

**TULSA PUBLIC SCHOOLS
2703 NORTH YORKTOWN PL
TULSA, OK 74110
(918) 925-1400**

**Felicitas Mendez International School
Handbook of
Policies and Procedures**

**Dr. Deborah Gist
Superintendent of Schools**

**Mrs. Irma Sandoval
Principal**





**Felicitas Mendez
International
School Vision**

"EMPOWERING BILINGUAL, BILITERATE, AND
MULTICULTURAL LIFE-LONG LEARNERS."



**Felicitas Mendez
International School
Mission**

"WE FOSTER SOCIAL, EMOTIONAL, AND EDUCATIONAL
GROWTH IN BOTH ENGLISH AND SPANISH THROUGH
COLLABORATIVE PARTNERSHIPS, A RIGOROUS
ACADEMIC ENVIRONMENT, AND AN INCLUSIVE
COMMUNITY."

FELICITAS MENDEZ INFORMATION GUIDE

ABSENCES AND TARDIES

It is very important that your child be in school every day. If your child is sick or unable to attend school please call the school office at 925-1400 before 9:00. Please send a doctor's note when your child returns to school following an absence of more than two days. Please see that your child is prompt in arriving at school. Tardy students miss out on instruction and disrupt classes. Tardy students must have a pass from the office to be admitted to class.

*Tulsa Public School Board Policy 2206, Admission of District Transfer Students, states that students must follow approved board policy for attendance. TPS Board Policy 2204 states the student attending elementary or secondary schools shall be in attendance a minimum of ninety percent of the instructional time. All excused and unexcused absences should be taken into consideration in calculating a student's attendance. Transfers may be revoked – due to poor attendance.

ARRIVAL AND DEPARTURE TIMES

Children should arrive at school between 8:00 a.m. and 8:30 a.m. Class will start at 8:30 a.m. Students are counted tardy after 8:30 a.m. Students are dismissed at 3:35 if you arrive after 3:45 you will need to pick up your child from the office. All students are expected to leave the building by 3:45 p.m. unless participating in an afterschool activity.

ARTICLES PROHIBITED IN SCHOOL

Phones, electronics, games, toys, guns, knives, pop, skateboards, stereos, collection cards, firecrackers, or any items unrelated to the classroom are prohibited on school grounds. These items will be collected by the faculty, staff, or administration and turned in to the office.

BIRTHDAY CELEBRATIONS

Birthday celebrations should be coordinated with the teacher and held in the afternoon.

BREAKFAST AND LUNCH

- Breakfast is served in the cafeteria 8:00 – 8:15 a.m.
- Lunch forms for free and reduced lunches 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 the free and reduced lunch forms. We are able to have many extra services and opportunities for our children due to the funds we receive based on those forms.
- Menus will be available on the TPS website.

BUILDING/GROUNDS USE

Any use of the building or grounds, day or evening, must be scheduled and approved through the district office. The request must be submitted at least two weeks in advance of the required date. Weekend use of the building requires payment of custodial overtime by the user group.

The use of practice fields requires pre-approval by the principal. The request should be submitted at least two weeks in advance. School grounds, including playground equipment, are not available for scheduled use during the school day.

BUS TRANSPORTATION

918-833-8100 is the phone number for the Tulsa Public Schools Transportation Department. If your child lives further than 1.5 miles from your neighborhood school, you may call for bus transportation to and from school. It is the responsibility of the parent to arrange for the school bus transportation.

CLASSROOM FOLDERS

Teachers will send important information related to curriculum, discipline and school activities. Please make sure to check your child's folder or backpack every evening and return required papers to school the next day.

CLASSROOM VISITATION

Parents often wish to visit their child's classes. We extend a cordial invitation for you to do so, but please call to set up a time and date for your observation (24hours notice is required). Upon arrival, check in at the school office before going to your child's classroom. All visitors must wear a visitor badge. Please keep in mind that your observations of class ongoing are confidential in order to preserve student privacy.

CLINIC ISSUES

The health assistant or designated school personnel may exclude from school children with fever, severe sore throat, coughs, or colds, conjunctivitis, scalp ring worms, skin rash, head lice, chicken pox, or any other visible signs of illness. If these symptoms develop at school, the parent will be notified, and the child will be sent home. Students will need to be cleared through the clinic upon their return. Please be sure the school has a current phone number to reach a parent/guardian in case of illness.

