

Town and Country School
Handbook
2024-2025

Town and Country School Faculty and Staff

Administration

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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 that 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/Middle School Approach

Town and Country Lower/Middle Schools provide 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 to prepare students for post-secondary opportunities.

School Information

School Office: 918-296-3113
To Report Absences: 918-296-3113 Extension 103
tstone@tandcschool.org

Daily Schedule:

7:30-7:55 Students may enter school buildings. Lower and Middle Schools report to before care. (LS - Library / MS - Auditorium / HS - Cafeteria) No **student should be on campus prior to 7:30 unsupervised.**

7:55-8:00 Students may report to their homeroom/1st period classroom

8:00-3:00 Hours for Middle School/High School

8:00-3:20 Hours for Lower School

3:20-5:30 Students may report to the library for aftercare (LS and MS only)

Daily Schedule: Office is open from 7:45-3:45 daily

SPECIFIC POLICIES

ACADEMICS

Accrediting Association:

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

Buckley Amendment:

Town and Country School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided by the courts to the school. Official custodial agreements will be kept in a student's confidential file in the offices of the principals. In the absence of any court document, the school will view each parent as having full, legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Confidentiality:

Town and Country School respects the right to student and parental privacy at all times. Personal information including phone numbers, addresses, email addresses, and place of employment will not be released without authorized consent.

In addition, the school requires consent of the parent before releasing any personally identifying information including but not limited to the following:

- Any records directly related to the student, such as cumulative, health, financial, and attendance records.
- Testing records, such as academic, social, or developmental results.
- Any discipline records or incidents documented by the school.

Court orders, state statutes (including those governing truancy), or other legally binding documents may supersede these policies. Parents will be informed of the release of information in these circumstances.

Conferences:

PEC Conferences - All students will have a “Plan for Educational Care”. After a reasonable evaluation period, an annual PEC meeting will be held with the parents, teacher, related service personnel and building administrator (if applicable). 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 your child’s record/homeroom teacher. If you would like to have a meeting with all of your child’s teachers, you may notify either the record/homeroom teacher or the principal and a conference will be scheduled.

Conferences - During the year, two parent/teacher conference days are scheduled. They will be held in October and May.

Additional Conferences - These may be scheduled as needed by the parents or the teachers. If you wish to visit with a teacher, you will need to call ahead and schedule that conference. **Please do not drop in unannounced hoping to visit with a teacher either before or after school.**

Extra-curricular Activities:

- Lower School
 1. Art Club
 2. Lego Club
 3. Production Club
 4. Running Club
- Middle School
 1. Art Club
 2. Basketball
 3. Bowling
 4. Cheerleading
 5. Lego Club
 6. Production Club
 7. Running Club
- High School
 1. Art Club
 2. Basketball
 3. Bible Club
 4. Bowling
 5. Cheerleading
 6. Chess
 7. Crochet
 8. Lego Club
 9. National Honor Society
 10. Production Club
 11. Running Club

Failing Grade Notification:

- If a high school student earns an “F” in any school course, they will be notified to discuss options to correct the failing grade. We will do our best to work it into their regular school day to make up the credit. However, the possibility of credit recovery is also offered through our Edgenuity Program when appropriate. If they must attend summer school or night school through a public-school program to earn a passing grade for graduation requirements, the cost is additional and is the responsibility of the parents. We do everything we can to make sure your child has the opportunity to make up the credit at Town and Country.

Eligibility:

- If a student is participating in a club or sport and has a grade of a D or F, the following steps will be taken:
- The first week, the student will be placed on probation. During this probationary period, they will still be allowed to participate in the club or sport.
- If the student is still failing after the first week, the student will NOT be allowed to participate in the club or sport. **THE STUDENT WILL BE ENCOURAGED TO ATTEND HOMEWORK CLUB.**
- Students must attend at least a half day at Town & Country on the day of the event to be able to participate, unless pre-approved by an administrator.

Field Trips:

- Transportation - Several times throughout the year, 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 drivers with car insurance will be permitted to drive. Copies of the license and insurance card are required.**
- 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 the field trip destination. If this is not possible, the student will be placed in another classroom or in the office until the class returns.
- Permission Slips - **A permission slip must be on file by the due date for each specific trip for the child to attend.** If a student is not permitted to go on a field trip due to parent or teacher request or if the student has been suspended, the student will need to remain at home on the day of the field trip. Students not wishing to attend the field trip must report to school on that day.
- High School students will NOT be permitted to drive on field trips.

Grading/Report Cards:

- Grade cards will be sent home quarterly for lower / middle school students. The grade cards will be available on Teacherease for Quarters 1-4 with a hard copy being sent home for the 4th quarter.
- High school students will receive semester grades only. Grade reports will be sent home at the end of each semester.
- A student's progress can be found daily on Teacherease.

Health Education:

AIDS (Acquired Immune Deficiency Syndrome) Education is required by Oklahoma State Law and will be provided for students in appropriate grades. The curriculum developed by the state will be utilized. Parents will be notified of the meeting. If a parent does not want their child to participate in the AIDS Educational Program, they must notify the school in writing and turn it into the school administrator.

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 each 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 with teachers when their children are having challenges with homework.

High School: Homework should be turned in on the due date, at the beginning of class. Homework turned in after the due date is considered late and will result in ½ credit up to 24 hours after original due date. After that time, daily assignments will become a zero. **This applies to virtual and remote work, as well.**

Middle School: Homework is generally not given daily as the kids are on a block schedule. However, if the daily work is not finished during the class period, it will need to be completed at home and returned the next day. If the work is turned in after the due date, it will be considered late and will result in a 50% deduction. The grade will drop to a zero if it is not turned the following day. **This applies to virtual and remote work, as well.**

Lower School: Each of the classrooms in the lower school have different homework requirements and will be left up to the discretion of the teacher.

