IGNITE PASSION. INSTILL PRIDE.

Guest Teacher/Substitute Handbook

Kathryn Douglas | HR Business Partner for Substitutes/Guest Teachers | 405-587-8462

Wendy Viezcas | Substitute/Guest Teacher Specialist | 405-587-0405

Human Resources Department
(405) 587-0800

HR Business Partner for Guest Teachers
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HR Specialist for Guest Teachers
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Guest Teacher Employment Disclosure

Guest Teachers are contracted on an as-needed basis by the District and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause and at the will of the District. Guest Teachers are not entitled to any due process prior to the termination of their employment with the District – Oklahoma City Public Schools Board of Education Policy G-30

Contents

About OKCPS

Oklahoma City Public Schools (OKCPS) is a multi-cultural district serving approximately 45,000 students. Our students are educated throughout 33 neighborhood elementary schools, 13 middle schools, 9 high schools, 2 alternative schools and 9 charter schools located within 135.5 square miles in the center of Oklahoma.

We employ just over 4,600 administrators, teachers, and support personnel who serve a student population which is comprised of 2% Asian, 3% Native American, 14% Caucasian, 22% African American, and 54% Hispanic individuals.

Additionally, 18,000 of our students are bilingual and 13,000 are English Language Learners. Our students and their families represent many different languages; top two being English with 59% and Spanish with 39%.

OKCPS offers special education programs across the district to serve the 12% of our population with disabilities or special needs.

OKCPS is a CEP district which means every student eats free breakfast and lunch every day. We serve approximately 45,000 meals daily (including breakfast and lunch).

We transport an average of 12,000 students daily to and from school.

Vision

By providing equitable access to a world class education, every Oklahoma City Public Schools student will graduate ready to fulfill their unique purpose in a healthy, vibrant community.

Mission

Every day, Oklahoma City Public Schools will ignite a passion for learning in every child, invite families to engage, and inspire respectful and trusting relationships with our diverse community.

Dr. Sean McDaniel
Superintendent
Oklahoma City Public Schools

PERFECT ATTENDANCE GIVES YOU A CHANCE TO WIN!

Oklahoma City
PUBLIC SCHOOLS

THE FOUNDATION
FOR OKLAHOMA CITY PUBLIC SCHOOLS

DRIVING ATTENDANCE

HUDIBURG
HUDIBURG.COM

Must be 16 years of age

OKCPS STUDENTS

CHECK OUT

www.OKCPS/Drive

*Eligibility Requirements:

+ Must be 16 years of age by the last day of the school year
+ Must be able to provide proof of insurance and valid driver's permit or license within 7 days of the delivery event
+ Must be enrolled on or before the first day of each nine-week period
+ Must be enrolled until the last day of the 2019-2020 school year
+ Must attend a "brick and mortar" OKCPS High School

"Perfect Attendance" within a nine weeks period is defined as: No absences or tardies for any part of the day that the student is scheduled to be in attendance at school with the exception of documented school business or school-related activities. Each high school will be responsible for verifying the names of students who qualify for perfect attendance at the end of each nine weeks using Infinite Campus.

+ Perfect attendance for first 9-week period through fourth 9-week period
+ One opportunity per every 9-week period
+ Perfect attendance for all four 9-week periods earns one additional opportunity
+ Total possible opportunities per student: 5
+ The 10 finalists will be drawn randomly from across all OKCPS high schools

Notice of Non-Discrimination
The Oklahoma City Public School District (OKCPS) does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status in its programs and activities, or in its employment decisions, and provides equal access to the Boy Scouts of America and other designated youth groups.

OKCPS Mission

Every day, Oklahoma City Public Schools will ignite a passion for learning in every child, invite families to engage, and inspire respectful and trusting relationships with our diverse community.

A.   Guest Teacher Requirements

All OKCPS Guest Teachers must be at least 18 years of age and have a high school diploma or GED and complete the following steps:

1. Orientation (FOR NEW GUEST TEACHERS ONLY)

You should only attend after you have received an invitation via e-mail from your HR Business Partner.

2. Online Application

- o Please submit an application online at https://www.searchsoft.net/ats/app_login?COMPANY_ID=00012942.

