

Tahoe Expedition Academy

Student and Parent
Handbook
2021/22



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I. Mission, Vision, Values, Learner Outcomes, and our 2021-22 Strategic Planning Goals

Tahoe Expedition Academy (TEA) was founded in January of 2011 when a group of motivated and creative community members came together as educators, parents, and entrepreneurs determined to build the kind of environment we wanted for our own children and students—and dreamed of changing the face of education.

The energy and momentum these individuals generated gave educators, parents, and students alike an opportunity to take learning and growing in a new direction. Along with devoted faculty, dedicated Board Members, generous families, and eager students, the school opened in September of 2011 with 72 students in Pre-K-8th grade.

Since TEA's inception, our school has continued to grow and prosper, adding 9th - 12th grades, earning accreditation by the Western Association of Schools and Colleges (WASC), and graduating its first five classes starting in the spring of 2017. 100% of TEA's graduates that choose to continue on to college have been accepted to 4-year colleges and universities. More importantly, 100% of TEA's graduates have reported to us they were ready for their transition into the world beyond high school.

Our Mission: Empower a new generation of creative problem solvers with a social conscience

Powered by Constructive Adversity®, TEA's forward thinking educational design combines academic excellence, character building, and real world adventures to develop confident and creative problem solvers who thrive in and contribute to dynamic and challenging environments.

Our Vision: Believe in the infinite power of young people

We believe students can make a difference in the world now and become the change-makers of today. We're not interested in 'preparing future leaders,' but rather tapping their creativity, right now.

Our Values: Core elements of our culture at TEA

1. We believe in fighting for a just and equitable world
2. We believe in turning adversity into growth by tackling today's messy and important problems.
3. We believe in collaborating with communities to enact positive change in the world

Our Learner Outcomes: *The portrait of a graduate*

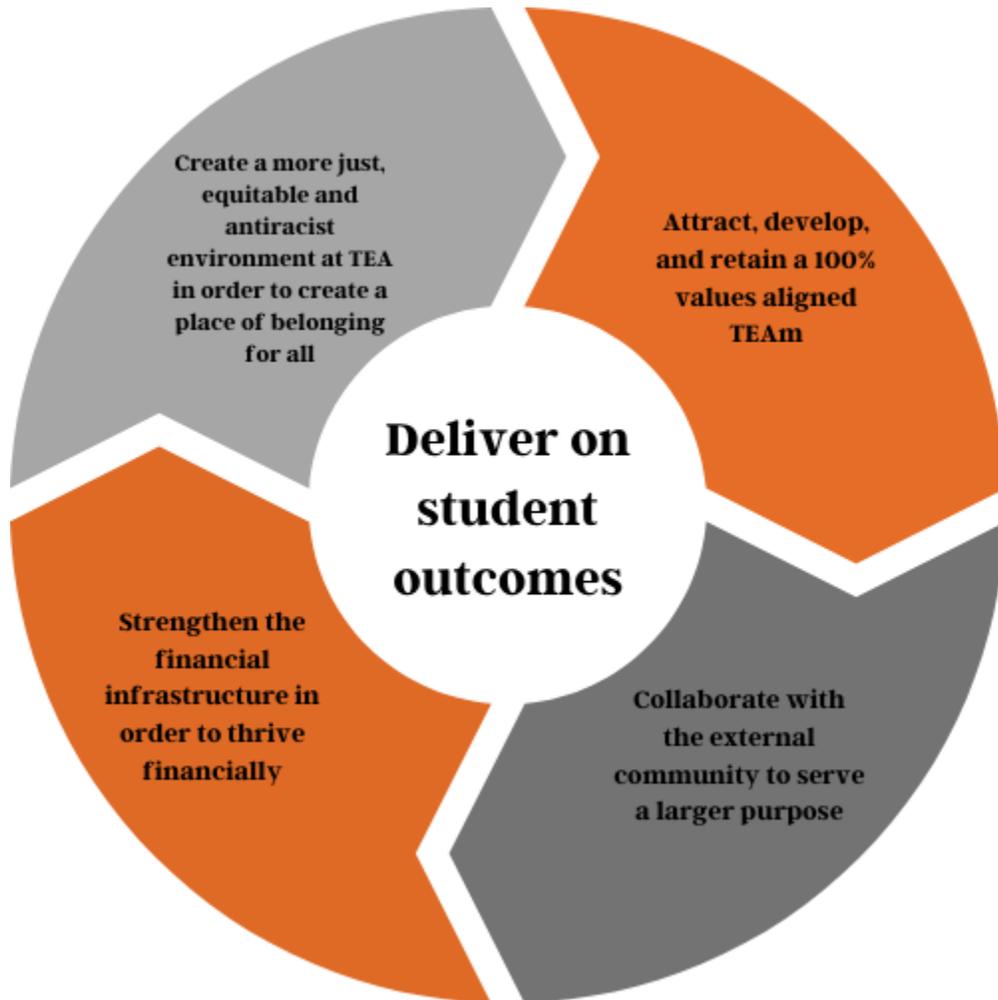
Learner Outcomes are traits we seek in our graduates at the culmination of our program. They include academic standards, character values, adventure skills, and real world competencies. We believe if each graduate has mastered these Learner Outcomes, then they are capable young adults who are ready and able to make a difference in the world.

1. **Adapt to thrive in changing and challenging environments:** Graduates will have the tools they need to embrace challenges as opportunities. We teach our Adapt to Thrive learner outcome by strategically and purposefully pushing students out of their comfort zone both inside and outside of the classroom. Examples include engaging with adult experts on a peer-to-peer level, grappling with real-world problems that can result in failed prototypes, participating in extended physical challenges including multiple day 30+ mile hikes, and embracing mental curveballs that simulate a variety of challenges professionals face on any given day.
2. **Use a social, environmental, and economic lens to fight for a just and equitable world:** Graduates will utilize diverse perspectives to examine issues of justice and equity through a triple bottom line of sustainability lens. We teach our Triple Bottom Line for a Just and Equitable World learner outcome through hands-on investigations of topics like climate change and the balance of power. Students learn the impact on different populations through statistical analysis and evaluate solutions by looking at the social, political, economic, and environmental opportunities and impacts. We seek to teach our students how to critically think and analyze multiple perspectives so they can identify how they wish to contribute to the world in line with their own personal values.

At TEA, we map our learner outcomes to national standards. Standards are then grouped under specific learning objectives (goals students seek to achieve) that align to each core content area (i.e. math and science) in order to clearly assess and track student development. We measure the achievement of the Learner Outcomes through formative and summative assessments, real-world experiences and projects, and our Passage Presentations, during which students demonstrate their mastery of each one in order to receive a diploma.

2021-22 Strategic Planning Goals: Delivering on our Learner Outcomes

Revised annually, our Strategic Planning goals work as a road map for our school to deliver on our Learner Outcomes in a manner that is consistent with our mission, vision, and values.



II. School Logistics

A. School Grade Level Divisions

We are proud to be a complete Pre-K through 12th-grade school. In this first section, we wanted to clarify our school terminology and grade-level divisions.

- Pre-Kindergarten: 4-year-olds.
- Elementary School: Kindergarten through 5th grade
- Middle School: 6th through 8th grade
- High School: 9th through 12th grade

B. Wellness & Nutrition

Parents are asked to provide a snack and lunch for their children. These items are to be sent with the student each day. During COVID-19, in order to help ensure student, faculty, and staff safety, we ask that all students come to school with meals that do not require heating. Each student is also required to have a water bottle every day to facilitate proper hydration. **If your child has a severe food allergy, it should be noted on their Emergency Medical Information form and their Crew Leader should be alerted as well.**

1) Birthdays

If you wish to celebrate your child's birthday at school with their classmates, please ask their Crew Leader for suggestions. During COVID-19, we ask that students do not share food.

2) Going Green

We aspire to be an environmentally friendly school and to teach our students about sustainable living practices that minimize our waste, impact, and footprint. Thus, as much as possible, we would like our students and community to practice habits like:

- Reducing the number of single-use items or disposable products, which include plastic bags, plastic Gatorade and water bottles, juice drinks, plastic straws, aluminum foil, paper napkins, and plastic silverware. In place of single-use items, students can use compostable items, cloth napkins, glass mason jars, metal water bottles, Tupperware, etc.
- Reusing and repurposing items rather than buying new.
- Eating foods like meat, dairy, fruits, and vegetables that come from local farms and markets.
- If you have other suggestions about Going Green, please let us know.



C. Required Documentation

All necessary forms for each student are included with the Back-To-School packet and must be filled out, signed by the parent/s, and returned to the school digitally before the start of each school year.

Proof of Vaccination Requirement for Incoming Kindergarten and 7th Grade Students

Under [SB277](#), recently adopted by the state of CA, all students entering TEA for the first time and those entering Kindergarten and 7th Grade are required to provide proof of all required vaccinations. Information can be found at: <http://www.shotsforschool.org/k-12/>. If parents would like to discuss their personal situation, they should contact the Head of School.

Medical Exam

To protect the health of children, California law requires a health examination on school entry. Please have the report filled out by a health examiner and return it to the school 18 months before or up to 90 days after enrolling in first grade, or upon transferring from another school when a record was not included with the transfer documents (usually when transferring from a school outside of California). The school will keep and maintain it as confidential information. If your child is unable to get the school health check-up, call the Child Health and Disability Prevention (CHDP) Program in your local health department. If you do not want your child to have a health check-up, you may sign the waiver form (PM 171 B) found by contacting the school office. Information can be found at: <http://www.dhcs.ca.gov/services/chdp/Pages/SchoolEntry.aspx>.

Emergency Information

Each student must have an Emergency Medical Information and Permission to Treat information on file at the school. Students will not be allowed to attend school unless their medical information has been submitted. **Parents are responsible to keep the school informed of any changes.** A profile update must be submitted each school year. In the event of an emergency situation involving the entire school, students will be transported to our designated Temporary Relocation Site according to our Emergency Disaster Plan and parents will be notified. Employees are trained on the Emergency Disaster Plan annually.

Fieldwork

Fieldwork and excursions are integral parts of TEA and affirm our fundamental belief in experiential learning. To participate in fieldwork, each student MUST have an Overnight Permission Form, Medication Administration Form, and Waiver, Release and Indemnity Agreement form signed and on file at the school. In addition, each student must have a TEA BUS RIDERSHIP PROGRAM form on file at school because all students ride school transportation to and from field studies and campus locations. For all overnight fieldwork, students and trip leaders will be expected to submit a negative COVID test within 72 hours of departure.

