



WHERE DIFFERENCES ARE OUR STRENGTH

TOWN & COUNTRY SCHOOL HANDBOOK 2025-2026

Town and Country School Faculty and Staff

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Mission Statement:

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

Philosophy:

We believe every child deserves an individualized education that supports both academic and social success while instilling responsibility, values, and respect for self and others. We celebrate and cultivate each child's unique strengths through engaging, interactive instruction designed to spark curiosity, encourage discovery, and inspire a lifelong love of learning.

Lower and Middle School Approach:


Town and Country's Lower and Middle Schools offer a language-based curriculum that emphasizes core academics and the development of social skills. Our program ensures continuity across grade levels and promotes student success through close collaboration between school and families.

Upper School Approach:


Town and Country's Upper School provides a nontraditional academic setting that focuses on individual growth and personal accountability. Our goal is to prepare students for post-secondary opportunities by nurturing self-awareness, independence, and the skills needed for future success.

School Information

Main Office:

 918-296-3113

To Report Absences:

 918-296-3113 ext. 0103

 Email: tstone@tandcschool.org

Daily Schedule

- **7:30–7:55 AM** | Students may enter school buildings.
 - Lower School: Report to Library
 - Middle School: Report to Library
 - High School: Report to Cafeteria

Note: No student should be on campus before 7:30 AM unsupervised.
- **7:55–8:00 AM** | Students report to homeroom or 1st period class
- **8:00 AM–3:00 PM** | Middle School & High School Hours
- **8:00 AM–3:20 PM** | Lower School Hours
- **3:20–5:30 PM** | Aftercare available in the Library

Office Hours:

 7:45 AM–3:45 PM (Monday–Friday)

Academic Policies & Procedures

Accreditation

Town and Country School is accredited by the **Oklahoma State Department of Education**.

FERPA (Buckley Amendment)

Town and Country School follows the **Family Educational Rights and Privacy Act (FERPA)** to ensure the privacy of student records.

- It is the responsibility of parents/guardians to submit any court-issued custodial documents.
- Without court documentation, both parents will be treated as having full legal custody.
- Non-custodial parents may receive student records unless a court order states otherwise.

Confidentiality Policy

We respect the right to student and family privacy.

Personal information (e.g., phone numbers, addresses, emails, and employment details) will not be released without written consent.

Parental permission is required to release **personally identifying student information**, including:

- Academic, health, financial, and attendance records
- Standardized and developmental testing results
- Disciplinary records or incident reports

Exceptions may apply in cases involving court orders, state mandates (e.g., truancy), or other legally binding requirements. Parents will be notified when such releases occur.

Conferences

PEC Conferences

Each student will have a **Plan for Educational Care (PEC)** developed annually following an evaluation period.

- Meetings will include parents, the student's homeroom/record teacher, related service providers, and a school administrator (if applicable).
- Goals and objectives for the student's academic year will be discussed and agreed upon.
- Parents are encouraged to attend with their child's homeroom/record teacher.

Scheduled Parent-Teacher Conferences

Two formal conference dates occur each year:

- **October**
- **May**

Additional Conferences

Parents or teachers may request additional meetings as needed.

- Please call ahead to schedule with a teacher.
- *Note: Drop-in visits before or after school are discouraged and may not be accommodated.*

Extra-Curricular Activities

At Town and Country School, we believe in supporting the whole child through enrichment opportunities that foster creativity, collaboration, and leadership. Club availability may vary depending on student interest.

Lower School Clubs

- Art Club
- Lego Club
- Production Club
- Running Club

Middle School Clubs & Sports

- Art Club
- Basketball (8th Grade only)
- Bowling
- Cheerleading
- Lego Club
- Production Club
- Running Club

High School Clubs & Sports

- Art Club
- Basketball
- Bowling
- Cheerleading
- Chess Club
- Crochet Club
- Lego Club
- National Honor Society
- Production Club
- Running Club

Note: Clubs may be added or discontinued based on student interest and participation.

Failing Grade Notification – High School Only

If a student earns an “F” in any high school course:

- The student will be notified and options to recover the grade will be discussed.

- Whenever possible, we will arrange for credit recovery during the regular school day.
 - In some cases, the **Edgenuity online credit recovery program** may be used.
 - If necessary, **summer school or night school** through a public school may be required.
 - Costs for external programs are the responsibility of the parent.
 - Our goal is to support every student in regaining academic standing at Town and Country.
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Eligibility for Clubs & Sports

Academic eligibility is required for participation in extracurriculars:

- **Probation Week:**
 - If a student receives a **D or F**, they may continue participating for one week on probation.
 - **After One Week:**
 - If the student still has a failing grade, they may not participate in the club or sport.
 - The student will be encouraged to attend **Homework Club** (high school only) for academic support.
 - **Attendance Requirement:**
 - Students must attend **at least half the school day** on the day of the event in order to participate, unless otherwise approved by an administrator.
-

Field Trips

Town and Country School values experiential learning and provides educational field trips throughout the year.

Transportation

- Parents may be asked to drive for field trips.
- Students must wear seatbelts at all times.
- Only **licensed and insured** drivers may transport students.
- Parents must submit **copies of their license and insurance** to the school office.
- **No unplanned stops** are permitted during transport.

Late Arrivals

- If a student arrives after the class has departed:
 - The **parent must transport the student** to the field trip destination.
 - If that is not possible, the student will remain at school in another classroom or in the office.

- Lower and Middle School students who are not participating in a scheduled field trip will be asked to remain at home, as regular classes will not be in session on that day.

Permission Slips

- A signed permission slip **must be submitted by the deadline** for each trip.
- If a student is not permitted to attend due to parental request or behavioral reasons (e.g., suspension), the student must remain at home during the trip.
- Students who choose not to attend the field trip are still expected to report to school that day.
- Lower and Middle School students who are not participating in a scheduled field trip will be asked to remain at home, as regular classes will not be in session on that day.

High School Students

- High school students **may not drive** to or from field trips under any circumstances.
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Grading and Report Cards

Lower & Middle School

- Report cards are issued **quarterly (4 times a year)**.
- Grade reports are available on **Teacherease**, with **hard copies** sent home at the end of each quarter.

High School

- High school students receive **semester grades only** (2 times a year).
- Grade reports are sent home at the **end of each semester**.

Progress Monitoring

- Parents can check student progress at any time on **Teacherease**.

Health Education

In compliance with **Oklahoma State Law**, Town and Country School provides **AIDS (Acquired Immune Deficiency Syndrome) Education** to students in appropriate grade levels using the **state-developed curriculum**.

- Parents will be notified prior to instruction.

- If a parent does **not wish their child to participate**, they must submit a **written opt-out notice** to the school administrator in advance.
-

Homework Policy

Homework supports the development of **academic responsibility**, reinforces class instruction, and encourages **independent learning**.

- The amount and type of homework are determined by each teacher, based on student needs and learning styles.
- Parent involvement is encouraged to ensure assignments are completed.
- Consistently missing homework may negatively affect test performance and grades.

High School Homework Guidelines

- Assignments are due at the **beginning of class** on the due date.
- **Late Work Penalty:**
 - Up to **24 hours late**: $\frac{1}{2}$ credit
 - More than 24 hours late: **0 (zero) credit**
- Applies to **virtual and remote work** as well.

Middle School Homework Guidelines

- Due to block scheduling, homework is not assigned daily.
- Incomplete classwork must be finished at home and returned **the next day**.
- **Late Work Penalty:**
 - 1 day late: 50% credit
 - After that: **0 (zero) credit**
- Applies to **virtual and remote work** as well.