3. Background Check (Required every 3 years)

- o Upon notification from the HR Business Partner, a national background and fingerprint check is required for all OKCPS Employees as directed by the Oklahoma State Department of Education (OSDE). The OSDE does impose a fee of $53.94. This amount is nonrefundable.
- o After completing your background check, email your receipt to guestteachers@okcps.org or drop off a copy with the receptionist at the Operations Center.

4. Update Forms in SearchSoft (You should receive an email)

- o Update the following forms
    - ▪ Personnel Information
    - ▪ Direct Deposit Form
    - ▪ W4
    - ▪ Oklahoma W4
- o Once completed, send us an email to let us know you have completed your forms

5. Receive Email from OKCPS with IMPORTANT INFORMATION

- o Employee ID
- o SafeSchools Login
- o Directions to sign AUP (Acceptable Use Policy)

6. Next Steps

- o Complete SafeSchools Training
- o Sign the AUP
- o Email kgdouglas@okcps.org and wjviezcas@okcps.org after completion
- o Receive email from Frontline Education to set up account

****When you receive this email, you are cleared to begin Guest Teaching****

B.   Daily Responsibilties

1. Arriving at the Job Site

Be prepared to arrive at the assigned school 30 minutes before the school starts, unless other told, and be prepared to stay 30 minutes after classes are dismissed.

Report to the principal's office upon arrival. Ask for any special instructions such as: extra duties and changes in the schedule, instructional materials, and any changes planned that will affect the usual procedure for the day.

Guest Teachers maintain the same work schedule as regular classroom teachers. Teachers work seven (7) hours, reporting to the building 20 minutes before classes for elementary and middle schools (25 minutes for mid-high and high school) geing and remaining on duty 20 minutes after classes are dismissed for the day (15 minutes for mid-high and high school)

2. Before Getting Started
- Examine lesson plans left by the classroom teacher
- Introduce yourself to teachers in nearby classrooms
- Secure the materials and equipment necessary for class
- Check for fire drill, tornado and other safety related instructions
- Greet students at the door when they arrive. Introduce yourself and ask their names
- Be ready to initiate the first activity or assignment as soon as the class begins
- Be sensitive to the environment of the class if special situations exist
- Be prepared to assume all responsibilities of the classroom teacher, including special duties
- Familiarize yourself with the daily schedule and budget preparation time accordingly
- Keep notes, bulletins, and other communications for the regular classroom teacher
- Turn in attendance sheet by 9:00 am for elementary and by the end of the day for secondary

C. On-Site Operations

1. Keep a dated list of student attendance. The dated list of student attendance may be used for several days if you are on a multiple day assignment.
2. Keep the seating arrangement or any other part of the room organization except for temporary grouping of pupils for instruction or group work.
3. Familiarize yourself with emergency procedures. Know the route your students will take to exit the building for fire drills. Be aware of tornado procedures.
4. Follow the lesson plans of the regular teacher. Nothing should be substituted from the regular program without the consent of the principal. Supplemental activities should not replace the teacher's plans, but they may be used if the guest has completed the day's assignments or has discussed changes in the lesson plan with the principal.
5. Plan to spend the entire time working with students. Keep all students assigned to you under supervision at all times.
6. YOU ARE TO REMAIN IN THE CLASSROOM ANYTIME SUDENTS ARE PRESENT.
7. Supervision of the halls, or corridors, is the responsibility of all teachers, especially when pupils are coming into the building or leaving the building at time.
8. Remain in the classroom until all your students are dismissed and any assigned duties have been completed. The classroom and desk should be left in good order. Close the windows, but up books, etc.
9. In the event of a student accident or health problem, the principal is to be notified immediately.
10. Be respectful of the teacher's materials and property.

Further questions pertaining to responsibilities can directed to the guestteachers@okcps.org.

D. In Case of Potential Emergencies

1. In Case of Student Injury

In the event that there is an injury to a student, please contact the office immediately. A visitor/ Student Incident Form should also be completed and submitted to Risk Management via email at damages@okcps.org or calling (405) 587-0009.

