

## Mark Twain Elementary General Information

### Arrival

School doors open at 8:20 am. Students should not arrive at school prior to 8:20. **Supervision is NOT provided prior to 8:20 unless your child is enrolled in School Age Services – YMCA (formerly PRIME Time).** At 8:20 students enter the All purpose Room (APR) and sit on the floor by class. If a parent is accompanying the student, they may wait together in the foyer area until students are dismissed to go to classes at 8:35 (*parents walking a child to the classroom will need to sign in at the office after August 17-see Visitors information below as well as the SPS School/Student Handbook*). Breakfast is served to all students, free of charge, in their classrooms beginning at 8:35 and ending at 8:50. Students arriving at school after 8:50 will not receive a breakfast, so please be on time.

Students arriving between 8:50 – 9:00 must stop by the office for a tardy slip. Students arriving after 9:00 must be signed in by an adult at the office.

Students dropped off should be let out on the sidewalk in front of the building (south entrance). For the safety of all students, no students should walk across the parking lot unaccompanied by an adult. If you choose to park, please walk your student all the way to the doors to ensure his/her safety.

Crossing guards are on duty from 8:20 AM – 8:50 AM at Fort and Broadmoor as well as Weaver and Broadmoor.

### Bicycles

Students in grades 3-5 may ride their bicycles to school. There are bike racks at the front of the school for bike parking during the school day. Bike locks are strongly encouraged. Please review bicycle safety with your child. The use of helmets is encouraged. Bike riders must follow the directions of crossing guards and staff members. Students exhibiting unsafe behavior may lose bike riding privileges to school. *It is discouraged for students K-2 to ride bikes to and from school without adult supervision. School Personnel will not be responsible for lost, damaged or stolen items.*

### Boys & Girls Clubs of Springfield

The Boys and Girls Clubs of Springfield provide an after-school program for Mark Twain students. Please contact the Musgrave Unit at 869-8211 for more information.

### Bus Routes

Children who live 1.5 miles or more from the school and live in the Mark Twain attendance area are eligible for transportation. Please call the SPS Transportation Department at 523-0500 for specific route information. *Non-bus riding students who plan on riding the bus with a bus-eligible student will need to make other transportation arrangements. Due to district transportation guidelines, non-bus riding students may not ride the bus to a bus-riding student's home.*

### Cafeteria

This school year our cafeteria is completely full with students during our lunch times. If you come to Twain to eat lunch with your child for a special occasion, we cannot guarantee that there will be space available for you. If there is space available at the parent table, you are required to sign in and out at the office. For the safety of students and adults, students may not invite other classmates to eat at the parent table with them and adults are not allowed to eat at student tables.

### Celebrations

Student birthdays are recognized by staff and students during the morning Rise & Shine Assembly each day (8:20-8:35 AM). The school district Wellness Policy states that student birthdays will be nonfood celebrations. If you wish to bring an item for the class to share in honor of your child, please do not send food, but rather items such as pencils or stickers. Invitations for celebrations may be distributed at school at the teacher's discretion; however, an invitation for each child in the class must be distributed (or for each child of the same gender). Balloons, flowers, etc., will be kept in the office until dismissal time. The student will be called to the office to see the delivery, but will need to pick it up after school *dismissal*.

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### Dismissal

School is dismissed at 3:35. *If your child has a change in plans from his/her normal dismissal routine, please send a signed note to the teacher stating how your child will go home that day. In the event you need to call the office to report a change in dismissal plans, please call before 3:00 PM to ensure the timely communication of the change.*

For the safety of your child, parents/guardians arriving at school to dismiss a child early will need to present photo identification.

If you are picking your child up, you may wait in the car line or outside on the lawn (south entrance). Parents may not go to their child's classroom until after dismissal unless they have a prescheduled appointment. Students will not be allowed to cross the parking lot without an adult. If you would like to stay in your car, you will need to utilize the car lane pick up.

Walkers exit out the south door. Students are not allowed to cross in the middle of the street and will be asked to go to the corner of Weaver and Broadmoor to cross. Crossing guards are on duty from 3:30 PM – 4:00 PM at Fort and Broadmoor as well as Weaver and Broadmoor.