Lower School Homework Guidelines

- Homework expectations vary by teacher and classroom.
 - Policies will be communicated directly by the classroom teacher.
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Late Work Policy

- **Planned Absences (e.g., vacations):** Work is due **upon return**.
- **Illness-related Absences:** Students have **one day per day absent** to make up work.
- If more time is needed due to extenuating circumstances, parents must **contact the teacher** directly to make alternate arrangements.

Lunch Guidelines

- Students must bring lunch from home.
 - **Middle & High School:** Microwaves available.
 - **Lower School:** Lunchroom staff will assist with heating meals. Students may **not microwave food themselves**.
- Vending machines are available during lunch, but should not be relied upon for full meals.
- **No food deliveries** (e.g., DoorDash, Uber Eats) are allowed.
- Parents/guardians/grandparents may eat lunch with their student—please **sign in** and get a visitor badge at the front desk.

Lunchroom Expectations:

- Food must be eaten in the cafeteria under teacher supervision.
- Food storage:
 - Lower School: Cubbies
 - Middle School: Hallway ledge
 - High School: Lockers
- **No food or drink is allowed in classrooms** without teacher or administrative approval.
- Students may bring **clear, unflavored water** for use during the day.

 **Please note: Town and Country School is a NUT-FREE facility.**

Promotion, Retention & Graduation Requirements

College Prep Track (23 Units Required)

- Language Arts – 4 units
 - Mathematics – 3 units
 - Science – 3 units
 - History & Citizenship – 3 units
 - Electives – 6 units
 - Additional Core – 1 unit
 - Computer Technology – 2 units
 - Fine Arts – 1 unit
 - Personal Financial Literacy – *Passport Required*
 - CPR/AED Training – *Required*
-

Core Track (23 Units Required)

- Language Arts – 4 units
 - Mathematics – 3 units
 - Science – 3 units
 - History & Citizenship – 3 units
 - Electives – 8 units
 - Computer Technology – 1 unit
 - Fine Arts – 1 unit
 - Personal Financial Literacy – *Passport Required*
 - CPR/AED Training – *Required*
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Alternate Diploma Pathway (23 Units Required)

- Language Arts – 4 units
 - Mathematics – 3 units
 - Science – 3 units
 - History & Citizenship – 3 units
 - Life Skills – 2 units
 - Computer Technology – 1 unit
 - Arts – 1 unit
 - Career Readiness – 2 units
 - Electives – 4 units
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Valedictorian & Salutatorian Eligibility

To be considered for **Valedictorian or Salutatorian**, a senior must:

- Be enrolled in the **College Preparatory Track**
 - Meet **all graduation requirements**
 - Adhere to **attendance guidelines**
 - Demonstrate **good moral character**
-

Testing & College Readiness

- Town and Country School is registered with the **National Secondary School List of the Educational Testing Service (ETS)**.
- Students may take the **ACT** as juniors or seniors.
- **ACT prep courses** are available—contact the principal, counselor, or librarian.
- All 10th grade students will take the **Pre-ACT** at school.

Academic Testing & Evaluation

Woodcock-Johnson IV Achievement Testing

Town and Country School utilizes the **Woodcock-Johnson IV** Achievement Test to assess students' academic progress, as needed.

- Parents will be notified when testing is scheduled.
 - Parents may also be asked to update their child's **IQ scores**.
 - Some assessments require administration by our clinical psychologist; in these cases, parents will be asked to **sign a release form**. Please return signed documents promptly to avoid delays.
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Transitional Services (Upper School)

Town and Country offers a variety of **transitional support programs** to help students prepare for life beyond high school.

For more details on available services and supports, please contact our **Guidance Counselor** at **Extension 0106**.

Tulsa Technology Center (Upper School)

Town and Country partners with **Tulsa Technology Center** to offer **vocational education** and **college preparatory programs** to eligible juniors and seniors.

Key Information:


- Applications open in the **fall** for grades 11 and 12.
 - Acceptance is based on:
 - Attendance
 - Academic performance
 - Teacher recommendations
 - Interviewing skills
 - Students may attend morning or afternoon sessions. Campus assignments are determined by Tulsa Tech and **cannot be requested**.
 - **Transportation** has been provided in the past but is **not guaranteed**.
 - There will be **no Town and Country tuition reduction** for students attending Tulsa Tech.
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Daily Procedures

Absence Procedures

To ensure student safety, parents must report **all absences by 8:00 AM**.

To Report an Absence:

 Call **918-296-3113, Extension 0103**

 Or email: **tstone@tandcschool.org**

Please include:

- Student's name
- Grade or classroom
- Reason for absence

If the office does not receive a call, staff will reach out to confirm the absence. This protocol supports student safety and compliance with Oklahoma State Law.

Appointments & Trips:

- Please schedule medical or other appointments outside of school hours whenever possible.
- Students leaving school for an appointment must be **signed out and back in** at the front desk.
- Family trips should be scheduled on days off as listed on the school calendar.

Before & After School Care

Before Care:

- Students arriving before **7:45 AM** will be sent to before care.
- **Cost:** \$2.00 per day
- Time of arrival is recorded by staff.

After Care:

- Available **3:15–5:30 PM (Grades 7–12)** and **3:30–5:30 PM (Grades 2–6)**
- **Cost:** \$8.00 per hour (minimum \$8.00)
- **Late Pick-Up Fee:** \$25 per 15 minutes after 5:30 PM
- Repeated late pickups may result in removal from the aftercare program.
- **Pick-Up Location:** Lower School entrance on the **North side** of the building.

Arrival Procedures

Middle School (Grades 7–8):

- School hours: **8:00 AM–3:00 PM**
- Drop-off at **Northside circle drive**
- Students wait in the **auditorium** until 7:55 AM

High School (Grades 9–12):

- School hours: **8:00 AM–3:00 PM**
- Drop-off at **South side door**
- Students wait in the **cafeteria** until 7:55 AM

Lower School (Grades 2-6):

- School hours: **8:00 AM–3:20 PM**
- Students may not enter before **7:30 AM**
- Students report to the **library** until 7:55 AM and are then escorted to class

 Please do **not leave children unattended** prior to the doors opening at 7:30 AM.

Attendance Policies

Regular, punctual attendance is crucial to academic success and is a key life skill.

Attendance Requirements

- Students must attend a **minimum of 90%** of school days.
- **More than 10 unexcused absences per semester** may result in:
 - **Loss of course credit**
 - **Students with excessive absences or tardies may be placed on an attendance plan or contract, outlining expectations and consequences moving forward.**
 - **Referral to the Tulsa County District Attorney**, per Oklahoma State Law (Section 232, Title 70-10-106)
- Documentation from a **doctor, counselor, or dentist** is required for absences due to recurring appointments.
- Students enrolled in the College Prep academic track must maintain the required academic performance standards. Failure to meet these standards may result in the student being moved to the Core academic plan, based on administrative review.

- Students on the College Prep plan who are moved to the Core plan will have their classes marked as modified. Modified classes will be recorded as an 'F' on the transcript if student has more than 10 unexcused absences.

Excused Absences Include:

- Illness (with proper documentation)
- Religious observances
- Family emergencies or funerals
- Weddings of family members
- Honors or award ceremonies
- School-sanctioned events

Other reasons will be unexcused unless arrangements have been made in advance.

If a student has excessive absences or tardiness, parents will be required to sign a **truancy contract**. Failure to comply may result in **loss of enrollment**.

