

ZARROW INTERNATIONAL SCHOOL

STUDENT AND FAMILY HANDBOOK 2024-2025



Dear Zarrow Parents/guardians,

Zarrow is a school dedicated to teaching your child the Spanish language and cultures, as well as challenging them academically. 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 the policies and procedures of our school. It will be revised annually to include the most updated information.

You *may* receive a “Thursday Folder” from your child’s teacher with papers and any school bulletins on a Thursday when paper copies must be sent home. However, in an effort to cut down on unnecessary paper use and help the environment, we will send newsletters and most announcements through School Messenger and/or Talking Points. In addition, please register for Membership Toolkit. If you are already registered, be sure to update your information. Membership Toolkit is Zarrow PTA's communication format. **PTA works in partnership with the school to help keep families informed.** You can register at <http://zarrowpta.org>. If you have not yet downloaded the Membership Toolkit app, please take a few minutes to do so now. This will help keep you updated on all the events at ZIS.

The staff and I are dedicated to providing your family with quality educational experiences. We look forward to working with you and your child throughout the year.

Sincerely,

Principal Denise Marquez

Tulsa Public Schools

Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.

Zarrow International School 2024-2025

Mascot: Eagles

Colors: Purple, White, Light Blue

Motto: Everyone Successful Every Day

Vision of Success for Back to School: Every Zarrow classroom has co-created and posted a **classroom charter** in the first two weeks of school. Every Zarrow student has practiced and internalized the **Tier I procedures** by the third week of the school year. Every Zarrow teacher and TA have a clear understanding of a baseline confidence in their roles and responsibilities to launch the first two weeks of instruction. Zarrow leaders are ready to implement a site-based schedule aligned to district-wide consistent practices.

Vision of Success for End of the Year: ALL Zarrow students will have a powerful learning experience that prioritizes accelerating their learning through coherent, rigorous, grade level instruction, daily practice of systematic, explicit foundational reading skills instruction, and regular practice with complex texts and their academic vocabulary.

Zarrow Mission: We are committed to creating a joyful, student-centered, relationship-based community with rigorous instruction that is relevant to the development of bi-literate, globally-minded students.

Zarrow Vision: Zarrow is a **child-centered** learning community committed to the development of **socially responsible global citizens** who are **lifelong learners!** We believe in a school where everyone takes part in the love for learning through **positive interactions** that create a **joyful community**. We believe in developing **inquiring, knowledgeable, and caring** young people who help create a better and more peaceful world through **intercultural understanding and respect**.

To achieve our vision:

- We will provide an environment that is orderly, safe, inviting, and engaging.
- We will maintain high expectations and promote academic excellence for all.
- We will create and support a school environment in which all children and adults feel welcomed, respected, trusted, and an important part of the school.
- We will create an environment of collaboration where we learn together and support each other.
- We will foster a positive school climate of a caring community that respects and values diversity and nurtures everyone's social, emotional, and physical well-being.

2024-2025 Theme: Dream, Believe, Achieve



As we embark on the 2024-2025 school year, our mission is clear: to inspire and empower every student to dream big, believe in their potential, and take action to achieve their goals.

We find ourselves on a journey filled with limitless possibilities, where each dream sets the stage for incredible achievements. This adventure is not one we undertake alone but as a unified community, bound by our shared commitment to nurturing growth and fostering success. With unwavering support and an enthusiastic spirit, we stand together, ready to overcome challenges and seize opportunities that come our way.

As we strive to Dream, Believe, and Achieve in 2024-2025, let us remain steadfast in our purpose and dedication to making a lasting impact. Together, we shall create a brighter future, leaving a legacy of accomplishment, growth, excellence, and transformation.

