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## **Mission Statement**

*To improve the lives of students with learning differences by providing a nurturing environment for academic, social and personal growth*

## **Philosophy**

We believe every child is entitled to an individualized education that promotes social and academic achievements while developing responsibility, values and respect for self and others. We honor and encourage the unique talents of each child by providing interactive instruction that stimulates curiosity, discovery and a love for learning.

## **Lower School Approach**

Town and Country Lower School provides a language-based curriculum which emphasizes core academics and social skills. Continuity within the educational program and a collaborative effort between school and family fosters student success.

## **Upper School Approach**

Town and Country Upper School provides a nontraditional, academic environment which emphasizes individual growth through the development of personal accountability in order to prepare students for post-secondary opportunities.

## **Accreditation**

Town & Country School is accredited through the Oklahoma State Department of Education.

## **Non-Discrimination Notice**

Town & Country School does not discriminate on the basis of gender, sexual orientation, race, color, religion, national or ethnic origin in administration of its educational policies, and scholarship programs.

## **Transgender Non-Discrimination Notice**

Title IX is the federal education law that protects students from discrimination based on sex. While Title IX does not specifically use the terms “transgender” or “gender identity or expression,” courts and the federal government agree that harassment and other discrimination against transgender and gender nonconforming people constitutes illegal sex discrimination. In guidance and court briefs, the U.S. Departments of Education and Justice have clarified that students have the right to be treated in a manner consistent with their gender identity, and to be free from any form of discipline, harassment, or discrimination based on their gender identity or gender expression.

**\*\*Town & Country School is a peanut/nut free school.\*\***

### **Town & Country Mission Statement**

### **Meet the Faculty**

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## I. AROUND THE SCHOOL

### A. School/Office Hours

1. Upper School hours are from 8:00 a.m. to 3:00 p.m. Lower School hours are from 8:00 a.m. to 3:20 p.m.. Office hours are from 7:30 a.m. to 4:15 p.m. You are encouraged to conduct business during these hours.

### B. Registration Fee

There is a \$75 application fee for all prospective students. Once accepted, there is a one-time, non-refundable enrollment fee of \$250 for new students.

A \$300 non-refundable deposit for returning students is required to reserve the student's place for the coming year. This deposit is deducted from the yearly tuition cost.

### C. Holidays & Birthdays

1. A school calendar is furnished; however, there may be times throughout the year when certain days may be changed due to unforeseen circumstances. You will be notified of the changes in a timely manner.
2. Town & Country School celebrates birthdays and holidays. If you prefer that your child not participate in these events, please notify the teacher. If you would like to bring refreshments for the class on your child's birthday please, make arrangements with the classroom teacher.

### D. Disaster Drills

Each teacher will have the fire/disaster procedure posted in the classroom. There will be two fire drills, a disaster drill, lockdown drill, tornado drill and an intruder on campus drill held during the first semester of school. This procedure will be repeated the second semester.

## **E. Emergencies**

Emergency medical forms must be completed and turned in by the **first day of school**. Should an emergency situation occur, an administrator or a designee would transport the student to the nearest medical facility. Every attempt will be made to notify the parent(s), who will be expected to meet Town & Country personnel at the hospital or minor emergency center. If the incident is minor in nature, we will notify the parents of the incident and perform any minor first aid required.

## **F. Library**

Students are encouraged to utilize the library for research and recreational reading. It is the responsibility of each student to keep track of books checked out. If a book is not returned, the student must pay a fee to replace the book. If a book is returned late, a fine will be assessed. Library books not paid for or returned will result in a grade or transcript hold.

## **G. Student Drivers**

Students driving vehicles to Town & Country must show evidence of a valid Oklahoma driver's license and proper insurance. **Students driving to school must have their vehicle registered with the office.** Once a student parks his car, it must remain parked except for a work study program or an approved excuse to leave campus.

**Students must park in student parking area between designated parking lines.** Parking permits will be issued through the Main Office.

**Students will not be allowed to go to their cars during the school day.**

For the safety of our children, we ask all drivers to adhere to a 5-MPH limit while driving on campus. Please adhere to the traffic flow areas. Please be conscious and respectful when driving in the neighborhood and follow all street signs. Students are prohibited from providing transportation to other students during field trips and off campus activities. Only licensed and insured Town & Country staff and/or parents shall provide transportation.

**Driving privileges will be suspended if above policies are not followed.**

## **II. PARENTS WELCOME**

### **A. PTL**

Parent are required to join the Town & Country Parent Teacher League. Dues are \$15.00 annually. PTL conducts fund-raisers and student activities throughout the year that benefit each classroom. Parental support is vital to the success of this organization.



## **Suggestions for Parental Responsibility**

Parents have ultimate and legal responsibility for their children's behavior. That responsibility can be carried out through the following parental actions.

1. Be sure that your child's attendance in school is consistent since disruptions in schedules can cause stress and frustration.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress. **Be sure your child is in compliance with the dress code.**
3. Encourage your child to bring home promptly any communications from class. Read the communication and if necessary, discuss with your child.
4. Speak well of teachers, administrators and the program they attend.
5. Attend the conferences established by your child's teacher.
6. When you sense there is a breakdown in discipline and/or communication, please bring your concerns to the attention of your teacher, Lower School Administrator or Upper School Principal, in that order. If you do not feel the issue has been resolved to your satisfaction please contact the executive director.

In addition, parents often ask, "How else can I support the school?"

1. Attend school functions. Why is this important? It shows your child that their education means a great deal to you, for you are giving priority to their school by making the effort to attend its functions.
2. Complete 10 hours per school year of Parent Service Hours. (Examples: attend PTL meetings, homeroom parent opportunities, chaperoning and/or working at student activities, driving on field trips, landscaping, chairing activities for the PTL, attending assemblies, attending parent informational sessions, etc.) Parent Service Hours bring you into close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. Failure to complete volunteer hours may affect your child's scholarship or enrollment.
3. Be enthusiastic, and speak well about the school. Your positive attitudes about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile and your positive endorsement causes those who educate your children to excel.

