

# Key



**CREATIVE**



**CONSCIENTIOUS**



**KNOWLEDGEABLE**

**2021-2022**

**Student Handbook**

## **Welcome**

The faculty and staff at Key Elementary School extend a special welcome to each student and parent. We believe that you are the ones who make our school a very special place. The purpose of this handbook is to help students and parents become acquainted with school and district procedures.

Key Elementary has been a “shining star” in the Tulsa Public School System since it was built in 1960. We are proud of our past accomplishments and present successes. We eagerly anticipate the future in which students, staff and community “reach for the stars.”

## **Key Elementary Vision Statement**

Key Elementary Patriots are history makers. Our scholars learn from the past, apply those lessons to the future, and use their gifts and talents to become **conscientious**, **knowledgeable**, **creative** contributors to every part of society.

**5702 South Irvington Avenue  
Tulsa, Oklahoma 74135**

**918 833-9480**

## KEY ATTITUDES



Character



Academics



Attendance



Leadership

# Key Elementary Faculty and Staff

Principal – Allison Geary  
Counselor – JeannetteManess

## **PreKindergarten Program**

Kristi Rozman  
Jordan Weber

## **Kindergarten**

Paula Olsen  
Alexandra Schnoor

## **First Grade**

LaShell Fields  
Kelly Vilner

## **Second Grade**

Suzette Hightower  
Arnita Waldron

## **Third Grade**

Jean Llareus  
Emily Peter

## **Fourth Grade**

Rebekah Valma

## **Fifth Grade**

Harriet Leake  
Kelly O'Brien

## **ParaTeachers/TAs**

Craig Albrecht, TA  
Josie Knutson, TA  
Debra Moore, Paraprofessional  
Kendra Reyes, TA

## **Art**

Carmela Grantham

## **Library**

Ivy Bouwkamp

## **Physical Education**

Todd Henshaw

## **Reading Interventionist**

Heather Goodacre

## **Resource Teacher**

Cherie Craig

## **Gifted Education Program**

Andrea Schafer

## **English Language Development**

Shirley Brasel  
Karen Mannell

## **Support Staff**

Secretary - Kelly Herbert  
Registrar - Patty Stuckey

Health Clerk - Felicia Miller

Parent Facilitator - Terri Willson

Head Custodian - Alma Duran

Cafeteria Manager – Diana Schafer

## **School Hours:**

Regular school hours are 7:30 am to 2:35 pm, Monday through Friday. Children should not arrive at school before 7:25 am. Teachers are not on duty and supervision cannot be provided before that time.

## **Arrival and Departure Locations:**

You may park on the side streets or circle through the parking lot. If you pick up your child please keep the line moving and **do not leave your car**. If everyone will follow these procedures and keep the line moving, pick up should go smoothly.

## **Attendance:**

Regular and punctual attendance is mandatory for student success. To receive instruction, a student must be in class. There is no way to make-up the instruction that is presented on any specific day. A good education requires continuity of instruction. We will follow all School Board Policies regarding attendance. There are a limited number of days a student may be absent before retention in a grade is mandated. If your child is ill and unable to attend class, please contact the school office (918 833-9480). He/she will need to make arrangements with the teacher to make up class work for the day/days missed.

## **Students Late for School:**

A tardy slip will be issued and will serve as a pass to class. Chronic tardiness (excused or unexcused), not only deprives your child of valuable classroom experiences, it also disrupts the continuity of the lesson for the other students. We are asking that you help your child develop a responsible work ethic by making sure he/she is present, on time and ready to learn. If a student is late by more than two hours, he/she will be counted absent one-half day.

## **Early Release of Students:**

No dismissals are made after 2:00pm. The adult picking up must provide valid photo ID and be on the student's approved pick-up list. The student will be called from the classroom to the office. All students must be signed out through the office. Students are expected to remain on school grounds unless proper check-out procedures have been followed. School is dismissed at 2:35 pm. When a child is picked up early, he/she is missing last-minute instruction and the whole class is disturbed. Please make every effort to schedule doctor and dentist appointments after school hours. If a student is picked up more than one hour early, he/she will be counted absent one half day.