Parent Drivers

On occasion, TEA asks for parent volunteers to transport students for fieldwork or after school clubs. In order to protect the health and safety of our students, TEA requires anyone using their personal automobile for the transportation of students to and from sanctioned activities, must receive prior approval. Before such approval may be granted, drivers must **submit certain required information** annually via ParentSquare and agree to abide by certain rules regarding the operation of the vehicle as provided below.

Requirements

- Must be at least 21 years of age.
- Submit the following documents:
 - Personal Vehicle Authorization Form
 - Photocopy of driver's license.
 - Copy of current vehicle registration
 - Proof of liability insurance with coverage of at least \$100,000 per person and \$300,000 per incident. **
 - DMV driving record printout NOTE: There is a nominal fee charged by the DMV that the volunteer must pay for print out.
 - Submit a completed Parent Driver Volunteer Checklist to the school [before each driving event](#).

**Please be advised, that pursuant to Insurance Code Section 11580.9(d), in the case of an accident, your insurance will provide the primary coverage for any resulting bodily injury or property damage. Tahoe Expedition Academy automobile liability coverage will apply, if at all, only after your insurance coverage is exhausted through the payment of covered claims. TEA does not cover, nor is TEA responsible for, comprehensive, uninsured motorists, or collision coverage for your vehicle. Should your vehicle registration or insurance coverage expire during the school year, updated photocopies showing their renewal are required before you will again be eligible to transport Students.

Approval Process

1. The Transportation Department will review the application and driving history.
2. The Transportation designee will contact the volunteer in the event that more information is needed. Approved volunteer drivers will be given a copy of the Parent Driver Volunteer Checklist Form to complete, sign and keep with them on any TEA sanctioned events.
3. Once a driver is approved, they are allowed to transport students to and from TEA sanctioned events until the beginning of the next school year, as long as documentation stays current and the driver does not receive a violation, or series of violations, that



lead to suspension or revocation of their driving privileges. **A volunteer driver should immediately forward a new DMV report to the Transportation Department in the event that new information is added.**

The Transportation Department is responsible for making sure that the drivers retain proof of current insurance, auto registration, and driver's license at their site. They also are responsible for overseeing the activities of any volunteer drivers for their school.

***Please note that due to COVID-19, we ask that people follow state and county guidelines, including not driving individuals out of their household.*

Medication

School personnel may administer medications to students only if the following guidelines are met: The **Parent Request and Physician Order for Medication Form** is completed and in the possession of school officials. The physician must sign this form if:

- Student is in possession or needs to administer an inhaler or epinephrine injector.
- Student is in possession or needs to self-administer any medication.

The medication must have a current prescription label, including the child's name, medication name, doctor's name, and the directions clearly marked on the container. All medications are to be administered by TEA staff. For long-term medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed. For non-prescription medication (i.e. cough syrup, cough drops, Benadryl, Tylenol, etc.) the Medication Form is not required.

Visitors

As an inclusive community, we generally welcome both young people and adults to view all dimensions of our school. No student may invite a visitor without the permission of the school administrators. Emergency Medical and Release forms must be on file and permission must be granted at least one day prior to the visit. All visitors must check-in with School Office personnel and sign the Sign In/Sign Out log at the front desk.

D. Snow Day / Delayed Start / Early Release / Digital Days

We follow an autonomous policy regarding heavy snow and inclement weather causing hazardous driving conditions and their relation to the closure of the school. We evaluate the forecast for predicted snow amounts and elevation, as well as wind, ice, temperatures, and rain. The status of Interstate 80, SR 28, SR 89, and SR 267 for road conditions, closures, and chain requirements. In addition to the main roadways used by our buses, we also check on secondary roadways as well.



We will assess the situation for each occurrence and if we decide that the risk of getting children to school creates excessive safety concerns, we will close school for that day (Snow Day). Alternatively, we may elect to call a Delayed Start Day. This means that school may begin two hours later than normal but will conclude at the normal time. Bus schedules will also be adjusted. **If either of these options is set in motion, the information will be relayed via ParentSquare SMART ALERT outgoing message system by 6:00 a.m. Snow days will be posted on the homepage of the TEA website.**

If conditions worsen during the school day and the risk of getting children home creates safety concerns, we will announce an Early Release.

In order to mitigate any loss of academic content or instruction due to a significant number of snow days, following the third snow day of an academic year, we will move to a TEA@Home format. The specific details of the digital day expectation will be communicated to specific grade levels as they become necessary.

E. School Supplies

Your back-to-school information will include a list of school supplies that are required or recommended, as applicable.

III. Facilities

A. Risk Management

Our facilities and classroom spaces have been designed to optimize student learning as well as to provide for school population safety. With the latter in mind, school-wide crisis drills are regularly scheduled and practiced throughout the school year. These drills include fire evacuation, shelter in place (natural disaster & intruder on campus), environmental hazard, and bus evacuation. We hold the safety of our students and staff as the highest priority. The school's Crisis and Safety Plan is available for your review upon request and a copy is kept in each Crew classroom. We continuously revise, update and implement our safety strategies as new information becomes available.

For fieldwork, field studies, and adventures that take place outside the campuses and buildings, we have trained and certified personnel leading those trips, follow school-wide risk management protocols and policies and treat safety as a number one priority. We review our Risk Management Handbook with all staff and teachers who will be engaged in off-site experiences and conduct ongoing training and practice for our personnel.

B. Campus & Buildings

TEA utilizes the 42-acre Martis Valley Campus at 9765 Schaffer Mill Road to provide students with the best learning environment for them to learn, explore, and play. Below is a map of where students will have their classes for the 2021-22 school year.



Consult the [Transportation](#) section of this Handbook for details regarding student transportation and schedules.

IV. All School Policies

A. Attendance Policies

Please email the school at attendance@tea-mail.org when your child is going to be absent, either due to illness or vacation. Also, notify the school if your child has had possible exposure to a communicable disease (pink eye, measles, COVID-19, chickenpox etc.) and if you have a confirmed positive case of COVID-19 in your immediate family.

If you have any of the following symptoms, you may have Covid-19 and the following link has information on what you should do:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Tardiness

Being on time for school is vital to one's academic success. Tardiness to school and/or to classes disrupts the learning environment and does not show respect for oneself or others. If a pattern begins to develop where a student is often tardy (leading to missed learning opportunities) the Crew Leader will reach out to the parents/guardians to address this issue. Excessive tardiness may require the Dean of Students, Program Director and/or Head of School to become involved in conversations with the parents/guardians.

Early Pickup or Late Drop-Off

If you need to pick up your child before the end of the school day or drop them off later than the official start time for any reason (doctor appointment, etc.), please sign them out through our touchless system, Envoy. Parents can install a free Envoy application on their phone to sign, or can sign on an iPad at the Administrative Office. It is imperative, especially in emergencies, that we know who is on campus at all times.



Excused Absences

Absences are considered “excused” when the parent notifies the School that the child will not be in attendance. Valid excuses include, but are not limited to: hospitalization, death in the family, religious and cultural holidays, family emergency, court appearance, testing or evaluations.

Illness

Parents may excuse their child for two illness periods (i.e. one cold and one flu), afterward each day of illness must be accompanied by a doctor’s note.

Family Vacation

Please schedule vacations and appointments so your child misses as little school as possible. When a student is absent for any reason, that student and his or her family are responsible for finding out what assignments he or she will miss, and for being sure that all missed work is made up.

Family Vacations are considered excused absences when make-up work is completed upon return. For vacations shorter than five days, notification must be given to the director and teachers at least one week in advance of the vacation. For vacations longer than five days, notification must be given to the director and teachers at least three weeks in advance of the vacation. Teachers, students, and parents will create a clear plan for how the student will be held responsible for learning while away from school.

At the Middle School and High School, students are required to complete the absence request form that is signed by all of the student’s teachers and submitted to their crew leader at the time of notification. The form can be obtained from your crew leader.

Due to the nature of fieldwork, make-up work for fieldwork is often impossible to deliver on TEA’s learner outcomes. Students may receive a 1 on any portion of the fieldwork that cannot be made up. The responsibility to make-up all academic components is on the student.

Students who accrue more than 15 excused absences are subject for re-enrollment review by the Head of School, Program Director and Student Support Services.

Overnight Fieldwork

We are excited that we will be able to deliver overnight fieldwork this coming year. We are currently in the process of determining the criteria around this aspect of our program.

B. Mid-Year Admits

If a child enters or returns to the school mid-year, the School will collaborate with parents, teachers, and the students to ensure that their entry/re-entry into their Crew is a positive and



smooth transition.

C. Dog Policy

Family pets are not allowed at on or off-campus school events unless approval has been given by the Head of School.

V. Code of Conduct

A. School Policies

The following school policies outline our expectations for our school's Code of Conduct. Each student and family is expected to agree to and abide by this Code of Conduct and will be asked to sign an enrollment agreement before each school year that confirms that they understand and agree to follow these expectations. All students and parents are expected to demonstrate TEA's character values.

Respect for Cultural Diversity

We believe that the intellectual, emotional, social, and psychological development of our students happens most effectively in a community that embraces and values diversity, whether based on cultural and ethnic background, nationality, socioeconomic status, gender, sexual orientation, gender identity/expression, religion or creed, ability/disability, learning style, age or generation.

Respect for the Learning Environment

Repeated interference with the school's ability to provide educational opportunities to other students does not help us provide a respectful environment for all students, and we expect each student to uphold this standard.

Speech and Respect for Community Members

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity. We combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, promotes hate or violence, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their teacher, the School Counselor, the Division Head, or another trusted adult so that the School can respond appropriately.



Harassment & Physical Contact

Students may not use any language or behavior that ridicules or criticizes another individual. Students may not use suggestive, rude or offensive words, hate speech, gestures, or actions. Harassment is a serious offense and can result in disciplinary action by administrators. Students may not touch, push, punch or physically threaten or harm another person. Incidents will be addressed using best practices to ensure that the physical and emotional safety of all persons is not compromised.

