



**Twain Elementary School
Family Handbook
2026-27**

Long Beach, CA 90808
(562) 421-8421 - Main Office
(562) 420 - 7654 - Fax

Long Beach Unified School District
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8000

Twain Elementary Office Personnel

Mr. Gonzalez.....Principal
Mrs. Labao.....Counselor
Mrs. Rhoads.....Instructional Intervention Facilitator
Ms. Baker.....Psychologist
Ms. Linda Diep.....Nurse
Mrs. Thomas.....Office Supervisor
Ms. Condon.....Intermediate Office Assistant
Mr. Tsigonoff.....Plant Supervisor

Office Hours

7:30 a.m. - 4:00 p.m. Monday - Friday

Twain Informational Bulletin

2026-27

EMERGENCY Contact Information

Should an emergency arise, we need to contact you. It's essential that parents update their child's emergency contact information online by logging into ParentVue, navigating to the Student Info tab, and then clicking "Edit Information."

Please be sure to edit/add the following information:

- * Correct home, cell and work telephone numbers.
- * Telephone numbers of three other adults to whom we can release your child in an emergency.
- * Name and telephone number of your doctor in the event of an emergency.
- * Your current email address

An activation code is needed to sign up for ParentVue. Activation codes will not be given over the telephone. Please visit our school's office to secure your child's ParentVue access code. Please be prepared to show your **ID**. All parents need to be enrolled in ParentVue.

PLAYGROUND SUPERVISION HOURS

Playground supervision is provided in the morning beginning at 7:40 a.m. For your child's safety, please **do not allow your child to come to school before 7:40 a.m.**

For the 2026-2027 school year, we will have after-school supervision until 3:00 pm. Twain Elementary is not responsible for supervision to, at, and from Pan Am Park.

ARRIVING AT SCHOOL LATE

School starts at 8:00 a.m. Classroom instruction begins at 8:00 a.m. Students who are late, before 8:30 a.m., will be considered tardy. They can walk directly to their classroom. After 8:30 a.m., the student will be considered truant, and a parent must bring their child/student to the office to sign them in. The student will receive a pass to class.

VISITORS ON SCHOOL GROUNDS

For the safety of all students and staff, Twain Elementary is a **closed campus**. All parents, guardians, and visitors must enter through the main office, present valid identification, state the reason for their visit, and receive authorization before entering campus. Visitors are not permitted to enter campus, walk students to class, or visit classrooms without first checking in with the office and obtaining a visitor badge. School begins at **8:00 a.m.**, and students are expected to be in line when the bell rings. Students arriving late should enter through the main office, where a staff member will escort them to class. If a special circumstance requires a parent or guardian to accompany their child to class, permission must first be obtained from the office, and a visitor badge must be worn and returned to the office upon departure. These procedures are mandatory and are in place to protect student safety, minimize classroom disruptions, and ensure the school knows who is on campus at all times. **All parents, guardians, and visitors are expected to follow these procedures and demonstrate civility, mutual respect, and courtesy toward students, staff, and others.** Disruptive, threatening, or intimidating behavior is not permitted and may result in further action in accordance with district policy and applicable law.

UNIFORMS

We encourage ALL Twain students to wear their red, white, and navy blue tops and navy bottoms or dark colored jeans(no holes./tears/logos. Students are allowed to wear navy blue leggings. Twain wear can be worn any day of the week. Our PTA will be selling T-shirts and sweatshirts with a variety of designs and styles.

If any child needs assistance, please contact Mrs. Labao, our School Counselor. The school sponsors a Uniform Shop where gently used uniforms are available to students, free of charge. We have plenty of gently used donations we can provide. We can also set students up with the Uniform Assistance League, which provides two complete uniforms for any student who needs assistance. Mrs. Wheels will keep confidential the names of students who need assistance.

100% uniform compliance is our goal this year! Please support our efforts to keep your child safe and focused on learning by having our students in uniform each day.