## **Breakfast:**

Key Elementary offers a free, universal breakfast for all students. **Students arriving after 8:00 AM will not receive breakfast.**

## **Lunch:**

Lunch is free for all students. The lunch menu is available at this link: [Child Nutrition - Tulsa Public Schools \(tulaschools.org\)](https://www.tulsaschools.org/child-nutrition)

## **Student Dress Code:**

Key Elementary School will follow the district-wide student code for Tulsa Public Schools set forth by the Board of Education. Tulsa Public Schools has adopted a mandatory uniform policy. You may view the uniform requirements on the TPS website at [www.tulaschools.org](http://www.tulaschools.org).

## **General Rules**

- No shoes with wheels (wheelies or similar)
- Excessively large or baggy clothes are prohibited.
- Scarves, curlers, bandanas, sweatbands, or other similar head coverings shall not be worn in class or within the school building.
- Caps, hats, hoodies, or similar head coverings shall not be worn to class or within the school building.
- Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.
- Shorts and skirts must be of modest length defined as a maximum of 6-in. above the knee of the wearer or not above the fingertip of the wearer with the arm fully extended, whichever is longer.
- Students shall wear footwear for protection and hygienic reasons while on school grounds. House slippers and flip-flops are not acceptable footwear.

## **Security:**

Outside doors will remain locked during school hours. **All visitors must report to the office before going to a classroom.** Please come to the office and sign in. You will receive a “Visitors” badge to wear. If you have any security concerns, please contact the school office (833-9480) at any time.

## **Volunteers:**

Any parent or adult volunteering for study trips or tutoring must complete a background check prior to volunteering. These forms are available in the main office.

## **Progress Reports:**

Progress reports will be sent home to all parents during the 5<sup>th</sup> week of each quarter. This will keep you informed of your child's progress between report cards.

## **Parent-Teacher Conferences:**

Conferences are scheduled with every parent twice a year. Special conferences may be scheduled at any time by calling the school office (833-9480) or by contacting your child's teacher. Conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the child.

## **Medications at School:**

Every effort should be made to give medication at home. However, if your physician orders medication that must be taken at school, we ask that you comply with the following procedures:

1. Obtain from the school clinic the form "Authorization for Administration of Medication during School Day."
2. Return the completed form to the school health assistant.
3. Provide the medication in its **original** container with the doctor's instructions for taking the medication. Please do not include more than ONE WEEK'S supply.

Students should not bring their own medicine or have it with them. All medications must be administered through the school health assistant.

## **Lost and Found:**

The Key "Lost and Found" is located in the gym, hanging on the north wall. Clothing and coats may be claimed from this location. Purses, eyeglasses, watches, etc., may be claimed in the school office. Please check on a regular basis for any misplaced items. **(Be sure to mark school supplies and wearing apparel with your child's name.)**

## **Field Trip Policy:**

Field trips or study trips serve as an important "being there" experience for students and are a vital part of the curriculum. Key Elementary School must have parental permission to transport students off school property. Field trip permission slips must be signed and be in the school's possession prior to the trip. **The official Tulsa Public Schools permission document must be used. Handwritten notes and verbal approval cannot be accepted.**

## Community Guidelines

- **Mutual Respect** - considering and honoring individual cultural values, beliefs and – includes respect for others, newcomers, children, teachers, parents, caring adults, personal property, individual property, individual skills, talents contributions
- **Attentive Listening** – attending (listening silently with full attention), non-verbal encouragement, paraphrasing and reflecting feelings
- **Trustworthiness** – practicing being dependable, reliable, honest keeper of confidences
- **Truthfulness** – being honest about things and feelings, and being honest with ourselves and others
- **Appreciations/No Put Downs** – statements of regard and recognition rather than negative derogatory remarks
- **Right to Pass** – choosing the extent to participate in a group activity, particularly when it involves sharing feelings – does not apply to learning tasks when individual accountability is required (e.g. homework, taking tests, responding to teacher)
- **Personal Best** – quality work, the possible performance given the time and resources available.