Sexual Conduct

Students under the age of 18 years old should understand that in California, they are legally prohibited from consenting to sexual intercourse (defined as any type of penetration). The School takes this matter seriously, and if we become aware of such activity, we will support students as we likely involve the appropriate people, including, but not limited to, parents or guardians, to help provide counsel to students.

Notification To Government Authorities

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under California law to the Department of Social Services (DSS), law enforcement, or other appropriate government agencies, may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

Bullying

We have a zero-tolerance policy on bullying and are committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. TEA defines bullying as, **“unwanted, aggressive physical and/or verbal behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.”** Accordingly, the School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The School does not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, related to a School activity or School attendance that occur at any time, including, but not limited to, any of the following: while on School grounds, while going to or from School, during the lunch period whether on or off the campus, and during or while going to or coming from a school-sponsored activity, via technology or otherwise not connected to the School, should the conduct negatively impact an individual’s



experience at the School. We will investigate reports and complaints of bullying, cyberbullying, or retaliation, and take appropriate action (mediation, suspension, expulsion, etc.) to end that behavior and restore the sense of safety.

Sexual Harassment

Through education and intervention, the School will maintain an environment that is free from sexual harassment. The School does not tolerate verbal or physical behavior that constitutes sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. The School takes seriously all complaints of sexual harassment or retaliation, and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the School's sexual harassment policy, including any instance of sexual abuse, should contact the Head of School, Division Director and HR Director. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

Dress Code

We expect students to dress appropriately for the demands of their learning expeditions and outdoor adventures. We ask for parental support and adherence to this simple guideline: students should wear or bring clothing appropriate for being outside every day. Students who are not prepared may be denied the opportunity to participate in the scheduled activities if the faculty or staff determines that there is a circumstance that will create an unnecessary risk. As we are frequently providing students opportunities to master aspects of our Learner Outcomes, both inside and outside of the classroom, being unprepared to participate in an activity may mean missing out on a chance to demonstrate mastery. Students will receive a 1 on the assignment and not be allowed to make that up.

Profanity

Profane language is disrespectful, disruptive and offensive. We ask our community members to use respectful, appropriate language during school, to follow the Code of Conduct and to help us maintain a safe, positive learning environment.

Middle School and High School late work policy

Unless pre-arranged with the teacher, projects and assignments that are submitted late will be docked (0.5) points per day for middle school and (1) point per school day for high school, for the preparation learning objective. Non-preparation learning objectives can still earn full credit up to (2) weeks after the due date. Work must be submitted within two weeks of the assigned due date to receive credit (unless a student is entitled to and advocates for an extension past



this time period). Revisions are encouraged in line with our philosophy of mastery. All revisions must be turned in prior to the end of the quarter.

Cheating, Plagiarism, Lying & Stealing - Academic Dishonesty

TEA complies with the National Association of College Admission Counseling Statement of Principles of Good Practice. Cheating, plagiarism, lying, and misconduct will not be tolerated and will lead to disciplinary action, as determined by the school's Administration. The first time a student cheats, plagiarizes, lies, or steals, they will receive a warning and a contract. The crew leader/teacher and/or Director will meet with the student and/or parent(s) to define the details of that contract and to further emphasize the importance of authentic work. The second time, they will go on Academic Probation.

Drug, Alcohol & Tobacco Use

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaporizers), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, at any school-sanctioned event.

Personal Safety & Use of Tools

TEA students are encouraged to approach potentially risky activities not with fear, but with awareness, safety, and educated minds. TEA abides by all Federal, State, and Local laws. While, according to California law, it is illegal to have a knife on campus, knives may be used in wilderness experiences during off-site wilderness field studies at the discretion of trip leaders. All students using knives on fieldwork must go through a safe knife handling lesson and submit the Knife Use Policy signed by both the student and their parents prior to using knives at school. Teachers will maintain secure possession of any knives outside of the school-sponsored activity. Students will not have access to knives while in transit. Any knives that are going into the field will be transported in secure containers managed by teachers. Knives will not be sent home.

Electronic Communications and Acceptable Use

The School is fortunate to have excellent resources for communication and research. Students must remember that the principal purpose of any exchange of information within this community is for educational purposes and that any communication made to or from the School or members of the School, with or without School-controlled equipment, must be made in line with the Code of Conduct. Whether physically on-campus or off-campus, whether during the school day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School's network from School or from a remote location or not at all, or using their own personal computer or communication device on or off-campus, all students must comply with this Acceptable Use Policy and any applicable [policies](#) and procedures as long as they are enrolled at the School, as set forth in this Handbook and as further described below.

The School has explicit guidelines for using computers and other electronic communication devices (cell phones & tablets), both on and off-campus, using the School's network, and accessing the Internet. The School may monitor the activity and contents (including email) of computers on campus and/or connected to the School's network, to ensure student safety and that the guidelines are being followed. The School expects students and parents to adhere to the following guidelines.

Students may

- Use technology for schoolwork or class projects and assignments, at the teacher's discretion.
- Access the Internet with teacher permission to enrich learning related to School work.
- Use technology in ways directed by the teacher.

Students may not:

- Post personal contact information about themselves or other people.
- Access or try to access network resources not intended for them.
- Share their passwords with anyone.
- Alter electronic communications to hide their identity or impersonate another person.
- Communicate with or make plans to meet in person anyone the student has contacted online.
- Use inappropriate language or images in email, web pages, videos, or social networking sites.
- Be disrespectful by talking or posting derogatory material (images, videos, etc.) via email, social networking sites, live chat, web page, or any other method.
- Engage in cyberbullying, harassment or sexting, in violation of the school's [bullying prevention and intervention plan](#) and [related policies](#) as stated in this handbook.
- Access inappropriate information on the internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, gaming, or sites with sexually explicit or graphic, pornographic, or obscene material.
- Plagiarize printed or electronic information; students must follow all copyright, trademark, patent and other laws governing intellectual property.
- Install or download software onto school computers from the internet, home, or by any other means; they may not remove network cables, keyboards or any other components unless expressly permitted by the school.
- Remove any school-owned computer equipment from the school without express permission from the administration.
- Store personal files on the network, except in their own network user account. Any information that a student leaves on a school-owned device may be deleted at any time, with or without notice;
- Disclose confidential or proprietary information related to the school, make public

remarks that defame or disparage the school, its employees, its students or its interests, or that recklessly disregard or distort the truth of the matters commented on.

- Access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission.
- Intentionally vandalize, steal, or cause harm to any school-owned equipment.
- Deliberately disrupt or attempt to disrupt the software or hardware of the school network.
- Be “friends” with, or otherwise directly connected to, any school employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify his or her crew leader.

Students should understand that:

- The use of inappropriate language, harassment, and disrespectful comments in an email, texting or a chat room, or on a website or social networking site from either inside and outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled at the School, may result in disciplinary action.
- There is no guarantee of privacy associated with their use of the School’s technology resources. Students should not expect that email, voicemail or other information created or maintained on the School’s network or School-issued devices (even those marked “personal” or “confidential”) will be private, confidential or secure. The School has the right to access and monitor both student-owned and School owned computers and communication devices connected to the School’s network. By accessing the School’s system, each student has consented to the School’s right to view and/or monitor the School’s network and all of its associated accounts.
- They will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.
- They are expected to read and understand the Acceptable Use Agreement. Students should understand that they are responsible for following these rules. If a student does not follow these rules, and if use of technology on or off-campus negatively impacts the educational experience of a student enrolled at the School, the student may lose computer privileges and may face disciplinary action.

Parents should understand that:

- It is the responsibility of all parents to read this policy and discuss it with the student.
- Teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity.
- If a student willfully damages the hardware or software of any school-owned technology, the parent will be responsible for paying for the repair or replacement of

that technology.

The School reserves the right to:

- Access, view, monitor and track any information or communication stored on or transmitted over the School's network, on or over equipment that has been used to access the School's network, or School issued devices, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring or unintended delivery.
- Restrict the material accessed and not permit computers to be used for commercial purposes or for accessing inappropriate sites.
- Rescind student privileges to use technology at school or for school-related activities.

Students Making Phone Calls

Students will not be permitted to make phone calls on the school phone unless directly supervised by their teacher or a TEA staff member. We will coordinate with office staff to make phone calls for students if/when needed.

Electronic Communication Devices (Personal computers, tablets, cell phones)

The School provides access to electronic communication devices for student use during the School day. These devices serve as valuable tools for students, providing structured, monitored, and equitable access to resources that students will need to complete assigned work. All electronic devices are expected to be used for academic purposes only.

In the event that some students have a particular learning need not adequately supported by the School's electronic device resources, accommodations may be made to allow students to bring their own personal device to School. Accommodations will be made on a case by case basis, and will be informed by documented assessments of the individual student's learning needs. The School will not be held responsible for computer loss, theft, or damage that may occur.

Cell phones and computers may serve as an outstanding instructional tool and learning resource if used appropriately. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. The classroom teacher will determine when and how cell phones and computers will be used during class. In the Elementary School and Middle School, cell phones need to be turned off at all times and stored in their backpack or left at home unless arrangements are made prior to use. In the High School, students are permitted to use cell phones for school appropriate purposes during breaks and lunches only if they are not around students in PreK-8th grade. If a High School student wishes to use their cell phone during class time, they need permission from their teachers ahead of time.

Email

The School provides students with an email account that should be used only for School-related communication, *e.g.*, contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc.

Vandalism

Vandalism will result in cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other devices or networks. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, changing hardware or software settings, or changing online materials without permission.

Reporting Violations

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another school community member's use of technology, the student should immediately report his or her suspicions, feelings, and observations to the administration or Crew Leader.

Driving Privileges/Off Campus Privileges

Students of age and with a valid driver's license may have an automobile on campus with the permission of the Division Director and the written authorization of parents/guardians. The following additional guidelines apply:

- All students must file an automobile registration form with the Transportation Department. Students may not use their automobiles during the school day, unless the Division Director gives special permission after consulting with parents. If students have been granted permission to leave campus during the school day, they must return to TEA with sufficient time to begin their next class and respect all TEA rules and policies while off campus. A student may drive only the student's own automobile.
- Student's must have a TEA issued parking permit for their personal vehicle attached to their vehicle. Students should contact the Program Director to request a permit.
- The irresponsible use of an automobile or breaking of school policies will likely result in suspension of driving privileges. Repeated or serious infractions may result in permanent revocation of the driving privilege.
- All students must comply with all laws, rules and regulations of the California Department of Transportation.
- Students must check-in and out at the front office when arriving after the normal start time (8:30 a.m.) or leaving prior to the end of the school day (3:00 pm).