CONTACT INFORMATION

Please update the office of any changes in your contact information, including phone numbers and address change. This is vital to ensure good communication as well as your child's safety.

DISCIPLINE

Tulsa Public Schools Behavior Response Plan will be followed for electing consequences as well as out of school suspensions. Any disciplinary action taken at *Felicitas Mendez International School* will be in accordance with the school board policy. Our goal at *Felicitas Mendez International School* is to teach students the skills necessary for self-discipline. Teachers will handle daily disruptions in their classrooms. If misbehavior continues, the child will be sent to the principal's office or the counselor's office for a conference and the parents may be called.

DRESS CODE AND GROOMING GUIDELINES

The following guidelines are established concerning appropriate attire for school: All students will be required to wear full school uniforms (see requirements). Students must follow Tulsa Public Schools dress code. Temporary tattoos, make-up, bright colored hair or emblems shaved into the hair are prohibited.

FIELD TRIPS

All field trips will be approved by the Principal. No student will be allowed on a field trip without the written permission from the parent or guardian. The students' attendance on a field trip will be determined by their daily behavior, daily work, and attendance at school.

GUIDANCE AND COUNSELING

Counseling services are available to all our students and their families. Appointments or inquiries can be made by calling the school office. Additionally the school contracts counseling services with Daysprings and other outside agencies that work within the school to provide students and their families' comprehensive counseling services.

HOMEROOM HELPER INFORMATION

It is recommended to talk to your teacher so they can provide specific information about her/his preferences regarding parent participation. When meeting with the teacher be sure to cover the following:

- Collect volunteer information from parents since the office will not supply personal information to homeroom parents.
- Organize donations of snacks.
- Set the dates for parties, if possible.
- Determine if any children have a special diet. (For example, food allergies or diabetes.)
- Find out what kind of snacks the teacher would like to serve at the celebrations.
- Find out how much parent participation the teacher would like at the celebrations. They may welcome any parents who want to come or may prefer only one or two parents to serve.
- Decide how to best disseminate information and translation requirements.

HOMEWORK

Homework reinforces concepts discussed in the classroom and the homework will not be translated. It is the student's responsibility to complete their homework to the best of their abilities. If your child is struggling with the homework please inform the teacher and submit what your child was able to complete. Please do not do your child's homework. In order to receive credit for homework, students must complete, return, and turn in the homework.

LEAVING SCHOOL DURING THE DAY

After a child has arrived at school he/she will not be permitted to leave the school without the parent or guardian signing him/her out through the office. If the child returns to school the same day, the parent or guardian will need to walk the child inside the building and sign him/her back in through the office. The office will give the child a slip to return to class.

If there is an occasion when a child will be leaving the school with someone other than the parent, guardian or the emergency contact listed on the child's information card, the office

must be notified in writing. The person picking up your child will also need to sign him/her out, and show identification.

Please do not pick up children early unless it cannot be avoided. Every minute of class time is important for your child to have a successful academic year. Students leaving the classroom are a disruption for the entire class. Unless there is an emergency or an appointment, students will not be released from class before 3:35, this is asked in order to minimize dismissal confusion.

Students will not be allowed to leave class without the office notifying the teacher. Please do not go directly to the classroom to get your child.

LOCKERS

Students must use the locker assigned to them. Lockers should be kept free of unnecessary items. Lockers may be inspected at any time.

LOST BOOKS

Books checked out from the library by the student and books assigned to the students by the teachers are the responsibility of the student. If books are lost or damaged, they must be paid for before any other books may be checked out. Students will be charged the cost of replacing the books. Report cards will be withheld until payment is rendered. Students should keep the receipt of payment of the lost book in case the lost book is found so a refund can be given.

MEDICATION

Tulsa Public School's policy permits administration of medication during the school day only with written directions from the physician. Every effort must be made to administer medication at home, as it represents a disruption in the student's school day. However, if your physician feels it is necessary to administer medication during the school hours, the parent/guardian will need to fill out a "Permission to Administer Medicine" form in the school clinic. Throughout the year your child's health record will be checked and you will be informed of any immunizations needed. A notice will be sent to you stating immunization needs and the date due. Please make every effort to keep your children's immunizations current. A child may not attend school if immunizations are not current.

