

# University School

at The University of Tulsa



## HANDBOOK for Parents and Students

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# University School Handbook for Parents and Students

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*The University of Tulsa is an equal opportunity/affirmative action institution.  
For EEO/AA information, contact the Office of Personnel and Campus Services at (918) 631-2616.  
For disability accommodations, contact Dr. Tawny Rigsby at (918) 631-2315.*

# The University of Tulsa Connection

## Mission and Goals of University School

The mission of University School at The University of Tulsa is to offer leadership and service to the city of Tulsa and the state of Oklahoma in the field of gifted education. The goal of University School is to serve as a national model of excellence in pre-college education for students with high academic potential. Local, national, and international recognition for The University of Tulsa has been a by-product of our service and leadership. Just as The University of Tulsa provides excellence in education for college students, University School provides excellence in education for younger gifted children. After high school, many University School students return to TU for college.

## University of Tulsa Affiliation

University School is a non-profit educational service of The University of Tulsa which reports directly to the Provost. All staff members are employees of The University of Tulsa. As such, University School is subject to all rules, regulations, and policies established by The University of Tulsa administration and its Board of Trustees. All University School organizations are subject to the same regulations. Any problems or concerns about any aspect of the school should immediately be brought to the attention of the director or assistant directors.

## Service to The University and the Community

University School is used for observation, practice, and/or research by many TU departments including Education, Psychology, Speech and Hearing, Physical Education, Music, and Foreign Languages. Additionally, having University School as an educational option is seen as a plus in recruitment of businesses and industries to the Tulsa area. University School has served as the site for numerous classes affiliated with federal grant programs. Teachers from University School have been involved in research with the National Research Center on the Gifted and Talented and have conducted staff development for the U.S. Department of Education during two Javits grant programs.

## Values

The mission of University School is to provide the best possible education for gifted students and to be a leader in gifted education locally, regionally, and nationally. Our beliefs and values help us to reach our goals. At University School we believe in:

- **Using current best research and practice in our classrooms.** We use interdisciplinary active learning and differentiation strategies so that all students are able to use their best learning modalities in the classroom. We draw our methods from Ohlsson's Enaction Theory, Howard Gardner, Joseph Renzulli, *SAILS* Curriculum, Brenda Shurley, Carol Tomlinson, Benjamin Bloom, and Carol Dweck
- **Providing a challenging academic, supportive environment where gifts and talents develop.** Learning to work hard and learning to be responsible are two of the prime goals for our students. Our philosophy is influenced by Sylvia Rimm, Jim Fay, Foster Cline, Toru Kumon, and Jane Nelson.
- **Providing a place for creativity to flourish.** We encourage the creative spirit in everyone. Teachers of each subject – music, art, drama, writing, social studies, science, computer, math, Spanish, Chinese, and physical education – value and nurture the creative spirit. Paul Torrance and Schlicter's Talents Unlimited are resources we use to support creativity.
- **Maintaining a beautiful environment that brings a feeling of peace to those who enter our school.** We all work to keep our school clean and beautiful. Our organized and uncluttered rooms bring a sense of peace and serenity. Maria Montessori influenced educators to value the classroom environment.
- **Leading a life of respect for everyone at our school.** We are friendly and respectful to all people. We are respectful of all faiths.
- **Maintaining and developing the highest possible level of professionalism for our staff.** University School staff members are involved in a variety of staff development activities such as professional organizations, professional research and writing, developing grants, furthering education, attending conferences, and reading professional literature.
- **Caring for others outside of our school community.** The University School family shows its care and concern for the needy in our world through many acts of community service.

- **Being leaders in gifted education through publications, presentations, and professional development training.** The University School *SAILS* Curriculum has been used by teachers in many states and countries around the world. University School staff have made professional presentations annually at conferences held by the National Association for Gifted Children (NAGC) and the Oklahoma Association for Gifted Children since 1986. University School is widely recognized nationally due to articles in books and other publications written about the school.

## School Hours and Basic Information

### Outstanding Faculty and Staff

In addition to the lead classroom teachers and assistant teachers, University School has specialty teachers for the following subjects: art, Chinese, computer, library, music/band, physical education, science, and Spanish.

Administrative personnel include

Dr. Pat Hollingsworth, Ed.D., Director  
 Debra Price, M. Ed., Assistant Director of Administration and Admissions  
 Amber Gates, M. Ed., Assistant Director of Communication and Curriculum  
 Linda Bolin, Administrative Services Coordinator  
 Tami Losoncy, Administrative Assistant

**Office Hours:** 8:30 a.m. - 5:00 p.m.

**School Hours:** 9:00 - 2:35 Early Childhood through Primary 3  
 8:45 - 3:00 Intermediate 1 through Older Intermediate 8  
*Students are expected to be on time to school.*  
*Students may arrive 15 minutes prior to class.*

**Extended Day Hours:** Early Option: 7:15 – 8:45 a.m.  
 Study Hall: 2:40 – 4:00 p.m.  
 Enrichment Option: 4:00 – 5:30 p.m.

### A Note about the University School Handbook

This document is not a contract. Policies and interpretation by the administration are subject to change as circumstances warrant. Please check with University School administration for updates and current application of any policy.

## ABCs of Policies and Procedures

### **ABSENCES (Also see TRIPS)**

Please notify the school any time your child is absent. Attendance notification may be emailed to [uschool-attendance@utulsa.edu](mailto:uschool-attendance@utulsa.edu), or you may call the main office at 918-631-5060.

Students must arrive to school by 11:00 a.m. to be eligible to participate in afterschool clubs and activities.

Students will be allowed to make up homework due to an excused absence without a grade penalty. Students are allowed an extra day to turn in the work for each day of absence. If this deadline is missed, the assignment will receive a grade of zero.

Upper school students absent one (1) or two (2) days are responsible for obtaining missed assignments from their peers or when they return to school. Upper school students absent three (3) or more days may request assignments by calling the school office. Students are still responsible when they return for checking with each teacher to be sure all missed assignments were collected. Students are also responsible for arranging times with teachers to make up any tests missed due to absence. **This is not the job of parents or teachers.** Teachers will set a reasonable due date for assignments missed, making an allowance for the absence.

Teachers of lower school students in grades Primary 1 – Primary 3 are often able to provide missed work upon request. Parents of these students may check with individual teachers for make-up work due to absences.

Excessive absences and /or tardies may be grounds for dismissal.

### **ACADEMIC MISCONDUCT**

This policy prohibits any form of inappropriate conduct that constitutes academic misconduct and applies to all participants at University School. University School students and parents are expected to maintain intellectual integrity, to conduct themselves properly in all academic activities, and to adhere to all academic policies. Cheating, plagiarism, and other forms of academic dishonesty are violations of academic integrity.

Academic misconduct includes any conduct pertaining to academic courses or programs that demonstrates fraud, deceit, dishonesty, an intent to obtain an unfair advantage over other students, or violation of the academic standards and policies of University School and The University of Tulsa. It includes, but is not limited to, plagiarizing; cheating or otherwise violating the procedures for tests and examinations; turning in counterfeit reports, tests, papers or other work; stealing tests or other academic material; falsifying academic records or documents; turning in the same work to more than one instructor without informing the instructors involved; presenting work obtained from other sources, be it the work of another person, or online resources as work completed by the student, or assisting others in such activities.

Academic misconduct also includes any inappropriate behavior that unreasonably interferes with the educational process and the rights of others to pursue their academic goals. It includes, but is not limited to, disorderly or disruptive conduct during a classroom or other academic activity; actual or threatened misuse or destruction of equipment or other academic resources; actual or threatened interference with the right of others to participate fully in academic activities, and failure to respect and adhere to reasonable standards of conduct while participating in academic activities.