- As a staff, we will develop a deep understanding of our students' needs, implement our core curriculum with integrity, and differentiate instruction. We will implement and monitor data-driven interventions and provide social/emotional supports that bridge gaps and foster equity utilizing a collaboratively designed Multi-Tiered Support System.
- As students, we will assume responsibility for routines and procedures, demonstrate a sense of ownership of behavioral and academic expectations, actively engage in learning, and practice kindness, respect, and responsibility.
- As families, we will take an active role in our child's educational experience, ensure that our child is at school on time, every day, read with our child at least 20 minutes daily, maintain positive communication, including on social media, communicate frequently with teachers and staff, discuss the importance of school with our child, express interest in what our child is learning, and read and practice strategies in the [Student and Family Guide to Success](#).
- As a community we will ensure all our actions and words cultivate a safe, supportive, positive, and joyful school environment where everyone feels a sense of belonging so all students can learn, grow, and thrive.

Frequently Used Phone Numbers

- Main Office 918.746.9180
- Principal's Secretary (Sra. Camy Padilla) 918.746.9182
- Registrar (Srta. Kytana Solis) 918.746.9182
- Counselor (Sra. Alisa Lobaugh) 918-746-9184
- Health Clinic (Sra. Mirtha Brito) 918.746.9190
- Cafeteria (Sra. Pam Carmons) 918.746.9189
- Bus Questions and Concerns - TPS Transportation: 918.833.8100

Phone Calls to Classrooms

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. Messages for teachers will be taken in the front office.

School Hours

AFTER school, children need to be picked up between 3:35-3:45 pm. If there is an emergency situation and you cannot pick your child up by 3:35 please notify the school

before 3:00 pm. **The office closes at 4:15.** If students are not picked up by 4:15 and we are unable to locate a parent, it will become necessary to notify campus police to pick the child up.

Consider using TPS transportation to avoid long waits in traffic. Whiteside Park is extremely convenient - no traffic lines and plenty of parking.

School hours/Breakfast and Lunch

Bell Times are 8:30 a.m. to 3:35 p.m

Breakfast hours are 8:10 am to 8:30 am

- Students are considered tardy after 8:35 a.m. unless they are bus riders.
- Students arriving after 8:35 a.m. must get a pass from the office.
- **Early arrivals**—Students should **NOT** arrive at the school before 8:10 a.m. **This is a safety matter. NO supervision is available for students arriving before 8:10 a.m.**
- The school doors will be locked until 8:10 a.m. The exception to this is for students 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 918 -833-9574 for more information.

BREAKFAST is served at 8:10 a.m. Students should arrive before 8:25 a.m. to be served breakfast. Please make every effort to have them here on time if you want them to eat breakfast otherwise, they will likely be tardy to class.

Title I Forms for free and reduced lunches should be completed by every family online at the first of each school year. It is **required for every family** to fill out a form. We receive Title I funding for the school based on 100% participation in filling out 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.

Breakfast and lunch menus are available on the TPS [Child Nutrition](#) website.

Once COVID 19 safety restrictions are lifted by the district, parents who wish to eat lunch with their child are asked to sit at the round table located on the east 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.

Cafeteria Norms:

- Respect (people and property)
- Raise your hand if you need to leave your seat
- Eat your food, not your friend's food
- Clean up after yourself

Attendance

- For the benefit of your child's education, we strongly encourage daily attendance at school.
- Students arriving after 8:35 a.m. will need to stop in the office to get a tardy slip.
- Students who have ten consecutive unexcused absences will be withdrawn. If the student returns to school a parent must accompany the child and complete the entire enrollment process again.
- A tardy will show for a section if the student is late to school or absent for any part of the day over one hour.

Any absence, partial or full day, is considered unexcused unless a doctor's note is brought to the office.

Chronic absenteeism (10% of the school year) is grounds for loss of transfer and possible retention. All absences (**excused and unexcused**) shall be included in the calculation of the 90% attendance minimum. Your student will be returned to their neighborhood school. View [Policy 2204: Student Attendance](#) regarding truancy, exceptions, and how many absences is too many.

