



LAKE
TAHOE
SCHOOL



Family Handbook

2017 – 2018

Our mission at Lake Tahoe School is to nurture a lifelong love of learning in our students with the purpose of developing critical thinkers and articulate, confident leaders for the 21st century.

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Motto

Where disciplined minds, sound character, healthy bodies, and creative spirits thrive.

Honor Code

At Lake Tahoe School, we strive as individuals and as a whole to create a learning experience that promotes honesty, integrity, and respect. Together we build a school that enhances the ways in which we learn, grow, and thrive as a community.

Commitment to Equity and Justice

At Lake Tahoe School we strive as individuals and as a whole to create an environment that honors and celebrates a variety of perspectives. Together we build a community that respects diversity and prepares students to be ethical leaders and compassionate global citizens.

Lake Tahoe School does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, gender, sexual orientation, or genetic information. This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid and loan programs, and other school-administered programs) as well as to all areas of personnel and employee concerns and hiring. Lake Tahoe School is an Equal Opportunity Employer (EOE).

Accreditation

Lake Tahoe School is an independent, non-profit, non-denominational school governed by a self-perpetuating Board of Trustees. The school is licensed by the Nevada State Department of Education and fully accredited by the Northwest Association of Independent Schools (NWAIS). Lake Tahoe School is also a member of the National Association of Independent Schools.

Governance

A self-perpetuating Board of Trustees leads Lake Tahoe School. The Corporate structure is described in the formal bylaws. The Board establishes broad educational objectives and determines fiscal policy. The Head of School acts as a liaison between the Board and the faculty, supervising school operations, creating basic policy, and making personnel decisions. Division Coordinators and Assistant Head of School provide instructional leadership and, in concert with the faculty, review curricula.

Character Education/Cooperation and Support

One of the reasons families choose Lake Tahoe School is its structure, and with structure come boundaries that mark the responsibilities of each constituency. While all of us – students, teachers, guardians, and the Head of School – can and should learn from one another, there are good reasons for delineating these responsibilities. For example, parents and teachers teach, and both will do their jobs best when they are in a cooperative, supportive relationship with one another. A key function of this handbook is to make clear the expectations for all constituents. Good communication is always our goal.

The growth and development of every child at Lake Tahoe School, including character education, are, frankly, why we are here. We take our commitment to meeting children where they are and taking them as far as they can go very seriously. Any parent who has more than one child recognizes quite quickly that no two children react to the same situation identically. For one, a raised eyebrow might suffice to change unwanted direction, while the other requires lengthy conversations or distinct “time out” for reflection. Just as we see children develop academic skills in fairly predictable fits and starts, we recognize and appreciate that there will always be misunderstandings and miscommunications among children, much as there are among adults. We are committed to helping all boys and girls develop their social skills along with their academic ones. *Our goals include teaching children how to resolve their own conflicts, how to act appropriately in various situations, how to listen and respect different opinions, and how to seek help when they need it.*

It is natural for children to summarize a day’s activities from their own perspectives and natural for parents to hear stories from their sons’ and daughters’ points of view. As classroom teachers and parents, it’s critical to ask the right questions while still providing support. When

a child has a problem and can't seem to articulate why, for instance, it can be most helpful to say, "So, if I were to ask your friend what happened, what might she say?" Usually there are at least two sides to every story – frequently more. Often the best assistance an adult can offer is to query, "How can I help you with this problem?" Frequently children are simply reporting, and a good listening ear will suffice, plus the message given is that the child may need help but is capable of assisting in resolution.

Lake Tahoe School's Character Education Program is deep, integrated, and starts from the moment a child sets foot on campus, whatever the age. To support our efforts to provide the best character education possible for our school, our teachers also integrate external programs to help with providing lessons, guidance, and support. These programs include: *Character Counts*, *Responsive Classroom*, *Tahoe Safe Alliance*, *Common Sense Media*, and *Character Education Partnership*. We rely on the teachers who work directly with your children to assess every situation as it happens and to work with individual students and the class as a whole to find resolution to problems. Conflict and misunderstanding are not fun at any age, and learning how to work through them productively, proactively, and successfully is an essential life skill.

Behavioral Standards and Expectations

Aside from situations that might involve something illegal, as indicated in this Handbook, Lake Tahoe School does not have a schedule of offenses, as do some schools. We do have a process that we follow. The "schedule" varies according to age and stage of the children. Our standards and expectations for Middle School students, for instance, are much more stringent than they are for 1st graders. The process, however, generally follows these protocols in any "discipline" situation:

- 1) Supervising teacher(s) speaks directly to the child(ren) involved and assesses whether the situation is resolved on the spot or needs further time and attention.
- 2) Should the latter be the case, the teacher continues the discussion and develops strategies with the student(s).
- 3) Parents are informed if there seems to be a situation that is worrisome on some level or if a pattern is developing. In the case of either, the teacher also informs the Assistant Head of School.
- 4) If resolution on a classroom level is not successful, the student(s) is/are referred to the Assistant Head of School or the Head of School, depending on

the level of offense. The Assistant Head of School keeps the Head apprised, and the two work closely together on all matters.

- 5) Should there be a need, classroom teachers and/or administration work closely with parents to develop a set of strategies to help a child move through a problem situation or area.
- 6) Much of what happens as we work with individual families, even in the greater context of the school, is confidential. We expect the core of our honor code – honesty, integrity, and respect – to apply to our ability to work with you and your children with the understanding and faith that addressing sensitive issues is a very personal experience, not to be shared with the class at large.
- 7) We count on parents communicating their concerns early on, if they feel they warrant further attention. It's much healthier and productive for all concerned to speak up before something becomes a big problem than to wait until emotions are high. We do our best to keep abreast of situations, and our teachers know a great deal about students and families. We are usually not aware of what transpires off campus between and among children, however, and sometimes that information is critical.
- 8) "Bullying" is characterized as aggressive behavior that is intentional, that involves an imbalance of power or strength, and is typically repeated over time with the goal of controlling, belittling, or harming others. Bullying is not tolerated at Lake Tahoe School at any level.
 - a. If a parent believes a child is subject to bullying on campus, as defined above, the parent must report the incident, in writing, to a teacher or the administration.
 - b. Once received, the school is required to investigate within 24 working hours according to school protocols as outlined above. Reported incidents of bullying require conversations and mediation with involved students.
 - c. The school is responsible for making all parties feel safe, and hearing all sides of a story is essential to that process.
 - d. An important goal of our Honor Code and Philosophy is to help children learn how to make wise choices and accept responsibility for poor ones.
 - e. We keep confidential the content of student conversations and the consequences of actions.

Precisely because such spirit is essential to the well-being of the entire school community, Lake Tahoe School reserves the right to separate from the school any student whose family or guardian's behavior diminishes our capacity to provide a welcoming, positive, cooperative, and productive learning environment.

Curricular Philosophy

The Lake Tahoe School curriculum focuses on the acquisition of basic skills and the accumulation and integration of knowledge. We value how children learn, what they learn, and how they apply this learning in life.

Our program is founded on specific courses of study that provide breadth and depth in the fundamental academic subject areas – mathematics, science, social studies, and language arts (reading, composition, oral expression, and literature) –that together comprise the basic skills and knowledge to sustain our youngsters as lifelong learners.