In appropriate cases where a form of academic misconduct has occurred, disciplinary action may be taken at the discretion of University School. Consequences may include, but are not limited to, oral and/or written reprimand, counseling, reduced or failing grades for specific assignments or course, additional assignments or requirements relating to the course, probation, dismissal, or any combination thereof. In addition to consequences imposed by the instructor involved, University School administration may impose additional consequences as the circumstance warrants.

All University School faculty and staff are required to report every incident of academic misconduct to University School administration.

**Definitions:**

- **Plagiarism:** Presenting as one’s own efforts the work of someone else without proper acknowledgment of that source. Examples of plagiarism include: paraphrasing where the basic sentence structure, phraseology and unique language remain the same; failure to acknowledge unique, unusual, or new ideas or facts not the product of the student’s own investigation or creativity. When in doubt, it is the student’s responsibility to seek guidance from the instructor of the course.
- **Cheating:** The use of aids or assistance not explicitly allowed by the instructor in the quiz or testing procedure. Examples of cheating include: the use of notes, charts, books, teacher manuals or other resources, and mechanical devices not specifically allowed by the instructor; visually, verbally, or electronically receiving or giving information not allowed by the instructor.
- **Counterfeit Work:** Work turned in as one’s own that was created, researched, or produced by someone else and in a manner not allowed by the instructor. Examples include: turning in a report of another’s research; submitting a paper researched or written by someone else; having someone else take a test; taking a test for someone else; submitting joint projects as if they were solely one’s own; submitting work completed by a parent.
- **Stealing:** The theft, use, or circulation of a quiz, testing procedure, or answers specifically prepared for a given course and as yet not used or publicly released by the instructor of a course.
- **Falsifying:** Knowingly and improperly changing grades on transcripts, report cards, tests, projects, and related documents.
- **Instructor:** Members of the faculty, teaching assistants, or others who function as teachers or supervisors in connection with academic work at University School.

*Adapted from University of Tulsa Academic Misconduct Policy*

**ACRONYMS**

A guide to acronyms and abbreviations you may hear at University School.

**EC, EP, P1, INT1, OI . . .**

University School's class designations do not conform to those traditionally found at other schools. Our students are generally significantly more advanced in their academic level than their peers of the same age. We have the flexibility to have students of a variety of ages in the same class and have purposefully chosen class names that are "outside the box" to reflect our philosophy and program.

To help you make a connection with traditional grade levels, the following list will give you a general idea of the equivalent grade that each of our classes represents based on students' ages:

<b>Class</b>	<b>AKA</b>	<b>Equivalent Grade</b>
Early Childhood	EC	Preschool
Early Primary	EP	PreK
Primary 1	P1	Kindergarten
Primary 2	P2	1 <sup>st</sup> Grade
Primary 3	P3	2 <sup>nd</sup> Grade
Intermediate 1	INT-1	3 <sup>rd</sup> Grade
Intermediate 2	INT-2	4 <sup>th</sup> Grade
Older Intermediate 5	OI-5	5 <sup>th</sup> Grade
Older Intermediate 6	OI-6	6 <sup>th</sup> Grade
Older Intermediate 7	OI-7	7 <sup>th</sup> Grade
Older Intermediate 8	OI-8	8 <sup>th</sup> Grade

The term **Lower School** refers to grades EC through P3. **Upper School** refers to INT-1 through OI-8.

**EDP – Extended Day Program**

The University School Extended Day Program provides care for students before and after regular school hours at an additional charge. See EXTENDED DAY PROGRAM for more information.

**FTF – Funding the Future**

Funding the Future is University School's annual giving campaign. See the FUNDRAISING section for more information.

**NAGC – National Association for Gifted Children – [www.nagc.org](http://www.nagc.org)**

This national organization supports the needs of gifted students by supporting and developing policies and practices in gifted education. NAGC also participates in research development, advocacy, communication, and collaboration to improve the quality of gifted education. Many of our staff are present or former board members of NAGC. Each year, several staff and/or teachers attend and/or present at the annual NAGC convention.

**OAGCT – Oklahoma Association for Gifted, Creative, and Talented – [www.oagct.org](http://www.oagct.org)**

This organization brings together teachers, administrators, and other professionals in Oklahoma who are interested in the education of gifted, creative, and talented youth. All of University School's full-time staff members attend the annual OAGCT conference, which is usually held in February. USchool teachers are also featured presenters at the conference.

**SAILS – Student Active Interdisciplinary Learning Series**

The *SAILS* curriculum focuses on interdisciplinary content-rich learning in the framework of the time periods of Western Civilization. The curriculum was designed and written by University School staff and teachers and is used in the classroom in a variety of ways. In the spring semester, classes focus on the study of a specific time period using *SAILS* curriculum materials.

**USA – University School Association**

This is the organization of parents and teachers who support University School. It is similar to a PTA or PTO.

**USOLA – University School Outdoor Learning Area**

This is the large pergola in the Butterfly Garden on the South Lawn of our school (at the corner of 4<sup>th</sup> and College).

**ALL-CALL BRIGHTARROW SYSTEM**

The BrightArrow system (which integrates with Blackbaud) allows University School to make broadcast phone calls or send texts to all USchool parents. This system is used to notify parents of important announcements or for notifications in the event of an emergency.

**ASBESTOS POLICY**

University School's Asbestos Management Policy is located in the main office of University School at 326 South College Avenue in Tulsa, Oklahoma.

**BEHAVIOR**

It is a privilege to be a student at University School. This privilege is for students who can benefit from the experience and who are able to maintain appropriate behavior. Students are expected to have good behavior and follow classroom and school rules at all times. We expect students to treat teachers and each other with dignity and respect. Offensive and disrespectful language and gestures are inappropriate at school. Violent behavior of any kind is not tolerated. If a student chooses to disregard a University School rule, the student will receive a warning or behavior check from the teacher. In some Older Intermediate classes, a behavior check may lower a student's class participation grade. You will be notified if your student receives a behavior check. Disruptive behavior is not tolerated at University School. Parents may be called to take a disruptive student home for the day. Consequences will follow for students with accumulated or serious behavior offenses. Students with a history of inappropriate or disruptive behavior may be asked to leave the school permanently.

**BIRTHDAYS**

Each teacher will establish the classroom policy concerning celebrations for student birthdays. If you are unsure about the policy for bringing treats to school for your child's birthday, please check with the classroom teacher. **Students may not receive deliveries of individual gifts such as flowers, balloons, etc. at school.** No individual



invitations should be distributed at school. If an after-school party is scheduled and only some students in the class are invited, students should not leave school together. Parents should take students directly to the party location instead of picking them up from school in groups. Excluding students from parties and other social gatherings is hurtful and is considered a form of bullying. University School does not condone such behavior. After-school pickup of students in limousines or “party buses” is not allowed, as it seriously disrupts our pickup procedures and causes problems for other parents picking up their students.

### **BITING**

Biting is a potentially dangerous behavior that is not condoned at University School. The first time a child bites, the parents are expected to apply appropriate consequences of lost privileges. The message must be sent that this is unacceptable behavior. If biting happens a second time, the parent is expected to seek professional help to extinguish the behavior. A third incident requires that both parents meet with the director to determine if University School is a correct placement for the child.

### **BLACKBAUD**

University School uses the Blackbaud K-12 Student Information and Learning Management System. These programs give parents the opportunity to be involved in their student’s academic progress via the Internet. Blackbaud is a private and secure portal that allows parents to view academic information specific to their children while protecting that information from others. Parents can view their child’s grades, attendance, homework, and conduct, as well as access lesson plans, calendars, forms, newsletters, message other parents, and more. Blackbaud is 100% mobile friendly, browser agnostic, and does not require an app to access. For information about how to access Blackbaud, contact the school office.

