

# Mark Twain Elementary

# Parent & Student Handbook

Updated June 2024

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

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**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



## **FRASER BOARD OF EDUCATION**

**33466 Garfield Fraser, Michigan  
(586) 439-7000**

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### **BOARD OF EDUCATION MEETINGS**

The Board meets regularly on the second and fourth Monday of the month at 7:30pm at Richards Middle School in the Idea Lab, located at 33500 Garfield, unless otherwise indicated. All meetings are open to the public.

### **DISTRICT ADMINISTRATION**

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## **School Day**

### **Regular Day**

Morning Bell: 8:30a.m.

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

SACC (School-Age Childcare) 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

SACC available from 1:30 p.m. - 6:00 p.m.

### **Half Days**

Half Day Hours 8:35 a.m. - 12:00 p.m.

SACC available from 12:00 p.m. - 6:00 p.m. No lunch.

## **LUNCH HOURS**

Students will be given the time needed to eat. Students have 20 minutes for lunch and 20 minutes for lunch recess between the hours of 11:30 & 1:00. Additional time will be given, if needed, for any student to finish eating.



## **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. We will be working to build a supportive, collaborative relationship with you so we can work together to give your Comet the best possible experience here at Mark Twain.

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 and our district. 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.

Sincerely,

**Keith Tonn**

**Principal**

**Mark Twain Elementary**

Facebook: @TeamTwainFraser

Twitter: @Keith\_Tonn #TeamTwain

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



## Access to the Building

For safety purposes, parents and other adults only have access to the building (past the main office) during the school day with prior permission and for very specific reasons.

- Parents may not come into the building and ask to see a teacher without a prior appointment. If you have a pressing concern, please call or email the teacher to set up a time to meet.
- If you have items that need to be dropped off for your student, those will be given to office staff and delivered to students by our staff.

## Arrival and Dismissal

The entry bell rings at 8:30 am. The school day officially begins at 8:35 am. To support our school learning and help us limit disruptions to each classroom, please make sure your child is here on time daily. Students may arrive between 8:20 am-8:30 am. We expect all students to enter the classroom between 8:30 am and 8:35 am. The school day ends at 3:30 pm.

## 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**, and it is open at all times. The School Messenger system will contact you by phone and email 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, Covid-19, hospital stays, etc. Excessive absences will require a doctor's note. ***Please do not send your child to school with any symptoms of illness without having them evaluated by a physician. Attendance is important for learning; keeping sick children out of school is important for everyone's health and safety.***

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 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 follow school and district behavior expectations. 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 (August) from the teacher. For more information about school behavior expectations, check the PBIS section.

At Mark Twain, we utilize Restorative Practices to teach students problem-solving skills.. During daily classroom circles, we build community and trust so that when problems do occur, we have a good foundation of trust for working together to solve them. Through Restorative Practices and our PBIS program, we are always trying to get to the root of misbehaviors because we know that children need to be taught how to behave properly just as they must learn to read, write, and do math. This doesn't mean we're not addressing students' misbehaviors or that we allow kids to treat each other unkindly. It means we are supporting behaviors by teaching students how to deal with conflict peacefully as we help them to develop empathy and understanding. The word "discipline" means "to teach." And that's always our main priority in any behavior situation. We're giving our students the skills they need to behave appropriately in the future as we are "Guiding our Comets to be compassionate, curious, creative citizens who will positively impact the world." [For more information about Restorative Practices at Mark Twain, please click here.](#)

We teach our Comets that if they are having conflict with another student, they always have the following choices:

1. Use their words to ask the person to stop bothering them
2. Ignore the person (or walk away from them)
3. Ask an adult for help

Through our PBIS program and schoolwide Restorative Practices, we proactively teach students how to behave and how to respond to conflict. When major behavior issues occur, we refer to the [Fraser Public Schools Student Code of Conduct](#).

## 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 4, 5, and 6 are 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. We will celebrate students' birthdays in other ways.



## Building Use

Groups such as Girl Scouts, Boy Scouts, Parks and Recreation, etc. often use various parts of the building (including outdoor fields) 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 evening 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 was 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](#).

