

# Mark Twain Elementary School

Student and Parent Handbook  
2022-2023



*At Mark Twain we believe all kids will succeed.  
NO EXCEPTIONS!*

**Principal: TBA**  
**Assistant Principal: Hilary Wingert**

1801 N Road 40  
Pasco, WA 99301

(509) 543-6794

[www.psd1.org](http://www.psd1.org)

# Table of Contents

District Calendar.....	1
Inclement Weather .....	1
Daily Schedule .....	2
Visitors .....	2
School, Breakfast and Lunch .....	2
Meal Prices and Charging Policies.....	2
Student Discipline / Recognition.....	3
Roar Awards .....	3
Teacher Availability .....	3
Birthdays .....	3
Lost and Found.....	3
Medications and Illnesses.....	4
Walkers and Bike Riders.....	4
Student Pick-Up and Drop-Off .....	4
Attendance.....	5
Electronic Devices .....	6
Student Dress Code.....	6
Parent Partnership.....	6
Office Staff .....	7

*Pasco School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained guide dog or service animal. Pasco School District provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. Questions and complaints of alleged discrimination should be addressed to the following designated employees: Title IX and Civil Rights Compliance Officer-Sarah Thornton; 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, [sthornton@psd1.org](mailto:sthornton@psd1.org); and Sec. 504 Coordinator-Kristi Docken, 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, [kdocken@psd1.org](mailto:kdocken@psd1.org).*

# Office Staff

Secretary- Maira Avila Herrera  
 Enrollment Clerk- Julissa Olvera  
 Home Visitor-Julie Cantu  
 Counselor-Bernadette Flores

Please contact these individuals at (509) 543-6794.



- Responsible Citizenship
- Outstanding Effort
- Amazing Attitude
- Respond Respectfully

## KIDS AT HOPE PLEDGES

I am a Kid at Hope. I am talented, smart & capable of success. I have dreams for the future and I will climb to reach those goals & dreams every day. All Children are Capable of Success,  
**No Exceptions!**

As an adult and a Treasure Hunter. I am committed to search for all the talents, skills and intelligence that exists in all children and youth.  
 I believe all children are capable of success,  
**No Exceptions!**

# Medications and Illnesses

## Medications

We cannot give medication at school without both of the following:

1. All medication, including over the counter drugs prescribed by a licensed medical physician, osteopathic physician, or dentist.
2. Medication remains in its original container.
3. Only the amount needed to take while at school is sent. (Usually, pharmacists will provide an extra bottle when requested.)

## Illnesses

Children should not be sent to school if they are not feeling well. Keep them at home if they have any of the following:

- Earache or severe headache
- Untreated head lice
- Fever (oral temperature of 100.0 or above)
- Nausea, vomiting or diarrhea
- Communicable disease
- Mattering or inflammation of eyes

Please contact the school if your child comes down with a communicable disease, such as chicken pox.

# Walkers and Bike Riders

Crossing guards begin their crosswalk duties at 8:40 a.m. For your child's safety, do not allow your child to leave home before 8:30 a.m. Students should observe all pedestrian rules.

Students may not ride skateboards, bikes, scooters or roller blades on school grounds. Bikes, skateboards and scooters should be locked up to the bike rack located on the south side of the building. Students must provide their own locks to secure their bikes on the bike rack.

# Student Pick-Up and Drop-Off

Please do not park or pick up your child in the bus loading zones. Please avoid parking on the West side of 40th Street during school hours in order to avoid congestion for students walking to and from home. Instead, please park in the Parking Lot Lane or use the Pickup/Drop-Off Lane.

When using the parking lot lane, please walk with the student to or from the vehicle. Meet the child at the sidewalk of the school and walk them to the vehicle using one of the two raised crosswalks. Children are only allowed to walk across the two lanes if escorted by the adult who is picking them up or dropping them off.

When using the pickup/drop off lane, wait in your vehicle and do not leave it unattended. As spaces become available in front of your vehicle, please pull forward, so that traffic does not back up on 40<sup>th</sup> Street. As you exit during the morning drop-off or afternoon pick-up, the Parking Lot Lane turns left onto 40<sup>th</sup> Street and the Pick-Up/Drop-Off Lane turns right onto 40<sup>th</sup> Street.

# District Calendar

Visit [psd1.org](http://psd1.org) to check for calendar updates.