We believe our school is special in terms of several distinctive characteristics:

- 1) a child-centered school;
- 2) an emphasis on communication;
- 3) a rich cultural grounding;
- 4) an integrated curriculum;
- 5) a hands-on learning environment;
- 6) a commitment to serve the community;
- 7) a commitment to the environment; and
- 8) a Tahoe Basin connection.

Our curriculum includes classes in art, music, Spanish, physical education, and health. Other opportunities include outdoor education, drama, declamation, eighth grade exhibition, STEAM electives, survival skills, photography, robotics, and interscholastic sports. These are augmented by after school programs, regular assemblies and student “family” activities. The school day provides students with daily time for the basic areas of study as well as scheduled periods for enrichment.

Lake Tahoe School teachers work collegially and collaboratively to provide a rich and meaningful academic experience. *Promoting success for each and every individual student is the motivation for everything we do.*

Expectations and guidelines provide boundaries and benchmarks. Honesty, assumption of responsibility, respect for oneself and others, courtesy, and decorum are fundamental standards we expect everyone to meet.

Each spring the LTS middle school faculty holds an awards assembly to recognize outstanding achievement and performance.

Code of Conduct

We ask our Lake Tahoe School community to commit, both at school and at home, to the following *Code of Conduct*. These expectations are intended to guide us in working together to achieve our educational and communal goals.

Students will:

- Be respectful of themselves and others.
- Model honesty, integrity, and respect.
- Work to the best of their ability.
- Share in the spirit of cooperation and collaboration.
- Demonstrate a positive attitude.
- Be responsible citizens.
- Apply their knowledge to help others.
- Serve as exemplary ambassadors of Lake Tahoe School

Teachers will:

- Demonstrate respect for the potential of each individual child and her or his family.
- Nurture a safe, comfortable, and supportive educational environment, which is conducive to student success.
- Help students grow to their fullest potential by both supporting and challenging them.
- Provide engaging and appropriate academic assignments.
- Guide families in ensuring the success of their child(ren).
- Enforce expectations and guidelines fairly and consistently.
- Work always – individually, collegially, and collaboratively – to maintain Lake Tahoe School’s reputation as an academic community that cares about the individual child.
- Serve as exemplary ambassadors of Lake Tahoe School.

Parents will:

- Demonstrate respect for each child, each teacher, each staff member, each other, and for the school.
- Communicate regularly with teachers and the school.
- Talk with their child(ren) each day about what they achieved in school.
- Read with their child(ren) each day, in grades Pre-K – 4th.
- Provide an appropriate place in which their child(ren) can study and supervise the completion of homework.
- Please schedule outside-of-school activities and appointments (orthodontist, vacations, etc.) so they do not conflict with school days, including outdoor education and field trips.
- Provide a nutritious snack and lunch for their child(ren).
- Help ensure the highest standards of safety and security by adhering to all school policies.
- Limit the time spent watching TV, playing video games, and using the computer so that homework comes first. Plan extracurricular activities so that homework is a priority.
- Serve as exemplary ambassadors of Lake Tahoe School.

Guidelines and Policies

The following guidelines and policies are based on the principles of respect, responsibility, fairness, and practicality. Many are connected with legal and accreditation standards. They are intended to be applied in a manner that is consistent and non-discriminatory. **Failure to comply with these guidelines and policies may result in student penalties that range from detention to suspension or expulsion.**

Illness, Injuries, and Medication

The safety and protection of our students is our primary concern. All consent and medical forms required by the school must be submitted prior to the first day of class. Students for whom we do not have the required waivers and forms on file may not attend classes, field trips or participate in sports.

If a student becomes ill in school or suffers an injury, the school will try to contact family or guardians immediately. Hence, the school must have all emergency information and phone numbers (home, office, cell) on file.

Lake Tahoe School does not have an on-site nurse. If a child is sick in the morning, we expect him or her to remain home for the day. If a child becomes ill at school, we will try to make the child comfortable, **but we cannot administer any medication** unless we receive specific written permission from a physician or guardian.

Attendance

Absences: Regular attendance and punctuality are necessary if students are to gain the full benefit of their educational opportunities at Lake Tahoe School. Lake Tahoe School is required by the state of Nevada to report accurate attendance records. Student absences and tardies are included in official transcripts. If a child is absent for any reason, parents are required to email or call (775-831-5828) the Front Office **before 8:00 a.m.** Regardless of the reason for an absence, students are responsible for the material missed.

While we seek and applaud regular attendance, sick children do not belong at school. Their presence is a disruption to the learning environment and benefits no one. Please keep your children home if they are sick!

Extended absences due to illness, religious observance, and family emergency are sometimes unavoidable. After three consecutive days of absence due to illness, parents are asked to send a doctor's note upon the child's return to class. Teachers will work with students to help them make up work missed due to these absences.

Our school year includes the traditional winter holiday vacation, and one-week breaks in October, November, February, and April. We recognize that, for some families, there are special circumstances requiring extended absences for students. *Parents making those choices must realize that, while teachers will do their best to work with students and families, children will inevitably miss class activities and experiences that cannot be duplicated. As a result, it is possible that student grades for the period will be negatively impacted.* If you are planning an extended absence, please communicate with the Head of School and teachers with as much advance notice as possible before the departure date. We will do our best to ensure that students will remain current, but understand that teachers cannot be asked to prepare special lessons.

Partial Absences: If a student is required to attend an appointment during school hours please be sure to contact the front office and homeroom teacher in advance. The front office requires advanced notice to allow for sufficient time to locate and notify the respective teacher(s) and your child. When possible, please attempt to schedule appointments after school or during school breaks.

Excessive Absences: Excessive absences over the course of the year have a significant impact on student performance and may result in the termination of enrollment or the withdrawal of re-enrollment, subject to an Administrative Review.

Excessive Tardiness: Children who are frequently late to class disrupt the learning environment for others and set themselves at a disadvantage. Given that students are rarely in charge of their own transportation, excessive tardiness will be viewed as a lack of parental support for Lake Tahoe School that may result in disciplinary action up to and including dismissal from the School.

Arrivals and Dismissals

Pre-K: By law, a parent must park the car, walk the child(ren) to the classroom, and sign in. At dismissal time, parents must follow the reverse procedure of signing the child(ren) out and walking with them to the car. For safety reasons, please do not ever linger with your child in the parking lot and never leave your car unattended unless parked in a designated space.

Kindergarten through Grade 8: For the safety of our children, we strongly encourage parents to use the drop-off/pick-up zone. For students in grades 1 through 8, please follow directional arrows and drop off students at the entryway. Only kindergarten parents should escort children to the classroom. At dismissal time, teachers will accompany students to the drop-off/pick-up zone, and staff will remain with them until parents arrive. We encourage you to park in the parking lot and walk across to the lobby to meet your child.

Drop-Off and Pick-Up Schedule

| Grades | Drop Off | Pick Up |
|---------------|-----------------|----------------|
| 6-8 | 8:00 a.m. | 3:05 p.m. |
| K-5 | 8:15 a.m. | 2:50 p.m. |
| Pre-K4 | 8:30 a.m. | 2:30 p.m. |
| Pre-K3 | 8:30 a.m. | 11:30 p.m. |

Remember that classes START at 8:00 am in the Middle School and 8:15 am in the Lower School! We offer supervision of **middle school siblings, only**, from 7:40 to 8:00 a.m. Lower school students must be picked up at their regular scheduled time of 2:50pm each day, even if they have middle school siblings. If a parent or guardian is running late for pick-up please contact the front office.