Illness & Late Arrival Policies

- If a child is **too sick** to arrive by the start of school, they must remain home the entire day.
 - For **late arrivals** due to special circumstances, please contact **Extension 0103**.
 - Sick children should not attend school even if they are eager to participate.
 - **Remote learning will not be provided** for students on vacation or out for non-medical reasons.
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Make-Up Work

- Students have the **same number of days missed** to complete make-up work.
Example: Absent two days = two school days to turn in missed work.
 - Students aware of an upcoming absence should **communicate with teachers in advance**.
 - For extended illness or planned absences, please allow **24 hours** for teachers to prepare make-up materials.
 - Make-up work is to be picked up at the **front desk**, unless other arrangements are made.
 - All make-up work policies apply to tests, quizzes, and assignments.
-

PE Excuses

- A written note is required to excuse a student from PE.
 - For absences longer than **3 days**, a **doctor's note** is required.
 - All notes should be submitted directly to the **PE teacher**.
-

Doctor/Dental Appointments

- These should be scheduled outside school hours whenever possible.
- In emergency situations, call **Extension 0103** or submit a written note to the main office.

Cancellation of School

School cancellations due to inclement weather will be determined based on the condition of city streets. Local television stations (Channels 2, 6, 8, and 23) will be notified **only** if school is canceled. In addition, parents will be notified through:

- Our emergency notification system
- Teacherease emails
- Local media outlets

If virtual learning will be utilized on a weather-related cancellation day, families will be notified accordingly.

Departures

- Students may remain on campus only until **3:30 PM** unless they are participating in a school-sponsored activity or enrolled in aftercare. **Town and Country School is not responsible** for students left on campus past 3:30 PM.
- **All staff leave campus by 3:45 PM.** Late pick-ups are disrespectful to staff and create safety concerns. **Students remaining on campus after dismissal will be sent to Aftercare, and applicable Aftercare charges will be applied to their account No exceptions.**

Alternate Pick-Up

- If someone other than the parent/guardian is picking up the student, parents must notify the main office at **Extension 0103**, providing the individual's name.
- That person must present a valid driver's license that matches the name given.
- After **3:45 PM**, only individuals on the authorized aftercare pick-up list may retrieve students—**no exceptions**.

Custody Guidelines

- In cases of divorce, if a **non-custodial parent with visitation rights** arrives for pick-up, the child will be released, and an attempt will be made to notify the custodial parent.
 - If a **non-custodial parent does not have visitation rights**, the school **must have a copy of the custody order** or divorce decree on file. This policy applies to both regular and early dismissals.
-

Tardiness

- Students arriving **after 8:00 AM** are considered **tardy**.
- Parents must report to the **Student Affairs Office** to provide an explanation.
- Tardiness disrupts classroom instruction; students are expected to arrive on time.

Excused Tardies

Acceptable reasons include:

- Inclement weather
- Traffic or auto issues
- Medical or therapeutic appointments (with a written note)

Unexcused Tardies

- All other reasons are considered **unexcused** unless deemed a legitimate emergency by administration.

High School Students

- Upon accumulating **three unexcused tardies**, students will be assigned **lunch detention** the following school day.
- Vo-Tech students may serve alternative detentions:
 - Morning Vo-Tech: **3:00 – 3:30 PM**
 - Afternoon Vo-Tech: **7:30 – 8:00 AM**
- Any **tardy over 15 minutes** will be considered an **absence** for that class.

Admissions and Enrollment

Admission Information

Nondiscriminatory Policy:

Town and Country School does not discriminate based on gender, sexual orientation, race, color, religion, national/ethnic origin, ancestry, or marital/family status in the administration of its educational policies and scholarship programs.

Transgender Nondiscriminatory Policy:

Under Title IX, federal law prohibits discrimination based on sex in education. Although Title IX does not explicitly reference “transgender” or “gender identity/expression,” courts and the U.S. Departments of Education and Justice affirm that harassment or discrimination against transgender and gender-nonconforming individuals constitutes illegal sex discrimination. Students have the right to be treated in a manner consistent with their gender identity and to be free from all forms of harassment, discipline, or discrimination related to gender identity or expression.

Enrollment Policy

All students are enrolled at Town and Country School on a **conditional basis**. Ongoing assessment of academic progress, behavior, emotional functioning, peer relationships, and parent involvement helps determine if continued enrollment remains in the best interest of both the student and the school.

Forfeiture of Enrollment

The following behaviors may result in immediate suspension or forfeiture of enrollment:

1. Physical, sexual, verbal, or cyber harassment
2. Direct disrespect or disobedience toward a teacher or staff member
3. Extreme disruption of the learning environment
4. Leaving school property or a school-sponsored trip without direct staff permission
5. Possession of or bringing prohibited items to school, including but not limited to:
 - Smoking materials
 - Lighters or matches
 - Controlled or dangerous substances
 - Alcoholic beverages
 - Tobacco products
 - Weapons or pocket knives
 - Pornographic materials
6. Theft
7. Willful destruction of school or personal property
8. Cheating or plagiarism
9. Fighting
10. Possession of stolen property
11. Driving violations
12. Bullying (verbal, physical, or cyber)

Notification of Forfeiture

If a student violates school policy, the appropriate administrator (Lower/Middle School, Upper School, or Executive Director) will notify the parents. **Tuition will not be refunded** for the remainder of the semester in which the enrollment is forfeited.

Financial Policies

Tuition Agreement

By applying to Town and Country School, families agree to pay tuition according to the established schedule. Tuition payments support the operational needs of the entire school and must be made on time.

Financial Terms and Conditions

- **Enrollment and Book Fees:** Enrollment fees are non-refundable. All textbooks must be returned in good condition at the end of the school year or upon withdrawal. Damaged or unreturned books will incur replacement charges.
- **Payment Method:** All tuition and fees must be paid online at www.tandcschool.org, or by mailing checks to the Business Office.
- **Account Standing:** Report cards, transcripts, and graduation participation are contingent upon all accounts being current.
- **Returned Checks:** A \$40 handling fee will be assessed for returned checks (\$20 insufficient funds + \$20 past due fee), in addition to any applicable bank charges.
- **Monthly Tuition Enforcement:** If an account is not current by the **1st of each month**, the student will not be allowed to attend class until the account is brought current. This includes tuition, before/after care fees, and any other outstanding charges.
- **Summer Balances:** Accounts not settled over the summer will result in loss of enrollment for the upcoming year.
- **Seniors:** All fees and tuition must be paid in full by **May 10th** for seniors to participate in commencement exercises.

Fees

- **Application Fee:** \$75 for all prospective students (non-refundable)
- **Enrollment Fee:** \$250 (one-time, non-refundable for new students)
- **Technology Fee:** \$500 (one-time, non-refundable)

Withdrawals and Refunds

- Withdrawal must be submitted in **writing** to the appropriate administrator.
- A **two-week written notice** is required unless immediate withdrawal is deemed necessary by the school.
- According to the registration agreement, families are responsible for **pro-rated tuition** for the semester during which the withdrawal or forfeiture occurs.

Tuition Assistance

Town and Country School offers a **nondiscriminatory tuition assistance program** funded by private donors and foundations. Awards are based on financial need and are limited. Families may apply once the student has been officially accepted.

Note: Students who receive funding from the Lindsey Nicole Henry Scholarship Program or the Tax Credit Program are **not eligible** for Town and Country's internal tuition assistance.

For more information, contact the Business Office at **918-296-3113, Extension 0100**.

Discipline and Behavior

Behavior Philosophy

At Town and Country School, we believe that developing inner discipline is a critical life skill. Our approach includes:

- Providing opportunities for students to learn responsibility for their actions and the consequences.
- Fostering awareness of the rights and needs of others through a group-oriented setting.

Our staff uses techniques such as trust, acceptance, redirection, and “time-out” to help students gain personal control and build self-esteem. As students mature, they are given greater freedom within age-appropriate boundaries.

