



Dear Parents and Students,

It is very important that there not be any misunderstandings regarding school policy, uniform requirements, discipline, academic and behavioral expectations, and a number of other seemingly less critical concerns. In order to ensure that we are all in agreement about the school's "Rules and Regulations," we are asking that each family do the following:

- 1) Read the School Handbook (Information for Families) for the 2011-2012 school year very, very carefully, noting especially the information relating to uniforms and other guidelines that are relevant for your students.
- 2) Discuss as a family the responsibilities and commitment that are involved.
- 3) Get clarification if necessary, on any areas that appear confusing to you or your children.
- 4) Keep the handbook where it can be referred to easily during the school year.
- 5) Sign the attached form indicating that parents and students are **all** aware of the school's requirements and recommendations.
- 6) Remember that conditions for enrollment and re-enrollment at MTS include parental support, positive attitude, constructive interaction, fulfillment of required volunteer hours, and appropriate involvement with the school.

We thank you for your cooperation, and we appreciate your continuing support of our endeavors on behalf of your children.

Sincerely,

Kathleen M. Mecca, Ph.D.
Director



MOUNT TAMALPAIS SCHOOL

Transportation Information

My child(ren) _____ will travel to and from school in the following manner:

May walk _____

May bicycle _____

(Note: A helmet MUST be worn at all times)

A.M. Bus _____

___ Mill Valley ___ Northern ___ Southern ___ San Francisco ___ Sausalito route

Please indicate Bus Stop: _____

P.M. Bus _____

___ Mill Valley ___ Northern ___ Southern ___ San Francisco ___ Sausalito route

Late Bus _____

___ San Francisco ___ Sausalito route

Please indicate Bus Stop: _____

Carpool Drivers: (include phone # and driving schedule)

Other persons authorized to pick up my child from school:

Signature of Parent: _____ Date: _____



Registration Fees 2011-2012

ENCLOSED ARE THE FOLLOWING FEES FOR MY CHILD(ren)

Child(ren) Names

INSURANCE (\$75 per child, REQUIRED)	\$ _____
FIELD TRIPS (\$75 per child, REQUIRED)	\$ _____
PARENT COUNCIL DUES (\$75 per family , REQUIRED)	\$ _____
2011-2012 YEARBOOK (\$75 prepaid; \$90 - as of 1/3/2012)	\$ _____
NOTE: (Yearbook payment is included in 8th grade graduation fee)	

TOTAL ENCLOSED \$ _____

Please make all checks payable to MOUNT TAMALPAIS SCHOOL.

Please complete, attach fees, and return to the school no later than July 21, 2011.

Children are not considered registered and MAY NOT ATTEND until all forms and fees have been received by the school office.



*All registration forms and Logo forms must be received at MTS not later than
12:00 p.m.
Thursday, July 21, 2011*

REGISTRATION CHECKLIST FOR REQUIRED FORMS 2011-2012

Please be sure you have completed and mailed in ALL of the following by the time of registration.

- _____ 1. Field trip permission signature AND swimming permission signature.
- _____ 2. Emergency Information.
 - a. Please **BE SURE** to include **BOTH** doctor and dentist as well as their phone numbers. This is Very Important!
 - b. Please be sure to list **TWO** people (family friends) who are nearby, willing and available to help with a sick child in the event we are unable to reach you.
 - c. If you belong to Kaiser, write your number in RED ink.
 - d. Don't forget your signature at the bottom.
 - e. Be sure to list "Designated Families."
 - f. Please check whether or not your child is allowed to take Acetaminophen (Tylenol) or Ibuprofen (Advil).

Note: The Medication Request Form need only be returned if/when it is needed during the school year.

- _____ 3. Transportation Information.
- _____ 4. A Report of Physical Examination is required of ALL NEW STUDENTS, and then every two years. Notices were sent home in the spring for returning students who need physicals.
- _____ 5. Fee Sheet.
- _____ 6. Handbook Agreement Form (Handbook is accessible online; a hard copy will be given to you in the fall.)

Students new to the school will also need:

- _____ 7. Technology Acceptable Use Policy
- _____ 8. A COPY of the birth certificate.
- _____ 9. California School Immunization Record.
- _____ 10. A Report of Physical Examination performed within the previous six months and utilizing the "Physician's Report for School Use" form.

