



**Parent & Student
Handbook**

2024-2025

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Preface

The purpose of this handbook is to serve as the official guide to the structure and function of Terra Verde Discovery School. Policies and procedures contained herein emanate from Terra Verde's board, faculty, staff, and administrative personnel who approved and published the following.

A History of Terra Verde Discovery School

From 2010 to Today

Terra Verde Discovery School was founded by Pete and Shelly Wilson in 2010. As natives of Oklahoma, the Wilsons recognized the need for an independent day school in Norman. The school's rapid development is a testament to their vision and hiring of Lindsay Berryhill as the director of programming. Ms. Berryhill's first kinder class at Terra Verde consisted of 8 children in a small house located on 5 acres in East Norman. The school's mission emphasized creating a joy for childhood and learning that would be critical to the school's future success.

Sampling of Important Dates:

2010: Original School House opens- 8 students, 1 teacher.

2013: The Lower School building opens serving grades 1 through 3.

2014: Campus expands by purchasing additional acreage---32 acres total on East Side of Norman

2015: Fine Arts Building opens on campus to include Art, Music, Language and Resource classrooms. Student enrollment reaches 76.

2015: School Hires First Head of School - Dr. Eric M. Snyder. 2015: School Announces plans to add 6th-8th grades.

2016: Construction Begins on Middle School addition.

2017: The Nest multi-purpose facility plans finalized.

2017: Middle School Building opened serving grades 6 through 8 (August 21, 2017).

2017: Additional 20 acreage purchased to expand school to 61+ acres.

2018: Construction begins on 20,000 Sq. Ft. Nest building.

2018: First 20 KW solar field installed, and campus greenhouse opened.

2018: Bronze Owl installed on campus. Student enrollment reaches 154.

2018: Middle School –Athletics include Cross Country, Volleyball, and Basketball (Boys and Girls). 2018: Academic Teams are formed and compete against schools in the region.

2019: The first Eighth Grade class graduates following the 2018-2019 school year. 2019: The Nest construction is complete and open for events.

2019: Installation of the Cross-Country track (1.2-mile lap).

2019: School Announces plans to add Transitions Program for students with disabilities, ages 14-22.

2020: March closure of campus due to Covid-19 pandemic and shift to online learning for remainder of spring trimester.

2020: Construction complete on "Transitions" building in August.

2020: All students return to campus for in-person instruction during Covid-19 pandemic (August).

2020: Campus Barn remodeled to expand classroom space for Covid-19 (November).

2021: School Announces program expansion by adding Pre-K and increasing Middle School size.

2021: School finishes Barn remodel to house 4th and 5th grades, and new art room.

Sampling of Important Dates (Continued):

2021: Second phase of solar field added to campus with additional 33 KW on Lower and Middle School Buildings and 100kw on The Nest.

2021: Student enrollment in all programming reaches 200 students.

2021: School adds band offering for middle school students grades 6-8.

2022: School growth continues with 246 students enrolled in pre-k-8th plus Transitions program.

2022: First weeklong 8th grade trip for students to New Mexico and Colorado.

2023: School enrollment reaches 276 students. Board approves expansion of kindergarten to enroll two classes of 16 students.

2023: School acquires additional 5 acres of property (3375 East Lindsey St.) increasing total acreage to 63.

2023: School adds a soccer program to sport offerings and acquires two additional buses for transportation.

2024: School adds additional HS students and completes renovation of 3375 East Lindsey Building.

2024: Original School House building renovation begins

2024: Lower School lights installed on campus

INTRODUCTION

Mission Statement

With exceptional classroom faculty, high academic expectations and a unique family-oriented atmosphere, Terra Verde Discovery School's mission is to preserve the joys of childhood and learning while cultivating creativity and critical thinking that stresses the importance of entrepreneurial enthusiasm, ecological sustainability, and ethical benevolence. Our unique programming guides students to develop a personal connection with nature and to make choices that lead to a sustainable future. The ongoing social skills curriculum empowers children to develop an ethical approach to all relationships and to believe in their ability.

Student Body

Terra Verde Discovery School currently enrolls children in Pre-K through twelfth grade. In addition, we offer our Transitions program for students ages 12-22 with developmental delays. In the Lower school, class sizes are limited to eighteen students in grades Pre-K-3, with 4th and 5th capped at 24. Middle School class sizes are limited to 20 per class with a total of 40 students per grade. High School class sizes are limited to 25 students per class with a total of 50 per grade.

Admissions

Terra Verde Discovery School seeks to admit children who are academically, socially, and emotionally ready for the school's unique program of study. Interested parents may request information by completing the contact/inquiry form on our school's website.

How to Apply

Applying is easy using our Online Application. We require families to apply online as it simplifies submission and emphasizes ecological sustainability. An online application provides parents a tool for tracking the status of their admission after their application has been submitted. A non-refundable fee of \$77 must be submitted with each application.

Create an Online Application

To begin the Online Application process, Create an Account. Then log in to your account and Create a New Student Application for your child. You will then have the flexibility to log in and out of your account and access your open application through the Renweb database.

After submitting the application, you will be able to track online your admissions status at the school by logging in to your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms and, if necessary, reprint the supplemental forms.

We Look Forward to Meeting You

To enroll at Terra Verde, we require each family to complete a parent tour. The available tour dates are available on our website.

Policy of Non-Discrimination

Terra Verde Discovery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Terra Verde Discovery School does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

Enrollment

Re-Enrollment and New Student Enrollment deadline is February 15th of each year. This date is subject to change due to state legislation that alters fiscal timelines. To maintain our commitment to ecological sustainability we will utilize an online enrollment/re-enrollment system. Each year, Terra Verde families will be sent an email with instructions on “how to” complete the process. To complete the process, you will be required to create a “ParentsWeb” login. Detailed instructions will be included in the email.

Visit Day

A required component of the admissions process is a TVDS Visit Day. Prospective students are invited to visit campus to experience a day in the life of a Terra Verde student. It is important to note that completion of a Visit Day does not guarantee admission. After the child has spent time in the classroom setting and amongst prospective peers, our admissions team will meet to review your child's previous school records and discuss our ability to meet the child's needs. Our goal is to make the admissions process as timely as possible but know that coordinating team schedules as well as time to receive school records may delay the process. Families will be notified of acceptance status via a mailed letter and/or email as soon as the process is complete. If applying online during the summer months ---see Summer and Rolling Admissions.

Incoming Pre-K Playdate

We receive a high volume of applications each year. To make a fair assessment of whether we can meet each child’s needs, we host an annual Incoming Pre-K Playdate. The playdate takes place for students seeking admission the following August. Morning and afternoon sessions are hosted by the TVDS Admission Team, which includes an administrative representative, Pre-K teacher, Kindergarten teacher, resource teacher, and other faculty members. Students take part in developmentally appropriate whole group and small group lessons, activities, and play. After the playdate is complete, the Terra Verde Admissions Team comes together to evaluate the applicants and configure classes.

Summer and Rolling Admission

At times, new students seek admission over a summer break, which does not allow for a Visit Day. In this case, the TVDS Admissions Team will review school transcripts and meet with the parents and/or student. A tentative decision will be reached, and the student will be admitted on a trial basis. Official enrollment will take place after the first six weeks of school, once TVDS faculty are confident in meeting the student’s needs.

Trial Period

Terra Verde employs a six-week trial period for all prospective students to ensure that Terra Verde is the best-fit school for the child. During this trial period, we carefully consider the dynamics of the incoming student within the existing classroom. Once admitted, the child remains a valued part of the classroom community, and his/her needs are then considered when admitting new students to the class.

OPERATIONS: PROCESSES AND PROCEDURES

Academics

Lower School (Pre-K through 5)

Language arts, reading, math, social studies, and science are taught by the classroom faculty. Foreign language or language skills (4th and 5th grades) and classes in music, art, physical education, and wellness, are part of each student schedule. The Lower School meets as a community each morning, and a brain break is scheduled daily. Classes are held Monday through Friday.

Middle School (6 through 8)

The Middle School, grades 6-8, has a departmentalized academic program. Students are enrolled in language arts, math, social studies/history, and science. In addition, a student may take Spanish or Mandarin. Additional specials such as Latin, art, music, physical education and wellness, band, computer literacy, yearbook, media production, hieroglyphs, and advisory time are a part of the school day. Classes are held Monday through Friday. Students who exhibit a strong work ethic and put forth extraordinary effort are given the gift of time to further explore interests of their choosing during advisory time.

High School/Transitions (9-12)

Terra Verde High, grades 9-12 is committed to developing individuals who think critically and remain committed to learning and developing their character. This will be evident through the quality of the curriculum and expertise of the faculty/staff who interact with our students. The goals are to encourage rigorous academics, entrepreneurialism, and critical thinking.

