



MOUNT TAMALPAIS SCHOOL

Information for Parents and Students

2011-2012

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“AN ATTITUDE OF GRATITUDE”

Mount Tamalpais School was founded as a coeducational independent elementary school August 1, 1976 by current director, Dr. Kate Mecca. A non-profit [501 (c) 3] California corporation from its inception, MTS is committed to the concept of excellence and creativity in education.

The following information is provided to the Board of Trustees and current families of Mount Tamalpais School students **ONLY**. It is meant to provide guidelines and general information, and to serve as a supplement to other data that is given to families throughout the school year. Parents and students are asked to read through this information **VERY CAREFULLY** in order to be totally clear about guidelines, expectations, and school regulations. Please clarify any questions that you may have about particular sections well in advance of the school year. We appreciate your cooperation and your assistance.

ACCIDENTS: Serious student injuries or accidents are reported to parents/guardians as soon as parents/guardians can be reached; all accident/injury reports are completed immediately by supervising staff and kept on file. If your child sustains an injury at school, the mandatory student insurance policy may cover related medical attention; claim forms are available from the office. In almost all cases, student accidents involve minor injuries, and are solved by simple First Aid. Our faculty and staff members are all trained in CPR, CERT and Red Cross First Aid techniques, and we have our school nurse on site M-TH 10:00 a.m.- 2:00 p.m., plus very capable office personnel are available on campus full time M-F for assistance.

ACCREDITATION: Mount Tamalpais School is jointly accredited by the California Association of Independent Schools (CAIS) and the Western Association of Schools and Colleges (WASC). MTS is a member of the National Association of Independent Schools (NAIS), the Educational Records Bureau, the Educational Testing Service, the Secondary School Admission Test Board, and was a founding member of the Bay Area Multicultural Alliance. **Mount Tamalpais School is incorporated not for profit [501(c) 3], and does not discriminate on the basis of race, ethnicity, gender, religious beliefs or sexual orientation in its admission or hiring practices.**

ACHIEVEMENT: Students who consistently excel in academics, sportsmanship, courtesy and/or citizenship are recognized by our school community through verbal affirmation, award certificates, acknowledgment in printed materials and/or at special assemblies.

ADMISSIONS: Enrollment at MTS is by selective admission only, and is subject to annual review prior to the offer of re-enrollment contracts. Applicants to all grades are evaluated using standardized testing instruments and criteria appropriate to the age and academic level of the students. Any families interested in MTS are required to visit the school, observe classes in session, and meet with the Director before making application. Observation tours are conducted during the months of September through February, by appointment only. Questions about admissions may be directed to the school Admission Office, x 113, and information will be sent upon request.

AFTER SCHOOL ACTIVITIES: During the course of the school year there are many different after school classes and activities. Students may enroll in these classes for one trimester, and in some cases enrollment is renewed for the duration of the school year. Fees are used to cover the cost of instruction, facility, and materials only. In addition to after school classes and instrumental music lessons, special groups and school teams often meet at MTS. These may include BASKETBALL, VOLLEYBALL, SOCCER, CROSS COUNTRY, TRACK & FIELD teams, YEARBOOK, LITERARY MAGAZINE or other school COMMITTEES. The school office maintains a MASTER LIST of all of these activities, and will try to help with any of your questions about enrollment and/or scheduling. **No After School meetings, practices, games or activities may be scheduled or held on campus without permission from the school office and the Director.**

ALCOHOL: Mount Tamalpais School does not serve alcoholic beverages at family functions held on campus, or at any off campus activities where under-age students are present. At school events (such as the annual Founder's Day picnic) where families bring their own beverages, we appreciate parents serving as role models for their children by modeling thoughtful, conscientious and responsible alcohol consumption. Alcohol education is an integral part of our Health curriculum, and is correlated with decision-making and values. Specific information will be provided for parents throughout the school year. **Under no circumstances should alcohol be provided or accessible for students at parties or informal student gatherings, and its use or possession by Mount Tamalpais School students will result in immediate expulsion.** Parents, siblings or any other family representatives who arrive on campus or attend any school sponsored event obviously "under the influence" will be asked to leave the premises immediately.

ARRIVAL: Students are to be dropped off in the morning (beginning at 7:30 a.m., never before) in the loading/drop-off zone at the far end of the parking lot directly in front of the entrance to Founder's Hall. **It is expected that drivers will cooperate fully with staff on duty, and driver courtesy and consideration are both expected and appreciated.** Students walk directly into school from the drop-off point and enter their homerooms via the central patio entrance (K-3), the tower entry (4-6) and the Founder's Hall walkway (7-8). Students should not be dropped off in front of the school office or in any other locations on campus. **Absolutely no parent/carpool cars are allowed to park along the streets**

bordering the school or in the school parking lot during arrival or dismissal for any reason, and parents may not enter the school at these times! Students may arrive at school beginning at 7:30 a.m., provided that there are at least two school faculty or staff members on campus. The library opens at 7:30 a.m. and early arrivals report there until collected by a Homeroom teacher. All students must be in their homerooms by 8:09 a.m. as school begins promptly at 8:10. Any student arriving after the 8:10 bell will be recorded as **Tardy**. **Students who arrive after the 8:10 bell must check in with the office before reporting to their homerooms.**

ANNUAL GIVING: Annual Giving funds are used during the current fiscal year to "bridge the gap" of approximately \$3000 per student that is not covered by tuition. Annual Giving funds are not invested over the long term, as are gifts to Endowment, Capital, or Scholarship Funds. Annual Giving helps to support program, the continuing development and enrichment of curriculum, individual academic and departmental needs, some professional staff development, and plant improvement/costs related to the use and preservation of our fine facilities. These funds donated by our current and past families, as well as by faculty, trustees and friends of MTS, supplement tuition revenue to cover the actual cost of educating each student. Our Annual Giving campaign is conducted each year from September 1 to our fiscal year end, which is June 30. We recognize that each family has a different ability to give, but **we depend on annual giving funds**, as do all independent schools, and we expect that **every** MTS family will understand the responsibility of donating every year, helping us to attain our financial goals as well as our goal of 100 % participation.

ATTENDANCE: Parents are asked to telephone the school office between 7:00 and 8:00 a.m. and leave a message on the office voice mail (x101) if a child will be tardy or absent. In addition, a note explaining the absence **MUST** be sent to school with the child when he or she returns. It is expected that all families will schedule medical, dental and orthodontia appointments outside regular school hours or during vacations whenever it is possible to do so. If a child will miss school due to an appointment, or will leave school early to attend a regularly scheduled medical appointment, parents must send a signed, dated note to school in advance. **When leaving school during the day for medical, dental or other appointments parents must check in at the school office to collect their child, notifying the office that the student is leaving and when/if he or she will be returning.** Students may not wait for parents outside school or leave without their parents checking in at the front office. All notes sent with students must be delivered to the Homeroom teachers first thing each morning as students arrive. Homeroom teachers will read, initial, and then send the notes to the office. Please date and sign all notes that you send. Notes must be written, as well as signed, by parents or legal guardians, **NOT** by students. (Please see the bright yellow MTS notepads distributed each year for your convenience.) **Families are requested to schedule their vacations, celebrations, trip departures and returns, other personal/family absences in compliance with the school calendar.** Students are **NOT** permitted to arrive at school late or leave school early except in the case of extreme emergency. School is dismissed at **3:00 p.m. Monday through Thursday** and at **2:15 p.m. on Friday**; students will not be excused earlier. Parents whose students accrue many tardies and or absences will be contacted by the Office to discuss alternative attendance plans.

BAND: Students in grades 4-8 may subscribe to individual instrumental lessons on a private basis. These lessons are offered after school hours, and are billed for the year, but may be paid by the trimester if a valid credit card (Visa or Master Card) is on file. Instrument rental information and specific discussion of instrument choice and details will be covered at a band orientation meeting, or by contacting the Performing Arts Department x107.

BICYCLES: Students may use bicycles as their main mode of transportation to and from school if they are able to do so in a safe and responsible manner, complying with school regulations that **REQUIRE** the wearing of a well-secured bike helmet **AT ALL TIMES**. Bicycles may not be ridden on campus during the school day, and must be walked out of the parking lot during dismissal. Bicycles are to be parked only in the bicycle rack behind Founder's Hall and locks are strongly advised. Bicycles should not be left on campus over night. Parent drivers are asked to be very alert to our student cyclists during arrival and dismissal. Skate boards, scooters, roller blades, skates, shoes with inset wheels, or any other wheeled conveyances may **NOT** be used for transportation or brought onto the campus for any reason.

BIRTHDAYS: Students are permitted to bring pre-approved healthful Birthday snacks to school to share with their Homeroom classes, but there are restrictions on what may be served. It is acceptable for students to bring: MUFFINS, POPCORN, COOKIES, BAGELS, PLAIN CROISSANTS, FRUITS, FRUIT BREADS, VEGETABLES, PRETZELS, CUPCAKES WITHOUT ICING, or **PLAIN** DONUTS. **We will NOT serve CAKE, CANDY, JUICE, ICE CREAM, FROSTED CUPCAKES, DONUTS WITH ICING,** or any other food items. Decorative napkins may accompany the Birthday treat. **ALWAYS call or send a note to the HOMEROOM teacher well in advance to ask if a certain day/date is acceptable, and ALWAYS let the teacher know exactly what it is that you are planning to send.** One treat per student is our limit, and Homeroom teachers will know about certain food allergies or restrictions that exist in their particular Homeroom groups. Birthday treats are served as the morning snack in the Kindergarten/K-1 group and at morning recess or just before dismissal in Grades 1-8. We ask that all snacks come to school in disposable containers; please do NOT send plates or storage containers that need to be returned. Snacks must be covered and labeled, and are stored in the staff workroom until they are served; birthday treats may not be stored in homerooms and extras/leftovers are not sent home with students. **Inappropriate, i.e., unacceptable, snacks will not be served, but will be thrown away. Please cooperate with our faculty and help your student to choose healthy birthday treats wisely!**

BIRTHDAY BOOKS: The gift of a Birthday Book to the Rappaport Library Learning Center is a way for each student to share his or her birthday with MTS. Before the child's birthday, the family will receive a Birthday Book reminder from the Library Committee. Our librarian will help you or your child choose a book to purchase from our library's Birthday Book collection. A special birthday bookplate with your child's name and birth date will be placed in the front of the book your child has chosen. Each birthday book donor is also given a congratulatory blue Birthday Book ribbon to wear.

BOOK COVERS: Students who use hard cover textbooks are required to keep those books neatly covered at all times with book covers that are clean, unmarked, and in good taste. Book covers are not available from the school office, but may be made, or purchased at office supply stores throughout the Bay Area.