PARENT CONFERENCES/APPOINTMENTS

Conferences are held in the Fall and Spring. Teachers will send home information when it is time to schedule them. Parents are encouraged to keep in close contact with the school concerning their child's educational development. If at any time that you feel a need to talk with the teacher, principal, or counselor, please call the school to set up an appointment.

PARKING

Please do not park your vehicle in the circle drive or leave it unsupervised during drop off and pick up times. This is a zone for pick up or drop offs only. If you need to enter the building please park your vehicle in the parking lot located on the north side of the building. The safety of the students is our first priority and we should keep the driving lanes clear. Remember to drive slowly!

SCHOOL INFORMATION

Written communication, along with other bulletins, provides a vital communication link for you between school and the home.

- We are using the SClassDojo App to keep you involved in what is going on at our school. ClassDojo is available FREE for Apple or Android devices in the app stores. Search for ClassDojo and download, and then use the code provided by the teacher to join the class and our school.
- School Connects Parent Calling System: Make sure that home phone or cell phone is updated.
- Mendez website: mendez.tulsaschools.org
- Mendez via Facebook <https://www.facebook.com/MendezInternationalSchool/>
- Peachjar Fliers, sign up at www.peachjar.com

VOLUNTEERS

Our volunteers assist us with several activities: tutoring, preparing materials for the classroom, special projects, and accompanying classes on field trips. If you would like to volunteer, be sure to indicate your preference on your child's enrollment sheet or contact the school for further information. **All volunteers must complete an application and background check before volunteering every year.**

Felicitas Mendez International School Parent Agreement

Welcome to Felicitas Mendez International School. The following expectations are outlined in order to ensure success for all students in our education program.

A. Administration and staff will:

- a. Set high academic expectations that will engage all students in preparation for college success.
- b. Provide effective instructional leadership that will enhance student achievement.
- c. Engage parents in the learning process to ensure success for each student.
- d. Ensure that common core state standards for all academic areas are integrated into classroom instruction.
- e. Adhere to the dual language model.
- f. Prepare and deliver instruction which consistently challenges student learning and achievement.
- g. Work as partners with parents and engage in conversations with them concerning their child's progress.
- h. Collaborate with colleagues to plan and implement quality instruction.
- i. Continue independent learning and personal leadership development.
- j. Develop literacy in Spanish and English.
- k. Counsel parents on the appropriateness of the Felicitas Mendez International School program for a student with attendance concerns, behavior issues and the adequate progress of language acquisition.

1. Parents will:

- a. Commit to at least six years of enrollment at Felicitas Mendez International School
- b. Actively engage in and document a minimum of four hours of volunteer participation in their child's education per month.
- c. Cooperate with teachers through completion of homework and reading logs.
- d. Support the school and help communicate the importance of the program to the children.
- e. Cooperate and play a key role in the discipline of your child. To do this effectively, parents must communicate frequently with the child's teacher.
- f. Assist their child in developing literacy.
- g. Provide school uniforms and abide by the school's dress code.
- h. Support school wide discipline plan and uniform policy.
- i. Provide working contact information and update the office as needed.
- j. Ensure that students attend school on a regular basis. Students should be brought to school on time and picked up on time.*

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A. Students will:

- a. Accept challenges to work at high levels in all academic subject areas.
- b. Take responsibility for their own learning by reading independently and faithfully completing homework.
- c. Participate actively in language development in two languages to become bi-literate.
- d. Keep a positive attitude and participate to the best of their abilities.
- e. Respect and follow the school wide discipline plan and uniform policy.
- f. To embrace and respect diversity and cultures from around the world.

Principal

Parent

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying, harassment and intimidation.

In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying, harassment or intimidation at school.

All staff will be provided with a copy of this Policy and its regulations. All students will be provided a summary of the Policy. The entire Policy and its regulations are available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting student harassment, intimidation, bullying and threatening behavior. The Superintendent or his/her designee will develop a regulation to support implementation of this policy.

The Superintendent or designee will ensure that students shall participate in an annual education program that sets out expectations for behavior and emphasizes an understanding of harassment, intimidation, bullying and threatening behavior. Students shall also be informed of the consequences resulting from bullying conduct toward their peers.