Behavioral Expectations While Away From School

Students should be aware that they represent the School community at all times, both on and away from campus. While it is not the School's intention to monitor students in all their off-campus activities, the School reserves the right to take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus.

Fieldwork Manual

Safety is our primary concern. As a result, we have created the Fieldwork Manual outlining guidelines, procedures, and policies that we abide by as a school in outdoor settings. Students are expected to act in accordance with the guidelines, procedures, and policies outlined in the Fieldwork Manual at all times, as instructed by the responsible adults for that fieldwork (crew leaders, adventure guides, etc.). Failure to do so will enact the Sequence of Support and could result in removal from the trip.

B. Sequence of Support (S.O.S.)

We utilize positive reinforcement and are proactive about teaching character, conflict resolution, and sound decision making. In cases when students do not make good decisions, we often use natural outcomes as consequences. However, in the event that a student's behavior results in frequent disruptions, we use our Sequence of Support to provide the student with the level of support that is needed to achieve success in relation to their social-emotional growth.

The SOS is a gradual process of building supports that meet the specific needs of each student. The sequential steps that form the process are as follows: Investigation & Classification, Intervention & Accountability, Formal Assessment, and Implementation of Formal School Counseling. Each step represents a specific course of action during which we assess and implement supports that will allow students the individualized structures they need to be successful. We recognize that teaching students healthy ways to resolve conflict, make sound decisions for themselves, and work through adversity is a gradual process. Every student learns to master these skills in a manner that is unique to them. The SOS is a methodological system that provides students the structured guidance they need to excel in building character and independence.

C. Disciplinary Action

The Administration may use suspension, in-school suspension, detention, expulsion, or restorative, logical consequences to respond to any of the following behaviors. The school reserves the right to deny re-enrollment and/or promotion of a student who fails to consistently demonstrate TEA's character values, follow school policies, codes of conduct and/or engages in one or more of the following types of behavior while on school property, connected locally or remotely to the school computer network, being transported in a school vehicle, at a school or

school-sponsored activity or event, or off school property when such conduct has a reasonable connection to school or any school curricular or non-curricular activity or event:

- Causing or attempting to cause physical injury to another person, except in self-defense.
- Violation of the School's policy on student conduct, which includes Personal Safety and Use of Tools.
- Violation of the School's drug, alcohol, and tobacco policy.
- Violation of the School's policy on bullying, harassment of students, and/or engaging in verbal abuse.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work, as outlined in the related [policy](#).
- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school's faculty or staff.
- Behavior on or off school property that is detrimental to the welfare, safety or morals of one or more students, school personnel or other persons.
- Repeated interference with the School's ability to provide educational opportunities to other students.
- Violation of the school's [policy](#) on student use of computers, email, and Internet access.
- Violation of the school's [policy](#) on student possession and use of personal communication devices.

Should any of the above incidents occur, Tahoe Expedition Academy will demonstrate due diligence by conducting a full investigation. It will be at Division Director and the Leadership Team's discretion to determine the consequences of such behavior or breach. Documentation of disciplinary action may be included in a student's records.

In utilizing best practices while evaluating circumstances surrounding incidents warranting a disciplinary investigation, Student Success Team, Leadership Team, and the Director will manage all incidents exclusively. We expect that parents/guardians adhere to this expectation at all times. This system ensures that incidents of a severe nature are addressed in a systematic and professional manner. Adhering to this system allows us to carry out due diligence and engage in best practices. It is vital that the CommuniTEA support this system in order to ensure safety within our school.

Discipline Reporting to Universities & Transfer Schools

As a National Association of College Admission Counselors member, Tahoe Expedition Academy reserves the right, when requested on the institution's application, to report student conduct records to colleges including, but not limited to, serious disciplinary violations, honor violations, probation, suspension, and dismissal. When discipline questions are asked on required college application forms to be completed by the college counselor, he/she will provide a written



response to the question, describing the situation and disciplinary action while continuing to support the student on behalf of the school. When a specific disciplinary question is asked of a student on a college application, TEA requires the student to provide the college a written report of the incident with an honest, thorough explanation. The college counselor will advise the student throughout this process. Should disciplinary action occur after college applications have been filed and prior to graduation, TEA still considers it reportable to those colleges that specifically asked about disciplinary action in their application process.

Beyond communication with college admissions officers, student records and personal information remain confidential and can be released with written permission from a student or parent; or with written request from a transferring school.

VI. Athletics & Activities Handbook and Policies

A. Sportsmanship

Athletics and Activities enhance the overall educational experience and build well-rounded students and leaders. Integrity, fairness and respect are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Athletics and Activities are an extension of education. Just as adventure builds character through challenge, grit and determination, so do athletic and activity pursuits. Learning doesn't end when the bell rings. Depending on the season, students ready their mountain bikes, skate-skis, or golf clubs to enjoy healthy, fun and engaging sports.

Sportsmanship goals include:

- Developing a sense of dignity under all circumstances.
- Respecting the rules of the game, the officials who administer the rules, and their decisions.
- Respecting opponents as fellow students and acknowledging them for striving to do their best while you seek to do your best at the same time.
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose.
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.
- Accepting the personal responsibility that comes with your actions on the court/field.

The School also encourages parents to act in a sportsmanlike manner and hopes parents will:

- Realize that athletics and activities are part of the educational experience, and the benefits of involvement goes beyond the final score of a game.
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others will always turn in better or lesser performances.
- Participate in positive cheers and encourage our athletes, and discourage any cheer that would redirect that focus.
- Learn, understand and respect the rules of the game, the officials who administer them and their decisions.
- Respect the task our coaches face as teachers, and support them as they strive to educate our youth.
- Respect our opponents, and acknowledge them for striving to do their best.
- Remember that we would all like to be victorious in every situation we face in life, but just like in athletic competition, sometimes we fall short.

Complete information can be found in the [2021-22 Athletic and Activities Handbook](#).



B. Clothing & Equipment

Participants are expected to dress adequately and appropriately for each training session and competition. Weather in the Sierra is extreme, failing to dress and prepare accordingly is a safety issue first and foremost. Students who do not come prepared may be asked to sit out of that particular session, practice or event.

C. Personal Gear

Personal gear loss/theft during athletic contests or during field work is not covered by school.

VII. Student Health

Parents are expected to communicate with the School about any details that may affect a student's experience at the School. These details may include learning styles, medical conditions, behavioral issues, and emotional needs.

Health/Illness Policy

Please call the School when a student is going to be absent due to illness. Please keep ill children at home to avoid spreading sickness throughout the school. All of our teachers practice illness prevention techniques including hand washing before meals, after visiting the restroom, playing outside, etc. and teach these skills to their crew. If a child has any symptoms of illness, he or she will be isolated from other children and their parent will be notified. Parents are required to pick up their child within one hour. A child will be permitted to return to school the same day with a doctor's note, or 24 hours after the symptoms have ceased. Children with a need for antibiotics must have been on medication for 24 hours before returning to school. Please refer to the Covid-19 Pandemic Prevention Plan in Appendix A for health/illness policy in effect for the duration of the Covid-19 pandemic.

Health Records, Regulations, and Access

Parents are asked to provide the School with information about the student's physical and emotional health. This information is needed to keep the School well informed of the health of all students. The School requires proof of up-to-date immunizations for all newly entering students. Additionally, we are required to report immunization statistics to the state for students entering kindergarten and seventh grade. If parents are unable or unwilling to submit immunization histories, they need to contact the Head of School, David Maher, to provide background information.

Privacy

Parents/legal guardians are asked to provide the School with immunization information to comply with state immunization laws. The School is committed to protecting the privacy of students and their families by treating all such medical information confidentially and restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Medical Leave

A student may take a medical leave in the case of serious illness, bodily injury, or mental health condition, as determined by objective medical evaluation. A student's family may request such a leave at the recommendation of medical professionals. Additionally, if in the School's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the School's resources, the School may recommend that the student be evaluated and subsequently placed on a medical leave. Discussion of a leave of absence—a meeting among advisor, Division Directors, the School Counselor, parents, and students, if appropriate—should begin under the following circumstances:

- When mental health or physical symptoms are preventing a student from functioning academically.
- When a physical or mental health condition is seriously interfering with a student's attendance at school (more than six total days of absence in one quarter, or eight days in two consecutive quarters, will usually trigger such a discussion).
- When a student behaves in ways that can be considered self-destructive or dangerous to others.
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate.

This initial discussion of a medical leave should establish for School personnel what steps the family is taking to ensure that the student is well enough to participate fully in life at the School; and should establish for the family what further steps the School may take if the problem does not improve. The student's advisor will consult with the student's teachers, senior administrators, the School Counselor, when appropriate, in continuing to monitor the situation. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, and the School Counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at the School. In the absence of a treatment plan that meets these needs in the view of these School personnel, the School may require the student to withdraw.

A medical leave agreement will include provisions for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements with the teachers involved for making up missed material, either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it impossible for the student to complete the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health or medical condition from the physician, psychiatrist, or other professional who treated the student during



the medical leave. The School's decision about reinstatement will depend on its confidence that the student will be able to function in school without unduly taxing the School's support and supervisory resources. The School reserves the right to require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in a residential style School activity.

Asthma Management

Parents of students with asthma should contact the Crew Leader prior to the start of school to discuss an asthma management plan. Students must bring two inhalers on fieldwork and give one of them to the trip leader to hold on to in case of emergency.

Food Allergies

Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies.

The School is committed to providing a safe and inclusive environment for all students. Parents of students who have severe allergies with the potential for developing anaphylaxis must meet with the Crew Leader to develop an Action Plan prior to the start of the School year. Classroom management will be discussed at that time. This plan must be reviewed prior to the start of each School year.

Please note: TEA is a nut free campus in order to protect the health of our community members with severe allergies. Thank you for your support of this.