**A student may forfeit enrollment if his or her parent chooses to ignore the above rules or handle conflict with a Town & Country staff member in an inappropriate and/or unprofessional manner**

## B. Parent Resources

The school has a library of periodicals, books and videos relating to LD, ADHD and Autism Spectrum Disorders education and parenting issues located in the library. Parents are encouraged to visit the library if they need information on particular subjects. We also have a list of professionals in the Tulsa community available to parents in the event that services are needed.

## C. Communication

1. School/Parent communication is an integral part of student success. Papers are regularly sent home with students. Once items are passed on to students, it becomes their responsibility to see that parents view the items. Communication may occur via agenda, grade cards, progress reports, formal/informal conferences, performance points, e-mail, etc. If parents desire to speak with their child's teacher or principal, parents are encouraged to make an appointment through their child's teacher. Given the demanding schedules and activities of the school day, dropping in does not ensure you a meeting to direct your needs. The staff wants to ensure you or your child's needs are taken care of in a prompt manner, and by scheduling an appointment parents can receive undivided attention.
2. Parents are discouraged from requesting that students call them during the day unless it is an emergency, as this interrupts the educational process. Parents must refrain from calling or texting their children during the school day. **All Issues dealing with transportation, appointments, etc. should be handled before school or by calling the Student Affairs Coordinator, Ext. 113.**

## III. WHAT HAPPENS IN A DAY

### A. Tardiness

1. All students entering school after **8:00** must report to the main office for an admit to class..
2. Parents should report to the Student Affairs Office explaining the reason for the student's tardiness. Tardiness is a disruption to the normal conduct of classroom activities; therefore, students are expected to be punctual in arriving at assigned areas.
  - A. **Excused** tardies include these reasons only: inclement weather, traffic/auto difficulties and doctor's appointments (advance notice should be given, if possible). **All** other tardies will be considered **unexcused** unless a legitimate emergency is indicated.
3. **Upper School students are expected to report to all classes promptly.** Any student having 3 unexcused tardies will be assigned lunch detention to be held the day following the third tardy. Students in morning Votech may serve after

school detentions from 3:00 PM to 3:30 PM. Students with afternoon tech may serve a morning detention from 7:30 to 8:00 am. A tardy in excess of 15 minutes will be considered an absence for that class.

4. **Lower School students are expected to be in class at 8:00.** Any student having 3 unexcused tardies will be assigned after school detention from 3:00 to 3:15 to be held the day following the third tardy.

## **B. Attendance**

1. Parents are responsible for ensuring that their children attend school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. Town & Country believes that teaching children the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work.
  - a. Children are expected to be in school a minimum of 90% of the time.
  - b. In accordance with Oklahoma School Law (section 232), when a child is truant without valid excuse for more than 10 days or parts of days within a semester, the school shall report such absences to the Tulsa District Attorney's Office. The District attorney has the responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106).
  - c. No student shall receive semester credit in a course in which the student is absent more than 10 days per semester.
  - d. Approved absences may be school fieldtrips or activities, court appearances, religious observations, and illnesses documented by a medical practitioner for the number of days missed. Documentation must be turned into Mrs. Stone in the Main Office. This applies to elementary, middle and high school.
  - e. If your child demonstrates an issue with excessive tardiness or absences, you will be asking to sign a truancy contract. Failure to follow the contract could result in loss of enrollment.
3. In order to benefit fully from the school program, a student should be at school for the full day, and should be absent only when necessary; however, the school discourages children who are not well from coming to school. Accordingly, parents need to understand the following policies:
  - a. If a child is too sick to report to school by the starting time, he/she should remain at home for the entire day. *If there are special circumstances warranting a late arrival, parents need to call Ext. 103.*
  - b. Parents are urged not to take children out of academic classes unless it is absolutely necessary. Students who leave during the day must sign

out at the front desk and check back in upon return. Students arriving late must also check in at the main office.

Excused and Unexcused Absences Excused absences include the following: illness, religious holidays, family emergencies, funerals, weddings of family members, and honorary situations (to receive an award, to perform in a special event etc.) If your child is on a truancy contract, the items outlined in the contract will be the guidelines to follow. ***Absences for any other reasons will be unexcused unless special arrangements have been made.***

- c. Make-up Work. Students are responsible for making up all work when they are absent, including quizzes, tests and assignments. It is the student's responsibility to obtain missed assignments from the teacher's agenda. **For excused absences only, students have the exact number of days absent to make up the work** (i.e.: absent Monday and Tuesday, return to school Wednesday, make-up work due Friday at the beginning of class). Students who know ahead of time that they are going to miss a class or classes are responsible for seeing their teachers in advance of the absence to make plans for assignments, notes, rescheduling quizzes, etc. **If parents request make-up work in advance or in the event of an extended illness, call Ext. 103 at least 24 hours prior to the pick-up time.** Make-up work should be picked up at the front desk unless other arrangements are made. A student receiving make-up work in advance or while ill still has the number of days absent to return the work. The only exception to this rule is when the student is on extended leave for medical reasons or on homebound status.
- d. PE Excuses. To be excused from PE a child **must** have a written note. A doctor's note is required if the excuse is for more than 3 days. These notes are to be given to the PE instructor.
- e. Excuses for Doctor and Dental Appointments. (To be used only in cases of emergency or when it is impossible to schedule an appointment after school hours.) Parents should call Ext. 103 or students should bring a written note to the Main Office the day before an appointment or by 8:30 that morning. Students should bring a slip from the doctor's office upon return to school.

### C. Arrivals

1. **Upper School hours are 8:00 a.m. to 3:00 PM.** All Upper School students arriving from 7:45-8:00 must report to the cafeteria.
2. **Before School Care** will be available for upper school students from 7:15 to 7:45 am. Please do not leave your child unattended before 7:15 am. Students who are

dropped off prior to 7:45 am will be sent to morning care. There is a \$2 charge per day for morning care which will be billed monthly by the office.

3. **Lower School hours are 8:00 AM to 3:20 PM.** Students will not be permitted in the building before **7:30 AM. Please do not leave students unattended before 7:30 am.**

4. **Before School Care** is available for the Lower School students between 7:30 AM and 7:45 AM at the cost of \$1.50 per day for each child. Parents will be billed monthly by the office.