Expected Behaviors / Code of Conduct

Students are expected to:

- Be punctual to all classes and assemblies.
- Refrain from using, writing, distributing, or possessing profane, indecent, or obscene language, literature, or images.
- Avoid running or horseplay in hallways (for safety reasons).
- Avoid all forms of gambling.
- Not possess on their person, in lockers, or in vehicles any of the following:
 - Matches, lighters, fireworks, explosives
 - Weapons (including pocket knives)
 - Tobacco, alcohol, illegal drugs, or laser pointers

- Not attempt to sell or distribute any prescription or non-prescription drugs.
 - Refrain from cheating, lying, or stealing.
 - Demonstrate respect toward peers and staff; scoffing or disrespectful behaviors will not be tolerated.
 - Avoid bullying of any kind, including via technology or outside of school hours.
 - Avoid playing video/computer games that depict violence or sexual content.
 - Remain in dress code while on campus unless attending a school-sponsored activity that requires a change.
 - Arrive in dress code or change immediately upon arrival.
 - Avoid any verbal or physical behavior of a sexual nature, which may result in suspension or expulsion.
-

Behavior Management Approach

Town and Country School uses **Jim Fay’s Love and Logic** method of discipline, which encourages:

- Student autonomy and responsibility
- Learning from natural consequences
- Supportive and empathetic guidance from teachers

Teachers also use **positive reinforcement** and may implement a **Positive Behavioral Support Plan** if needed. These plans are developed collaboratively by the student’s educational team (teacher, speech pathologist, counselor, administrator) and approved by the Executive Director.

Lower School - Zones of Regulation

Lower School students are guided using the *Zones of Regulation*, a color-coded system to help recognize and regulate emotions:

- **Blue Zone** – sad, tired, not feeling optimal
- **Green Zone** – calm, focused, ready to learn
- **Yellow Zone** – anxious, frustrated, losing control
- **Red Zone** – angry, panicked, explosive

Students may use the “**Chill Room**” as a calming space to return to the Green Zone before rejoining class.

Specific Behavior Policies

Cell Phones & Electronics

- **Lower School:** No cell phones or smart devices are allowed on campus unless approved by the teacher for special occasions.
- **Middle & High School:**
 - Devices must be **off** and secured in a **Yondr pouch** (provided by the school) upon entering.
 - This includes phones, smartwatches, smart glasses, earbuds, headphones, and wireless devices.
 - Devices must remain in the Yondr pouch from bell to bell.

Cheating / Plagiarism

Cheating includes:

- Sharing answers or tests
- Using unauthorized teacher materials
- Altering grades
- Using AI tools like ChatGPT without permission
- Plagiarism (as defined by the Council of Writing Program Administrators)

Consequence: A zero for the work, no make-up allowed, and parent notification. Continued violations may result in suspension or expulsion.

Destruction of Property

Students who intentionally damage or destroy school or personal property:

- Are financially liable
- Will face disciplinary action
- May be suspended or expelled if behavior is consistent

Drugs and Alcohol

Town and Country is a **drug- and alcohol-free** campus.

- Reasonable suspicion may result in required testing
- Refusal to test or a positive result will result in **forfeiture of enrollment**
- Possession of illegal drugs is grounds for **immediate expulsion**
- Testing costs are the responsibility of the student/parent

Testing may include, but is not limited to:

- Alcohol, amphetamines, cannabinoids, cocaine, PCP, opiates, barbiturates, benzodiazepines, hallucinogens, synthetic narcotics, designer drugs, etc.

Fighting

- Fighting is prohibited and may result in **suspension or expulsion**
- This includes **all participants**, regardless of who initiated the conflict
- Students are encouraged to resolve conflict through non-violent means

Tobacco & Vaping

- Students are prohibited from possessing or using tobacco products, including e-cigarettes and vapes, on school grounds or during school events. Products will be confiscated, and disciplinary action will follow. Repeat offenses may result in suspension or expulsion.

Harassment and Bullying

Definition (per Oklahoma SDE):

Any pattern of harassment, intimidation, or threatening behavior—physical, verbal, or electronic—aimed at a student or group, with the intent or perceived intent to disrupt the school’s educational mission or harm others emotionally or physically.

Types of Harassment/Bullying:

1. **Sexual:** Unwelcome sexual advances or behaviors, verbal or physical.
2. **Verbal:** Threatening, teasing, insulting, or name-calling.
3. **Social:** Spreading rumors, excluding others, manipulating social groups.
4. **Physical:** Hitting, kicking, tripping, or property damage.
5. **Cyber:** Harassment via social media, texting, or digital platforms.

Reporting and Response:

All incidents must be reported to a staff member. The administration will investigate and convene a **disciplinary committee** which may include:

- Teacher
- Teacher Assistant
- School Counselor
- Speech Pathologist
- Principal
- Executive Director

A support conference will be held with the affected student(s). The administration may include other members in the disciplinary process as needed.

Additional Conduct Guidelines

Profanity and Inappropriate Gestures

Profanity, rudeness, or inappropriate gestures will result in disciplinary action which may include removal from class, detention, suspension, or loss of enrollment.

Threats to Self or Others

Any indication that a student may harm themselves or others will result in immediate involvement from school administration and counseling staff. Parents will be contacted, and a professional assessment may be required before the student can return. Town and Country partners with **Family and Children's Services (FACS)** to provide counseling services when needed.

Student Relationships

Public displays of affection are not allowed. Students must maintain platonic and respectful interactions on school grounds.

Search Policy

With reasonable suspicion, the principal or executive director may authorize a search of a student's person, belongings, locker, or vehicle. Searches will be conducted by a same-gender adult with a second staff member present. Discovery of illegal or prohibited items may lead to suspension or expulsion.

Grievance Procedure

For concerns:

1. Contact your child's teacher first.
2. If unresolved, contact your child's **principal**.
3. If still unresolved, contact the **executive director**.

Medical and Safety Procedures

Emergency Drills

Town and Country School maintains a written emergency plan on file in the school office, updated in 2024.

- Students participate in state-mandated emergency drills including:
 - Two fire drills
 - One disaster drill
 - One lockdown drill
 - One tornado drill
 - One intruder on campus drill
- Drills are conducted twice yearly (fall and spring semesters).
- Fire/disaster procedures are posted in every classroom.
- For safety, all parents and visitors must enter through the front entrance, sign in, and wear a visitor badge while on campus.

Emergency Medical Forms

- Completed emergency medical forms are required by the first day of school.
- In emergencies, an administrator or designee may transport the student to the nearest medical facility.
- Parents will be contacted and expected to meet staff at the medical facility.
- Minor incidents are reported to parents by email or phone, with first aid provided by the school nurse as needed.

Health Services and Medication

- Medication Authorization Forms must be completed and accompany all medications brought to school.
- Medications must be in original containers labeled with the student's name.
- Prescription medications must be in pharmacy-labeled, dated bottles. Parents are encouraged to request separate bottles for home and school.
- Changes in medication require a new authorization form. Unclaimed medication at the school year's end will be destroyed.
- Students are prohibited from carrying or sharing medications.

Health Symptoms — When to Keep Your Child Home

Do NOT send your child to school if they have experienced any of the following within the last 24 hours:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Unusual coughing, runny nose, or eyes
- Rashes
- Pink Eye
- Head lice (students must be treated before returning to school)

Immunization Information

- Immunizations are free at the Tulsa County Health Department: 918-582-9355.
- Immunization requirements vary by age and grade; documentation from a healthcare provider must be submitted by the first day of school.
- Exemption forms are available for medical, personal, or religious reasons but must be properly filed.

Medical Marijuana and CBD Policy

- Medical marijuana is **not allowed on school property**.
- Students with medical marijuana prescriptions must use it off campus.
- CBD oil with no more than 0.3% THC may be administered by a parent/legal guardian in a designated area; self-administration by students is prohibited.

Medication Regulations

- All medications are stored securely and administered by the school nurse or medication technician.
- Middle and high school students may carry EpiPens; younger students' EpiPens are managed by staff unless otherwise authorized.
- Over-the-counter pain relievers and cough drops are available with parental permission.
- Prescription and asthma inhalers require proper authorization forms.