### Dress Code Policy

As you shop for school clothes, please keep in mind Springfield Public School's dress code policy. Students are not allowed to wear strapless, backless shirts or tops with revealing neck lines or which reveal the midriff. Students are not allowed to wear head coverings or hats inside the school building (unless it is a designated spirit day). Clothing should cover all underwear. Students who arrive at school in clothing that does not meet these guidelines will be asked to put on additional clothing or call home for change of clothes. For additional information on dress guidelines, please see Springfield Public School's Student Handbook. Students are not allowed to wear heelies to school. Please remove the wheels before students arrive at school.

### Electronic Devices Policy

The possession of laser pointers and other unsafe electronic items are prohibited in the school building. All other personal electronic devices, such as, but not limited to, cellular phones, pagers, PDA's, head phones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process. Personal electronic items should not be visible or used during the school day. School Personnel will not be responsible for lost, damaged or stolen items.

### School Age Services - YMCA

The Springfield Family Y School Age Services program is offered before and after school. To register, call the Pat Jones YMCA at 881-1599. Parents are required to accompany their child to and from the program site and sign their child in or out. Use the all-purpose-room entrance on the east side of the building.

### Visitors

It is our job to ensure the classroom environment is free from disruptions to the educational process and to have policies in place to address school safety. To assist with this, no visitors are allowed to the classroom between 8:20 and 3:35 unless there is a prearranged appointment with the classroom teacher for a conference or to volunteer.

**All visitors must stop at the office upon arrival, sign in, and put on a visitor badge. This will be enforced between the hours of 8:20 AM and 4:05 PM.** Please sign out on your way out of the building. We ask that you wear the visitor badge until you leave. On days where there is a large number of parent volunteers (holiday parties, field day, awards day, etc), parents will need to sign in on the designated forms, but will not need to wear a visitor's badge.

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### **Volunteer Guidelines**

The purpose of the Mark Twain Volunteer Program is to enhance and enrich the educational opportunities for all students at Mark Twain Elementary School. Volunteers provide assistance to staff members so they can devote more time to enrich curriculum and give students more individual attention. Volunteers can also help enrich the curriculum through sharing their expertise and talents with staff and students. Volunteers are needed for one-time activities as well as on a weekly basis. Your volunteer time can fit your schedule. In order to have a successful, safe volunteer program it is important that everyone involved demonstrate cooperation and professionalism. The following guidelines have been developed to ensure the volunteer program at Mark Twain will be an enjoyable and rewarding experience for everyone, especially our students.

1. Talk to your child's teacher, staff member, or principal about your desire to volunteer. We will work with you to find a good match for your skills and time you have available.
2. Complete a volunteer application form each year. For the safety of students and staff, the district requires a background check on each volunteer every three years. This process is completed online through the SPS district website (Community tab, Volunteer Program link). All information is kept confidential and background checks on volunteers are provided at no cost.
3. If you are volunteering on a regular basis in the classroom and you are unable to volunteer at your regular time, please contact the staff member you are working with so he/she will be able to make adjustments for your absence.
4. Please sign in at the office each time you come to volunteer. If you don't have a name tag, please wear a visitor sticker. Please sign out as you leave.
5. Please ask questions about equipment you are using if you are unsure of its uses. The secretary will gladly give you a copy machine tutoring session. Please help us maintain our equipment by reporting any problems with equipment to the secretary.
6. If you have a concern about a child you are working with, please pass the concern on to the classroom teacher in a private manner so he/she may monitor the situation to determine appropriate actions.
7. We ask volunteers to be familiar with and adhere to classroom, building and district rules and procedures.
8. In efforts to keep an optimal learning environment, we ask that pre-school age children, siblings, relatives, etc. not accompany parents who are volunteering during instructional times (including field trips).
9. Volunteers are asked to adhere to the school policy of confidentiality concerning any member of the staff, student body, or volunteer program.

**Thank you for volunteering!**

**<https://tinyurl.com/hvqo69q>**