Pets on Campus

We love pets and are delighted that so many of our families have dogs of all shapes and sizes. That said, for safety and health reasons, no dogs are allowed on campus. Drop off and pickup times are busy enough without canine distractions. Please help us by leaving your pets at home or in your vehicles.

Traffic Policy

Our two primary considerations are safety and cooperation.

To maximize safety, to allow for efficient flow of traffic, and to comply with local and county law, this is the policy for vehicles entering and exiting school grounds at the beginning and end of the school day:

- 1) **Drive slowly and carefully.** The combination of large vehicles and small children is concern enough, add cell phones and other distractions, and there is potential for a serious accident. **We need everyone's** cooperation to ensure the safety of our community.
- 2) Please approach school from the north so that you do not cross Tahoe Blvd. traffic to enter our driveways. **We cannot back up traffic on Tahoe Boulevard.**
- 3) When you leave, **turn right onto Tahoe Boulevard** to reduce back-ups at exits we share with residents of neighboring condos.
- 4) People arriving early for pick-up may wait in the lane closest to the school but **must not leave the vehicle unattended. They must not block the road used by condo residents or block entry to the garage.**
- 5) The other (left) lane in front of the school must be kept clear. **This provides for fire access, and there can be no parking in that lane at any time.**
- 6) **A quick way to pick up students** is to arrive a few minutes early, park in the lot directly across our driveway, and walk across to meet your child. You'll never get trapped in line.
- 7) If you would like to socialize with other parents please take your child and do so on the grass area across from the school, so as to not interfere with the traffic flow.

All families are urged to carpool; Lake Tahoe School will gladly help families who are interested in carpooling connect with other interested families.

Leaving School Grounds

Students are not allowed to leave school grounds at any time during the school day without being accompanied by a parent, guardian, or school staff member. Parents are required to provide written permission for students who wish to walk or bike to and/or from school. When a student leaves the school for personal reasons during normal school hours, a parent or guardian **must report** to the office to sign the student out. Upon returning to school, the parent or guardian **must again report** to the office to sign the student back in.

Snow Days

Lake Tahoe School follows inclement weather determinations of the Washoe County School District. When it snows, call the Washoe County School District Hotline at **775-337-7509** for closure information. Local radio and television stations (KTVN 2, KRNV 4, or KOLO 8) will also announce school closures beginning at approximately 6:00 a.m. We will also notify parents through the School hotline regarding any changes in opening times.

If Incline Village public schools are closed, we will also be closed. If the Incline Village public schools are on a delay, we will also be on the same time delay. If the Incline Village public schools are on a delay, and we instead choose to close for the day, you will be notified separately with our automated phone call system.

As you know, weather conditions in the mountains vary from town to town and street to street, so please use your own best judgment about when it is safe to come to school. However, don't assume that conditions on campus and those at your home are the same.

Academic Honesty

Lake Tahoe School prides itself on encouraging and nurturing individual and creative thinking; we celebrate the process of creation and honor the quality of individual thought. As a result, we place a great deal of emphasis on academic honesty.

There are two types of academic dishonesty:

1) Copying someone else's work, and the giving or receiving of unauthorized assistance on quizzes, tests, labs, papers, projects, or other assigned work.

2) Plagiarism is defined as misrepresenting someone else's words or ideas as one's own without giving the original author appropriate credit. Plagiarism includes copying verbatim, reorganizing, and paraphrasing. Avoiding plagiarism is easy: simply give credit – through footnotes – where credit is due.

Teachers will thoroughly review expectations and guidelines with respect to academic honesty for each grade level.

Offenses will be dealt with on an individual basis, to be based on grade level, type of academic dishonesty, and student's actions. In the middle school, students can expect, but are not limited to, the following consequences if they are found to have violated the academic honesty policy:

- 1) First Offense – Parent contact, administration is informed, student completes assignment for maximum of half-credit for resubmitted work.
- 2) Second Offense – Parent contact and meeting, administration is informed, student is given an automatic zero.
- 3) Third Offense – Administration will impose appropriate consequences.

Homework

Homework is an effective educational activity that has positive effects on achievement and character development and serves as a vital link between the school and the family. Homework:

- Improves student achievement
- Extends learning opportunities
- Helps develop good study habits and a positive attitude about school
- Teaches self-discipline and responsibility
- Promotes greater parental appreciation and involvement in the educational process

Homework has different purposes at different grade levels. It should foster positive attitudes, habits, and character traits for younger children and reinforce the learning of simple skills introduced in class. It should facilitate knowledge acquisition in specific subject areas for older students.

Homework is not used to teach complex skills and materials. It will typically focus on skills and materials already learned or on the integrations of skills already taught.

Homework is assigned in grades 1-8. Although the actual time required will vary with each student and vary from day to day, the approximate homework time expectations are as follows:

| | |
|----------|---|
| Grade 1: | 10 min., plus assigned reading time. |
| Grade 2: | 20 min., plus assigned reading time. |
| Grade 3: | 30 min., plus assigned reading time. |
| Grade 4: | 40 min., plus assigned reading time. |
| Grade 5: | 1 hour, plus assigned reading time. |
| Grade 6: | 1 ½ hours, plus assigned reading time. |
| Grade 7: | 1 ½ to 2 hours, plus assigned reading time. |
| Grade 8: | 2 to 2 ½ hours, plus assigned reading time. |

No new homework will be assigned on a Friday for Monday, nor will there be any new assignments over an extended break from school. As the students' schedules vary, the amount of homework will also vary. Long-term assignments will require students to develop and exercise pre-planning and time management skills so that daily obligations are not sacrificed when deadlines approach. If your child seems to be having difficulty completing homework or is working too late, please contact the appropriate teacher. The school also expects that time be allotted for independent reading on a daily basis. Middle school students taking high school level math courses should expect homework commensurate with a high school level course, in addition to their other assignments.

Homework assignments are designed to develop student responsibility and independence and typically should not require parental involvement for completion. Regardless of students' ages, the formal role of parents should be minimal. In Lower School, "home projects," which require the involvement of parents, may be assigned. These projects should be distinguished from homework, which should be completed independently. In Middle School, faculty schedule project deadlines and tests on a master calendar to ensure that no student has more than two tests and/or projects due any given day. Additionally, teachers make every effort to coordinate their assignments and workload.

Homework and Absences

For absences of longer than 3 days, every effort will be made to gather homework. Please contact the appropriate teacher(s), early in the day to ensure ample time to collect the materials. When an absence is for 2 days or more, the student will be given 2 days to complete work for each day missed. Students are responsible for material missed.

Middle School teachers will post long-term projects and tests at least 1 week in advance on the school's learning management system (LMS), while also updating classwork daily. However, adjustments are often made, and it is recommended that students check the LMS on a daily basis to remain apprised of updates. As a reminder, parents always have the ability to access their child's LMS account to help review their child's assignments and grades. Middle School students are required to provide a personal organizational tool for the school year (i.e. electronic or paper planner).