2. In Case of Personal Injury

In the event that you are personally injured, please contact the building administrators immediately.

o Contact Risk Management at (405) 587-0009
o Fill out the Injury & Illness Report on the OKCPS Website

- o If you require medical treatment during normal business hours, Risk Management will provide transportation and direct you to the appropriate location,
- o If it is after business hours, please contact Cyndi Hays at (405) 312-9218, Amy Kessler (405) 208-9800, or Ian Wolfe (405) 496-5689
- o Post-accident drug screening is required for all OKCPS Employees who seek medical treatment.
- o After treatment follow up with Risk Management and your HR Business Partner regarding your work status and condition. You will not be allowed to return to work without proper paperwork from your visit to your doctor.

IF YOUR INJURIES ARE SERIOUS OR LIFE THREATENING CALL 911 FOR TRANSPORT TO THE NEAREST APPROPRIATE MEDICAL FACILITY

E.   Guest Teacher Code of Ethics

The Guest Teacher's role is essential to the success of the educational program. Only through the services of the Guest Teacher can learning continue when the regularly assigned teacher is not present in the classroom. The Guest Teacher functions in the same manner as the regular teacher, therefore, it is important that he or she meet the Oklahoma City Public Schools guest requirements. As such, it is imperative that the Guest Teacher practice the following code of ethics:

- Act in a professional manner at all times during your assignment
- Treat the students with respect and dignity
- Maintain the lesson plan of the regular teacher
- Dress appropriately for a professional position
- Dress for all kinds of weather as you may have duty outside
- Do not knowingly make false or malicious statements about persons in the profession
- Do not disclose information about students obtained in the course of professional services, unless disclosure serves a compelling purpose or is required by law
- Do not intentionally expose the students to embarrassment
- Do not verbalize comparisons of teachers or procedures at one school as opposed to another school.

1. Recommended Attire

Guest Teachers are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional replacement for the teacher to whom you are assigned. Be neat and conservative in your manner and dress.

F. Information Technology (IT)

The technology department is responsible for all aspects of technology in the Oklahoma City Public School District. They support administrators, teachers and students with day to day issues, training and much more.

1. District Technology Handbook

The District Technology Handbook is a resource to help all district personnel understand and navigate IT Services offerings, workflows and procedures. It is a formal way of documenting our external processes in order to help you become more effective in the care and use of technology. The District Technology Handbook can be located on the OKCPS website under Departments/ Information Technology/ District Technology Handbook.

2. Employee Acceptable Use Policy (AUP)

It is a requirement for OKCPS employees to visit the AUP site and agree to the policy before a computer username and e-mail address is created. Once you have agreed to the district policy (AUP), you will have access to the district resources and are expected to follow the policy at all times. It is advised that you read through the policy and make note of the rules and regulations of the Oklahoma City Public School System.
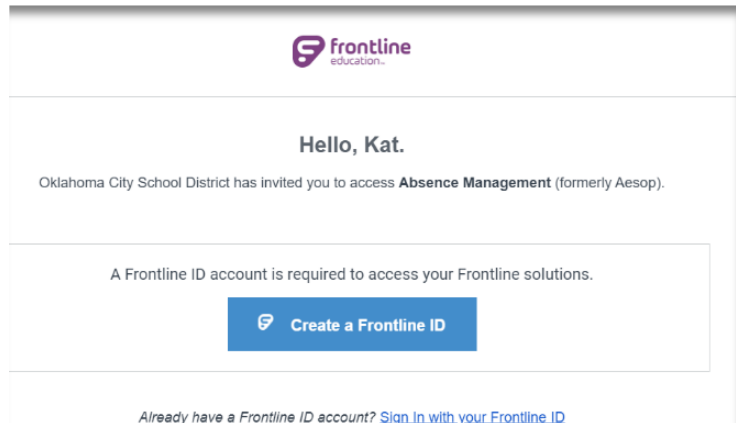http://aup.okcps.org/aupnew/
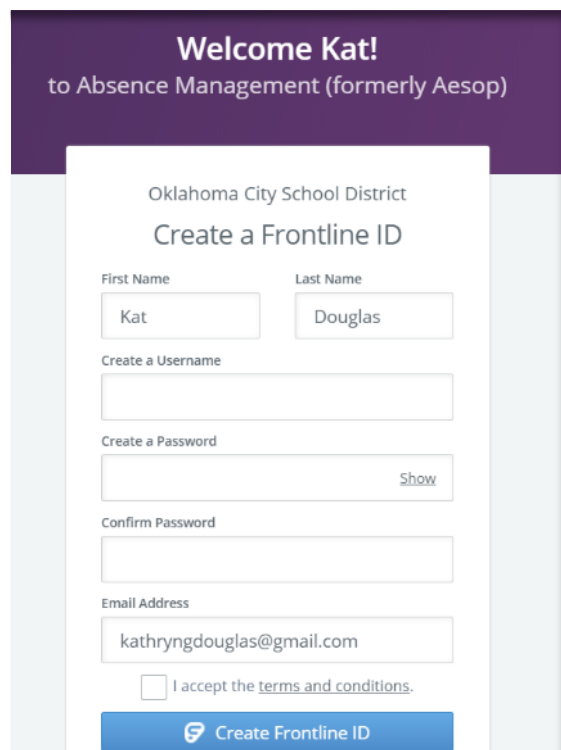
For IT assistance please call (405) 587-HELP (4357).