### **BUILDING EVACUATION PLAN**

In the event of an emergency at school which requires evacuation of the building, students will be escorted to one of two areas, depending on the nature of the emergency. The outdoor evacuation area is the parking lot of the University United Methodist Church, just south of University School. The indoor evacuation area is the Allen Chapman Student Union on the TU campus. The severe weather evacuation plan is to move to the FEMA rated storm shelter in our building, known as The West Wing. In the event of such an emergency, parents will be notified through the BrightArrow system, which integrates with Blackbaud (email, text, and/or phone call). The University of Tulsa Security will be a point of contact if information is needed during an emergency event. That office may be contacted at 918-631-5555.

### **BUILDING MAINTENANCE AND CARE**

In order to maintain the beauty of our environment, students will be expected to respect and take responsibility for preserving our facility. Students who are responsible for building damage will be financially responsible for repairs.

### **BULLYING POLICY**

The University School does not tolerate any harassment, intimidation, or bullying of any kind. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Any such behavior will not be tolerated and appropriate consequences will follow. The Amended Oklahoma Statute Title 70 Section 24-100.2.4 “School Bullying Prevention Act” states that bullying has a negative effect on the social environment of schools. Specifically prohibited are behaviors involving harassment, intimidation, bullying of others and/or retaliation.

An imbalance of power may arise due to physical strength, access to private information, popularity, or other differences in status or ability. Power imbalances can change over time and in different situations, even if they involve the same people.

### **PROCESS**

- Students, parents, and staff should report all instances of bullying or other inappropriate conduct promptly to administration.
- Faculty are required to notify the Assistant Director promptly upon receiving any report.

- Complaints, submitted orally or in writing, are taken seriously and will be dealt with promptly.
- The complaining party will be asked to provide all pertinent information and to follow up with a written report upon request.
- The University School will take appropriate action within its power to prevent, correct, and discipline all known instances of student misconduct.
- Every effort will be made to handle the complaint, investigation and follow-up processes with confidentiality to the fullest extent possible, with communication limited to a minimum “need to know” basis and directives not to discuss cases outside of the process. All members of the University School community are expected to respect confidentiality.

#### CONSEQUENCES

- In appropriate cases where bullying or other inappropriate conduct has occurred, disciplinary action may be taken at the discretion of University School.
- Consequences may include one or more of the following: oral and/or written counseling and instructions, oral and/or written reprimand, suspension, probation, dismissal, or other appropriate action.

**Second Step Curriculum** – University School has adapted the *Second Step School Culture* curriculum which was developed by the Committee for Children of Seattle, Washington. This program takes a proactive approach to developing a comprehensive positive school culture. Creating a school wide culture that supports this curriculum begins with understanding how the values of the school are reflected through everyday practices and in the physical surroundings. When prosocial strategies are used consistently throughout the school, students and adults develop a common language, a sense of safety, and a trusting acceptance of self and others. This school-wide commitment to a clear purpose creates a foundation for successful prevention efforts.

#### BUS POLICY AND RULES

The University School buses are used exclusively for field trips and specially scheduled off-campus activities attended by our classes.

- All passengers must securely fasten seat belts before the bus leaves.
- Students must stay in their seats until the bus comes to a complete stop and the driver opens the door.
- Students may not change seats once the bus begins to move.
- Speak softly while on the bus.
- Do not run or push others when getting off the bus.
- Chewing gum and eating food or drink are not permitted on the bus.
- Use of electronic devices such as cell phones, MP3 players, etc. on field trips is prohibited.

#### CELL PHONES/WIRELESS TELECOMMUNICATION DEVICES

The following policy applies to the use of wireless telecommunication devices such as cellular telephones, “smart” phones, pagers, personal digital assistants (PDAs), etc. Students are prohibited from using wireless devices during the academic school day including recess, lunchtime, and the Extended Day Program unless expressly approved by a University School teacher or administrator. During school and Extended Day hours, wireless devices must be turned off and kept in backpacks or lockers, but not on the student’s person. Some teachers may elect to collect all cell phones at the beginning of the day, keep them in a common, yet secure, location, and return them at the end of the day. Violation of this policy will result in the confiscation of the wireless device by school staff. The device must be picked up by the parent/guardian and will not be released to any student.

#### CHANGE OF ADDRESS

Please report any changes of home address, home phone, work phone, or cell phone numbers to the school office at the earliest opportunity.

#### CHILD PROTECTION POLICY

In order to provide a safe and secure environment for the children who participate in our programs and activities, University School has a Child Protection Policy in place. The policy’s goal is to protect the children of University School from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations. A full copy of the policy is available by request.

## **CLASSROOM ISSUES**

Every effort should be made to resolve issues with classroom or specialty teachers directly. Each teacher has procedures in place for resolving classroom disputes. We encourage students to communicate directly with teachers regarding such issues whenever possible. If students need help, parents may assist by contacting the classroom or specialty teacher. All teachers are available via phone, email, and in person by appointment. Issues which are resolved in the classroom are not brought to the administration.

**Issues brought to the administration** – When issues are outside the realm of usual classroom problems, they are brought to the administration. Students may be asked to complete a behavior incident form documenting the issue. Teachers and administrators have permission to use reasonable disciplinary measures with students. Such measures may include creating a plan for improvement, suspension or in-house suspension, or other reasonable measures. In such instances, parents will be notified.

## **CLUBS**

University School offers Upper School students access to a variety of extra-curricular clubs and activities. These are administered through our Extended Day Program, and in most cases, are sponsored and supervised by University School staff and/or teachers. Clubs may have eligibility requirements as designated by the club sponsor. An online club enrollment form is made available to parents at the beginning of the school year. Club fees and applicable Extended Day Program fees are charged to students enrolled in clubs; these fees are posted to tuition accounts.

Students must arrive to school by 11:00 a.m. to be eligible to participate in afterschool clubs and activities. SEE ALSO ATTENDANCE.

## **COMPUTER USAGE AND MATERIALS**

The computer lab, mobile laptops, and iPads provide students the opportunity to learn computer literacy and apply that knowledge to their academic subjects. All students are expected to adhere to the policies and procedures concerning computer usage, care, print use, and internet site access as set forth at the beginning of each semester. During EDP and on “game days,” all students must follow the posted computer usage rules and are only allowed to access a list of approved game sites. Older Intermediate students (5<sup>th</sup> – 8<sup>th</sup> grades) must review and sign a computer and mobile lab contract at the beginning of each school year. Any student who damages computer hardware or other lab accessories is responsible for the repair or replacement of those items.

## **CREATIVE PRODUCERS CONVENTION**

This event is held on a Thursday evening each year in April or May. The event celebrates all forms of creativity and showcases a wide variety of students’ schoolwork, projects, art, and more. Older Intermediate students’ Type III research papers and products are exhibited. All USchool students are a part of Creative Producers, and everyone is encouraged to attend.

## **DELIVERIES TO STUDENTS**

Students **may not receive** deliveries of food or individual gifts, such as flowers, balloons, etc., at school.

## **DRAMA FESTIVAL**

Annually in the spring semester, students from Primary 1 through Older Intermediate 8 present original short plays at our Drama Festival. Students from other area schools may sometimes also participate. The plays are a class project in which the students conduct the research, write, and produce the plays under the guidance of their teacher. The performances are held at the Allen Chapman Student Union on the TU campus during the day and again in the evening. For Older Intermediate students, the Drama Festival is an important part of the core curriculum, and grades will be assigned based upon participation and attendance at the event.

## **DRESS AND GROOMING**

Although we respect the right of a student’s choice of dress and grooming to reflect individual preference, these preferences must remain within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere. We expect students’ attire and grooming to promote a positive, safe, and healthy environment within the school. The following are University School’s policies for school attire and grooming.

- No alcohol, drug, or offensive slogans or messages on garments or other items brought to school.

- Shorts and skirts should be finger-tip length or longer.
- Tops or pants must be cut in a way that does not reveal the midriff.
- Tops that are backless or strapless are prohibited.
- Tattoos and piercings (other than earrings) should not be displayed.
- Hair colors and styles which are disruptive or distracting are not permitted.
- Shoes: Parents of younger children should consider playground safety when choosing students' shoes for school. Clogs, crocs, sandals, and especially flip-flops are discouraged at school, as they can be particularly unsafe on our playground and when students are going up and down our stairs. All students need to wear appropriate shoes on days when they have physical education (PE) class.