Late Work:

All work from an expected absence (including vacations) will be due when the student returns to class. If a child misses work due to illness, the student will have one day for every day absent to turn in work. For example, if a child misses two school days due to illness, he/she will have two full school days to make-up that work before the missing work policy falls into place. **If there are extenuating circumstances making up the work within the allotted time frame, please contact that specific teacher to discuss other mutually agreed upon options.**

Lunch:

- Students will need to bring their lunch to school. Students in middle school and high school will have access to microwaves. Students in the lower school will have access, as well, but the lunchroom teachers will heat up the students' lunches.
Lower school students MAY NOT microwave by themselves at all.
- Students will have access to vending machines during lunch times, but, due to time restraints, some children may not be able to buy anything on a particular day. **Please do not count on vending machines to provide your child's total lunch.**
- Parents, guardians, and grandparents are welcome to eat lunch with their children and grandchildren. Please sign in at the reception desk and obtain a visitor's badge so we have a record of your attendance and school officials are aware of you being in the building.
- All food is to be eaten in the cafeteria with teacher supervision.
- All food items will be kept in the lower school cubbies, the upper school lockers, and in the student lunchboxes on the ledge in the middle school hallway for our middle school students.
- Absolutely no food or beverage is allowed in the classrooms during class or between breaks unless specifically approved in advance by the teacher or the school administrator. Students may bring unflavored (clear) water to have with them throughout the day.
- We discourage caregivers from bringing food up to school. It is a disruption to other students and staff. There will be absolutely no deliveries of food through third-party delivery services. Deliveries of food to the school will be refused.

PLEASE REMEMBER THAT TOWN AND COUNTRY IS A NUT FREE FACILITY

Promotions/Retentions/Graduation Requirements:

TOWN AND COUNTRY COLLEGE PREP GRADUATION REQUIREMENTS

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	

TOTAL UNITS 23

TOWN AND COUNTRY *CORE TRACK* GRADUATION REQUIREMENTS

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	

TOTAL UNITS 23

TOWN AND COUNTRY *ALTERNATE DIPLOMA PATHWAY* GRADUATION REQUIREMENTS

Language Arts	4 units
Mathematics	3 units
Science	3 units
History & Citizenship	3 units
Lifeskills	2 units
Computer Technology	1 unit
Arts	1 unit
Career Readiness	2 units
Electives	4 units

TOTAL UNITS 23

Valedictorian/Salutatorian:

For a student to be considered for Valedictorian/Salutatorian of the senior class, they must be on the college preparatory track, meet all graduation requirements, meet attendance guidelines, and be of good moral character.

Testing

Town and Country has been entered in the National Secondary School List of Education Testing Service so that our students can register and take the ACT as a junior and/or a senior. Students may register for an online ACT preparation course through the principal, counselor, or librarian. The Pre-ACT will be given to all 10th grade students.

For both upper and lower school students, we are implementing the Woodcock Johnson IV Achievement Testing as necessary. Parents will also be asked to update their IQ scores. 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.**

Transitional Services: Upper School

Several opportunities are offered to our Upper School students through our transitional services. For more information on any of the above services and programs, please contact our Guidance Counselor at Extension 106.

Tulsa Technology Center: Upper School

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

DAILY PROCEDURES

Absence Procedures:

To protect the well-being and safety of your child, the school asks that parents report any absence, due to any reason, by 8:00 AM. Please call the Student Affairs Coordinator at 918-296-3113, Extension 103. Please state your child's name, grade or classroom, and the *reason* for the absence. This helps us in tracking trending illnesses/outbreaks. If the office does not receive a call, a parent will be contacted. The policy is for the protection of our Town and Country students and is aligned with the state statutes of the State of Oklahoma.

If a student is ill, the child will need to be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Teachers will provide any work that a student may miss. Our goal is to provide a hard copy of the students' missing work at the end of each day. However, the school reserves the right to provide missing work at the end of the second day of illness. It is the responsibility of the family

to pick up your child's work so he/she will not get so far behind. **Middle School and High School students may also find their work on their google classroom.**

If possible, please try to schedule any appointments before or after school hours. Parents are required to sign their child out for these appointments during the day and sign them back into the school at the front desk.

The school calendar provides for days off throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the child's learning process.

After/Before School Care:

After school care is available for 2nd through 6th grade students from 3:30-5:30 PM and 7th through 8th grade students from 3:15-5:30. The cost of the program is \$8.00 per hour with a minimum of \$8.00. **There is an extra charge of \$25 for every 15 minutes after the pick-up time of 5:30.** Parents will be billed monthly by the office. If you have more than one instance of arriving after 5:30, you could lose the convenience of aftercare for your child. Aftercare student pick-up will be located at the lower school entrance on the North side of the building.

Students arriving before 7:45 am will be sent to before care, and there will be a charge of \$2.00 per day. Arrival times will be noted by the before-care staff.

Arrivals:

Middle /High School hours are 8:00 AM to 3:00 PM. All middle school students must arrive through the Northside circle drive and once inside the building, he/she should report to the auditorium until 7:55 AM. and then will be dismissed to class. High school students will enter through the South side door and proceed to the cafeteria until 7:55 AM. They will then be dismissed to class. **Please do not leave your kids unattended prior to the doors opening at 7:30 AM.**

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 your child unattended prior to the doors opening at 7:30 AM.** Lower school students report to the library until 7:55 AM and then will be escorted to their classrooms.

Attendance:

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 and 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.

- Children are expected to be in school a minimum of 90 % of the time.
- 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)
- No student shall receive semester credit in a course in which the student is absent more than 10 days per semester. If your child attends regular appointments during the school day, we will need documentation from the doctor, counselor, or dentist.
- Approved absences may be school field trips or activities, court appearances, religious observations, and illnesses documented by a medical practitioner for the number of days missed. Documentation must be turned in to Mrs. Stone in the main office. This applies to all students in all grades.
- If your child demonstrates an issue with excessive tardiness or absences, you will be asked to sign a truancy contract. Failure to follow the contract could result in the loss of enrollment.