G. Absence Management Setup

1. You will receive an email from Frontline Education.

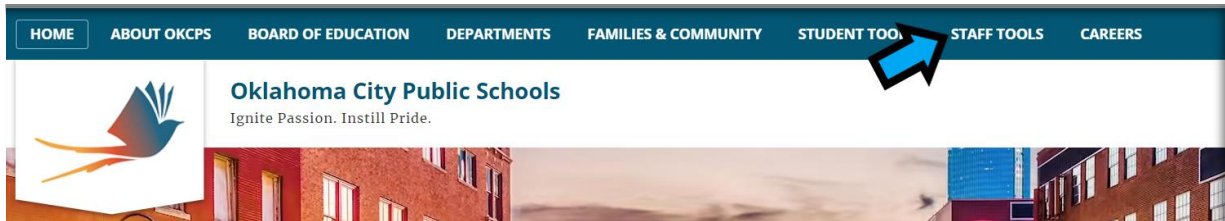2. Next, click the blue bottom that says "Create a Frontline ID".

3. Your username must have one letter and be 4 characters.
4. Your password must contain 1 letter with a total of 8 characters and include 1 number or special character.
5. Click Create Frontline ID

H.   Absence Management Login

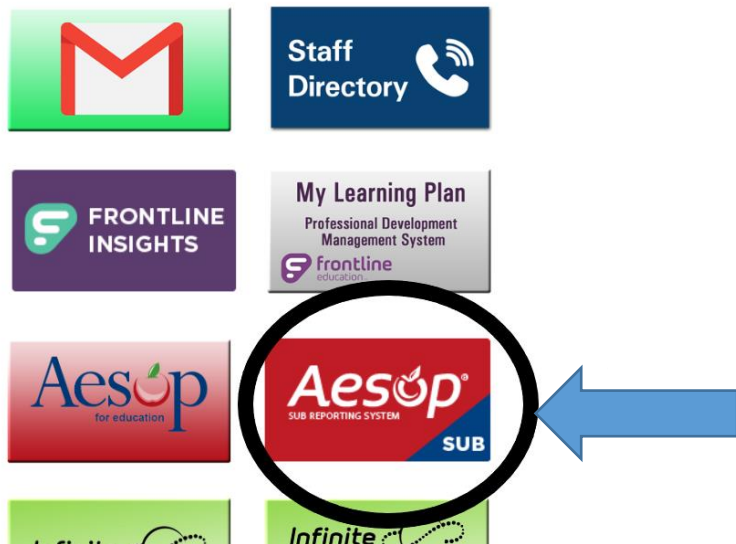1. Go to OKCPS.org and click on staff tools
2. Choose the button that says Aesop Sub
3. Sign in using your username and password you created

In the past, you were asked to use your phone number and pin (last four of your social security) as a login. This DOES NOT work any longer so if you see this somewhere, it is old. You absolutely have to log in with the username and password you created.