Students who elect not to conform to the dress and grooming rules above will be subject to disciplinary actions.

**DROP-OFF AND PICK-UP (Also see WALKING TO AND FROM SCHOOL)**

It is our policy that students in attendance must be dropped off and picked up by their parents or other authorized persons before the beginning of the school day and at the end of the regular school hours and/or scheduled University School programs or activities.

Parking spaces and areas for drop-off and pick-up are limited, and we have put procedures in place to make the most efficient use of our limited resources and to keep students as safe as possible. Teachers are on the sidewalks to greet children each morning and also accompany students to the “curb” each day for pick-up. Lanes and times are designated for each class.

<b>Lower School</b>	<b>Lane</b>	<b>Drop-Off Times</b>	<b>Pick-Up Times</b>
EC, EP, P1, P2, P3	College Ave	8:45-8:55 a.m.	2:35-2:55 p.m.

In the morning, parents of lower school students should not pull into the lanes before 8:45 a.m. Doing so blocks traffic and creates unsafe conditions for older students who are being dropped off. If you arrive after 2:55 to pick up your lower school student, please park in the designated parent spaces in the College North parking lot and come in to the front office to pick up your student.

<b>Upper School</b>	<b>Lane</b>	<b>Drop-Off Times</b>	<b>Pick-Up Times</b>
INT-1 and 2, OI-5, 6, 7, and 8	College Ave	8:30-8:40 a.m.	3:00-3:15 p.m.

In the afternoon, parents of upper school students should not pull into the lanes before 2:55 p.m. Doing so blocks traffic and causes unsafe conditions for younger students who are being picked up. (Note: On the College Avenue lane, watch for teachers to pick up the flags from the curb – this is the cue that it is now acceptable to pull into the pick-up lane.)

**General Drop-Off/Pick-Up Procedure Information**

- **Before 9:00 a.m. and after 2:30 p.m., drivers must remain with their cars in the drop-off/pick-up lanes.** Leaving your car in these lanes during drop-off and pick-up times is not merely discourteous, it increases congestion and safety risks to our students.
- **Please do not ask teachers to make an exception to pick-up times and/or lanes.** Student safety is our primary goal, and exceptions to procedures can result in unsupervised students and compromised safety and security.
- **Do not double-park** in or near the lanes. This forces children to walk between cars and into the street, presenting a serious safety hazard for children and drivers.
- **Do not pull into lanes from the wrong direction.** When your car faces the wrong direction, children in the front seat will be forced to exit into the street. Driving on the wrong side of the street creates many dangers for children and other drivers.
- **Do not wait in the drop-off lanes.** If you are delivering or picking up children who have different drop-off and pick-up times, do not sit in your car in the lane and wait for a child who gets out at a different time. Please circle the block or park elsewhere until the appropriate time.
- **Parking.** If you need to come into the building, parking is available in the lot located northeast of the 4<sup>th</sup> and College intersection. A University School parking sticker is required to use the spaces designated for

University School parents in this lot. These stickers are available for \$1.00 at the front desk. Please do not park in the University United Methodist parking lot or the Kindercare lot.

- **Students who are not picked up by 2:55 (lower school) or 3:15 (upper school) will be sent to the Extended Day Program and charged accordingly.**
- **No Cell Phone Zone** - We ask that parents and other caregivers who are in the drop-off lanes not use cell phones for talking, texting, or checking email while dropping off or picking up students. This allows parents/caregivers to devote their full and undivided attention to the student, thereby increasing safety and allowing the drop-off/pickup routing to run much more efficiently. Our motto for this policy is: Respect Our Zone – Stay Off Your Phone!

**See also PICK-UP LISTS AND AUTHORIZATIONS and WALKING TO AND FROM SCHOOL**

## **EMAIL**

Administration and teachers use email as a primary means of communication with parents. This method helps us to communicate as efficiently as possible and to reduce paper waste. Emails sent from the school's office will be prefaced in the subject line with [USchool] to help you recognize the communication as a school email. Teachers may also send important information via email. Please make every effort to read all emails from school staff and teachers.

## **EMERGENCY CONTACTS**

It is essential that we have up-to-date contact information for parents and emergency contacts. In the event of an emergency, if we are unable to contact a student's parents, we must have the name of someone to contact. Please be sure that you have provided at least one emergency contact (NOT a parent) and that you keep the school updated with current contact information, including addresses and phone numbers.

## **EXTENDED DAY PROGRAM (EDP)**

The University School Extended Day Program (EDP) is a service provided for students enrolled in the regular hours of operation of our school. There are three (3) EDP options for each regularly scheduled school day, in accordance with the University School calendar. (On any day with early dismissal, the afternoon EDP sessions will not be held.)

**Early Option (7:15 – 8:45 a.m.):** Students attending Early Option are dropped off at the school's front entrance and are directed to the appropriate area. For older students who would like a quiet environment for study or reading, a separate area is provided. Upper School students (Int1 – OI-8) are released to their regular classrooms at 8:30 a.m., and Lower School students (EC-P3) are escorted to their regular classrooms at 8:45 a.m.

**Study Hall (2:45 – 4:00 p.m.):** Immediately following their last class, EDP participants report to their designated Study Hall classrooms. Students bring a snack to have at this time; the school does not provide snacks. Students in Primary 1 and above work on assigned homework until completed, and then they may read a book or do other structured activities as directed by the teacher. Students should be prepared with a book in their backpack. Primary 2 through Older Intermediate 8 Study Hall is designated as a quiet study time. Students in Early Childhood through Primary 1 have structured age-appropriate activities. Pick-up from the front lobby is no later than 4:00 p.m. After 4:00, students go to Enrichment, a drop-in fee is charged for students not enrolled in Enrichment, and students are then picked from the front lobby.

**Enrichment Option (4:00 – 5:30 p.m.):** Enrichment EDP begins immediately after Study Hall. Primary 2 – Older Intermediate 8 students who have finished their homework relocate to the gymnasium or outdoors (when weather permits) and have a daily period of active play, organized games, or enrichment activities. Priority is given to finishing homework in the school-age group of students. Early Childhood through Primary 1 students also have some outdoor or gymnasium play time and other age-appropriate activities. Cross-age grouping of students is possible depending on the number of students and the nature of planned activities. Students are to be picked up from the front lobby no later than 5:30. Fees are charged for late pick-up according to the current fee schedule.

**Enrollment:** Students may be enrolled in all three (3) options, Early Option only, Study Hall only, or both of the afternoon options. Many University School EDP students also participate in clubs or organizations at school during Study Hall time, and these students may rejoin the EDP program at the conclusion of those meetings. Please consider your schedule carefully when enrolling; there is a \$25 fee to drop, add, or change EDP enrollment.

**Drop-in:** Parents may also choose to use the EDP on a drop-in basis. Drop-in charges are assessed per unit of care according to the current fee schedule and are billed to student accounts. Early Option, Study Hall, and Enrichment Option each count as one unit of EDP care.

**EDP Policy:** Policies and procedures for EDP are in place in accordance with The Department of Human Services Requirements. Copies of the policy and procedures document are available from the school office or on the school's website.

### **FAMILY DISCOUNTS**

Family Discounts of \$500 for second and subsequent students are available. These discounts are a form of financial assistance and will be granted upon request; they are not automatically applied. Family discounts must be requested in writing on an annual basis within the academic year prior to entry. Requests should be addressed to the Assistant Director and submitted with the payment agreement. Family discounts requested after May 31 of the previous academic year are subject to denial.

### **GRADES**

Class-specific grading policies are distributed by classroom teachers each year. Grades are generally based upon class work, homework, tests, quizzes, projects, class participation, and behavior. All Upper School (Int-1 through OI-8) students, as well as students receiving financial aid or scholarship assistance, are expected to maintain a minimum 78% overall grade average. Failure to comply will place the student on academic probation.