#### **D. Departures**

1. Students may remain on campus until **3:15 PM.** Town & Country is not responsible for students remaining on campus after 3:15 PM unless attending school sponsored activities or aftercare which is available for 1<sup>st</sup> through 8<sup>th</sup> grade.
2. If someone other than the parent is to pick up a student, the parent must notify the **Main Office (Ext. 103)** giving the name of the person designated.
3. If the parents are divorced and the non-custodial parent (who has visitation rights) comes to pick up the child, the school has no recourse but to release the child to the non-custodial parent. Every attempt will be made to notify the custodial parent prior to the release of the student. If the non-custodial parent does not have visitation rights, a copy of the divorce decree and any modifications must be in the child's file at school. This policy applies for regular dismissals as well as early dismissals.
4. Messages regarding early dismissals or after school transportation, should be left at Ext. 103.
5. **After School Care** is available for 1<sup>st</sup> through 8<sup>th</sup> grade students from 3:00 to 5:30 PM. The cost of the program is \$5.00 per hour with a minimum of \$5.00. There is an extra charge of \$10.00 every 15 minutes after 5:30. Parents will be billed monthly by the office. Aftercare student pickup will be located at the lower school entrance on the North side of the building.

#### **E. Closed Campus**

**Town & Country School is a closed campus and under no circumstances will a student be granted permission to leave the building/grounds unless the school is notified in writing by the parent/guardian. The parent may also contact the Ext. 103. If a student leaves campus without permission, the parent and/or police will be notified. This action will result in an automatic three-day suspension.**

## **F. School Lunches**

1. For the 2017-2018 school year, we will not be providing daily school lunches. Students will need to bring their lunch to school. Students in middle and high school will have microwave available for their use. For safety reasons, lower school students will not have a microwave available for use.
2. Parents/Guardians and grandparents are invited to eat lunch with their children and grandchildren. Please sign in at the office and obtain a visitor's badge so we have a record of your attendance.
3. All food is to be eaten in the cafeteria with teacher supervision.
4. All food items will be kept in the refrigerators in the kitchen, their locker, or classrooms until lunchtime. Absolutely no food or beverage is allowed in the classrooms during class or between breaks, unless specifically approved in advance by the teacher or building administrator. Students may bring water to have with them throughout the day.

## **G. Student Agendas**

Students are expected to keep all assignments, projects, and schedules in their agenda. Teachers will aid students in the maintenance of the agendas, but these are to be used as a tool for organization and responsibility for the students. **Parents are strongly encouraged to review agendas daily to ensure academic success and proper communication. Teachers will sign the agenda prior to the end of the class and parents are expected to sign the agenda each evening. There will be a \$10.00 fee to replace lost or destroyed agendas.**

## **H. School Supplies**

You will find school supply lists for all grade levels are available on our website as of July preceding the upcoming school year under supply lists and reading lists.

## **I. Medication Regulations**

**Prescription Medications – Medication must be brought to school in its original container with the physician's name, date and dosage.** An authorization form to administer medication, signed by the physician and the parent, must be on file in the Main Office.

**Self Administered inhaled-asthma medicine.** The school will permit students to self-administer asthma medication with written authorization from the **parent and the physician.**

#### IV. ACADEMICS

##### A. Homework

Homework is an important part of the student’s academic and social development; it is an aid to developing responsibility on the part of the student; and it is used to reinforce concepts presented in class. The amount of homework will be determined by the teacher based upon the individual needs and learning style of each student. We do request parents’ full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower grade. Parents should communicate to teachers when their children are having challenges with homework. **Homework should be turned in on the due date, at the beginning of class. Homework turned in after this is considered late and will result in ½ credit up to 24 hours after original due date.**

##### B. Tutoring

Tutoring is available through Town & Country School at the cost of \$35 for a 45-minute session. Contact your respective principals for more information and scheduling.

##### C. Grade Reports

Grade cards will be sent home quarterly.

##### D. Graduation Requirements

TOWN & COUNTRY GRADUATION REQUIREMENTS	
Language Arts	4 units
Mathematics	3 units
Science	3 units
Social Studies	3 units
Electives	6 units
Financial Literacy	1 unit
Computer	2 units
Art	1 unit
Music	1 unit
<b>TOTAL 24 UNITS</b>	

### **E. Transitional Services**

Several opportunities are offered to our Upper School students through our transitional services. Evaluations and assessments are provided to the students through the Pre-ACT and ACT testing. Town and Country School has been entered in the National Secondary School List of the Educational Testing Service so that our students can register and take the ACT as a junior and/or a senior. For more information on any of the above services and programs please, contact our Transitional School Counselor at Ext. 106.

### **F. Tulsa Technology Center**

Tulsa Technology Center provides vocational education and college preparatory programs. Tulsa Technology Center accepts applications during the fall for students in grades 11-12. Acceptance is contingent upon attendance, grades, teacher recommendation and interviewing skills. Upon acceptance, students will attend one of the campuses during the morning or afternoon session. You are not guaranteed a specific campus due to Tulsa Technology Centers guidelines. Transportation has been provided by buses in the past. However, this is not a given. There will be no Town & Country tuition reduction for students attending Tulsa Technology Center.

### **G. Testing (Upper School)**

Town & Country School has been entered in the National Secondary School List of the Educational Test of the Educational Testing Service so that our students can register and take the ACT as a junior and/or senior. Students may register for an online ACT prep course through the principal, counselor or librarian.

In addition, we are implementing Woodcock Johnson III Achievement testing bi-annually. Parents will also be asked to update their IQ scores once every 3 years. Parents may be asked to sign a release for testing for any tests which must be conducted by our clinical psychologist. Please return these in a prompt manner.

### **H. Failing Grade Notification**

If a student earns an "F" in a high school course, they will be notified to discuss options to correct the failing grade. If they must attend summer school or night school through a public school program in order to earn a passing grade for graduation requirements, the cost is additional and is the responsibility of the parents. We will do everything we can to make sure your child has the opportunity to make up the credit with Town & Country.



