



Tahoe Lake Elementary School

Family Handbook

2018-2019

Welcome to a wonderful and unique year at Tahoe Lake! This year we start the year at Rideout at 740 Timberland for 'Camp Tahoe Lake at Rideout' while our school in Tahoe City is remodeled. We are so glad you are a Tahoe Lake family! In order to help all our Tahoe Lake Cubs have a happy and successful year, please take a few minutes to review the information included in this handbook. If you have any questions, please don't hesitate to contact our Principal, Mrs. Foucek, or your child's teacher.

Tahoe Lake Elementary Vision

Developing the confidence, imagination, problem solving, and academic skills of each child is our foremost mission. Our school is a safe place where our caring and encouraging spirit results in student and staff connectedness and high levels of learning and growth for all students. We know that 'Happy Children Learn.'

Tahoe Lake Elementary School strives to be a respected place of learning where all children are safe, cared for, and connected.

Tahoe Lake School Will Provide a Rigorous Education for Each Student Through:

- A hands-on science-focused education, with an emphasis on Lake Tahoe's natural environment
- Targeted instruction with measurable achievement for every student, every day
- A safe and respectful campus supportive
- Strong relationships with all families and community partners

Tahoe Lake School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

Safe Campus

Tahoe Lake is committed to providing the safest environment we can for all students. To meet this end, all exterior doors are locked during the school day and all visitors and volunteers must enter and exit school via the main entrance. To access the main entrance from the lower parking lot, please use the Grove Street Side. All volunteers and visitors must sign in at the office and obtain a badge.

Behavior Guidelines

We know that all Tahoe Lake Cubs can be safe, respectful, and responsible, and by doing so help themselves and others be safe and happy as they learn; therefore, we teach the following expectations and expect them to be supported at home.

Area	BE SAFE	BE RESPECTFUL BE KIND	BE RESPONSIBLE DO YOUR JOB
All Common Areas and Hallways	<ul style="list-style-type: none"> Walk Keep your hands and feet to yourself Stay in your class line 	<ul style="list-style-type: none"> Help others Stand up for yourself and others Respect the work hanging in the hallways by looking at it with your eyes Move quietly; don't distract students in classes 	<ul style="list-style-type: none"> Use quiet voices Be on time Go directly to your destination Take care of your school Carry a hall pass to use bathrooms, go to office, and for classroom volunteering
Cafeteria and Lunchtime	<ul style="list-style-type: none"> Walk Sit with your knees under the table 	<ul style="list-style-type: none"> Use good manners Say "Please," "Thank you," and "May I please be excused?" Visit quietly and kindly for your neighbors Make room for classmates at your table No cuts in line 	<ul style="list-style-type: none"> Eat your lunch Raise your hand for help Stay in your seat until dismissed Clean up after self and others Recycle
Playground and Recess	<ul style="list-style-type: none"> Two hand touch for ball games One hand touch for tag No throwing sticks, rocks, snowballs, etc. Think before you act 	<ul style="list-style-type: none"> Use nice words Listen to and value other people's ideas Offer help Invite others to play Think of other's feelings Apologize for accidental encounters 	<ul style="list-style-type: none"> Use equipment for its intended purpose Take care of equipment Stay in the boundaries Play/exercise Follow the rules of the game Drink water and use the bathroom appropriately
Bathrooms	<ul style="list-style-type: none"> Keep your feet on the floor Walk Keep water in the sink Report messes to teacher 	<ul style="list-style-type: none"> Give people privacy Use a quiet voice 	<ul style="list-style-type: none"> Make sure toilet flushes Wash your hands Put used paper towels in trash can
Special Events and Assemblies	<ul style="list-style-type: none"> Walk Sit with your class 	<ul style="list-style-type: none"> Sit on your bottom Be quiet 	<ul style="list-style-type: none"> Attend Allow Appreciate Applaud