Please remind your child(ren) that school bus transportation is a privilege, not a right.

## Camp

Sixth-grade students at Mark Twain generally attend camp. Students, sixth-grade teachers, additional school personnel, and limited parent counselors make the trip for a one-day experience in fall or spring, depending on availability. 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 for each camper. If needed, 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 our general camp fund to help reduce 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 August to answer questions and distribute all forms, including a list of fees, supplies, etc.

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 SACC 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. Weekly newsletters are sent out on Sundays using the School Messenger system. It is crucial that parents read these to keep updated on school activities. Answers to many of your questions can also be found on the school website.

## Dress Code

There is a district policy, which is accessible as part of our [Student Code of Conduct](#). Please refer to it. The purpose of our dress code is to make sure that our students are dressed for learning success. 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** :

- Hats, caps, hoods, bandannas, or other head coverings
- See-through clothing or clothing that reveals students' midriffs, bottoms, or undergarments
- 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.
- Beach-type footwear with exposed toes that can be dangerous during recess play. 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 8:20 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. SACC 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 SACC 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. 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

Homework is handled differently at each grade level. Most of the time, students will be given homework only if they haven't completed in-class work or if they fall behind on Zearn or MyOn. 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.



## Lice

When a case of head lice is reported that child's siblings will be checked as well. Notices will be sent home with each student in the affected classrooms to notify parents of a potential problem. **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. An office staff member must check returning students in advance as well.

## 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.

## Lunch / Breakfast

Lunches and breakfasts are currently available to ALL students FREE of charge. If your child does not want the school lunches, please plan to pack a lunch each day. Daily lunch deliveries are very disruptive to the school environment, and when they arrive late, students miss out on crucial instruction time.

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 typically 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, camp funds, 6th grade celebrations, and books and supplies throughout the year. You can contact them at [MTParentClub@gmail.com](mailto: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 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/ drop-off and emergency vehicles 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.

## Parties

Classroom parties may be held during certain times of the year. These are organized by the classroom teacher. If food items are permitted, they will be closely monitored for allergy concerns and **MUST** be store-bought and pre-packaged (not homemade) with ingredients labels on them. Teachers will share details as these activities arise.

## PBIS

PBIS stands for Positive Behavior Intervention Supports. The purpose of PBIS is to teach, model, recognize, and incentivize desired behaviors at school. We focus on our Mark Twain ROCKS behaviors: respect, organization, cooperation, kindness, and safety. For more on this, see the section “Behavior/ Discipline.”

## 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; allergies, student anxiety, and disruption are some of our 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/ Breaks

Students have recess time each day. This includes time during the lunch period and can include additional recess time in the morning or afternoon at teacher discretion. 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.

## SACC (School-Aged Child Care)

Before and after-school care is available in our SACC program. The SACC 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 SACC 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 SACC Emergency Use Registration form in the case that you suddenly need SACC for your child(ren). Please note that if your child does not have an Emergency Use SACC Registration Form on file, and your child(ren) are not picked up promptly, local law enforcement will be contacted. Click here for more information: [SACC Information](#)

## Safety Squad and Service Squad

Any fifth or sixth-grade student may apply to the Teacher/Sponsor for membership in either of these groups. 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. Please explain why the student will be out to assist us in tracking classroom illness. If your child is not at school, and we have no record of your call, our 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. We also use this system to send out our weekly newsletter and any important information that families need to know. 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. You may also sign up to get text reminders through our Messenger system. Please contact the office for help doing so.

## 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 typically 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 they recover 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.

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**

- Children with any Covid-19 symptom must remain home until cleared to return by a doctor (with a note or a negative Covid test) or until all symptoms have subsided (without the help of medication.)
- 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.
- If a child vomits, they should not return to school until he/she is symptom-free for at least 24 hours.
- 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, COVID-19, 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 ensure 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. [Current suggested supply lists can be found here.](#)

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 are issued iPads. Please contact the Media Center Specialist for iPad documents and 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. For security purposes, you may not enter any other door to enter the building. 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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