## V. WHAT SHOULD I WEAR?

Town & Country School has a standardized dress code for the following purposes:

- To create a positive disciplined environment in the school.
- To assist students in concentrating on academic, personal, and social growth rather than on clothing competition.
- To help reduce peer pressure.
- To create a positive image in the community.
- To eliminate offensive fashions.

The administration and teachers of Town & Country School will maintain and enforce the dress code from the time a student arrives on campus until the student is off campus. **Dress code violations will result in loss of privileges and a phone call to the parent requesting the proper dress. If parents are unable to bring the student a change of clothes, the student will spend the day in the office but will be able to complete their assignments.**

### A. Dress Requirements

It is expected that Town & Country School students will be neat, clean and appropriate in their dress on campus or when participating in a school function off campus. The wearing of hats, caps, scarves, or sunglasses will not be permitted inside school buildings except for medical conditions or school authorized events.

1. Tulsa Technology students must arrive at Town & Country School in uniform.
2. The Administration reserves the right to determine the appropriateness of a student's appearance based on each of the regulations. If students are not properly attired, parents will be required to bring acceptable clothing to the school office, if contacted. If parents are unavailable, students will remain in the office for the day or until parents arrive with appropriate clothing. We request that these policies be monitored at home so we do not use school time unnecessarily.

### Dress Requirements for the 2017-2018 School Year

	<b>Girls</b>	<b>Boys</b>
<b>Shirts</b>	Polo style shirt or T&C t-shirt in Burgundy or Grey, short or long sleeves	Polo style shirt or T&C t-shirt in Burgundy or Grey, short or long sleeves
<b>Undershirts</b>	White Only	White only
<b>Pants</b>	Blue Jeans or blue cotton, plain pocket, no decoration or attachments. Proper size and fit are required, no low riders or holes	Blue Jeans or blue cotton, plain pocket, no decoration or attachments. Proper size and fit are required, no low riders or holes
<b>Capri Pants</b>	Blue Jeans or blue cotton, plain pocket, no decoration or attachments to the pants. Proper size and fit are required, no low riders or holes	Blue Jeans or blue cotton, plain pocket, no decoration or attachments to the pants. Proper size and fit are required, no low riders or holes
<b>Shorts</b>	Blue Jean shorts or Navy blue cotton walking shorts. No shorter than 4" above the knee. Proper size and fit are required, no low riders	Blue Jean shorts or Navy blue cotton walking shorts. No shorter than 4" above the knee. Proper size and fit are required, no low riders
<b>Hoodies</b>	Only Town & Country School hoodies may be worn in the building and in classes. Throughout the day.	Only Town & Country School hoodies may be worn in the building and in classes. Throughout the day.
<b>Shoes</b>	Any tennis shoe or low heeled slip on loafer or tie style loafer	Any tennis shoe or low heeled slip on loafer or tie style loafer

	or boot. No high heels or platform shoes.	or boot. No high heels or platform shoes.
<b>Gym/PE for High School</b>	Knee length basketball shorts in cotton or knit T-shirt, solid colored Tennis shoes	Knee length basketball shorts in cotton or knit T-shirt, solid colored Tennis shoes
<b>Lower School</b>	Girls may wear jumpers, skirts or cotton pants in navy blue.	

Additional Items:

- Students must keep their hair clean and out of their eyes.
- The wearing of hats, caps, sunglasses or scarves will not be permitted inside school buildings except for medical conditions, religious reasons or school authorized events.
- The administration reserves the right to determine the appropriateness of a students' appearance based on each of the preceding regulations. If students are not properly attired, parents may be required to bring acceptable clothing to the school office. We request that these policies be monitored at home.

## **B. Significant Reminders**

1. Chain wallets are not permitted.
2. Sagging is not tolerated or permitted at any time.
3. No baggy pants, shorts or skirts permitted including JNCO/JNCO style pants or shorts.
4. Students may wear Town & Country logo sweatshirts for warmth in the classrooms, but jackets must be placed in lockers or cubbies.
5. Hair is to be well groomed and clean. Bangs should be kept out of the eyes.
6. The wearing of hats, caps and scarves will not be permitted inside the school building except for medical reasons, religious reasons or on "Hat Day".
7. A teacher/administrator shall have the authority to determine appropriateness of dress code.
8. If you are unsure of the appropriateness of a particular item of clothing please, clear the item through the principal prior to wearing it.

**The school reserves the right to modify the dress code throughout the year as is deemed necessary.**

## VI. WHAT IS EXPECTED OF ME?

### **Guidance Philosophy**

The staff is dedicated to the following principle: The development of inner discipline is an important life skill, accomplished by:

1. Offering opportunities for learning responsibility of actions and consequences.
2. Offering opportunities to become aware of the rights and needs of others through group orientation.

By employing techniques of trust and acceptance by the adult, redirection of activity and “time-out”, the students will develop a sense of personal control and higher self-esteem. The more mature child is given more freedom of choice with limits set according to their age and stage of development.

### **Expected Behaviors**

#### **General Code of Conduct**

1. Students are expected to be punctual to all classes and assemblies.
2. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures may be suspended from school.
3. Running in the halls and horseplay are strictly prohibited for safety reasons.
4. Gambling, in any form, will not be tolerated.
5. No student will have in his possession (on person, in locker, or vehicle) matches, lighters, fireworks, explosives, weapons (including pocketknives), tobacco, alcohol, illegal drugs, laser pointers.

6. There will be no attempting to sell or distribute any substance (prescription/non-prescription drug).
7. Cheating, lying, or stealing will not be tolerated.
8. Scoffing, scorning or disrespectful remarks or behaviors are not acceptable.
9. Bullying behavior will not be tolerated and may result in forfeiture of enrollment at Town & Country School. This includes bullying involving technology whether it be during the school day or after school hours. This will be addressed in more detail later in the handbook.
10. Playing computer or video games that are of a violent and/or sexual nature will not be tolerated.
11. Students are to remain in Town & Country dress code until they are off campus, unless they are involved in a Town & Country sponsored activity that requires a dress change.
12. Tulsa Techology Center students must arrive at Town & Country School in uniform or change immediately upon arrival.
13. Any verbal or physical behavior of a sexual nature will not be tolerated. This will be addressed in more detail later in the handbook.