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.

- If a child is too sick to report to school by the starting time, he/she should remain at home for the entire school day. **If there are special circumstances warranting a late arrival, parents need to call Extension 103.**
- Parents are urged not to take children out of academic classes unless it is absolutely necessary. Remember, your child is attending Town and Country School for a reason. They will not improve/make progress if they are not present. Students who leave during the day must both sign in and sign out at the front desk. **Remote learning is not provided for students who are taking vacation during school days.**
- Excused and unexcused absences: Excused absences include the following: illness, religious holidays, family emergencies, funerals, weddings of family members, and honorary situation (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.**

- **Make-up Work:** Students are responsible for making up all work when they are absent including tests, quizzes and assignments. It is the student's/parent's responsibility to obtain missed assignments. **For excused absences only, students have the exact number of days absent to make-up the work** (i.e.: absent on Monday and Tuesday, return to school Wednesday, make-up work is due on 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 extended illness, please allow the teachers 24 hours to collect it prior to you picking it up. Some teachers are able to get it together after the first day of the child being absent. 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 the child is ill still has the number of days absent to return the work.
- **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 teacher.
- **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 Extension 103 or students should bring a written note to the main office upon returning to school.
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Cancellation of School:

The condition of the city streets is the determining factor whether school will be in session. Local television and radio stations are notified only if school is canceled. If Town and Country School is out due to inclement weather, you will be notified via our emergency system, Teacherease emails, and we will notify local channels 2, 6, 8, and 23. We will notify you if students are utilizing remote/virtual learning on inclement weather days.

Departures:

- Students may remain on campus until 3:30 PM. Town and Country is not responsible for students remaining on campus after 3:30 PM unless attending school sponsored activities or aftercare which is available for students in grades 2-8. We do not provide aftercare for high school students. Do not leave your child unattended on campus past 3:30 PM. You will need to make other arrangements. Our staff leaves campus by 3:45 PM. Leaving your child past the pick-up time is disrespectful to our staff. **Once again, there will be no exceptions.**

- All high school students/middle school students must be picked up by 3:30 PM unless they are in a club or activity. High school students must then be picked up at the designated ending time. Middle School students may either be picked up at the designated ending time or they may report to after care. Lower school students must all be picked up by 3:45 PM unless they are in an activity or club. They must then be picked up at the designated ending time, or they may report to aftercare and charged for that time. **Again, please remember that there will be a \$25 charge per fifteen minutes tardiness. THERE ARE NO PRORATED CHARGES.**
- If someone other than the parent is to pick up a student, **the parent must notify the main office at Extension 103** giving the name of the designated individual able to pick up the child. A driver's license must be produced to match it with the name given. If it is after 3:45 PM, only the names on the aftercare pick up list will be able to take your child. They, too, must show a driver's license to verify who they are and that they can transport your child. **THERE ARE ABSOLUTELY NO EXCEPTIONS.**
- 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 to regular dismissals and early dismissals, as well.

Tardiness:

- All Students entering school after 8:00 AM will be considered tardy.
- 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 the classroom activities; therefore, students are expected to be punctual in arriving at assigned areas on time.
 - **Excused** tardies include these reasons only: inclement weather, traffic/auto difficulties, and doctor's appointments. If tardy due to a doctor's appointment, therapy, counseling or any other school related appointment, a note must be returned showing that your child has been at that said appointment.
 - **Unexcused** tardies are those that are due to any other circumstances. Only legitimate emergencies will not be counted as unexcused.
- Town and Country students are expected to report to all classes promptly, as well. Any high school student having 3 unexcused tardies will be assigned lunch detention to be held the day following the third tardy. Students in morning Vo- Tech may serve an afternoon detention from 3:00 PM - 3:30 PM. Students in afternoon Vo- Tech may serve a morning detention from 7:30 AM - 8:00 AM. **Any tardy which exceeds 15 minutes will be considered an absence for that class for high school courses.**

Admissions and Enrollment

Admission Information:

- *Nondiscriminatory Policy:* Town and Country School does not discriminate on the basis of gender, sexual orientation, race, color, religion, national/ethnic origin, ancestry, marital or family status in administration of its educational policies and scholarship programs.
- *Transgender Nondiscriminatory Policy:* 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 with court briefs, the US Departments of Education and Justice have clarified that students have the right to be treated in a manner consistent with their gender identity and are to be free from any form of discipline, harassment, or discrimination based on their gender identity or gender expression.

Enrollment: All Town and 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 and Country School is in the best interest of the student and Town and Country School.

- *Forfeiture of Enrollment:* The following are considered unacceptable behaviors and may result in 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 to the learning environment
 4. Leaving school property or a school sponsored trip without direct permission of a faculty or staff member
 5. Bringing to or possessing contraband on the Town and Country Campus including but not limited to:
 - Smoking materials
 - Lighters
 - Matches
 - Controlled or dangerous substances
 - Intoxicating beverages
 - Tobacco
 - Weapons
 - Pocket Knives
 - Pornographic materials
 6. Theft
 7. Willful destruction of school or personal property
 8. Cheating/plagiarism
 9. Fighting
 10. Possession of stolen property
 11. Driving Violation
 12. Bullying in verbal, physical or cyber methods.