BULLYING: Because we believe that schools are meant to be "safe" places, free from unkindness and inappropriate behaviors, we will not tolerate any student interactions that could be interpreted as bullying. Initial offenders will be warned once, then parents will be involved and students suspended. Repeat offenders will be asked to leave the school.

BUS CONDUCT: All students are expected to behave with courtesy and consideration on any/all school bus trips. Students subscribing to school bus transportation are expected to conduct themselves safely, courteously, quietly and politely at all times, showing appropriate manners and respect to their drivers and their fellow passengers. Students who are unable to comply will lose their bus privileges.

CALENDAR: A schedule of holidays, conference days, minimum days, professional development days, meetings, and many other school-related events is sent to parents early in the school year. Any additional activities, changes, or deletions will be sent home via eblast or Friday Folders. Calendar sheets are sent home the week before the beginning of each new month. Please check carefully for field trips, special events, and after-school activities. **Please keep monthly calendar sheets available throughout the month, then return to school with that month's record of volunteer hours served.**

CHEATING: We strive to help our students develop integrity in all aspects of their lives. This includes guiding them to take ownership and responsibility for their actions, their words and their work. Any student who participates in any form of cheating (i.e., copying another's work, plagiarizing, representing another's work as one's own, downloading computer information as original work, etc.) will be disciplined; consequences may include suspension. Repeat offenses will result in expulsion.

CHECKLISTS: At the end of each trimester, students receive trimester reports. In addition to overall academic, conduct, and effort marks, all teachers use subject- and grade-specific checklists to communicate specific information about each student's progress in specific developmental, behavioral, and skill areas.

In grades 1-3, teachers use the following terms and associated criteria to evaluate student progress:

Excellent Progress	Student demonstrates competence
Good Progress	Student demonstrates consistent progress
Satisfactory Progress	Student demonstrates progress
Experiencing Difficulty	Student requires consistent support and direction

In grades 4-8, teachers use the following terms and associated criteria to evaluate student progress:

Consistently	Student regularly and independently demonstrates skill or competency
Frequently	Student often demonstrates skill or competency but may require assistance
Inconsistently	Student requires occasional prompting and/or support to demonstrate skill or competency
Rarely	Student experiences difficulty demonstrating skill or competency without regular prompting and/or direction

CONDUCT: Appropriate student conduct is encouraged, reinforced and always expected at MTS. All students are expected to courteously arrive for class on time, prepared, and ready to work. Students are expected to actively participate in all class discussions and activities, and to maintain positive attitudes and polite, kind and respectful behavior toward their classmates and their teachers. All students in Grades 1-8 receive evaluative remarks in conduct using the terms and criteria below:

Excellent Progress	consistently excellent behavior, positive attitude, constructive participation
Good Progress	very good behavior, fine cooperation, generally positive attitude
Satisfactory Progress	satisfactory behavior, meets all basic expectations as outlined above
Experiencing Difficulty	behavioral issues and/or lack of cooperation and/or courtesy apparent and of concern

EFFORT: Evaluations in effort are included every grading period using the following terms and criteria:

Excellent Progress	excellent, consistent effort as reflected by the student's level of application, organization, promptness and enthusiasm. Classwork, preparation, participation, and willingness to seek help and/or clarification are outstanding.
Good Progress	very good effort is generally made in all criteria outlined above.
Satisfactory Progress	level of effort is satisfactory and meets requirements as stated.
Experiencing Difficulty	consistent reminders are needed to complete work, to submit assignments promptly, and/or to participate positively in class/activities/projects.

GRADING: On certain assignments and class materials, students at all grade levels may be evaluated as follows:

+	Excellent Progress
√+	Good Progress
√	Satisfactory Progress
√-	Some Difficulty Noted
-	Immediate Attention Needed

CHILD CARE: After-school childcare is available as a convenience to our MTS parents from 3:00 p.m. until 6:00 p.m. Monday through Thursday, and from 2:15 p.m. until 6 p.m. on Friday. There is NO after-school care available on any minimum days, such as those scheduled during conference week in the fall. The charge for childcare is \$10.00 per child, per hour, **payable in advance** (light snack included.) ***Parents who wish to use childcare must register and keep on file two current credit cards.**

Students who use after school care on a regular basis must be prepaid in increments of \$150 for 15 hours; students who stay only occasionally must have a credit card on file or prepay in the morning in order to stay that day. **All after-school childcare absolutely must be PREPAID.** The school should be notified at least one full school day in advance, in writing or by telephone, unless regular arrangements are made for childcare for particular days each week. Students who remain after school hours **for any purpose** are considered the responsibility of the school and must check into daycare. ALL after-school students MUST be signed out with a childcare supervisor before leaving the premises at the close of the day, and the adult collecting each student must come onto campus and make direct visual contact with a supervisor. We have this policy to ensure the safe and secure collection of each child, and we appreciate your cooperation and understanding in this endeavor.

Students in grades 5-8 are required to be in the library, in study hall or in another organized after school activity (enrichment classes, team sports practices, music lessons, or teacher supervised study groups) between 3:45 and 4:15 p.m. M-TH. Second trimester the library is open for a silent study hall between 4:15 and 5:00 p.m. M-TH.

All after-school fees must be prepaid, and no student will be permitted to remain unless after-school payment has been made. **There is a \$10.00 LATE PICK-UP FEE for any student collected after 6:00 p.m. Monday through Friday, unless an emergency or special situation occurs.** If the school office is telephoned well in advance of the late pickup time, i.e., prior to 5:30 p.m., and if there is reasonable cause, the late fee charge may be waived. (Messages should be left on the main office x101.)

CITIZENSHIP: We are proud that our students recognize and strive to embody strong personal values: integrity, courtesy, cooperation, consideration, responsibility, respect for self and others. In our attempt to encourage and commend those students who consistently and spontaneously represent these ideals, our faculty established a CITIZENSHIP award, which is given at the end of each trimester to not more than six worthy student representatives from each class Grades 3-8. Students may be nominated by one or more teachers, and are chosen by faculty endorsement and approval. Candidates considered for Citizenship Awards must clearly extend themselves to others by showing a willing, sensitive, positive and supportive attitude. They may not receive any mark in conduct or effort lower than SATISFACTORY for the trimester.

COMPUTERS: Our computers, printers and related software assist with information technology/instruction for all students. Our technology program includes computer instruction, discussion and orientation for parents and a program of computer literacy for our students and staff that provides a balanced and informed approach to the use of computers. **It is required that all MTS students (and their parents) sign our "Acceptable Use Policy," and that they conduct themselves with courtesy, thoughtfulness, integrity, kindness and honor whenever using computers or participating in social networking.** After-school computer time is available to our students with supervision, and attendance at various after-school computer classes is open to students in grades 2 through 8. **Computers are not available for student use before school hours and homework assignments may not be printed at school.**

CONDUCT: Appropriate student conduct is encouraged, reinforced and always expected at MTS. All students are expected to courteously arrive for class on time, prepared, and ready to work. Students are expected to actively participate in all class discussions and activities, and to maintain positive attitudes and polite, kind and respectful behavior. All students in Grades 1-8 receive evaluative remarks in conduct using the terms and criteria listed in CHECKLISTS.

CONFERENCES: Formal K-8 Parent-Teacher conferences are held at the end of the First Trimester. Trimester reports for Grades 1-8 precede these meetings with teachers, and all but Kindergarten students are encouraged to attend. (The fall and spring conferences for Kindergarten parents include some standardized testing information, and are, therefore, for parents ONLY.) **Attendance at conferences is REQUIRED for students in Grades 3-8.** Evaluative trimester reports are also sent to the parents of students in Grades 1-8 at the close of trimesters II and III. Informal reports of a student's progress may be obtained at any time by setting up a personal or telephone conference with a teacher. It is most convenient for teachers if a note is sent requesting a phone call or a meeting. Due to the complexity of our departmentalized schedule, drop-in conferences cannot ever take place, and after school meetings with teachers are generally not held before 3:45 p.m. M-TH.

COURTESY: Our students are expected to be courteous, polite, kind and respectful at all times in their interactions with one another, with staff members, with after school instructors, with coaches, with volunteer parents, and with visitors. Students are also encouraged to acquire considerate, polite behavior, and to this end, special age-appropriate classes in etiquette are provided from time to time at all grade levels.

CREDIT CARDS: Payments may be made by valid credit card (**Visa or Master Card ONLY**) for any school charges. If a family elects to make regular tuition or other payments in this manner the card will be run **on or before the regularly scheduled payment due dates.** Copies of the credit card charge slip will be mailed home. The school is charged a percentage fee on all credit card transactions and part of that fee is charged to parents for tuition payments as delineated in the reenrollment contracts. Please call the school office x101 or send in written changes to update credit card data or to receive additional information.

CREDITS: Any family who ends the school year with a credit of more than \$100 through prepayment of childcare or overpayment of fees may carry this credit forward to the next school year. This credit must be redeemed for the same category prior to registration. **Credits less than \$100 that are not redeemed prior to the end of the school year are canceled.**

DEMOGRAPHY: Students at MTS reside in communities throughout Marin County and San Francisco and represent a wide variety of multicultural heritage.

DETENTION: Students are given Detention only for very serious **BEHAVIORAL** transgressions. (Academic needs are usually handled by individual or grade level teacher support, by referrals for remediation, or through assigned after school Study Halls). Detention is considered very serious and most students never have cause to receive detention. Some things that are cause for "automatic" detention include: bullying, repeated uniform violations, fighting (physical), verbal abuse of others, inappropriate language, rudeness (deliberate and inexcusable), sexual harassment, lying, cheating (i.e., copying, using notes during a test, sharing answers, etc.), destruction of property, flagrant violation of school rules and regulations, invasion of the privacy of another student or a teacher (going into someone else's backpack, email, computer file, cubby, drawer, personal belongings without express permission), and any other severe or extreme behavior. If a student receives a slip for **DETENTION**, it will be signed that day by the teacher or supervisor who was involved with or observed the incident, by the Head of School, and/or by the Dean of Students or a Homeroom teacher. **The detention slip must be signed by the parent, and by the student, and returned to the school office the very next morning with the \$10.00 fee.** Students may not return to school without this signed form. Except for extenuating circumstances, students are expected to serve DETENTION the following day, and in some instances, must remain after school on the day they receive Detention. If a student receives more than one Detention during any academic term, a conference is scheduled with parents, Director, Dean of Students, student, and teachers all participating.