Consequences for violation of the General Code of Conduct will result in one of the following forms as deemed appropriate by the teacher(s) and/or Lower School Administrator or Upper School Principal: loss of privileges, detention, removal from the classroom, suspension, and/or forfeiture of enrollment.

**Town & Country Administration is free to add items to this list throughout the school year as deemed necessary.**

We will, whenever possible, employ natural and logical consequences with students to assist with the learning process. However, teachers also have the discretion to use their own consequences with students to accomplish the desired result.

1. In the classroom
  - a. Demonstrate respect for adult personnel and rules.
  - b. Show respect for individual students, teachers and parents.
  - c. Receive permission to leave desk or room after class has begun.
  - d. Maintain a neat and clean atmosphere in the classroom. All trash should be placed in the trash can, not on the floor or inside the desk.
  - e. During a discussion, listen and wait until others are finished before speaking.
  - f. Respect the rights of the teachers to teach and the other students to learn.
  - g. Respect the property of the school and the other students.
2. In the halls

- a. Orderly behavior is expected in the halls. Walk quietly and talk quietly.
  - b. Walk on the right side of the hall to allow safe passage.
  - c. Running is not permitted.
3. In the restroom
- a. Flush toilets.
  - b. Wash hands.
  - c. Throw trash in wastebasket.
  - d. Respect the property of the school.
  - e. If students tamper with items in the restroom or mark on the walls, teacher will escort them to the restroom in the future. **This action may result in an automatic suspension depending on the severity of the damage.**
4. In the cafeteria
- a. Treat students and teachers with respect at all times.
  - b. During lunch, students are permitted to visit quietly with other students at their table.
  - c. Students may sit where they choose; however, if the privilege is abused, students will be assigned seats.
  - d. Respect the property. Any damage to tables, chairs, etc. will be repaired or replaced by the student responsible.
  - e. Students may not change seats once they are seated, and they may not save seats for others.
  - f. Proper manners are expected when handling and/or eating food.
  - g. Students are to clean up their area prior to leaving the cafeteria.
- Inappropriate behavior or language in the cafeteria may cause a student to assist in the cleaning of the cafeteria, to eat alone for the rest of the lunch period, to be assigned to a special seat or location, be asked to eat lunch in another room, or receive a detention, in-house or suspension depending on the behavior.
5. On the school grounds
- a. Students are expected to play non-contact sports.
  - b. Students are to remain visible at all times.
  - c. Shoving, pushing or roughhousing done “in fun” will be considered fighting and may result in suspension. We have students with difficulty with social situations and perception issues.

Students who are unable or unwilling to follow rules will lose free time and may be removed from the other students for a defined period of time. If the behavior is inappropriate or unsafe, the student may be required to miss a desired activity. If the student is unwilling to change their behavior, this could

result in implementation of a behavior plan with expulsion as the ultimate consequence.

### **C. Behavior Management**

Teachers at Town & Country School have been trained and use Jim Fay's Love & Logic approach to discipline. Books on Love & Logic may be checked out through the library.

Teachers also utilize positive reinforcement in the classroom to reward exemplary behaviors. In the event of student disruptions or unacceptable behaviors, teachers will practice a partner teacher method in order to redirect the student behavior. Isolation may be used if a student still maintains difficulty in the classroom environment. Once a student is removed from the classroom, he/she will be monitored while working on academic tasks. During this time, students may not have contact with their peers. If a student's behavior does not improve, the school's disciplinary team will make the decision to place a student on a positive behavior plan. The School Disciplinary Team is made up of the teacher, assistant, school counselor, speech pathologist, school counselor, clinical psychologist, principal and executive director. The ultimate goal is to make the best decisions possible for the student's educational future as well as the educational environment of all students.

### **D. Electronics**

Students are permitted to use phones, tablets, ereaders first thing in morning. Once students leave the cafeteria, these items must be kept in a student's backpack or pocket until their classroom teacher indicates they may use the items. Students may not walk down the hall wearing their earbuds or headphones. These items must be stored away in the backpacks or pockets until the teachers indicate their use is needed. If a student uses these devices inappropriately or at an inappropriate time, they will be asked to give them to the teacher and will be returned at the end of the day. If the issue occurs more than once, the school will keep the item for 3 school days. If the incident occurs again, we will ask that the item not be returned to school for the remainder of the school year. Inappropriate use is talking on the phone, texting, checking email or playing games.

### **E. Student Relations**

Public displays of affection will not be tolerated in the school environment. If students are involved in relationships with one another, mature and platonic behavior is expected. All students must keep their hands to themselves at all times.

### **F. Profanity & Inappropriate Gestures**

Profanity, rudeness, and inappropriate behavior, language, or gestures will be considered disruptive to the learning environment and are subject to disciplinary

action. This could result in removal from the classroom, detention, in-house ½ day or whole day, and suspension.

### **G. Fighting**

Town & Country School promotes a positive self-image in the student population, and knows that students learn best in a safe and secure environment. Fighting may result in a suspension for three days and/or forfeiture of enrollment. This includes both parties involved regardless of who started the fight. Our goal is to encourage non-violent means to solve conflict.

### **H. Harassment, Sexual Harassment and Bullying**

Harassment and Bullying are defined by the state department of education as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students or about a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Any incidence of harassment or bullying must be reported to a staff member and all instances will be investigated by the administration.

Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student or staff member. All students, employees, and non-employee volunteers are strictly prohibited from engaging in any form of sexual harassment. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report all such incidents to his or her teacher, principal, counselor or executive director. The procedure for this type of incident is as follows:

Once the incident is reported to administration, an investigation will be conducted. Information regarding the incident will be documented and presented to the disciplinary team. The disciplinary team will engage in due process and determine the appropriate consequences. The School Disciplinary Team is made up of the teacher, assistant, school counselor, speech pathologist, school counselor, clinical psychologist, principal and executive director. A conference will be held with the offended party to discuss how best to support them moving forward.