Absence and Substitute Management

LOGGING IN ON THE WEB

To log in to the absence management system, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.
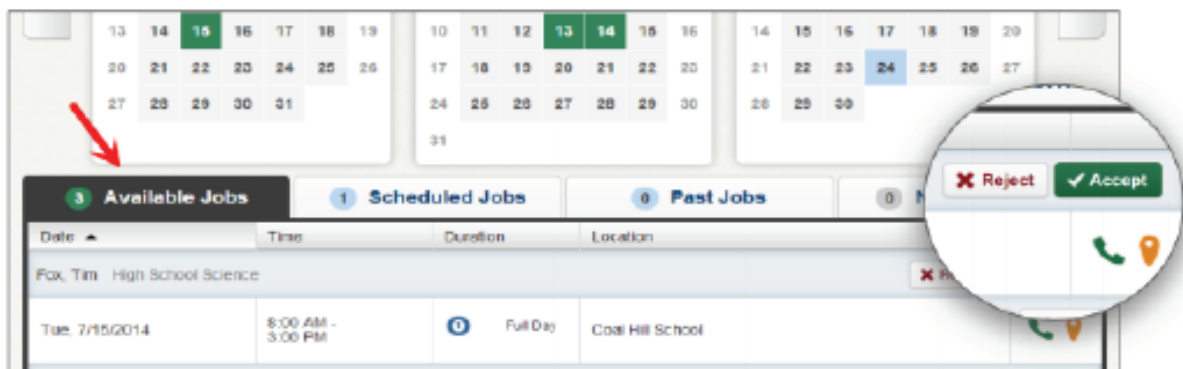
To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the Learning Center to search a knowledge base of help and training materials.

© 2016 Frontline Education
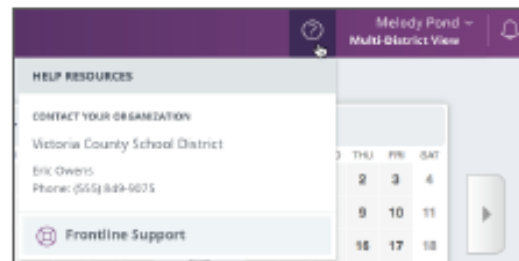
ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:
- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

> Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:
- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

I. Safe Schools Training

1. You must complete this coursework prior to entering the classroom each year.
2. Your login is your OKCPS username (generally your first initial, middle initial and last name.
3. Click on "Staff Tools".

4. Scroll down the page and look for the yellow icon that says "safeschools"
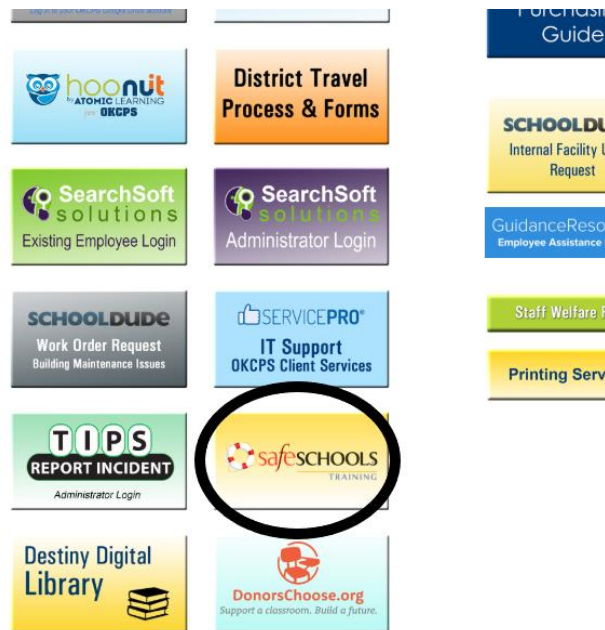
5. Login using your username and look for your coursework. See picture.

Note, you may not enter the classroom until you have completed your SafeSchools Training.