### LIFESKILLS\*

**Caring** – To feel and show concern for others

**Common Sense** – To use good judgment

**Cooperation** – To work together toward a common goal

**Courage** – To act according to one’s beliefs

**Curiosity** – a desire to investigate and seek understanding of one’s world

**Effort** – To do your best

**Flexibility** – To be willing to alter plans when necessary

**Friendship** – To make and keep a friend through mutual trust and caring

**Initiative** – To do something, of one’s own free will, because it needs to be done

**Integrity** – To act accordingly to a sense of what is right and wrong

**Organization** – To plan, arrange, and implement in an orderly way; to keep things ready to use

**Patience** – To wait calmly for someone or something

**Pride/Personal Best** – Satisfaction from doing your best

**Problem Solving** – To create solutions to difficult situations and everyday problems

**Resourcefulness** – To respond to challenges and opportunities in innovative and creative ways

**Responsibility** – To respond when appropriate; to be accountable for one’s actions

**Sense of Humor** – To laugh and be playful without harming others

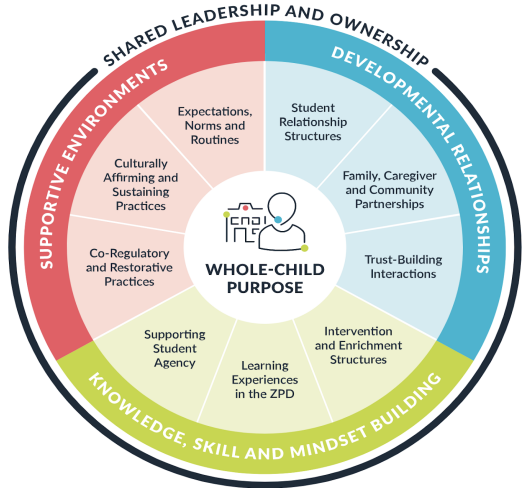


## Discipline Plan

The goal at Key Elementary is to provide students with a quality education and environment which enables all students to succeed both academically and behaviorally. To help assure each student receives this opportunity, all students must follow the Learning Community Guidelines of:

1. Mutual Respect
2. Attentive Listening
3. Trustworthiness
4. Truthfulness
5. Appreciations/No Put Downs
6. Right to Pass
7. Personal Best

Our district has a whole-child focused approach to creating and sustaining a culture of learning. Our discipline approach is restorative and strives in all cases to promote the *safety, dignity, and sense of belonging* of every individual.



Students are given at least three different opportunities in the classroom each day to correct any misbehavior on their part which are violating the guidelines. Teachers may provide specific interventions to assist and guide a student back to appropriate classroom behavior.

Other behaviors which may result in a student being referred for intervention may include, but are not limited to:

- Fighting and/or aggressive behavior towards another person
- Possession of a dangerous weapon
- Disrespect to teachers or school personnel
- Inappropriate language (profanity or obscenity)/or gestures
- Destruction or vandalism of property
- Behavior that is disorderly or disruptive to the learning environment

All policies established in the *Tulsa Public Schools Behavior Response Plan* will be followed. The TPS Behavior Response Plan is published as part of the [2021-2022 Student and Family Guide to Success](#).

## Communication with Families

Key Elementary uses several methods to stay in touch with families. They include:



**SchoolMessenger** is used for email, text message, and voice messages to families from the school principal or school office.



**ClassDojo** features communication at the classroom level as well as a schoolwide message board and calendar. This is a private system, not open to the public like other social media platforms.



**TalkingPoints** may be used with families for whom English is not the primary language. TalkingPoints features dozens of languages including Spanish, Arabic, Urdu, Pashto, Dari, Hmong and many others. TalkingPoints is accessible through a student's Clever login.



**Facebook** is used for general messaging, but will not be used for messages directed at or about specific students or families. It promotes the good things happening at the school. You can follow our Key Facebook page at **TPS Key Elementary**.