Mount Tamalpais School
Photography/Video Release Form

Throughout the school year, teachers and staff may take pictures of the children engaged in various aspects of our program. MTS takes every effort to protect the confidentiality of our children and will not publicly utilize the full names of any children. These pictures may be displayed:

- on the walls of the classroom, bulletin boards, halls and office
- in the newsletter, yearbook and other school publications
- in promotional school brochures, DVDs and admissions materials
- in select news publications
- on the school website
- in the auction slide show
- other appropriate school related locations

Please indicate your permission to have your child(ren)'s photo(s) taken or appear in a school related image by signing below.

I give my permission to have my child(ren)'s picture(s) taken and utilized for school purposes.

Signature: _____

Print Name: _____

Date: _____



Field Trip Permission Form 2011 - 2012

During the 2011 - 2012 school year my child _____, has my permission to travel to places of interest in the San Francisco Bay Area with the staff and students of Mount Tamalpais School. I understand that the required school insurance coverage includes travel to and from field trip locations, as well as during any school-sponsored activities, and that students must be individually seat belted when traveling in carpools.

Date _____ **Signature** _____

Please read carefully, check the appropriate category, and sign.

My child _____

_____ is water safe.

_____ swims well.

_____ is water cautious.

_____ needs help swimming.

My child has my permission to swim during carefully supervised swim times with staff and students from Mount Tamalpais School. I understand that water, pool, and all related safety rules will be enforced, and that students will be expected to participate in a careful, considerate and responsible manner.

Date _____ **Signature of parent or guardian** _____

My child _____

_____ is a non-swimmer.

_____ is afraid of water.

My child is to remain well away from any pool or swimming area, and is absolutely NOT to participate in any school-sponsored swimming activities unless I am present.

Date _____ **Signature of parent or guardian** _____

EMERGENCY INFORMATION

LAST NAME OF CHILD FIRST NAME GRADE DATE OF BIRTH

ADDRESS TELEPHONE HOME FAX #

Fathers's Name Daytime Address Daytime Phone Cell Fax

Mother's Name Daytime Address Daytime Phone Cell Fax

Specify other numbers: 2nd cell number, nanny, etc.. E-mails

In the event of apparent serious illness or accident when a parent/guardian cannot be reached one of the following has been authorized to act, and has been informed that they are listed. **Please do NOT list mother or father in spaces below; it must be someone NEARBY who can be reached quickly.**

1. _____
 Name Address Telephone work # cell #

2. _____
 Name Address Telephone work # cell #

Under the conditions outlined in the registration information, this child may receive acetaminophen.

Yes _____ No _____ **(Please check one.)**

Please list any medications which child takes on a regular basis.

Please list any allergies child has.

In case of a minor injury, first aid may be administered by a person qualified to render such service.

In case of an accident, a Family Doctor or Dentist may be contacted. Yes _____ No _____

Doctor _____ Telephone _____

Dentist _____ Telephone _____

The two families designated to pick up this child in case of disaster, as explained in the Emergency Preparedness Plan, are:

Name _____ Telephone _____
Work/Cell # _____

Address _____

Name _____ Telephone _____
Work/Cell # _____

Address _____

Signature of parent/guardian _____

Relationship to child _____ Date _____

Please list any regularly scheduled activities where a parent could be reached in case of emergency.

Days, times and phone numbers should be included. _____

The following members of the:

_____ FAMILY have read the MTS Handbook, and agree to comply with all of the rules, regulations, expectations and recommendations of Mount Tamalpais School. We understand that our enrollment at Mount Tamalpais School is contingent on this agreement and cooperation.

Parent _____

Parent _____

Parent _____

Parent _____

Student _____

Student _____

Student _____

Student _____

Date _____



Mount Tamalpais School Technology Acceptable Use Policy

MISSION STATEMENT

- Mission I: To enhance innovative education for MTS Students through access to worldwide resources and collaborations.
- Mission II: To improve learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

Mount Tamalpais School promotes academic excellence by providing students and staff opportunities to access information, communication, and research sources throughout the world. Therefore, Mount Tamalpais School endorses the use of technology as educational tools. In this document, *technology* includes computers, network connections, Internet access, file servers, storage devices, digital cameras, video tools, printers, and electronic keyboards

This policy applies to all electronic devices used to access Mount Tamalpais School's network or used on campus, whether or not they are owned by Mount Tamalpais School.

PROPER AND ETHICAL USE

All authorized users of Mount Tamalpais School's computers and associated technology must understand and practice proper ethical use. All students must read in full and sign the attached document before receiving an account name and password in order to access the network and use associated technology. Use of computer labs, hardware, software, and the network is a privilege. Abuse of this privilege will be dealt with on an individual basis. Any use of electronic resources, including the Internet, is bound by applicable US federal and California state laws.