J.   Signing your AUP (Acceptable Use Policy)

1. Navigate to OKCPS.org and click on staff tools.
2. Choose the button that says "Staff AUP"
3. Enter your last name
4. Enter your employee ID provided to you by the Guest Teacher office
   a. In this field, there must be 8 digits so if your employee ID is 32598, you will need to type 00032598. If your employee ID only has 4 digits, you will need to add 4 zeros prior to your employee ID number.
5. Enter your birthdate 10/31/1990 (In this format)

**If you get an error and feel you may have already completed this task, choose the option that says "Forgot Loginid / Password and follow the same steps as above.

K.   Human Resources and General Information

To maintain an experienced and well trained guest staff pool, the Human Resources Department requires all Guest Teachers to work a minimum of four (4) times a month. If for some reason you are unable to fulfill your requirements, please work with your HR Business Partner. Guest Teachers who do not work the minimum will be deactivated for the remainder of the year or until they have been cleared by Human Resources.

1. Human Resources Hours of Operations

OKCPS Human Resources department is open Monday through Friday from 7:30am until 4:30pm. If you would like to make an appointment please email Kathryn Douglas at kgdouglas@okcps.org or Wendy Viezcas at wjviezcas@okcps.org.

2. Updating Your Personnel Information

If at any time you need to update your name, address and/ or telephone, please log into your SearchSoft Account. Look under the HR tab to update your information.

3. Resignation

Should you decide that you are no longer able to serve as a Guest Teacher for OKCPS, please submit your resignation in SearchSoft. The resignation form is located under the HR tab.

4. OKCPS Non-Certified Guest Teachers

Guest Teachers that are not licensed teachers in the state of Oklahoma and do not possess a college degree of a bachelors or higher are permitted to work no more than ninety (90) days as a classroom teacher; however, can work an unlimited number of days as a Teaching Assistant, Media Center Assistant or as a clerical guest.   If you have a bachelor's degree or higher then you are permitted to work no more than (100) days.

5. OKCPS Certified Guest Teachers

Guest Teachers that are licensed teachers in the state of Oklahoma are permitted to serve as many days as they choose.

6. OKCPS Guest Teacher Pay

$80 per day for Guest Teachers that are certified by the OSDE
  - o   Original teaching certificate must be on file in Human Resources to be paid at this rate of payment

$65 per day for degreed non-certified Guest Teachers (Bachelor's Degree)
  - o   Official transcript must be on file with your HR Business Partner to be paid at this rate of pay

$55 per day for non-degreed/ non-certified Guest Teachers
  - o   Copy of high school diploma or GED must be uploaded to your online application in SearchSoft

7. Long Term Guest Teacher Pay

Certified Guest Teachers who accept long-term assignments are paid at the regular Guest Teacher rate for the first twenty (20) consecutive days in that assignment.

On the twenty-first (21st) day, the Guest Teacher is given a long term contract and placed on the salary schedule appropriate for their degree and years of approved experience. The Guest Teacher will continue at that rate of pay as long as they remain in the assignment.

Also providing the Guest Teacher does not interrupt service in this assignment in excess of two (2) school days within a calendar month, he/she can maintain long-term status for the purpose of compensation will be based on the rate for Certified Guest Teachers as identified in the Collective Bargaining Agreement with Teachers. **When the Guest Teacher accepts a different assignment, they revert to** regular Guest Teacher **pay.**

Guest Teachers must contact the Guest Teacher Office on or before the 10th day of a long-term assignment to ensure that a contract will be prepared in time for the next pay period deadline. An original copy of your teaching certificate must also be on file in order to receive payment as a certified Guest Teacher. If you do not contact the Guest Office at least 10 days prior to your 20th day, your long term pay may be delayed. It is also the guest's responsibility to notify the Guest Office when your long term assignment ends.

8. Non Eligible Employee Benefits

Guest Teachers, either certified or non-certified, are not eligible for employee benefits such as sick leave, paid holidays, professional leave, retirement or group insurance.