### **GUM**

Chewing gum is not allowed at school.

### **HEAD LICE**

If you discover that your child has head lice, please notify the school. If head lice is discovered on a student while he/she is at school, the parents will be contacted and asked to pick the student up. Once appropriate treatment has begun, the student will be allowed to return to school. Head lice can be a nuisance, but they have not been shown to spread disease. More information about head lice can be found at the Centers for Disease Control website here: [www.cdc.gov/parasites/lice/head/parents.html](http://www.cdc.gov/parasites/lice/head/parents.html)

### **HEALTH SERVICES**

University School does not have a medical professional, or nurse, on staff. For this reason, when parents or guardians are called to pick up their child, it is imperative that someone come immediately.

If a child has a fever or diarrhea or is vomiting, he/she must not return to school until 24 hours after the condition has ceased to be a problem. This means the problem no longer exists, even without the benefit of symptom-relieving medication.

All communicable diseases (i.e. conjunctivitis/pinkeye, measles, strep throat, etc.) should be reported to the school office immediately. Students should not attend school until they are no longer contagious.

The school will provide minor first aid when necessary. Parents will be notified if there is an emergency or an illness. Parents are expected to pick up their child immediately after notification. If a student's temperature is taken at school and he/she has a temperature of 100° or greater, the parent will be notified and must pick the student up from school promptly.

In accordance with recommendations from the Centers for Disease Control and Prevention (CDC), if a child has lice, he/she will be excused from school and allowed to return after appropriate treatment is started. Head lice can be a nuisance, but they have not been shown to spread disease. (See **HEAD LICE** for more details.)

Medical issues are handled on a case-by-case basis. University School may require specific documentation of physical and/or mental clearance to return to school. For serious medical issues, parents are responsible for arranging appropriate care and informing the staff as required.

## **HOLDS ON GRADE CARDS**

A hold will be placed on grade cards and other records if there are unpaid fines (library, textbooks), fees, or tuition.

## **HOMEWORK**

Homework is designed to strengthen and review skills learned in class, to encourage good study habits, and to allow students to explore and extend material presented in the classroom.

The amount of homework may vary with each student. There are several reasons for this. Some students have difficulty attending to work or organizing classroom time and may consequently bring more work home. Some students are very conscientious and do more than is usually required. Some may have difficulty in a subject area and need more time to understand concepts presented. While the amount of time required to complete homework will vary based on the above reasons, the teachers do try to stick to the guideline of 10 minutes per grade per evening.

Class-specific homework policies will be distributed by classroom teachers each year.

## **HOURS**

### **Upper School (Intermediate 1 – Older Intermediate 8)**

- School Times: 8:45 a.m. – 3:00 p.m.
- Doors are opened each day at 8:30 a.m., and upper school students may enter at that time. Upper school students are dismissed at 3:00 p.m. and will come to the appropriate pick-up lane at that time. See DROP-OFF AND PICK-UP PROCEDURES for more details.

### **Lower School (Early Childhood – Primary 3)**

- School Times: 9:00 a.m. – 2:35 p.m.
- Lower school students may enter the building at 8:45 a.m. Teachers are not available to supervise lower school students before this time. However, these students may enter the building at 8:30 if accompanied and supervised by a parent until 8:45. (Before 8:45 a.m. unsupervised EC-P3 students will be sent to the Extended Day Program and charged accordingly.)

## **IMMUNIZATIONS**

State law requires certain vaccines for children to attend school in Oklahoma. Parents must provide University School with documentation that their child is up-to-date and has received all required vaccines. Students who do not have such documentation on file as required may not be allowed to attend school. Immunization requirements may be obtained from the Oklahoma State Department of Health – <http://imm.health.ok.gov>.

## **INDIVIDUAL PARENT-TEACHER CONFERENCES**

Parent-teacher conference days are scheduled in both the fall and spring semesters. School is closed on these days to allow teachers to meet with parents of each student to discuss the student's progress. Teachers will inform parents of procedures for conference sign-up.

## **LANDS END SCHOOL SPIRIT WEAR**

University School spirit wear can be ordered directly from Lands End. Any Lands End item which can be monogrammed can be personalized with the USchool logo. Visit [www.landsend.com/school](http://www.landsend.com/school) and click on "Find My School." (USchool's Preferred School Number is 900122094, and the School Logo number is 0919912K.)

## **LIBRARY CHECK-OUT POLICY**

Students in Primary 2 and Primary 3 are allowed to check out one book at a time from the school library. Upper School students may check out two books at a time. At the discretion of the librarian, or if students need extra books for class projects or assignments, the number of books allowed for check out may be increased. Books are checked out for two weeks. If a student has an overdue library book, it must be returned before another book can be checked out. Students are expected to take good care of borrowed books. If a book is lost or ruined, a fee of \$15 is charged to cover replacement and processing costs. Early Childhood through Primary 1 students do not check out books during library time. However, parents are welcome to accompany their child to the library before or after school to check out up to four books for a two-week period. Parenting books are also available for check out.

## **LICE – See HEAD LICE**

## **LOST AND FOUND**

All found items will be placed in the lost and found basket, which is located near the Primary 2 and 3 commons. The school does not assume responsibility for student losses. Proper labeling of personal property can help. Please label personal items such as coats, jackets, sweaters, backpacks, lunch boxes, water bottles, etc. Periodically throughout the year, unclaimed items are donated to charity.

## **LUNCHES**

Please send healthy lunches to school with your child daily. Lunches should not include soda pop, energy drinks, or candy. At the teacher's discretion, these items are sometimes a part of special school occasions. Warm-ups for the microwaves should take no longer than one or two minutes. We have several students who are severely allergic to peanut products. Since this can be a life-threatening condition, please do not send peanuts, peanut butter, or other products containing peanuts to school. **Delivery of food from restaurants is not allowed for students.**

### **Daily Milk and Friday Pizza Options**

At the beginning of each school year, parents have the opportunity to choose and pay for (1) daily milk for their child's lunch and/or (2) pizza for their child's lunch each Friday. It is difficult to change the selection once the order has been placed, so this description is intended to help you make an informed choice. Any changes made after the order due date are subject to a change fee.

1. Milk (2%) in a small paper carton is offered each day so that your child does not have to bring a beverage in his/her lunch.
2. Pizza is provided by the school each Friday. At the beginning of the school year, parents and children choose the number of pizza slices (one or two) and the pizza topping (meat, cheese, or one of each). The meat pizza alternates each week between sausage and pepperoni. Friday pizza comes with milk and a dessert.

## **LUNCHTIME**

Students are responsible for appropriate behavior during lunch. Students are responsible for cleaning up lunch trash and tables. Older students are also responsible for maintaining clean microwave ovens.

## **MAKEUP WORK**

See "ATTENDANCE."

## **MEDICATION PERMISSION**

Parents must complete and sign a Medication Permission Form to authorize University School personnel to administer any prescription or over-the-counter medication. This includes such items as cough drops and ointments. Parents must supply each medication in the original container clearly labeled with the student's name. Medications and medication forms should be brought to the school's front desk and should never be sent with students in lunch boxes or backpacks.

## **OLDER INTERMEDIATES**

Admission to Older Intermediate grade levels (grades 5-8) is not guaranteed. Older Intermediate students are expected to have excellent behavior and to work hard. A student's job is school, and we expect students to have a commitment to that job. Students are expected to maintain a 78% average in academic subjects and maintain appropriate behavior at all times.

## **PARENTING CLASSES**

University School periodically offers a parenting course with a curriculum based on *Becoming a Love and Logic Parent* by Jim Fay and Foster Cline. The course emphasizes ways to raise responsible, happy, well-adjusted kids. Participants are given a copy of the book *Becoming a Love and Logic Parent*.