The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (Le., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy.

Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of student bullying behavior. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file.

DEFINITIONS:

- A. "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 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.
- B. "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer. Electronic communications include, but are not limited to, communications made through weblogs and social media forums like Facebook, Twitter, Ning, Formspring, Myspace, or Wiki.
- C. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.
- D. In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
- E. The term "at school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

STUDENT BULLYING PREVENTION AND INTERVENTION

In furtherance of the Board's policy regarding student bullying prevention and intervention, the District shall:

1. Require students to be notified annually and new students to be notified upon enrollment of the process by which to report bullying, whether in person, in writing or anonymously;
2. Enable students to report acts of bullying to teachers, counselors and school administrators;
3. Enable the parents or guardians of students to file reports of suspected bullying;
4. Require teachers, counselors, school administrators and other school staff members who witness acts of bullying or receive reports of bullying to promptly notify school administrators in writing;
5. Require school administrators to identify the appropriate personnel to document, investigate and review all reports of bullying they receive;
6. Require prevention and intervention strategies, as described below, based on building data, as defined by Board policy, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis;
7. Include prohibitions and guidance concerning bullying in the District's Behavior Response Plan;
8. Require school administrators or designees to notify the parent or guardian of any student who commits a verified act of bullying and the parent or guardian of any student against whom such act was directed;
9. Require each school within the District to keep a record of verified and non-verified reports of bullying, to make such list available for District inspection and to report annually to the State Department of Education;
10. Ensure the training of school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation and false accusations.

The District's "Prevention and Intervention Strategies" referenced above include, but are not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the State Department of Education;
2. A school survey to determine the prevalence of bullying, which will take place during

the second or third quarter of each school year and a summary of which will be made available to a District office designee; and

3. Establishment of a safe school committee for each school site (K-12) as mandated by the Act and the Oklahoma School Security Act. The safe school committee will consist of at least seven members that will review the survey results and reported bullying incidents and recommend strategies to prevent bullying behaviors. One member of the safe school committee must participate in the investigation of bullying reports;
4. The development, posting and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by District policy;
5. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
6. Inclusion of grade-appropriate research-based bullying prevention curricula in pre-kindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to safe school committee members;
7. The participation of all employees directly involved with student services in annual bullying awareness/intervention training and suicide prevention training;
8. The participation of all new employees directly involved with student services in bullying awareness/intervention training and suicide prevention training before reporting to their new positions;
9. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students and involved school staff members;
10. School-wide training related to the provision of a safe school climate;
11. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions, which may include discussion panels, safe school committees, PTSA, parent involvement facilitators and the like;
12. Referrals of students and parents to community mental health care options, as appropriate; and
13. Requesting disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or school personnel. The District will make any request for disclosure in compliance with applicable state and federal laws and regulations.

Felicitas Mendez Uniform Policy

The Mendez uniform requirement is a clear expectation for all students. Please read the following guidelines for school uniforms carefully. Uniforms must be clean and in good repair. Please contact the office if you need assistance purchasing uniforms or if you have questions regarding the policy.

Felicitas Mendez International School Uniform Policy
Política De Uniformes Para Mendez International School

Tops in Black, White and dark Purple ONLY!
Las **playeras** en los colores Negro, Blanco y Morado oscuro
¡SOLAMENTE!



Uniform **Bottoms** in Khaki or Black ONLY! Only Black or White tights for under skirt or dresses.

Pantalones, Faldas, Vestidos o Pantalones Cortos en color Negro o Caqui ¡SOLAMENTE! Solamente pantimedias Negras o Blancas debajo de las faldas o vestidos.



Please refer to the Tulsa Public Schools **Student Dress Code** for more information.
Por favor refiérase al **Código de Vestimenta** para estudiantes de las Escuelas Publicas de Tulsa para más información.

Belts Beginning in 1st grade belts must be worn at all times unless the pants lack belt loops: black or brown

Shoes Closed toe; no sandals, flip-flops, or heels higher than 2 inches; athletic type shoes preferred.

Tights/Sock White or Black

Hair Hair must be natural color, no shaved designs, no makeup, tattoos or otherwise distracting accessories.

***Friday** Spirit Days—jeans may be worn with a MIS or DLA spirit shirt/hoodie.