MAKE-UP WORK

Students with explained absences will be given make-up work **AFTER** their return to school. The student will have the same number of days, plus one, as the absence to make up the missed work. (Ex. - if the student is absent for 3 days, they will have 4 days to submit missing work.)

Make-up work is not required to be given for unexcused absences. This is teacher discretion.

Please contact your child's teacher to arrange for make-up work. Teachers can be contacted through TPS official means of communication: school email, Talking Points, or phone. The school telephone number is in the front of this manual.

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. **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 WRITTEN PERMISSION FROM THE OFFICE.** This policy is to protect your child's safety. Early pick-up should not become a regular practice. Your child misses valuable class instruction and will not receive full educational benefit if you pick him/her up early. Students who frequently miss part or all of the school day will quickly fall behind making it very difficult for them to be successful.

- If your child cannot come to school, you need to report the absence and the reason for the absence to the school registrar before 8:45 a.m.
- The phone number for the registrar is 918-746-9182.
- If you do not contact the school within 48 hours, the absence will be considered an unexplained absence.
- After 5 unexplained absences or tardies in a 4-week span, the district truancy officer will contact parents and they will document it.
- Students with excessive absences may be retained in addition to losing their transfer to Zarrow.

Explained 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 absence
- Religious Holidays

It is very difficult to call children to the office after 3:00 p.m. Unless you have an emergency after 3:00 you will be asked to wait for the regular release time to pick up your child.

Uniforms

- **Logo optional and encouraged - this creates a strong sense of community and belonging**
- **Navy Bottoms are uniform approved**
- **Plain Black or Brown belts optional**

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:

- Zarrow shirt colors in the knit polo style are specific shades of: light blue, purple, (see approved shades in office) and white.

- Spirit Item T-shirts and sweatshirts with the Zarrow Logo purchased through PTA in light blue, purple, charcoal, and white.
- Plain brown or black belts are optional.
- Pants in khaki or navy blue; khaki or navy-blue shorts or skorts and khaki jumpers. No cargo type pants or capris.
- Sweatshirts may be navy blue or purple. **No Hoodies.**
- Outerwear **in** classrooms: Navy blue fleece jackets, fleece vests, or V-neck sweater vests, and navy or purple cardigans. **No Hoodies.**
- Tights – white or navy blue

SAFE SHOE

- All shoes must have a closed toe and closed back or be athletic type shoes
- No flip flops/sandals
- No crocs
- **No boots**
- The students must be able to run outside without the shoes coming off or posing a safety issue.

Other uniform information:

- 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.
- 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.
- If an undershirt is worn under the uniform shirt, it must be white.
- Some students may need camisoles or other undergarments under their shirts.
- The Uniform Policy will be closely monitored.
- The following retail stores carry pieces of Zarrow clothing: French Toast Brand at Target, Academy Sports, K-Renee, Land's End, and AA Fashion, Lands End, C & J School Uniform, etc.
- 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, Ms. Lobaugh, so she can provide confidential assistance.
- If you would like to see an example of the appropriate attire/colors, please check the uniform guide on the website:

<https://zarrow.tulsaschools.org/parents/uniforms>

- Tall headbands (unicorn horns, ears, etc.) are not permitted at Zarrow nor is unusually colored/styled hair, make up, nails, etc., that would pose a distraction to the learning environment.
- 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), formerly Code of Student Conduct 2011-2012.

Bus Information

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 transportation department, principal, or designated representative for the following reasons:

- Unlocking the emergency door except at the direction of the bus driver.
- Leaving the 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.
- Other actions considered dangerous or offensive.

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

First offense—a warning.

Second offense—one - three day suspension from the bus.

Third offense— three - five day suspension from the bus.

Fourth offense— 10 day - long term suspension from the bus.

Any step may be skipped due to the severity of the offense as determined by the transportation department and/or the principal.

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/or the transportation department. 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 transportation department at 918.833.8100.

A bus schedule is available from the school office and the Tulsa Public Schools Website.

