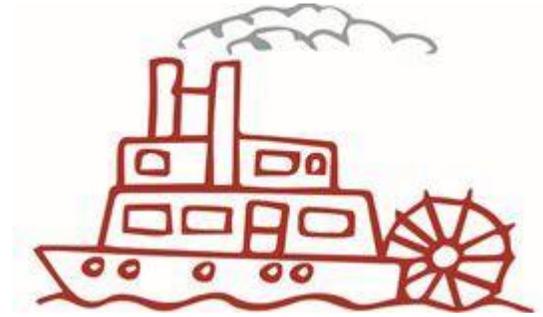


Mark Twain Elementary School Parent Information



2019-2020

Welcome to Mark Twain!

Welcome to the 2019-2020 school year! We are excited to see all of our returning students and meet new students and families. Teachers have been hard at work preparing their classrooms, our secretaries have been busy registering students and ensuring teachers have what they need, and our custodial staff has worked tirelessly getting our building ready. On the next pages, you will see important information to ensure a smooth start to our school year. I look forward to seeing you at our Unpack Your Backpack night on August 21.

Caroline Olson

August 2019 – December 2019

As construction continues on the new Mark Twain building at 1620 Lincoln Road, we will operate out of two locations during the first semester of the 2019-2020 school year. The construction project (new building, parking lot, playgrounds, site work) will be completed by November 30, 2019. Move-in will occur during December 2019, and classes will begin at the new Mark Twain Elementary School after winter break in January 2020.

Grades PK – 1st at Mark Twain South (Thomas Jefferson Campus), 610 Holmes St.
Grades 2nd – 5th at Mark Twain North (Ross College Campus), 2009 Kimberly Rd.

Staffing

We welcome the following new staff members to Mark Twain this year:

- Emily Boblett, K-1 Music
- Linda Death, Academic Interventionist
- Natasha Dolan, Counselor
- Sam Farra, Special Education Paraeducator
- Julie Gillitzer, Hall Monitor
- Renee Horner, 3rd Grade
- Sarah Kelly, 5th Grade
- John Miller, K-1 PE
- Amara Nelson, Special Education Paraeducator
- Abbey Strajack, Special Education

Administration

Both buildings will have administrative and secretarial coverage all day. Ms. Olson, building principal, will be splitting her time between each site. We also have two district administrators, Mr. Uhde and Mr. Heeringa, who will provide daily coverage at each location when Ms. Olson is not present.

Nurse and Counselor

Mrs. Drane will be the full-time nurse at Mark Twain North. There will be a nurse stationed at Mark Twain South from 10 a.m. to 2 p.m. each day. If there is a medical emergency outside of these hours, Mrs. Drane will cover. Mrs. Dolan, our school counselor, will split her time between the two sites.

Class Assignments

Parents may access their child's class assignment through the Parent Portal starting on Monday, August 19. Class lists will also be posted on Unpack Your Backpack night, on August 21.

Safety and Security

Hallway monitor

- An adult will be stationed in the hallways to ensure that students are always monitored.
- When use of the mobile restroom is necessary, the hallway monitor or office adult will escort every child who uses this facility.

Security Cameras

- Multiple cameras have been installed inside and outside the building, so that there is visual access at all times.

Crossing Guards

- No crossing guards will be stationed at Mark Twain North, due to all children being transported via private vehicle or school bus.
- Crossing guards will be provided at the following locations near Mark Twain for approximately 20 minutes before and after scheduled school bus stops in the area:
 - 18th Street and Lincoln Road
 - Mark Twain Entrance on Lincoln Road
- Crossing guards will be available near Mark Twain South at the following locations before and after school:
 - 6th Street and Holmes Street crosswalk
 - Holmes Street and alley directly to the west of the school
 - 8th Street and Holmes Street

Police

- A Bettendorf Police officer will be on site at Mark Twain North during the morning and afternoon drop off and pick up times.

Building Safeguards

- Secure vestibule with buzz-in entrance system.
- Raptor Visitor Management System for all visitors.
- Adult supervision during drop off and pick up times.
- Alarm on the east door to prevent exit, except during a fire drill.
- Separate facility—there is no access from Mark Twain North to Ross College. Each school has a separate entrance. A secure fire wall has been installed between the two entities.
- Fire, Severe Weather, and Run, Hide, Fight Drills have been vetted with the police and fire departments for both buildings.
- Mark Twain North students are not allowed to walk or bike to school.