CELL PHONES/SMART WATCHES

We encourage you to have your child leave their cell phone/Apple watch at home. We understand that, for safety reasons, some of you would like your children to have access to a cell phone/Apple watch before and after school. If you send your child to school with a cell phone/Apple Watch, please explain to your child that the phone/watch must be kept out of sight and off. **They may not use their phones/Apple watches during school time, which includes recess and lunch.**

Using a cell phone/Apple Watch during school time is not appropriate for school, and it will not be acceptable. If a student shows inappropriate photos to other students from their phone/Apple Watch, either through photos, emails, or Instagram, the student will be disciplined following the district guideline for "Distribution of Inappropriate Material", which may include a suspension or expulsion.

If your child's ringer goes off at school or if the phone/watch vibrates, the phone/watch will be confiscated. If your child is caught using it at school, texting friends, taking photos, or just messing around with it, the phone/watch will be confiscated. Once confiscated, a parent or guardian will have to pick it up at the Main Office. If the child comes to the office at the end of the day asking to use their cell phone/watch, we will allow it to be used to contact their parent and or see if their parent left them a message, but we will only return it to the parent/guardian. If a cell phone/Apple Watch is stolen, we will not be able to help search for it. The school is not responsible for the damage or loss of a cell phone/Apple watch.

BREAKFAST/LUNCHES

For the school year 2025-26, all students will receive school meals free of charge. Students will need to use their student IDs or Personal Identification Numbers (PIN) to receive free meals at the point of service. Information on school meals, including your student's PIN, is available in your ParentVue account or has been mailed to you via US mail.

DROPPING OFF AND PICKING UP CHILDREN BY AUTOMOBILE

Please do not jeopardize the safety of our children! Encourage good safety habits by parking your car at the curb and asking your child to exit the car closest to the curb. Do not double park and ask your child to step between cars or to cross in the middle of the street. Please use the drop-off on Centralia by pulling up as far as possible in between the orange cones. This is the safest, most convenient way to drop your child off at school. Staffing the valet has been a challenge for the past few years due to adult and student safety (i.e. parents driving too fast down the street and almost running into staff and students, parents ignoring orange safety cones and double-parking to drop off students, and inappropriate language being used toward the adults staffing the valet), please be considerate to our staff. Please also read the traffic information in the weekly newsletter.

NO PARTIES AND REFRESHMENTS

Please keep in mind that our students' instructional minutes are precious, and we would like to utilize these moments for instructional purposes only. We also have many students who have peanut or other food allergies; some that may be life-threatening, so in the interest of health and learning, we can no longer allow food from home in the classroom during instructional hours for the above-mentioned reasons.

Home-baked items are not allowed by the Long Beach Unified School District. **Individual birthday parties may not be held at school.** Invitations to private parties should be made directly to the parents of children involved, not handed out on the playground or in the classroom.

ABSENCES

Regular attendance is important for your child's success and achievement in school. Please try to arrange for your child's doctor's appointments to be after school. If this is not possible, it would be beneficial to your child if you made the appointment later in the morning so that your child could begin the school day, go to the appointment, and then return to school. Please do not plan vacations on school days. Students attending Twain on certain special transfers may have their transfers revoked if their attendance and/or punctuality are poor. Please hand in **written documentation** to your child's teacher the day your child returns from an absence if you forget to call in the absence the day your child is out. **You may also report an absence by calling the school office at 562-421-8421 or emailing Ms. Linda Condon at lcondon@lbschools.net.**

Attendance reporting is online. If you do not call the office the morning your child is absent, you will receive a computer-generated phone call stating your child was truant. Please call the office as soon as possible. If you call it in, you will not have to send in a note when your child returns. Mrs. Thomas will document the call for auditing purposes, and they will inform the teacher of the reported absence.