Medical Emergencies and Emergency Contact Information

Each student must have an Emergency Medical Information and Permission to Treat Form on file at the school. These forms will be completed with the Back to School paperwork. Parents are responsible for keeping the School informed of any changes. A new form must be submitted each school year. In the event of an emergency situation involving the entire school, students will be transported to our designated Temporary Relocation Site according to our Emergency Disaster Plan and parents will be notified. The Emergency Disaster Plan is posted on the office wall. Parents/guardians that wish to discuss the Emergency Disaster Plan may contact our facilities manager for a meeting and to review the Emergency Disaster Plan. All necessary forms for each student are included with the Back to School forms and must be filled out, signed by the parent/s and returned digitally before the start of each school year.

VIII. Transportation

The Tahoe Expedition Academy curriculum includes a large amount of work in the field, which necessitates student bus transportation. Your child/ren will be riding the school bus to field studies, sports events, after school clubs, etc. Please review the [Transportation Rules and Regulations](#) with each child to help make the riding experience pleasant and safe for everyone.

Safety

Our Transportation Department is governed by the California Highway Patrol, which has the most regulated school bus program in the country. Our drivers undergo extensive training, which requires yearly reinforcement behind the wheel, inservice and classroom instruction by a certified instructor. Drivers are held to strict credential requirements regarding their health, driving records and First Aid skills. In addition, a state qualified mechanic inspects our buses every 45 days for safety as well as once a year by a CHP inspector. The inspector also conducts a yearly examination of our transportation records. Buses are inspected daily by the drivers as part of the pre-trip process. We take the safety of our riders seriously and strive to provide a pleasant riding experience.

At times, it may be necessary to enlist the help of parent drivers to transport students. All volunteers must provide the Transportation Department with current proof of insurance, driver's license (a copy will be made) and any other pertinent information, i.e. health issues, etc. Parents can complete necessary paperwork via ParentSquare.

Parking

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the School. Please refrain from parking in the bus-loading zone. For safety, and in consideration of the School's neighbors, please drive slowly on School grounds, at the bus stop loading zones and in the surrounding neighborhood and refrain from using cellphones while driving on campus. Campus speed limit is 15mph and must be adhered to.

Pick Up and Drop Off by Parents

Students should be dropped off and picked up within 15 minutes of the start and end of the school day.

Middle and High School students may participate in after-school workshop. The expectations for student conduct during these sessions are the same as they are in regular classes, including technology policies. Students are to use the allotted time to complete homework or seek teacher assistance on organization or content/project questions. If expectations are not met, students



may be asked to leave. If students are habitually off-task, distracting others, and/or breaking school code of conduct disciplinary actions may occur.

Teachers and staff have many school-related commitments immediately preceding and following the school day and are not available to supervise children. If a student is frequently dropped off or picked up outside the designated time, TEA Administration will become involved to help resolve the issue and offer support if needed. When arriving at school, children should be on time and completely prepared to exit the vehicle.

Bus Service

Tahoe Expedition Academy offers bus transportation to school for students from Reno, Kings Beach and Incline Village. If you are interested in utilizing this service, please let us know which route and what frequency when completing the back to school paperwork.

Students need to be at the bus stop 5 minutes before bus stop time so everyone can have their temps checked and the bus departs on time. Students need to stand in line 6 feet apart while waiting to have their temperature checked and to enter the bus. Students will load and unload "airplane style" to reduce contact. Loading from the back of the bus going forward. Unload the front of the bus going back. PreK students will be the last to load. Masks should be worn from the time the student exits the parent's vehicle, throughout the bus ride and until they are seated in a social distanced outdoor or indoor classroom.

Parents are expected to remain at the bus stop until their child(ren)'s temperature is checked. If the student has a temperature greater than 100.4 degrees, the student will not be allowed to board the bus and will be sent home with the parent.

Parents are expected to pick up children from the bus stops on time. If parents are not at the pick-up location when the bus arrives, PreK through 2nd grade children will be returned to the campus to be picked up by parents.

pickup

Tahoe Expedition Academy buses are equipped with Zonar Ridership System that will keep a record of child location in real time. Bus drivers and supervisors will have records of student ridership and parents are able to track the bus while their student is on the bus.

Bus Pricing

In an effort to support our families and to provide environmental and financial stewardship, all bussing fees are incorporated into the price of tuition.

Bus Rules and Regulations

The Tahoe Expedition Academy Board of Trustees has adopted the following policies.

1. Elementary and Middle School students who own phones are permitted to carry phones

in their backpacks when riding the bus and for phone calls only. Cell phones on the bus for High School Students is restricted to appropriate use as described in the technology policy. Students who fail to comply with these expectations will lose their privileges for a certain length of time determined by the Director.

2. Students are to only ride those buses to which they are assigned and normally take to and from school unless written permission has been provided by the parent / guardian.
3. Students are to be at their bus stop no more than five (5) minutes before the scheduled pickup time.
4. Students are to wait inside their parents' / guardian's vehicle until the bus arrives at the bus stop. *Pushing, shoving, fighting, standing in the street, damaging property or other dangerous conduct will not be tolerated.*
5. Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
6. Students are to board and exit buses in an orderly manner without pushing or crowding.
7. Students are to sit in seats and areas assigned by the bus driver.
8. Students will remain seated facing forward in their seats at all times. Legs, feet, or other objects are not to obstruct the aisle.
9. Students are to remain seated while the bus is in motion.
10. Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
11. All students will cross roadways in front of the bus. Pre-K- 8th grade students will be escorted by the driver.
12. Students will be respectful and courteous to the driver and other staff at all times.
13. Students will identify himself or herself to the driver when requested to do so.
14. Students will not smoke or light matches on the school bus at any time.
15. Students will *not fight, create excessive noise, litter, tamper with equipment, or deface property (cut seats, etc.).*
16. Students are *not permitted to eat or drink on the bus unless given permission by the bus driver.*
17. Students are *not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, or weapons, pressurized containers (hair spray, perfume, paint, etc.)*
18. Students are to wear shoes at all times. *Athletic shoes with metal cleats must be carried.*
19. Students will *not use abusive language or gestures on or near the bus.*
20. Students will *never extend any part of their body or any of their possessions out of the window of the school bus.*

Bus Conduct

Students in 6th grade and above are required to sign a bus behavior contract prior to the start of

the year in order to help solidify bus conduct expectations and ensure students are firmly aware of the rules for riding the bus.

An incident report is the drivers' management tool for students/passengers who do not follow the rules for riding the bus. Bus Drivers will report any observed student misconduct. Reports of misconduct by students to the bus driver about other students will be investigated. Drivers will make sure that they observe any student misconduct, rather than to take the word of other students when submitting incident reports. Copies of this form are given or sent to the Student, the Parent, the School Directors, and the Transportation Department.

Under normal circumstances, if a citation is warranted, the Director or designee will sign the citation and email the citation or call the parent to notify them that their child has been issued a citation. The parent notification should indicate what the citation is for and if time off the bus is indicated, and the length or duration of the suspension of school bus riding privileges, if warranted. In general, a period of forty-eight (48) hours is allowed for parent notification. 3 citations will be issued before permanent revocation of privileges is enacted.

Authority of the Driver

Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. That school bus driver shall be held responsible for the orderly conduct of the students while they are on the bus, being escorted across the street, or at a Tahoe Expedition Academy bus stop.

Denial of Transportation

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for the student to be denied transportation. (5 CCR 14103). Policy established by the Tahoe Expedition Academy Board of Trustees suggests some guidelines to help avoid student misconduct.

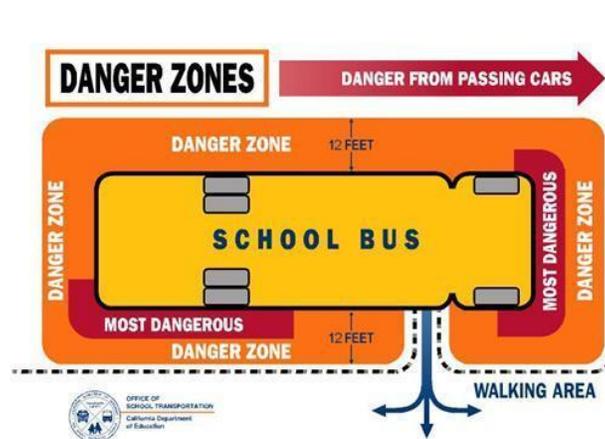
- **Minor Infraction**
 - Consistently being late at a bus stop.
 - Moving about or changing seats while the bus is in motion.
 - Sitting backward in the seat.
 - Failure to remain seated until the bus comes to a complete/full stop.
 - Eating or drinking on the bus.
 - Throwing objects in and out of the bus.
 - Refusing to follow the directions of the driver.

- **Major Infraction**

- Tampering with the driver's seat, emergency door(s) or other equipment on the bus.
 - Smoking, lighting matches or lighters, setting off fireworks or stink bombs on the bus.
 - Crossing the street behind the bus.
- **Immediate Suspension**
 - A physical threat and action toward the driver or passengers.
 - Destroying the driver's, student's, or school's property.
 - Bringing knives, clubs, guns or other weapons on board the bus or using objects such as umbrellas, canes, or crutches as a weapon.
 - Throwing objects at the bus or other vehicles.
 - 13 CCR 1217(I) The Tahoe Expedition Academy driver shall not eject any student unless the student is given into the custody of a parent or any person designated by the parent or school.

School Bus Danger Zone

School buses are large commercial vehicles and are difficult to see around because of their size; therefore, they create blind spots where children may be present. Understanding the 12-foot danger zone area around the bus helps keep our children safe. Children should never go under or in front of the bus. Children should store items inside a backpack where they are less likely to be dropped under the bus. If any child needs to cross the roadway in which the bus is traveling upon, the driver shall escort the student across the roadway. Always slow your vehicle when you are around a school bus and stop when the red lights are flashing. Flashing amber lights on the school bus is a warning to slow down and stop for the subsequent red light flashing signal system on the school bus.



Safe Loading and Unloading Procedures

Procedures for all students to follow as they board and exit the appropriate school bus at

schools, school bus stops, and/or field studies destinations.

- Students shall follow the instructions of the school bus driver, who is in charge at all times.
- Students shall board and exit the school bus only at designated bus stops.
- Students shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- Students shall board and exit the school bus in an orderly manner.
- Students who require escort pursuant to section 22112 of the Vehicle Code shall:
 - Wait for the bus driver to exit the bus first.
 - After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
 - Walk straight across the roadway between the bus driver and the front of the bus.
 - After crossing, stay clear of the roadway.
- Students who do not require escort pursuant to [section 22112](#) of the Vehicle Code shall:
 - In an orderly manner, immediately leave the vicinity of the school bus.
 - Stay clear of the roadways.