Diabetes and Seizure Plans

- Diabetic Action Plans and Seizure Action Plans must be on file in the nurse's office for students requiring them.

Medication Administration Policy

The intent of this policy is to promote the safe administration of medicines to students by school personnel, outline guidelines for administration of emergency medications, and outline

guidelines for student self-administered medications.

Authorization

Medication and the equipment needed must be delivered to the school nurse, medication tech, front desk attendant, or administration in person by the parent/guardian of the student unless the medication must be retained by the student for self-administration. Town and Country School must have an authorization on file signed by the parent/guardian. The authorization must include:

- Purpose of the medication.
- Time to be administered.
- Whether the medication must be retained by the student for self-administration.
- The termination date for administering the medication as needed for short term medication administration.
 - Short term medications requiring the administration of 10 school days or less, the pharmacy labeled container may be used in lieu of prescribers order as long a medication authorization is signed by a parent/guardian.
- Side effects to be observed, if any, the management of such effects and student allergies to food and/or medicine.
- The Emergency Action Plan, as appropriate.
- Other appropriate information such as the prescribing physician's signature and instructions requested by the school nurse, school administration or other designated school staff.

Special equipment items must be labeled with the student's name and grade. Special equipment items will be restricted to use by the identified student. The equipment must also be listed in the authorization form following the same guidelines. Any equipment used for mobility is exempt and will be allowed without authorization.

The parent/guardian must complete a new authorization form for each change of medication. The parent/guardian must renew the authorization form every school year.

If a student brings medication to the school without a properly completed authorization form and any other necessary forms and requests the nurse or other designated employees to administer the medication, the school will inform the parent/guardian of Town and Country School policy, regulations, and its inability to administer the medication. The parent/guardian may, however, come to the school and dispense the student's medication.

Records Retention

A copy of the completed authorization form will be placed on file in the nurse's office and will be treated as a part of the student's health record.

All health records and forms will be maintained for a minimum of three years after the student has graduated from high school or reaches the age of 21, whichever occurs first, and then

destroyed. If a student withdraws from Town and Country School, a copy of the health records and forms will be maintained as stated in this section.

Medication Records Forms

Standardized Town and Country School medication record forms will be maintained in the school nurse's office within a medication notebook(s). The medication notebook(s) will contain:

- All student medication record forms for the current school year.
- Legal custodian/physician permission forms.

These notebooks will be kept with or near the medication to be dispensed and will be available for review by appropriate school administrators and designated staff.

If a student is noted to exhibit questionable behavior or to raise concerns over the taking of medication, the appropriate school staff will contact the parent/guardian to address the concerns.

Self-Administration of Medication by Students

Students able to self-administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's control under the following conditions:

- A licensed physician or dentist treating the student must provide a written statement that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self-administration of medication.
- The parent/guardian has completed a written authorization for self-administration of medication.
- Parents/guardians electing to have the student self-medicate accept that Town and Country School, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.
- Town and Country School cannot accurately monitor the frequency and appropriateness of use for self-administered medications.
- If the parent/guardian legal custodian and physician authorize self-medication, Town and Country School is not responsible for safeguarding the student's medications or specialized equipment, such as asthma inhalers.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment, i.e., inhalers, etc. If a student engages in these activities, the parent/guardian will be contacted in writing and a conference with the parent/guardian, student, nurse, and other appropriate persons will be scheduled.

- The authorization to self-administer may be revoked if the student demonstrates an inability to responsibly possess their medication. In this situation, the medication may be kept in the nurse's office for use.
- Students will not be allowed to self-administer:
 - Narcotics
 - Prescription pain killers
 - Ritalin or other stimulants
- Students may self-administer injectables according to physician's directives.

Nonprescription Medications Administration

Non-prescription medication will only be administered with written authorization (see authorization form online) of the parent/guardian. School personnel will not administer any nonprescription medication without the consent of the parent/guardian. The medication will be administered in accordance with label directions or written instructions from the student's physician. If a student requests more than the medication label indicates, a written authorization stating dosage amounts must be signed and submitted by the parent/guardian.

Prescription Medications Administrations

Prescription medications will be administered as follows:

- The medication will only be administered with written authorization and instructions. (See the authorization form online)
- The medication must be in the original container that indicates:
 - Student's name.
 - Current date.
 - Name and strength of medication and expiration date.
 - Dosage and directions for administration.
 - Name of the licensed physician or dentist.
 - Date, name, address and phone number of the pharmacy.
- It is the responsibility of the parent/guardian to maintain the supply. A staff member will communicate with the parent/guardian via email when the medication supply is low.
- Medication may be administered in any area of the school, including but not limited to any classroom, hallway, office, auditorium, or cafeteria. If privacy is requested by the

student or parent/guardian, the student may come to the nurse's office to take medication. The goal of Town and Country School is to minimize disruption of the classroom and school day.

- Medication may be given 30 minutes before or 30 minutes after the requested time. This is an unlikely scenario; however, a situation may arise where this cannot be avoided.

Field Trips

If a student needs medication during a field trip, a medication packet will be prepared in advance and given to a trained staff member for distribution. The packet will include: a copy of the medication authorization form, medication to be administered in a labeled container, and emergency medical plans when needed. Emergency medications for students with seizure disorders or diabetes will be sent with authorized staff. All unused medications will be returned to the nurse's office upon return from the field trip.

School staff members administering medications during a field trip/outdoor education experience shall follow the applicable sections of these regulations.

If the student is self-administering medication, the section on the parent's/guardian's permission form must be completed and the "Self-Administration of Medication by Students" section of these regulations must be followed.

Emergency Administration of Medication

Parents/guardians requesting emergency medication administration to a student will be required to complete an **Emergency Action Plan** form for the diagnosed condition at the beginning of each school year. The form lists prescription and nonprescription medications, physician orders for emergency situations and medically diagnosed allergic condition(s) requiring prompt treatment to protect the student from harm or death.

When medications are given in an emergency, the parent/guardian will be notified when feasible. Other appropriate personnel will also be notified.

The recording and documentation of emergency medications administration will be completed in compliance with the applicable sections of these regulations.

Handling and Storage of Medications

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent/guardian to the school. The school nurse or medication assistant must:

- Examine any new medication to ensure it meets the requirements of these regulations and verify that the appropriate forms have been completed.
- Record on the medication record the date the medication was delivered, name of the medication, dose, and the amount of medication received.
- Store medication requiring refrigeration at the appropriate temperature.
- Keep all medication, except those approved for keeping by student self-medication, in a designated locked container, cabinet or closet used exclusively for medication storage.

Access to all stored medications shall be limited to the school nurse, medication assistant, and administration. The school nurse, medication tech, and administration will have access to the keys for the locked cabinets.

Documentation and Recordkeeping

Recordkeeping of the administration of medication shall be entered on the medication record. The record, along with the authorization form and other applicable medication forms, will become a part of the student's health record.

Each dose of medication shall be documented in the student's individual medication record.

Documentation will include:

- Date, time, dosage, route of administration.
- Effectiveness, side effects (if any).
- Signature and title of the person administering the medication.
- Reason the medication was not administered as ordered, if applicable.

Documentation of effects for long-term medications will be summarized, as needed, by the school nurse.

An error in the administration of medication must be immediately reported to the school nurse or Executive Director with documentation of who reported (name, title), date and time. The school nurse will initiate appropriate action (including but not limited to, checking vital signs), complete the medication incident report, and document on the health record as indicated. The school nurse will immediately advise the parent/guardian, prescribing doctor, primary care physician (as needed), and appropriate principal. If the error was committed by the school nurse, the nurse will follow the same procedure identified above.