If you forget to call the office and have to write a note, it must include the following:

- First and Last Name of the Student
- Grade
- Teacher name
- Reason for Absence (example: ill, doctor or dental appointment, court hearing)
- Date of absence
- Parent/Guardian Signature

The following are excused absences:

- Doctor note
- Therapist note
- A court hearing with the student's name as mandatory to attend

- Illness
- Religious
- Bereavement

Truancy

If your child is late over 30 minutes and does not have a reason from the list above, by district guidelines, it is considered an unexcused late truancy.

If you get three unexcused/unverified absences, lates, or early outs over 30 minutes, you will receive a truancy letter with the principal's signature, **generated by the online system. The district mandates that these letters be sent out.** If you can clear the absences, call the office. If you can't understand, the letter is generated by the district to comply with legal mandates and to stress the importance of attendance.

VIPS (Volunteers in Public Schools)

We encourage you to become involved in our VIPS program at Twain. Your participation in the classroom, office, or at home is greatly appreciated. You must be a district-approved VIP to assist in your child's classroom or to participate in class field trips. The application process can take up to 6 weeks. Please don't wait until right before a field trip to apply. VIPS must sign in and wear their VIP badge when on campus. They must return the badge when signing out. Non-school-aged siblings should not be present on campus while you are volunteering. This is a safety issue, and we encourage you to volunteer for clerical tasks that can be done at home if you have small children.

Please review the School Guidelines for Success, Twain's Academic Attire Guidelines, and the "Safe and Civil" Home School Compact. Once finished, complete the Google Form acknowledging that you have read the Parent-Student handbook and the "Safe and Civil" Home School Compact Agreement.

Academic Attire Guidelines for Students

GENERAL GUIDELINES

- Choice of pants, walking/Bermuda shorts, skirts, jumpers, and culottes as specified below.
- Choice of shirts, blouses, polo shirts, turtlenecks, and t-shirts as specified below.
- No cartoons or drawings on any clothing except approved Twain shirts and sweatshirts.
- Only approved "sun protective" hats are permitted. NO caps, scarves, or bandanas may be worn.
(Caps may be approved for certain field trips.)
- The **last Friday** of every month will be a **Free Dress Day**, following the district dress code guidelines.

TOPS

- Solid red, navy or white shirt
- Red, navy or white Twain T-shirts or other approved Twain shirts.
- Science Fair, School Spirit shirts, Student Council shirts, etc..
- Shirts and blouses must cover the midriff even when arms are raised above the head.
- No tank tops.

BOTTOMS

- Navy uniform pants, shorts or skirts. Dark blue jeans. Leggings are acceptable
- NO faded jeans, black jeans or jeans with holes.
- Bike shorts may NOT be worn in place of shorts or pants.
- Shorts must extend past the fingertips when arms are held along the sides and not past 2 inches below the kneecap.

FOOTWEAR

- NO sandals or any other open-toed or open-heeled footwear may be worn.
- NO high heels may be worn.
- Crocs are not permitted.

HATS

- Only approved "sun protective" hats may be worn. NO caps, scarves, or bandanas may be worn.
(Caps may be approved for certain field trips.)

JEWELRY & MAKE-UP

- Most jewelry should be left at home. School personnel are not responsible for lost or stolen jewelry.
- Absolutely NO dangling or hoop earrings.
- Students may be asked to remove jewelry deemed inappropriate or unsafe by school personnel.

School-wide Discipline Plan

"Twain Frogs show.... "Respect, Responsibility, and Reflection
through Communication and Cooperation"

The Twain teaching and support staff are committed to a positive discipline policy based on the school-wide theme of **Respect, Responsibility, and Reflection**. Our 3Rs help us maintain a positive and safe learning environment for all students. A system has been designed to provide consistent and fair consequences when students do not follow the rules while rewarding students who exhibit good behavior. To protect the rights of all students, both in the classroom

and on the campus, we need your support and understanding of our plan.