Classrooms	<ul style="list-style-type: none"> · Keep your hands, feet, and body to yourself · Play by the rules · Make good choices · Use supplies and equipment for their intended purposes 	<ul style="list-style-type: none"> · Remember the Golden Rule: Treat others the way you want to be treated · If you don't have something nice to say, don't say it at all · Share and take turns · Listen, and look at the person who is speaking 	<ul style="list-style-type: none"> · Do quality work · Follow directions and rules and remind others too · Try your best and do your best · Be in control of your actions · Follow all rules when there is a guest teacher
Arrival in the Morning	<ul style="list-style-type: none"> · Use crosswalks · Walk on sidewalks 	<ul style="list-style-type: none"> · Playground rules and hallway rules BEFORE and AFTER school are the same as during school 	<ul style="list-style-type: none"> · Stay on the playground until the bell rings · Get a hall pass to go inside · Line up with your class when the bell rings · Eat breakfast in the cafeteria
Dismissal After school	<ul style="list-style-type: none"> · Keep your hands, feet, and body to yourself · Stay out of bus lanes · If being picked up, stay in pick up area until your parent comes up to get you 	<ul style="list-style-type: none"> · Cuts are not allowed. You can't give them and you can't take them 	<ul style="list-style-type: none"> · If bus is ready, board immediately. If bus isn't ready, line up in a single file line · If bus is late, bus duty will decide on playground privileges. Your backpack will hold your place in line
On the School Bus	<ul style="list-style-type: none"> · Remain seated at all times · Use emergency doors only in an emergency · Hanging out of windows is not permitted · Throwing things is not allowed · Be at your bus stop five minutes early 	<ul style="list-style-type: none"> · Be respectful on the bus driver and follow his or her directions · Use quiet voices. Shouting inside the bus or out the window is not respectful · Use nice words. 	<ul style="list-style-type: none"> · Follow all school bus rules · You must have a bus pass or punch card to ride the bus · Scan your bus pass when you get on and when you get off the bus · Keep your personal items in your backpack · Electronics usage is determined by the driver · All school rules apply on the bus

Student-Staff-Parent Compact

A successful education is the result of the partnership and efforts of the student, teachers, and parents, and it is important for ALL members of our Tahoe Lake Family to fulfill the expectations of the student-staff-parent compact:

Student Expectations

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Maintain a positive attitude & believe in my ability to succeed
- Be safe, be respectful, be responsible
- Follow the dress code every day
- Get to school on time every day
- Complete and turn in assignments on time
- Be a cooperative learner
- Ask for help when needed

- Discuss my school day, good and bad, with my parents

Staff Expectations

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability.

- Staff will support and model the school's behavior, discipline, and dress codes
- Teach appropriate content standards and skills
- Strive to address the individual needs of each student
- Communicate with parents regarding each student's progress
- Provide a safe, healthy, and positive learning environment for students
- Correct and return appropriate work in a timely manner
- Communicate homework and class work expectations

Parent Expectations

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Model the behavior & attitude I hope to instill in my student
- Provide a quiet place/time every day for my student to do homework
- Volunteer in the classroom or school
- Encourage my student to complete his or her homework
- Review all school communications
- Encourage my student's literacy development through daily reading
- Attend Back-to-School Night, parent conferences, Open House, and other school events
- Ensure my student gets adequate sleep & a healthy diet
- Limit television and video game time each day

Attendance

Good attendance is essential for student learning, and is required by state law. It is of utmost importance that parents contact school whenever their child is absent. Please call 582-2700 before school begins at 8:15 to explain your child's absence; it is ok to leave a message. If a child has 10 or more absences in a school year, a doctor's note may be required to excuse absences. If your child is late to school, please bring them to the office for a pass to class. If you need to check your child out early, please come to the office where we will call for them for check out. For attendance tracking purposes, it is very helpful if you bring a doctor's note to school when your child has seen a doctor, dentist, or other medical provider when he or she has missed school.

Independent Study

We understand that situations arise that require students to miss school. For any absence of three days or more, please ask for an independent study contract in the office. Once an independent study contract has been arranged, students will be given assignments by their teacher to keep them on track academically while away from school, and once the assignments are completed, the days off campus will not count as absences.