## August/September 2022

8/30 – 1<sup>st</sup> day of School  
9/5 – No School/Labor Day  
9/21 Secondary Early Release

## November 2022

11/11—No School/Veterans Day  
11/23—Early Release K-12  
11/23—End of 1<sup>st</sup> Trimester  
11/24-25—No School/Thanksgiving  
11/28—No School/Trimester Break

## January 2023

01/02 New Year's Day (Observed)  
01/16—NO School/MLK Jr. Day  
01/18—Secondary Early Release

## March 2023

03/09—End of 2<sup>nd</sup> Trimester  
03/10—No School/Snow Day  
03/13—No School K-12/Trimester Break  
03/21-24—Early Release K-8 Conferences

## May 2023

05/17—Secondary Early Release  
05/29—No School/Memorial Day

## October 2022

10/19 – Secondary Early Release

## December 2022

12/06-09—Early Release K-8 Conferences  
12/16—Early Release K-12  
12/19-30 No School/Winter Break

## February 2023

02/15—Secondary Early Release  
02/20—No School/President's Day

## April 2023

04/3-7—No School/Spring Break  
04/19—Secondary Early Release

## June 2023

06/13—Last student Day/Early Release  
06/13—End of Trimester  
06/14-16 Snow Day if Necessary\*

## Inclement Weather

In the event it is necessary to cancel school due to bad weather or poor road conditions, local radio and TV stations will carry alerts. The district website, [psd1.org](http://psd1.org), will post alerts as well. In addition, sign up on the district website to receive text message alerts.

# Daily Schedule

**Visitors:** All visitors must sign in and out in the front office.

**\*If picking up a child early from school please be prepared to present picture identification.**

## School Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start</b>	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
<b>End</b>	3:40 p.m.	3:40 p.m.	1:40 p.m.	3:40 p.m.	3:40 p.m.

**\*There is no supervision outside or at crosswalks prior to 8:30 a.m.**

## Breakfast Hours

Breakfast service begins at 8:40 a.m. every day. Students are not to arrive before that time. If parents/guardians would like to sit with their child in the cafeteria during breakfast, they must sign in at the office. For safety reasons, parents/guardians need to sign in at the office to be on the playground.

## Lunch and Recess Hours

11:10, Kindergarten  
11:10 1<sup>st</sup> Grade  
11:45 2<sup>nd</sup> Grade  
11:45 3<sup>rd</sup> Grade,  
12:20 4<sup>th</sup> Grade  
12:20 5<sup>th</sup> Grade

## Meal Prices and Charging Policies

All PSD students are eligible to receive breakfast and lunch at no cost to the student for the 2022-26 school years due to recent changes made to the federally funded program called the Community Eligibility Provision (CEP). All students enrolled in PSD programs, including preschool, will be eligible.

Although there is no application for free meals, our district does send out a Family Income Survey in the fall. This form collects household income information so that PSD is eligible to receive state funding for important educational programs that our students are entitled to. If your family receives this form, we encourage you to fill it out and return it as soon as possible.

# Student Discipline/Recognition

## Student Discipline

Students who attend schools within the district will be expected to respect their studies, school employees, their peers, and all school expectations. A student's failure to do so will lead to consequences as outlined by Pasco School District Policy and Procedures. Please refer to the Pasco School District's Discipline Handbook for Students and Parents for more information.

## PBIS/ROAR

At Mark Twain implements the PBIS (Positive Behavior Intervention System), Kelso's Choice and has a characteristic of the month focus. With this approach, staff at Mark Twain Elementary are on the lookout for students who are demonstrating class/building expectations and teaching students to self-manage. Periodically, staff may give a student a ROAR Award or Cat Cash, signifying that the student has been caught doing or showing one of the following attributes:

## KIDS AT HOPE

Mark Twain follows a philosophy of 'Kids At Hope'. Staff are committed search for all the student's talents, skills, and intelligence. We believe all students are capable of success...No Exceptions!

## Teacher Availability

Teachers are typically available to meet with families from 8:30-9:00 a.m. and 3:40-4:00 p.m. During instructional hours, feel free to leave a message and the teacher will get back to you.

## Birthdays

If you would like to bring treats for your child's birthday, please make sure all food is pre-packaged. We have students with allergies that can be life threatening. As an allergy aware school, we take this very seriously and appreciate all efforts to maintain the health of all students. Also, please check with your child's teacher the day before, in order to determine the best time to bring treats into the classroom.