Report Cards and Conferences

Lake Tahoe School issues progress reports, narrative report cards, and holds regular parent conferences in order to ensure that parents are kept abreast of their child's academic and personal achievements. We expect families to use report cards to celebrate success and to assist their children in setting attainable goals. Parents or teachers can also arrange individual conferences any time there is a need. If you would like to meet more frequently with teachers, we encourage you to contact your child's teachers any time you think necessary. In turn, if a teacher feels the need for more frequent meetings, she or he will contact you.

To support our teachers and their classroom priorities, please arrange to meet with your child's teachers during their free periods, or before or after school. If you need to talk with a teacher during the school day, please contact the office and allow the teacher to return your call or email when time permits.

Cell Phone Policy

If a student brings a cell phone to school it must be powered off and kept in his/her backpack. It may only be used before being dropped-off and entering the school grounds or after being picked-up from school. Students who need to call home during the day should ask a teacher for permission to use the phone in the classroom or to use the phone in the main office. If a cell phone is used during the school day without the permission of a teacher, the teacher will keep it safe until a parent can retrieve it. A second unauthorized offense will send

the phone to the office of the Head of School, where a parent will be able to retrieve it at the end of the school day.

Dress Code

To encourage the Lake Tahoe School vision of nurturing a love of learning through creative achievement and productive work, student attire is designed to be conducive to engaged learning. Lake Tahoe School students are urged to emphasize cleanliness, neatness, and good grooming habits. Appropriate dress is that which is not offensive, disruptive to the learning environment, and does not present a safety hazard.

The determination of dress code violations is at the ultimate discretion of teachers, the Assistant Head of School, and the Head of School. Students are expected to uphold the school dress code during all LTS-sponsored events. Teachers will inform students if there are exceptions. If students are in violation of the dress code they may be asked to call home for a change of clothes or other arrangements may be made for them at school. The following are LTS dress code guidelines:

- Attire, accessories, and appearance that impede the educational process in any way are not permitted. In many senses, school constitutes a child's work place and we do expect students to dress appropriately.
- Students are not allowed to wear hats, hoods, or sunglasses in the school building.
- Hairstyles that, in the judgment of the school administration, cause a disruption of the educational environment to the student and/or others will not be allowed.
- For students in 5th to 8th grade, shorts and skirts should reach at least fingertip length.
- Underwear must be completely covered with outer clothing at all times. Pants should not sag below the waistline and/or reveal undergarments.
- Students are not permitted to wear muscle shirts, halter-tops, bare midriffs, tube tops, net tops, spaghetti straps, and plunging necklines.
- A skirt, shorts, or a top that reaches at least fingertip length must cover leggings, tight pants, or yoga pants.
- Offensive t-shirts and excessively baggy, revealing, tight, ripped, or torn clothing are not acceptable.
- Close-toed shoes are required for safety reasons.
- Students are provided with uniforms for after-school sports. Practice attire should be consistent with the school-issued uniform.
- Makeup is allowed for students beginning in 8th grade, as long as it is minimal and in good taste. Again, such determination is the responsibility of the faculty.
- For students in Kindergarten and above, costumes are not permitted except for at specific LTS designated costume occasions.

Classroom Behavior

All teachers have expectations and guidelines, consistent with the school honor code, that they discuss with students and follow in their own classrooms. These are shared with parents on Back to School Night. If you would like to explore specific policies with a teacher we encourage you to do so.

Playground Behavior

We will hold recess outside every day, barring extreme weather. To ensure healthy interactions and safe play outside, we expect students to:

- Dress appropriately for the weather.
- Respect others.
- Play games that are safe.
- Play in designated areas only.
- Share toys and equipment.
- Use the playground equipment responsibly.
- Follow the directions of the teachers on duty.
- Leave personal items such as toys, stuffed animals, skateboards, and computer games at home unless the teacher has given the appropriate permission.
- Clean up after themselves and others.

Transportation

School vehicles are extensions of the classroom; therefore, students being transported should show the same respect for others, for property, and for the community that they would demonstrate when in school. These expectations include the following:

- * Respect themselves and others.
- * Sit and remain in their seats until dismissed.
- * Keep all parts of their bodies inside the vehicle and out of the aisle.
- * Obey the directions of the driver at all times.
- * Clean up after themselves and others.
- * No cell phones or electronics are to be used.

Field Trips

Field trips and field studies are an essential element of our curriculum, and we expect all students to participate. If a child cannot go on an announced field trip, parents are responsible for keeping him or her at home. Please have your child to school on time and prepared with all necessary items (i.e. appropriate clothing, lunch, water, etc.) when a field trip is scheduled.

Students: It is a privilege to go on a field trip. Any time students participate in a Lake Tahoe School program off-campus, they are representing themselves, their family, and the school, and we expect them to conduct themselves in a manner that demonstrates honesty, integrity, and respect for themselves and for others. Outdoor Education trips are part of the curriculum beginning in grade three, and attendance is expected as with any regular school day.

Field Trip Rules

SAFETY FIRST: Always follow the instructions of the adults in charge. Let teachers know if there is a need to leave the group for any reason. Never be alone.

RESPECT: Demonstrate respect and courtesy for everyone and everything.

HAVE FUN: Enjoy the trip and share all of the wonderful experiences with teachers, friends, and family.

Computer and Internet Use Agreement

(Students receive and sign the following)

It is a privilege to use the Lake Tahoe School (LTS) computer network, Internet access, and computers to learn, create, develop, and apply various computer tools and programs while furthering my education. I will respect and follow the rules as stated below.

1. The privilege to use the LTS network and its Internet access may be revoked by LTS administration and/or faculty at any time for abusive conduct or violation of the conditions that follow. The conditions include, but are not limited to:
 - a. Downloading files without permission of LTS staff.
 - b. Downloading files that are deemed inappropriate.

- c. The use of obscene, abusive, or otherwise objectionable language in any form while working with LTS computers or software.
- d. The downloading, placing, transmission, or deliberate access of obscene, abusive, or objectionable or unlawful information on the network by any means.
- e. The improper access, transferring or sharing of other user accounts, or misappropriation or misuses of information or files from other users.
- f. Loading of software or games onto a computer without explicit permission of LTS staff.
- g. Playing video games during class time without explicit permission of your teacher in each instance.

LTS reserves the right to determine what constitutes abusive conduct and/or a violation of school policies.

2. I understand my privileges to use LTS computer labs, related equipment, laptops, and computer hardware and software may be revoked if the following directions are not observed:

- a. No food or drinks near or around computer hardware and the labs (computer lab, technology library, or lower school library).
- b. Return laptops to their proper location and neatly store them and reattach the power cord. If you see others have not plugged their computer in, plug it in for them. If the computer cart/rack has become messy, take the time to straighten it.
- c. No abusive misuse of any computer hardware or software.
- d. Do not change computer settings, delete software, add software, or otherwise do anything to make other students' or teachers' use of the computers or network more difficult.
- e. Do nothing to embarrass or harass another individual by any means: email, text, document, photograph, or otherwise.
- f. Respect the rights of other users related to computers, data found on computers, flash drives, discs, CDs, DVDs, email etc.
- g. Never log into another student or teacher's account.