Ski/Activity Contracts (Independent Study)

Many of our students participate in activities that require them to check out from school early on a set schedule of days or miss a series of school days. For this purpose, we have ski/activity contracts for independent study which can be arranged to ensure that the child does not fall behind. Please ask in the office for a ski or activity contract.

Change in After School Plans

Whenever possible, please send a note with your child to their teacher to explain a change in the normal routine of after school plans. If plans change during the day, please call the office at 582-2700 so we can ensure that your child gets their change of plans and can safely get to their destination. We cannot guarantee that changes in after school plans can be honored if they are called in during the last two hours of the school day, so advance notice is important.

Parent Volunteers

We love parent support in the classroom and otherwise at school. Please make sure you check in at the office and get a volunteer badge whenever you are on campus to volunteer. All parent volunteers also need to sign a Parent Volunteer Agreement. We make every effort to use district buses for any field trips; however, if we require volunteer parent drivers for a field trip, parents must have proof of insurance and a volunteer driver form on file in the office.

Snow Days

All snow days are announced by the district office. Families who have current phone numbers in our automated calling system will receive a call at 6:00 am. Snow days are also posted on the district web site at TTUSD.org and announced by local media outlets such as 101.5 Truckee Radio and KCRA news.

Drop Off and Pick Up

A safe day at school starts and ends with a safe drop off and pick up. Teachers are on yard duty on the playground and in the drop off zone at 8:00 am each morning. Please do not drop students off before 8:00 am. All students should be dropped off in the drop off lane, which is the lane closest to the street. The lane closest to the school is the bus drop off lane.. It is important to keep the flow of traffic going, so please never park or get out of your car in the drop off lane. Buses park in our loading zone after the bell rings, so cars cannot be left in the loading/drop off zone. If you need to get out of the car with your child, please use a designated parking space. On rainy days, students will go to the gym until the bell rings at 8:15 to stay dry. If you arrive after the 8:15 bell, please park and walk your child to the office to check in.

All students line up in their class' assigned spot when the bell rings to start the day, and all students are walked by their teacher to the pick up spot and buses at the end of the day. To pick up your child at the end of the day, please park in the parking lot and walk to the area in front of the main entrance to pick up your child. We want to ensure that all students are always safely picked up by the appropriate person, so please connect with your child's teacher at the end of the day.

Lost and Found

Lost clothing and other items are put in a closet in hopes they will be 'found.' Please check the Lost and Found when you are on campus. All lost items are also put out on tables periodically throughout the school year to help with the return to owner. Any items still in the lost and found at the end of the school year will be donated to charity. Labeling all items greatly increases the chances that they will never be 'lost' in the first place, so please label all items with your child's name.

Student Health

Tahoe Lake does not have a school nurse on campus every day. If your child complains of not feeling well in the morning or has any significant symptoms of illness, please keep him/her home until he/she is well. If your child becomes ill while at school, you will be called to pick him/her up. A child may be too sick to attend school if the child has a fever, diarrhea, vomiting, rash, signs or symptoms of illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy). No student, while infected with any contagious or infectious disease, shall be allowed to remain in school. Please notify the office if your child has a contagious/infectious disease. This will help us to keep other children, especially those with a compromised immune system, safe. If your child requires medicine to be administered at school, please contact the office to connect with the school nurse to complete the appropriate documentation for your doctor to complete.

Lunch and Snack Guidelines:

All students will have at least 20 minutes to eat at lunch time, and can have more time if they need it. 1st-4th grade students also have a snack recess in the morning for which they should bring a healthy snack or get one from the cafeteria. Tahoe Lake Cubs expend a lot of energy learning and playing, and it is important that they have healthy food to keep them going. Please follow our Wellness Policy for all food items. A healthy lunch is available in the cafeteria every day, and families may apply for Free or Reduced Lunch or set up an account with our Kitchen Staff.

Tahoe Lake Wellness Policy

All birthday celebrations must be prearranged with the classroom teacher and will not include any food items. Some ideas are:

- Stickers, pencils or erasers for each child in the class.
- Donation of a book to the classroom or school library in your child's name.
- Planning a special art, science or other activity with your child's teacher.
- Classroom celebrations (holidays, 100th Day of School, etc.) will focus on healthy food choices with not more than one non-nutritious food or beverage per celebration. Class celebrations will be held after the lunch period whenever possible.
- Only healthy snack items will be offered at the annual Walk-a-thon.
- Sodas will not be sold at school fundraising events and the majority of foods offered will be considered healthy.