## **PARENT INVOLVEMENT**

SEE UNIVERSITY SCHOOL ASSOCIATION (USA), OR VOLUNTEER OPPORTUNITIES



## **PARKING**

Parking is available in the university's College North lot (CON lot), which is located on the northeast corner of 4<sup>th</sup> Place and College Avenue. Several parking spaces along the south edge of this lot are designated for University School parents. A parking sticker is required to use these spaces, and the stickers are available for \$1 each at the school's front desk. Stickers should be applied to the passenger side of your car's front windshield. Please do not park in the University United Methodist or the TU Child Development Center (KinderCare) lots.

## **PEANUT ALLERGIES**

University School has several students who are severely allergic to peanuts and peanut products. Since this can be a life-threatening issue, we have a no-peanut policy. Please do not send peanuts, peanut butter, or other products containing peanuts to school. There are also other students with allergies to a variety of nuts, so we also request that if you are sending snacks or treats for your child's class (such as birthday party items), please send food that does not contain nuts of any kind. Please check with individual teachers for information that is specific to your child's classroom. We appreciate your understanding.

## **PERSONAL ITEMS**

Students are not to bring toys, trading cards, athletic items, electronic equipment, or any nonessential personal items to school unless authorized by a teacher. University School is not responsible for lost or stolen personal items. Pets may only be brought to the school with written consent of the director and the classroom teacher and must be brought by an adult. (See CELL PHONES/WIRELESS TELECOMMUNICATION DEVICES for information on the school's policy on student cell phones and other wireless telecommunication devices.)

## **PICK-UP LISTS AND AUTHORIZATIONS**

It is our policy that students in attendance must be dropped off and picked up by their parents or other authorized persons before the beginning of the school day and at the end of regular school hours and/or scheduled University School programs or activities.

During registration and through the secure Blackbaud site, parents have the opportunity to list people other than parents/guardians who have permission to pick up their student(s) during the current school year. In order for anyone who is NOT on a student's authorized pick-up list to pick up a student, a written note must be provided to the school. Written permission may also be faxed or emailed to [uschool-attendance@utulsa.edu](mailto:uschool-attendance@utulsa.edu) with phone confirmation.

Parents of students in grades OI-5 through OI-8 may sometimes wish to allow them to walk to or from a location on the TU campus. In such instances, a special permission form must be on file with University School administration. You may request this form from the school office. Without this signed form in place, students are not allowed to leave school without a parent or authorized guardian. See also WALKING TO AND FROM SCHOOL.

**PICK-UP AND DROP-OFF - See DROP-OFF AND PICK-UP**

## **PLAYGROUND RULES**

Students may run and play tag in grass areas only. Sitting on the high rails of playground structures is not allowed. Students are not to touch other students when they are riding on the zip ride. Fence climbing is prohibited. Gates are kept locked at all times except during drop-off and pick-up times. After school, the playgrounds are only for children who are in the Extended Day Program.

## **SAFETY**

Regular fire, tornado, and intruder drills are conducted during school. Several measures are in place to maximize safety from potential intruder threats. The school's main entrance is unlocked only during morning drop-off and afternoon pickup times. At all other times, the front entrance doors are locked, and entry is controlled by school personnel through the use of an electronic lock system. All other building doors are kept locked at all times. Visitors must enter through the main entrance and check in at the front desk. The front desk also has a panic button which immediately alerts the TU Security Department of a serious security threat. School staff receives training in health and safety issues including procedures in case of disaster or security threat, bullying, and violence prevention. The Department of Health and Human Services (DHS) conducts regular inspections of our facilities to ensure their safety for students enrolled in our Extended Day Program.

## **SCHOOL PICTURES**

Individual student and class photos are taken at school during the fall semester. The primary purpose of school pictures is to obtain a snapshot for the school yearbook. Pictures are also made available for purchase by parents.

## **SCHOOL PROPERTY**

Students are expected to be responsible for all textbooks, library books, desks, and school property issued to them for use. Students are expected to pay for property which is lost or damaged.

## **SCHOOL SPIRIT DAYS**

Fridays are School Spirit Days at USchool. Students and staff are encouraged to wear University School or University of Tulsa shirts. Each year, we sell a school t-shirt at registration. Apparel with a USchool logo can also be purchased from Lands End. TU apparel is available at the campus bookstore, located at 11<sup>th</sup> and Harvard.

## **SELF-DISCIPLINE**

Students are responsible for their actions and therefore, the consequences of their actions. Students are to use the control they have over their lives to make good choices. Students learn to respect others and to accept that their preferences may take second place in order to benefit the community of learners in their classroom.

## **SEXUAL AND OTHER HARASSMENT**

University School does not condone any verbiage or behavior that constitutes sexual or other harassment. This includes any written message or email. In the event of such behavior, the student is to notify the classroom teacher. If the teacher is unable to respond to the situation, the student is to inform the principal. Any action showing lack of respect for others will not be tolerated. All University School employees receive sexual harassment training from The University of Tulsa.

## **SICK CHILD GUIDELINES (adapted from J. Davis/WebMD)**

It is important to keep sick children home to protect the health of all children and staff at school and to protect the sick child whose resistance is lowered and is thereby more susceptible to other infections.

A child should **not** be in school when he/she has:

- Vomiting or diarrhea during the last 24 hours
- Bad and/or frequent coughing
- Evidence of a communicable disease such as rash or unusual sores
- A temperature of 100° F or above – child should not return to school until temperature has been normal for 24 hours **without** fever-reducing medications
- Severe sore throat
- Pinkeye (conjunctivitis)

## **SPECIAL FEES**

Tuition does not cover the full cost of education. Each student is assessed an Activity/Technology fee which covers the annual Parent-Teacher Institute, band fees, choir fees, art fees, school activities (Halloween celebration, class Valentine parties, Thanksgiving luncheon), and field trips. Additional fees may also be assessed as applicable; see the annual tuition schedule for details.

## **STUDENT DISCIPLINE**

Education is a cooperative effort in which teachers and students are brought together for learning. In order for this to occur, the environment must permit order and efficiency. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek their own self-expression.

Students are required to behave properly, respecting all school employees, fellow students, and property. Consequences for failure to follow school rules may include loss of school privileges, in-school or out-of-school suspension, and notification of parents. (See SUSPENSION.)

Each classroom teacher has established rules and procedures. Failure to follow classroom rules will result in consequences.

### **STUDENT PICK-UP**

In order to release a student to any individual other than a parent or guardian, we must have written permission. Parents may provide names of individuals who have permission to pick up their child. This information is initially provided on the student's application for admission. Parents may update the approved student pick-up list at any time. Additions or deletions must be provided in writing, or the parent may log on to Blackbaud and make the changes. This information is then sent to the school office, and our files are updated accordingly.

For occasional pick-up arrangement by someone who is not listed on a student's approved pick-up list, the parent/guardian must send a WRITTEN note to school authorizing the individual to pick up the student. (An email or fax is considered written notification.) After-school transportation plans cannot be made over the phone.

If your child's end-of-day routine will be different than it usually is, please notify the school's front desk as early in the day as possible (preferably by 1:30 p.m.). You may use the attendance email: [uschool-attendance@utulsa.edu](mailto:uschool-attendance@utulsa.edu) for these notifications. This will allow us to notify classroom teachers and to properly account for all students at the end of the day. Examples of times to notify school include 1) When a student who normally goes to the curb will be going to after-care as a drop-in, 2) When a student who normally goes to after-care will be going to the curb for pickup at the regular time.

### **STUDENTS LEAVING SCHOOL DURING THE DAY**

Students who need to leave school during the day (before the regular dismissal time) for any reason must be signed out at the front desk by a parent or guardian. When a student has been signed out, school personnel will contact the teacher to send the child to the front desk. It is helpful for parents to notify the school in advance if a student will be leaving early.