If more frequent contacts are needed between home and school, an individual plan is instituted. If a student is truly unable to conscientiously effect some immediate improvements, an alternative school placement is recommended. Students will generally receive a warning before a Detention is given, and teachers will always try to ensure that such circumstances are handled fairly, quickly and firmly. If a student feels that he or she was unjustly penalized, he or she should communicate that information immediately to the teacher or the administration so that modification can be made. Our intent is not to "punish" children, but to help our students to be aware, responsible and positive members of the community in which they participate, and to help them learn that their words, their expressions and their actions have consequences. Detention should never be used as a threat, and in most instances, is of concern only to older students (grades 4-8) who are expected to be quite capable of monitoring, choosing and determining their own attitudes and behaviors.

DISCIPLINE: Our school places a great deal of emphasis on the positive development of character, courtesy, kindness, compassion, consideration, sensitivity to others and healthy moral, ethical and responsible values. Our students are expected to conduct themselves with honor, integrity, politeness, kindness, compassion and cordiality at all times. Appropriate behavior, conduct, and language are expected before, during, and after school hours, whether in uniform on the school grounds, or away from school at any school-sponsored event. **Any deliberate refusal to acknowledge and uphold school rules and expectations will result in immediate suspension and/or expulsion.** Parents are likewise expected to model, to reinforce and to help to uphold school rules at all times by being aware of their own student's attitude, language and manners, and to cooperate with the school in any disciplinary issues that concern their children. **The Dean of Students and the Homeroom teachers are the primary contacts in all areas of student discipline, serving as liaisons with other teachers, parents and outside support services, while reporting to the Director.**

DISMISSAL: Students must be collected at the far end of the parking lot, in the designated loading area directly in front of Founder's Hall. **Parents are asked to remain in their vehicles at all times and not to park or leave their vehicles in the parking lot at any time during dismissal.** Drivers may not ever arrive for dismissal before 3:00 p.m. (M-TH) or before 2:15 p.m. (F) under any circumstances. School is dismissed at 3:00 p.m. (M-TH) and 2:15 (F); there is generally no waiting line for cars arriving after 3:20 p.m. (M-TH), or after 2:30 p.m. (F).

***Please note that all Southern Marin (Belvedere, Tiburon, Mill Valley, Strawberry, Marin City, Muir Beach and Sausalito) families are required to collect their children at the later end of dismissal, between 3:15 - 3:30 Monday through Thursday, between 2:30 - 2:45 Friday; no exceptions.**

In the morning, students should bring with them any information that needs to be delivered to the office. In the afternoon, drivers may hand written information or notes only (no verbal messages, please) to the faculty dismissal supervisors if/when safe and convenient to do so. If it is imperative to visit our school office for any reason, please do so only between 8:30 a.m. and 2:30 p.m., and after 3:30 p.m., NEVER during carpool times (7:30-8:10 a.m. and 3:00-3:30 p.m. M-TH/2:15-2:45 p.m. F).

Only in the case of medical or family emergency should a student be excused from school before the regular dismissal time. Half-day Kindergarten students on a flexible schedule may be dismissed before lunch, between 12 and 12:10, and after lunch at 12:45 sharp on certain days. Full-day students in Kindergarten through Grade 8 are dismissed between 3:00 and 3:30 p.m. M-TH and between 2:15 and 2:45 p.m. F.

Except for an excused medical/dental absence, signed by a physician/dentist/orthodontist, students leaving school more than one half-hour early must be considered absent for that part of the day. All absences are part of the student's permanent record, and will be reported to parents on the Trimester Reports for Grades 1-8, with cumulative information sent with the final report in June.

All MTS carpool drivers are asked to be especially courteous and careful when driving in and out of the school parking lot. Please display your Carpool Name Card in your front right window at all times and come to a complete stop at the STOP sign in our driveway. Please drive very slowly and carefully at all times in the immediate neighborhood of the school. **Parents are expected to communicate the school's guidelines to ANY AND ALL DRIVERS who transport their children. Families whose**

drivers are unable or unwilling to cooperate with the school in this critically sensitive area will regretfully be asked to leave the school.

DIVERSITY: MTS is dedicated to an inclusionary, diverse multicultural and socioeconomic community and to the ethos of an environment in which each student can grow in compassion, respect and confidence by accepting and celebrating the individual uniqueness of self and others.

DONATIONS: Contributions made to Mount Tamalpais School qualify as charitable contributions under current federal and state laws. MTS is a non-profit California corporation classified [501(c) 3], for educational purposes. **Our federal I.D. number is 94-2356968.** Any and all gifts to our school are gratefully received, and there are many opportunities for giving throughout the fiscal year.

ANNUAL FUND: Contributions to our Annual Fund are used within the current fiscal year/school year (July 1-June 30). These gifts are directly related to program and facility and are expended to supplement the operating budget. They help to provide enrichment, curriculum development, new materials, and many other "extras" which would otherwise not be possible. Because the cost of educating each student is not completely covered by tuition, gifts to the Annual Fund help to "bridge the gap" of approximately \$3000 per student. **We expect, we need, and we appreciate the generous participation of all school families in our Annual Fund.**

ENDOWMENT FUND: The long term stability and future financial security of any non-profit organization is directly tied to its Endowment, an investment in its future. As we strive to increase the corpus of our Endowment, and reach our 35th Anniversary year goal of \$5 million, we seek the ongoing support and involvement of all of our past and present school families, alumni, faculty and staff, friends and business associates. Our Endowment Fund was initially established by the very generous gifts of two (then current, now honorary) trustees and their families. Since inception our Endowment funds have been expertly managed by the Investment Committee of our Board of Trustees and have continued to grow through the generous gifts of many of our supporters. We are close to our goal and hope you will join us with your generous participation.

FACULTY FUND: Early in the fall of each school year a real or virtual fun run/walk/relay is held to benefit our Faculty Fund. Many parents, students and alumni participate in this event. All entry fees are tax-deductible contributions to the Faculty Fund, as are all gifts made in conjunction with this race. Faculty Fund proceeds help to cover the cost of professional development, curriculum research and renewal, parental, emergency and sabbatical leaves, and other opportunities for faculty growth and enrichment. Because contributions to this fund are made to honor and show support for our teachers, donations are sometimes given in lieu of personal gifts to teachers at holidays, as a thank you, during Education Week, or at the end of the school year. As our program is departmentalized, students work with many teachers, so personal gifts to individual faculty members are not encouraged.

BUILDING FUND: Donations given to the MTS Building Fund are restricted for that purpose only. These funds accrue interest until they are expended toward our Facilities Master Plan or other buildings and grounds projects, and are not expended for general operation. Gifts may be made to this fund for naming and memorial purposes, and some proceeds from our annual auction and raffle may be earmarked for the Building Fund as determined to be needed or appropriate. Building Fund gifts help to cover any building and/or grounds related expenses, especially those of an extraordinary, emergency or unplanned nature.

SCHOLARSHIP FUNDS: All contributions and designated scholarship funds are for need-based financial assistance. They are administered through the **BEVERLY LARSEN SCHOLARSHIP FUND**, established in the memory of a school parent, and through other separately funded scholarship funds including the **CLARE MARIE DORIS SCHOLARSHIP FUND**, the **CONNOR DAVIS BELL MEMORIAL SCHOLARSHIP FUND**, the **LAD WILSEY SCHOLARSHIP FUND**, and the **CLASS SCHOLARSHIP FUNDS** set up for all graduating classes to date, 1982-2011.

LIBRARY FUND: Contributions to the RAPPAPORT LIBRARY LEARNING CENTER are given and expended within the fiscal year. Gifts to this fund are generally designated for books or other particular aspects of our library collection and may be given at any time throughout the fiscal/school year.

DRESS CLOTHES: Although our students do wear uniforms, there are several occasions throughout each school year that dictate the need for appropriate dress clothes. Each boy MUST have, or have access to, his own properly sized (adult or youth) **MTS school tie**, as well as a white dress shirt, dress slacks, dress shoes and a Navy Blue blazer or sport jacket. Each girl needs a good **dress** of appropriate (below or mid-knee) length, dress sox, nylons or tights and dress shoes.

The Graduation dress requirement, also the same for Performances (recitals, band concerts, choral performances) for all boys is: a navy blazer, white dress shirt, **school tie**, dress slacks and dress shoes. All girls, K-8, wear dresses, nylons, sox or tights and dress shoes. [Graduating eighth grade girls wear **WHITE** dresses, white dress shoes and white or very light-colored hose. Boys wear **NAVY BLUE BLAZERS**, school ties, white dress shirts, dress slacks and dress shoes.]

DRUGS: Education about licit and illicit pharmaceutical substances is provided as part of our Health curriculum. Outside speakers, audio-visual presentations and continuing education programs for parents correlate with the important areas of decision-making, values, peer pressure, subliminal advertising and cultural/social mores. We appreciate parents reinforcing with their children their own family values while serving as responsible and informed societal role models. **Drug use or possession by students of Mount Tamalpais School is strictly prohibited, and will result in immediate expulsion.**

EFFORT: Evaluations in effort are included every grading period and using the following terms and criteria:

Excellent Progress	excellent, consistent effort as reflected by the student's level of application, organization, promptness and enthusiasm. Classwork, preparation, participation, and willingness to seek help and/or clarification are outstanding.
Good Progress	very good effort is generally made in all criteria outlined above.
Satisfactory Progress	level of effort is satisfactory and meets requirements as stated.
Experiencing Difficulty	consistent reminders are needed to complete work, to submit assignments promptly, and/or to participate positively in class/activities/projects.

ELECTRONIC DEVICES: Students are not permitted to bring to school any electronic devices whatsoever. **Cellular phones, PDA's, pagers, handheld games, ipods, ipads, and any other like items are absolutely not allowed at school at any time.** Adults are asked to turn off all audible cell phones and pagers while on school property or in attendance at school functions, and to totally refrain from ALL cell phone use during arrival and dismissal and when on campus for performances, meetings or volunteer purposes.

E-MAIL: It is expected that MTS students and parents communicating through e-mail will conduct themselves with courtesy, clarity, thoughtfulness and kindness, using appropriate language that reflects sensitivity and good values. Please refer to the school's "**Acceptable Use Policy**" for all computer/internet guidelines. Personal e-mail communication with faculty and staff members is not encouraged, but may be occasionally used with permission for limited school and/or academic interaction.

EBLASTS: Some school information is sent home via eblast (Parent Council and Auction notifications and meeting minutes, etc.) and other information is posted on our website. Please check these sources of information regularly and keep us apprised of any changes to your email information. Emergency information of a timely nature is also sent out in this manner and/or through "One Call Now," a school wide information provider that is generally used for matters of extreme importance.

EMERGENCY PROCEDURES: In the event of earthquake, flood, or other natural or national disasters, all children will be kept at school until arrangements can be made for their safe transportation home. Emergency supplies (water, food, space blankets, first aid) are kept at school for a minimum of 350 people for a planned extension of three-five full days. Fire, Earthquake, and "Drop" drills are held regularly, and staff and students are indoctrinated in appropriate emergency procedures.