Small classes will provide a rigorous and personalized academic program that emphasizes the search for knowledge, and the development of self-confidence and purpose. The school develops innovative, relevant, and rigorous academic content, projects, and experiences while cultivating skills for the future.

Morning Meetings (Pre-K through 8)

Morning Meetings are a critical part of the Terra Verde experience. It is how we start the day and connects students with our virtues program. It is the time for us to gather in multi-age groups to learn about one another, to practice public speaking, to model the values we share, and to reflect on what is important to us as a community. It is a time where courtesy, warmth, fun, and safety reign, where children experience a sense of significance and of belonging in the Terra Verde community. This powerful practice promotes a climate of trust and encourages positive behavior. It sets the tone for our day in an exciting and adventurous way.

The Morning Meeting is led by teachers, students, staff. Parents and community members are invited to participate.

GENERAL ACADEMIC REQUIREMENTS

High School Graduation Requirements

In order to receive a High School Diploma from Terra Verde, a student must complete the prescribed course of study that includes language arts, mathematics, a foreign language, history, science, art, music, physical education and wellness, and other elective offerings. Students must pass all their courses to receive course credit.

A student may be required to make up a failed course to be promoted into the next grade. In these cases, the student must repeat the course in an approved summer program or receive at least 40 hours of tutoring over the summer to earn a satisfactory grade on their final transcript. In such cases, the student may be required to pass a competency exam to advance. Competency exams are only an option for those students who fail a course.

Homework

Lower school students are not given homework in grades Pre-K-2nd, except for a daily reading expectation and occasional family projects. As the student progresses from 3rd to 5th, we begin to assign appropriate amounts of homework to prepare the student for an middle school and high school education. Lower school parents will be made aware of all out-of-class assignments. Our philosophy emphasizes preserving the joys of childhood and learning and our attitude towards homework aligns with this goal.

Middle and High School students are given out-of-class assignments for every academic course. Each assignment should be completed and submitted prior to the required due date. Parents are not made aware of all homework assignments. When a student is having difficulty with effort or organization, the school requires faculty, parents and/or guardians to initial the homework organizer/planner as a method of communication between parents and faculty.

Advisory Time

Middle School students are provided advisory time as the final period during the academic year. To emphasize homework completion, our school faculty communicate to advisory faculty members when students have not submitted work. At this point, the advisory time faculty member will encourage the students to work on incomplete assignments. Students who exhibit a strong work ethic and put forth extraordinary effort are given the gift of time to further explore interests of their choosing on campus.

Extra Help/Tutoring

Extra Help/Tutoring sessions may be scheduled to reinforce classroom instruction or offer an extra challenge. This can be at the faculty member or the student's request. These after-school sessions are to be coordinated between the faculty member, the student, and the parents. The costs associated with these sessions are determined by the faculty member or tutor and the parent/guardian.

The Grading System

Lower School

- ï Students in the Lower school are provided progress reports on a trimester basis.
- ï For Lower School students, parent/faculty conferences are held in the fall to discuss academic and social progress. During the spring semester, students may lead conferences where they can discuss their social development and display their academic work.
- ï Lower School Grading Scale:
 - o Exceeds Expectation = (E)
 - o Meets Expectations = (M)
 - o Progressing = (P)
 - o Intervention = (I)

Middle and High School

- ï Students in the middle and high school are provided progress reports on a trimester basis.
- ï At the end of each year, students receive a cumulative grade for HS credit courses only, which is the average of the three trimesters.
- ï Middle and High School Grading Scale:
 - o 90-----100 A
 - o 80-----89.9 B
 - o 70-----79.9 C
 - o 60-----69.99 D
 - o 59.9 or below Failing

Headmaster's Honor

This academic award is given to students in the Middle School and High School who score above a 90% in each course and whose virtue grades are at "meet expectations" or above during each trimester of the academic year.

Student Communication with Faculty

It is the responsibility of a middle school and high school student to communicate with his or her teacher regarding absences and assignments via email. However, parents should still contact the office to inform the school of student absences.

Student Obligations Before a Planned Absence or Long Weekend

Middle and High school students should speak to each of his/her faculty members prior to a planned absence to learn what work he/she will miss. It is customary for faculty to require students to complete the work they will miss before they leave school. This prevents a child from being behind in his/her work when he/she returns to school. Parents should still inform the office of student absences.

Student Obligations After an Unplanned Absence

A middle school or high school student who has missed classes must meet with each of his or her teachers to obtain extra help in understanding the materials studied during the absence. Each teacher will determine what material the student is accountable for depending on the course and the situation.

Parent Conferences

Parent conferences are held during the fall and spring. Parent conferences may also be arranged at any time by contacting administration or a faculty member. Please schedule conferences in advance by calling the school office at (405) 366-6362 or emailing. It is encouraged that you Cc the Headmaster and Assistant Head of School for conferences that are not a part of the normal academic calendar.

TRADITIONS

Birthday Book Program

We're out to prove that a good book is even sweeter than a big slice of birthday cake! This allows you to celebrate your child's birthday in a special, meaningful way as well as help our library collection grow. Before your child's birthday, you, and your child shop for a special book. This book should be chosen solely by the Birthday King or Queen! Wrap the book, and your child will open it at our morning meeting. (Yes, he or she will already know what is inside, but will SO enjoy revealing the mystery book for the other kids!) Children have a special appreciation for the books they select. The student enjoys sharing them with their classmates and faculty member. We do celebrate half- birthdays at TVDS so please let the homeroom faculty member know when this date is for those with summer birthdays. This tradition has resulted in the student donating the book to our campus library. However, the child is not required to donate a book.

Morning Meetings

Morning meetings are at the heart of the Terra Verde experience. Morning meeting builds community and sets the tone for our day together. Parents, family members, and friends are invited to join us for Morning Meetings throughout the academic year.

Parent Nights

Terra Verde Discovery School hosts special parent nights periodically. Speakers will address topics relevant to the Terra Verde community.

Party Days

Terra Verde Discovery School will celebrate Halloween, Thanksgiving, and Valentine's Day with class parties. In addition, all students participate in Winter Wonderland in December. Information will be sent home by individual faculty members as each party is organized by classroom.

Special Events

Each year we organize a golf tournament, Jogathon, Family Movie Night, Scholastic Book Fair, Owls Nest Market, PTO Appreciation Nights, and our Annual Fundraiser Celebration.

SCHOOL POLICIES, STANDARDS, AND DISCIPLINE

Throughout Terra Verde’s history, students, faculty, and administrators have all contributed to formulating certain standards and policies, which have become a part of the school’s basic philosophy. The Founders and Board support these standards and policies. To become a member of the community each student must learn to accept these standards.

Many of the school rules are based on our core virtues program. Honesty, Respect, and Service are common values by which student behavior is measured. Students are responsible for their behavior whether they are off or on campus and under school jurisdiction. Terra Verde, however, reserves the right to dismiss a student who is involved in any activity or behavior which does not align with the School’s values or best interests, while school is in session or after hours.

The school recognizes the value of an immediate and positive response to disrespectful, inappropriate, and irresponsible conduct. Each response is designed to emphasize an awareness of the student’s action(s) and the impact that their conduct has regarding others, school, and society. Parents/guardians are recognized as their child’s/ren's first teacher. Interaction with parents/guardians is therefore designed to encourage their involvement, enlist their support in correcting inappropriate conduct and recognizing that the school is not solely responsible for the development and enforcement of standards of appropriate conduct.

When a major school rule is broken, the Assistant Head of School or Headmaster confers with members of the faculty, the student’s parents, and student to discuss disciplinary actions. All disciplinary incidents are handled on an individual basis, considering the previous record of the student involved, and the combined interests of the student and the School. We want to encourage families to support the disciplinary process that has been developed with the sole purpose to hold the child accountable for inappropriate behavior.

The Headmaster or Assistant Head of School has the authority to determine clear, consistent consequences for specific offenses for students accordingly. Under certain conditions, the medical or emotional well-being of a student may require a level of care not available at Terra Verde Discovery School. In these situations, a student may be required to withdraw from School, permanently or temporarily, at the request of the School and under such terms as the School may prescribe.

Middle and High School Demerit & Merit Policy

Students who fail to meet classroom and school-wide expectations may be given a demerit by an middle or high school faculty member. Demerits are recorded in RenWeb and are shared across all classes. A student may receive up to four demerits, with each consecutive demerit bearing its own consequences. The consequences are as follows:

- i **1 Demerit** – One week of mandatory Advisory, participation in school sponsored events can be revoked
- ii **2 Demerits** – Includes previous consequences and one week of working lunches
- iii **3 Demerits** – Includes previous consequences and a meeting between the student and ALL Middle or High School faculty and Assistant Head of School or Headmaster.