### **SUMMER PROGRAMS**

University School offers six weeks of summer day camp each year as part of our Camp Incredible Summer Program. Classes are from 9:00 to 3:00 each day with extended care available from 7:30 a.m. to 5:30 p.m. A variety of classes in many subject areas is offered for students 4 years of age through 8<sup>th</sup> grade. The Camp Incredible brochure is usually available by March of each year.

### **SUSPENSION**

Students may be removed from the regular classroom and serve in-house suspension for sudden outbursts of unacceptable behavior, breaking rules consistently, or other behavior which impedes the learning of other students. Excessive in-house suspensions may lead to home suspensions and possibly expulsion.

### **TARDIES**

Classes begin promptly each morning, and students are expected to be in their chairs with materials ready at class time. Prompt arrival at school has many benefits for your student. Arriving in the classroom on time each day ensures that students do not miss any important instruction and enables them to make a smooth transition into the school day.

Students who arrive late to class must stop at the school office to sign in and receive an Admit to Class slip to take to their classroom. Drop-off and school start times are as follows:

- Upper School (Intermediate 1 through Older Intermediate 8) – School begins at 8:45 a.m. Drop-off for these students begins at 8:30 a.m.
- Lower School (Early Childhood through Primary 3) – School begins at 9:00 a.m. Drop-off for these students begins at 8:45 a.m.

Students will face consequences for excessive tardies. These consequences may include loss of privileges, in-house suspension, and/or home suspension. Excessive tardies and/or absences may be grounds for dismissal. When students are applying to high school, they are often required to submit attendance records along with an academic transcript. High schools often consider a student's absence and tardy record when evaluating students for admission.

Additionally, absences and tardies are a factor considered in the evaluation of some USchool applications, including Merit Scholarship and USchool Ambassador membership.

### **TELEPHONE USE**

Telephones in the building are for school business only. Students are only allowed to use the phones in special circumstances when they have been given permission by a teacher or staff member. Students may not receive calls during school hours except in the case of an emergency.

### **TEXTBOOKS**

Students are responsible for maintaining textbooks and other learning materials in good order and for keeping books covered as applicable. If a textbook or other classroom item is lost or damaged, the student is responsible for its replacement. A student will not be issued another textbook until he/she has paid for the lost/destroyed item.

### **TRIPS**

While we regard travel as advantageous, parents must realize that much is lost when students miss school. What goes on in class cannot be replicated. Each class builds on concepts and content from prior days. A great deal of material is covered every day. Homework is assigned in response to what occurs in class. Work which is missed due to travel will be expected to be completed upon return to school. Teachers are not required to provide make-up work prior to absences which are due to travel. Notify teachers in advance in writing about any trips which must be taken during school. **Make school a top priority--try to arrange trips during school holidays.**

### **TUITION PAYMENT POLICY**

Tuition must be kept current; any student with a past-due balance will not be allowed to attend class until the account is paid. Additionally, payments not made when due will be subject to a finance charge of 1.5% per month on the active balance.

### **UNIFORMS/OPTIONAL SCHOOL ATTIRE**

Uniforms are not required, but we do have an optional school uniform. The University School uniform consists of any University School shirt or t-shirt with khaki shorts or slacks for boys, and the same shirts with khaki shorts, slacks, or skirts for girls. Tennis shoes (sneakers) are the preferred uniform shoe.

### **VISITORS**

Parents are always welcome to visit University School. However, for the safety and security of our students and others, we ask that visitors, including parents, sign in and obtain a visitor name tag from the front desk upon arrival.

We do ask that parents and visitors be respectful of the classroom environment. While we enjoy having visitors, they do can be disruptive to the learning process.

University School students are not permitted to bring student guests to school because it distracts from the normal flow of educational activities in the classrooms. If there are extenuating or special circumstances involving student guests, they should be discussed with the director.

University School alumni are welcome to visit the school on any regular school day during lunchtime (usually 11:00-11:55 a.m.). We appreciate alumni calling in advance of the visit.

### **WALKING TO AND FROM SCHOOL**

It is our policy that students in attendance must be dropped off and picked up by their parents or other authorized persons before the beginning of the school day and at the end of regular school hours and/or scheduled University School programs or activities.

Parents of students in grades OI-5 through OI-8 may sometimes wish to allow them to walk to or from a location on the TU campus. In such instances, a special permission form must be on file with University School administration. You may request this form from the school office. Without this signed form in place, students are not allowed to leave school without a parent or authorized guardian.

### **WEBSITE ([utulsa.edu/uschool](http://utulsa.edu/uschool))**

In addition to providing information about our school to potential students and their families, the University School website also provides current parents useful information such as the school calendar, listing of upcoming events, and publications. Most of these items are in the Parent Connection section of the site.

### **WINTER CONCERT**

In December of each year, the Winter Concert takes place at 10:30 a.m. on the last day of the fall semester. All students participate by singing in the concert, and the 5<sup>th</sup> – 8<sup>th</sup> grade bands also perform. School is dismissed for the semester immediately following the concert, which is usually held in the Lorton Performance Center (LPC) on the TU campus.

### **WINTER WEATHER**

In the event of inclement weather, University School will monitor weather and road conditions and will communicate any school closures or changes in the school's operating schedule in the following manner:

- Email notification to all parents and employees
- Facebook ([www.facebook.com/uschool](http://www.facebook.com/uschool))
- Local media school closure lists – look for “University School”
- BrightArrow messaging system (phone call and/or text message)

When inclement weather conditions already exist, announcements will be made by approximately 10:00 p.m. If inclement weather conditions are expected, announcements will be made by approximately 6:00 a.m. We recognize that school closings present a serious inconvenience to all concerned. Therefore, we will make the decision to close very thoughtfully. Our first priority will always be the safety of our University School community. Additional consideration will then be given to maximizing the value of your student's education. Every person has the responsibility to evaluate weather and road conditions and make personal decisions about travel regardless of school closure.

### **WITHDRAWAL POLICY**

The enrollment deposit is non-refundable and will guarantee space until June 30 of the current year. Non-payment of tuition or non-attendance does not constitute withdrawal. Either party may terminate the payment agreement by providing a seven (7) day written notice to the other party. Notice to University School shall be presented to the Director; notice to Parent shall be sent via first-class mail to the address on file. Upon voluntary termination, no refunds will be made. It is further understood that there will be no reduction in the amount due for sessions missed by a student unless such missed sessions are the direct result of an action by University School. University School has no obligation to provide make-up sessions for sessions missed due to inappropriate behavior by a student. Full-month tuition must be paid for any portion of a month that the student is enrolled.

### **WRITTEN WITHDRAWAL NOTIFICATION**

**When parents decide to permanently remove children from University School, it is absolutely essential that notification be given in writing. Tuition billing continues until the school receives notification in writing. You will be held responsible for all tuition that is billed to you. This is part of the payment agreement.**

### **YEARBOOK**

Each year parent volunteers create a yearbook for University School. At the end of the school year, each student will receive a copy of the yearbook at no extra cost to parents. Prior to receiving a yearbook, Upper Schools students must sign a statement declaring that they will not write negative or inappropriate comments, or otherwise deface, another student's yearbook.

## **ANNUAL FUNDRAISERS**

### **FUNDRAISING EVENT (AUCTION)**

Each spring, University School holds a major fundraising event, which usually includes silent and live auctions of merchandise and gift certificates that have been donated by local businesses and organizations. Parents and invited guests participate by attending and bidding on the items. The event has a theme each year and includes drinks, food, music, and entertainment.

### **FUNDING THE FUTURE (FTF)**

Funding the Future (FTF) is University School's annual giving campaign. It helps bridge the gap between the school's actual operation costs and the amount covered by tuition (approximately 80% of the annual needs of the school). FTF money provides teacher and staff development opportunities, additional curriculum materials, building maintenance, and scholarships for merit and for needy families with a gifted child or children. The goal for FTF is for 100% of USchool families to contribute to the campaign. A high participation rate provides not only necessary funds, but also shows how committed our families are to supporting the school. High parental participation rates are viewed as a significant factor by grant-giving organizations when school officials seek funding for projects that require funds beyond typical school operating expenses.