Records of all controlled substances shall be entered with the following additions:

- After each dose is administered, the remaining amount of the controlled drug must be counted and recorded on the medication record.
- A true copy of the forms will be retained by the school for three years after high school graduation or the student's attainment of age 21, whichever occurs first.
- Any loss or theft of controlled substances will be reported immediately, upon discovery, to the Executive Director and an investigation will occur.

The school nurse will perform a monthly review of all documentation pertaining to the administration of students' medication.

Destruction of Medication

Medication that is not reclaimed by the parent/guardian by the last official day of the school year will be destroyed by the school nurse in the presence of a witness (i.e. principal, medication assistant, or Executive Director) as follows:

- Medication will be destroyed in a non-recoverable fashion.

- Liquid medication, pills or tablets will be destroyed according to Town and Country School policy.
- The following information will be charted on the student's health record and signed by the school nurse and witness:
 - Date of destruction
 - Name, strength, and quantity of medication destroyed
 - Manner of destruction of medication

Refusal of Administration

In accordance with the standards of nursing practice, the school nurse may refuse to administer a medication based on his/her assessment of student and in conjunction with professional and clinical judgment. Any medication that has the potential to harm, be dangerous, or inappropriate may be withheld. In these cases, the parent/guardian and licensed prescriber will be notified immediately and the reason for refusal will be explained.

Discontinuing Medication

The school nurse will advise the appropriate administrative staff when discontinuing a medication is appropriate. Legitimate reasons for discontinuing administration of medication include but are not limited to:

- Lack of cooperation with the student, parent/guardian and/or prescribing doctor and Town and Country School.
- An unexpected and/or adverse medical reaction at school (mood change, allergic reaction, etc.), considered to be detrimental to the health and well-being of the student and not in keeping with sound medical practice.
- Any apparent change in the medication's appearance, odor, or other characteristics, such that the staff at Town and Country School question the quality of the medication.
- The medication expiration date has passed.

The parent is responsible for notifying Town and Country School of any changes in or discontinuation of prescribed medication that is being administered at school.

Liability

When Town and Country School policies and procedures are followed, all staff at Town and Country School are released from liability for damages which might result from administration of medication.

Administration of medication is a procedure of a licensed nurse. The licensed nurse can delegate

the administration of medication to non-licensed staff, but the responsibility and accountability remains solely with the licensed nurse.

Confidentiality

To the extent legally permissible, staff members may be provided with information regarding medication and its administration as may be in the best interest of the student.

Nursing Care and Products

At Town and Country School, we strive to provide the best care possible. While on campus, your student may need care for various ailments or injuries. Please, notify the school nurse, the Executive Director, or Principal of any allergies, preferences, or any other information we may need to provide care within the limits parents/guardians are comfortable with.

If you would like to provide a supply of a preferred medicine or topical agents at school for your student, please contact the school nurse.

Medication Disposal Policy

Purpose: to ensure unclaimed or expired medications are properly destroyed.

Procedure: Parents will be notified at intervals of approximately one month, one week, and one day before the last day of school to pick up any unused medications left at school for student use.

Any medications that are not claimed by the last day of school will be destroyed in accordance with Town and Country School policy. The school nurse and one witness will ensure medications are destroyed properly. Medication name and strength will be recorded. Two signatures will be required for all paperwork regarding disposal of medications.

FIRST AID/ EMERGENCY TREATMENT PURPOSE:

To authorize the emergency administration of first aid to students and define the treatment responsibility in such emergencies.

Town and Country School personnel serve as the entity responsible for administering first aid or emergency treatment in case of sudden illness or injury to a student or an employee.

Parents/guardians or people responsible for the student's care are responsible for providing emergency medication. However, the administration of emergency medications by licensed personnel or designated employees will be governed by applicable state law. Town and Country

School will annually update the emergency medical authorization forms for students enrolled. Emergency authorization forms may be obtained from the Town and Country School website, the school nurse, or personal physician. In all cases where the nature of an illness or an injury appears serious, school officials will contact, if possible, the parent/guardian or person responsible for the student's care. In extreme emergencies, appropriate arrangements may be made for medical services. Once the student is under the care of the Emergency Medical Responders such as EMSA, the custodial responsibility, authorization of care, and parent/guardian contact shifts to the Emergency Medical Responder. The cost of medical emergency services will be the responsibility of the parents/guardians.

COMMUNICABLE / INFECTIOUS DISEASES

PURPOSE:

To protect the health of Town and Country School students, employees, and patrons. Students with communicable or infectious disease may be prohibited from attending school until they are no longer contagious, or until a plan adequately protecting other students and employees in the school environment against transmission of the disease has been developed. The Executive Director shall communicate with the school nurse or other personnel to determine if the student's condition warrants convening a multidisciplinary team meeting to develop a plan.

Should I keep my child home from school?

There are three reasons to keep sick children at home:

1. When your child has a contagious or communicable disease.
2. When your child is exhibiting any of the signs or symptoms listed below or has an illness for which temporary exclusion is recommended for the health and safety of your child as well as other children.
3. When your child does not feel well enough to comfortably participate in their normal school activities.

Guidelines for when to exclude a student from school due to symptoms or illnesses:

SYMPTOM

CHILD MUST STAY HOME?

Fever:

A fever is noted with a temperature of 100.4° F or greater

YES –The student should be fever free, without the use of fever-reducing medicines for 24 hours before returning to school and be well enough to participate in normal school activities.

Flu Symptoms:

Fever over 100.4° F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, chills, and loss of appetite.

YES – for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines and symptoms are improving. Students should be well enough to participate in normal school activities.

Mild Upper Respiratory or Cold Symptoms:

Stuffy nose with clear drainage, sneezing, mild cough; no temperature elevation.

NO – may attend if well enough to participate in school activities. If symptoms get worse or not improved with home or over the counter treatments, contact your healthcare provider.

Vomiting:

Two or more episodes of vomiting in the past 24 hours.

YES – if vomited more than 2 times in 24 hours unless there is a documented underlying medical condition. Student excluded from school until vomiting resolves (no further vomiting for 24 hours and is well enough to participate in normal school activities.

Diarrhea:

Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication

YES – if the child looks or acts ill; if the child has diarrhea with a fever (temperature of 100.4° F or greater); if child has diarrhea and vomiting. Student excluded from school until well enough to participate in normal school activities and stool frequency is no more than 2 stools above normal frequency and symptoms improving/resolved

Rash WITH Fever

Change in normal skin appearance. It can take many forms depending on the cause.

YES- if behavioral changes are noted, rash spreads quickly, has open oozing wounds, red, warm or tender to touch and/or is not healing. Contact healthcare provider with associated fever. May return to school when well enough to participate in normal activities and symptoms are improving/resolved.

Note: A body rash without a fever or behavior changes usually does not require exclusion from school; seek medical advice

Conjunctivitis

(Pink Eye)- bacterial or viral

Red/pink itchy, swollen eyes, eye discharge/drainage that is thick and yellow or greenish in color, possible light sensitivity or eye pain.

YES – discharge/drainage and signs of infection have cleared or once treatment has been initiated by prescribed by a health care provider.

Head lice (pediculosis)

Itching of head/neck;
visible crawling (live) lice
in the hair

NO – parent/guardian notified. Treatment must be initiated before returning to school. Students will be rechecked and must obtain clearance from health personnel or designated staff prior to returning to school/class.

Skin lesions (to include streptococci, staphylococcus, impetigo and MRSA infections).

Itchy blister like lesions filled with yellow or honey-colored fluid that oozes then dries and crusts over; or bump/infected area that is red, swollen, painful, warm to the touch with or without pus/drainage.

YES – for 24 hours after antibiotic treatment initiated.
Note: Lesions must be covered for school attendance.