School Day Start and Dismissal Times

We will work with parents who have students at both locations and need some additional flexibility!
Our school day begins at 8:30 a.m. Students may arrive for breakfast at 8:00 a.m. at both sites. Those students not eating breakfast are asked to arrive at 8:10 a.m. or later.

- **Mark Twain North:** As students arrive, they will join the teachers and students to walk on the playground until the bell rings at 8:25 a.m. Dismissal will be staggered: Teachers of grades 2 and 3 will escort their students to the main entrance at approximately 3:15 p.m., and teachers of grades 4 and 5 will escort their students to the main entrance at 3:20 p.m.
- **Mark Twain South:** K students will line up at the east door, and 1st grade students will line up at the west door when they arrive. Parents may meet their students at the same doors at dismissal time. (Kindergarten teachers will escort their students to the doors at approximately 3:15 p.m., and 1st grade teachers will escort their students to the doors at 3:20 p.m.)
- **No students will be allowed to walk across the street or parking lot unless accompanied by an adult.**

Drop Off and Pick Up Procedures

We will have a lenient arrival time for families with students at both campuses, understanding that parents may be dropping off students a bit late. Likewise, we will provide supervision for students whose parents have to pick up at both locations. We will communicate with parents to ensure that all students are accounted for at all times.

Please refer to the attached map of Mark Twain North for the route for drop off and pick up. We ask that all cars follow the marked route. Please follow the designated signage and the directions of the staff members and police who will assist.

Scheduling (Specials, Interventions and Extensions)

Students at both sites will have the same specials classes (PE, music, art, library, and guidance) as all other students in the district. At Mark Twain North, PE will be held in a designated physical activity space or outside when appropriate for the curriculum and the weather. Other special classes will be held in individual classrooms. Intervention and extension time will be provided for all students following district parameters.

Playgrounds

All students will have a 25 minute recess before lunch, and recess for all students will be on a staggered schedule.

Mark Twain North: Staff members met during the summer to identify play equipment needs for our temporary playground, including basketball hoops, tetherballs, sand troughs, four-square, and all types of playground equipment. We will also have yard games, including Connect 4, Yard Yahtzee, Bowling, Ring Toss, Yard Checkers, and Bags.

Mark Twain South: Kindergarten students will utilize the playground on the south and east sides of the building, and 1st grade students will play on the north side playground.

Lunch Procedures

All students will have a 25 minute lunch time, and lunch will be on a staggered schedule. At Mark Twain South, students will eat in the gym. At Mark Twain North, students will go through the lunch line in the food service area and then return to their classrooms to eat. Adult supervisors will be present for all lunches at both sites. A peanut-free room has been designated for each grade level. Students will be allowed to choose a classroom in which to eat each day; only school lunches will be allowed in the designated peanut-free classrooms. Appropriate cleaning procedures will be in place, using student helpers and adult assistance.

Bathroom Procedures

Classroom teachers will accompany their classes to the restrooms for class breaks, which will be coordinated to avoid long lines. Individual students will sign out of their classrooms at other times to use the building restrooms, and they will be required to carry a pass. The hallway monitor will supervise the hallways and restroom area to ensure safety. When use of the mobile restroom is necessary, the hallway monitor or office adult will escort each and every child who uses this facility.

SSA (Before and After School Program)

The Steamer Success Academy (SSA), a 21st Century Community Learning Center, will operate before and after school at both Mark Twain South and Mark Twain North. Pick-up/drop off times will be accommodated for families who have children at both sites as needed. If you have any questions about the program, please contact Rhonda Nelson, SSA Coordinator.

Unpack Your Backpack Night

Please join us on Wednesday, **August 21**, for Unpack Your Backpack Night. Your students may visit their classrooms, meet their teachers, and unpack their school supplies. We are staggering times so that parents with children at both locations will be able to attend each event. We look forward to seeing you there!

- **Mark Twain South** 5:00 - 6:00 p.m.
- **Mark Twain North** 5:30 - 6:30 p.m.

Mark Twain North Drop Off and Pick Up Route