- h. Do not read anything on a computer or iPad screen that is left on and is not meant for you to see. This applies to other student or faculty computers that have been left unattended.
3. LTS has the right to review any material stored on the LTS network. LTS may edit or remove any material deemed objectionable or unlawful from any computer or device connected to the LTS network, including personal computers and devices, to be determined by LTS's sole discretion. If you wish to keep something entirely private, leave it at home.
4. LTS personnel may, from time to time, monitor computers remotely, with or without the student's knowledge. No efforts should be made to defeat such monitoring.
5. I am using the Internet and intranet services at my own risk. LTS attempts to protect the network and students from objectionable and offensive material through firewall software, but it is not able to monitor or control all information accessible through the Internet and cannot be held liable or responsible for all content.
6. I will not attempt to gain unauthorized access to other user's computers or the LTS network, violate the acceptable use policies of any network to which I connect, or improperly read, copy, misappropriate, alter, misuse, or destroy any information or files on the network or computers.
7. I will not use the LTS network or Internet access for unlawful activities, including violations of copyright law or other rights of third parties, or transmission of obscene, threatening, or harassing material.
8. I will not use the LTS network or Internet access to operate, or facilitate the operation of, an on-line business, or represent myself as another person.

If I violate this agreement the following actions will be considered:

1. The first offense may result in the temporary loss of my computer use and/or Internet access privileges.
2. The second offense may result in a temporary loss of my computer use and/or Internet access privileges and a suspension from school.
3. If a third offense should occur, my behavior on the network will be reviewed by LTS administration and appropriate action will be taken. This may include, but may not be limited to, permanent loss of network, computer, and Internet privileges, and/or an extended suspension. Especially grievous abuses or offenses may be considered grounds for expulsion.

A student may be held financially liable for damage to LTS hardware, software, computer labs, or related materials as well as the cost to rectify any damage caused by a failure to comply with any and all of the rules above.

iPad Program

- We provide iPads to 5th thru 8th grade. The 5th grade serves as a transition year, while the middle school fully implements the iPad program.
- Our goals are to prepare our students for the 21st century, help students become better organized, free up class time, reduce frustration, and go as paperless as possible.
- Not all books will be electronic, but there are several courses that will use e-books.
- Parents should provide an approved protective cover that protects the screen and the **corners of the iPad** – these will be available from the school store.
- The school will cover the major share of costs for the first repair, but there is a \$100 deductible for damage related to repairing iPads in approved protective covers for the first damage incident. We charge nothing for internal failure unrelated to damage or abuse.
- If the iPad is not in an approved cover, the school will not cover any of the cost for repair.
- We have switched to a new classroom management system that will give you access to your student's assignments and grades and will also be used by us for keeping attendance and producing report cards and transcripts. We will provide more detail on this system as part of our back to school introduction. In previous years we required that parents be involved with the creation of Apple IDs for students using iPads, but this year Apple has introduced a new system for managing school iPads and student Apple IDs that no longer requires parent involvement. These Apple IDs are more restrictive and are controlled by the school providing us with greater oversight and will eliminate the trouble and confusion that came with the previous system.
- iPads should only be used for academics and school approved purposes.

Diamond Peak Ski and Snowboard Programs

Lake Tahoe School partners with Diamond Peak to provide programs in which students may participate. While LTS coordinates transportation to Diamond Peak on Thursdays during the winter, the programs are run by separate entities, with the ski area providing separate instructors. It is the responsibility of family or guardians to enroll their child(ren) in the

appropriate program, to sign an appropriate waiver of liability, and to pay for the program. The Thursday school day from January to March is shortened to accommodate skiing by all students in the afternoon.

Lost and Found

Elementary students may claim lost articles in the lower cafeteria and middle school students may claim lost articles in the locker area. Please clearly label all school supplies, books, and articles of clothing – especially sweatshirts, jackets, and sweaters – with your child’s name. At the end of each Trimester, we will donate unclaimed items to a local charity.

Visitors

Since we are justifiably proud of our teachers, our educational programs, and campus, we welcome visitors to Lake Tahoe School. However, in the interest of safety and security, all visitors to the campus – including family and guardians – must check in with the front office. Classroom visits should be scheduled in advance with the teacher.

In our joint efforts to help students develop a sense of personal responsibility, parents are discouraged from delivering forgotten items to school. In our considerable experience, the problem of things left at home is usually solved if personal delivery is not available! In an emergency, parents may bring items to the office, and we will deliver them.

Unauthorized Persons

The Head of School or her designees have the moral and legal authority to inform unauthorized persons that they cannot be present on school premises, including locations of school-sponsored activities, on or off campus. Staff or faculty members may ask for identification from any person and seek to ascertain why he or she wishes to come onto school property.

The Head of School or her designees also have the right to seek the immediate removal of unauthorized persons from school property. An unauthorized person is one who “does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function or the institution.” Students under suspension or expulsion

are included in this category. A person barred by the Head of School or her designees may be subject to arrest if he or she fails to leave or returns after being told to leave.

Comportment

Every person at Lake Tahoe School is entitled to respect, courtesy, and consideration. Actions that impede the learning process or operation of the school, damage property, injure, or threaten others will not be tolerated.

We want to optimize healthy, productive interactions among students and all other members of the Lake Tahoe School community. The following constitute serious infractions of the *Code of Conduct*: insubordination; flagrant disrespect of others; theft; unauthorized use of or possession of school property; vandalism; gambling; use of vulgar language; fighting or use of physical force to settle disagreements; explicit or implicit bullying, harassment, or threatening behavior or language; and “disruptive behavior.”

“Disruptive behavior” is defined thus: “When an individual – through actions, dress, appearance, or presence – disrupts or can reasonably be expected to disrupt the educational process of the school.”

In addition, the following obvious transgressions are prohibited on school premises, on school-sponsored transportation, or at school-sponsored activities: possession, distribution, or use of any tobacco product; possession, distribution, consumption, or being under the influence of alcohol, narcotics, illegal drugs, or chemical substances; possession of drug paraphernalia; or possession of guns, knives, or any other objects classified as weapons.

After an appropriate process of fact-finding, violations of the above regulations may result in consequences including but not limited to missing field trips or recess, making restitution, participating in a work-service activity, detention, suspension, or, in severe cases, expulsion.

In extreme cases, the Head of School may recommend mandatory counseling prior to reintegrating a student into the school community or in finding an alternative educational community for that child.

Health and Safety - Making Good Choices

It seems quite early in our children's lives to be talking about the use of drugs and alcohol, but experimenting with these substances is not uncommon in middle schools across the country. We will not tolerate a student's involvement in drugs or alcohol or in connection with any Lake Tahoe School event or trip. A situation like this would likely result in a student's immediate expulsion. However, we recognize our duty to communicate with students about this issue.

Throughout the year, in various classes, we address "making good choices," not only regarding drugs and alcohol, but also nutrition, exercise, and other "wellness" areas – all in the context of good health. We want to work with families to keep our children healthy and safe.

As a school we are cognizant of certain food allergies among our students, some of which can be life threatening. In our cafeteria we provide nut free tables at which any student may sit, provided their lunches and snacks are nut free. If a student in your child's class has a life threatening allergy you may be asked to take further preventative measures to keep all students safe. Peanuts and products that include peanuts may not be brought to school or to any LTS event – we are a peanut free school.