### **I. Guns and Weapons**

Any student who knowingly brings any type of gun or weapon, firearm, paintball guns, replica guns, or pellet guns will forfeit their enrollment at Town & Country immediately.



## **J. Destruction of Property**

We take pride in our facilities at Town & Country School. When a student intentionally destroys or damages school property, he/she is personally liable financially and subject to disciplinary action by the school administration. Students may be suspended or forfeit enrollment from school, and will be required to pay for and/or repair the damaged or vandalized property.

## **K. Cheating**

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Cheating includes, but is not limited to, sharing of tests/quizzes, taking the teacher's book without permission, changing grades or plagiarism on any written assignment. If a student is caught cheating on a test or other classroom work, zeros will be given to the students involved. No provisions are made to make-up or otherwise receive credit for the work or test in question. Parents will be notified of the situation, which may result in suspension or expulsion.

## **L. Plagiarism**

Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source, as defined by the Council of Writing Program Administrators. The use of on-line material, printed resources and the work of other students is considered plagiarism. Disciplinary action will be taken if students are proven to have plagiarized assignments and may result in a zero for the assignment, a detention or other appropriate consequence.

## **M. Tobacco**

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property, and at school sponsored functions 24 hours a day, 7 days a week. This includes e-cigarettes. Products will be confiscated and parents will be notified of suspension and/or forfeiture of enrollment. If students are participating in a tobacco cessation program, they must have a letter from their doctor stating the type of cessation method the student is using or a prescription from their doctor.

## **N. Drug and Alcohol Testing**

It is the goal of Town & Country School to maintain a drug and alcohol free school. Drug and alcohol use is prohibited at all times. If a student displays physical symptoms

or manifestations of being under the influence on a non-prescription drug or alcohol, drug and alcohol testing may be required. Reasonable suspicion of drug or alcohol use may include but not be limited to a report by students, staff, or parents. Students who refuse to participate in a requested drug or alcohol test will forfeit their enrollment from school. A positive test result will result in the student forfeiting their enrollment from Town & Country School. The student or his parents shall pay all costs of testing for drugs or alcohol.

The following substances may be tested for: Alcohol, which means ethyl alcohol (ethanol), or any substance which is illegal for a student to sell, possess, use, distribute or purchase under Oklahoma or Federal law, including but not limited to amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methacholine, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed above.

If a student is caught with illegal drugs in their possession, this is cause for immediate expulsion.

#### **O. Threat to Self or Others**

A parent/guardian will be notified any time a student discloses or is suspected of suicidal intentions or of causing harm to others. The administrator and counselor will meet with the student immediately to determine the severity of the threat. For the safety of all students, a parent may be advised to seek assistance outside of school. A list of agencies and emergency numbers will be made available. Town & Country school is not responsible for providing these services. Parents may be requested to have their child seen by a qualified professional. Psychologist or counselor will be required to provide a letter stating the child is not a danger to themselves or others prior to returning to school.

#### **P. Outside Counseling**

Should the school deem it necessary, the school reserves the right to require students to receive counseling from an outside professional, licensed counselor as a condition of enrollment at Town & Country. The parents shall be responsible for all costs of such counseling.

#### **Q. Search Policy**

The building administrator or teacher of Town & Country School, upon reasonable suspicion, shall have the authority to detain, search or authorize the search of any pupil, property, locker or vehicle of said student during the course of the school day or any school function. This search would be specifically for any illegal items in the possession of any student (i.e., weapons, alcohol, controlled substances etc.) The search shall be conducted by an adult of the same sex as the person being searched and

shall be witnessed by at least one other authorized person, said person to be of the same sex if possible. If illegal items are found, the student may be suspended or expelled.

## **R. Health Education**

AIDS (Acquired Immune Deficiency Syndrome) Education is required by Oklahoma state law and will be provided for students in seventh, ninth and twelfth grades. The curriculum developed by the state will be utilized. Parents will be notified of the meeting. If a parent does not wish to allow their child to participate in the AIDS Education Program, they must notify the school in writing.

## **S. Suspension/Forfeiture of Enrollment**

The following are considered unacceptable behaviors and may result in suspension or forfeiture of enrollment:

- Physical, sexual, verbal or cyber harassment
- direct disrespect or disobedience toward a teacher or staff member
- extreme disruption to the learning environment
- once at school, leaving school property or a school-sponsored trip without direct permission of a faculty or staff member
- bringing to or possessing contraband on the Town & Country campus (This includes, but is not limited to, smoking materials, lighters, matches, controlled or dangerous substances, intoxicating beverages, tobacco, weapons, pocketknives and pornographic materials.)
- theft
- willful destruction of school or personal property
- cheating/plagiarism
- fighting
- possession of stolen property
- driving violations
- bullying in verbal, physical or cyber methods

If a student is suspended from school, a parent will be notified by phone or letter informing the parent of the conditions of the suspension.

These behavioral incidents will be presented to the discipline team. Our ultimate goal is to alter behavior. As a result of these behaviors, a student may be placed on a behavior plan. If the plan is not followed, the student will lose their placement at Town & Country School.

**Students may receive work to complete at home while suspended, but NO credit will be given.**

If a student forfeits his/her enrollment by violating the Town & Country behavior code, the Lower School Administrator, Upper School Principal or Executive Director will contact parents. If a child forfeits enrollment from Town & Country there will be no reimbursement of tuition for the rest of the semester in which the child forfeits enrollment.

#### **T. Conditional Enrollment**

**All Town & Country students are enrolled on a conditional basis.** Academic performance, behavioral and emotional functioning, peer relations and parental involvement will be routinely monitored to ensure that enrollment at Town & Country School is in the best interest of the student and Town & Country School.

### **VII. EVERYTHING ELSE I NEED TO KNOW**

#### **A. Financial**

Acceptance to Town & Country School is granted based on the agreement by parents or guardians to pay their tuition according to the agreed upon tuition schedule and payment plan. Town & Country School depends upon every family paying their tuition on time so that the educational program of all students can continue as planned.