Who Requires Escort Across Roadways

Determining if students require escort pursuant to paragraph (1) (2), and (3) of subdivision (d) of section 22112 of the Vehicle Code.

- All students must be accounted for, by checking the student name on roster (route sheet), or by maintaining accurate counts.
- On route instructions, the school shall identify school bus stops where students may be required to be escorted pursuant to Section 22112 of the Vehicle Code. At bus stops, the school bus driver shall determine which students require escort.
- School bus drivers shall ask students at every school bus stop where students are unloading from the school bus, “Does anybody need to cross the street at this school bus stop?”
- School bus drivers shall escort all students who must cross the highway or private road upon which the school bus is stopped. The driver shall use a hand held stop sign while escorting all students.
- School Bus drivers shall ensure all students who must cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.
- School bus drivers shall ensure that all students who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other students and pedestrians are a safe distance from the school bus before setting the school bus in motion.
- All students transported by the Tahoe Expedition Academy needing to cross the street

on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control signal.

- Additionally, drivers shall ask students at each stop if they must cross the street on which the bus is stopped to reach their destination. If so, the students crossing the street will be escorted. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.
- The school bus crossing light system (amber lights, red lights, and crossing arm, if equipped) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the school bus is parked on a highway or private road, unless under the direction of a traffic officer.
- The lights DO NOT allow students to cross the roadway or highway unless the driver has positioned himself or herself upon the roadway, ensured traffic has stopped and that the roadway is safe for students to cross, and the driver has verbally instructed students that it is safe to cross the roadway.
- Many special education students must be met by a responsible adult. If no one is available to meet the student, the bus driver completes the route and returns to the stop, takes the student back to school, or if necessary will take the student to the Police Department (if applicable).
- **Third through twelfth grade students do not have to be met at their bus stops.**
- However, if a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will then be returned to school and every attempt will be made to notify parents.
- Buses are not allowed to stop at any place other than a designated school bus stop. **Parents should not flag down or drive in front of a bus in order to stop it.**
- When necessary to cross the street, the school bus driver must escort the student and always cross in front of the bus. Wait for the driver's instructions.
- Respect the rights and property of others while at the bus stop and on the bus. Students defacing property at the bus stop or on the bus will be required to pay for damages and may lose bus-riding privileges.

Walking to and from School Bus Stops

It is the responsibility of parents/guardians to insure their students arrive safely at the assigned bus stop and are ready to load the bus five minutes prior to the scheduled pick-up time of the route. It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day.

Parents/guardians and students are encouraged to develop a plan to ensure their student/s depart to school safely in the morning and arrive home safely at the end of the day.

- Go directly to and from the bus stop.
- Plan the safest route with the fewest streets to cross.



- If possible, cross streets at corners, using crosswalks if available. Look in all directions before crossing, and when safe, walk across the street. Always obey traffic signals.
- Do not run out in the street from between parked cars or shrubbery.
- Walk to and from school bus stops out of the roadway facing traffic.
- Never accept a ride from a stranger.
- Leave home early enough so you do not have to run to catch your bus.

The safe loading and unloading of students is our main concern. Therefore, students should be cautious with the walking route chosen to get to the school bus stop. Students should stay on sidewalks and walking paths while approaching and leaving school bus stops. Students shall wear safe clothing that is visible in hours of darkness.

IX. Enrollment and Reenrollment

A. Academic Re-enrollment & Graduation Expectations

We are committed to the success and progress of each child in all grades. Yet, it is important to recognize that our school's resources cannot always best serve each child's academic, social and emotional needs. Therefore, we have set academic criteria for re-enrollment, promotion and graduation, which give us data to assess each child's progress as a scholar and a citizen.

In order to re-enroll, to be promoted to the next grade level, each student is expected to:

- Demonstrate proficiency at grade level in each of the core subject areas: math, literacy/English & Language Arts, social science, and science by year's end.
- Consistently demonstrate character in regard to our values by year's end.
- Participate appropriately in adventures, service learning, and field studies, unless there is a reasonable explanation for absence such as illness or injury.
- Adhere to TEA's policies and procedures
- Regularly attend all classes or make proactive accommodations and clearly communicate needs and intentions to the respective Crew Leader and, if necessary, to the Administration.
- Earn the Crew Leader's recommendation, if needed.

There are a number of steps the school will take in order to prevent a situation wherein a student may be denied re-enrollment, promotion and/or graduation. These steps include, but are not limited to, positive reinforcement and feedback, clear communication with regard to academic performance, the documentation of events, meeting with parents, the establishment and implementation of a Behavior Modification Plan (BMP), external counseling, tutoring and appropriate classroom accommodations. In the case where a student cannot meet the stated criterion above in a time frame determined by the school, then the Student Support Team (SST) will evaluate the student's case and in collaboration with the Division Director will make the final decision regarding re-enrollment, advancement and/or graduation.

Re-enrollment Agreements

Re-enrollment agreements are sent to families each winter. Students may not attend classes for the following school year unless a properly executed enrollment agreement is submitted to the School by the due date. Enrollment agreements will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance or behavior. Once an enrollment agreement has been signed and accepted by the School, parents are responsible for the full tuition for the academic year, regardless of the reason for withdrawal. A 10% deposit of tuition will be required to hold a student's spot for their



respective grades along with the re-enrollment admissions agreement. Please see our website for current [tuition rates](#).

Tuition Payment Options

Please contact our Accounting Department at accounting@tea-mail.org for more information about Smart Tuition and payment options.

Tuition Refund

TEA does not issue tuition refunds under any circumstances, regardless of whether the student leaves voluntarily or is dismissed prior to the end of the school year.

Non-Payment of Tuition

Tuition balances are expected to be paid in full by December 31st of the academic school year, including any fees incurred. Payment arrangements can be made in time of hardship. If regular tuition payment or attempts to make regular tuition payment is not made, the school may choose to decline re-enrollment for that student in the following school year and/or procure funds through alternative methods and collections agencies.

Reimbursements

At times, parents make purchases on behalf of the School. To get reimbursed, complete a reimbursement form by contacting the accounting department at accounting@tahoexpeditionacademy.org.

Parent Hires & Tuition Credit

TEA may hire a parent to perform duties or roles for the School. Such employees will be hired following the same process as candidates who are not associated with the School (*i.e.*, based on their expertise, experience and ability to perform), as determined by the Division Director and/or Head of School. Tuition payments are independent of any compensation for work performed by parent(s) and/or contractors. Tuition should be paid in a timely manner and will incur late fees accordingly, irrespective of the payment schedule for such services.

B. FLEX Tuition

Our School community is committed to helping families effectively meet the cost of the School education to the extent that the School's resources permit. Families who demonstrate that their financial resources are insufficient to pay the full cost of tuition can [apply for FLEX Tuition](#). To apply for FLEX Tuition or receive additional information about this program, parents can access our website.



X. Family Involvement & Communication

A. Our Communication with You

We want to provide you with pertinent and interesting information about our Crews, school events, updates and news. In addition to this Handbook, we use five primary methods to do so:

ParentSquare Website

We have an all-school TEA ParentSquare site, which serves as our internal communication for all of our families and includes important documents like Board Meeting Agendas and Minutes, State of the School Reports, the school directory, various calendars, and this handbook.

Within ParentSquare, each grade-level/classroom has their own Crew-specific news feed which provides information relevant to your child's field study dates and locations, volunteer opportunities, gear lists and photos. Crew Leaders send weekly updates through ParentSquare to inform parents of upcoming events and fieldwork, current academic content as well as reflections on past learning. The first Crew Leader welcome letter will be sent in August.

Additionally, there are various ParentSquare groups created specifically for your student's guilds, sports, and other activities. You will either be automatically added to these or asked to opt-in to the interest-based groups for streamlined communication purposes.

TEA Times

Each month the TEA Times is sent via email to all current families, prospective families, staff, experts, and school constituents. These monthly newsletters contain highlights from the work students are doing inside and outside the classroom.

Parent Forums / State of the School

We hold Parent Forums and State of the School presentations as needed to give parents an opportunity to experience components of the student experience and to facilitate live question and answer sessions.

External Website & Social Media platforms.

We have one external website: www.tahoexpeditionacademy.org, which provides programmatic information, admissions details and key dates as well as personnel and staff information. We are also active on Facebook and Instagram, and keep a video library on Vimeo.

Back to School Night & Compass Day

We hold a Back to School parent information night in the evening during the first month of school



for the Elementary School. At this event, Crew Leaders and teachers disseminate information about expeditions, classroom expectations, overnight fieldwork etc. This is a parent-only event and may be held digitally.

In the Middle School and High School, we review all typical Back to School Night information at the Compass Day event. Parents and students are encouraged to attend. We will record the event for those that miss it.

B. Your Involvement & Communication with Us

Contacting your Crew Leader, School Director, or Head of School

Whenever there is something that needs to be communicated that involves a student, the first point of contact is the Crew Leader or teacher involved. If you need to contact a Crew Leader during school hours, call the school phone and the message will be delivered to them. Should you like a meeting with your child's Crew Leader or teacher, then please contact him or her directly. If you would like an appointment with the Head of School or Program Director,, please contact them directly. All staff contact information can be found in the ParentSquare [directory](#). If there is a need to speak with David Maher, our Head of School, he can be reached at dmaher@tahoexpeditionacademy.org, or at (530)715-2169.

Current Family Contact Information

Parents are expected to keep the School informed of contact information for emergency situations and of those authorized to pick up their student(s). If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number with the Registrar where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

Multiple Households

In order for the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips or other issues, please include the School in the communication loop. These situations can be stressful for parents and confusing for students, and parents' help in minimizing the School's phone calls home for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.



Lost and Found

Please be sure to mark all of your students' clothes with the student's name in indelible ink or with sewn-on labels. All personal belongings left on campus or in a school vehicle will be put into a lost and found box. Anything left unclaimed past a two-week period will be donated to charity or used at the staff's discretion. There is a lost and found box at each end of campus. Student's found items may be in either box.