Please read and review the following school-wide discipline plan with your child:

GENERAL Expectations

Students will:

1. Show respect and cooperation to all adults and peers.
2. Follow directions/rules the first time they are given.
3. Follow school rules.
4. Respect both the school and others' property.
5. Keep gum away from school.
6. Eat in the lunch areas only.
7. Refrain from using profanity.
8. Keep dangerous implements, objects, or weapons away from school.



PLAYGROUND Expectations

Students will:

1. Follow the freeze bell rules:
 - Freeze immediately when the bell rings and wait for a whistle.
 - If on equipment, get down and then freeze.
 - WALK **directly** to the classroom lines after the whistle is blown.
 - Hold all playground equipment while walking to class.
 - Go to the drinking fountain or bathroom during recess, not after the bell has rung.
2. No wrestling, playing tag, excessively chasing, or play fighting.
3. No throwing rocks or other dangerous objects.

EQUIPMENT Expectations

1. At least one hand must be in contact with the apparatus at all times.
2. No sitting or standing on the apparatus.
3. No playing with apparatus.
4. Only two people on a bar at one time.
5. If there is a line, only three "tricks" per turn.

Play Structures:

1. Begin one at a time in only the approved direction.
2. Never interfere with other children while they are climbing or hanging.

Balls:

1. Red rubber balls, volleyballs, tether balls, and basketballs are not to be kicked.
2. Balls are not to be bounced or kicked against any building.
3. Hard balls used for kicking must be used at the north end of the playground.

RESTROOM RULES

Students will:

1. Enter the restroom cautiously and quietly.
2. Take care of their personal needs without loitering.
3. Use soap and water to wash hands and dispose of paper towels in trash cans.
4. Share with an adult any unsafe or unclean conditions.
5. Keep our restrooms safe and clean by leaving nothing behind that would make the next user uncomfortable.
6. Students will Go, Flush, Wash, Leave!

AUDITORIUM/ASSEMBLY Expectations

Students will:

1. Enter the auditorium quietly.
2. Sit back in their seats and keep their feet and hands to themselves.
3. Use the right armrest only.
4. Listen attentively to the presenter/s.
5. Show their appreciation of the performance with applause only.
6. Follow their teacher's directions and exit the auditorium quietly.

LUNCH Expectations

Students will:

1. Follow the general expectations.
2. Leave playground equipment in the assigned areas while eating.
3. Talk quietly and remain in their seats while eating.
4. Remember, you are not permitted to share food.
5. Remain at lunch tables or assigned areas until dismissed.
6. Place all trash in containers.
7. Line-up (walking quietly).
8. Exiting quietly.

Twain Civility Guidelines

At Twain Elementary, we are committed to fostering a respectful, safe, and supportive learning environment for all students, staff, and families. To ensure positive interactions and a strong school community, we ask all individuals on campus to adhere to the following civility guidelines:

Respectful Communication

- Speak courteously and professionally with students, staff, and fellow parents/guardians.
- Listen actively and seek to understand different perspectives.
- Address concerns constructively, focusing on solutions rather than blame.

Appropriate Conduct on Campus

- Use respectful language at all times; profanity, insults, or aggressive speech will not be tolerated.
- Maintain appropriate behavior when engaging with students, staff, and other community members.
- Follow school policies regarding campus visits, volunteering, and student interactions.

Conflict Resolution

- If a disagreement arises, seek resolution through appropriate school channels.
- Schedule meetings in advance to discuss concerns rather than addressing issues in an unplanned or disruptive manner.
- Treat all staff and students with dignity and refrain from confrontational or intimidating behavior.

Student Safety & Well-Being

- Model positive behavior and problem-solving skills for students.
- Follow all school safety procedures, including check-in protocols and visitor policies.
- Support a safe and inclusive environment by treating all students fairly and equitably.

Failure to follow these civility guidelines may result in restrictions on campus access or other appropriate actions in alignment with district policies.

Thank you for helping us maintain a respectful and welcoming school community!