Zarrow Eagles Expectations

- Accept responsibility for your choices.
- Accept responsibility for routines and procedures.
- Demonstrate a sense of ownership of behavioral and academic expectations.
- Actively engage in learning.
- Keep your hands and feet to yourself.
- Practice kindness, responsibility, and respect.
- Respect others, respect yourself, respect all property.

Children with recurrent discipline problems may be placed on a behavior plan agreed upon by the teacher, the parent, and/or the child. Severe disruption or extreme behavior may result in immediate removal, detention, or suspension of student. (Example: verbal or physical aggression, disrespect to adults, possession of a weapon or disruption of the learning environment)

ELECTRONIC DEVICES, INCLUDING BUT NOT LIMITED TO LASER POINTERS, CELL PHONES, AND SMART WATCHES, ARE NOT ALLOWED TO BE USED AT SCHOOL. If your child has a cell phone, smartwatch, or other phone or device for out-of-school safety reasons, the cell phone must be powered off and remain in the locker until the student is out of the building and has been dismissed by a staff member. 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 until the end of the school year.

TOYS and other non-academic items from home are NOT permitted at school. Items from home may be confiscated and held until a parent or guardian picks them up. If there are further occurrences, the item will not be returned until the end of the school year.

WEAPONS are defined by Tulsa Public Schools as anything that creates a threat to the safety of students or school staff. WEAPONS will be turned over to the TPS police department and WILL NOT BE RETURNED.

PLAYGROUND NORMS

- Respect yourself and others
- Take pride in our school and our school community
- Think about everyone's safety
- Listen and follow directions
- Keep your hands and feet to yourself
- Do not throw objects (dirt, rocks, sticks, water bottles, etc.)
- Climb only on playground equipment designed for climbing (no climbing trees, fences, slides, etc.)
- Be careful, be safe

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

CONSEQUENCES

Verbal warning

Time out on the playground (Walk the track silent and solo)

Referral to the principal

Student has lunch detention

Community Service (can include: student assists the custodian picking up trash, wiping off tables, sweeping, mopping, vacuuming, cleaning window sills, cleaning windows, etc. Student assists other teachers in cleaning and organizing their classroom at the end of the day.)

Health Services

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

Students may NOT carry their medication in class.

CONDITIONS STUDENTS ARE SENT HOME FOR include:

Scabies

Pink Eye

Fever of 100 degrees or above

Unknown rash

Vomiting

Diarrhea

Chicken pox

Ring worm—must be under treatment and covered at all times for a student to remain in school.

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 medical plan and recommendations on file. This is for the safety of your child.

Vision and Hearing screenings in kindergarten and third grade or by written request.
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 pain/fever reducers and cough drops.**

STUDY TRIPS

Class Chaperones will have to have a Volunteer Application on file in the school office 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.

For the safety of your child, a permission slip must be signed for your child to attend a study trip.

Your child's behavior will determine his/her right to attend a study trip.

Class chaperones may not bring any children since they are needed to oversee other students in the class.

Parents MAY NOT use tobacco products on field trips.

PARKING

You may park on the north parking lot on the side of the building. **The front circle is for buses only before 8:05 and between 3:00 and 3:30.** We urge you to abstain from parking in the roundabout or circle drive, it is illegal and dangerous.

- **Zarrow is a cell free zone for all drivers.**
- **Drop it and drive - safety first!**

VISITORS

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

If you need to speak with a teacher, please **pre-arrange** the visit, 24 hours in advance, with them (per TCTA teacher agreement). You may contact them through email, Talking Points, or leave a message with the office clerk.

All parents and visitors MUST stop by the office to check in. You will need a driver's licence or official form of identification to check in.

Visitor passes, volunteer tags and school employee ID's must be **visible** at all times.

Your visit should be made only to the **place specified** when you sign in.

Visitors must sign out before leaving the school.

In case of a true emergency, the office personnel need to be able to account for everyone in our building.