- ï **4 Demerits** – Includes previous consequences and a meeting between the student, their guardian(s), and the Terra Verde administration.

In addition to demerits, students may also earn merits. A student earns merits by going above and beyond in embodying the Four Ps and the Core Virtues of Terra Verde without the expectation of an award or recognition. At the end of the trimester, merits result an activity or privilege such as an off-campus lunch. Any student who has positive merits will enjoy the privilege with TVDS administration.

* Merits and Demerits can only be awarded by faculty. If a Major School Rule is broken, Terra Verde administration reserves the right to provide consequences that are in the best interest of the school.

Major Rules

The Major Rules are reviewed by the Board and amended by the faculty and administration. The policy is to be administered consistently and impartially for all. Modification of a consequence may occur in special circumstances or if it is determined that the modification will have a positive effect on the student's future conduct. In such instances, the administration, the faculty member, and the parent/guardian may confer and agree upon the appropriate action prior to the meeting with the student.

The following guidelines provide a framework for all disciplinary recommendations:

- ï **Drugs and Alcohol** - The use, possession, or distribution of any form of drug or alcoholic beverages will subject the student to final warning, suspension, or dismissal. The deliberate misuse of legal drugs (prescribed medication) or substances is also grounds for final warning, suspension, or dismissal.
- ï **Smoking** – The use or possession of any form of tobacco (cigarettes, cigars, chewing tobacco, snuff, etc.), electronic smoking devices or smoking materials (matches, lighters, pipes, incense, etc.) is prohibited and considered grounds for final warning, suspension, or dismissal.
- ï **Possession of Dangerous Items** (firearm, knives) – the consequence for any student who breaks this rule will most likely be suspension or dismissal.
- ï **Stealing, Graffiti, Vandalism, or willful destruction of the property of others** – cannot be tolerated in an environment, which is based largely on trust. Therefore, such offenses are treated seriously and may result in final warning, suspension, or dismissal.
- ï **Computers and Technology** - Terra Verde reserves the right to access students' information including email, photographs, videos, files, etc. saved on computers and hand-held devices, including cameras. Inappropriate use of computers, hand-held devices, cameras, the school-wide internet system will be considered grounds for disciplinary action.
- ï **Cheating or Plagiarism** – Complete integrity is expected from all Terra Verde students. Cheating and plagiarism are serious breaches of school standards and are handled accordingly. There is a strong obligation to educate students who are involved in the above-mentioned behavior. Therefore, first offenders are handled by offering additional education, with repeat offenders being subject to final warning, suspension, or dismissal. With the introduction of ChatGPT and other AI, our faculty/staff will emphasize in-class effort to accurately measure student progress/ability.
- ï **Harassment** – Terra Verde believes each member of the community has a right to participate fully without harassment. Terra Verde seeks to educate both students and faculty about harassment and to work together towards a greater understanding of the individual differences which makes Terra Verde a stronger community.

- ï **Hazing** – "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
- ï **Bullying** – Bullying means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational program or activities by placing the student (or students) in reasonable fear of physical or mental harm.

Other Rules

- ï **Meals** - Students are required to participate in lunch meals.
- ï **Dismissal from Class** – Students are expected to be positive contributors in each class. If a need arises for a student to be dismissed from class, the student will report immediately to the office.
- ï **Poor Language** – Students are expected to use language that is acceptable to members of the school community. Poor language is unacceptable and will not be tolerated.
- ï **Dress** – Improper Dress will result in parent contact and final warning for repeat offenders. Dress must be appropriate for the weather.
- ï **Disrespect**- Blatant disrespect of another member of the school community will not be tolerated. It will be treated seriously and may result in final warning, suspension, or dismissal.
- ï **Inappropriate Public Displays of Affection** – The School realizes that students may have feelings of affection for other students but prohibits inappropriate public displays of affection, which may be offensive to other members of the school community. Any inappropriate social behavior will not be tolerated and will be dealt with by the faculty member and Assistant Head of School or Headmaster.
- ï **Performance Enhancing Substances** – The use of over-the-counter substances or diet supplements to enhance athletic performance or promote physical growth is prohibited. Because Terra Verde students are in the formative stages of their emotional and physical development, substances that alter the natural growth process are not permitted. The use or possession will result in disciplinary action.
- ï **Hats** – Hats are not permitted in the classroom setting. Hats can be worn on the playground, at lunch, or when class is being held outside.

Any of the above rule infractions can result in a meeting with a faculty member, Assistant Head of School, Headmaster, and parents.

Protocol for Police Removal of a Student from the School Grounds:

When a student's behavior has escalated to the point that the student is endangering self or others, all attempts to de-escalate have failed and the parents are either unable or unwilling to pick-up the child, the Headmaster or Assistant Head of School is authorized to notify the local police department and ask for assistance. For the child to be readmitted to school following police removal of the student, parent must attend a conference with the administration.

Dress Code

Students are expected to be dressed and groomed. Respect for Terra Verde, as well as one's self, always demands appropriate dress. Inappropriately dressed students will be asked by school personnel to change or cover themselves to conform to these expectations. We do not permit bras to show and ask that shorts/skirts are no shorter than thumb length (with hands straight down to side).

All Violations

Dependent upon the severity of the offense, consequences may include warnings, in-school suspension, out-of-school suspension, loss of opportunity to participate in extra-curricular and/or social activities, indefinite dismissal from school.

General Notations

Parents will be notified of all infractions. All suspensions require parental contact. Length of suspension invoked by administrators is limited to a 10-day maximum (per incident).

At school-sponsored events, all behavior code provisions are applicable, and students are subject to the authority of school personnel.

In rare cases, even after multiple attempts to constructively change poor behavior, students can continue to negatively impact the learning environment. In these instances, at the discretion of the administration and when positive results are likely to occur, parents/guardians may be required to attend school with their children. Students may also be asked to leave the Terra Verde community.

Corporal Punishment Policy

1. Purpose

The purpose of this policy is to describe limitations of corporal punishment of students.

2. General Statement of the Policy

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm.

3. Expectations

A faculty member or school administrator may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to another. Other school employees or agents of the school may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm to another.

4. Violation

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority and school policies. Violation of this policy may also result in civil or criminal liability for the employee.

Confidential Student Information

All employees of Terra Verde Discovery School are required to respect and maintain the confidentiality of all information including, but not limited to, school records, documents, report files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with Terra Verde Discovery School.

Except for student work removed for the purpose of grading, none of the aforementioned may be copied or removed from the premises of the school. All employees are expected to show the highest regard for privacy of each student and the school will strictly observe the confidentiality of records and other information associated with students and the school.

Confidentiality is essential to building a sound relationship with students; it is also a legal and ethical matter of the utmost importance. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of school operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or staff members who are not involved (i.e., discussing problems in the hall or great room area). Furthermore, it is essential that prior to having conversations with service providers, including external psychologists, testers and other educational professionals, parents or guardians sign permission slips authorizing such discussion. Official court requests may be provided without parental consent.

Record Retention

Terra Verde Discovery School generates many records each year. These documents include admission records, student files, employee files, payroll records, audit reports, invoices, etc.

Terra Verde Discovery School refers to the National Association of Independent Schools (NAIS) as a guideline for record retention policies. The general policy of the School is to retain for an appropriate time all documents that are needed to operate the School or required by law to be retained. Documents should be retained in accordance with the time periods required by state law. These time periods apply to all documents regardless of how or where they are maintained. Each faculty member and administrator are responsible for the following guidelines as well as for creating a system in which to store and catalog records.

Electronic records (e-files and emails) are also considered documents, and NAIS recommends that however long a record is “kept” in paper is how long it should be kept electronically. Electronic records should be kept on a system that has a backup process in place, otherwise, a paper copy should be kept.

Confidential documents need to be shredded or burned, either by appropriate school personnel or an outside company that specializes in such work.

Firearms Policy

Firearms are strictly prohibited on school property and at off-campus school activities unless carried by a law enforcement officer while acting in an official capacity.

Cell Phones

The school does not permit children to have cell phones or smart watches in the classroom setting. Students can contact their parents after school or during school with faculty permission. The only exception is for students utilizing devices for faculty/staff classroom assignments. If a student uses their cell phone at unapproved times, the phone is confiscated, turned into the school office, and the parent must retrieve it. Faculty are permitted cell phones on campus but are encouraged to limit external communication while fulfilling lunch, recess, and classroom duties.

Crisis Response Plan

The following policies/plans have been developed in the event of a natural disaster, fire, intruder, or lock-down situation on campus. Faculty must have their red crisis backpacks and personal cell phones with them during each of these situations.