All parents are asked to participate with their children in home safety drills as well, and to discuss the need for such informed preparation so that children are not unduly concerned or alarmed by these routine, and yet very necessary, practices. MTS works closely with local Fire, Sheriff and Safety providers to ensure the safe and secure disposition of our campus. In addition we serve as a base for neighborhood firefighting activities and as an information center in the event of any major disasters

ENROLLMENT: Contracts and Deposits for the following school year are **DUE on or before** the date listed on the school calendar. Space cannot and will not be reserved for any student unless a signed contract and the full deposit required are received by the designated due date. **Deposits, as stated in the contract, are totally non-refundable.**

ETIQUETTE: MTS consults with professional etiquette consultants who occasionally teach classes in social skills, courtesy and etiquette. Topics covered include basic manners, table manners, appropriate social behavior, especially at special events and activities, polite correspondence, personal grooming, interview skills, computer etiquette and other related topics.

FACULTY/STAFF BENEFITS: Families often offer the school extra kindnesses or benefits which may then be passed on to our teachers and staff members through the Director. Among these special considerations are tickets to sporting events or performances, gift certificates, vacation home use, or consulting services. All ideas and generous offers are certainly received with gratitude and are circulated to interested/deserving faculty members and other school employees through the Director. **In the interest of fairness, and in keeping with school guidelines, tickets, special offers, opportunities, perquisites of this type should not ever be offered directly to or for specific employees, as they are unable to accept them directly under the provisions of their contracts.**

FAMILY INVOLVEMENT: The Elementary school years, Kindergarten through eighth grade, represent the longest period of time your child will be in any educational environment. They are also the years in which you are invited to be the most involved and the years in which your children are still delighted to have you involved. We believe so strongly that your active participation in our school sends a clear message to your children that education is important, that you value and appreciate their school and their teachers, and that you believe, as we do, that the partnership between home and school is one of the most important and influential in your child's life.

All families are given the opportunity of assisting the school in the manner that is most in keeping with their own interests, time and talents. **Parents are required to volunteer at least 60 hours per year in service to the school (including some time during the summer whenever possible).** Parent volunteers may assist in a variety of ways, but not all choices of volunteer service can be honored. (Please see the Parent Volunteer booklet and resource forms for further information.)

Parent participation and family involvement in special events and fund raising activities are considered a vital part of our program and are crucial to the ongoing success of Mount Tamalpais School. **Because we absolutely depend on this participation, families who do not contribute their time in some way that is helpful to the school will not be able to remain at MTS.**

FEES: In addition to tuition costs, yearly fees are charged for the following:

- Insurance (required, per child)
- Field Trips (required, per child)
- Milk/Juice (optional) for students not taking Hot Lunch
- Hot Lunch (optional) including Milk/Juice
- Parent Council Dues (required, per family)
- Outdoor Education, Grades 4-8 (required)
- Graduation, Grade 8 (required)

Yearbook (optional)

FOREIGN/WORLD LANGUAGES: Classes are offered in French, Spanish, Latin, Mandarin Chinese and Japanese. Students in Grades 1-6 are introduced to Mandarin, Spanish and French; 6th grade students also participate in an introduction to Latin, while sustaining Mandarin, Spanish and French language and culture through a comprehensive survey course. Students in Grade 7 select Spanish or French, which they maintain through Grade 8, and add Latin, continuing with that choice through Grade 8. **Latin is not elective, but is taught to all students in Grades 6-8.** Students in Grades 7 & 8 may also opt to study Japanese through the Rosetta Stone program. In addition, each trimester there is an after school class offered in World Languages, in which students may target and explore a specific language through Rosetta Stone

FORGOTTEN ITEMS: If it is necessary for any item to be delivered for a student during the school day we ask that it be marked with the student's name and taken directly to the school office after 8:30 a.m. and before 2:30 p.m. The office will transfer the item to the Homeroom teachers or to the student at a convenient break in classes to avoid disruptions. In order to encourage responsible thinking, we do not permit students to call home for any forgotten items. **Please do not park and deliver messages and/or student items during arrival and dismissal times, and please do not ever fax student homework or other assignments to school.**

FORMS: Samples of all school report forms are available for review in the school office. Copies of student records are kept as part of student cumulative record files, as are records of awards and attendance. These permanent records may be reviewed on site if requested by advance appointment with the Director.

FRIDAY FOLDERS: These special MTS folders containing weekly notices, memos, reminders, calendar updates and other important information are sent home each Friday. It is **essential** for parents to carefully check and read the contents of these folders. Since folders are sent home with the students, they will, therefore, go to the household in which the student is residing on that day. **Duplicate copies of all notices will be included for additional parents/households; it is considered the responsibility of the family to see that this information is distributed to other households/family members.** If another parent in an alternate household prefers to receive these notices and reminders by mail in any given week, he or she should supply the Homeroom teacher or the office a large (Number 10, business size) self-addressed, stamped envelope for that purpose. Each Friday Folder will contain a signature sheet for the school year that will remain in place in the folder. This sheet is to be signed by a parent in the appropriate space and returned within the folder every Monday.

GRADING: Students in Grades 1-3 receive letter and/or percentage grades only on tests and certain class materials; they are not letter-graded at the end of each trimester, but are evaluated as follows:

Excellent Progress	Student demonstrates competence
Good Progress	Student demonstrates consistent progress
Satisfactory Progress	Student demonstrates progress
Experiencing Difficulty	Student requires consistent support and direction

Students in Grades 4-8 do receive grades at the end of each trimester, and a yearly average, in most of their academic courses. Some courses, which meet less frequently, are evaluated in a more subjective manner; pass/fail grades may be given in these classes. Letter grades, with a numerical percentage equivalent, are used. These grades and equivalents are:

96-100	A	77-79	C
92-95	A-	74-76	C-
89-91	B+	70-73	D
86-88	B	Below 70	F
83-85	B-	Incomplete	I*
80-82	C+	Exception	E*

* Students who receive an **E (EXCEPTION)** in a course are only those being evaluated using special criteria due to very unusual circumstances.

* Students may receive an **I (INCOMPLETE)** only if there is coursework due that has been delayed by an extended absence, illness, or very special circumstances.

Conduct and Effort are graded using specific terms in lieu of letters. (See CHECKLISTS.) Students who receive an academic grade average of a high B+ (91%) or better qualify for inclusion on the **HONOR ROLL**, provided that their marks in **CONDUCT** and **EFFORT** are GOOD PROGRESS or above.

GUM: Students are strictly forbidden to have or chew gum at school, before or after school, on the school bus, on field trips, or at any school sponsored event or function on campus at any time. **Students chewing gum at school will be given one warning, then will receive detention.** Our campus is a **NO GUM** zone and we ask that parent volunteers and any other adults also refrain from chewing gum whenever on campus at MTS or when accompanying students to any school sponsored activity.

HAIR: Students are expected to attend school with their hair clean, neat, of their own natural color, and out of their eyes/faces. All boys' hair must be moderate in length and well above the collar. No extreme hairstyles or unnatural hair colors are acceptable at our school.

HATS: No hats, caps or hoods may ever be worn inside school buildings. Hats are not worn on campus except when used for sun protection outside (approved logo hats ONLY,) as part of a costume, for a special project, or in conjunction with a themed spirit day where written permission has been given by the school.

HOMEROOM: Each student is assigned to a particular homeroom, working with a grade level team of Homeroom teachers. These Homeroom teachers serve in the role of mentors/counselors to their students and are the primary liaisons, sources of contact and communication with parents, other teachers, caregivers, and some outside support providers.

HOMEWORK: Students are given Homework assignments to provide INDEPENDENT follow-up, reinforcement, enrichment, and continuity in the context of each course's overall curriculum plan.

Content, expectations, and time spent daily are related to age, grade level, area of strength/weakness, as well as individual teacher procedures, guidelines and recommendations. All students are expected to spend some Homework time each day, preferably at the same time, and in the same work spot (desk, table, counter) pursuing quiet, concentrated intellectual activity/exercise: reading, writing, thinking, problem solving, correspondence, appropriate learning games, research, study. Computer use should be moderate and adult-monitored for appropriate use, application and peer interaction.

When specific assignments are made, students are expected to turn in complete, accurate, independently done, neat, organized and carefully prepared and presented responses. Parents are asked to be sure that their children are provided with the materials necessary to ensure quality work: a quiet environment, good work light, structured Homework times everyday, supplies, freedom from distraction, as well as encouragement, but are also asked to let students grow in independence as they independently approach Homework assignments on their own.

At the beginning of the school year, each academic course instructor will send home or give to students and parents a detailed outline of particular subject area Homework arrangements, listing the days the class is taught, the day the assignments are usually given and when they are generally due.

Follow-through includes in-class review and discussion. **There are penalties for missed or late assignments, which can, after a warning is given, result in a teacher-assigned Study Hall after school hours.**

While there is obviously a broad range of factors that determine how much time each student should spend on Homework, there are some general guidelines that are given. (Please note that the suggested times are actual WORKING times, not start to finish times.)

Grades K-1	Very little formal Homework during the first trimester, thereafter, not more than 10 minutes per night, four times a week.
Grades 2-3	Not more than 15-20 minutes per night four nights per week
Grades 4-5	Not more than 20-30 minutes per night, four to five nights a week
Grade 6	Not more than 45-60 minutes four to five nights per week
Grade 7	Not more than 60-75 minutes five nights per week
Grade 8	Not more than 75-90 minutes five to six nights per week

HOMEWORK ASSIGNMENT SUBJECTS:

*K-1	Language Arts & Math/Occasional Science & Social Studies
*2-3	Language Arts & Math/Some Science & Social Studies (Occasional World Language)
*4-5	Language Arts/Math/Science/Social Studies/Some World Language/Occasional P.E., Art, Music, etc. (Special assessment or projects only; check with Homeroom teachers.)
*6-7	English, Math, Social Studies, Geography, Science /Some World Language/ Occasional P.E, Art, Music, etc.
*8	English, Math, Social Studies, Science, World Language, Occasional Geography, Health, P.E., Art, Music, etc.