Access to the school's technology resources is a privilege offered each academic year to the following:

1. All students at MTS, first through eighth grade.
 - a. Students in fourth through eighth grade have access to the school's file server.
 - b. Student in sixth through eighth grade have accounts on our FirstClass server.
2. All educators who are working with MTS students, including classroom teachers, support personnel, administrators, tutors, music staff, and specialists.

CONDITIONS AND RULES FOR USE

1. Acceptable Use

- a) Your computer use must be in support of and consistent with the educational objectives at MTS. In other words, if you inappropriately use the school's technology facilities, you are violating the Acceptable Use Policy.
- b) Transmission of any material in violation of MTS rules, California laws or regulations, or United States laws or regulations is prohibited. This includes, but is not limited to, transmitting copyrighted material and threatening or obscene material.
- c) Each student in fourth through eighth grade will be allotted 30MB of file server storage limited exclusively to academic files. Students working on media intensive projects may be temporarily

granted additional storage space. Abuse of this policy will result in the deletion of stored files and/or suspension of privileges.

- d) Use of file sharing (peer-to-peer) applications at MTS is strictly prohibited. Instant Messaging or use of any chat applications is prohibited unless a faculty member grants prior permission for academic purposes. Playing web-based computer games at MTS is strictly prohibited. MTS technology is for academic use only.
- e) Students may not download or otherwise install software applications on MTS owned computers.
- f) Students and their guardians may be held financially liable for damages to MTS owned technology caused by a student's misuse or neglect. It is extremely important for students to handle MTS owned technology appropriately especially with regards to laptop computers and mobile laptop carts.

2. Responsible Use

When communicating online, all users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not use abusive language in your communications.
- a) Do not reveal your password to anyone. Under no circumstances should a user give out home phone numbers, addresses or other personal information. All users should be aware that others may misrepresent themselves or their intentions.
- b) A responsible user will not waste finite resources (this includes accessing, saving and/or printing material not directly related to school work or assignments). Homework assignments are not to be printed at school
- c) Under no circumstances should a user access or delete another users files or data.

3. Privilege

The use of technology resources at Mount Tamalpais School is a privilege, not a right. If you violate the Acceptable Use Policy, you may lose your user account and/or computer use privileges. MTS has the authority to determine inappropriate use. Mount Tamalpais School reserves the right to update these policies during the school year.

4. Monitoring

MTS technology is for academic use only. You may only use Mount Tamalpais School's computers while under the supervision of a teacher. In addition, teachers and staff reserve the rights to review material on user accounts and to monitor file server space in order to determine inappropriate use.

5. Privately Owned Laptop Computers

Before using a privately owned laptop on campus students must first meet with the technology staff to review school policies. Students who would like to use privately owned laptops at MTS will be required to have the laptop evaluated by the technology staff. Privately owned laptops with wireless or Ethernet connectivity will not be allowed access to MTS's network if peer-to-peer file sharing software is installed on the hard drive (ex. KaZaA, Morpheus, Limewire, etc). Students are responsible for the maintenance and security of privately owned laptops. MTS cannot be held liable for the damage or theft of privately owned property. All applicable sections of this agreement apply to privately owned laptops used on MTS premises.

6. Releasing Your Account

Upon leaving MTS, your user account will become inactive.

PENALTIES FOR IMPROPER USE

What will happen if you are found violating these rules?

1. You could lose your network and computer use privileges; this includes access to individual workstations and MTS file servers.
2. You could be subject to other school disciplinary actions, such as a parent conference, suspension or even expulsion.

LIABILITY

MTS has taken reasonable precautions to limit inappropriate use and restrict access to offensive and questionable material and uses; however, due to the nature of technology and the Internet, absolute control of all on-line activities is impossible.

Therefore, the ultimate responsibility for appropriately using the Internet rests in the hands of the user. Students and parents are accountable for unacceptable use.

Please return the attached portion of this contract signed by you and a parent or guardian. Students will not be able to use technology at MTS until they have a signed agreement on file.

2011-2012 Mount Tamalpais School Technology Acceptable Use Agreement

I, the undersigned, understand and will abide by the attached Conditions, Rules, and Acceptable Use Policy. By accepting this user account, I agree to use this technology specifically for educational purposes related to my academic progress at MTS.

Printed Name (Student)

Signature of Student

Date

Signature of Parent or Guardian

Date