POSITIVE REINFORCEMENT

REWARDS:

When students follow the rules, rewards will be used to encourage consistently good behavior. The following positive support will be provided for students following the rules:

1. Teachers will select students monthly to be recognized at the Awards Assembly.
2. The counselor will reward students for good behavior through green slips (Frogtastic slips). Students will use their Frogtastic slips to turn in for prizes once a month.

CONSEQUENCES:

When students do not follow the rules, the following consequences will result:

1. Verbal Warning (unless the infraction is on the Automatic Citations/Intolerable Behavior list).
2. A Behavior Citation will be given for more serious infractions. Upon receiving the citation, the student will immediately go to the red line or benches for the remainder of the recess period. The citation should be made out and given to the classroom teacher. The classroom teacher will send the citation home for the parent to sign and return. The signed citation should be turned in to the counselor for review.

REFERRAL SYSTEM

The following referral system will be in effect for each reporting period:

- 1st - Teacher will call the parent/guardian.
- 2nd - A referral will be sent home, and a phone call by the teacher.
- 3rd - Counselor/principal will meet with the student and contact the parent/caregiver.
- 4th - Principal conference with parent and student.

****In the case of a severe disciplinary problem, such as fighting, the student may be immediately suspended, transferred to another school site, or sent to Student Placement Services. Parents must attend a readmit conference.**

AUTOMATIC REFERRAL

The following behaviors will receive no verbal warning and can result in principal/counselor intervention, detention, and/or suspension:

1. Hitting/kicking another person
2. Spitting
3. Fighting
4. Displaying defiant and disrespectful behavior to adults
5. Using profanity and/or obscene language or gestures
6. Causing damage to property
7. Theft of school or personal property
8. Chronically abusing school rules
9. Possessing anything at school that relates to drugs or gangs
10. Possessing dangerous implements, objects, or weapons at school
11. Bullying
12. Sharing or showing inappropriate photos or messages on their cell phone

Home School Compact 2024-2025

This agreement is a promise to work together. We believe that this agreement can be fulfilled with team effort.

As a student, I pledge to:

- **Respect** all adults and peers by listening and following directions and rules.
- Take care of all school property and equipment, and accept **responsibility** for my actions.
- **Reflect** on my actions and set goals to improve myself.
- **Communicate** by speaking nicely to others, talking out my problems, and getting help from an adult when needed.
- **Cooperate** with all adults and peers by treating others the way I would like to be treated.

As a parent/guardian, I pledge to:

- **Respect** the important roles of teachers, administrators, staff, students, families, and the communities' values that play in the development of my child.
- Take **responsibility** for supporting educational objectives at home and in school and understand how my words and actions affect the school community.
- **Reflect** on the impact of my role as a parent and my obligation to serve as a positive role model.
- Ensure that **communication** with teachers, administrators and staff is open, honest, and supportive.
- **Cooperate** in a manner to encourage teamwork and support student achievement in a positive school environment.

As a teacher/staff member, I pledge to:

- Show **respect** to colleagues, parents, and students by actively listening and empathizing with their various situations.
- Be **responsible** for a safe and enriching learning environment by being professional and prepared to meet ongoing educational needs.
- **Reflect** on student data to monitor and adjust goals and objectives.
- Keep the lines of **communication** open with colleagues, parents, and students.
- **Cooperate** cohesively with the Twain Community to allow for a caring and supportive school environment.

**Please complete the Google Form
by September 12th**

Please complete the Google Form found [here](#), acknowledging the following:
I have read with my child and discussed the following:

- **The Parent Information Bulletin**
- **Twain's Academic Attire Guidelines**
- **Twain's School-wide Discipline Plan**
- **Twain's Home-School Compact (see below)**

Parent/Guardian's Signature:

_____ Date: _____

I will do my best to follow all of the information in the **Family Newsletter, Twain's Academic Attire Guidelines, Twain's Safe and Civil Home School Compact, and Twain's Guidelines for Success**

Student's Signature: _____ Date: _____

Teacher: _____ Room #: _____