Students are expected to be able to complete all Homework assignments **independently** and with a **generally good level of understanding**. If a student is experiencing difficulty, it is expected that the student will directly make contact with the instructor for clarification and assistance. Study and review before class is encouraged, but all written Homework assignments **MUST** be completed at home. Students are not allowed to be doing Homework on site during morning or lunch recess. Homework may be done after school in the Library or Study Hall, provided that students are working independently, but not before school. **Homework may not be downloaded or printed at school under any circumstances.**

If a child is home with a brief illness, textbooks and Homework assignments may be requested **only if the school office is called before 10 a.m.** Parents may collect work and/or books **after 3:45 p.m.** if these are unable to be sent home with a neighbor or sibling. It is impossible for teachers to provide work for a sick child without this advance notice, and the general consensus is that one-day homework assignments are usually not necessary to request unless the student is already behind in class work or assignments. It is not appropriate or permissible for the school's FAX machine to be used to either receive or transmit requests for assignments, homework assignments themselves or other information for students.

Families choosing to remove students from school during any part of the regular school year against the school's recommendation and outside the school calendar will not be given extra assignments as there is absolutely no way to replicate the classroom experience of the missed course instruction given in class.

HONOR ROLL: MTS has an academic honor roll that is announced at the end of each trimester. In order to achieve this distinction, students must earn a high B+ (91%) average or greater, with each class weighted according to the number of meetings scheduled per week. Trimester grade information and cumulative information is averaged in the computer and Honor Roll is derived from this data. Conduct and effort grades must be GOOD PROGRESS and above. Honor roll certificates and pencils are distributed after trimester grades have been reported.

HOT LUNCH: Hot Lunch is served every day on a rotating menu basis, and includes nutritious main entree food items, with appropriate garnishes and desserts. Beverages (low-fat milk, bottled water or juice) are included. Students who opt to subscribe to Hot Lunch must sign up for the entire school year; there are no cancellations, as we must commit to our Hot Lunch providers well in advance.

IDENTIFICATION: All student belongings MUST be permanently and clearly marked with the family name. The school cannot and will not assume responsibility for ANY items left on the grounds or around the buildings before, during or after school hours. Items marked with names are returned to the student's Homeroom. Clothing may be labeled with permanent marking pens or with labels. Any unmarked items are put into "Lost and Found," where they are kept for not more than one week. Unlabeled logo items will not be returned to students, as they are impossible to accurately identify.

Unmarked non-logo items that can be identified may be reclaimed with a donation to a fund for needy children. Parents are asked to reinforce personal responsibility for valuable property, and to insist that their children earn the 50 cents needed to collect their belongings. Unmarked uniform items are given to the Uniform Exchange; other items are given to a worthy charity after one week. **IT IS ESPECIALLY CRUCIAL THAT ALL SCHOOL UNIFORMS, SWEATERS, SWEATSHIRTS, P.E. CLOTHES, BOOKBAGS, SUN PROTECTION HATS, BOOKS, TIES, OUTERWEAR AND SPORTS CLOTHING/EQUIPMENT BE CLEARLY MARKED WITH FAMILY NAMES.**

INCLUSION: MTS strives to maintain an open, welcoming, inclusive school community of families, students, parents and teachers in which each member feels acknowledged, comfortable, connected, affirmed and respected. We honor this community of inclusion by celebrating the unique individuality of the varied heritage, characteristics and viewpoints that contribute to the full identity of each one of us.

JEWELRY: Students are permitted to wear only very minimal jewelry to school. Tasteful rings (one per hand) and watches are acceptable, as are very small earrings, to be worn only by girls with pierced ears. Earrings, **one per ear**, must be smaller than the ear lobe, and very discreet in style. Chains, ankle bracelets, necklaces, multiple rings, dangling earrings, friendship bracelets, promotional wristbands, etc., are **NOT** to be worn to school. Extra jewelry will be collected and held for safekeeping in the school office until the end of the school year.

LEARNING SPECIALISTS: MTS employs two Educational Therapists and a Learning Enrichment teacher who operate in support of individual students, teachers and families. The responsibilities of these teachers include initial observation, screening and evaluation of students identified by teachers or believed by parents to be operating above grade level or experiencing particular difficulty. These three teachers help to determine the coordination of classroom techniques and instructional strategies for students, the continuing education of faculty and parents in the area of learning style differences, and small-group remedial/accelerated support of students who would benefit from this as part of their overall learning program. All Learning Support is decided upon, and coordinated by, the school in the best interest of the students. All support occurs in small groups, generally in Grades 1-5, and is provided without extra charge at the discretion of the school. Students requiring additional support outside of school are referred to private professionals working within the field of student need. In some cases this additional support, generally individual, after school support, supplants the in-school support entirely and in other cases it is coordinated with it. The cost for private student support is, of course, borne by the family.

LIBRARY: The Rappaport Library Learning Center is staffed by a full time children's librarian and a parent volunteer library committee. It is open from 7:30 a.m. to 4:00 p.m. M-TH and to 2:30 p.m. F during Trimesters I and II, and is open until 5:00 p.m. M-TH and 4:00 p.m. F during Trimester II. Students in grades K-6 visit the library during the week on a regularly scheduled basis to check out and return books and may also come at other times as arranged by staff. Students in grades K-2 borrow books for one week. Students in grades 3-8 borrow books for two weeks. Books may be renewed. Kindergarten students check out one book each week and must return their books each week in order to check out another. As students advance through the grades they may check out more books each week. It is essential that they be responsible library patrons and return books on time. Students who have overdue books consistently will have their borrowing privileges restricted or rescinded entirely. Students with lost or damaged books will be billed and are expected to pay promptly or their borrowing privileges will be restricted or rescinded entirely. Reference books and other selected volumes do not circulate; these resources are available for student use on site only.

Homeroom teachers receive overdue book lists regularly, and students will receive overdue reminders to take home. There are currently no regular overdue fines, but repeat offenders will have penalties, and replacement costs of books lost or damaged in any way will be the responsibility of the student who checked out the book. In addition to the current replacement cost of the book, there is a \$10.00 processing fee for lost or damaged library books.

Students are expected to follow school guidelines for appropriate behavior and specific guidelines for library use, including the care and selection of books and attention to the library learning center environment.

Donations of used books are gratefully accepted. The school librarian and other staff evaluate all donations; materials we cannot use are given to the Marin County Public Library system.

Students may celebrate their birthdays by giving a book to the library in honor of the event. Some families and staff also choose to honor teachers or to celebrate special events and people in their lives by giving a book to the school library.

Questions about library policies should be directed to the school librarian at x114.

LOST AND FOUND: Lost articles marked with student names will be returned to the student's Homeroom. Unmarked articles will be kept in Lost and Found in the school office for one week for claiming. Any lost, unmarked, non-logo articles may be claimed with a 50-cent donation to a fund for needy children, and with confirming identification of the lost item. Lost and Found articles will be kept for not more than one week, after which they will be distributed: School uniform (logo) items will go to the Uniform Exchange for resale, and other items will go to Common River, Good Will or to Ritter House. All used uniforms remaining unsold at the end of each school year are given to our sister school students in Aleta Wondo, Ethiopia.

MAKEUP: Students may **NOT** wear makeup to school, nor should any makeup items be brought to school. Any makeup found at school will be confiscated and discarded. Light makeup is acceptable on girls in Grades 6-8 only at dances or other special events, with the prior approval and written permission of the school. Students who arrive at school wearing makeup will be sent to the office to remove it. **One warning only will be given, followed by Detention.**

MATERIALS: Textbooks, workbooks, and most other student-consumable materials are loaned to students by the school. All students are required to carry with them each day a book bag or backpack (preferably wheeled) small enough to be hung on a hook or stored neatly in a cubby. Students are also required to be well prepared, and **to have with them AT ALL TIMES a school sweater or sweatshirt** and the necessary materials or school supplies specified for their particular level. Some required school supplies (assignment notebooks) are available for purchase by students through the school office between 7:45 and 8:05 a.m., and after school hours, from 3:10-4:00 p.m. Certain items may also be ordered in writing through the Homeroom teachers via morning Attendance folders. Orders are then filled and distributed to students later in the day.

MEDICAL INFORMATION: Health, immunization, and all other pertinent medical data kept on file must be updated as changes occur. All entering students are required to obtain a complete physical examination before enrolling, and all other students must be re-examined in alternate years. All parents or guardians must sign an **EMERGENCY information** sheet for their child each year, and must keep this information current throughout the year. Please notify the school immediately if there are any changes in family structure, physicians, business telephones, or emergency contacts.

MID-TERM REPORTS: If a student is experiencing difficulty in a particular course, if the student's projected trimester grade is C- or below, or if the student's general level of progress in that course has changed significantly, parents will be formally notified. Mid-term reports are sent out halfway through the academic trimester; notification dates are listed on the school calendar. These reports are meant to provide the students and the parents specific information that can be used to redirect or improve the student's achievement in that course halfway through the trimester, well before the final trimester grades are reported.

MILK PROGRAM: Low-fat milk is available on a subscription basis for the entire school year. Full-day students receive their milk at lunchtime, and half-day Kindergarten students may drink their milk either at lunchtime or with the snack provided for them following the morning recess. **(Milk, juice and water are included within the Hot Lunch menu, and should only be subscribed to separately by students who do not take Hot Lunch.)**

NAIL POLISH: Students are not allowed to wear colored nail polish to school; only clear nail polish may be worn. Students who arrive at school wearing colored nail polish will be sent to the office to remove it.

NON-PROFIT STATUS: Mount Tamalpais School was incorporated August 1, 1976 as a non-profit California corporation [501 (c) 3] for educational purposes. Gifts to Mount Tamalpais School qualify as charitable contributions under current state and federal tax laws. **Our federal identification number is 94-2356968.**

OFFICE: Parents and students are asked to go directly to the front office **WINDOW** when visiting the school office for any reason during the day, and not to enter the main school office adjacent to the faculty room. Parents should NOT come into the school for any reason during arrival and dismissal carpool times. **The office staff would greatly appreciate it if all arrangements for student transportation, childcare and after-school plans were made well in advance as much as possible.** All telephone messages from parents to students are given verbally by the homeroom teachers, accompanied by a duplicate telephone message slip. **Parents are asked to call the school office with emergency information or transportation changes, well in advance of 2:30 p.m. M-TH, before 1:45 p.m. F if students are to receive the information prior to dismissal.** Parents are asked to go to the office window after 8:30 a.m., and prior to 2:30 p.m. M-TH/1:30 F, with any items for students, and absolutely not to take things directly to the student, to a teacher or to the classrooms. Due to very limited space, our office cannot accommodate non-school related articles left here to be claimed by other parents. Only school related messages and items will be handled through the school office.