Scabies

Intense itching especially at night, pimples of tiny blister-like scaly rash with may affect much of the body (common in between fingers and around wrists, elbows, armpits, and knees).

YES- until prescribed treatment is completed

Ringworm

Fungal infection that may affect skin and is characterized by ring-shaped, itchy, red, scaly rash; there may also be cracked skin and/or hair loss if infection develops on the scalp

NO – treatment must be initiated and affected areas must be covered for school attendance.

Chicken pox - Itchy fluid-filled blisters that begin on the face, chest, and back then spread to the rest of the body

YES- Student may return to school when blisters have dried or until no new lesions appear within a 24-hour period.

Hand, Foot, and Mouth Disease (Coxsackie virus)

Fever, sore throat, poor appetite, skin rash, flat or raised red spots usually on the palms of hands, soles of feet and may appear on knees, elbows, bottom, or genital area; may experience diarrhea and vomiting

YES- Student must be fever free without the use of fever-reducing medicines for 24 hours; may return to school when well enough to participate in normal school activities and symptoms are improving/resolved.

Respiratory Illnesses (including but not limited

YES - Student must be fever free without the use of fever-reducing medicines for 24 hours; may return to

**to Influenza, COVID-19
and RSV)**

Fever, chills, body aches,
cough, runny or stuffy
nose, sore throat,
headache, and /or muscle
aches

school when well enough to participate in normal
school activities and symptoms are
improving/resolved.

**Vaccine Preventable
Diseases- Reportable to
THD**

- **Measles-** High
fever, red eyes,
runny nose, and
cough; a rash
appears 3 to 5 days
after initial
symptoms
- **Mumps-** Swelling
of one or more of
the salivary glands,
headache, low
grade fever, and
muscle aches,
decreased appetite,
and fatigue
- **Rubella (German
Measles)-** Low grade
fever (less than 101)

YES – medical attention is necessary. Exclusion from
school until determined not infectious by medical care
provider.

and rash that starts on
the face and spreads to
the rest of the body

- **Pertussis**
(Whooping Cough)- Uncontrol
lable coughing
which makes it
hard to breathe,
runny nose,
sneezing, low-
grade fever
- **Tuberculosis-**
Fatigue, significant
weight loss, fever,
night sweats, cough
that may produce
blood, and chest
pain.

What can I do to help prevent the spread of contagious diseases in my home?

- Remind your children to wash their hands often or sanitize when soap and water are not available.
- Reinforce the practice of coughing and sneezing into a sleeve or upper arm instead of hands.
- Throw away tissues immediately after each use and immediately wash or sanitize hands.

- Remind your children not to drink or eat after others, including family members.
- Provide your children with a balanced diet.
- Keep bedtime regular. School aged children need 8-10 hours of sleep each night.
- Encourage at least 60 minutes of daily exercise.
- Encourage your children to dress appropriately for the weather. Layering clothing so they may remove and add as their activity level warrants.
- Take your child to the doctor if the symptoms persist.
- If you use over the counter medications, use those that are specific to your child's symptoms. NEVER give children aspirin, adult medications, someone else's medication or medication left over or outdated.
- Increase fluid intake (juice and water).
- Allow your child to rest and fully recover before sending him/her back to school.

REMINDER: The school can administer medications with the appropriate permission forms.

These forms may be obtained from the school nurse or on our website. The form and medication (in the original container, properly labeled) is to remain in the nurse's office until the medication is depleted or discontinued by the physician. If your student's condition requires them to carry their medication with them, a self-administration form must be completed and signed by the physician. This form is also available in the nurse's office.

Please contact your school nurse's office should you have any questions or wish to discuss your child's medical condition.

Parent Organizations, Opportunities, and Responsibilities

Parent Teacher League (PTL)

- The PTL promotes collaboration between home and school to benefit the entire school community.
- All families are encouraged to participate.
- An annual fee of \$25 per family is collected.

Parent Responsibilities

Parents hold ultimate legal responsibility for their children's behavior and support student success by:

- Ensuring consistent school attendance; keeping children home when ill.
- Encouraging attention to health, cleanliness, and dress code compliance.
- Reviewing and discussing school communications regularly.
- Utilizing various communication tools: Grade Cards, Conferences, Teacherease, Facebook, Email, Agendas, Remind, etc.
- Scheduling appointments to meet with teachers or administrators rather than dropping in.
- Attending all scheduled Parent Teacher Conferences:
 - **P.E.C. Conferences** (October) to review and set goals
 - **Spring Conferences** (May) to assess progress
 - Additional conferences as needed.
- Addressing concerns first with the teacher, then administrator, and if unresolved, the executive director.
- Supporting and attending school functions to demonstrate the value of education.
- Paying the PTL fee and completing 10 volunteer service hours yearly or paying \$20 per unfulfilled hour (total \$200 buy-out option).
- Participating in volunteer opportunities such as homeroom parent, chaperoning, driving on field trips, or chairing events.
- Speaking positively about the school within the community to support its reputation and enrollment.

Parent Resources

Town and Country School offers many resources for parents in the school library, including:

- Periodicals, books, and videos on topics such as learning disabilities, Attention Deficit Disorder (ADD), Autism Spectrum Disorders, education, and parenting.
- A curated list of professionals in the Tulsa community who provide relevant services.

Parents are encouraged to visit the library for information or referrals.

Technology

Computers

Access to computers on campus is a privilege that requires responsible use. Students must follow network etiquette and school policies. Failure to comply will result in suspension or termination of computer privileges. Violations include but are not limited to:

- Vandalizing or tampering with hardware, software, data, or school property
- Tampering with network or computer security
- Installing unauthorized software
- Uploading or creating viruses
- Downloading inappropriate files or images
- Accessing sexually explicit or violent content
- Installing games from home
- Misuse of school resources on campus or during remote learning

Chromebooks

Town and Country provides Chromebooks that integrate with Google Apps for Education (GAFE). The school retains full ownership of all Chromebooks. Students must adhere to the computer policies above when using Chromebooks.

Chromebook Check-Out

- Students without a Chromebook may check one out after parents and students sign a Device Contract, kept on file in the administrator's office.

Responsibilities

- **Parents and Students:** Responsible for keeping Chromebooks in good working order and covering repair or replacement costs resulting from neglect or misuse.
 - **Students:** Must sign the Student Technology Responsible Use Agreement and use only their assigned school accounts.
 - **School:** Will comply with the Children's Internet Protection Act (CIPA) and repair devices free of charge if malfunction is not due to negligence.
-

Dress Code

Town and Country School enforces a standardized dress code to:

- Promote a positive, disciplined environment
- Help students focus on academics and personal growth
- Reduce peer pressure
- Create a positive community image
- Eliminate offensive fashions
- Reduce clothing costs

The dress code is enforced from arrival to departure on campus and during all school functions.

Dress Code Violations

- **Lower/Middle School:** The school may provide appropriate clothing from the dress code closet. Continued violations will result in a phone call home and loss of free dress privileges.
- **High School:** Students unable to comply and without proper attire will spend the day in the office but may complete assignments for credit.

Dress Requirements

- Students must be neat, clean, and appropriately dressed on campus and at school events.
 - Tulsa Technology students must be in dress code upon arrival or change immediately.
 - The administration reserves the right to determine appropriateness of dress.
-

School Store

Town and Country partners with Greenhouse Outfitters to offer an online school store for dress code-approved apparel and spirit wear, including:

- T-shirts
- Sweatshirts
- Hoodies
- Other approved items

Ordering

- Orders and payments are made online and items are delivered to the school for students to take home.
- The store is accessible via:

- [Town and Country School Website — Parent Resources tab](#)
- [Direct Greenhouse Outfitters Store Link](#)

Processing and Delivery Schedule

- Orders placed between the 1st and 15th of the month are processed on the 16th and delivered approximately two weeks later.
- Orders placed between the 16th and the last day of the month are processed on the 1st of the following month and delivered approximately two weeks later.
- Please include your child's name on all order forms.