C. Volunteer Opportunities

Parent/guardian volunteers enrich the life of our school and provide invaluable help to our programs and daily life. While parents are not required to volunteer at our school, we need and appreciate the time parents spend supporting our school and our students.

Requests for volunteers are made through Parent Square. For additional information about TEA's volunteer opportunities, please contact TEA's Association of Parents (TAP) at TAP@TahoeExpeditionAcademy.org.

Volunteer Opportunities at TEA Include:

- Athletics & After School Clubs
- Board of Trustees
- CommuniTEA Connections
- Photography TEAm
- Room Parents
- Staff Appreciation
- TAP Executive Team
- Fundraising
- TEA Cares (Elementary School and Middle and High School)
- New Family Ambassadors

D. Fundraising @ TEA

Tahoe Expedition Academy was built, and continues to be enhanced, by the generosity of our communiTEA (parents, grandparents, staff, volunteers and even students). Each year, our donors support scholarships, teacher salaries, field work, travel expenses and facilities. In an effort to remain accessible, tuition fees are set lower than the actual cost of providing a TEA education. Additionally, in pursuit of our commitment to equity and opportunity, over 30% of our students receive some level of tuition assistance. Fundraising allows us to live our values as a school and provides a mechanism so parents can join us. TEA's Annual Giving Campaign, with the goal of 100% participation, invites each member of our communiTEA to donate at a level that is meaningful for them, while our Auction provides a festive opportunity for our communiTEA to rally together in support of our program. For more information about fundraising at TEA, please contact our Development Director Courtenay Wallpe at cwallpe@tea-mail.org.

E. TEA's Association of Parents (TAP)

TEA's Association of Parents is dedicated to supporting and enriching our school, by supporting teachers and staff, building and connecting our CommuniTEA, and serving as a liaison to TEA leadership. TAP can be reached at TAP@TahoeExpeditionAcademy.org. For a more in depth overview of TAP, click [HERE](#).



TAP Programs and Volunteer Roles

TAP supports and appreciates staff, crew leaders, and parent volunteers; welcomes in new families; supports school-wide events and needs; strives to build communiTEA; supports communiTEA members in times of need; and raises money through TEA-Sized Fundraisers. TAP programs and volunteer opportunities are announced through the TEA Times, What's On TAP or ParentSquare.

Membership and General Meetings

All parents/guardians are automatically members of TEA's Association of Parents. TAP meetings are open to all communiTEA members and serve as a forum for understanding school board happenings, TAP volunteers reports, collaborate and receive communiTEA feedback on programs and volunteer roles. Meetings also serve as an opportunity for parent input and a way for communiTEA growth.

Communication and Contacting TAP Volunteers

Information about volunteer opportunities, TAP meetings and programs is communicated through TEA Times email, What's On TAP, and ParentSquare. TAP's Executive Team members and Program Coordinators are listed on ParentSquare's home page under "People". Room Parents are listed within each Crew in the [ParentSquare directory](#).

F. Parental Commitment and Support for School Policies

Parental Compartment and Support for School Policies

At TEA, we believe that a positive relationship between the School and a student's parents/guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, TEA, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or



off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

1. Share in the School's vision.

- a. Support the mission of the School.
- b. Understand and support the School's philosophy, policies, and procedures.
- c. Abide by school rules and policies and support the mission and values of TEA through action such as encouraging inclusion, providing a sense of belonging for all, and embracing diversity.
- d. Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- e. Support the School's emphasis on social, economic, and environmental sustainable practices.

2. Participate in the establishment of a home/School and School/community relationship built on communication, collaboration, and mutual respect.

- a. Provide a home environment that supports positive attitudes toward the School.
- b. Treat each member of the community with respect, assume goodwill, and maintain a collaborative approach when conflicts and challenges arise.
- c. Actively communicate with other members of the school community openly, directly, promptly, and constructively without resorting to gossip or rumor, in person or online, and be mindful of others when posting about our community on social media and be respectful of their wishes for privacy. Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor, School Director, in that order).
- d. Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, Program Director, administrators, outside professionals, or law enforcement officers.
- e. Commit to reading and responding to oral and written communication from the School, including school publications such as weekly communications, the Student/Parent Handbook, and TAP postings.
- f. Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student, and assume good intentions regarding the school's policies and decision making.
- g. Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.

- h. Share with the School any religious, cultural, medical, or personal information that the Academy may need to best serve students and the School community.
- i. Understand and support the School's technology policies.

School Trips and Chaperones

At TEA, we strongly value parent participation in myriad fieldwork opportunities, through third grade. The added support of parents enables us to provide challenging and invaluable experiences that we would not be able to offer otherwise. Our younger students directly benefit from the added support and the Constructive Adversity® that they experience as a result. The opportunity for parents to participate in fieldwork also benefits parents, as it gives them a chance to experience first-hand what learning at TEA is all about. Parents/guardians are notified of upcoming trips off campus. All School trips are alcohol, drug, and tobacco free. In order for parent participation in fieldwork, and for associated student experiences to remain mutually beneficial, we expect parents to abide by the following expectations:

- While on fieldwork, parents are expected to support student learning by fully engaging and encouraging student participation. Parents are thus expected to exhibit appropriate behavior, follow directions, be timely, and remain with the group at all times.
- No alcohol or tobacco products are allowed at any time on trips when students are present. The parent role on fieldwork is to provide additional supervision of students.
- Any and all discipline issues that arise are to be handled by TEA faculty and staff in accordance with the TEA Student and Parent Handbook. If a chaperone is unsure whether certain conduct is a violation of School rules, chaperones are expected to report it to the Trip Guide and/or Crew Leader.
- Parents are not to discuss the children at TEA inside or outside the school. As a condition of working in any classroom or on fieldwork at TEA, it is important to respect the privacy of the children attending the school and not discuss what might be learned about a child with anyone.
- In advance of driving on fieldwork, parents must submit all required paperwork to the transportation department for approval. On the day of the fieldwork, drivers must complete and submit the driver checklist to the crew leader which addresses their responsibility as a driver. In addition, all passengers must be restrained appropriately in accordance with state laws, including car/booster seats for children under 8 years of age.
- Chaperones should keep in mind that his/her appearance and conduct as well as that of the other chaperones and students may affect the reputation of the School. Chaperones are expected to comply with School policies and applicable laws, follow the directions given by the Trip Guide and Crew Leader, work cooperatively with other chaperones, and model appropriate behavior for students.
- Chaperones will likely be assigned to a specific group of students for which chaperones

will be responsible. Chaperones are to remain with their group for the entirety of the trip.

- Chaperones are responsible for the safety and well-being of the student participants and the quality of their educational and social experience at all times during the trip. The Crew Leader may or may not have Learning Targets for Chaperones that correlate with the vision of the expedition and which add to the overall educational and social experience.
- Chaperones are required to have a working, charged cellular telephone with them and the phone is required to be turned on at all times during the trip.
- Students are required to use the buddy system. No student should be permitted to leave the group and no student should ever be left behind during the trip.
- Chaperones are required to report any student complaints to the Trip Guide and/or Crew Leader, including complaints of bullying, sexual assault, abuse, harassment or discrimination. If a chaperone believes that the Trip Guide and/or Crew Leader has engaged in misconduct, the chaperone should notify the Director.
- Notwithstanding anything to the contrary in TEA's School Trips and Chaperones policy, parents and students are expected to adhere to the school's risk mitigation related to COVID-19 including social distancing, wearing of masks as described in the COVID-19 Pandemic Prevention Plan in Appendix A.

If a parent were to act out of accordance with any of these policies, they may be excluded from attending future fieldwork or accept other recourse based on specific behaviors and actions. We focus on providing a safe and engaging learning environment for our students. With these parameters in mind, we know that our students and parents can have positive learning experiences on TEA fieldwork.

Non-Discrimination Policy

Our communiTEA includes people from a variety of cultural and ethnic backgrounds. At our School, students have the opportunity to learn from their peers, and that opportunity extends to matters of language, race, gender, sexual orientation, class, religion, disabilities and other cultural backgrounds. Students are expected to offer the same kind of respect they would demand from others.

The School admits qualified students of any sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic and other policies and programs.



XI. Disclaimer

The Tahoe Expedition Academy (“TEA” or the “School”) Student and Parent Policy Handbook is published and distributed to members of the TEA community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School reserves the right to take actions that it determines to be in the best interests of the School, its faculty and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies and procedures, before, during and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between TEA and any parent, guardian or student affiliated with or attending the School. TEA reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the School year.



Appendix A: Key Dates for 21/22 School Year

These dates are subject to change

First day of school: September 7, 2021

Fall Break: October 4-8, 2021

November Break: November 22-26, 2021

Winter Break: December 20, 2021 - January 3, 2022

Faculty Development (no school): January 3, 2022

MLK Day (no school): January 17, 2022

February Break: February 21-25, 2022

Faculty Development (no school): April 8, 2022

Spring Break: April 8-15, 2022

Memorial Day (no school): May 30, 2022

Last Day of School: June 10, 2022

Class of 2022 Graduation: June 11, 2022

Appendix B. Pick up / Drop Off Times & Bus Schedules

Pick up and Drop Off by Parents

Students are expected to be dropped off and picked up within the window of time that is up to 15 minutes before school and up to 15 minutes after school. Outside of those time frames, there is no scheduled supervision.

PreK-5th Grade

When approaching TEA Base Camp, turn left into 9765 Schaffer Mill Road, keep right at the roundabout, proceed until reaching the drop off zone. Please only use the drop off zone for drop off only. If you need to exit your car or talk to staff or other parents, please park in a parking space. The area should be kept clear for buses. Speed limit on campus is 15 mph.

6-12th Grade

When approaching TEA Base Camp, turn left into 9765 Schaffer Mill Road, keep right at the roundabout and park in the first set of spots on the left or right sides next to Building One. Speed limit on campus is 15 mph.