Nutrition

To do their best, to learn their best and to be at their best, students need a nutritious diet; they should come to school each day with lunches and snacks free of soda pop, candy and gum, as these items are not allowed on campus at any time. Helping them develop a habit of healthful eating is a gift we can give our children that will continue to pay dividends for years to come.

Lunch Policy

Students should be sent to school with cold lunches, or hot lunches that are packed in thermos type containers to keep the food warm. There are no heat-up facilities in the Lower School and limited ones in the Middle School. Lunch and recess times are limited; please plan accordingly.

Students should be provided with a waste-free lunch, including **non-disposable utensils and their own water bottle.**

With parents providing these waste free materials, it will help Lake Tahoe School not only to reduce the waste from the cafeteria every day, but will allow us to save money by reducing the number of paper plates and plastic utensils we provide. Thank you for your help!

Café Days

The Parent Association provides the option of a catered lunch every Monday and Friday. Parents may sign up for and purchase such meals for the year, by trimester, or on a weekly basis. Order forms are provided in the office. All orders for café day must be submitted in advance, as food is not prepared on campus.

Family Involvement

We expect families and guardians to participate in their child(ren)'s educational experiences at Lake Tahoe School. Many of the special events that your children enjoy throughout the year and that supplement our academic program are made possible through the volunteer hours and efforts of parents. Our expectation is that every family will donate at least 20 hours of work each year and participate in the annual fund drive. Not only do we count on such generosity, but also those who participate find great satisfaction and a greater sense of community through doing so. Those who do participate have certain ethical and legal responsibilities that include appropriate comportment and signing a pledge of confidentiality. Every year the Parent Association distributes a form that allows parents to make choices and share expertise. Opportunities to become involved include but are not limited to:

- Participating in the Parent Association (PA).
- Becoming a room parent.
- Assisting the Lake Tahoe School staff and Board of Trustees with fundraising activities.
- Sharing special interests and expertise with students and faculty.
- Coaching.
- Assisting with special activities and programs such as music performances and yearbook.
- Involving students in community projects.
- Working with the staff to model respect for self and others.
- Chaperoning field trips.

Parent Association (PA)

All Lake Tahoe School families are members of the Parent Association. The purpose of the Parent Association is to:

- Coordinate the interests of the faculty and parents to support the best possible environment for nurturing the educational growth and enrichment of our students.
- Provide a forum for parent-school communications on topics of general interest, including sponsoring guest speakers and artists.
- Conduct fundraising events for the benefit of Lake Tahoe School.

We appreciate and welcome support and participation of all families in school events and extend a warm invitation to join this group's monthly meetings.

Fundraising

While 80% of the annual budget comes from tuition, the balance is reached through annual gifts, interest from investments, and other sources. Annual giving is a vital component of Lake Tahoe School's \$3.4 million operating budget, and we depend on 100% participation from parents.

Annual giving strengthens and sustains the extraordinary opportunities provided by a Lake Tahoe School education. Each year, the School relies on annual contributions to provide critical support to the operating budget by offsetting expenses not covered by tuition. These gifts have an immediate and direct benefit to each student and faculty member, as well as to the quality and range of all school programming. Every contribution makes a difference.

Outside Advertising and Fundraising Activities

The Head of School will approve all advertising and campaign information displayed in the school, including the promotion of any in-school or out-of-school organization. Media covered by this rule include posters, announcements, signs, bulletins, and displays of any kind.

No outside fundraising activity will be authorized for the benefit of Lake Tahoe School or its students without the approval of the Head of School. The LTS parent roster is a confidential, professional one and should never be used for personal gains.

Middle School Addendum

Lake Tahoe School Athletics 2017-18:

The 2017/2018 school year will mark our eighth full year competing in the Tah-Neva Athletic League. This is an exciting opportunity for our school and students to participate in a wide variety of sports, such as girl's and boy's basketball, girl's volleyball, nordic skiing, cross country, and track and field. In anticipation of the upcoming sport seasons, starting in August when school resumes, below is a list of sports that will be offered for all students in grades 5th through 8th grade with approximate starting and ending dates. We are providing this information in advance for your consideration as you plan your student's extracurricular activities for the following school year.

Cross Country: Begins at the start of school and finishes on the 12th of October.

Girl's Basketball: Begins at the start of school and finishes on the 14th of October.

Boy's Basketball: Begins on the 16th of October and finishes on the 2nd of December.

Girl's Volleyball: Begins on the 4th of December and finishes on the 9th of February.

Nordic Skiing: Begins on the 4th of December and finishes on the 24th of February.

Track & Field: Begins on the 12th of March and finishes on the 16th of May.

(Please note that all scheduling and dates are set by the Tah-Neva League and could change throughout the school year.)

Athletic Eligibility

Athletes must meet Lake Tahoe School eligibility requirements to participate on our athletic teams. Athletes who do not meet eligibility requirements for two consecutive weeks will be removed from the team. The Athletic Director and Assistant Head of School reserve the right to determine the eligibility of all athletes in regard to their academics and citizenship.

The following criteria must be met for students to participate on Lake Tahoe School athletic teams:

- Any student suspended from school will automatically be ineligible until reinstated by the Head of School.
- Athletes must demonstrate good sportsmanship at all times.
- Students must maintain passing grades in academics with a "C" average or above. Students are also expected to stay current with assignments and general work.
- Coaches reserve the right to remove an athlete from the team for inappropriate behavior, on or off the playing field.

Scholar Athlete Award

Each year, we recognize a middle school student that goes above and beyond the expected with both their academics and school athletic accomplishments. The LTS faculty and administration select a student that exemplifies the following criteria; *“Recognizes exceptional contributions over the course of the school year by a male or female student-athlete in the middle school. This student-athlete is someone who maintained the highest standard of academic excellence and demonstrated athletic achievement and earned the respect and regard from his/her fellow students, coaches, and community for leadership and sportsmanship”.*

Athletic Participation

A primary goal of our Athletic Department is to ensure a high percentage of participation from our 5th-8th grade students. Thus, we allow students to participate on teams even if they cannot attend all of the practices, especially since we realize our students are active in many activities outside of school like ski racing, dance, and soccer. Still, as with any team, athletes are asked to attend as many practices as possible and should communicate directly with the coach if absent. Such excused absences from practice will be allowed provided they are not excessive.

At the completion of each athletic year students will be recognized at an awards gathering. An all-sports award will be presented to any student that accomplishes the following; 1. Boys must compete in four sports – x-country, boy’s basketball, Nordic, and track & field, 2. Girls must compete in at least four of the five sports – x-country, girl’s basketball, girl’s volleyball, Nordic, and track & field, 3. Athletes must attend practice when available and compete in 50% or more of competitive games/meets, unless they are unable due to injury or emergency situations.