- **If a student forfeits his/her enrollment by violating the Town and Country policy, the Lower/Middle School Administrator, Upper School Administrator, or the Executive Director will contact parents. If a child forfeits enrollment at Town and Country, there will be NO REIMBURSEMENT of tuition for the rest of the semester in which the child forfeits enrollment.**

Financial:

Acceptance to Town and Country School is granted based on the agreement by parents or guardians to pay tuition according to the agreed upon tuition schedule and payment plan. Town and 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 and Country School, parents agree to the following financial conditions:

- 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 a non-usable condition. All payments must be made online through our website www.tandcschool.org. We prefer online payments, or you may mail checks to the business office.
- 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 only those students whose accounts are current.
- I agree that any time the school receives an insufficient funds check, I will pay Town and Country a \$40.00 handling fee (\$20 for the ISF and \$20 late payment fee) in addition to any fees my bank may charge.
- I agree that if my account is not current on the 1st day of each month, my child will not be allowed to attend class until the tuition account is brought current. This includes tuition, before/after school care fees and any other expenses incurred by the family. **This will be strictly enforced.**
- Students with an outstanding balance, which is not brought current over the summer, will lose their enrollment at Town and Country School. If you have a balance, please contact our Business Office Manager at Extension 100.
- In addition, all seniors must have all charges, fees, before school care, tutoring charges, and tuition paid no later than May 10th to participate in commencement exercises.

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. In addition to the enrollment fee, there is a one-time, non-refundable technology fee of \$500.
- A \$300 non-refundable deposit for returning students is required as a down payment on the student's tuition for the upcoming school year. The deposit is deducted from the yearly tuition cost. The deposit will NOT be refunded in the event the family chooses to leave Town and Country School.

Student Withdrawals/Refunds:

- Intent to withdraw must be in writing to the building administrator. Withdrawal from the school requires a two-week written notice unless the school deems the student be withdrawn immediately. 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.

Tuition and Assistance:

- Town and Country administers a nondiscriminatory tuition assistance program with funds received from 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 Program or from the Tax Credit Program, they will become ineligible for the Town and Country School Tuition Assistance Program. For more information regarding this program, please contact our Office Manager at 918-296-3113, Extension 100.

Discipline and Behavior

Behavior Philosophy:

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

- Offering opportunities for learning responsibility for actions and consequences.
- 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 an 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/Code of Conduct

- Students are expected to be punctual to all classes and assemblies.
- Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures will receive disciplinary action.
- Running in the halls and/or horseplay are strictly prohibited for safety reasons.
- Gambling, in any form, will not be tolerated.
- No student will have in his/her possession, whether on person, in the locker, or in the vehicle, matches, lighters, fireworks, explosives, weapons (including pocket knives), tobacco, alcohol, illegal drugs, or laser pointers.
- There will be no attempting to sell or distribute any substance, either prescriptive/non-prescriptive drugs.
- Cheating, lying, or stealing will not be tolerated.
- Scoffing, scorning, or disrespectful remarks or behaviors are not acceptable.
- Bullying behavior will not be tolerated and may result in forfeiture of enrollment at Town and Country School. This includes bullying involving technology whether it be during the school day or after school hours.
- Playing computer or video games that are of a violent and/or sexual nature will not be tolerated.
- Students are to remain in Town and Country dress code until they are off campus, unless they are involved in a Town and Country sponsored activity that requires a dress change.
- TTC students must arrive at Town and Country School in dress code or change immediately upon arrival.
- Any verbal or physical behavior of a sexual nature will not be tolerated and may result in suspension or expulsion.

Management of Behavior:

Teachers at Town and Country School have been trained and use Jim Fay's Love and Logic approach to discipline. This method of discipline gives students choices and control of their own world. It also gives students the opportunity to fail while the stakes are still small. Lessons are learned and delivered with support, understanding, and empathy by the teacher. The lessons are learned more readily because students are experiencing natural consequences. Love and Logic discipline Books on Love and Logic may be checked out through the library.

Teachers also utilize positive reinforcement in the classroom to reward exemplary behaviors. If a student is unable to maintain control in the classroom on a consistent basis, a student may be put on a "Positive Behavioral Support Plan" to address future behavior issues. Behavior plans are written by the students educational team which includes their teacher, speech pathologist, counselor, and school administrator with approval by the executive director.

Lower School teachers use the “Zones of Regulation” to work with students when making poor decisions. Students are taught the use of a color-coded emotional regulation system. The blue zone means they are sad, tired, or not feeling at their best. The green zone is where everything is going well, and the yellow zone is where they are feeling upset or anxious. The red zone is when they are very angry or upset. In each zone, students learn the things that help them maintain their zone or move themselves to a more stable zone. This is how students learn to self-regulate. In the event of consistent student disruptions, the students may report to the “Chill Room” to calm themselves, get themselves back into the “green zone” so they may return to class.

Discipline/classroom rules may differ from one classroom to the next. Administrator support is only requested for extreme behavior issues.

Policy Issues:

● **Cell Phones/Electronics:**

1. **Lower School:** NO cell phones or electronic devices, **including smart watches**, of any type are allowed on campus. (Only with permission from the teacher on special occasions should electronic devices be allowed).
2. **Middle School:** Town & Country will prohibit the use of cell phones and all other communication devices for all high school students. Students will be allowed to carry their cell phones in their purses or backpacks, but they must be turned off and placed in a Yondr pouch upon entering the building. Yonder pouches will be provided by Town & Country School. This policy will include smart watches, smart glasses, ear pods, headphones, and other wireless devices.
3. **High School:** Town & Country will prohibit the use of cell phones and all other communication devices for all high school students. Students will be allowed to carry their cell phones in their purses or backpacks, but they must be turned off and placed in a Yondr pouch upon entering the building. Yonder pouches will be provided by Town & Country School. This policy will include smart watches, smart glasses, ear pods, headphones, and other wireless devices.

