

- The second or following weeks, the student will not be allowed to participate in the club or sport. The student will be encouraged to attend homework club.

## **V. WHAT SHOULD I WEAR?**

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

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

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

### **A. Dress Requirements**

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

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

### **Dress Requirements for the 2023-2024 School Year**

	<b>Students</b>
<b>Shirts</b>	Polo style shirt or T&C t-shirt in solid Burgundy or Grey, short or long sleeves
<b>Undershirts</b>	White, grey or burgundy only
<b>Pants</b>	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.
<b>Capri Pants</b>	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.

<b>Shorts</b>	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.
<b>Hoodies</b>	Town & Country School hoodies may be worn in the building and in classes throughout the day. Solid grey or burgundy cardigans, hoodies or sweaters are also allowed.
<b>Shoes</b>	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.
<b>Gym/PE for High School</b>	Knee length basketball shorts in cotton or knit T-shirt, Tennis shoes
<b>Lower School</b>	Girls may wear jumpers, skirts or cotton pants in navy blue.

**Additional Items:**

- Students must keep their hair clean and out of their eyes.
- All clothes must be the proper size and fit.
- The wearing of hats, caps, sunglasses or scarves will not be permitted inside school buildings except for medical conditions, religious reasons or school authorized events.
- The administration reserves the right to determine the appropriateness of a students’ appearance based on each of the preceding regulations. If students are not properly attired, parents may be required to bring acceptable clothing to the school office. We request that these policies be monitored at home.
- Students participating in business dress days through VoTech will be able to wear alternate clothing on these days with approval from the principal.

**B. Significant Reminders**

1. Chain wallets are not permitted.
2. Sagging is not tolerated or permitted at any time.
3. No baggy pants, shorts or skirts permitted.
4. No spandex shorts, leggings, jeggings, joggers, mesh shorts or sweatpants of any kind.
5. 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.
6. Hair is to be well groomed and clean. Bangs should be kept out of the eyes.
7. The wearing of hats, caps and scarves will not be permitted inside the school building except for medical reasons, religious reasons or on “Hat Day”.
8. A teacher/administrator shall have the authority to determine the appropriateness of dress code.
9. If you are unsure of the appropriateness of a particular item of clothing, please, clear the item through the principal prior to wearing it.
10. Students may not bring backpacks or bags to school unless they are clear. Students may purchase a clear backpack, tote bag or purse to use on school premises. Girls may bring a purse no more than 10 x 10 inches in diameter.

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

### **C. Free Dress**

Students may wear free dress on the second Friday of every month. Clothes should be appropriate and without offensive messages. No open toe shoes or heels. Skirts and dresses should be 4'' above the knee. No jeans with holes above the knees. No hats or sunglasses. Other free dress days will be communicated to students and caregivers as the schedule permits.

## **VI. WHAT IS EXPECTED OF ME?**

### **Guidance Philosophy**

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

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

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

### **Expected Behaviors**

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

1. Students are expected to be punctual to all classes and assemblies.
2. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures may be suspended from school.
3. Running in the halls and horseplay are strictly prohibited for safety reasons.
4. Gambling, in any form, will not be tolerated.
5. No student will have in his possession (on person, in locker, or vehicle) matches, lighters, fireworks, explosives, weapons (including pocketknives), tobacco, alcohol, illegal drugs, laser pointers.
6. There will be no attempting to sell or distribute any substance (prescription/non-prescription drug).
7. Cheating, lying, or stealing will not be tolerated.
8. Scoffing, scorning or disrespectful remarks or behaviors are not acceptable.
9. Bullying behavior will not be tolerated and may result in forfeiture of enrollment at Town & Country School. This includes bullying involving technology whether it be during the school day or after school hours. This will be addressed in more detail later in the handbook.
10. Playing computer or video games that are of a violent and/or sexual nature will not be tolerated.
11. Students are to remain in Town & Country dress code until they are off campus, unless they are involved in a Town & Country sponsored activity that requires a dress change.

12. Tulsa Technology Center students must arrive at Town & Country School in uniform or change immediately upon arrival.
13. Any verbal or physical behavior of a sexual nature will not be tolerated. This will be addressed in more detail later in the handbook.

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

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

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

1. In the classroom
  - a. Demonstrate respect for adult personnel and rules.
  - b. Show respect for individual students, teachers and parents.
  - c. Receive permission to leave desk or room after class has begun.
  - d. Maintain a neat and clean atmosphere in the classroom. All trash should be placed in the trash can, not on the floor or inside the desk.
  - e. During a discussion, listen and wait until others are finished before speaking.
  - f. Respect the rights of the teachers to teach and the other students to learn.
  - g. Respect the property of the school and the other students.
2. In the halls
  - a. Orderly behavior is expected in the halls. Walk quietly and talk quietly.
  - b. Walk on the right side of the hall to allow safe passage.
  - c. Running is not permitted.
3. In the restroom
  - a. Flush toilets.
  - b. Wash hands.
  - c. Throw trash in wastebasket.
  - d. Respect the property of the school.
  - e. If students tamper with items in the restroom or mark on the walls, teacher will escort them to the restroom in the future. **This action may result in an automatic suspension depending on the severity of the damage.**
4. In the cafeteria
  - a. Treat students and teachers with respect at all times.