Unannounced visitors in the classroom disrupt instructional time for the child and the teacher; therefore, it is not allowed.

CELEBRATIONS AND BIRTHDAYS

ZIS Safe and Healthy Schools Committee Classroom SNACK Initiative

In the school year 2012-2013, ZIS piloted a healthy classroom snack initiative in various grade levels. The outcomes of this pilot included a decrease in classroom behavior challenges and an increase in classroom attention and participation. Since then, we ask families to help support this initiative by providing **healthy** classroom snacks. We have partnered with the ZIS PTA to help reinforce these safe and healthy guidelines by collecting class funds with which the homeroom parents purchase snacks. These snacks follow the guidelines set by the Safe and Healthy Schools Committee as listed below. **We appreciate your support in advocating for healthy eating habits and for fostering attentive learning in the classroom.**

Room parties/celebrations- We encourage parties to have an educational element to it. Parties can be geared towards an arts and crafts project, a fun educational activity or **healthy treats**. Please be advised that the concept of classroom parties will be reviewed regularly by the committee and could be eliminated if guidelines are not followed. **Parties will be limited to seasonal parties:** Fall Festival, winter, Valentine's Day, spring, and End of Year. Seasonal parties have to be pre-arranged with 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 2:45 pm and the parent needs to ask the teacher about any food allergies present in class. NO NUT products allowed. Select treats from the Healthy treat list. NO cakes, large cupcakes, donuts, candy, or sugary drinks will be allowed. Lunch time or breakfast time is not to be used for parties. Students need to use this time to eat their breakfast/lunch.

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:

Birthday parties will not be permitted, but you may still leave a surprise gift with the office staff, and they will deliver it to your child.

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.

Invitations- Students can hand out invitations before dismissal if they will be inviting their whole class. If your child is not inviting all of his/her classmates, please use the Student Directory to mail or email invitations.

If you choose to send treats for the class, you should **notify the teacher 48 hours** in advance. Treats must be from the list below, **pre-packaged, and individually wrapped**. Treats will be handed out by the teacher in place of the regular classroom snack, or at the end of the day. **Treats that do not follow these guidelines will be returned home at the end of the day.**

FOR SAFETY REASONS DUE TO ALLERGIES NO NUT PRODUCTS ALLOWED
PLEASE CHECK WITH THE TEACHER ABOUT OTHER FOOD ALLERGIES!

APPROVED SNACKS AND TREATS

- Fresh fruit/vegetables
- Low-fat baked goods
- Granola bars (NUT FREE)
- Cheese sticks/cubes/slices
- Whole-grain chips
- Multigrain bars
- Low-fat yogurt
- Low-fat pudding cups
- Baked fish-shaped crackers
- Baked cereal mix
- Low-fat crackers
- Graham crackers
- Pretzels
- Animal crackers (no icing)
- Bagels
- Baked chips or crackers
- Whole-grain cereal bar
- Dried fruit
- Low-fat **mini**-muffins
- Frozen fruit bars
- *Bottled water*
- *100% fruit juice- avoid reds or purples*
- *Skim milk*
- *1% milk (flavored or unflavored)*

STUDENT DROP-OFFS AND PICK-UPS

- **Zarrow is a cell free zone for all drivers.**
 - **Drop it and drive - safety first!**

Complete, sign, and return a MY WAY HOME form before the end of the first day of school. Please drop your children off in the designated areas.

Remain inside your vehicle.

If your child's pick-up will be different than usual, please alert the office and complete an updated "My Way Home" Form. *For same day changes* please call the school **before 2:00 pm**. It is very difficult for office personnel to get the message to your child's teacher and your child on time if you call after 2:00 pm. Your child will be walked to his/her pick-up area, please make sure your child knows where you will meet him/her. Should your family experience a situation which demands additional security at release time, please contact the principal or counselor immediately to make arrangements for pick up.

Morning drop-off: Car riders and walkers may be dropped off after 8:10 a.m., unless they are part of Before and After Care.