● **Cheating:**

Cheating is defined as dishonestly giving or receiving aid or information on any test, quiz, or assignment. Cheating includes, but is not limited to, sharing of tests/quizzes, taking the teacher’s book without permission, changing grades on any assignment, or plagiarism on any written assignment. 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. If a student is caught cheating on a test or any other classroom work, zeros will be given to the students involved. This will include any work generated by AI

or ChatGPT. No provision will be made to make-up or otherwise receive credit for the work or test in question. Parents will be notified of the situation. Continued cheating may result in suspension or expulsion.

- **Destruction of Property:**

We take pride in our facilities at Town and 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 administrator. Consistent destruction of property, whether school property or other student's property, may result in suspension or expulsion and the student will be required to pay for and/or repair the damaged or vandalized property.

- **Drugs and Alcohol:**

It is the goal of Town and Country School to maintain a drug and alcohol-free school. Drug and alcohol use is prohibited. If a student displays physical symptoms or manifestations of being under the influence of a non-prescription drug or alcohol, testing may be required. Reasonable suspicion of drug or alcohol use may include but not be limited to a report by other students, staff, or parents. Students who refuse to participate in a requested drug or alcohol test or test positive for drugs and alcohol will forfeit their enrollment. The student or his/her parents shall pay all costs of testing for drugs and 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. These include but is 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.**

- **Fighting:**

Town and 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 and/or forfeiture of enrollment. This includes both parties involved regardless of who initiated the fight. Our goal is to encourage non-violent ways to solve conflict.

- **Guns and Weapons:**

Any student who knowingly brings any type of gun or weapon, firearm, paintball guns, replica guns, pellet guns, or pocket knives will forfeit their enrollment at Town and Country immediately. Knowledge and intent will be taken into consideration when making a final decision. The administration reserves the right to determine what is considered a weapon.

- **Harassment (verbal, physical, sexual, cyber) 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 towards 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. Common forms of harassment/bullying include but are not limited to the following:

1. **Sexual Harassment/Bullying:** Sexual harassment/bullying 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, or non-employee volunteers are strictly prohibited from engaging in any form of sexual harassment/bullying. Any student/employee who is or has been subjected to sexual harassment/bullying or know of any student/employee who is or has been subjected to sexual harassment/bullying should report all such incidents to his/her teacher, principal, counselor or executive director.
2. **Verbal Harassment/Bullying:** This includes using threatening or intimidating language, insulting, teasing, sarcasm, or name calling.
3. **Social Harassment/Bullying:** This includes spreading rumors, ostracizing, socially excluding others, influencing friendships, or scapegoating.
4. **Physical Harassment/Bullying:** Physical acts and gestures including hitting, kicking, tripping, theft, interfering with or damaging others’ property, threatening or intimidating behaviors are considered physical harassment/bullying.
5. **Cyber Harassment/Bullying:** This includes misusing the internet, social media sites, mobile phones or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass or stalk another person.

Once any incident or any type of harassment/bullying behavior is reported, an investigation will be conducted. Information regarding the incident will be documented and presented to a disciplinary team. The disciplinary team will engage in due process and determine the appropriate consequences. The disciplinary team may include:

- Teacher
- Teacher assistant
- School counselor
- Speech Pathologist
- Principal
- Executive Director

A conference will be held with the offended party to discuss how to best support them moving forward.

Administration reserves the right to add any individual to the disciplinary committee deemed necessary.

Profanity and 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 suspension, home suspension or loss of enrollment.

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 other students. 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 see assistance outside of school. A list of agencies and emergency numbers will be made available. Town and Country will not be responsible for providing these services. Parents may be requested to have their child seen by a qualified professional. A 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.

Town and Country School is now partnering with Family and Children's Services to provide counseling and other services for our students. Should there be any reason to request counseling and other services, and the parents agree, a referral can be made to FACS on behalf of the family to initiate these services for the student.

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 on school grounds. Students must keep their hands to themselves at all times.

Tobacco:

Students are not permitted to possess or use any form of tobacco or tobacco paraphernalia on school property and at school sponsored events at all. This includes cigarettes, e-cigarettes, vapes, or smokeless tobacco. Products will be confiscated, and parents will be notified. Any tobacco issue could result in suspension or expulsion, resulting in the forfeiture of the student's enrollment here at Town and Country School.

Search Policy:

The building administrator or executive director at Town and 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 preferably of the same sex, if possible. If illegal items are found, the student may be suspended or expelled, resulting in the forfeiture of his/her enrollment at Town and Country School.

Grievances:

If you need help, your first communication should be with your child's teacher. If you are not able to get your needs met, please contact your child's principal. If you have exhausted both options and are not satisfied, please reach out to our executive director.

Medical and Safety Procedures

Emergency Drills:

Town and Country School has a written plan for emergencies on file in the school office which was updated in 2024.

Students will participate in emergency drills as required by the State Department of Education for the safety of the children. Each teacher will have the fire/disaster procedure posted in their classroom. There will be two fire drills, a disaster drill, a lockdown drill, a tornado drill and an intruder on campus drill during the first semester to be repeated during the spring semester. Due to the increase in school violence in other areas and to make the safest environment at Town and Country, parents and visitors must enter through the front entrance only, must sign in, and get a visitor badge to wear while in the building.

Emergency Medical Forms:

Emergency medical forms must be completed and turned in by the first day of school. Should an emergency 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 and Country personnel at the hospital or minor emergency center. If the incident is minor, we will notify the parents of the incident, accident report, either through an email or a phone call and the student will be sent to the school nurse to provide any minor first aid required.

Health Services:

Medication Authorization Forms must be completed by a parent or guardian and accompany all medication to be given to the nurse on staff. All medication must be brought to school in the original container with the student's name on it. **Prescription medication must be in a 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 signed. 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, lockers, or give it to other students.

Health Symptoms: Any health federal or state health directives will take precedence.

If your child exhibits any of the following symptoms, please DO NOT bring them 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 or eyes.
- Rashes on the skin.
- Pink Eye
- Head lice - lice is highly contagious and will be reported to the school nurse. Students with head lice will not be able to attend classes until all head lice has been treated.