With our noteworthy successes and participation rates over the past few years, this is an exciting time for our school and our sports teams. Thank you for your continued support. We look forward to a great 2017-2018 Athletic year at Lake Tahoe School. If you have any questions please feel free to contact Jon Cooper, our Athletic Director at jcooper@laketahoeschool.org

Middle School Advisory Program Overview

In this program, each student is assigned to an advisory team. The 6th grade class will be grouped together as a team, while the 7th and 8th grade students will be mixed through advisory teams. Teachers from the Middle School will lead advisory. This advisory team meets regularly throughout the school year and provides students and families with a support system to oversee each student's academic performance and participation in Middle School.

It is important to note, this Advisory Program is not intended to replace the frequent, valuable student-to-teacher and parent-to-teacher interactions that make Lake Tahoe School an intimate academic environment.

The objectives of the Advisory Program are to:

- Assign a point person for each student with whom to communicate questions or concerns (e.g. Advisors help advisees compile and complete make-up work from missed school).
- Provide each student with an advocate with whom to discuss academics, social interactions, and personal issues (if need be).
- Review student progress regularly throughout the year and arrange and facilitate parent conferences and other meetings with students and/or parents and teachers (as necessary).
- Monitor each student's academic performance and communicate with the Middle School Faculty as necessary.
- Provide a peer support system in order to cope with academic, social and personal challenges

The structure of the Advisory Program is as follows:

- Advisory teams meet regularly during the week. The advisor and student determine the best use of time for this period, depending on the course load at the time.
- Through goal setting and reflection students evaluate their own academic performance throughout the year and play an integral part in determining the direction and content of meetings with advisors, teachers, and parents.
- Advisors may set up a meeting with advisees (or vice versa) and/or parents as situations arise.

LTS Student Council Overview

The Lake Tahoe School Student Council is a group of 5th through 8th graders who are interested in developing their leadership skills by helping their school and community. For the upcoming school year, the council will hold elections and function in accordance with the guidelines set by previous councils.

The Student Council focuses on school improvement, community involvement and school spirit. All members of the council participate in the following areas of service:

School Improvement: Members work on helping our school. We develop fundraising activities to support projects within the School. We also run the student store. We brainstorm ideas for assemblies and ways to bring our school together.

Community Involvement: Members work on getting our school involved around the Tahoe Basin. We work continually with Tahoe SAFE Alliance and other local charities. In addition, we organize and run the annual Yard Sale. Council members learn to encourage all members of our school and community to interact with one another and demonstrate civic responsibility. It is a great way to demonstrate respect for our community.

School Spirit: Members plan spirit days for our school throughout the year. The majority of the work we do is hands on. Each year, the Student Council hosts a spirit week and works hard to decorate the school and excite the students for the week. We encourage our students to be proud of who we are and show school spirit. Members gain leadership experience and the valuable ability to motivate both themselves and their peers.

The Student Council is proud to serve the Lake Tahoe School student body and surrounding community. We constantly look for new ways to help and improve the environment, which we are so fortunate to share. Keep an eye out for upcoming events hosted by your Student Council.

Middle School Community Service Program

The Lake Tahoe School Community Service Program aims to:

- Instill in each student the virtue of service to others and a habit of self-reflection
- Build student awareness and confidence in their respective gifts and talents
- Increase student knowledge of the broad and diverse needs of the community

Community Service Project

As part of Lake Tahoe School's mission, we strive to help students develop into knowledgeable and responsible members of the world community, and we view volunteerism as supporting this goal. In keeping with this vision, Lake Tahoe School provides opportunities for students to serve the community while encouraging and expecting our students to pursue opportunities to serve on their own time.

Middle School students are expected to perform twenty (20) hours of service each year. Sixteen (16) of those hours can be earned through projects provided by the school, including trail work days, serving as Student Ambassadors, and Outdoor Education service days. The remaining four (4) hours need to be completed by the student outside of Lake Tahoe School events before the completion of the school year.

Finally, the structure of the Community Service program is designed to allow students to experience the intrinsic rewards associated with community involvement and benefit from the inherent value of voluntary civic engagement. We are proud of our students and look forward to seeing the growth they experience through their participation in the community.

The Process

- I. For Projects completed within Lake Tahoe School:
 - A. A timesheet needs to be completed and turned into the Assistant Head of School.
 - B. The Assistant Head of School will keep an ongoing record of the hours each student completes.
- II. For Projects completed outside of Lake Tahoe School:
 - A. Project Approval Steps
 1. Select an organization in which you would like to serve. (You may see your advisor and/or the Assistant Head of School for suggestion's)
 2. Meet with the person responsible for volunteers at the agency (a phone call is acceptable). Be sure to clarify the following points in your meeting:
The purpose of the Community Service Program,
 1. The responsibilities that you have from beginning to end,

2. Any time or travel constraints that you may have.
 3. Submit timesheet form to the Assistant Head of School
- B. Ongoing expectations
1. Fill in the service timesheet when you complete hours with your organization. Be sure to acquire necessary signatures.
 2. All times sheets should be turned into the Assistant Head of School prior to the end of school.

Contact Information

All resources are available from the Assistant Head of School, Mr. Kris at knugent@laketahoeschool.org

Appendix A – Service Opportunities

The following is a list of sample service areas that could always use help. Students should contact the Assistant Head of School for a more complete list.

Environmental Needs

- Domestic or wildlife care
- Local/ Regional Park help
- Local environmental organizations
- Renewable resource projects
- Path/trail construction and maintenance

Community Members in Need

- Food pantries/ food banks
- Non-profit thrift stores
- Convalescent homes
- Hospice
- Tutoring in younger grades
- Helping out a neighbor with household tasks

Cultural/ Civic Activities

- Non-profit summer camps
- Athletic clubs or school teams who need coaches or referees
- Reading programs at school or library
- Tutoring programs at school or library
- Local cultural events
- Student aide after school for a teacher
- Mentoring kids on retreat (local religious organizations)
- Public library assistance

Appendix B – Forms

Community Service Time Sheet

Dear Supervisors,

Please feel free to call Lake Tahoe School or email us at knugent@laketahoeschool.org to share compliments or concerns regarding your Lake Tahoe School volunteer. Thank you for giving our students the opportunity to assist your organization.

Sincerely,

Kris Nugent
Assistant Head of School

| | |
|----------|--------|
| Name: | Grade: |
| Advisor: | |

| Hours Completed and Date: | Organization Name: | Supervisor Name and Signature: | Supervisor Comments: |
|---------------------------|--------------------|--------------------------------|----------------------|
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Agreement for Use of LTS iPad

I, _____, agree to the following terms and conditions in being allowed to use the Lake Tahoe School's iPads and other computer equipment.

I understand that the use of any school equipment and gear is a privilege and the iPad is not an exception. Misuse of the iPad can result in the immediate revocation of this and any other privilege. This agreement is in addition to the AUP agreement in that I may be allowed to take the iPad home and thus there is a greater chance of it being lost or damaged.

I agree to be responsible for any loss or damage to the iPad and will promptly issue a check to the school to cover the total cost of replacement or repair, although Lake Tahoe School will cover a portion of the cost for the first incident of physical damage and will cover all costs associated with equipment malfunction that is not the result of physical damage or mishandling.

I understand that the school has made an attempt to restrict content to age appropriate material but there is no way to protect against all Internet material or material presented by applications. The student is expected to refrain from continuing to view anything inappropriate should it be presented on their iPad, regardless of the source.

