



2023-2024

Student Handbook

Key Elementary

Home of the Key Chargers

5702 S. Irvington Ave.

Tulsa, OK 74135

918-833-9480

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 unique and vibrant 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 strive to achieve their full potential.

Key Elementary Vision Statement

Key Elementary Chargers are **history makers**. Our students 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



*We are proud to be part of the
Memorial High School feeder pattern!*

Life Skills of Key Chargers

C	Be Compassionate
H	Be Helpful
A	Pay Attention
R	Respect Others
G	Show Grit
E	Give 100% Effort
R	Be Responsible
S	Have Self-Control

Key Elementary Faculty and Staff

Principal – Allison Geary, M.Ed.

Dean – Amanda Guerrero

PreKindergarten

Kristen Metzger
Meagan Williams

Kindergarten

Alexandra Schnoor
Jordan Weber

First Grade

LaShell Fields
Cameron Teruki

Second Grade

Kelly Vilner
Tracy Murdock

Third Grade

Alexandra Luevano
Tracy Russell

Fourth Grade

Mary Irwin
John Herd

Fifth Grade

Julie Keel

Support Staff

Secretary - Kelly Herbert
Registrar - Patty Stuckey
Health Assistant - Felicia Miller

Operations

Building/Grounds Site Supervisor - Alma Duran
Custodians - Catalina Almanza and Houston Richardson
Cafeteria Manager – Diana Schafer

Art

Carmela Grantham

Library

Ivy Bouwkamp

Physical Education

Rayel Hale

Reading Interventionist

Katy Gestland

Resource Teacher

Cherie Craig

Gifted Education Program

Shantel Price

English Language

Shirley Brasel

Music

Amy Van Vleet

STEM & Science Teacher

Michael Hendricks

Teacher Assistants

Lourdes Aliaga, TA
Shay Avery, Pre-K TA
Cheryl Langston, TA
Adri Nelson, TA
Kendra Reyes, Pre-K TA

School Hours

Regular school hours are 7:30 a.m. to 2:35 p.m., Monday through Friday. Our south door off the driveway (gym entrance) will open at 7:15 a.m. and close at 7:30 a.m. for students who wish to eat breakfast in the cafeteria. Student dismissal begins at 2:35 p.m.

Arrival and Departure Locations:

Except for school buses, all cars arriving/departing for school should enter the Irvington Avenue parking lot on the south side of the building. Children will be admitted to school and dismissed by Key staff from the gym door.

For arrival and dismissal, two lanes of traffic are run under the supervision of Key staff members. Families will receive a car window sign (issued by the Key office) to display in the vehicle's windshield for dismissal. Displaying this card will make dismissal faster. While in the car line, please keep the line moving and **do not leave your car**. If everyone follows these procedures and keeps the line moving, the car line should proceed 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 level 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 to students arriving at or after 7:35 a.m. The tardy slip will serve as a pass to class. Chronic tardiness (excused or unexcused) not only deprives your child of valuable classroom experiences, but also disrupts the continuity of the lesson for the other students. **Please 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. **NEW:** Tardy students may be required to serve lunch/recess detention to make up any missed work.

Early Release of Students:

No dismissals are made after 2:00 p.m. Any adult picking up a student must provide a 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.

MEALS

Breakfast:

Key Elementary offers a free, universal breakfast for all students. Breakfast is served in the cafeteria from 7:15 to 7:30 a.m. Students arriving after 7:30 a.m. will not receive breakfast. **IMPORTANT: Students will only be admitted to breakfast via the gym door.** No front door arrivals are allowed before the tardy bell at 7:35 am.

Lunch:

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

DRESS CODE

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. Key's uniform policy is relaxed in respect to color of shirts. Students may wear any color of top. You may view the full student dress code requirements on the TPS website at www.tulaschools.org.

General Rules about Student Dress:

- No shoes with wheels (wheelies or similar); close-toed shoes are recommended.
- Excessively large or baggy clothes are prohibited. No pants with cargo pockets.
- 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. If a hoodie is worn to school, it must be stored in the student's locker.
- 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.

SAFETY

Visitors:

Outside doors will remain locked during school hours. **All visitors must enter the school via the east (main) doors.** Visitors will be admitted to the office and asked to sign in. All visitors will receive a "Visitor" badge to wear. If you have any security concerns, please contact the school office (918-833-9480) at any time.

Volunteers:

Any parent or adult volunteering for study trips, classroom assistance, or any other contact with students must complete a background check prior to volunteering. These forms are available in the main office.



See. Hear. Share.

You can help keep your school community safe. If you see or hear something concerning, call 918-480-SAFE, text 480SAFE, email share@tulsaschools.org, or share it with a trusted adult. Our See.Hear.Share hotline is staffed around the clock.

ACADEMICS

Progress Reports:

Progress reports will be sent home quarterly to all parents. 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 (918-833-9480) 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.

OTHER INFORMATION

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.

Toys, Blankets, and other Belongings:

Students are not allowed to bring toys, toy-like jewelry, or trading cards (such as Pokémon) to school. In addition, students are not allowed to bring blankets or stuffed animals (PreK is an exception regarding blankets.)

Cell Phones:

If possible, students should not come to school with a cell phone. We realize that having a cell phone may be necessary for a child's before or after-school safety. However, any student who brings a cell phone to school will be asked to give it to his/her teacher. It will be returned to the student at the end of the school day. If a student does not check-in the cell phone with his/her teacher and the phone is used in the building or on the grounds during the school day, the phone will be taken and sent to the office. If a phone is sent to the office, the parent will be contacted to pick it up.

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. Permission slips must be received before the date of the field trip.**

BEHAVIOR GUIDELINES

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. The Life Skills of Key Chargers (see p. 3) are consistent with this goal.

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 expected to engage in pro-social behaviors at all times. Students who demonstrate inappropriate behaviors will be given learning opportunities to practice appropriate, pro-social behaviors and/or correct the problem caused by the inappropriate actions.

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

- Fighting 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 2023-2024 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. ClassDojo has messaging features that allow you to communicate directly with your student's teacher.



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, and others. TalkingPoints is accessible through a student's Clever login.



PowerSchool is used by parents to view grades, monitor attendance, and view report cards. If parents need a new login for the Parent User Account, they may request it from the Key office.



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**.