Severe Weather Policy (2 drills per year--September and March)

Non-School Hours

IMPORTANT: Terra Verde Discovery School has put in place additional precautions for days that severe weather is classified as “high risk.” This was the case in Moore on May 20th, 2013. By 5:00 a.m. the National Weather Service (NWS) will post risk warnings for the day. Note: Risk warnings from the NWS differ from KOCO, KFOR, and NEWS9. If a “high risk” warning is reported for “Norman, OK” not “Cleveland County, OK, we will determine whether school will be in session. This text, email, listing on television, and social media update will be sent to our families as soon as possible. A text, email, listing on TV, and social media will also occur if we are to cancel school due to snow and/or ice.

School Hours:

When the National Weather Service (NWS) communicates that a high risk of severe weather exists for our area, Terra Verde will notify parents via television, mobile text message, social media, and an email. Currently, parents have the option of picking up/checking out their child and receiving an excused absence. Parents/guardians who wish to retrieve their students amid a severe weather outbreak will be allowed to do so until sirens are activated in Norman. Once sirens are activated, faculty and staff will cease student retrieval and require all individuals on campus to relocate to the storm shelters. Again, once sirens are activated, all school personnel and students will be sheltering in place and not in a position to meet or serve parents. The storm doors are to be locked with strict instructions to not open them.

If there is a need for someone other than the parent/guardian to check out a child, please make sure that this individual’s name is in our emergency contact information database (Renweb). Only individuals previously identified as approved to pick-up students will be allowed to sign the student out. The school administration will streamline release protocol to the extent possible without sacrificing safety.

If the National Weather Service has a Tornado warning in effect and has advised to delay dismissal, parents will be notified of any transportation delays via television, mobile text message, social media, and email. Terra Verde Discovery School’s office will communicate with our families before, during, and after any weather event which diverts Terra Verde from normal daily operations.

In addition, the following information is relative to safety precautions: Students at Terra Verde will follow tornado safety guidelines which include sheltering in our safe rooms. We will practice tornado safety a minimum of two times throughout the year to prepare for tornado season.

We have placed a weather radio in each building that will be used to monitor conditions and alert us to any tornado watches or warnings. School administration or a designee in each school building will monitor the weather radio. Administration will be in direct contact with the National Weather Service (NWS) in Norman anytime that severe weather is anticipated.

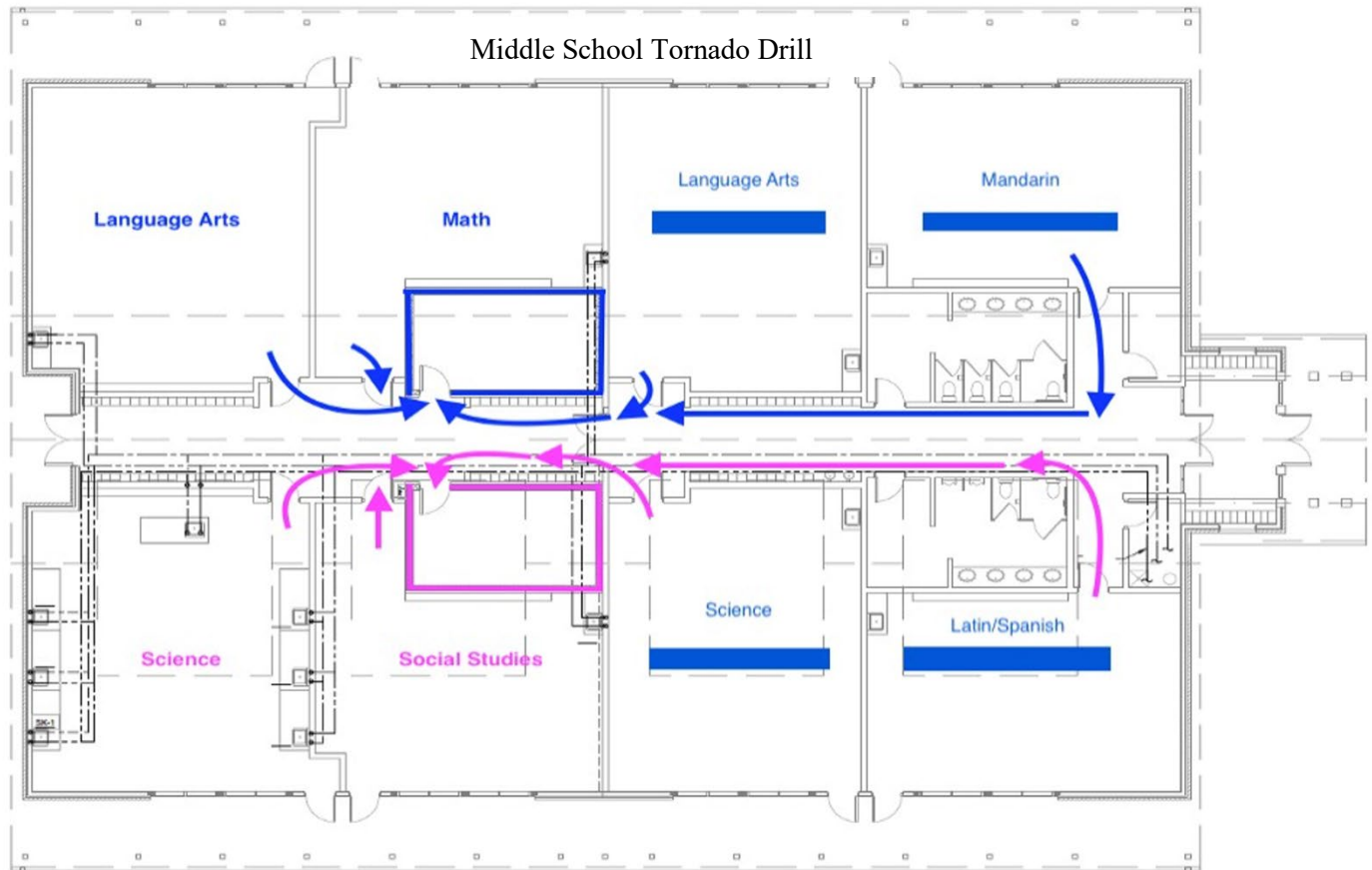
Tornado Procedure:

An administrator will be in located each building shelter.

All other personnel in Admin building will utilize the middle school storm shelters. All faculty should take red backpacks into shelters with them along with walkie talkies.

Middle School

Faculty in the middle school building will take shelter in the building. See map below.



- i East Side classes will move to East shelter,
- i West Side classes students will utilize the West shelter.

Lower School

Boys and Girls restrooms are safe rooms.

- Classrooms 1, 4 & 5 utilize boy's restroom.
- Classrooms 2, 3, 6 utilize girl's restroom.
- 5th Grade Barn - Boys Restroom
- 4th Grade Barn - Girls Restroom