You may park and walk your child as far as the front doors, 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 on the front patio and allow them to walk to class independently. If you believe they need to be escorted, one of our staff members will happily assist you.

Bus riders enter and exit through the front doors.

Afternoon Pick-up:

Students do not leave the classrooms for dismissal until 3:35 pm

Do NOT arrive at the school before 3:30 pm as this creates extreme issues with traffic flow. If you arrive before 3:30 pm, you will be asked to move.

Our busses must be given priority at all times

Car Drop off and Pick-up:

Remain inside your vehicle at all times

Make sure your student is ready to exit the vehicle BEFORE you enter the car line (jackets on, backpack and lunch box in hand, etc.)

If your student needs assistance buckling/unbuckling car seat or seat belt, or needs extra time to gather their things, park and walk up

All students MUST exit from the passenger side of the car

PK will enter and be dismissed at the gym door in the parking lot

K-5th will drop off and be dismissed through the playground on the back track

Older students drop off and dismiss with the **youngest** sibling

Students will not be dismissed until 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.

Any child not picked-up by 4:00 pm may be referred to campus police.

STUDENT CHECK-OUT

ONLY THOSE AUTHORIZED BY YOU IN POWER SCHOOL MAY PICK UP STUDENTS FROM SCHOOL. You need to include the names of any person authorized to pick your child up from school on ALL enrollment information. If you have a restraining order that must also be on file at the school and at the Education Service Center. The child must be named in the restraining order for it to be valid. The parent only cannot be named and have the order be applied 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 in authorized people during the year. **No phone authorization can be made.**

THURSDAY FOLDERS

On Thursdays, your child may be bringing home a Thursday folder with important school information. Please review all papers, 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.

VOLUNTEERS

If you wish to be a classroom or school volunteer, please contact the school for more information.

There are volunteer applications in the main office and in the flyer stand in the main hall. Once we receive and review your application you will be contacted.

Volunteers have to check-in the office each time they enter the school. No exceptions.

WEAPONS AND TOBACCO POLICIES, TPS HARASSMENT, INTIMIDATION AND BULLYING POLICY

USE OF TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL GROUNDS and at ANY school function AT ALL TIMES!

Tulsa Public Schools policy does not allow for weapons, drugs, or ANY tobacco products to be on the school grounds at ANY time.

"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 person; 2. Damage another person's property; 3. Place another person in reasonable fear of harm to the person or damage to the person's property; or 4. Insult or demean any person or group of people in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

If an allegation is filed, we will complete a full investigation maintaining confidentiality of all parties involved.

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 which are elected annually while other are appointed. -Membership is open to anyone who believes in the Mission and Purpose of the PTA. Annual dues are \$8/membership -PTA Board meetings are open to the ZIS community and are traditionally held on the 1st Monday of the month at 6:00pm in the Zarrow library.

General PTA meetings are traditionally held on the 2nd Tuesday of the month (No December meeting) at 6:30 in the Zarrow gym. (Please watch ZIS announcements for changes) -For more information, contact the PTA President, at president@zarrowpta.com A complete list of PTA board members and committee chairs can be found on their website: <https://zarrowpta.membershiptoolkit.com/>

SIGNATURE REQUIRED – SEE BELOW

PLEASE COMPLETE THIS PAGE AND RETURN TO YOUR CHILD’S TEACHER AT OR BEFORE EXPECTATIONS NIGHT- THANKS!

I have received and reviewed the ZIS Parent Handbook. I understand that it includes **policies and procedures** that pertain to my child’s school. I will support the school by following them and reviewing them with my child. (If you have multiple students attending Zarrow, only one form is required. Please list all student information below.)

Parent/guardian printed name

Parent/guardian Signature

DATE

Parent/guardian Signature

DATE

Student Name/Grade/Teacher

Student Name/Grade/Teacher

Student Name/Grade/Teacher

Student Name/Grade/Teacher

