. Students are allowed to have cell phones and/or cell phone watches in their possession on campus.
2. During the school day (from the time a student arrives on campus until the end of school) the cell phone/watch must be turned off and cannot be visible.
3. While students are riding buses the cell phone/watch policy is in effect just as if the student were in a classroom during the school day.
4. School personnel can ask a student to surrender a cell phone/watch if:
 - a. The cell phone/watch rang or vibrated (which would mean that the phone was turned on)
 - b. The teacher saw the cell phone/watch (which would mean that the phone was visible).
5. Parents should continue to call the school in emergency situations. We will contact your son/daughter. Do not try to contact them on their cell phone.
6. The use of camera phones is strictly forbidden at school. Use in private areas such as locker rooms, washrooms, dressing areas, classrooms, or offices at any time may also be in violation of a criminal code.

Students who do not obey the above rules shall be subject to the following progressive discipline procedures:

1. First offense - the cell phone/watch will be confiscated, parents will be notified, student can pick up the phone from the teacher at the end of the school day.
2. Second offense - the cell phone/watch will be confiscated, turned in to the office, and parents will be notified. The student must meet with the principal to get their phone back.
3. Third offense - the cell phone/watch will be confiscated, parent will be contacted, and student will lose permission to bring the cell phone to school.
4. Subsequent Offense(s) - (defiance) - Additional parent contact and more severe disciplinary action - including but not limited to suspension.
5. The school will not be responsible for any lost, stolen, damaged, or confiscated phones/watches, or for usage fees resulting from such confiscation.

Dress Code: Clothing that interferes with and/or distracts from the educational process will be subject to review.

1. Students' dress is the choice of the student.
2. Students' dress helps to maintain a safe environment, particularly in classes or situations where specific clothing expectations are needed such as lab sciences or fitness.
3. Students' dress allows for students to express their religious or gender identity.
4. Students' dress does not violate prohibitions against offensive, lewd, harassing, or illegal conduct.
5. Students are treated equitably regardless of their identity. Your child's classroom teacher may have specific requirements in their learning environments.
6. PROPER RAIN ATTIRE for recess: I dress ready for recess, even in the rain.

Recess Expectations:

I listen to the recess supervisors and follow directions.

I am a problem solver – I use Kelso’s choices, or I ask for help.

I find an adult if another student is hurt.

I eat in my classroom or cafeteria.

I leave my umbrella in the classroom.

I leave nature on the ground.

I stay outside during recess unless I have a hall pass.

I leave all my toys from home at home. **(All items such as radios, games, toys, dolls, fidget sticks, etc., should be left at home.** The school is not responsible for lost or stolen personal items.)

School Lunch Program

Prices are subject to change:

****Free for 21-22 school year****

Student Lunch (daily)	\$3.00
Breakfast (daily)	\$1.50
Milk	\$.50
Adult lunch	\$4.00

Procedure for purchasing school lunch/breakfast:

Charge your Visa or MasterCard online through the secure [MySchoolBucks.com](https://www.myschoolbucks.com) site. Please note, there is a convenience fee of \$2.49 for each transaction.

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

At School: Students may bring a check or cash to school to deposit into their personal school lunch account. NO credit or debit cards purchases can be made for lunch at school. Students may buy hot lunch and/or milk/juice from this account.

Hot lunches, including choice of plain or chocolate milk, or juice, are available to all students who wish to purchase them. For children who bring their lunch from home, milk and juice are sold separately.

Teacher aides supervise the breakfast, lunch, and playground periods. Behavior conducive to good eating habits is expected in the lunchroom.

If not purchasing from a lunch account, it is requested that children bring the correct change each day. This will facilitate, and expedite, the serving and sale of lunches and drinks.

Emergency Lunch:

If your child needs an emergency lunch, we will follow the Food Service Emergency Lunch guidelines.

Free and Reduced-Price Lunches:

These are available to children from families whose income falls within the eligibility guidelines. Please contact the school office for an application.

Breakfast

Breakfast is available for purchase starting at 8:35 AM in the cafeteria.

What is a school lunch? Five food groups are offered

Meat/Meat Alternate	Grain	Vegetable	Fruit	Milk
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A student must choose 3 of the food groups, of which one must be a ½ cup of fruit or vegetable.

Staying connected: The district uses School Messenger, a parent notification system, to reach parents with routine and emergency messages.

Who gets the call? This communications system allows the district to send mass telephone, e-mail, and text messages to parents and guardians in a timely fashion.

The contact information from the Yellow Emergency Information card that parents/guardians must file each year is put into the district's student information system. Once a day, new information from that system is downloaded into School Messenger's secure and confidential system. Within 24 hours of being entered, a new family may begin receiving communications.

Routine calls are made to the first telephone number listed on the student information card. These recorded message calls may come from the district office or the student's school. They are often reminders, such as when curriculum night is being held, or new information parents may need, such as a change in school schedule. The system notes duplicates, so parents with more than one student will not get duplicate calls. If the telephone is answered by an answering machine, the system will leave a message.