Immunization Information:

Immunizations are free of charge at the Tulsa County Health Department. The contact phone number is 918-582-9355.

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

- As a rule, healthy children between the ages of fifteen months and five years of age require at least:
 1. Three doses of polio vaccine
 2. Four doses of DPT vaccine
 3. One to four doses of HbCV (HIB) depending on the child's first dose of HbCV
 4. One dose of each of the following: (after the first birthdate)
 - Measles
 - Mumps
 - Rubella

- 2nd Grade through 7th Grade:
 1. DTP - 5 doses (exception: 4 doses if the 4th dose is given on or after the 4th birthday)
 2. Polio: 4 doses
 3. MMR: 2 doses
 4. Hepatitis B: 3 doses
 5. Hepatitis A: 2 doses
 6. Varicella: 1 dose or history of disease

- 7th Grade through 12th Grade:
 1. TDAP: 2 doses

- 8th and 9th Grades:
 1. DTP: 5 doses
 2. Polio: 4 doses
 3. MMR: 2 doses
 4. Hepatitis B: 2 or 3 doses (series of 2 or series of 3)
 5. Hepatitis A: 2 doses (series of 2, 6 months apart)

- 10th-12th Grades:
 1. DTP: 3 doses
 2. Polio: 3 doses
 3. MMR: 2 doses
 4. Hepatitis B: 2 or 3 doses (series of 2 or 3)
 5. Hepatitis A: 2 doses
 - 6.

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

All children are required to have an immunization form on file documented by a private physician or the State Department of Health. The form must be returned to the nurse 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.

Medical Marijuana:

Although it has recently become legal in the state of Oklahoma, medical marijuana will NOT be allowed on school property. If your child has a prescription for medical marijuana, they will need to utilize it off school property. CBD oil has a separate policy. Students may not use or self-administer CBD under this policy. However, CBD with no THC may be administered by a parent or legal guardian in a designated area. This only applies to CBD containing no more than .3 percent THC, if the student has a medical marijuana license or an eligible diagnosis.

Medication Regulations:

- Administration: All medications will be kept in the specified, locked area. The school nurse / medication tech will be responsible for the administration of medication. Students will be monitored when taking their medications to be certain that they are ingesting them. Documentation will be made on the medication administration log to indicate the dosage taken and the time it was administered.
- Epi Pens: The high school and middle school students may carry their Epi Pens with them. The lower school students will remain with the child's teacher/assistant unless stated otherwise by his/her parent(s) and/or physician.
- Over the Counter Medications: Town and Country School has pain relievers and cough drops available to all students. If the parent has signed a permission form, the nurse 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 administering these medications.
- Prescription Medications: Medication must be brought to school in the original container with the physician's name, date, and dosage and given to the nurse. An authorization form to administer medication, signed by the physician and parent must be on file in the nurse's office.
- Self-Administered Inhaled-Asthma Medicine: The school will permit students to self-administer medication with written authorization from parents and physician.

Diabetes Plans:

If your child is diabetic, a Diabetic Action Plan must be on file in the nurse's office.

Seizure Plans:

If your child experiences any type of seizure, a Seizure Action Plan (SAP) must be on file in the nurse's office.

Parent Organizations/Opportunities/Responsibilities

Parent, Teacher League (PTL):

The PTL is the official parent/teacher organization here at Town and Country School. The mission of the PTL is to foster a closer relationship between the home and school so that parents, administration, and faculty may work together for the benefit of the entire school community. Involvement is encouraged for all families. An annual \$25 fee per family is collected.

Parent Responsibilities:

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

- Be sure that your child's attendance in school is consistent since disruptions in schedules can cause stress and frustration. However, do not send your child to school if he/she is ill. If your child is showing any symptoms of illness, please keep them at home.
- Encourage and help your child to pay proper attention to health, personal cleanliness, and neatness of dress.
- Be sure that your child is in compliance with the dress code.
- Encourage your child to bring home any communications from the school. School/Parent communication is an integral part of student success. Papers are regularly sent home with the students as a hard copy. It is the responsibility of the parent to view these items and discuss them with your child, if necessary. Communication can also occur in many other ways:

- | | |
|---|-------------|
| 1. Grade Cards | 4. Facebook |
| 2. Conferences, both informal
and formal | 5. Email |
| 3. Teacherease | 6. Agendas |
| | 7. Remind |

If you, as parents, desire to speak with your child's teacher or principal, you are encouraged to **make an appointment**. Giving the demanding schedules and activities during the school day, dropping in does not ensure you a meeting to address your needs. **Please do not drop in unannounced and expect to see a teacher, administrator, executive director, or any other staff member.**

- Attend all Parent Teacher Conferences established by the school or your child's teacher. Conference options include:
 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 scheduled with the teacher, (homeroom teacher in the lower school or record teacher in the middle school and high school), the parents, related service personnel and the building administrator, if so needed. 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 P.E.C. conference which is normally held in October.

2. Spring Conference: Another conference is scheduled in May for the parents and school staff to address the goals and objectives and determine if those have been met or need to be continued into next year.
3. Additional Conferences: These may be scheduled as needed by the parents or by the teachers. If you are requesting a parent conference, you should call ahead and schedule the conference with the teacher and/or the administrator.
 - When you sense there is a breakdown in discipline and/or communication, please bring your concerns to the attention of your teacher first. If the issue has not been resolved, please contact the administrator second. If speaking to the teacher and the administrator did not resolve the issue, please contact the executive director, and she will be more than happy to visit with you.
 - Attend school functions as it shows your child that his/her education means a great deal to you, for you are giving priority to their school by making every effort to attend the function.
 - Pay the PTL fee and complete your parent service hours. **Ten hours are required yearly from each family.** Opportunities available include but are not limited to:
 - Becoming a homeroom parent
 - Chaperoning any school activity
 - Working at or giving your time at any school activity
 - Driving on field trips
 - Chairing events - **Automatically given your ten service hours**
 - If you would prefer to buy out your PTL volunteer hours, it will be \$20/hour for a total of \$200 per year.