Misuse of the iPad includes, but is not limited to, the following:

- 1) Not caring for the iPad in a manner that will protect it as one would any valued possession. This means keeping it away from water, snow, or other liquids, protecting it from direct sunlight, extreme heat or cold, and ensuring it is protected from shock such as drops, throws, or other occasions for sudden jolts or shock, and keeping it away from sand and excessive dust that may scratch the surface. Your iPad must be protected at all times by an approved protective case specifically designed to protect the corners and screen of the device.
- 2) Attempting to subvert security or avoid parental controls or restrictions in anyway. This includes, but is not limited to, removing profiles and other school installed configurations.
- 3) Visiting websites deemed inappropriate for students.
- 4) Attempting to load unauthorized apps, music, videos, or other software or to delete apps already installed. Parents are permitted to add apps of their choosing, yet still within the guidelines of school policy.
- 5) Using the device for any illicit activity or business.
- 6) Using the device for cyberbullying or harassment.

- 7) Defacing the device, including but not limited to applying stickers, writing on the surface, making intentional scratches or modifying it in any way. You may decorate your own personal case but may not modify any school supplied case.

Should the iPad be lost or stolen, it may be reported to the police and iPad-tracking services may be employed to locate the device. The remote erase feature may also be employed to clear the device of all apps and data. These remedies are to be employed at the sole discretion of LTS, but ultimately the responsibility for the device is the student's.

I will return the device and all accessories to the school in the same condition that I received it at the end of the trimester or school year or upon demand or my separation from the school for any reason.

The school will not provide accessories for the iPad and I am permitted to purchase a protective case, headphones, a keyboard, and other such accessories that will be useful but do not modify the iPad once removed. If the school does not supply one, or I lose or damage the one supplied, I am required to provide a protective cover since I am responsible for the care of the device.

Upon receipt of the iPad, I will inspect it and note any defects on the back of this agreement and will have the teacher initial each defect before accepting it.

Student _____ Date _____

Parent or Guardian _____ Date _____

iPad Serial Number _____

List each defect found below before accepting the iPad.

- _____
- _____
- _____
- _____
- _____

2017-18 LTS Calendar

| | |
|--|--|
| August 21 st | First Day of School |
| September 4 th | Labor Day – NO SCHOOL |
| October 2 nd -6 th | Fall Break |
| October 27 th | NV Day: Staff In-Service – NO SCHOOL |
| November 10 th | Veterans Day: Staff In-Service – NO SCHOOL |
| November 20 th -24 th | Thanksgiving Break |
| December 21 st | Holiday Show – Early Release |
| December 22 nd -January 5 th | Winter Break |
| January 15 th | Martin Luther King Day – NO SCHOOL |
| February 19 th | Presidents Day |
| February 19 th -23 rd | February Break |
| April 9 th -13 th | Spring Break |
| May 5 th | LTS Gala |
| May 28 th | Memorial Day – NO SCHOOL |
| June 13 th | Graduation and End of Year BBQ |

LTS Board of Trustee's 2017-18

Board Chair

Nate Horvath

Treasurer

Mark Ludviksen

Secretary

Chuck Weinberger

Board Members

Rob Alston

Linda Brinkley

Kim Garcia

Ruth Glass (ex officio)

Jason Green

Dana Kirkland

Beatrice Wittenberg

Faculty & Staff

Jenna Anderson (PreK Assistant Director)

BA, Psychology – California State University, Chico
Certification: Early Childhood Education

Suzanne Batmale (PreK)

BA, Cross Cultural Studies – St. Mary's College
BA, Spanish – St. Mary's College

Russ Bradford (Director of Technology)

BS, Business Administration - University of Vermont
Certification: University of Vermont

Heidi Breider (Second Grade & Lower School Coordinator)

BS, Economics - University of California, Davis
Certification: University of San Francisco

Mark Brockway (Building and Facilities Manager)

Certification: OSHA Training, Contractor Orientation

Amory Bundy (Fourth Grade)

BA, Humanities / Literature - Sierra Nevada College
Certification: Sierra Nevada College

Jonathan Cooper (Athletic Director)

BS, Physical Education - University of Vermont
Certification: University of Vermont

Christina Edwards (First Grade)

BA, Psychology - Bowdoin College
MA, Elementary Education - Boston College
Certification: Boston College

Barbara Ellis (Music)

BA, Music Education – University of Wisconsin
MA, Music Education – Arizona State University

Patrick Fleming (Middle School Math)

BA, Political Science – California State University, Long Beach
MS, Environmental Education – University of Montana

Faculty and Staff (continued)

Ruth Glass (Head of School)

BA, Elementary Education - University of Arizona
MA, Curriculum Design - Ashland University

Eric Harssema (Spanish)

BS, Recreational Studies & Spanish
MA, Elementary Education – Sierra Nevada College
Certification: Sierra Nevada College

Sara Holm (Kindergarten)

BA, Sociology & African Studies – St. Lawrence, NY
MA, Education, Equity, & Diversity - UNR

Peyton Jobe (Director of Admissions & Marketing)

BA, Political Science – Davidson University
MA. Spanish Language & Literacy – University of Maryland

Aly Kendall (Librarian & Spanish)

BA, Religion – Davidson College
MA, Theological Studies – Vanderbilt University

Laurie Krueger (Pre-K Director)

University of California, Irvine
University of Nevada, Reno
Sierra Nevada College - Structures of Intellect Advanced Trainer

Karen Laurie (Administrative Coordinator)

Baradene College – New Zealand

Alison Lee (Art)

BFA, Art - Sierra Nevada College, Nevada
MAT, Master Art of Teaching – Sierra Nevada College, Nevada
Certification: Sierra Nevada College, Nevada

Stephanie Mancuso (Sixth Grade Humanities, Math)

BS, Education - University of Nevada, Reno
Certification: University of Nevada, Reno

Faculty and Staff (continued)

Eileen May (Business Manager)

Kris Nugent (Assistant Head of School, Health)

BA, Teaching – University of Newcastle, Australia

BA, PDHPE - University of Newcastle, Australia

Arianna Pompea (Fifth Grade)

BA, Social Work – West Virginia University

MA, Special Education – Fairfield University

Catherine Rogers (Third Grade)

BA, Communication Studies - University of California, Santa Barbara

Certification: California State University, Sacramento

Diana Schlaff (Flex Teacher & Spanish)

BA, Community Studies - University of California, Santa Cruz

Ben Storrud (Elementary Science)

BA, Politics & Government Pre-Law – Western State Colorado University

BA, Environmental Studies – Western State Colorado University

MA, Education – University of the Pacific, CA

CA Preliminary Multiple Subject Credential – University of the Pacific, CA

Rod Tayler (Middle School Science & Middle School Coordinator)

BA, Neuroscience – Amherst College, MA

Certification: California State University, Sacramento

Lee Waterhouse (Middle School Humanities)

BA, English & minor in Political Science – St. Michael's College, VT

MA, English – University of Massachusetts Amherst, MA

Shari Wilson (Academic Coach)

BA, Journalism & Religious Studies – California State University

MA, Educational Administration – San Francisco State University

Sarah Williams (PreK)

BA, Communications – University of Idaho

Paul Woiciechowski (Director of Safety & Security)

AA, Health Science – American Military University