Emergency calls that take place in non-school hours will usually go just to that first telephone number. That's because students are not in school and are under their parent's/guardian's supervision. This kind of call may be made, for example, to tell families that school will be closed because of a power outage, fire or other damage to the building.

Schools may especially use this system to send out routine information and reminders through its **mass e-mail system**. Those e-mails go to the e-mail address on file with the district.

In a true emergency, such as a fire or earthquake, the district or school may need to get to parents quickly. Parents may need to come to the school to pick up their student. Or they may be asked not to come to school or to go to a different location to be reunited with their student. In the case of a true emergency, School Messenger will send a message from the district in **all these ways**:

- A recorded message to every telephone number on record for a student
- An e-mail to each e-mail address on record – with a file that can be played of the telephone message
- A text message to each cell phone on record, if the cell phone's owner has previously opted in to receiving those messages

District and school staff have strict instructions to use this emergency tool in a true emergency only.

In case of bad weather: To ensure that all families know when school has been cancelled or delayed, Lake Washington School District will place a call to all parents via School Messenger beginning at 6 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will also be available on the district website, www.lwsd.org, at <http://www.flashalert.net/>, and on many local television and radio stations.

Changing contact numbers or e-mail addresses: Because this information is housed in our Student information system changes must be made at your child's school. Simply contact the school office to let them know you want to change the "first contact" telephone number or e-mail address. Some parents who do not want early bad weather calls to go to their home number may choose to list a cell phone first, that way they can turn off that phone's ring.

Mark Twain PTSA



operated

Welcome to Mark Twain Elementary and to the Twain PTSA!

Twain PTSA (Parent Teacher Student Association) is a non-profit organization led and solely by volunteers.

Our mission is to be a strong voice for our children and to be a resource for our families, school and community.

Here are some of our programs:

- ✓ **Family Fun Events:** Back to School BBQ, Bingo Night, “Make it Take it” craft event, Ice Cream Social & International Game Night, School Dance, STEM Night, Science Fair, Green Week, Egg Drop Engineering Challenge and more
- ✓ **After School Programs:** Lego, Jump Rope and Chess.
- ✓ **Explore Art:** Our 100% volunteer-led art program provides monthly education to every Twain student, from Kindergarten through 5th grade.
- ✓ **School play and “Reflections” (National PTA art contest):** Programs designed for students to let their creative sides shine.
- ✓ **Educational Enrichment Grants:** Provides all Twain students with opportunities to explore beyond the classroom learning environment.
- ✓ **Book Fair:** Our annual Book Fair supplies our library and each teacher with an extensive collection of new books to expand their classroom libraries and broaden their students’ interaction with literature.
- ✓ **Parent Education:** We provide free speakers on various topics of interest to parents each year.

Our PTSA also provides major financial support for student education in three key areas:

- ✓ **Academic Resources:** A large proportion of Classroom, Library, PE, Music, and Art supplies are funded by the PTSA.
- ✓ **Academic Experiences:** We fund assemblies, visiting artists and experts, and grants to the school for educational opportunities such as the “The Ocean and you” workshop during Green week.
- ✓ **Stipends:** We provide stipends to staff who run additional support programs.

Please consider the different ways you can contribute:

1. **Become a PTSA member-** Members support and enhance our voice as advocates for our children. Membership also gives you benefits at the state and national level. Joining the PTSA does NOT obligate you to volunteer and you are always welcome to attend our events!
2. **Donate to our cause-** Your generous donations to our fundraising events (“No Hassle” Fundraiser and “Dance-A-thon Fundraiser) help us deliver valuable programs and activities to our students.
3. **Volunteer with us-** we promise to find you something meaningful that you love doing!

You can find more information about our PTSA on our website at twainptsa.org and on our Facebook page “Twain PTSA” and Instagram page #twainptsa.

We encourage you to be a part of what we do for our children and our community!

Have a great school year,

TwainPresident@outlook.com

Student Acceptable Use Procedures

Scope

The following procedures apply to all District students and cover all aspects of the District network. The district network includes wired and wireless computers/devices and peripheral equipment, files and storage, e-mail, and Internet content and all computer software, applications, or resources licensed to the District.

Appropriate Network Use

The District expects students to exercise good judgment and use the computer equipment in an appropriate manner. Use of the equipment is expected to be related to educational purposes.

Should personal equipment be used on the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats. As a condition of using the district's networks, a student will provide requested device immediately.

Unacceptable/Prohibited network use by students includes:

- **Commercial Use:** Using District Network for personal or private gain, personal business, or commercial advantage is prohibited.
- **Political Use:** Using District Network for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office.
- **Illegal or Indecent Use:** Using District Network for illegal, bullying, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, a hostile, or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
- **Disruptive Use:** District network may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of District computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").
- **Personal Use:** District Network may not be used for purposes of personal use not specifically authorized by a teacher or other district staff member. This includes connecting personal devices to the district network.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Internet Safety

Students should not reveal personal information, including home address and phone number on web sites, e-mail, or as content on any other electronic medium. Students should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school, or district web site unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Internet Safety Instruction