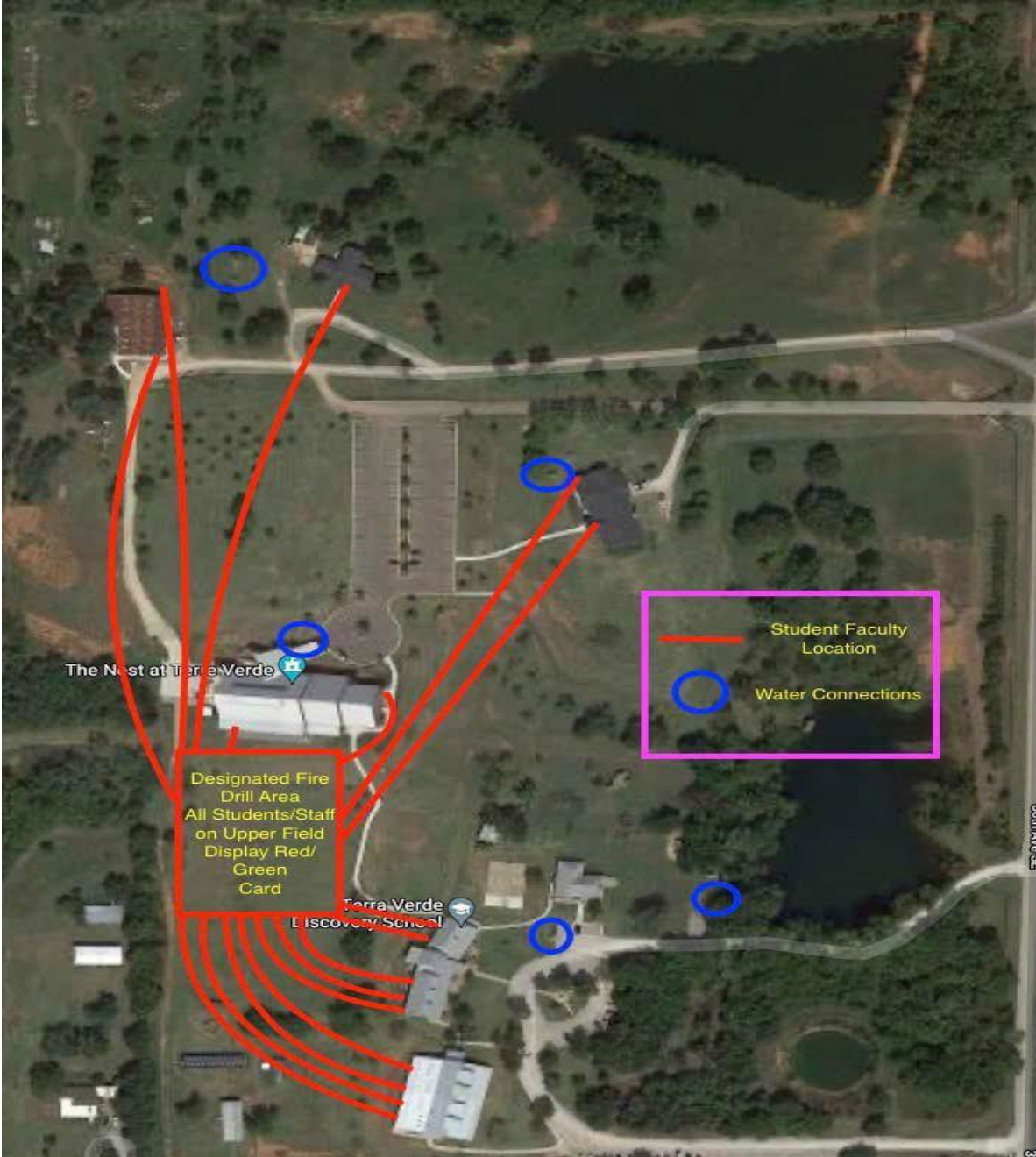
Fire Emergency Procedures (2 per semester)

***First 15 days of school, *First 15 Days after return from winter break**

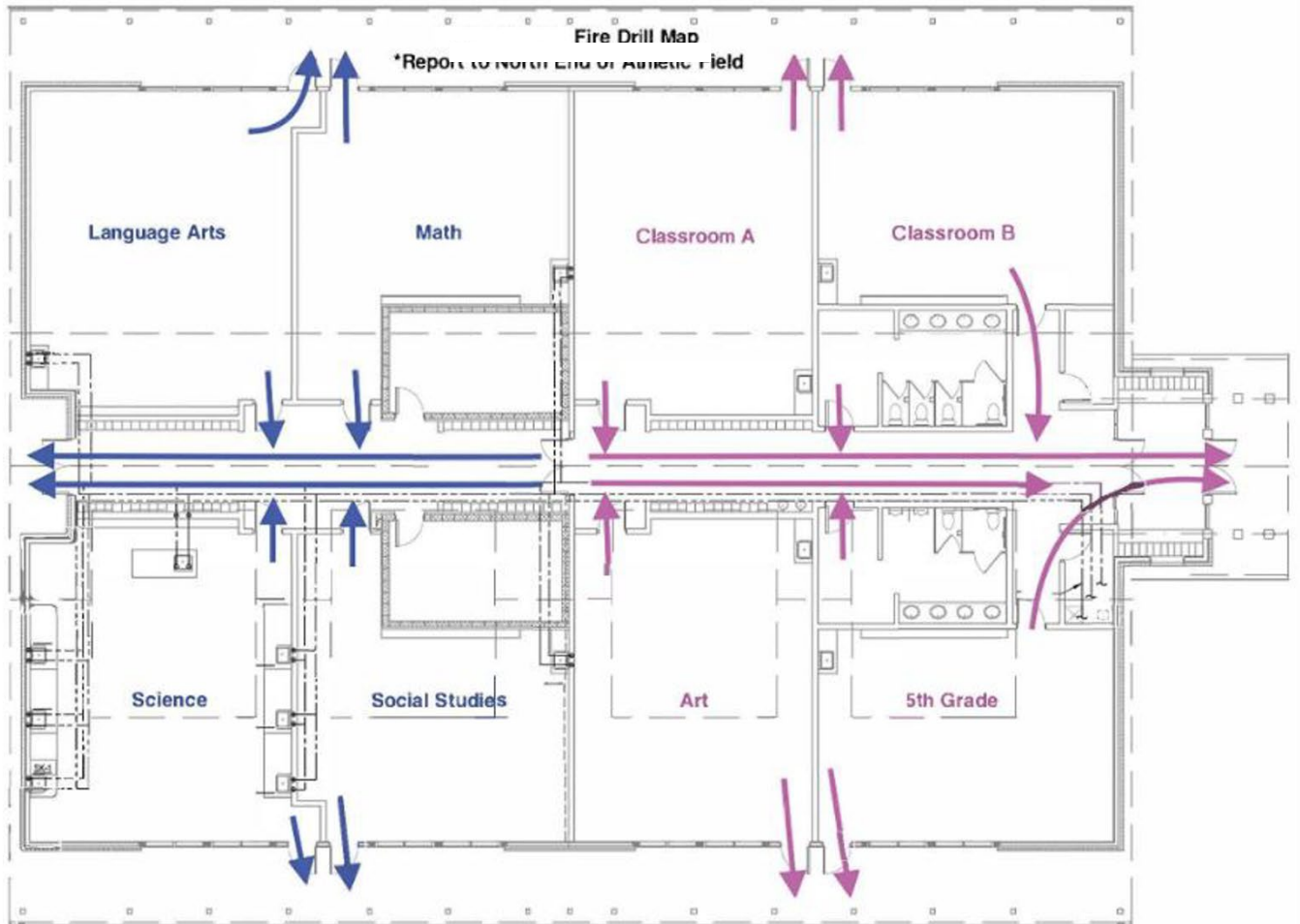
Fire Drills will be held a minimum of two times a semester to confirm our faculty and students' understanding of where to locate in this type of emergency. For a fire emergency, the alarm will sound, and the alarms lights will flash. Our fire system is directly connected to Comtec's emergency management system. When the fire alarm sounds the following should occur:

1. Faculty, staff, and students will move to designated areas outside of the building, as quickly and quietly as possible, using the nearest, safest exit.
2. Staff will close all doors and windows in all buildings.
3. One designated faculty member will check restroom area in the building.
4. All faculty, staff, and students will move to the north end of the athletic field per fire departments request.
5. When assembled in designated area, staff will take roll to account for all students and signal the Headmaster or Assistant Head of School or designee with red card (if not all students are present) or green card (if all students are present).
6. A member of the faculty will notify the school's board.
7. The Headmaster or Assistant Head of School will assess the situation and inform emergency personnel upon arrival.
8. Staff and students will wait for the "all clear" signal which will be given by the Headmaster, or designee.
9. Should the emergency continue after the school day ends or situation requires an emergency dismissal, school evacuation procedures will begin.
10. The fire emergency plan will be reviewed annually.

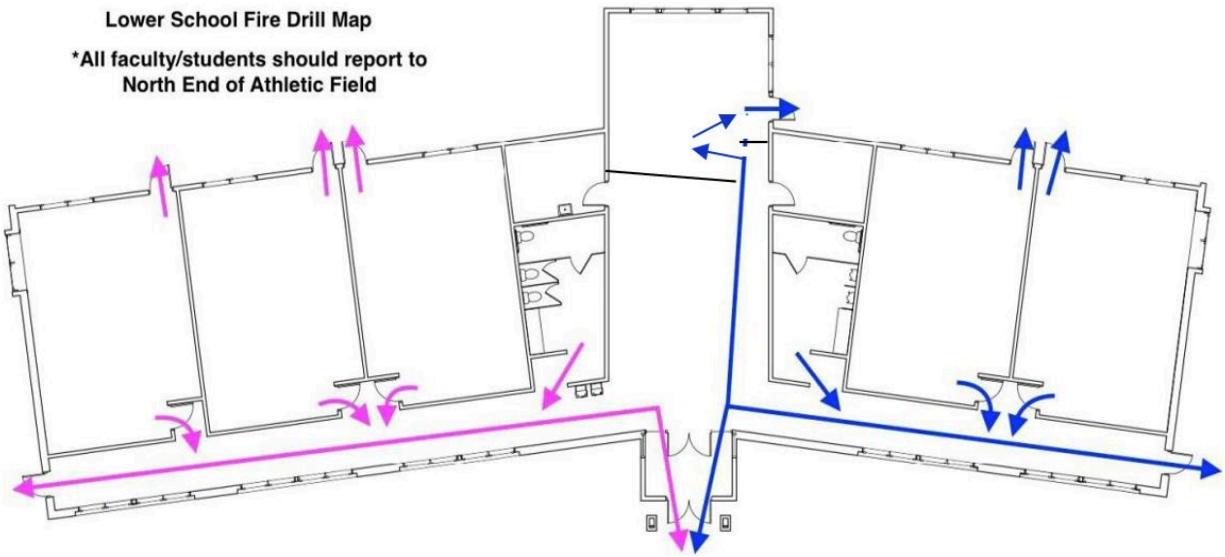
FIRE DRILL MAP



Middle School Fire Drill Map



Lower School Fire Drill Map
***All faculty/students should report to**
North End of Athletic Field



Lockdown Procedure (HARD and SOFT): (1 each per year)

In the event of an emergency requiring a SOFT LOCKDOWN, the following procedures will be followed:

1. Lock All Doors
2. Close All Blinds
3. Move students to stay put location in classroom.
4. Evaluate security.
5. Take roll of students. If student is missing contact administration stating what class and who is missing.
6. Remain in stay put location until released by an administrator or identified police enforcement officer with identification.

In the event of an emergency requiring a HARD LOCKDOWN, the following procedures will be followed:

1. Lock All Doors
2. Close All Blinds
3. Turn off lights
4. Move students to stay put location.
5. Evaluate security of the room.
6. Take roll of students. If student is missing contact administration stating what class and who is missing.
7. Remain in stay put location until released by an administrator or identified police enforcement officer with identification.
8. Teachers take roll to ascertain that all students are accounted for. Administrators will send email and mobile text message with "URGENT" in header to notify all parents to pick-up students at a specific time.
9. If internet access is not available individual homeroom faculty will use emergency contact forms to begin notifying parents to pick up students. In the event a parent cannot be reached, emergency contacts will be called.
10. All classroom aids assist faculty.
11. As parents arrive for pick-up, designated individuals will utilize the walkie-talkies to dismiss students by calling student name and grade.
12. Faculty and staff may leave campus once all their students have departed.

Intruder Drill Procedures: (2 Per Year)

The following procedures will be followed when there is an armed intruder, a hostage situation, and/or a shooting on campus.

1. Headmaster or designee will contact the police (911).
2. Headmaster or designee will instruct the staff over walkie talkies "THIS IS A HARD LOCKDOWN." To keep all students in their current position.
3. Staff should check for any persons that might be outside their classroom door and bring them into their room. Classrooms will be secured by locking all doors. Two staff members are assigned to lock exterior building doors by releasing the door bars (use Allen wrench).

4. Staff and students will remain quietly inside their areas; under no circumstances will they open a door for anyone except uniformed officer or administrative personnel.
5. Staff will use their cell phones to call police (911) if needed.
6. When emergency personnel arrive, the Headmaster or designee will inform them of the situation.



PEDAL BOAT RULES

Do's:

- ï COMMUNICATE. Notify the front office when you will be on the water. Make sure your radio is fully charged and on channel 1 lower school, channel 2 middle school, channel 4 for Transitions, Channel 5 for specials.
- ï WEAR A LIFE VEST. Every boater MUST always wear a US Coast Guard-approved life vest (Type II or III) while on deck and in the boat. Faculty/staff need to check/select life vests rated for the child size and weight, ensuring it is properly buckled, before stepping foot on the gangway.
- ï Adjust seat backs prior to boarding the pedal boat.
- ï BALANCE YOUR BOAT. Don't overload the pedal boats. Each boat has a maximum capacity of 4 persons or 775 lbs. Only four persons are permitted per boat.
- ï Be aware of your surroundings. When meeting another boat head-on, KEEP RIGHT.
- ï BE WEATHER-WISE. Check the forecast. If you hear thunder or see lightning, IMMEDIATELY head to the dock.
- ï If you get into trouble (e.g., fall overboard), alert an adult IMMEDIATELY, and stay with your pedal boat.
- ï Wear sun protection and bug spray (sunscreen, sunglasses, and hat).
- ï BE SAFE and HAVE FUN!!

Do NOT's:

- ï Do NOT launch the boat anywhere other than from the dock.
- ï Do NOT board the boat without adult supervision/ instruction.
- ï Do NOT use the boat in shallow water.
- ï Do NOT stand, rock the boat, or bump into other boats.
- ï Do NOT permit individuals to operate the boat who cannot reach the pedals. If they cannot reach the pedals they must ride without an adult.

Maintenance Checklist

Please complete the following tasks after boating:

- Secure the pedal boat to the dock cleat(s) with two (2) dock lines (front and back).
- Wipe down all seats.
- Cover the boat with a vinyl cover if you are the last class to go out on the water for the day.
- Hang all life vests to dry, ensuring they are "buckled" to the line.

Campus Ponds

Terra Verde campus consists of a north and south pond. These bodies of water are an important part of our campus environment and their usage for learning and outdoor instruction require formal rules to assure safe use of the pond areas.

- ï No swimming or tubing in/on the campus ponds is permitted. Signage will be posted around the ponds to reflect this rule.
- ï Students may only access the campus ponds or play/learn near them when an authorized faculty or staff member is present fully supervising the students.
- ï Students must wear approved life vests when playing in the water or utilizing our pedal boats for class activities.
- ï Learning activities such as science lessons at the campus ponds must always be fully supervised. If collecting water for activities, students must wear an approved life vest.
- ï A long pole and lifesaving ring are available at each pond.

Health and Immunization Records

State law requires that Terra Verde keep on file Health and Immunization Records. Please see link to law.

https://www.ok.gov/health2/documents/IMM_School_Immunization_Law.pdf

Exemption Form for Immunization:

<https://drive.google.com/file/d/0Bx-WtM1b7F8ULWxacThrMjFGZlk/view?usp=sharing>

Hazing Policy

Purpose

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students, faculty, and staff members. Hazing activities of any type are inconsistent with the educational goals of Terra Verde and are always prohibited.

General Statement of Policy

- ï No student, teacher, administrator or other school employee, contractor or volunteer shall plan, direct, encourage, aid, or engage in hazing.
- ï No student, teacher, administrator or other school employee, contractor or volunteer shall permit, condone, or tolerate hazing.
- ï Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- ï A person who engages in an act that violates school policy or law to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- ï This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school employee, contractor, or volunteer who is found to have violated this policy.

Definitions

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- i Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- ii Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- iii Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- iv Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- v Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies.

"Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.

The Headmaster and/or Assistant Head of School is the person responsible for receiving reports of hazing. Any person may report hazing directly to these individuals. Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Headmaster and/or Assistant Head of School immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

School Action

Upon receipt of a complaint or report of hazing, the school shall undertake or authorize an investigation by school officials, or a third party designated by the school. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School action taken for violation of this policy will be consistent with other school policies.

Reprisal

The school will take appropriate action against any student, teacher, administrator or other employee of the school, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy

This policy shall appear in the school's Student and Parent and Faculty Handbook.

ATHLETICS

Program Overview

Our competitive athletic program is designed to build resilience, teamwork, and stamina in the life of the student-athlete both on and off the field. Athletics are inherently educational and as such, the field, track, and court are extensions of the classroom. The focus of Terra Verde Discovery School Athletics is to develop positive and confident individuals who express exceptional character and high moral values on and off the field. We embrace the belief that the athlete's character comes first.

When winning is kept in the right perspective, our student-athletes can develop without fear of failure. They learn to understand the value of praise, as well as that of constructive criticism. Winning must be accomplished while competing in the purest sense of fair play and good sportsmanship. Character shaped through athletic competition will carry over into all other areas of life.

At TVDS we believe that athletics is an integral and valuable component of our students' overall educational experience. We believe that student-athletes benefit not only physically but also emotionally by participating and competing in sports.

Students in grades 6-12 are invited to participate in school supported athletic events Monday through Friday and sometimes on weekends. Pre-K through 5th grade students often play in local recreation leagues with all TVDS teams. Students in lower school are permitted to participate in athletics with coach and parent approval.

Academic Requirements

To participate in Terra Verde sponsored sporting events a student must have a C (70-79.9) or above in all classes during the athletic season. Coaches and faculty communicate with each other regarding eligibility.

Physical for Participation

For any Terra Verde student to participate in athletics, students need to undergo a physical. by a licensed physician. The results of the physical should be uploaded to the student's portfolio prior to participation. A form will be available to provide to doctor/physician. See for below and attached on the following page: [Physical Form](#)

Athletic Excuses from Participation

Athletic excuses may be issued only by a parent, a certified athletic trainer, or a doctor. They MUST be in writing and brought to the attention of the coach and administrative office.

Terra Verde Code of Ethics and Conduct

As a basic principle, Terra Verde believes that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to students. The purpose of this Code of Ethics and Conduct is to define "fairly played" and to provide guidelines for athletes, coaches, and spectators.

Proper Conduct and Good Sportsmanship – At the heart of this matter lie several terms which are often hard to define, yet no more important task confronts faculty and coaches than to set standards which are fair and honorable. Throughout this code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

- ï Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
- ï Regard the rules of the game as agreements, the spirit or letter of which should not be evaded or broken.
- ï Treat officials and opponents with respect.
- ï Accept absolutely and without quarrel the final decision of any official.
- ï Honor visiting teams and spectators as your own guests and treat them as such.
- ï Likewise, behave as an honored guest yourself when visiting another school.
- ï Be gracious in victory and defeat.
- ï Be cooperative and competitive.
- ï Remember that actions on and off the field reflect on Terra Verde.

Athletics offered at TVDS

1. Boys Cross Country
2. Girls Cross Country
3. Girls Volleyball
4. Boys Basketball
5. Girls Basketball
6. Track and Field
7. Archery
8. Soccer
9. Golf
10. Tennis

Concussion and Head Injury Awareness and Protocol

Concussions and/or head injuries resulting from sports can have serious consequences if not properly evaluated and treated. All TVDS coaches are required to watch a 20 minute "Concussion in Sport and What You Need to Know" video at www.nfhslearn.com. The date and documentation of the viewing will be kept on file in the administrative office. Coaches are also encouraged to complete the Sudden Cardiac Arrest and concussion/head injury training course offered by an approved Oklahoma State Department of Health provider.

In conjunction with coaches viewing the video, a concussion/head injury fact sheet will be provided to parents/guardians prior to their child participating in athletics. Students will not be allowed to practice or compete without the acknowledgment forms being completed and returned to school.

If coaching personnel or a game official becomes aware of or suspects that a student athlete has sustained a concussion or head injury or has collapsed or fainted without sustaining a head injury during a practice or game, the student will immediately be removed from participation in practices and athletic events. The athlete shall not be permitted to return to practice or competition until a licensed health professional provides written documentation clearing the student-athlete for participation. Coaches must provide copies of the release form to the Headmaster and the Director of Athletics.

[Concussion/Head Injury Fact Sheet](#) (see sheet on following pages)

[Concussion/Head Injury Acknowledgment](#) (See link)

Coaching Requirements

1. All coaches must have a state background check on file in the administrative office prior to working with student-athletes.
2. All coaches must complete [First Aid, Health & Safety](#) course.
3. All coaches must complete [Sudden Cardiac Arrest](#) course.
4. All coaches must complete [Concussion in Sports](#) course.
5. All coaches must complete the [Heat Illness Prevention](#) course.
6. All coaches must watch the [Van Training Video](#).

Hold Harmless Agreement

Prior to participation in any school sanctioned athletics competition, families need to sign athletics hold harmless agreement. See the document attached on the following pages.

Biological Sex at Birth Affidavit

In accordance with 70 Okla. Stat. §27-106, prior to the beginning of each school year the parent or legal guardian of a student under the age of 18 competing on a school athletic team is required to sign an [affidavit acknowledging the biological sex](#) of the student at birth. By signing this affidavit the parent or legal guardian is affirming the biological sex of the child at birth in compliance with State Statute. If the student is 18 years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth.

GENERAL INFORMATION

Attendance

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education.

Terra Verde Discovery School designates their faculty as attendance officers. The faculty will maintain attendance records and provide attendance information to the administration and other appropriate authorities upon request.

Attendance in Grades Pre K-12

In grades K-12, a student must be present 90% of the trimester unless absences occurred due to suspensions, approved school sponsored activities, to observe religious days, or confirmed illness. If a student is absent more than 10% of the trimester, the following actions will be taken:

Student will receive a "NC" (No Credit) for the trimester. Report cards will reflect "NC". The student will be expected to attend classes and complete course requirements for the remainder of the trimester (this may include participation in summer academic programming prior to matriculation to the next grade).

If a student, enrolled in a class for which the future schools grant transcript credit (school classes), is absent from a class more than 10% of the semester, an "F" will be recorded if that was the grade earned; if the student earned a passing grade, a "NC" (No Credit) will be recorded. In case of extenuating circumstances, the Headmaster or designee will make the final decision. This grade will be on their official transcript.

Vacation Policy (PreK-12)

The school administration neither encourages nor condones students missing school for family vacations. However, the reality exists that parents do take their children out of school for such trips. When this occurs, the student will not be considered truant (unexcused absence) if the following procedures are used:

1. The student contacts the faculty member in middle and high school. The parent contacts the office. In Lower School the parent contacts the faculty member and the office via email in advance and submits the following:
 - ï Student Name
 - ï Grade
 - ï Date (s) of Absence
 - ï Name of Adult Person Supervising Student
 - ï Reason for Absence/Destination
2. The student is responsible for making arrangements with faculty and administration for assignments via email correspondence.

To be excused for a trip, a student must have both a satisfactory academic standing with an average of 70% or better in each subject area and a satisfactory attendance record of less than 10% absence as of the date of the email from parents.

Absence or Late Arrival

Please notify the office and faculty member before 9:00 a.m. if your child is not going to attend classes that day. If a student is arriving late, he or she should check in at the Administrative Office BEFORE going to class.

For obvious safety reasons, it is important that we know the whereabouts of students while they are on campus. Students are not allowed to leave school early unless there are special circumstances. Should you receive a phone call from your child asking to be picked up early, please know this is against school policy. Requests for early pick-up must originate from home (parents need to authorize the pick-up).

*Students who attend school each day without absence will be awarded a certificate for perfect attendance. Any student who is tardy more than 4 times during the school year will not be eligible for the perfect attendance award.

Arrival and Pick-up Time

Lower School students should arrive at school between 8:00-8:20 a.m. with pick-up scheduled between 3:15-3:30 p.m. Middle School, High School and Transitions students should arrive between 8:00 a.m. and 8:14 a.m. with parents arranging to pick-up students between 3:45 p.m. and 4:00 p.m. Any arrivals after drop-off time must check into the school office to receive a tardy slip to be admitted to class.

Doctor/Dentist Appointments

If possible, please schedule doctor and dentist appointments for “after-school” hours so that students do not miss class. Please inform faculty members and the office in advance of appointments.

School Supplies and Apparel Store

School Supply lists are sent out during the summer months. School apparel is offered on our website at: <https://sideline.bsnsports.com/schools/oklahoma/norman/terra-verde-discovery-school>.

Promotion and Commencement

All students are REQUIRED to attend Grade Promotion and Commencement ceremonies.

Lost and Found

Lost and found is collected. Lost articles can be claimed each day. To make organization easier, it is suggested that ALL BELONGINGS BE CLEARLY MARKED WITH THE STUDENT’S NAME.

The School will not assume responsibility for lost, missing, or stolen items. Our Lost and Found storage container will be in the north entrance vestibule area of the Middle School building. Each month we will take items to local donation centers.

Administration, Faculty, and Staff

Please see google document link below for complete list of administration, faculty, and staff.

[Link to Document](#)

Terra Verde Board (2023-2024)

The Board is invited to support the school's mission by sharing expertise in areas that are fundamental to the success of Terra Verde. Board members are encouraged to develop and strengthen relationships with Terra Verde families, friends, and community members, and enhance the visibility of the school in the local and regional community. The Board will be particularly critical to Terra Verde as it continues to grow by providing educational, business, legal, and philanthropic guidance. The Board meets with Administration bi-annually to provide input and counsel on educational planning issues. The Board receives regular school communications from the Headmaster and is expected to promote the mission of the school in the communities in which members live and work.

Board Members

Ryan Braden
Deidra Kistler
Scott Shuler
Pete Wilson
Shelly Wilson
Jennifer Engelman

Transportation Policy and Procedure

Vehicle(s) owned by Terra Verde Discovery School may be routinely utilized by classes and organizations that are affiliated with Terra Verde (for example, school sponsored basketball team, chess club, committees) following the current transportation policy and procedures. Non-affiliated or non-sponsored groups and organizations may use the vehicle only if approved by the Board and/or the Headmaster. All requests for use by groups and organizations not affiliated with or sponsored by Terra Verde must be submitted and approved in writing at least three days prior to proposed use, and must specify the nature and estimated extent of the proposed use, and the requesting organization's understanding of and willingness to follow Terra Verde's current transportation policy and procedures. In addition, any group or organization not affiliated with or sponsored by Terra Verde must submit proof of appropriate insurance at the time of request, and the group or organization must also present proof that all proposed drivers meet the same standards and requirements as Terra Verde drivers, plus agree in writing not to allow any other person to drive the vehicle, at the time of the request.