By making application to Town & Country School parents agree to the following financial conditions:

1. I understand that enrollment fees are non-refundable and that all textbooks must be returned in good condition at the end of the school term or upon withdrawal. Students will pay the replacement cost of any books not returned or returned in non-usable condition.
2. I understand that all accounts must be current for grade cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. Graduation diplomas will be issued to those students whose accounts are current.
3. I agree that any time the school receives an insufficient funds check, I will pay Town & Country a \$40 handling fee (\$20 for the ISF and \$20 late payment fee) in addition to any fees my bank may charge.

4. I agree that if my account is not current on the 1<sup>st</sup> day of each month, my child will not be allowed to attend class until the tuition account is brought current. This includes tuition, lunch and before and after school care. **This will be enforced.**
5. **Students with an outstanding balance, which is not brought current over the summer, will lose their enrollment at Town & Country School. If you have a balance please, contact our office manager at ext. 100.**
6. **In addition, all seniors must have all charges, fees, before and after school care, tutoring charges and tuition paid no later than May 10<sup>th</sup> in order to participate in commencement exercises.**

#### **B. Student Withdrawals/Refunds**

Intent to withdraw must be in writing to the building administrator. Withdrawal from the school requires a two-week, written notice. According to the registration contract, parent/guardian agrees to pay the pro-rated tuition due for the semester in which the withdrawal or forfeiture of enrollment occurs.

#### **C. Tuition Assistance**

Town & Country administers a nondiscriminatory tuition assistance program with funds received from the private donors and foundations. Tuition assistance is based on financial need and funds are often fully disbursed early in the school year. Once a student has been approved for enrollment, the family is eligible to apply for financial aid. If a student receives monies from the Lindsey Nicole Henry Scholarship, they are ineligible for the Town & Country School Tuition Assistance Program. For more information regarding this program, please contact our Office Manager at 296-3113, ext. 100.

#### **D. Money**

The school recommends that students not be allowed to bring large sums of money to school. The school cannot be responsible for lost money.

#### **E. Food**

Gum, candy, and beverages are not permitted to be consumed or opened while in the building without teacher permission. If a lunch is brought to school, it must remain in a student's locker or the refrigerator until lunch. Students or staff will not sell food items, unless it is a designated fund-raiser. Energy drinks are considered a drug and may not be brought onto school campus. Energy drinks can affect and interact with a students' other medications. **\*\*We are a peanut/nut free school.\*\***

## **F. Lockers**

Every Middle School and High School students will be assigned a locker. **Students may not share lockers.** The lockers require a key. We will provide keys at the students or parents request. If they misplace their key, they may get a copy from the principal.

## **G. School Cancellations**

The condition of the city streets is the determining factor whether or not school will be in session. Local television and radio stations are notified only if school is cancelled. **When Tulsa Public Schools is out for inclement weather, Town & Country School will also be closed.**

## **H. Telephone**

Students will not be allowed to make or accept telephone calls except in the case of an emergency. The teacher, Lower School Administrator, Upper School Principal or Executive Director, will define the emergency. Email is the best and preferred method of contact with the teachers.

## **I. Parent/Teacher Conferences**

1. **P.E.C. Conferences** - All students will have an individualized Plan for Educational Care. After a reasonable evaluation period, an annual "P.E.C." meeting will be held with the parents, teacher, related service personnel and building administrator. At this time, the annual goals and objectives for the student will be determined and agreed upon by all parties. We encourage all parents to attend the conference with their child's record teacher. If you would like to have a meeting with all of your child's teachers, you may notify the record teacher or the principal and one will be scheduled.
2. **Conferences** - During the year, two parent/teacher conference days are scheduled. They will be held in October and May.
3. **Additional Conferences** - These may be scheduled as needed by the parents or teachers. If you are requesting a parent conference, you should call ahead and schedule with the teacher or principal.

## **J. Lost & Found**

Lost & Found items should be turned into the Principal's Office so they can be placed in the Lost & Found area. Parents and students should check with the office if an item is missing. Articles not claimed will be given to a charitable organization at the end of each semester. *Please label all items of clothing, lunch pails and backpacks.*

## **K. Health Services**

**Medication Authorization forms** must be completed by a parent or guardian and accompany all medication to be given to the Main Office. All medication must be brought to school in the original container with the student's name. **Prescription medication must be in currently dated prescription bottle appropriately labeled by the pharmacy.** Parents may request the pharmacist to dispense two bottles of medication; one for home and one for school. **Any changes in prescriptions or dosage must have a new Medication Authorization form.** Medication that is not reclaimed by the last day of school will be destroyed according to school policy. **Students are not allowed to carry medication, keep medication in their desks or lockers, or give medication to other students.**

**Self administered inhaled-asthma medicine** – The school will permit students to self-administer asthma medication with written authorization from **parent and physician.**

Head lice are contagious and should be reported to your child's principal. Students with head lice will not be able to attend classes until all head lice have been treated.

## **L. Health Symptoms**

If your child exhibits any of the following symptoms **please do not bring your child to school:**

- fever of 100 degrees or higher within the last 24 hours.
- vomiting or diarrhea within the last 24 hours.
- unusual coughing, runny nose and eyes.
- rashes on the skin.
- Pink eye

If you are notified that your child is exhibiting any of these symptoms, **please pick your child up immediately from school.**

## **M. Physical Education Excuses**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time, which the limitation is valid.

## N. Immunization Information

Immunizations are free of charge at the Tulsa County Health Department. Phone: 582-9355.

1. Requirements - The following immunizations are required for a child to be enrolled in school. These must be verified by a doctor, nurse or other authorized health clinic professional in written form:

As general rule, healthy children between the ages of fifteen months and five years of age require at least:

- (a) three doses of polio vaccine;
- (b) four doses of DPT vaccine;
- (c) one to four doses of HbCV (HIB), depending on the child's first dose of HbCV; and
- (d) one dose each of measles, mumps and rubella vaccines administered on or after the first birth date.