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 see how everything works together for the good of the student.

Failure to complete volunteer hours may affect your child's scholarship or enrollment. For every volunteer hour not completed, you will be charged \$20 per hour.

- Be enthusiastic and speak well about the school. Your positive attitudes about the school influence the attitudes of your child(ren) towards the school. Your words of encouragement, your friendly smile, and your positive endorsements cause those who educate your child(ren) to excel.
- Speak positively about the school in the community. Most of our students that enroll in Town and Country are due to a recommendation by our parent community.

Parent Resources:

Town and Country has many resources for our parents located in the school library. These include periodicals, books, and videos relating to topics on learning disabilities, Attention Deficit Disorder, Autism Spectrum Disorders, education and parenting issues, among others. Parents are encouraged to visit the library if you need information on particular topics. We also have a list of professionals in the Tulsa community available to parents if services are needed.

Technology

Computers:

Access to computers on the Town and Country Campus 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 comply with the network etiquette standards will result in the suspension of computer privileges. Suspension of privileges will be result if any of the following occur:

- Vandalism or tampering with or altering of computer hardware
- Vandalism or tampering with or altering of computer software
- Vandalizing or tampering with school or student data or classroom furnishings
- Tampering with network or computer security
- Installing unauthorized software on the computer
- Uploading or creating a computer virus
- Downloading files, graphics or images that do not support the educational goals of the school
- Accessing sexually oriented material
- Accessing materials associated with violence
- Bringing games from home and installing them on a school computer
- Continuous misuse of school resources will result in termination of computer privileges
- Policy applies when learning remotely, as well.

Chromebooks:

Town and Country Chromebooks are personal devices designed to work with Google Apps for Education (GAFE) web-based applications. The school will purchase and retain full ownership of the chromebooks. Town and Country has put measures in place to prevent the inappropriate use of the device or internet in keeping with the school policy. Students will adhere to the above policies when using chromebooks.

Chromebook Check-out:

Students who do not have access to a chromebook may check one out from the school. Parents and students will sign a Device Contract form and it will be kept on file in the administrator's office.

Parent and Student Responsibility:

As with any school property, students will be responsible for keeping the chromebook in good working order. The parents and students will be responsible for replacing a lost chromebook or making repairs that were the result of inappropriate use or neglect of the device. The students will read and sign the Student Technology Responsible Use Agreement and only login to a chromebook using their school assigned account.

School Responsibility:

The school will comply with the Children's Internet Protection Act (CIPA). Any malfunction of the chromebook that is not the result of negligence or inappropriate use will be repaired at the school's expense.

Dress Code

Town and 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 "competitions".
- To help reduce peer pressure.
- To create a positive image in the community.
- To eliminate offensive fashions.
- To cut down on school clothing costs.

The administration and teacher at Town and Country School will maintain and enforce the dress code from the time a student arrives on campus until the student leaves the campus. **Dress code violations will result in loss of privileges and a phone call to the parent requesting the proper dress code be brought to school. If a parent is unable to bring the students appropriate attire, the following action will be taken:**

- Lower School/Middle School: The school will attempt to find appropriate clothing from the dress code closet to address the situation. Continued violation of dress code will warrant a phone call home from the teacher. Students may lose free dress privileges should the dress code policy not be followed.
- High School: If a parent is unable to bring the student a change of clothes, he/she will spend a day in the office but will be able to complete all assignments for credit.

Dress Requirements:

- It is expected that Town and Country students will be neat, clean and appropriate in their dress on campus or when participating in a school function off campus.
- Tulsa Technology students must arrive at Town and Country in dress code or change immediately upon arrival.
- The administration reserves the right to determine the appropriateness of a student's appearance based on each of the regulations.

School Store:

As a service for our students and families, Town & Country School has partnered with Greenhouse Outfitters to offer an online school shop for dress code items such as t-shirts, sweatshirts, hoodies, etc. We also offer school spirit wear items. These items are dress code approved. Items are ordered and paid for online, then delivered to the school and will be sent home with your student. This site is open all school year and may be accessed two ways:

www.tandcschool.org - under parent resources tab

www.theschooleys.com/collections/tandcschool - this is the direct link to store from Greenhouse

Please note:

Items ordered between the 1st-15th of each month will be processed on 16th of month and delivered approximately two weeks from that time.

Items ordered between the 16th-last day of month will be processed on the 1st day of upcoming month and delivered approximately two weeks from that time.

Please make sure to include your child's name on order form.

Dress Requirements for the 2024-2025 School Year

	<u>Students</u>
<u>Shirts</u>	Polo style shirt or T&C t-shirt in solid Burgundy or Gray, short or long sleeves
<u>Undershirts</u>	White, gray or burgundy only
<u>Pants</u>	Blue, black or khaki jeans, blue cotton, khaki or black dress pants. No low riders, no holes, no leggings, no work out pants, no sweatpants, or no joggers.
<u>Capri Pants</u>	Blue, black, or khaki jeans, blue cotton, khaki or black capri pants. No low riders, no holes, no leggings, no work out pants, no sweatpants, or no joggers.
<u>Shorts</u>	Blue Jean shorts, Navy-blue, khaki or black walking shorts. No shorter than 4” above the knee. No low riders, no cut offs or no athletic shorts.
<u>Hoodies</u>	Town & Country School hoodies may be worn in the building and in classes throughout the day. Solid gray or burgundy cardigans, hoodies or sweaters are also allowed.
<u>Shoes</u>	Any tennis shoe or low-heeled slip-on loafer or tie style loafer or boot. All shoes must be closed toed. No high heels, platform shoes or Crocs.
<u>Gym/PE for High School</u>	Knee length basketball shorts in cotton or knit T-shirt, Tennis shoes
<u>Lower School</u>	Girls may wear jumpers, skirts or cotton pants in navy blue.
<u>Bags</u>	All bags, backpacks, and purses must be clear plastic, vinyl, or PVC. Small clutch bags, approximately 4.5"x6.5", with or without a handle or strap, can be used for personal items.