Dress Requirements for the 2025-2026 School Year

Shirts

- Polo-style shirts or Town & Country (T&C) t-shirts in solid **Burgundy** or **Gray**
- Short or long sleeves

Undershirts

- White, gray, or burgundy only

Pants

- Blue, black, or khaki jeans
- Blue cotton, khaki, or black dress pants
- **Prohibited:** low riders, holes, leggings, workout pants, sweatpants, joggers

Capri Pants

- Blue, black, or khaki jeans or cotton capris
- Same prohibitions as pants

Shorts

- Blue jean shorts, navy-blue, khaki, or black walking shorts
- Length: No shorter than 4 inches above the knee
- **Prohibited:** low riders, cut-offs, athletic shorts

Hoodies and Sweaters

- Town & Country School hoodies are permitted in the building and classrooms

- Solid gray or burgundy cardigans, hoodies, or sweaters are also allowed

Shoes

- Tennis shoes, low-heeled slip-on loafers, tie-style loafers, or boots
- Must be closed-toe
- **Prohibited:** high heels, platform shoes, Crocs

Gym/PE (High School)

- Knee-length basketball shorts (cotton or knit)
- T-shirts
- Tennis shoes

Lower School Specifics

- Girls may wear jumpers, skirts, or cotton pants in navy blue

Bags

- Must be clear plastic, vinyl, or PVC
- Small clutch bags (approx. 4.5" x 6.5"), with or without handles/straps, allowed for personal items

Additional Dress Code Policies

- Hair must be clean and kept out of students' eyes
 - Clothes must fit properly; sagging or baggy clothing is not allowed
 - Hats, caps, sunglasses, and scarves are not permitted indoors except for medical, religious, or school-authorized events (e.g., "Hat Day")
 - Chain wallets are prohibited
 - No spandex shorts, leggings, jeggings, joggers, mesh shorts, or sweatpants of any kind
 - Approved sweatshirts/hoodies may be worn in classrooms for warmth; jackets must be stored in lockers/cubbies
 - Administration reserves the right to determine appropriateness of dress and to modify dress code during the year
-

Free Dress Days

- Scheduled for the second Friday of each month
 - Clothing must be appropriate; no offensive messages allowed
 - No open-toed shoes or heels
 - Skirts and dresses must be at least 4 inches above the knee
 - No jeans with holes allowed
 - Other free dress days may be added during the year
 - Dress code violations may result in loss of free dress privileges
-

Lost and Found

- Lost items are kept in designated areas:
 - Gym
 - Hallway by the front door
 - Lower school office
 - Outside the high school administration office
- Students should label belongings clearly to facilitate return
- Unlabeled items will be added to the dress code closet and available for pick-up during orientation

Logistical Information

Address and Contact Changes

Please notify the school office immediately of any changes to your address, phone number, doctors, emergency contacts, or authorized persons allowed to pick up your child(ren).

Advertising, Brochures, and Fliers

All advertising materials, brochures, fliers, and posters from students, parents, staff, or outside agencies require prior administrative approval before being displayed or posted on campus.

Agendas

- Students are expected to maintain an agenda to track assignments, projects, and schedules.

- Agendas will be provided to all students. Teachers assist students with agenda upkeep.
 - Parents are strongly encouraged to review and sign agendas daily to support communication and academic success.
 - Lower and middle school parents must sign agendas each evening.
 - Lost or destroyed agendas must be replaced for a \$10 fee.
-

Animals on Campus

- Only approved animals may be brought inside during the school day, as determined by administration.
 - The school has a certified therapy dog, Sterling (Husky/Great Pyrenees mix), trained to support students.
-

Calendar

A monthly activities calendar is available on Teacherease at the start of each month. Building principals also send weekly updates and reminders.

Child Abuse/Neglect

By law, any Town and Country employee suspecting child abuse or neglect must promptly report it to the Department of Human Services.

Closed Campus Policy

Town and Country operates a closed campus. Students may leave campus only with written parental permission or direct parent contact to Extension 103. Unauthorized departure results in notification of parents, guardians, and possibly police, and leads to an automatic three-day suspension.

Food and Beverages

- Gum, candy, and beverages may not be consumed or opened in the building without staff permission.
- Lunches must remain in lockers until lunchtime.
- Vending machines are available during lunch.

- Selling food items is prohibited unless part of an approved fundraiser.
 - Energy drinks are banned on campus, as they may interfere with medications.
 - All drinks (coffee, Frappuccinos, etc.) must be finished before arriving on campus.
 - **We are a peanut/nut free school!**
-

Holidays and Birthdays

- The school calendar is subject to change with timely notification.
 - Birthdays and holidays are celebrated; notify your child's teacher if you prefer your child not to participate.
 - Parents wishing to bring refreshments for birthdays must coordinate with the teacher.
-

Housekeeping

Students are expected to help keep classrooms, hallways, locker rooms, gym, and campus clean. Trash containers are available throughout.

Library

- Students are encouraged to use the library for research and leisure reading.
 - Students must keep track of checked-out books.
 - Lost or late books incur replacement fees and fines.
 - Unresolved library debts may result in held grade cards or transcripts.
-

Lockers

- Each middle and high school student receives an assigned locker, which is not to be shared.
 - Lockers can be locked; keys are available upon request.
 - Middle school students are advised not to lock lockers to avoid tardiness.
-

Money

Students should avoid bringing large sums of money to school. The school is not responsible for lost money.

Pictures and Videos

Parents wishing to restrict photos or videos of their child must complete a publicity release form indicating this preference.

School Supplies

Supply lists for all grades are posted on the school website by July preceding the school year.

Student Drivers and Parking

- Drivers must have a valid Oklahoma driver's license and insurance.
 - Vehicles must be registered with the office; parking permits issued through the high school office.
 - Student parking is located in the gym parking lot.
 - Students must go directly inside upon arrival and leave campus immediately after dismissal. Loitering in vehicles or campus is prohibited.
 - Town and Country is a closed campus.
-

Student Driving Safety

- A 5 MPH speed limit is strictly enforced on campus.
 - Drivers must follow traffic flow and neighborhood traffic laws respectfully.
 - Students may NOT transport other students during field trips or off-campus activities. Only licensed Town and Country staff or parents may provide transportation.
 - Driving privileges may be suspended for violations.
-

Telephones

- Student phone use is limited to emergencies, as determined by administration.
 - Parents should avoid requesting student calls during school hours.
 - Transportation and appointment communications should be arranged before school or through the Student Affairs Coordinator (Ext. 103).
-

Tutoring

Tutoring services are available on a first-come, first-served basis at a cost. Contact building principals for details and scheduling.

Yearbooks

Yearbook orders take place during orientation at the start of the school year.

Appendix #1: Asbestos Remediation

In compliance with the EPA's Asbestos Hazard Emergency Response Act (AHERA), Town and Country conducts regular inspections and maintains asbestos management plans on file.

- Inspections occur every three years, reviewed by an accredited management planner.
- Documents are available for review during school hours (Mon-Fri, 8:00 AM–3:45 PM).
- Contact the Asbestos Program Manager, Shevaun Etier, by appointment at 918-296-3113, Ext. 0102 for questions or document review.

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 below, you acknowledge receipt of the Town & Country School Handbook and agree to abide by all policies and procedures contained herein. Your signature also signifies your understanding and acceptance of the guidelines outlined in the handbook.

Parent/Guardian Signature: _____

Student Signature: _____

This signed form must be submitted to the school administration **by the first day of the 2025–2026 school year.**

Thank you,

Town & Country School Administration