## Lost and Found

A lost and found area is located in the hallway near the gym. Many times, articles of value are also turned into the office. As soon as a student has lost an article, they should check the lost and found area and office. We strongly urge that all clothing personal property be labeled with the student's name. Periodically, unclaimed items will be donated to charitable organizations.

# Electronic Devices

Electronic devices such as cell phones and tablets should be left at home. If a student brings an electronic device, it is the student's responsibility to keep it from becoming a distraction to the learning environment. The school is not responsible if the device becomes lost, stolen, or broken. Devices may be confiscated if they become a distraction and can be picked up in the office by the parent or guardian of the student.

# Student Dress Code

Elementary schools look upon the district dress code as a key component of the educational process. We are of the opinion that we are preparing students for success. While security and safety continue to be the driving forces behind this policy, they are not the only factors. Students are allowed to wear the clothing of their choice as long as it does not hinder the educational process. Students who dress inappropriately will be asked to change. If they do not have other clothes to change into, they may be provided with clothing from the school. Otherwise, arrangements must be made for students to go home or for parents to bring clothes to school. The following articles of clothing are not acceptable and may not be worn at any Pasco Elementary School during the school day. This is a brief overview.

- ❖ Any article of clothing or accessories that becomes identified as gang related
  - ❖ Pants worn in a way that expose undergarments or excessive skin-must cover the same area of skin as shorts/skirts requirement
  - ❖ Clothing with drug/alcohol/tobacco logos
  - ❖ Clothing with inappropriate or offensive language or statements
  - ❖ Halter tops, see-through shirts, muscle shirts or shirts that expose midriffs-for example-crop tops
  - ❖ No Hats or caps in the building
  - ❖ No Heelies-shoes with wheels
  - ❖ No pant chains
  - ❖ No wearing of headphones or ear buds outside of appropriate educational times
  - ❖ No flip flop footwear-for example-flimsy, open toed, soft bottom sandals
- The following articles of clothing are acceptable to wear as long as they meet the stated criteria:
- ❖ Tank tops (straps must be 3 finger widths or wider, collar must not be low-cut, no large cut/gaping armholes)
  - ❖ Shorts/Skirts/Dresses (length must be finger length or longer)

# Parent Partnership

Mark Twain values the parent support of our Wildcat students. We encourage your involvement with their learning both at home and school. We welcome your support in the classroom and the school activities organized by your PTO and ATP. Your support can have a positive impact on student's attitude toward learning. Here are a few tips to consider for supporting our Wildcats:

1. Meet the child's teacher.
2. Get to know who's who at the school.
3. Attend parent-teacher conference.
4. Keep in touch with teacher.
5. Find homework help if needed.
6. Set time for the child to read daily and complete homework.
7. Volunteer at the school.
8. Let school know about concerns.
9. Show a positive attitude towards education.
10. Monitor the child's television, video game and Internet use.
11. Talk with the child about their day in the car, at dinner, etc.
12. Help the child to be responsible and work independently.
13. Encourage the child to be involved in an extracurricular activity such as after school programs, sports, playing musical instrument, and exploring interests.

Please check out the Mark Twain PTO Facebook page and the Mark Twain Home page at [www.psd1.org](http://www.psd1.org) to see what Mark Twain has to offer throughout the year.

# District Policies

## **SEXUAL HARASSMENT**

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### **Step 1. Write Our Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to

bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

#### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

#### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## (Attendance Policy 3122P)

### 1. Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

- a. Participation in a district or school approved activity or instructional program
- b. Illness, health condition, or medical appointment (including, but not limited to, medical counseling, dental, or optometry)
- c. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- d. District or school-approved activities or instructional programs
- e. Family emergencies, including, but not limited to, a death or illness
- f. Court, judicial proceedings, or jury service;
- g. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview;
- h. State-recognized search and rescue activities consistent with state law;
- i. Absence directly related to the student's homeless status;
- j. Absence resulting from a disciplinary or corrective action
- k. Other activity as mutually agreed upon by an administrator, parent/guardian, or emancipated youth.

The principal or designee has the authority to determine if an absence meets one of the above criteria for an excused absence.

B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation

-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

C. An excused absence shall be verified by the parent(s) or guardian(s), emancipated or appropriately aged student, or school authority responsible for the absence.

Upon the fifth (5th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student.