OUTDOOR EDUCATION: During the Fall and the Spring trimesters, different groups of students attend half-week or week-long Outdoor Education programs as an adjunct to their regular curriculum courses. These programs are held in and away from Marin County, and students usually depart in the early morning, returning late afternoon or early evening on the final day of the trip. Accommodations are in camp facilities, and students bring sleeping bags for use on the bunks, or in the tents. **Participation in Outdoor Education is not optional, but is as an integral part of our school curriculum and REQUIRED as a part of our program.**

PARENT COUNCIL: Parent Council activities include social events, public relations, fund raising events, school improvement projects and parent education. All families are encouraged to participate as fully as possible, remembering that at least 60 parent volunteer hours per school year are required. Please check the school calendar for Parent Council meetings and other related activities scheduled throughout the school year. All school parents and legal guardians are members of the Parent Council, which is lead by a slate of officers and committee chairs in service to the school.

PARTIES: It is expected that MTS students and families will approach the issue of student parties and gatherings with responsibility, sensitivity, age appropriateness, and a commitment to access and inclusivity. It is imperative that students learn, and parents model and reinforce, how to work well and get along with a variety of others, especially in a small community such as ours. **Our basic guidelines indicate that all (male or female) classmates should be included in parties unless the party is for LESS THAN HALF of the currently enrolled (male or female) class members.**

It is also hoped that our students, who are so fortunate, might consider celebrating their birthdays by doing/giving something for others through community service or special projects in lieu of personal gifts.

We recognize and celebrate the dedication and effort of our junior high students who spend many months preparing for certain religious rites of passage such as Confirmation or Bar/Bat Mitzvah. We believe strongly that it is imperative that student guests planning to attend the celebratory parties first attend the actual religious ceremonies those parties are meant to acknowledge. We do our best to allow class time for honorees to discuss the nature and meaning of their celebrations in order to enlighten their classmates and enable them to better understand/enjoy the religious ceremonies. We appreciate your help and cooperation in this endeavor.

PERFORMANCE BEHAVIOR: Our students, and any other children, who attend or participate in any of our assemblies and performances are expected to conduct themselves with absolute courtesy, attentiveness and respect. **Children attending evening performances are to sit only with their own parents or adult supervisors, watching and listening, applauding when appropriate. They are not ever allowed to be playing, drawing, reading, running around unsupervised inside or outside at any time, and they are absolutely NEVER allowed backstage.** If students need to discreetly leave Founder's Hall during a performance they must be escorted by an adult at an appropriate interval, i.e., between musical selections. Anyone departing during a performance should exit quietly through the main lobby doors closest to the scoreboard. Students who are unable to behave well at special performances and events should simply not attend. **At all such events parents are expected to take full responsibility for their children and for their children's behavior.** We also ask that adults attending performances on campus turn off all cell phones and audible beepers. We do not allow flash photography or anything other than hand-held (seated) videography at any recitals or performances, nor are tripods permitted at any time. We appreciate your complete cooperation. And please remember, NO GUM!

PERSONAL APPEARANCE: Students are expected at all times to be clean, neat and well groomed, observing school and uniform standards, modesty, moderation and good taste. Extreme hairdos (style/colors) are unacceptable. Boys' hair must be moderate in length, kept off the face and well above the uniform shirt collar. Girls' and boys' hair must be off the face at all times. All students' shirts must be long enough to be well tucked in (visible belts or waistbands) and remain so throughout the day, and girls' skirts and dresses must be of appropriate length and size. **Students who arrive at school wearing uniform items that are inappropriately sized or unacceptable will need to go home and change before returning.** Only one warning will be given, followed by detention.

PETS: Pets are not allowed to be on campus during school hours, or after school hours, or at any time, **No pets should be brought onto the campus when parents/adult caregivers are here to collect children from dismissal or after school activities, nor should pets be brought to the Angel Island ferry dock in June.** Neighborhood dogs are not allowed on site, and all neighborhood families who avail themselves of school hospitality are registered and required to have a valid school issued ID card/pass with them whenever they are on campus. No children, including our own students, are permitted to have pets on site by themselves at any time. This policy is in place to protect our children, our neighborhood, our school, and, of course, our beautiful campus.

RESPONSIBILITY: Students are held accountable for the gentle care of any and all materials loaned or issued for their use. Students are expected to respect all school property and the belongings of others. It is necessary to charge students and families for the loss, careless or deliberate damage of any school property.

ROSTER: One copy of the current school year complete student enrollment roster is given to families early in the school year, generally at Registration just before school opens. Please notify the school office IMMEDIATELY if your address, telephone number, email address, household arrangement, or name changes so that the information given to our families is current and correct. Our roster is provided strictly for the convenience and private use of our school families, and may not ever be used for solicitation or fund raising for other organizations or for any other purposes. **Please respect the private, sensitive and confidential nature of this information.**

SCHOOL LUNCHES/SNACKS: Students who bring their own lunches to school must use bags or lunch boxes marked with their names. **All full-day students must bring, or subscribe to, and then EAT, lunch.** A healthful (non-sugar) snack (fruit/veggies/protein/complex carbohydrates), to be eaten at the morning recess, may be brought as well. Kindergarten students are provided nutritious mid-morning snacks and are not permitted to bring morning snacks from home. If a child is staying after school hours, another snack may be sent to eat at that time.

Parents are asked to monitor and be aware of exactly **what** and **how much** their children are eating. We will not force children to eat everything that is served in their lunches, but we will encourage them to eat a healthful lunch, and certainly to eat something. Students should not bring packaged soups or pastas that require the addition of boiling water, and candy should not be included in school lunches. Snacks that are sent to be eaten at the morning recess or after school should be nourishing, either fruits, vegetables, complex carbohydrates or protein. Most cookies are not acceptable as morning snacks, and should be eaten as after-lunch desserts only. We wish to cut down on the amount of "junk food" consumed by our students, and we do ask that parents help to regulate this consumption, especially regarding refined sugar, caffeine and saturated fats in excess.

Carbonated drinks may not be included in student lunches, and we do not allow our students to consume soda at school. Please mark the student's lunch/snack bag or box with his/her name, and include any necessary biodegradable utensils and napkins. If foods are packed in personal containers, these should be marked with the family name, as should thermoses, canteens or other beverage containers. **Glass containers/bottles must not be included in student lunches/snacks.** If a student leaves a labeled lunch container here, it is emptied, rinsed, and returned to the student's Homeroom. Bags and their contents are thrown away. Unmarked lunch containers are stored in the staff workroom, and may be collected, as are other lost items without names, by claiming them from the school office within one week with a 50-cent donation to a worthy cause.

If a student forgets his or her lunch, and reports it to the homeroom teacher first thing in the morning, the office will call home. Parents are then expected to provide the forgotten lunch before lunchtime if at all possible. In most cases, the homeroom teacher will arrange to provide lunch for the student and the student will be charged a \$7.50 lunch fee. Students who routinely 'forget' lunches will be seen by the school nurse and possibly referred for nutritional counseling in support of the family. Please encourage your child to eat a good breakfast and a good lunch every day! Fuel = brain food for thought!

SEXUAL HARASSMENT: Students are expected to treat each other with kindness, respect, sensitivity and courtesy. **Negative comments, teasing, name-calling, innuendo or other forms of inappropriate verbalization about ethnicity, religion, height, weight, body parts, health issues, gender identity, or any other aspect of individual identity and physicality are absolutely not tolerated.** Students who have difficulty expressing themselves with kindness will, at the very least, be disciplined, and, if deemed necessary, referred for counseling. Students who believe that they are being harassed (sexually or otherwise) should report privately to the Director, their Homeroom teachers or the Dean of Students for assistance.

SHOES: Shoes must be worn on campus at all times, including during drama rehearsals and performances. Parents may not drop off students without shoes at any time!

SMOKING: MTS is a **NON-SMOKING** site. There is absolutely **NO SMOKING** allowed on campus inside or outside at any time. Parents are asked to refrain from smoking while at school for meetings, during carpool, at volunteer activities, at special events or at any and all school-sponsored activities held elsewhere. (Adults who smoke may be precluded from certain volunteer activities, especially those involving close contact with students, coaching, or food and beverage service.)

SPECIAL ASSIGNMENTS: If a student will be absent for a significant period of time due to illness or **emergency** family plans, arrangements must be made for missed schoolwork to be completed. **The school office should be notified in writing well in advance of any other extended student absence.** All requests for assignments are to be directed to the Homeroom teachers. If a child is home with a fairly brief illness, textbooks and Homework assignments may be obtained only if the school office is called **before 10 a.m.** (Parents may collect this work and/or requested textbooks after 3:45 p.m. if these are unable to be sent home with a neighbor or sibling.) It is impossible for teachers to provide work for a sick child without this advance notice, and the general consensus is that arranging homework for a sick student is usually not necessary unless the student is already behind in class work or assignments.

SPECIAL SERVICES: In order to ensure the greatest level of mutual support on behalf of each student, it is imperative that the school be kept informed of any outside professional services being provided for a student such as tutoring, SSAT test preparation, attendance at academically oriented after-school programs, speech/language therapy, occupational therapy, special medical intervention, psychiatric or psychological counseling. MTS is committed to working closely and supportively with any and all professionals dealing with our students. Requests for recommendations for outside professional support for students will be honored, as are all approved parental requests for information to be given on behalf of a student or family. Please contact the school administration directly to request referrals or resources of any kind. The Homeroom Teachers and the Learning Support Services team serve as the primary liaisons with other professionals providing support to our students and families, while reporting to the Director, the School Nurse and/or the Dean of Students.

SPIRIT DAYS: Throughout the school year there are specific spirit days sponsored by the Student Council. On these days there are often special activities and students are asked to come to school in theme-related attire (i.e., Crazy Shorts/Hat Day, Pajama Day, College Day, Athletic Team Day, Olympic Day, etc.) On these days it is expected that all students will participate with spirit and enthusiasm, doing their best to manifest school spirit, to set a good example for others, and to support the event, its organizers and their school.

SPORTSMANSHIP: Our students compete in athletic events with other schools, with one another during team practices and Physical Education classes, and, hopefully, with themselves. In all aspects of school life the attitude of sportsmanship and positive, courteous team encouragement are embodied in the meaning of "competition" at its highest level: (from the Latin "com," meaning with, and "petere," meaning to seek one's best) **TO SEEK ONE'S BEST WITH OTHERS.** Included in that personal "best" is an appreciation of the skills and strengths of others, teammates or opponents, and the camaraderie of mutual support. We are proud of the way our students manifest that spirit.