**Only those students who have the required immunization will be allowed to attend class.**

K through 7<sup>th</sup> grade:

DTP	5 doses (exception: 4 doses if the 4 <sup>th</sup> dose given on or after 4 <sup>th</sup> birthday)
Polio	4 doses
MMR	2 doses
Hepatitis B	3 doses
Hepatitis A	2 doses
Varicella	1 dose or history of disease

Eighth and Ninth Grades:

DTP	5 doses
Polio	4 doses
MMR	2 doses
Hepatitis B	2 or 3 doses (series of 2 or series of 3)
Hepatitis A	2 doses (series of 2, 6 months apart)

Tenth-Twelfth Grades:



DTP	3 doses
Polio	3 doses
MMR	2 doses
Hepatitis B	2 or 3 doses (series of 2 or 3)
Hepatitis A	2 doses

Exemption forms are available for those who have medical, personal or religious reasons for incomplete immunization records.

2. Records - All children are required to have an immunization form on file documented by a private physician or The State Health Department. The form must be returned to the office no later than the first day of school. No child may begin the current school year without an up-to-date record of his/her immunizations to be kept at school.

#### **O. Injuries**

If a student is injured during the school day, the student must report the injury to the teacher on duty. If the injury requires treatment, the Teacher or Principal will determine whether the school can apply first aid or the parent needs to be called. In the event of a medical emergency, the school will attempt to locate the parent(s). If this is unsuccessful, the school will transport the student to a medical treatment center.

#### **P. Medication Regulations**

1. **Prescription Medications** - Medication must be brought to school in its original container with the physician's name, date and dosage. An authorization form to administer medication, signed by the physician and the parent, must be on file in the Main Office.
2. **Over-the-Counter Medications** - Town & Country School has pain relievers and cough drops available to students. If the parent has signed a permission form, the teacher will administer these when he/she feels that it is in the best interest of the child. If the parent has not signed a permission form, the parent will be contacted prior to the administration of any over-the-counter medications.
3. **Administration** - All medications will be kept in the specified, locked area. Student Affairs Coordinator, Building Administrators, Teachers and/or Assistants are responsible for the administration of medication. Students will be monitored when taking their medications to be certain that they are ingesting them. Initials of the person administering the medication must be placed in the corresponding space

on the medication administration log to indicate that the correct dosage was administered at the correct time.

4. **Self Administered Inhaled-Asthma Medicine** – The school will permit students to self-administer asthma medication with **written authorization from parent and physician.**

## **Q. Field Trips**

### **1. Transportation**

Several times throughout the year, the students are taken on field trips. The parents are asked to assist with driving. If a student is transported in your car, he/she must wear a seatbelt. We encourage parents to participate; these trips are educational and FUN and they allow parents to get to know the other students. Only licensed and insured Town & Country staff and/or parents shall provide transportation.

### **2. Late Arrivals**

If a student is late and the class has already left for the field trip, the parent is responsible for seeing that the student gets to be field trip destination. If this is not possible, the student will be placed in another classroom or in the office until his/her class returns.

### **3. Permission Slips**

**A permission slip must be on file by due date, for each specific trip, in order for the student to attend.** If a student is not permitted to go on a field trip due to parent or teacher request or school suspension, the student should remain home on the day of the field trip. Students wishing not to participate in a field trip are required to attend school for the day.

## **R. Child Abuse/Neglect**

Any employee of Town & Country School having reason to believe that a child has been abused or neglected shall report the matter promptly to the Department of Human Services. **Failure to do so is a misdemeanor.**

## **S. School Visitors**

All school visitors must sign in at the reception desk and obtain a visitor badge.

## **T. Address Changes**

Whenever there is a change of address or phone number, please call the office and notify us of the change. The same is true for changes in doctors' and/or emergency numbers and people who are authorized to sign your student(s) out once they have been brought to school.

#### **U. Advertising/Brochures/Fliers**

It is the policy of the school to require administrative approval of all advertising announcements, brochures, fliers, posters, etc., from students, parents, staff, or outside agencies before they can be displayed or posted on campus.

#### **V. Computers**

Access to computers is a privilege that is taken very seriously. When accessing the Internet, students have an opportunity to gain access to materials that do not support the educational goals of the school. Those who access the Internet are expected to follow the network etiquette. Failure to follow network etiquette standards established by the school will result in suspension of computer privileges. Vandalism or tampering with or altering of computer hardware, software, school or student data or classroom furnishings will result in cancellation of all computer privileges until a time deemed suitable by the Building Administrator. The same will be true for any student who tampers with network or computer security, installs unauthorized software on any computer, uploads or creates a computer virus, or downloads files, graphics, or images that do not support the educational goals of the school. Students who access sexually oriented material or materials associated with violence or the occult will be subject to forfeiture of enrollment at Town & Country. Bringing games from home and installing them on Town & Country computers is prohibited.

#### **W. Housekeeping**

Each student is expected to do his/her part in keeping the classrooms, hallways, locker rooms, gym and campus clean. Trash containers are located in each classroom, hallways, and restrooms.

#### **X. Pets**

No pets or animals are authorized in the buildings except when pre-approved by the building administrator.

#### **Z. Pictures and Videos**

Parents who do not wish to have their student photographed or video-taped should complete the publicity release form indicating this.

#### **AA. School Calendar**

A monthly activities calendar will be available on Teacherease before the beginning of each month. The building principals will also send out weekly updates and reminders.

#### **BB. Asbestos Remediation**

In compliance with the U.S Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 2011, we performed inspections of our building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. During this re-inspection an accredited management planner reviews the results of the re-inspections and recommends actions we should take to safely manage each asbestos material in our buildings.

These asbestos inspection results and asbestos management plan are available for review during normal school hours (Monday through Friday, 8:00 am – 4:30 pm). The Asbestos Program manager, Loretta Keller, is available to answer and review these documents with you upon appointment at 918-296-3113.

### **Town & Country School Creed**

I am a Town & Country School student destined for success.

I am responsible for the choices I make today.

I will advocate for the way I learn.

I will respect myself for accepting the challenge to become the best I can be.

I will respect others by actions and words that build up and not tear down.

I believe this is my time and my place.

### Handbook Acceptance and Agreement

By signing this page, you are acknowledging receipt of the handbook and acceptance of all policies contained herein. In addition, by signing this, you agree to abide by all such policies and procedures.

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Parent

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Student

This document must be turned in to the administration by the first day of the 2017-2018 school year.

Thank you,

Town & Country School Administration