Location	Grades	Drop Off Window	Start Time	End Time	Pick Up Window
9765 Shaffer Mill Rd. Truckee, CA 96161 Right at roundabout	Pre-K	8:15-8:30	8:30	3:00	2:45-3:00
9765 Shaffer Mill Rd. Truckee, CA 96161 Right at roundabout	K-5	8:10-8:20	8:20	2:50	2:45-3:00
9765 Shaffer Mill Rd. Truckee, CA 96161 Left at roundabout	6-12	8:15-8:30	8:30	3:00	2:55-3:10

Bus Stop Locations

- Carson / Incline / KB Bus
 - Hilltop Community Church 3588 Romans Rd, Carson City, NV 89705
 - Incline Village Library: 845 Alder Ave., Incline Village, NV
 - Kings Beach Library: 301 Secline Street, Kings Beach, CA (mornings only)
 - Boys and Girls Club Kings Beach: 8125 Steelhead Ave., Kings Beach, CA (afternoons only)
- Reno Bus
 - 8650 Boomtown Garson Road, Verdi, NV 89439
 - Truckee Recreation Center: 10981 Truckee Way, Truckee, CA (afternoons only)

Bus Transportation Schedule

Incline / KB Bus		
Location	Bus Arrives	Bus departs
Morning Bus		
Carson - Hilltop Community Church	7:00am	
Incline Library	7:40am	
Kings Beach Library	8:00am	
Campus drop-off	8:15am	
Afternoon Bus		
Campus load	3:00pm	3:10pm
KB Boys and Girls Club	3:25pm	
Incline Library	3:40pm	
Carson - Hilltop Community Church	4:20pm	

***Bus times may be adjusted in poor weather or road conditions.**

Reno Bus		
Location	Bus Arrives	Bus departs
Morning Bus		
Cabela's	7:30am	7:35am
Campus drop-off	8:15am	
Afternoon Bus		
Campus load	3:00pm	3:10pm
Truckee Rec. Center#	3:20pm	
Cabela's	3:50pm	

***Bus times may be adjusted in poor weather or road conditions.**

#Truckee Rec. Center stop will only be operational when the Rec Center is operating after school programs and only for those students participating in the Rec Center programs.

Appendix C. Pandemic Prevention Plan

Pandemic Prevention Plan

TEA's Pandemic Prevention Plan addresses COVID-19 and other pandemics and is designed to take a proactive role in ensuring the safety and health of our workers and employees as well as our students, parents and community.

Plan Disclaimer: This plan is a good faith effort, and in no way can a guarantee be made to any person(s) to eliminate risk of Covid-19 transmission. This plan and its enforcement and supervision are subject to change.

IDENTIFIED PANDEMIC

[Coronavirus \(COVID-19\)](#) is an illness that makes people sick with flu-like symptoms. The illness spreads easily. People can catch coronavirus from others who have the virus. This happens when an infected person sneezes or coughs, sending tiny **droplets** into the air. These can land in the nose, mouth, or eyes of someone nearby, or they can be inhaled. People also get infected if they touch an infected droplet on a surface and then touch their own nose, mouth, or eyes.

Some signs of coronavirus are cough, fever and shortness of breath. Washing hands often with soap and water can help stop viruses like COVID-19 from spreading. Our students, faculty and staff may have onsite exposure to COVID-19, whether on campus or in the field (off site location). We have implemented this written plan to reduce our community's risk of catching and spreading these infections and to respond in a timely manner when exposure incidents occur.

COVID-19 PANDEMIC EXPOSURE PLAN

Tahoe Expedition Academy has developed this plan to help prevent student, faculty and staff exposure to the Coronavirus (COVID-19). The plan *will be continually reviewed and updated*. Our plan will be updated based on operational needs and/or safety and health agency updates.

DESIGNATION OF RESPONSIBILITY

Ken Martin, Finance & Operations Director 615-308-5017; kmartin@tahoeexpeditionacademy.org has the overall authority and responsibility for implementing this plan.

PLANNING CONSIDERATIONS

Tahoe Expedition Academy will consider how best to decrease the effect of COVID-19 on its campus. Some of the key considerations when making decisions on prevention measures will include:



- Learn how the coronavirus has affected our community and communicate that with our community.
- Consider how the [coronavirus can cause some people](#) to become seriously sick.

- Discuss and plan how we will respond in the event of an outbreak and ongoing changes.
- Considering flexible schedules, work hours and working from home to [increase social distancing](#).
- Different ways to reduce the spread of germs among the community.
- Different ways to hold school related meetings and events.
- Reviewing Personal Protective Equipment (PPE) that can help reduce the spread of the coronavirus.
- <https://www.fieldingintl.com/six-back-to-school-space-planning-dos-and-donts/>

SUPERVISOR AND MANAGEMENT RESPONSIBILITIES

All supervisors and managers will be familiar with our plan. The plan includes how to recognize the coronavirus illness, what to do if an employee or student becomes sick, preventing the spread of germs, reviewing the use of coronavirus personal protective equipment, and instructions on cleaning and disinfecting the campus.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#), and communicating that to employees, students and families.
- Encouraging sick employees and students to stay home.
- Sending employees and/or students with cough, fever and/or shortness of breath home immediately.
- Keeping things clean that we touch on campus like equipment and furniture.
- Advising community members to check [CDC's Travelers Health Notices](#) to travel.

WORKER AND STUDENT RESPONSIBILITIES

In order to minimize the spread of the virus in our community, we are asking our workers and students to help with our prevention efforts while at work. Workers and families will review our plan. The plan includes how to recognize the coronavirus symptoms, what to do if someone becomes sick, practices to prevent the spread of germs including review and use of coronavirus personal protective equipment and instructions on cleaning and disinfecting the workplace.

If workers have any questions, please contact your supervisor directly. If parents have questions, please contact David Maher or Ken Martin.

Prevention measures will include:

- Knowing what [coronavirus \(COVID-19\) is and how it spreads](#).



- [Staying home if you are sick and/or have cough, fever and shortness of breath.](#)
- If you are infected with COVID-19 stay home and follow [CDC's guidelines](#).
- Information and training as identified in the training section of this plan.
- Keeping things clean at work like equipment and furniture.
- Checking the [CDC's Traveler's Health Notices](#) to travel.

COVID-19 ILLNESS AND PREVENTATIVE MEASURES

- Cough, fever, and shortness of breath may appear 2-14 days after exposure.
- [Early symptoms may include](#) chills, body pains, sore throat, headache, diarrhea, nausea/vomiting, lack of appetite, runny nose, and loss of taste and smell. If you show any symptoms, contact your employer and **DO NOT GO TO WORK**. Stay home.
- [Practice good hygiene](#). Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol.
- [Cover your mouth](#) and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.

WORK CONTROL MEASURES

[Physical Distancing](#) is maintaining a six-foot distance from others and shall be practiced whenever possible.

- Meetings/staff training shall be conducted virtually or outdoors when possible.
- Enforce contact-free deliveries by establishing a location to receive packages away from high traffic areas.

Control Measures and Practices

- Temperature testing: TEA has touchless thermometers to test student temperature daily and staff temperature on request. Staff whose temperature is above 100.4 degrees F should contact their manager immediately and return home.
- If someone is diagnosed, everyone should be notified of potential exposure, but they should not be told who is sick (ADA rule). Then we should follow current health department guidance on cleaning/disinfecting and quarantine. The sick individual can return based on health professional guidance. Currently, that means 72 hours since recovery (resolution of fever without fever-reducing medicine) AND 10 days since symptoms first appeared. Current guidance on whether exposed people need to quarantine is if there was "close contact for a prolonged period of time". Current guidance about closing facilities is to clean & disinfect and increase ventilation. People without close contact can return immediately after disinfection.
- Use a [mask](#) whenever indoors and outside whenever social distancing is not possible, at a minimum.
- Washing hands / Hygiene: Washing hands thoroughly and frequently is one of the most important defenses to Covid-19. Wash hands / use hand sanitizer upon campus arrival and frequently throughout the day. Hand sanitizer is not to replace washing hands, but to supplement when washing hands is not possible. Proper [hand washing](#) and [glove removal](#)



- We have posted [signage](#) regarding hand washing, social distancing, cleaning, and disinfecting, throughout the workplace.
- We will be pre-screening all visitors to ensure they are not [exhibiting symptoms](#).
- We will be asking all personnel (parents, employees, contractors, and visitors) to leave the workplace and return home if they are showing symptoms.
- We will be providing training on personal protective equipment (PPE) to address pandemic exposure.
- Do not share tools, water bottles, PPE or any other equipment with your co-workers.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible.

CLEANING AND DISINFECTING PROCEDURES

- We will be using proper disinfectants as recommended <https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>
- We will clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- We will clean shared spaces such as break/lunchrooms after use but no less than once per day.
- We will clean and disinfect restrooms regularly.
- We will ensure hand washing supplies in restrooms are fully stocked.
- Trash must be removed frequently by someone wearing disposable gloves.

PERSONAL PROTECTIVE EQUIPMENT

- We will continue to select PPE based on function, fit, and availability.
- We will continue to explain to all employees when and why PPE is necessary.
- We will continue to train employees on the proper procedure for putting on and removing PPE.

State Guidance

[CA Governor's Pandemic Plan for Learning and Safe Schools](#)
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

Local Health Department

Placer County Public Health 530-889-7141

Free Covid-19 Testing Locations

Truckee: lhi.care/covidtesting or 888-634-1123

Reno: 775-328-2427

Government Aid



There are programs available to help workers affected by Covid-19 including Paid Leave Programs TEA may participate in. If you, or someone you care for has Covid-19, or you are unable to work because you have to care for children who no longer have school or daycare these programs may apply.

TEA Facility Site Plan

It is important for families to understand that we cannot entirely eliminate the risk of COVID-19 infection in our community; our goal is to minimize the risk, and, if infection occurs, contain the infection, recover, and resume school as soon as it is safe to do so.

Hand sanitizer: Every space should have hand sanitizer present.

Classrooms: Conduct class outdoors when possible. When indoors, provide maximum ventilation by opening windows when possible. Use masks indoors at all times and outdoors when social distancing is not possible. When possible, student seating should be arranged with 3' of distance between each other and the teacher.

Large gatherings should be avoided or offered on ZOOM, where possible.

Transportation Safety Plan

For student safety, we have adopted the following best practices for school transportation:

- The bus shall be disinfected after every trip. There is time built into transportation schedules to allow drivers to disinfect.
- All occupants of the bus will use face coverings at all times.
- Hand sanitizer will be available.
- To the extent possible, students in the same family or household will be grouped in the same section of the bus.
- Students will follow entry and offloading procedures to include loading all the way to the back of the bus and unloading from front to back to maximize social distancing.