SSAT (Secondary School Admission Test): Mount Tamalpais School administers the Secondary School Admission Test twice during the school year to MTS students in Grades 7 and 8 who are considering making application to independent secondary schools. During the 2011-2012 school year the SSAT will be administered at MTS on the following SATURDAY mornings: December 3 2011 (for eighth graders) and May 4, 2012 (for seventh graders). November, January, February, March, April and summer testing will not be done at MTS. **Our test center number is Z441, and our school number is 5251.** The center code is used to identify where the test will be taken; the school code is used to have test scores reported to the school. All students in grades 7 and 8 will receive information booklets on the SSAT early in the school year. We recommend that seventh graders thinking about independent secondary schools take the test at least once, usually in May of seventh grade. Eighth graders applying to independent secondary schools must take the test in December, and may choose to test again in January depending on their circumstances and individual test results. (If eighth graders choose to take the SSAT privately, i.e., through a learning specialist, academic counselor or other approved testing center, results should still be sent to MTS so that appropriate information may be included in high school admissions letters. SSAT prep booklets for the Lower (Grades 6-7) and Upper (Grade 8) level tests are available for purchase through the SSAT. Please direct any questions on the SSAT to the Director at x111 or through the school office at x101.

STAFF: All teachers and support staff members are selected for their personal as well as professional qualities, and for their strong commitment to education, to elementary school age children, to Mount Tamalpais School and our particular mission and departmentalized educational program. Parents are

encouraged to feel free to contact teachers directly, through the office, by telephone, or by note during and immediately following school hours. **Homeroom teachers serve as “counselors” to their students, and questions or concerns of a general nature are best directed to Homeroom teachers, the Dean of Students, or to the Director.**

STUDENT COUNCIL: The Student Council, with officers from Grades 6-8, and elected representatives from Grades 3-8, is set up as an organization in service to the school and the community, and also provides a forum for particular student affairs. Parent Coordinators and the Director of the School work with these students in a variety of capacities on special activities throughout the school year. Three boys and three girls are nominated from grades 3-8 each trimester. Each of the nominees prepares a short speech stating their willingness and enthusiasm to represent their class. No campaigning is allowed and no “false promises” may be made! One boy and one girl are then elected by secret ballot. **No student may serve more than one trimester in any given school year, and generally students may not serve from Trimester III of the preceding year to Trimester I of the next year in order to provide the opportunity for many different leadership styles within each class.** Nominees must be in good academic and behavioral standing to accept the nomination to represent their class.

STUDY HALL: Teacher-supervised SILENT Study Halls are held on Monday, Wednesday and Thursday afternoons from 3:15 until 4:15 p.m.; the fee is \$10.00 per child. Study halls are generally held in Room 5, with coverage rotating from teacher to teacher. In some instances students may work in the classroom of the assigning teacher for the subject in which help is needed.

Study Halls may be voluntary, parent-requested, or teacher-assigned. Voluntary study halls are requested in writing, via parental notes, signed and dated. These come to school in the morning, and are sent to the office through the Homeroom attendance folder. Payment should accompany the note, and notes/payments should be in an envelope, marked with the child's full name and Homeroom.

Teacher-assigned study halls are handled in a similar manner. The subject teacher sends home a STUDY HALL slip, with the day/date of the study hall, and its purpose clearly indicated. The parent should SIGN and return this slip, along with the \$10.00 study hall fee, the very next day. It is returned to the assigning teacher, who then turns it in to the school office. Students being collected from STUDY HALL at exactly 4:15 p.m. may be checked out by parents or other responsible adults at the STUDY HALL room, signing students out with the Daycare supervisors and/or the STUDY HALL proctor. If students remain later than 4:15 p.m., they must be checked out and "signed for" with the after-school Daycare supervisor or the school office.

Please note that any students who remain on campus after school to meet with any teachers for any reason are considered to be at Study Hall and are charged the regular \$10.00/hour rate unless they are enrolled in a specific after school enrichment class, team practice or individual music lesson.

Students may choose to study in the library after school hours until 4:15 p.m. M-TH, until 2:45 p.m. F. Students must sign in with the daycare supervisor before going to the library. These students will be charged the normal after school daycare rate of \$10.00 per hour.

SUMMER WORK RECOMMENDATIONS: At the end of the school year, teacher recommendations may be made for those students who would benefit from some additional academic or other support during the summer months. Summer workbooks for grade level review and practice are also available for purchase through the school.

SUPERVISION: In order to provide safe, careful supervision of students, MTS teachers rotate arrival, dismissal, recess, and lunch recess duties. At least one Homeroom teacher should be in the classroom in the morning when students arrive, or students are to report to the library until a Homeroom teacher is present. Students will remain in the library until a Homeroom teacher arrives there to collect them. **Under no circumstances should students ever be in classrooms or other areas without appropriate supervision.** Students who remain on campus, or who go home and then return to campus for some appropriate reason after school hours, are still considered the responsibility of the school and are expected to be in uniform and conduct themselves appropriately.

SUSPENSION: Students are suspended from school only in very extreme situations. In the event that a suspension is necessary, parents are asked to come to school to meet with their child, the teacher, the Dean of Students and the Director. It is expected that parents will respond to the suspension of their children with the appropriate level of understanding, courtesy, support and cooperation, realizing that suspension is a very serious action that the school administration does not take lightly.

TEASING: Kindness, respect and courtesy to others are expected from MTS students, faculty, caregivers and parents at all times. Deliberate unkindness, discourtesy, rudeness, gossip, inappropriate language, malicious teasing or ridicule of others will absolutely not be tolerated at any time, and repeat offenders may be asked to leave the school.

TELEPHONE: Students are not permitted to use telephones at school without the specific permission of a teacher or administrator. Telephones may not be used to make or revise after-school plans, or to request forgotten items, and students should not be directed by parents to call home for any but extreme emergency reasons. **Students are not permitted to bring cell phones to school during school hours, after school, or to any evening or weekend events. If students need access to a telephone to contact parents, school faculty will assist.**

TESTING: Children are tested using standardized measurements several times during the school year. This includes the administration of standardized testing (ERB CTP IV in the fall), as required by our independent school association memberships. These test results provide us with national and local independent school norms. (Other standardized tests include the Otis-Lennon School Ability Test/OLSAT and the Gates-MacGinitie Reading Tests of Vocabulary & Reading Comprehension, which are administered in late winter, and the ERB WraP program of writing assessment, administered in the spring.) All standardized test results become part of the student's permanent record. Test results are most beneficial when viewed in light of the overall growth and progress of the child, taking into consideration test taking ability, academic performance, intellectual maturation, and emotional development. Test results are sent to parents through the mail at the close of the academic year. Specific testing results/clarification may then be requested and/or discussed with the Director in late August by appointment. Mount Tamalpais School does not participate in preparing students for any standardized testing beyond regular classroom instruction and study skills reinforcement.

TEXTBOOKS: **Numbered textbooks are loaned to students for their use during a school term; they remain the permanent property of the school.** Consumable workbooks are distributed to students for their use and eventual possession. All books and materials are to be kept in good repair, and carried back and forth to school in book bags or backpacks. Lost or damaged textbooks or workbooks must be replaced and paid for by the student responsible. Some hard cover textbooks are available for individual purchase, so that students may highlight and/or underline these particular books, which are available through the classroom teachers. Textbooks may not be marked unless the student has purchased the book, and then marked only for the purpose of outlining or highlighting as directed by teachers. All hard cover texts must be covered with book covers. **Students generally are loaned, or may purchase, single copies of the textbooks only.** Any other arrangements/requests for the purchase of additional textbook copies must be made through the Director.

TRANSPORTATION: Parents complete information at the start of the school year detailing the child's usual mode of travel to and from school. Any changes in arrangement must be sent in writing through the Homeroom teachers. Carpools must drop off and collect students in the school parking lot ONLY, pulling up to the marked LOADING ZONE. **Students should not be told to meet their parents for carpool pickup in any other locations, as this would violate school rules.**

The PRIMARY ROUTE for vehicular traffic to the school is Shoreline Highway to Loring Avenue to California Avenue to Harvard Avenue. We request that parents use this route when traveling to and from the school. (ONLY families who live in the immediate area of "the back way" should be coming to school or leaving school through that non-maintained, narrow neighborhood road.) All drivers are asked to observe school rules, community courtesy and one-way traffic through our school parking lot. PLEASE REFRAIN FROM ANY AND ALL CELL PHONE USE DURING CARPOOL OR ANYWHERE IN OUR SCHOOL NEIGHBORHOOD. PLEASE BE SURE THAT ALL DRIVERS KNOW THIS GUIDELINE!

Carpool drivers are asked to adhere to regular arrival and dismissal times. Students may be dropped off between 7:30 and 8:10 a.m.; parents MUST not arrive for afternoon dismissal prior to 3:00 p.m. M-TH, 2:15 p.m. F. Students are dismissed at 3:00 M-TH, and may be collected between 3:00 and 3:30 p.m. depending on their city of residence. Students are dismissed at 2:15 p.m. on Friday, and may be collected between 2:15 and 2:45 p.m.

***Please note that Southern Marin families (Mill Valley, Belvedere, Tiburon, Strawberry, Sausalito, Marin City and Muir Beach) may not collect students until the latter part of dismissal, i.e., not before 3:15 p.m. M-TH, not before 2:30 p.m. F. WE NEED, AND WE COUNT ON, YOUR COMPLETE COOPERATION.**

Students remaining at dismissal after 3:25 p.m. M-TH/2:40 p.m. F are checked into After School Child Care. If a child is going to another student's home after school, or to a lesson, meeting, or appointment that changes the usual means of travel, parents must send signed and dated written permission indicating the change and the method of departure for that day. **Unless the school has received signed permission from the parent, no child will be excused with anyone other than a parent, teacher, listed Transportation or Emergency contact, or known family member. This precaution is taken to insure the complete safety of the child, and is a responsibility that the school takes very seriously.**

Students with parental permission (on file in the office) to walk or bike home are expected to leave the school campus immediately at dismissal and to proceed directly home unless parents have given specific permission for them to do otherwise.

TRANSPORTATION SERVICE: School bus transportation service is arranged through the school office with First Student/Laidlaw. (Enrollment is open to Kindergarten students in the morning, but not at the 12-12:15 or 12:45 dismissal times.) Full day students may subscribe annually for one way or round trip. Individual trips are available on a limited basis for daily rides. Participation in bus transportation is subject to ongoing review, and is open only to those students who are able and willing to accept responsibility for themselves and their behavior on the bus and at the bus stops. Additional bus information will be sent on request. Bus stops are chosen in order to serve MTS students and families and will be modified each year to best serve our regular school bus ridership.

TUTORING: After school study hall (3:15-4:15 p.m. M, W, TH at \$10.00/hour) is available in order to provide the opportunity for teachers and students to work together as needed on an individual or small group basis. Teacher-supervised group Study Hall is available M, W and TH from 3:15-4:15 p.m. in Room 5. If/when individual teacher study sessions are held students are charged at the same rate, \$10.00 per hour.

MTS does not advocate, nor do we permit, any other independent tutoring or coaching by any of our teachers at any time, as this creates a serious conflict of interest when viewed within the context of the overall program.