Food will not be used as a reward or a punishment at school or in the classroom.

- Students are not allowed to bring sodas to school, and should not bring candy for the morning snack.
- The school staff (classified and certificated) is encouraged to serve as positive role models in promoting an active and healthy lifestyle for students.

- The Tahoe Lake community (students, parents and staff) support TTUSD in wanting to provide the best possible learning environment for our students. To do so we will strive to provide a school wide environment that supports and reinforces healthy behaviors for all of our students.

Student Safety/Bullying

The Tahoe Truckee Unified School District is committed to providing an educational environment free of any bullying and unlawful or offensive harassment. The District's anti-harassment policy applies to all persons involved in the district's educational environment and prohibits unlawful harassment by any student or any employee of the District. Violation of this policy by a student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.

Unlawful harassment includes, but is not limited to

1. Verbal conduct such as derogatory comments.
2. Visual conduct.
3. Physical actions such as assault, unwanted touching, or blocking of normal movement
4. Retaliation for having reported or threatened to report harassment.

If an individual thinks he or she is being unlawfully harassed, the individual should immediately notify an administrator, counselor, teacher, or other staff member.

To file a complaint, the individual should provide details of the incident(s), the names of the individuals involved and the names of any witnesses. The complaint should be, but is not required to be, in writing. The District encourages all individuals to report any incidents of harassment forbidden by this policy immediately so that complaints can be addressed quickly and fairly. Teachers are expected to monitor and address student behavior so that every student may learn in a safe environment. Recurring instances of inappropriate behavior and/or bullying should be reported to the administration.

Annual Notice to Parents: Right to Request Teacher Qualifications

Our district receives federal funds for Title I programs. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The type of college degree major the teacher has and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the office at 582-2700.

Student Dress Code

Parents have the primary responsibility for ensuring that their child is appropriately dressed to learn and play at school. All students must wear closed toe shoes and clothes that have appropriate coverage. It is also important that all clothes are appropriate for active play. All students must have tennis shoes on PE days. Please be aware of the weather and make sure your child has clothes appropriate for the forecast. We play outside in all weather except for rain.

Playground Rules

- No hitting or rough play
- No tag or chase on the play structure
- If a ball goes outside the play area, students notify yard duty who will determine if it is safe for ONE student to get the ball, or if an adult needs to get it
- Students must stay in boundaries and be visible to yard duty at all times
- No toys from home
- If a student needs to use the restroom, they must ask permission and get a hall pass before being allowed to go one at a time. Students on the lower playground will use the bottom restrooms and students on the upper playground will use the highest level restrooms
- Students must go immediately to their line when the bell rings
- Hands and feet should be kept to one's self: no tackle games, play fighting, shoving, wrestling, hitting. If an activity could hurt someone, it should not be played

Snowy Days on the Playground

- Playing in the snow is encouraged if a student has snow boots, a snowsuit or a jacket, snow pants, and mittens or gloves. Playing in the snow at school is a highlight for many students, so please help your child to bring the appropriate clothes to enjoy the snow
- Students will slide on the slide hill only in a seated position, feet first, one at a time
- Students will not jump off snow hills or plowed snow mounds
- Students will not run and slide on the icy blacktop
- Students are responsible for keeping their clothing dry
- Students will not roughhouse or push in the snow
- No snow balls... ever!

Before and After School Care

We are very fortunate to have wonderful before and after school care in our community. Below is the contact information for three of the organizations that serve the majority of our students.

A+	583-1534
Rideout Kids Club	583-3440 x10
Boys and Girls Club	546-4324

A positive and strong connection between Tahoe Lake families and school is very important for the success and well-being of all of our students. Please know that our office and classroom doors are always open to parents. Please don't ever hesitate to call, email, or come to school with any questions or concerns. Have a happy day at Camp Tahoe Lake at Rideout!