



2024-2025
Student Handbook

Key Elementary
5702 S. Irvington Ave.
Tulsa, OK 74135
918-833-9480

Home of the Key Chargers



Welcome

The faculty and staff at Key Elementary School extend a special welcome to each student and parent. You are the ones who make our school a unique and vibrant place. This handbook is designed 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, and creative** contributors to every part of society.



*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

Meagan Williams

Courtney Bash - PreK TA

Aileen Adame

Shay Avery - PreK TA

Kindergarten

Kristen Metzger

Cameron Hughes-Teruki

First Grade

Charlotte Cook

Kelly Vilner

Second Grade

Corrina Christmas

Jordan Weber

Third Grade

Cheryll Darneal

Lemika McGill

Fourth Grade

Jennifer Morgan

Jean Morrison

Fifth Grade

John Herd

Valerie Milzarek

English Language Development

Shirley Brasel

Julie Keel

Music

Amy Van Vleet

Physical Education

Rayel Hale

STEM, Science and Social Studies Teacher

Michael Hendricks

Librarian

Ivy Bouwkamp

Reading Specialist

Katy Gestland

Resource Lab/Special Education

Gina Anderson

Gifted and Talented

Shantel Price

Support Staff Secretary - Kelly Herbert, Registrar - Patty Stuckey, Health Assistant - Felicia Miller, Kendra Reyes- TA

Operations

Building/Grounds Site Supervisor - Alma Duran

Custodians - Catalina Almanza and Houston Richardson

Cafeteria Manager – Diana Schafer

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 7:05 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 vehicles arriving/departing 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. In the car line, please keep the line moving and **do not leave your car**. If everyone follows procedures, the line should proceed smoothly.



Attendance:

Regular and punctual attendance is mandatory for student success. There is

no way to make up instruction presented on any specific day. A good education requires continuity of instruction. We follow all School Board Policies regarding attendance. If your

child is ill and unable to attend class, please contact the school office (918 833-9480). Also, contact the teacher to obtain class work for the day(s) missed.

Students Late for School:

A tardy slip will be issued to students arriving at or after 7:35 a.m. **Any student late by more than one hour (at 8:36 or later) will be counted absent one-half day.** Chronic tardiness (excused or unexcused) deprives your child of valuable classroom experiences and disrupts the continuity of lessons for other students. **Please help your child develop a responsible work ethic by ensuring that he/she is present, on time, and ready to learn.**

Early Release of Students:

No students will be dismissed 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 dismisses at 2:35 pm. When a child is picked up early, he/she misses 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 (before 1:35 pm), 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 7:05 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. A vegetarian lunch option is always offered. The lunch menu is available at this link: [Child Nutrition - Tulsa Public Schools \(tulaschools.org\)](http://Child Nutrition - Tulsa Public Schools (tulaschools.org))



Dress Code

Student Dress Code:

Key Elementary School will follow the district-wide student code for Tulsa Public Schools established by the Board of Education. Tulsa Public Schools has adopted a mandatory uniform policy. Key's uniform policy is relaxed with respect to the color of shirts. Students may wear any color of the top. You may view the full student dress code requirements on the TPS website at www.tulsaschools.org.

General Rules about Student Dress:

- No shoes with wheels (wheelies or similar); close-toed shoes are recommended. Students shall wear footwear for protection and hygienic reasons while on school grounds. House slippers and flip-flops are not acceptable footwear.
- Excessively large or baggy clothes are prohibited. No pants with cargo pockets.
- 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.



**NO HATS
NO HOODIES
NO PHONES**

ALLOWED IN CLASSROOM

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 before 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@tulaschools.org, or share it with a trusted adult. Our See.Hear.Share hotline is staffed around the clock.

Academics

PowerSchool:

Parents, families, and students can use PowerSchool to stay updated on grades, assignments, report cards, and attendance. Contact your school to get a PowerSchool log-in. Learn more at this link: [View Grades - Independent School District No. 1 of Tulsa County. \(tulaschools.org\)](https://www.tulaschools.org)

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 student. Dates for this year's conferences are:



Fall Conferences

October 8 and October 10, 2024

Spring Conferences

March 11 and March 13, 2025

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, you must follow these procedures:

1. Obtain an "Authorization for Administration of Medication during School Day" form from the school clinic.
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 may not 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 safety before or after school. 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 give the cell phone to 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 the Lost and Found regularly for any misplaced items.

Field Trip Policy:

Field trips or study trips serve as important "being there" experiences 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 in the school's possession before 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.**



Parent-Teacher Association

All parents and teachers are invited to join the **Little Chargers Parent Teacher Association** (PTA)! Founded in 2023, Little Chargers hopes to connect teachers, students, other school employees, and members of the community together to create a strong environment for current and future Key students. This platform allows parents to gain a voice in their child's education as they progress from Pre-K to fifth grade. Through fundraisers and monthly meetings, parents, teachers, and students can participate in this amazing organization special to Key Elementary. If you would like to join, or have questions about the PTA, please contact PTA **President, Shannon McKinzie**, at shannon.l.mckinzie@gmail.com or 307-343-5663.

BEHAVIOR GUIDELINES

The goal at Key Elementary is to provide students with a quality education and environment that enables all students to succeed both academically and behaviorally. The Life Skills of Key Chargers (see p. 3) are consistent with this goal. 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 may result in a student being referred for intervention. We follow all policies established in the *Tulsa Public Schools Behavior Response Plan*. The TPS Behavior Response Plan is published in the [Student and Family Guide to Success](#).

COMMUNICATION WITH FAMILIES

Key uses several methods to stay in touch with families. That is why keeping your phone numbers and email addresses current with the office. We use the following programs:



TalkingPoints is our main communication tool for teachers to communicate with families and for our principal, dean, or office to message families. TalkingPoints operates in many languages including Spanish, Arabic, Pashto, Dari, and others.



SchoolMessenger is used for long-format emails as well as for simultaneous text and/or voice messages to families from the district, school principal, or school office.



ClassDojo is used as a schoolwide message board and calendar. This is a private system, not open to the public like other social media platforms. We will NOT use ClassDojo for classroom communications. Classrooms will use TalkingPoints.



PowerSchool allows parents to view grades, monitor attendance, and view report cards. Parents who need a new login for the Parent User Account, may request it from the Key office.



Facebook is used for public messages but will NOT be directed at or about specific students or families. It promotes the good things happening at the school. Follow our Key Facebook page at **TPS Key Elementary**.