Our teachers provide individual assistance to students needing support during class sessions. If a child requires additional individual support or tutoring it is best provided by an independent remedial teacher or learning specialist who can work with the student in a neutral setting. MTS maintains a professional relationship with several such qualified individuals and will make appropriate referrals when/if needed. Please feel free to call the Dean of Students or the Director if you have any questions about this policy or would like further clarification.

After school student support is given during Study Hall times and is generally provided in small groups.

TUITION REFUND PLAN: The Tuition Refund Plan (currently subscribed to through DEWAR'S) partially ensures payment of some part of the family's financial obligations to the school in the event of withdrawal or dismissal after the start of the school year. Participants who opt to purchase this plan (currently offered through Dewar's) must do so at the time that contracts for re-enrollment are renewed. Later enrollment is not permitted. The plan does not become effective unless the student attends school through the first three weeks (at least fifteen school days) of the following school year.

UNIFORMS: School uniforms are worn for a number of reasons, some philosophical and some practical. This is school policy and an enrollment requirement, so uniform guidelines will be strictly reinforced. **Students are expected to wear the complete school uniform of appropriate size every day unless parents are sent advance written notice.** All children are responsible for maintaining a neat and tidy appearance during the day, and for attending to personal health, hygiene and cleanliness while at school. On some outings, children will be asked to wear play or dress clothes, and parents are asked to help their students choose appropriate attire depending on the field trip or occasion.

All girls must own a dress uniform. Girls in Levels K-3 are required to wear pinafores over their dresses; pinafores are optional for girls in Grade 4. Older girls, (Grades 4-8) may opt to wear the two-piece dress uniform (Middy top and pleated skirt), but girls in K-3 may only wear the one-piece dress uniform. ALL girls must wear the red sailor ties with the uniform dresses, tied in a square knot. Ties and collars are worn outside sweaters and sweatshirts. **DRESS UNIFORMS ARE REQUIRED ON PICTURE DAY, ON THE DAY OF GRANDPARENTS' TEA, AND AT OTHER ANNOUNCED TIMES THROUGHOUT THE SCHOOL YEAR.**

Girls may also wear Lands' End and Dennis Uniform Navy Blue or Mac Beth plaid walking shorts or skorts and Lands' End Navy Blue skorts (with white Jersey knit shirts or with Uniform Middy tops) during the fall and spring (Trimesters I and III) weather permitting. The skirts, dresses, walking shorts and skorts must be worn with **tights or knee sox during Trimester II (November-March).**

All boys must own a white polo shirt for Dress Uniform days. Boys may wear Lands' End, Nordstrom or Dennis Uniform **NAVY BLUE tailored** twill walking shorts during the fall and spring (Trimesters I and III), weather permitting. **These are the ONLY shorts acceptable as uniform shorts; there may be no substitution.** Walking shorts must be **NAVY BLUE** and an appropriate size and length, and will not be permitted if they are overly faded, sloppy or inappropriately sized. (Boxer shorts may not hang below or show above uniform or P.E. shorts at any time. Cargo shorts are not permitted.)

Boys and girls must wear their shirts tucked in and belts are REQUIRED at all times with shorts and pants. ALL BELTS AND WAISTBANDS MUST BE VISIBLE, AND GIRLS' SKIRTS MAY NOT BE ROLLED UP!

DENNIS UNIFORM COMPANY supplies the younger girls' uniform dresses, the pinafores, the Mac Beth plaid walking shorts and some of the skirts and skorts, the boys' navy twill and cord pants and twill shorts, and the boys' short sleeved navy/red striped rugby shirts with WHITE or NAVY collars. The Jersey knit polo style shirts may be obtained from Ralph Lauren, Lands' End, Gap or DENNIS UNIFORM COMPANY.

School Physical Education Uniforms include navy blue regulation school P.E. shorts, regulation school P.E. Tee shirts, white with navy imprinted logo, and navy or red school sweatshirts and sweat pants. Only these P.E. uniforms and warm-ups may be worn for P.E., running classes, and team, dance or play practices after school. P.E. uniform shorts and shirts must be worn for P.E. classes and after-school sports/dance practices by all students in Grades 4-8; they are optional for students in Grades 1-3. Students in Grades K-3 may wear school P.E. shirts and shorts for Field Day and for some other special school activities. Tee shirts are worn **tucked in.** (Boxer shorts may not hang below or show above P.E. shorts at any time, and all Tee shirts must be long enough to remain tucked in during physical activity.)

Third grade students who participate in Cross Country or Track & Field must wear official school P.E. uniforms to their practices and meets.

Girls in Grades 3-8 may wear P.E. shorts, and girls in Grades K-2 may wear P.E. or other solid color navy shorts, under their dresses or skirts to facilitate freedom in play, but their shorts may not hang below the skirt or dress hems. Baggies, pajama bottoms, Bermudas, Capri leggings, and/or thermals may not be worn with uniforms. Cargo pants are not permitted.

School shoes must provide adequate arch support, be appropriate for daily physical activity, and be mostly solid color, with white rubber or light color crepe-soles. **School shoes may be white, navy, red, or neutral in color only; other colors are not acceptable with the school uniform.** Shoes with Velcro fasteners are strongly discouraged, and topsiders may only be worn if the child is able to keep

them tied without assistance. Shoes with laces must be completely and firmly tied at all times, regardless of prevailing styles. Students may not wear boots, clogs, mules, Tevas, flip flops, sandals or any other open-toed/heeled shoes to school.

Parents are reminded that rubber or crepe-soled shoes with good arch support are required for safety reasons, but lug-soled shoes (like hiking boots) can cause problems during recreation and in classrooms and are, therefore, not permitted except on specific hikes/outdoor education/other outings.

Socks are to be worn at all times, and sport socks (ultra short, tennis-type anklets) are not permitted unless they show above the shoes. Girls' socks are to be white, red, navy or a tasteful combination thereof when worn with the uniforms. **Tights and knee socks are required for girls during Trimester II.** Leggings, red, navy or white only, are permissible during cold weather, (November-March) and only when worn in an appropriate manner. Boys' socks may be navy, white, or neutral in color. **All socks must cover ankles.**

All students should have with them AT ALL TIMES, i.e., DAILY, (regardless of weather!), either a school sweater or a school sweatshirt, in the appropriate size. These may be worn or kept in backpacks for emergency use. In the event that a student might need to remain at school overnight or for an extended period of time or following a disaster, school sweatshirts might be the only warm, soft clothing available to them. **Please help students remember to have a school sweatshirt or sweater with them daily.**

All K-5 students have P.E. classes daily, and students in 6-8 have P.E. MWF. Good WHITE OR LIGHT COLORED RUBBER SOLED running shoes or shoes with comparable arch support MUST be worn for these classes. Students may not wear spikes, clogs, mules, flip flops or sandals, and **all shoes with laces must be worn firmly and completely tied at all times.** NO BLACK SOLED SHOES OR HARD SOLED SHOES ARE PERMITTED IN THE GYM OR ON THE FLOOR OF FOUNDER'S HALL!

Basketball, Track & Field, Cross Country and Volleyball uniforms (school singlets, nylon shorts) may be worn only by team members; they are not available for purchase by students not currently participating in team sports. **Only official school uniforms may be worn at meets/games.** Team uniform singlets or shirts must be worn tucked in at all times.

All school students are required to comply with uniform regulations at all times as a condition of enrollment. Parents are expected to support school rules and to provide adequate oversight, guidance, supervision and reinforcement to their children.

All uniforms and P.E. uniforms are expected to be clean, **sized appropriately,** marked with students' names and kept in good condition throughout the school year. Please check with the school office if you have any questions or need clarification on uniform policy or requirements.

UNIFORM EXCHANGE: Used uniform and logo items that are clean, not faded, and in good condition may be donated back to the School's Uniform Exchange for resale at nominal prices. Unmarked "Lost and Found" school uniform items will be given to the Uniform Exchange for resale. Families seeking good, used uniform components should contact the Parent Council Used Uniform coordinators.

VALET PARKING: A professional valet parking/shuttle service is provided as a convenience to school families and a courtesy to our immediate neighbors for specific school events and activities at which large numbers of people will be on site. In some cases, the valet service will request that keys be left in cars so that they may more efficiently park cars on site. In these instances there might be a modest wait for a vehicle at the close of an event. Please be patient! **It is expected that all school families will comply with the school and avail themselves of this shuttle service and refrain from parking on neighborhood streets during these occasions.**

PLEASE DO NOT, UNDER ANY CIRCUMSTANCES, PARK ON NEIGHBORHOOD STREETS WHEN SHUTTLES AND RESERVED SHUTTLE PARKING SERVICES ARE PROVIDED FOR SPECIAL EVENTS, i.e., GRANDPARENTS' TEA, GRADUATION, PLAY PERFORMANCES, etc. FAMILIES WHO ARE UNWILLING TO COOPERATIVELY ADHERE TO THESE GUIDELINES WILL NOT BE ABLE TO REMAIN AT MTS.

VALUES: All MTS students receive training and reinforcement in the development of appropriate moral and ethical values as part of our **CHARACTER EDUCATION** curriculum. It is expected that parents will work with the school to ensure that their children are growing up with strong core values of citizenship, integrity, open minds, sensitivity, thoughtfulness, personal responsibility, kindness and **GOODNESS**.

VANDALISM: Students who deliberately damage or deface any school property or the personal property of others will be subject to disciplinary action and are also subject to suspension and/or expulsion. Parents are required to assume all costs for repair and/or replacement.

VOLUNTEER HOURS: All MTS parents or legal guardians are asked to share their time, talents, experience and energies with MTS by volunteering throughout the school year and/or during the summer months. **Each family is required to give at least 60 hours each year in direct service to the school**, and parents are certainly encouraged to give even more time if/when at all possible. The various Parent Council committees and activities provide some guidelines for different types of volunteer service to the school, and new ideas are always welcome. It is our strong belief that giving time to our school is a right and a privilege, as well as a responsibility, and we are very grateful for the hours and the hard work contributed by all of our devoted school families.

WEBSITE: Our school website was designed, created, and is maintained, by Technology faculty and students in our Junior High Enrichment Computer classes. The site contains information about the school, the program, current events, monthly calendars and special activities. Student projects and class pages are also posted online. The MTS website can be found at <http://www.mttam.org/>.

***PLEASE BE SURE THAT YOU UPDATE YOUR STUDENT'S SPECIFIC HOMEROOM TEACHER INFORMATION EACH YEAR SO THAT YOU MAY EFFECTIVELY COMMUNICATE WITH THE APPROPRIATE TEACHERS.**

HOMEROOM TEACHERS:

HOMEROOM PARENTS:
