



Family Handbook 2017-2018

Dear Zarrow Families,

Zarrow is a school dedicated to teaching your child the Spanish language and cultures through high expectations in academics. This combination will not only increase their brain development but will also prepare them for a more global future. We have compiled a handbook full of useful information regarding policies and procedures of our school. It will be revised annually to include the most updated information.

Our school has been working on going “green” when it comes to information dissemination. There are many ways to stay on top of school news. We send information blasts through the phone and email using **SchoolConnects**, so please make sure we have the most updated contact information for you on **PowerSchool**. Each Thursday you should receive a “**Thursday Folder**” from your child’s teacher with papers and any bulletins unless you have signed up to receive your “**Thursday Folder**” electronically. However, because we want to save on resources and you have the choice of receiving the folder electronically. Download the free **School Way app** on your smartphone, tablet or computer (<http://myschoolway.com/tps>), and get the information you want and need at your fingertips anytime, anywhere! Last, but not least, we use a Yahoo Group account to send school-wide announcements. If you are not yet part of the **ZIS Yahoo Group** and would like to, please send an email to ZISannouncement-subscribe@yahogroups.com.

The ZIS staff is dedicated to providing your family with quality educational experiences. We look forward to working with you and your child throughout the year. We thank you for trusting us with your child’s education and for trusting the immersion process.

Saludos,

The ZIS Eagles Staff



Tulsa Public Schools: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Zarrow International School: One Child, Two Languages- Unlimited Possibilities

Mission Statements

Tulsa Public Schools: Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Zarrow International School: We will provide and assist each student with a well-rounded and differentiated education that is centered around the immersion of the Spanish language and cultures to prepare them for a more global society.

<i>Frequently Used Phone Numbers</i>

Main Office	918.746.9180
Principal's Secretary (Srta. Nalleli Villegas)	918.746.9181
Office Clerk (Srta. Valeria Saldivar)	918.746.9182
Clinic(Cody Harper)	918.746.9190
Cafeteria (Sra. Pam Carmons)	918.746.9189
Bus Questions (Alisa Lobaugh)	918.833.8100

Contacting Teachers

During the school day, your child's teacher is engaged in instruction and supervision of students. Calls will be forwarded to classrooms only before and after school and on a teacher's plan time, if the teacher is available. Messages for teachers will be taken in the front office. You are welcomed to send them an email too, but please do not expect them to stop teaching to reply to your email. If it is an emergency, your best line of contact will be the main office.

Immersion Process

- Your involvement is critical in your child's success. The immersion program is not easy, at times it can be very difficult and your child will need to understand the reason why you selected this program for them. Please trust the process we have selected for our program.
- Students in Kinder, first grade and second grade are fully immersed in Spanish. They hear and practice their English in the Humanities classes (Music, Art, Physical Education, and Computers), and in the Library.
- During the second semester of 2nd grade, teachers integrate a little English during Language Arts.
- Third, Fourth and Fifth grade increase the percentage of English Integration but students are still encouraged to use their Spanish during classroom conversations.
- Language of the Day (LOD):
Mondays, Wednesdays, Fridays – Spanish
Tuesdays, Thursdays – English
The LOD will validate both languages and will be followed throughout the campus during humanities, lunch, recess, signage, etc. Consistent review of the vocabulary will also be in the LOD: Classroom labels, Student-Generated Alphabets, Word Walls, and Bulletin Boards. It is also important to support the LOD in morning announcements, Read-Alouds, Journal Writings, Drop Everything And Read (DEAR) time, etc.
- Homework (when and if given) is in Spanish, unless the teaching was done in English (upper grades). This was discussed in the Kinder tours and it is an expectation in our immersion program. If you have questions or concerns regarding your child's homework there are several things you can do:
 - Email the teacher
 - Check the teacher's website
 - Get help from Homework Help- a free (and live) program sponsored by the Tulsa City library
- Staff members are asked to speak Spanish to each other when there are students around so students are able to hear Spanish spoken socially.

- Attendance is critical- please refer to the Attendance section for more information.
- We want your child to succeed regardless of where they are getting their education. We take many factors into consideration when recommending a child to be in an English only school. We have witnessed students that are unable to achieve the mission of the school and have been frustrated in class because this is not the program for them. We know of many students that have been extremely successful in regular programs and we have talked to parents who wished they would have followed our recommendation when it was given. Please think of your child's academic success if we approach you about this. We think of your child's education first.

School Hours

- School hours are **8:30 a.m. to 3:35 p.m.**
- Students are considered **tardy** once the 8:30 a.m. bell rings unless they are bus riders. Students arriving after 8:30 a.m. must get a pass from the office.
- Early arrivals—Students should NOT arrive at the school before 8:00 a.m. Supervision is not available for students arriving before 8:00 a.m. unless they are enrolled in the Before and After School Care program, or any group or club that meets before school.
 - Tulsa Public Schools offers a Before and After School care program for parents who need care for their children. Fees are based on several factors. Contact Diana Dipbouye at (918)746-6199 for more information.
 - AFTER school, children need to be picked up between 3:35-3:50 pm. All “My Way Home” changes need to be communicated to the office by 12:00 that day. If there is an **emergency** situation and you cannot pick your child up by 3:50 please notify the school ASAP. The office closes at 4:15. ***If students are not picked up by 4:15 and we are unable to locate a parent or an emergency contact, it will become necessary to notify the police to pick the child up and take them to the Education Service Center.***

Attendance

- For the benefit of your child's education, we strongly encourage daily attendance at school.
- According to TPS Board Policy 2204 students need to attend school at least 90% of the school year. The district includes history of tardies and absences when looking at overall attendance, so students should not be more than 18 days absent/tardy in a year.
- Students arriving after 8:30 a.m. will need to stop by the office to get a tardy slip.
 - If your child cannot come to school you need to report the absence and the reason for the absence to the school registrar before 9:00 a.m. The phone number for our registrar is 918-746-9180 or 918-746-9182.

- If you do not contact the school, the absence will be considered an unexcused absence without explanation.
- Excused absences are granted for the following reasons:
 - Student illness. If the student goes to the doctor, a doctor's note is required for an excused absence. If the student doesn't go to the doctor an excuse from the parent would qualify for an explained absence- not excused.
 - Death in the family- provide the funeral program for an excused absence
 - Family emergencies
 - Head lice/nit removal—2 days MAXIMUM for excused absences
 - Religious Holidays
- Please be advised that excused absences still count against your child's attendance record when looking at retention, transfers, and truancy.
- Students who have ten consecutive unexcused absences will be withdrawn from Zarrow.
- A tardy will show for part of the day if the student is late to school or absent for any part of the day for one hour or less. It is considered unexcused unless a note of the appointment is brought to the office.
- Your child's transfer to our school may be revoked due to excessive absences and tardiness. We check attendance throughout the semester and send the appropriate notifications home.
- According to TPS Board Regulation 2204-R Parents/guardians are requested to schedule appointments after the school day to avoid the need for a late arrival or early dismissal. If this is not possible, we ask that you bring a note from the appointment (doctor's note, funeral service, etc.)
- Perfect Attendance will be rewarded at the end of each semester and at the end of the school year.

MAKE-UP WORK

- Students with explained or excused absences will be given make-up work AFTER they return to school. The student will have the same number of days, plus one, as the absence to make up the missed work.
- Credit may not be given for work missed due to an unexcused absence, but students are encouraged to complete it to ensure success in future learning.
- Please contact your child's teacher to arrange for make-up work.
- Please refer to TPS Board Regulation 2204-R, page 4 for more information regarding make up work for excused and unexcused absences.

EARLY RELEASE OF STUDENTS

- To pick up your child before the end of the school day (3:35), you must stop in the office and sign your child out **before 3:15 pm**. You will be asked to present a photo ID. The office staff will call your child to come to the office. **TEACHERS MAY NOT RELEASE STUDENTS TO ANYONE WITHOUT PERMISSION FROM THE OFFICE.** This policy is for your child's safety. Early pick-up should not become a regular practice. Your child misses valuable class instruction and does not receive full educational benefit if you pick him/her up early. It is very difficult to call children to the office after 3:15 p.m.. Unless you have an **emergency** after 3:15 you will be asked to wait for the regular release time to pick up your child. Early pick-up also counts against their attendance. Please keep in mind that full-day attendance is a priority at Zarrow International and was an expectation parents learned about during our application process.

DROP-OFF and PICK-UP PROCEDURES

Our school is not in a prime location for large amounts of car riders. We encourage all families to use the bus system when possible. Those that ride the bus in the morning are never counted tardy. For those that choose to drive to and from school, please know that you will need to observe patience and respect for all, and you will be expected to follow the procedures as stated below. We want all our students and our staff to be safe.

- Before Care Program **Drop Off** (7:00-8:00) - only for students enrolled in the Before Care Program, all others have no supervision if left on school grounds.
- **Drop Off** (8:00-8:20)- for breakfast or before school club/activities
 - Students may be dropped off by the Cafeteria/Gym or in the front circle (buses get priority in the front circle)
 - If they arrive during this time they are expected to eat breakfast or participate in the morning activities offered (running club, jump roping, reading, dancing, etc.)
- **Drop Off** (8:20-8:30)
 - Students may be dropped off in the front circle, by the cafeteria.
 - Students walk straight to their classrooms as their classmates will be making their way to class, too.
 - Please drop your children off in the designated areas.
 - Car riders and walkers may be dropped off after 8:00 a.m., unless they are part of Before and After Care.

- Please remain in your cars when going through the drop off lanes, have your student ready to be let out, and please wait to let them out until you have reached the proper designated area.
- If you walk your child in, we ask that you do not follow them to their lockers, even if their class is in the main hall. Please say good-bye to your child in the foyer and allow them to walk to class independently. If you believe they need to be escorted, one of our staff members will happily assist them. This will start building the independence and character they will need to participate in Exchange programs, leadership roles, and middle school.
- Please do not park your car in the drop off lane or let your child out of the car in a “driving only” lane.
- Bus riders enter and exit through the front doors.
- **Pick Up/Dismissal (3:35 pm)**
 - Front Circle
 - Bus riders/Shuttle riders
 - Pre-k & Kinder students and their older siblings
 - Main Parking Lot
 - First and Second grade and their older siblings
 - Mitchell Park
 - Third through Fifth Grade and their older siblings
 - ***Students will be dismissed at 3:35 P.M.***
 - Students not picked up by 3:50 pm will wait in the office until the adult in charge of picking them up comes in and shows an ID. Their name will have to be in the child’s emergency contact list for us to release your child to them.

Your child will be walked to his/her pick up area, please make sure you know which pick up location your child/children will be. Should your family experience a situation which demands additional security at release time, please contact the principal, immediately, to make arrangements for pick up.

Breakfast and Lunch

- BREAKFAST is served in the cafeteria from 8:00 a.m. until 8:20 a.m. Please make every effort to have them here on time if you want them to eat breakfast at school. Breakfast will be FREE for all students. 😊
- LUNCH—cafeteria forms are sent home at the first of each school year. It is very important for **each** family to fill out a form. We receive funding for the school based on these forms. We are able to have many extra services and opportunities for our children due to the funds we receive based on those forms. The application can be completed on the web by visiting: http://www.tulsaschools.org/3_Parents/breakfast_lunch_main.asp
- Lunch is FREE for students and prices for visitors are:

Adult: \$3.00

Children: \$1.80

- Menus will be sent home the first Thursday of each month in the Thursday folders and can also be found on the School Way App and online at: [http://www.tulsaschools.org/3 Parents/breakfast lunch main.asp](http://www.tulsaschools.org/3%20Parents/breakfast%20lunch%20main.asp).
- Parents who wish to eat lunch with their child are asked to sit with their child's class or at the round table, if available, located on the west side of the cafeteria. Due to health and liability issues, we ask that lunch is not shared with anyone else but your child. Also, the ZIS staff will be present to ensure that the norms are followed. Please support the staff and the school and ask your child to follow them too.
- **Cafeteria Norms:**
 - Respect- students and adults- (no put downs)- *Respete*
 - Raise your hand if you would like to leave your seat –*Levante su mano si necesita dejar su asiento*
 - Eat your food, not your friend's food – *Coma su comida, no la de su amigo*

Uniforms

Zarrow is a school of choice, and the uniform requirement is a clear expectation for all students enrolled at Zarrow. Please read the following official guidelines for school uniforms carefully:

1. Uniforms are **required for all** Zarrow students **every school day**.
2. These are the **only** choices for students:

Shirts:

- Zarrow shirt colors in the knit polo style are **specific shades of:** light blue, dark purple, and white (see approved **shades** in office).
- Spirit Item T-shirts with the Zarrow Logo purchased through PTA
- **No Peter-Pan collared shirts**
- All shirts (except sweatshirts) must be tucked in.
- Sweatshirts with school logo/patch may be navy blue or purple. **No Hoodies except Team Zarrow spirit hoodie (on FRIDAYS only).**
- On Fridays, students may wear Team Zarrow tops, Race Series shirts, and any Zarrow shirt designed for a special school event (field trip shirts for kinder, 10 year anniversary shirt). Race shirts may be worn the last schools day before the race unless otherwise announced.
- 5th graders who go to Spain/Costa Rica are allowed to wear their Spanish/Costa Rican uniforms upon their return to Zarrow
- If an undershirt is worn under the uniform shirt, it must be white, gray or navy.

- Some girls may need camisoles or other undergarments under their shirts.

Pants/Shorts/Skirts:

- **Khaki** Pants, shorts, skorts, skirts, capris, and jumpers. **No cargo type pants.** Skorts, skirts (shorts underneath) and jumpers (shorts underneath) should be of modest length.
- Tights or leggings – **white or navy**
- Gym shorts need to be worn under jumpers and skirts.
- Belts worn if pants have belt loops. Belts are optional for kinder students.

Polo Dresses (girls only)

- Light blue or dark purple
- Shorts underneath
- Modest length

Shoes/Socks:

- **All shoes must have a back and must be closed-toe. Not allowed: flip flops, boot-style tennis shoes, boots, Crocs, sandals.** These can not only pose a safety hazard for your child while at school but it poses a potential safety hazard for others too. The students must be able to run and exercise with their shoes. Non-marking soles only, we have white tiled floors and we spend extra time cleaning them, the black marks that black-soled shoes leave on the floors take extra cleaning time that can be used in the classrooms and bathrooms.
- Socks should be **white**

Outerwear:

- Navy blue jackets, fleece vests, V-neck sweater vests, navy cardigans
- **A left-Chest embroidered logo or logo patch must be visible at all times, including on the outerwear.** Patches must be sewn on, not pinned.
- A logo or patch is not required on outwear worn to/from school or on the playground

Headwear:

- Headscarves (unless for religious reasons), bandanas, feathers, etc. are not permitted
- Unusually colored hair that would pose a distraction to the learning environment is not permitted

3. Brownies, Girl Scouts, Daisies and Boy Scouts may wear uniform vests or shirts only on their designated meeting days. These are not considered Zarrow uniform attire. In the event of performances or pictures, only Zarrow uniform shirts will be

considered appropriate. Approved Zarrow uniform bottoms may be worn with Brownie, Girl/Boy Scouts or Daisies uniform tops.

4. Zarrow School colors must be worn during performances whether the performance is at Zarrow or another location. This would include a light blue or purple collared shirt with plain khaki pants or plain khaki skort/skirt, unless specified otherwise.

5. Your help and support of the Uniform Policy is important and appreciated. Please share this information with your child and plan to support this policy on a daily basis. If your family needs help with school uniforms due to a financial hardship situation, please contact our school counselor, Sra. Butler, so she can provide confidential assistance.

6. If you would like to see an example of the appropriate attire/colors, please check with the office staff.

The Uniform Policy will be closely monitored.

The following retail stores carry school approved uniform pieces: Old Navy, Wal-Mart, Target, Academy Sports, K-Renee and C & J uniforms. You may also order uniform pieces from the Land's End and French Toast catalogs. AA Fashion will take store purchased pieces and embroider them with the school logo. You may purchase the Zarrow patches from K-Renee or through the PTA. Please contact the PTA for more information.

Unusual Circumstances: If any unusual situation relative to dress, accessories, or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire. – TPS Behavior Response Plan (BRP).

Free Dress Day Dress Code

TULSA PUBLIC SCHOOLS

Regulation 2601-R

STUDENT DRESS CODE

General Rules

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.

- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

Permitted clothing shall be worn as designed/manufactured to include the following:

- Suspender straps must be attached as designed and worn on shoulders
- Shirts/blouses must be appropriately buttoned
- Zippers on pants and shirts must be zipped
- Belts must be fastened

School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Outerwear

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.

Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within school buildings.

Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments are prohibited. Shoulder straps of permitted garments must be a minimum of the width of two fingers of the person wearing the garment.

Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Lower Garments

Undergarments shall not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear (including pajamas), etc., are not permitted.

Shorts and skirts must be of modest length defined as a maximum of 6" above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.

Footwear

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers, and shower shoes are examples of unacceptable footwear.

Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above.

Visible pierced jewelry shall be limited to the ear.

Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as

part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Clothing Assistance

It is the policy of the Board that no student will be denied an education due to a bona fide financial inability to obtain clothing that complies with the school dress code. Any student for whom compliance with the school dress code poses a bona fide financial burden may submit a written request for clothing needed, together with a statement of financial need. School principals, or their designees, shall assist families in financial need to obtain clothing that complies with the school dress code. In meeting requests for assistance, principals, or their designees, shall consider community resources such as clothing donations from school personnel, merchants, parent organizations, and charitable organizations, financial assistance, purchasing clothing for a student, and providing additional time for a student to obtain clothing that complies with the school dress code.

School Policies

Individual schools, via their respective school shared decision-making councils or school improvement committees may, upon approval by the principal, impose more strict dress code requirements than those set forth herein. However, all schools must meet the standards set forth in this policy as the minimum requirement. Schools shall publish any and all additional requirements/expectations relative to student dress. Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice.

Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions and/or sanctions as defined by the district's Behavior Response Plan .

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire.

Adopted: July 2001

Revised: November 2013

Bus Information

- A bus schedule is available from the school office, the Tulsa Public Schools Website and School Way app.
- Students who ride the bus MUST follow the policies set by transportation for their own safety and the safety of others on the bus.

BUS DISCIPLINE

A student may be reported by the bus driver and removed from the bus by the principal or designated representative for the following reasons.

- Leaving their seat while bus is in motion.
- Drinking or eating on the bus.
- Use of offensive or vulgar language.
- Disrespect to the bus driver.
- Throwing objects on the bus.
- Fighting
- Destruction of property.
- Putting any body part out of the bus window.
- Unlocking the emergency door except at the direction of the bus driver.

Consequences for being reported by the bus driver include the following steps.

- First offense—a warning, and a call or note home.
- Second offense—one-day suspension from the bus.
- Third offense—two day suspension from the bus.
- Fourth offense—three day suspension from the bus.
- Fifth offense—one week suspension to long term suspension.

Any step may be skipped due to the severity of the offense.

SUSPENSION FROM THE BUS MEANS THE STUDENT MAY NOT RIDE ANY TULSA PUBLIC SCHOOL BUS TO OR FROM SCHOOL. The student is still expected to be in attendance at school when he/she is suspended from the bus.

All bus riders must have a signed “My Way Home” form on file to ride the bus.

Bus riders are NOT allowed to walk home or ride another bus without a written note from the parent/guardian.

Bus referrals are handled by the principal and bus supervisor. If you have questions or concerns, please contact the principal at 918.746.9180.

If you have problems with the bus schedule, please call transportation at 918.833.8100. Any concerns about a bus driver should be reported to the same number.

Zarrow Eagles Expectations

- *Responsable, Respetuoso*- Be Responsible and Respectful

- *Obediente*- Be Obedient
- *Cariñoso, Compasivo* - Be Kind and Compassionate
- *Amable y Amigoso*- Use good manners and be friendly

Children with reoccurring discipline problems may be placed on a behavior plan agreed upon by the teacher, the parent and child.

Severe or continuous disruption or extreme behaviors may result in the suspension of the student. (Example: verbal or physical aggression, disrespect to adults, possession of a weapon or constant disruption of the learning environment)

ELECTRONIC DEVICES AND TOYS

TOYS and ELECTRONIC DEVICES, INCLUDING LASER POINTERS AND CELL PHONES, ARE NOT ALLOWED TO BE USED AT SCHOOL without the teacher's consent. If your child has a cell phone for out-of-school safety reasons, we ask that the cell phone stays in the office until dismissal. The office staff will keep it safely with your child's name on it. If the cell phone, or electronic device, remains with your child during the school day it may be confiscated and held until a parent picks the item up. If there are further occurrences, the item will not be returned. E-Book Readers are allowed in grades 3rd-5th after the parent and student have signed the agreement form for our school. This agreement includes readers that should only be used for book reading and the books have to be teacher-approved by the child's Lexile level, text complexity, and age appropriateness. Students that do not follow the terms stated in the agreement will not be allowed to bring the devices for the remainder of the year. WEAPONS are defined by Tulsa Public Schools as anything that creates a threat to the safety of students or school staff. KNIVES WILL NOT BE RETURNED.

PLAYGROUND NORMS

- Keep your hands and feet to yourself (and in the spinning toys) - *Mantenga sus manos y pies consigo mismo*
- Be careful, be safe - *Tenga cuidado y manténgase a salvo*
- No put-downs, show good sportmanship - *No desprecie o diga sobre-nombres*
- Slides are for sliding, not climbing
- No more than 2 in a spinner

Students having problems on the playground should report the problem to the personnel on duty.

CONSEQUENCES

- Verbal warning and re-direction
- Time out on the playground or asked to walk/run around the track once and then return to play.

- Referral to the principal.

Health Services

The school offers the following services through the health clinic.

- Vision and Hearing screenings in kindergarten and third grade or by written request.
- Scoliosis screening for fifth grade with written permission.

MEDICATIONS

Parents must come to school to fill out a medication form BEFORE ANY medication may be administered at school. This is a district policy.

- Prescription drugs must be in the original container.
- Nonprescription drugs must be in the original container and the directions must say the medication is appropriate for the age of the child.
- This policy includes ALL medicine including aspirin and cough drops.
- Students may NOT carry their medication in class.

LICE TREATMENT

Lice screenings are done after every major school breaks and when lice are found in a class.

In accordance with the district policy, a child must be nit free before he/she may return to school. A parent must accompany the child to school; with proof the child has been treated. The child will be checked in the nurse's office and must be cleared before the child can return to class.

CONDITIONS STUDENTS ARE SENT HOME FOR include:

- Pink Eye
- Fever of 100 degrees or above
- Unknown rash
- Vomiting
- Diarrhea
- Head lice or nits
- Chicken pox
- Ring worm—must be under treatment and covered at all times for a student to remain in school.
- Scabies

MEDICAL CONDITIONS

If your child has a special medical condition or is currently under medical treatment, please be sure the nurse has a copy of the doctor's recommendations on file and that the child's teacher is aware. This is for the safety of your child.

Zarrow Parents

STUDY TRIPS

- For the safety of your child, a permission slip must be signed by a parent/guardian for your child to attend a study trip.
- **Your child's school behavior may determine his/her privilege to attend a study trip. Teachers reserve the right to request parent supervision specifically for your child or for your child to stay behind with another teacher during the time of the trip.** Students will be representing our school, so appropriate behavior in class will allow them to attend study trips.
- Class chaperones may not bring any other children since they are needed to oversee other students in the class.
- Chaperones or parent visitors may NOT check your student out after the study trip without prior arrangements with the office.
- Parents MAY NOT use tobacco products on field trips.
- Class Chaperones will have to have an annual Volunteer Application on file in the school office to perform a background check before being able to attend any field trip. Those interested in volunteering in any way at school can complete one in the school office or through the PTA Volunteer Coordinator. Chaperones and volunteers on study trips should not purchase items for any student in gift shops or concessions stands.

PARKING

You may park on the north parking lot on the side of the building or use the parking lot behind the school. **The front circle is for primarily buses before 8:20 and between 3:00 and 3:35.** We urge you to abstain from parking in the roundabout or on clearly marked "no parking" areas; it is illegal and dangerous.

VISITORS

From homeroom parents to out-of-district visitors, we welcome visitors daily. The safety of our student body and our faculty is something that we take seriously.

- All parents and visitors **MUST** stop by the office to check in.
- Visitor and Volunteer labels and school employee ID's must be visible at all times.
- In case of a true emergency, the office personnel needs to be able to account for everyone in our building.

- We need to make sure the system is not abused. Your visit should be made to the place specified when you sign in. Unannounced visitors in the classroom disrupt instructional time for students and teachers.
- If you need to conference with a teacher, please pre-arrange the visit, **24 hours in advance**, with them (per TCTA teacher agreement). You may contact them through email, or leave a message with the office clerk.

CELEBRATIONS

We understand the importance of milestones and birthdays. They are special to our children and all who touch their lives. Please follow the following procedures out of respect to the teachers, the students and the learning environment (per Safe and Healthy Schools Committee):

- Invitations- if your child is not inviting all of his/her classmates please use the Student Directory to mail or email invitations. They can hand out invitations right before dismissal if they will be inviting their whole class.
- Gifts- if you would like for your child to get a small surprise (gift, balloons, etc.) please drop it off in the office and we will be delighted to deliver them to your child after we talk to the teacher. The teacher will be able to let us know the time that will disrupt the instructional time the least.
- Class parties/celebrations (not birthday parties)- They have to be pre-arranged and pre-approved by the classroom teacher **at least a week in advance** so that the teacher can plan her weekly lessons accordingly. Parents are expected to remain in the classroom to help with cleanup. Any celebration should be done after 3:00 pm and the parent needs to ask the teacher about any food allergies present in class prior to purchasing any treats/snacks. Lunch time or breakfast time is not to be used for parties. Students need to use this time to eat their breakfast/lunch.
- The following is a list of acceptable treats approved by the Safe and Healthy Schools committee, and treats must be pre-packaged/store bought.

Foods:

- Nuts
- Dried fruits
- Trail mix
- Whole-grain cereal bars
- Pretzels
- Baked chips or crackers
- Animal crackers (no icing)
- Graham crackers
- Baked cereal mix
- Baked fish-shaped crackers
- Granola bars
- Whole-grain chips

- String cheese
- Fresh fruits
- Raw vegetables
- Popcorn
- Low-fat yogurt
- Low-fat baked goods
- Low-fat crackers
- Pudding
- Beef jerky
- Bagels
- Multigrain bars
- Fruit snacks

Beverages:

- Bottled water
- 100% fruit juice- avoid reds or purples due to easy staining on carpet
- Skim milk
- 1% milk (flavored or unflavored)
- Fruit-based flavored powder packets to add to water (Example: Crystal Light packets)
- **PLEASE CHECK WITH THE TEACHER ABOUT FOOD ALLERGIES PRIOR TO PURCHASING ANY TREATS/SNACKS-** We do not want to have to use an EpiPen or call an ambulance if it can be prevented.

CLASSROOM VISITS, PARENT MEETINGS AND TEACHER COMMUNICATION

Per TCTA Agreement, teachers are supposed to have **24 hour notice** before a classroom visit. We need to respect the agreement set between the teachers' association and the district. To make things easier for parents and teachers, Srta. Kaitlin is in charge of making meeting appointments. She may ask what the meeting will be in regards to, to set aside enough time for your meeting and to inform the teacher for preparation purposes. She will set it up for both parties without interrupting the instructional time. Also, teachers have been asked to focus on teaching during the school day. If you email, text them or call them, they will respond at their earliest convenience **during non-instructional times.** If it is an

emergency, you should call the main office and they will deliver the message (918-746-9180).

STUDENT CHECK-OUT

ONLY THOSE AUTHORIZED BY YOU MAY PICK UP STUDENTS FROM SCHOOL.

You need to include the names of any person authorized to pick your child up from school on your child's emergency contact information. Please contact Srta. Nalleli in the office to add or remove a person from the list. If you have a restraining order it must also be on file at school or at the Enrollment Center. The child must be named in the restraining order for it to be valid. If the parent's name is the only one named, we cannot apply the order to the child.

We cannot release children to people you have not listed on the information sheet.

Please make sure you inform the office of any changes of authorized people during the year. No phone authorization can be made.

THURSDAY FOLDERS

- Your child will be bringing home a Thursday folder with important school information every Thursday.
- This year you are able to help us "Go Green" by signing up for an electronic Thursday Folder. All material, except for some classroom work, will be scanned and sent electronically. At the Meet the Teacher and Expectations Night, you will have a chance to sign up for the e-Thursday Folder option.
- Please read the information, sign any papers that may need your signature, and return the folder the following day with only the papers that need to come back.

STAY CONNECTED

- You can get the latest school news through various venues:



- School Way App: (bilingual)
- SchoolConnects blasts (phone or emails)- make sure we have the right phone numbers and emails registered on PowerSchool. (bilingual)
- [ZIS Website](#)(includes links to PTA and the ZIS Foundation)
- ZIS Yahoo Group emails (School, PTA, and Foundation information)
- PTA's ZIS Facebook page (PTA information)
- PTA Avenue

VOLUNTEERS

- If you wish to be a classroom or school volunteer throughout the year, please complete the volunteer application and turn it in at least one week prior to the opportunity you wish to volunteer for.
- There are volunteer applications in the main office, on the TPS website and in the flyer stand in the main hall. Once we receive and review your application you will be contacted.
- Volunteers, just like any parent and visitor, have to check-in the office each time they enter the school. No exceptions- this is for the children's safety and for yours as well.
- Click here to review the district's [volunteer handbook](#) or here to print the [application](#).
- Volunteer applications need to be redone each school year.

WEAPONS AND TOBACCO POLICIES

- Tulsa Public Schools policy does not allow for weapons, drugs or ANY tobacco products to be on the school grounds at ANY time.
- USE OF TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL GROUNDS and at ANY school function AT ALL TIMES!

TPS HARASSMENT, INTIMIDATION AND BULLYING POLICY

- "Harassment, intimidation and bullying" includes but is not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person (child or adult) should know will:
 1. Harm another student;
 2. Damage another student's property;
 3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
 4. 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.

Students and parents are encouraged to talk with the counselor or principal regarding any harassment, intimidation or bullying behaviors. They are also encouraged to complete an investigation form using TIPS on-line by clicking [here](#) or going to the TPS website and clicking on the TIPS button on the right side.

- If an allegation is filed, we will complete a full investigation maintaining confidentiality of all parties involved. Parents are encouraged to use the TIPS form located on the main page of the TPS website.

ZIS PARENT-TEACHER ASSOCIATION

(per the Bylaws of the Oklahoma Local PTA Units) The purposes of this PTA, in common with those of National PTA and Oklahoma PTA are:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The purposes of National PTA, Oklahoma PTA and this PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in the standard bylaws.

- The Zarrow PTA is managed by a Board of Directors, some of whom are elected annually while others are appointed.
- Membership is open to anyone who believes in the Mission and Purpose of the PTA. Annual dues are \$6/membership.
- PTA Board meetings are open to the ZIS community and are traditionally held on the 1st Monday of the month at 6:30 p.m. in Sr. Kellito's (Forbes') office.
- General PTA meetings are held on the 2nd Tuesday of selected months at 6:30 p.m. in the Zarrow cafeteria. Free childcare for children ages 4 and older is provided. Please watch for the ZIS Announcements Yahoo group for updates and changes.
- For more information, contact Maegen Nair, PTA President, at maegannair@cox.net. A complete list of PTA board members and committee chairs can be found in the information carousel just outside the main office.

Tulsa Public Schools

2017-2018 School Calendar

August 2017							September 2017							October 2017						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

November 2017							December 2017							January 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

February 2018							March 2018							April 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	26	27	28	29	30	31	29	30					

May 2018							June 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

School is not in session on days highlighted.	
Professional Days	
Holiday/Break - No Classes	
Parent Conference Day	
First Day of Quarter	
Last Day of Quarter	

Quarter Information	
Classes Begin	Aug 21, 2017
1st Day of 1st Quarter	Aug 21, 2017
Last Day of 1st Quarter	Oct 16, 2017
1st Day of 2nd Quarter	Oct 17, 2017
Last Day of 2nd Quarter	Dec 20, 2017
1st Day of 3rd Quarter	Jan 3, 2018
Last Day of 3rd Quarter	Mar 13, 2018
1st Day of 4th Quarter	Mar 14, 2018
Last Day of Classes	May 23, 2018

Classes Not in Session - Holiday/PT Conf.	
Labor Day	Sep 4, 2017
Fall P/T Conf.*	Oct 18, 2017*
Fall Break	Oct 19 & 20, 2017
Thanksgiving	Nov 22-24, 2017
Winter Break	Dec 21-Jan 3, 2018
Marlin L. King Jr.	Jan 15, 2018
President's Day	Feb 19, 2018
Spring P/T Conf.*	Mar 16, 2018*
Spring Break	Mar 19-23, 2018

*no school on P/T conf. day - please check with your school for exact dates and times

If ___ Snow days are used	The last day of classes will be:
Zero	May 16, 2018
One	May 17, 2018
Two	May 18, 2018
Three	May 21, 2018
Four	May 22, 2018
Five	May 23, 2018

Five weather days built in. If additional make-up days are needed, the dates are: Feb 19, 2018 and Mar 16, 2018

First Quarter	40 days
Second Quarter	41 days
Third Quarter	47 days
Fourth Quarter	45 days

Pending Board Approved on:

Classes Not in Session - Professional Days	
August 15-18, 2017	
October 23, 2017*	Enrollment Center closes at 1:00 pm
January 3, 2018	
March 15, 2018*	Enrollment Center closes at 1:00 pm
May 24, 2018	

HENRY ZARROW INTERNATIONAL SCHOOL FOUNDATION, INC.

The purpose of the HZIS Foundation is to acquire and distribute resources to sustain the educational opportunities and resources for the students and staff of Henry Zarrow International School. HZIS Foundation funding to ensure success is focused into three categories:

Supplement Staff Salaries

The foundation raises money to help ensure the necessary classrooms are staffed with native speaking para-teachers and the needed support staff to ensure success for the ZIS immersion program, as well as the position of the Exchange Coordinator for the ZIS exchange program.

Exchange Trip Scholarships

Annually, 5th grade students have the opportunity to participate in a 2-8 week study abroad program to a Spanish speaking country. The Foundation provides scholarships based on financial need for those who would not otherwise be able to attend.

Facilities and Equipment

The Foundation also assists with facilities and equipment as needs arise. The Foundation funded the Library at the previous school site, as well as playground equipment and security enhancements.

- The HZIS Foundation is managed by a Board of Directors. The board members are elected for a 3 year term, officers are elected each year. The ZIS PTA President and ZIS Principal are appointment members of the ZIS Foundation board.
- Membership is open to anyone who believes in the Mission and Purpose of the ZIS Foundation and annual dues are \$5/membership.
- HZIS Foundation Board meetings are open to the ZIS community and are traditionally held on the 1st Thursday of the month with alternating locations / times. The 2016-2017 ZIS Board schedule is below:
 - Sept., Nov., Jan., Mar., May: 11:30-1:00 at Sr. Kellito's (Forbes') Office
 - Aug., Oct., Dec., Feb., Apr.: 7:00 – 8:30 pm at location TBA
- HZIS Foundation updates will be provided at the 2nd Tuesday of selected months in the Zarrow cafeteria as an agenda item to the ZIS PTA meeting. Free