Dress Code - Additional Items:

- Students must keep their hair clean and out of their eyes.
- All clothes must be the proper size and fit. Sagging is not tolerated or permitted at any time.
- No baggy pants, shorts, or skirts are permitted.
- The wearing of hats, caps, sunglasses, or scarves will not be permitted inside the school buildings except for medical conditions, religious reasons, or school authorized events such as “Hat Day”.
- Chain wallets are not permitted.
- No spandex shorts, leggings, jeggings, joggers, mesh shorts or sweatpants of any kind can be worn.
- Students may wear approved sweatshirts or hoodies for warmth in the classrooms, but jackets must be placed in lockers or cubbies and not worn in the school building.
- Administration, faculty, and staff have the right to determine the appropriateness of a student’s dress.
- **The school reserves the right to modify the dress code throughout the year as is deemed necessary.**

Free Dress:

Students may wear free dress on the second Friday of each month. Clothes should be appropriate and may not contain offensive messages. Students may not wear open toe shoes or heels. Skirts and dresses should be 4” above the knee. No jeans with holes are permitted. Other free dress days may be permitted throughout the school year. Dress code violations could result in the loss of free dress privileges.

Lost and Found:

Articles that are found on the school grounds are kept in different locations for a period of time. You may find lost items in the gym, in the hallway by the front door, in the lower school office or outside the high school administration office. Since students wear the same type of clothing, it is advisable to write your child’s name on his or her belongings so that they can be returned. Any article with no name on it will be added to the dress code closet for parents to take during orientation.

Logistical Information

Address Change:

Whenever there is a change of address or phone number, please contact the school 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 child(ren) out once they have been brought to school.

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.

Agendas:

Students are expected to keep all assignments, projects, and schedules in their agenda. An agenda will be provided to all students. 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 and sign to ensure academic success and proper communication. Teachers will sign the agenda prior to the end of the class. Parents of students in the lower school and middle school are asked to sign the agenda each evening.** There will be a \$10 fee to replace lost or destroyed agendas.

Animals:

Town and Country School is committed to providing a healthy and safe environment for all students and staff. It is our policy to only allow approved animals inside school during the school day. Administrators will determine if an animal of any kind will be allowed on campus.

The school does have a certified therapy dog on campus to help support our students. Sterling is a Husky/Great Pyrenees mix and has gone through necessary training and certifications to be registered as a Therapy Dog.

Calendar:

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

Child Abuse/Neglect:

Any employee of Town and Country School, having believed that a child has been abused or neglected, is required by law to promptly report the matter to the Department of Human Services.

Closed Campus:

Town and 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 Extension 103. If a student leaves campus without permission, the parent, legal guardian and/or the police will be notified. **Leaving campus will result in an automatic three-day suspension.**

Food:

Gum, candy, and beverages are not permitted to be consumed or opened while in the building without school administration or faculty/staff knowledge or permission. If a lunch is brought to school, it must remain in a student's locker until lunch. Students will also have access to the vending machine during 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 the school campus as these drinks can adversely affect a student's other medications. **Please make sure that all students finish any drinks purchased before school (coffee, frappuccinos, etc.) be finished prior to arriving at school. These should not be brought onto the school property.**

WE ARE A PEANUT/NUT FREE SCHOOL!!!

Holidays/Birthdays:

- 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.
- Town and Country 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 arrange this with the classroom teacher.

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 in the restrooms.

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 card or a transcript being held.

Lockers:

Every middle school and high school student will be assigned a locker. Students may not share lockers. Lockers do have a lock on them and can be locked during the day. A key will be provided for each student who requests one.

It is advised that middle school students not lock their lockers. They only have a set amount of time in between classes and locking them often creates issues with being tardy to class.

Money:

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

Pictures and Videos:

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

School Supplies:

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

Student Drivers:

Students driving vehicles to Town and Country must have a valid Oklahoma driver's license and proper insurance. **Students driving to school must have their vehicle registered with the office. Parking permits will be issued through the high school office once the car is registered.**

Student Parking:

Student parking is located in the gym parking lot. Students may not loiter in their cars. Once a student parks his/her car, it must remain parked except for a work study program or an approved excuse to leave campus. When students arrive, they must immediately go inside and when school is over, they must leave the school grounds and not return. **TOWN AND COUNTRY IS A CLOSED CAMPUS.**

Student Driving Safety:

For the safety of our children, we ask all student/parent 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 transporting other students during field trips and off campus activities. Only licenses and Town and Country staff and/or parents shall provide transportation.

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

Telephones:

- Students will not be allowed to make or accept telephone calls except in the case of an emergency. Administration will determine if there is an emergency. Email or phone calls to the main office are the best ways to contact your child/teachers.
- Parents are discouraged from requesting that students call them during the day unless it is absolutely necessary 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 at Extension 103.

Tutoring:

Tutoring is available through Town and Country School on a first come, first served basis. There is a cost for this service. Contact your respective principals for more information and scheduling.

Yearbooks:

Yearbook orders occur during orientation at the beginning of each school year.

Appendix #1

Asbestos Remediation

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), we performed inspections of our building for asbestos-containing building materials. The inspection findings and asbestos management plans are 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 to 3:45 PM). The Asbestos Program Manager, Shevaun Etier, is available to answer and review these documents with you upon appointment at 918-296-3113, Extension 102.