### **JOG-A-THON**

This event promotes student participation in physical fitness. Each participating student and family is asked to obtain sponsorship from individuals outside of the school to support the Jog-A-Thon event. The Jog-A-Thon takes place on a school day during regular PE classes. Jog-A-Thon proceeds are used to supplement curriculum for specialty teachers as approved by the USA Board.

### **SCHOLASTIC BOOK FAIRS**

University School usually holds two book fairs each year—one in the fall and another in the spring. In some years, a summer buy-one-get-one-free fair is added. Students, parents, and family members are encouraged to visit the fair to purchase books and other items. Funds raised from book fairs provide the budget for the school's library. Book fairs are one of our most popular school events and are a great way to purchase books for your students and support the school at the same time.

### **8<sup>TH</sup> GRADE FUNDRAISING**

It is a University School tradition for the 8<sup>th</sup> grade class to raise funds to purchase a gift for the school. Fundraisers vary but usually include bake sales and school dances.

## **UNIVERSITY SCHOOL ASSOCIATION (USA)**

The **University School Association (USA)** is an evolving organization of parents, teachers, and staff dedicated to the missions and goals of University School. There are no dues, but all members are encouraged and expected to support the mission, goals, community, service, and fundraising events of University School. All University School parents and staff members are part of the USA and are eligible to become officers.

### **USA Board**

Members of the board are the President, Vice-President, Secretary, Community Service Committee Chairperson, School Service Committee Chairperson, Fundraising Committee Chairperson, Classroom Service Committee Chairperson, and Member-at-Large. As members of the University School Association, all University School parents and staff members are eligible to become officers. The offices of President, Vice President, Treasurer, Secretary, and Member-at-Large are elected each May for the following school year.

### **Responsibilities of the University School Association**

It is the responsibility of the University School Association to uphold the mission and goals of University School. Its purpose is to coordinate parent involvement in the learning process and to enhance the school's budget and/or provide added student services through its fundraising efforts. University School Association members represent the organization and our school as they interact within the community to enhance fundraising, public relations, and school spirit. Funds raised are earmarked for a variety of areas. They include technology, scholarships, classroom needs, staff development, field trips, butterfly garden, and miscellaneous improvement projects.

### **USA Board Mission and Purpose**

#### **Mission**

To facilitate a strong partnership among student families, school administrators, and professional staff to ensure and enrich a successful educational experience for University School students.

#### **Purpose with action steps:**

- To help build an effective communication bridge between student families and school administrators.
- To conduct a family survey each year and prepare a report for the USA members and administration.
- To collect information and feedback from USA members and committees, meet with school administration (two to four times per year), and make recommendations regarding fundraising, school policies, etc.
- Determine with school administration how funds are to be solicited and spent.
- Prepare a follow-up report to be presented at a USA meeting. Provide a copy of the report to parents with the USA minutes.

### **University School Association Meetings**

University School Association meetings are held during the school year. All parents are welcome. At each meeting the director will address issues and concerns of parents. Meetings may feature a guest speaker, and committee chairs will give reports. Teachers often come to the meetings to answer questions and provide curriculum information. Other business may include plans for fundraisers and classroom parties.

### **Responsibilities of USA Officers and Board Members**

The roles and responsibilities of the USA officers are outlined here. However, the officer positions require as much or as little work and energy as the respective officers choose to put forth. Each officer term is considered to be for one full school year.

#### **President**

- Schedule and prepare well-planned monthly USA meetings and preside over them.
- At the beginning of the school year, solicit input from USA members via a form which allows them to record their interests in volunteering. Collect the data in a useful report to be used throughout the school year as volunteers are needed.
- Recruit volunteers to serve as Committee Chairpersons and Classroom Representatives.

- Along with the Director, set up committees and volunteers to assist with ongoing functions associated with University School.
- Communicate with the Director and USA members on a regular basis.
- Encourage all levels of parent participation.
- Serve on the USA Board.
- Attend and participate in periodic USA Board meetings.

#### **Vice President**

- Attend monthly USA meetings.
- At the beginning of the school year, help President collect information on member volunteer interests.
- Assist President and Director to set up committees and volunteers to assist with ongoing functions associated with the school.
- Communicate with other USA members on a regular basis.
- Encourage all levels of parent participation.
- Assume the responsibilities of President if for any reason the President cannot fulfill his/her duties.
- Serve on the USA Board.
- Attend and participate in periodic USA Board meetings.

#### **Secretary**

- Attend monthly USA meetings.
- Record the minutes of each USA meeting and USA Board meeting.
- Prepare the minutes for distribution and provide in electronic format to President and school administration.
- Communicate with other USA members on a regular basis.
- Encourage all levels of parent participation.
- Serve on the USA Board.
- Attend and participate in periodic USA Board meetings.

#### **Member-at-Large**

- Communicate with other USA members on a regular basis.
- Encourage all levels of parent participation.
- Serve on the USA Board
- Attend and participate in periodic USA Board meetings.

#### **Board Member Committee Chairpersons**

- Attend monthly USA meetings.
- Facilitate and oversee all committee activities.
- Communicate with other USA members on a regular basis.
- Encourage all levels of parent participation.
- Serve on the USA Board.
- Attend and participate in periodic USA Board meetings.

#### **Classroom Representatives**

- Attend monthly USA Board meetings.
- Help recruit volunteers for class and school events.
- Communicate regularly with classroom teachers.
- Communicate with parents for participation in Funding the Future (FTF).



## **VOLUNTEER OPPORTUNITIES**

### **AUCTION ART PROJECT**

Each class creates a one-of-a-kind art piece to be auctioned at the annual fundraiser. Volunteers from each class are needed for this annual project.

### **BOOK FAIRS**

A successful book fair requires a great deal of parental involvement. A parent decorating chair is needed to help decorate the library according to the fair theme, and many volunteers are needed during the event to help students shop and make wish lists and to act as cashiers. All parents are also invited to browse and buy.

### **BUILDINGS AND GROUNDS**

We all work to keep our school clean and beautiful. Maintenance and upkeep are important to keeping a positive school environment. We need a parent with an eye for details to walk around inside and outside the school building to take notes and make suggestions for maintenance requirements.

### **CLASSROOM REPRESENTATIVES**

These parents help plan, coordinate, and implement class and school functions. See the UNIVERSITY SCHOOL ASSOCIATION section for more details.

### **CREATIVE PRODUCERS CONVENTION**

Parents volunteers are needed at this event which is usually held on an evening in April or May at USchool. Help is needed with advance preparation, setup, assisting at the event, and cleaning up.

### **FUNDRAISING EVENT**

The annual spring fundraising event requires lots of parent volunteers. Assistance is needed in soliciting and picking up donations, transporting items to the event location, setting up on the day of the event, assisting at the auction, and cleaning up afterward.

### **HALLOWEEN CARNIVAL**

An annual school-wide carnival is held to celebrate this holiday. Classroom Representatives will coordinate volunteers to organize games and activities in each of the commons areas.

### **JOG-A-THON**

Parent volunteers are needed to coordinate and plan this event. Additional volunteers are needed on the day of the Jog-A-Thon to count student laps and to hand out bottled water and participation prizes.

### **TEACHER APPRECIATION**

During the school year, the USA likes to show USchool's teachers how much they mean by hosting a special meal—usually a breakfast or lunch. Parents are invited to provide food and gift items for these occasions to show teachers how much they care.

### **THANKSGIVING POTLUCK LUNCH**

Each year, prior to Thanksgiving, a school-wide potluck lunch is held in each commons area. Volunteers are needed to plan the lunch and to coordinate parents to bring food.

### **YEARBOOK**

Each year parents put together the University School yearbook, which provides great memories for all school families. Volunteers are needed to oversee and help with this project.