Any driver of a vehicle owned, leased, or rented by Terra Verde must have successfully completed the Terra Verde driver training and certification program, (or a program meeting the same or higher criteria as certified by a group or organization seeking to borrow a Terra Verde vehicle.) The program

will consist of the following elements: (1) Submit a copy of a current driver's license, proof of insurance, and watch the 15 passenger van safety and video (<https://www.youtube.com/watch?v=dBPKt4Pctsg>) as established by the Headmaster or their designated representative, (2) be a currently licensed driver at least 25 years of age, OR a currently licensed driver at least 21 years of age who has successfully passed a vehicle driving demonstration with a supervising driver designated by the Headmaster; and (3) meet any additional criteria established by Terra Verde's vehicle insurance company as a condition for coverage.

If any group or organization sponsored by or affiliated with Terra Verde wishes to use the van, or wishes to rent or lease a vehicle for a specific trip or purpose, the group or organization leader is responsible for proving to the Headmaster or their designated representative that the charter company or rental/leasing agency is licensed, reputable, has adequate safety and other equipment, and has proper insurance coverage for the proposed purpose. Such proof of suitability, and approval by the Headmaster or their designated representative, shall be completed prior to vehicle use.

Drivers of privately owned vehicles participating in trips sponsored by Terra Verde groups or organizations must agree to and follow all applicable transportation policies. In addition, the driver must provide the school or their designated representative with proof of a valid and current driver's license and insurance prior to the commencement of the trip.

Group Responsibility

Each group or faculty leader is responsible to see that current transportation policies and procedures are followed.

1. Confirm Emergency Contact List for Students is in Van
2. Confirm Two adults will be in van while traveling. One adult driving and one chaperoning children.
3. Confirm "In Case of an Accident" document is in glove compartment.

In case of an accident: (see Accident Packet in van glove compartment)

1. Ensure that injured persons are properly cared for.
2. Contact local law enforcement to ensure an official accident report is created under any of the following circumstances:
 - if a collision involves any other vehicle,
 - if there is any injury to any party, no matter how minor, and/or
 - if there is any damage other than minor cosmetic damage (e.g. a small paint scrape, small dent, etc.)
3. Obtain the name, address, telephone number, insurance, and driver license number from other parties involved.
4. Promptly contact Terra Verde's Office at 405-366-6362. If there is no response at the office, contact the Headmaster or administrator's cell. If there is no response from either the Office or the Headmaster, immediately contact the parent or guardian of any participant under the age of 18.
5. At the conclusion of the trip, submit to the Office and Headmaster and/or their designated representative a copy of the accident report.
6. In case of a mechanical problem with a vehicle, contact the Office, Headmaster, or other designated representative for authorization to proceed with repairs.
7. At the conclusion of the trip, ensure that all possessions are removed from the vehicle, that the vehicle is clean and, if possible, the gas tank is filled.

Violation of these policies can result in being denied use of Terra Verde vehicles, and the faculty member or leader has the responsibility to decide any consequences for violation, including being sent home at the participant's expense, and being denied the opportunity to participate in future trips.

Driver's Responsibilities

Obey all traffic laws and pay any traffic fines that may be assessed. (The driver may request reimbursement of any fines paid if it can be conclusively demonstrated that the fines resulted from actions or vehicle conditions over which he or she had no control.)

Remain cognizant at all times of safe braking distances, considering the vehicle load and configuration, and driving and weather conditions.

Ensure that seatbelts are being utilized by all passengers anytime the vehicle is moving. (It is the formal, legal responsibility of a driver to ensure all minors are properly using seatbelts, with a significant monetary fine – per child - which will be levied if cited by law enforcement.)

Do not drive more than 400 miles in a day and do not drive if you feel sleepy or unable to focus on driving.

Do not drive if you are taking over the counter or prescription medication that impairs or may impair your driving abilities or attention.

Refrain from the use of any mobile technology including but not limited to texting, calling (including hands free), emailing, or the use of any audio device with headphones. Refrain from any activity other than driving. These restrictions apply whether the vehicle is carrying passengers.

Inspect your vehicle prior to the commencement of each trip, or at the beginning of each day on multi-day trips, to ensure that all lights are working properly, all windshield wipers and washers are working, all seatbelts are operational, all fluids are at proper levels, tire pressures are at the recommended levels as specified on the driver's door panel, and any other items on any checklist required by the Trustees or their designated representative are checked. If the vehicle is deficient on any item on the above list or on any checklist required by the Trustees or their designated representative, report such deficiency to the group or organization leader.

By my signature, I _____ signify that I have read this document (Terra Verde Transportation Policy and Procedures with Attachments) and agree to follow the policies and procedures as described.

Date: _____ Signature: _____

Participation in Field Trips and Physical Education Consent Form

Please note: The following Release and Authorization shall be effective for the 2023-2024 Academic Calendar and no separate release or authorizations will be required by the undersigned or sought by Terra Verde Discovery School. If the undersigned desires to modify or rescind the following Release and Authorization, the undersigned shall be solely responsible for making such modification or rescission in writing and delivering it to the Administrative Assistant of Terra Verde Discovery School before such modification or rescission becomes effective.

I give my consent for my child to participate in Terra Verde Discovery School's physical education programming, extra-curricular activities and school field trips with transportation being provided by school staff. I understand that by participating in physical education at Terra Verde Discovery School my child will be exposed to the risk of serious injury, including but not limited to injuries such as sprains and fractures, and injuries that could result in brain damage, paralysis, or even death. I understand that some activities have a higher risk factor than other activities. I understand, acknowledge, and agree that Terra Verde Discovery School does not assume any responsibility in case an accident occurs. In consideration for my child being permitted to take part in such activities and to make such trips, I hereby waive all claims, and I release, indemnify, defend and hold harmless Terra Verde Discovery School, its Trustees, Headmaster, agents, employees and invitees together with all persons, including parents of students of Terra Verde Discovery School, assisting with any phase of such activities and trips (excluding paid certified carriers), from any and all liability claims, suits, demands or causes of action, including any accident or injury suffered by my child while involved in such activities and trips. I further authorize Terra Verde Discovery School to share any of the information contained in this form, to the extent the School deems necessary, for the provision of care and/or supervision to my child.

I will contact the Office Administration and appropriate faculty members in writing if my child's physician recommends any limitations to physical activity.

Check when Parent/Guardian Signature is updated online in Renweb.

2024-2025

COMMITTEES – VOLUNTEER INFORMATION

Parent Name: _____

Email: _____

Phone Number: _____

Check all that apply

- Gardening -Throughout the year - Help maintain raised beds seasonally with weeding, etc.
- Substitute Teaching - Throughout the year - Guest teachers are always needed!
- Faculty Birthday Lunches - Once per month throughout the year. Provide food and/or help with setup/cleanup. One lunch per month
- Jogathon Committee - Annual Fundraiser – Assist before and/or during the event.
- Scholastic Book Fair Committee - Help with setup, take down and during the week with sales to support the classroom and library
- Winter Wonderland Support - Assist with preparation, lead a station, provide support
- 50's Sock Hop/Valentine's Day - Help by providing refreshments, setup/cleanup, and attending the event.
- Middle School Spirit Week - - Includes planning, preparation and attending social event.
- Testing Support/Monitors (AM Only) - Volunteers are needed to support small groups or individuals as testing monitors.
- Teacher Appreciation Committee - Plan special events/lunches/gifts for our faculty members.
- Childcare - Throughout the year - Supervise children during evening events for parents.
- Sporting Events – Throughout the year - Assist with concessions, door admissions, etc. at TVDS home sporting events.
- Yearbook – Lower School Only -Take/Collect photographs throughout the year, etc.
- Areas of Expertise You Could Share (examples: Science/STEM, Art, Cooking, Music, Animals)

TVDS BACKGROUND CHECK AUTHORIZATION

Name:

Last

First

Middle

Complete list of all Alias/Maiden Name(s):

Date of Birth: (MM/DD/YYYY)

Race:

Gender:

Social Security Number:

In order to volunteer at TVDS, I, _____, hereby give permission to Terra Verde Discovery School to run a criminal background check, a sex offender background check, and a violent offender background check on the information given. All information given is true and accurate.

Signature

**ACKNOWLEDGMENT OF RECEIPT OF PARENT/STUDENT
HANDBOOK**

Signature Required

I, _____ acknowledge that I have received and read the parent/student handbook immediately preceding my signature below. I understand that I am bound to follow the policies and understand the consequences in the event that I fail to do so.

Date: _____

Signature of Parent: _____