All students will be educated about cyber bullying awareness and response and about appropriate online behavior, including interacting with other individuals on email and/or on social networking sites and in chat rooms. Schools will make every effort to provide Internet Safety Instruction; however, in the absence of such instruction, students are still expected to follow all Acceptable Use Procedures (AUP). Age appropriate training materials will be made available to administration, staff, and families.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered as identified by the superintendent or designee.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings, use of personal portable Wi-Fi devices, and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- The use of USB (aka thumb drive) emulators to run games, bypass proxy, or otherwise run non-district installed .exe files or other emulation software is strictly prohibited. USB drives should only be used for non-executable, school related content;
- District provided storage (e.g., One Drive, portal, Outlook, laptop hard drive, PowerSchool Learning, or Class Notebook) is for storing only content generated as part of the student's education or required for educational process. Attempt to store or storage of games or any executable files or inappropriate content is strictly prohibited;
- E-mail inconsistent with the educational mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not use personal wireless hotspot devices;
- Do not connect personal smartphones, personal computers, personal storage devices, or any non-district device to the district's network;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen or log-off if leaving the computer.

Attempts to install or installation of malware, proxy bypass software, network, administration tools, local administration tools, or any software, malware, or tool that allows for the manipulation of user accounts or administrative privileges are strictly prohibited. Such install attempts or installation of such malware, software, or tools will be considered exceptional misconduct.

Student Data

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Permission to publish any student work requires permission from the parent or guardian.

Privacy

The District network, computers, internet, and use of e mail are not inherently secure or private. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and,
- Any and all information transmitted or received in connection with network and e-mail use.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Discipline

Violation of any of the conditions of use explained in the Student Use of Electronic Resources policy or in these Acceptable Use Procedures (AUP) could be cause for disciplinary action, up to and including revocation of network and computer access privileges, restitution, suspension or expulsion, and/or police report in accordance with District Student Discipline Policies and Procedures.

Scope

The following procedures apply to all district staff and cover all aspects of the district network. The district network includes wired and wireless computers/devices and peripheral equipment, files and storage, e-mail, and Internet content and all computer software, applications, or resources licensed to the District.

Appropriate Network Use

The District expects staff to exercise good judgment and use the computer equipment in an appropriate and professional manner. Use of the equipment is expected to be related to the District's goals of educating students and/or conducting District business. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policy or procedures.

Use of District Software: District software is licensed to the District by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users of District software must obtain permission from the District prior to copying or loading District software onto any computer, whether the computer is privately owned or is a District computer.

Use of Non-District Software: Prior to loading non-District software onto District equipment a user must receive permission from the District. All software must be legally licensed by the user prior to loading onto District Equipment. The unauthorized use of and/or copying of software is illegal.

Users are not to delete or add software to District computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if it is permissible to copy one program, then it is permissible to copy others.

Document Management and Storage: All documents related to the conduct of District business and all educational records identified in Policy 3231P Student Records, shall be stored on District provided systems and storage services.

Unacceptable/Prohibited Network Use by Staff Includes:

- **Commercial Use:** Using District network for personal or private gain, personal business, or commercial advantage is prohibited.
- **Use of Personal Storage Services:** Using any cloud or personally-acquired document management or storage service for district business is prohibited.
- **Political Use:** Using District network for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office.
- **Illegal or Indecent Use:** Using District network for illegal, bullying, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that:
 1. Have the purpose or effect of creating an intimidating, a hostile or offensive working environment;
 2. Have the purpose or effect of unreasonably interfering with an individual's work or school performance, or
 3. Interfere with school operations.

Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.

- Disruptive Use: District network may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising (“Spam”), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of District computers or other resources accessible through the District’s computer network (“Cracking” or “Hacking”).
- Personal Entertainment Use: District Network may not be used for storage of personal entertainment/media files.

The district will not be responsible for any damages suffered by any user, including but not limited to: loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of or access to the district’s computer network or the Internet.

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account and for authorized district purposes. Staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user’s account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the “remember password” feature of Internet browsers; and
- Lock the screen or log-off if leaving the computer.

Privacy

The District network, computers, internet, and use of e mail are not inherently secure or private. Users are urged to be caretakers of your own privacy and to not store sensitive or personal information on District computers.

The District may monitor and review electronic information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons.

The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and,
- Any and all information transmitted or received in connection with network and e-mail use.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington. Backup is made of all district e mail correspondence for purposes of public disclosure, disaster recovery, and records retention.

Care for District Computers

Staff users of District computers are expected to respect the District's property and be responsible in using the equipment. Users are to follow any District instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for District Computers under their control. The District is responsible for any routine maintenance or standard repairs to District computers. Users are expected to notify the District in a timely manner of the need for any service.

If a District laptop is lost, damaged, or stolen while under the control of a user, the user is expected to report such loss immediately to their supervisor.

Student Data

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Permission to publish any student work requires permission from the parent or guardian.

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Discipline

Violation of any of the conditions of use explained in the Staff Use of Electronic Resources policy or in the Acceptable Use Procedures (AUP) could be cause for disciplinary action, up to and including revocation of network and computer access privileges, restitution, discharge, and/or police report in accordance with District Staff Discipline Policies and Procedures.

Adopted:

09/01/19