9. School Closings

In the event of school closings, please know that the OKCPS Communications team will use the following methods to pass along information:
- Blackboard phone & text messaging (Employees and Students)
- OKCPS website
- Email (Employees)
- District social media sites Twitter and Facebook
- Local television and radio stations

**If schools are closed, you will not work even if it is a last minute closing.

10.   Payroll

Guest Teachers are paid on the 15th and 30th/31st of each month. Days that are worked the 1st – 15th are paid out on the 30th. Days worked the 16th – 30th are paid out on the 15th of the following month. If the 15th, 30th, or 31st fall on a weekend or holiday, then Guest Teachers will be paid on the business day before.

**If you have a question regarding payroll, please contact our payroll department at 587-0365

11.   Possibility of Reassignment

The principal supervises all persons in the building and is responsible for in-building assignments. Occasionally, it will be necessary for the principal to assign Guest Teachers to classes other than those for which they are called. This is most likely to happen when there are not enough Guest Teachers available for every absent teacher. If this is the case, the principal will determine the classed to be covered by full-time staff as well as the class to be covered by the guest. If such a change of assignments does occur, Guest Teachers are expected to accept the new assignment. Guest Teachers are expected to cover classes during their planning periods and to perform any other duties regularly assigned to classroom teachers as determined by the principal. Please note, Guest Teachers are not eligible for extra duty pay for covering classes or accepting additional students.

L.   Board of Education Policies

To view all OKCPS Board of Education Policies, please visit the district website at OKCPS.org. The drill down path is Board of Education/ Board Policies. As a Guest Teacher you agree abide by all board policies.

POLICY G-02   NONDISCRIMINATION

POLICY G-04   HARASSMENT BASED ON SEX, SEXUAL ORIENTATION, RACE, COLOR, NATIONAL ORIGIN, DISABILITY, AGE, OR OTHER REFERENCED BASES

POLICY G-30   SUBSTITUTE TEACHERS

POLICY G-51   DRUG AND ALCOHOL-FREE WORKPLACE

Oklahoma City Public Schools
Student/Parent Calendar
Calendario para estudiantes y padres

Important Dates *Fechas Importantes*
- **Classes Begin** - August 12
  Comienzo de Clases - 12 de agosto
- **Last Day of Classes** - May 20
  Último día de Escuela - 20 de mayo
  Progress Report Week - Sept 6, Nov 15, Feb 7, April 17
  Semana de Reporte de Progreso - 6 de septiembre, 15 de noviembre, 7 de febrero, 17 de abril
  Open House - Elementary September 5
  Middle School September 10
  High School September 12
  Día de puertas abiertas – Primaria 5 de septiembre Secundaria 10 de septiembre Preparatoria 12 de septiembre
- [**Beginning of Quarter** *inicio del trimestre*
-] **End of Quarter** *final del trimestre*
- **P D** **Professional Development (No School)**
  Desarrollo Profesional (No hay clases)
- **W D** **Teacher Work Day (No School)**
  Día de trabajo para los maestros (No hay clases)
- ^ **Parent Conference (No School)**
  Conferencia de padres (No hay clases)
- ▸ **Record Day (No School)**
  Día de Registro de Calificaciones (No hay clases)

Breaks/Intersessions
(Grey Shading)
Vacaciones/Descansos Entre Sesiones (sombreado gris)
Labor Day - September 2
Día del Trabajador - 2 de septiembre
Fall Break - October 14 - 18
Vacaciones de Otoño - 14 - 18 de octubre
Thanksgiving Break - November 25 - 29
Día de Acción de Gracias - 25 - 29 de noviembre
Winter Break - December 23 - January 3
Vacaciones de Invierno -23 de diciembre- 3 de enero
Martin Luther King Jr. Day - January 20
Día de Martin Luther King Jr. - 20 de enero
Spring Break - March 16 - 20
Vacaciones de Primavera - 16 - 20 de marzo
Make Up Day (if not needed, no school) - April 10
Día de reserva (Si no es necesario, las escuelas estarán cerradas) - 10 de abril
Memorial Day - May 25
Día de los héroes caídos - 25 de mayo

Testing Dates *Exámenes Estatales*
State Testing occurs in April & May. Specific dates are determined by the Oklahoma State Department of Education.
Las pruebas estatales ocurren en abril y mayo - las fechas específicas serán determinadas por el Departamento de Educación del Estado de Oklahoma.

△ Administration Building Closings
Días de Cierre para las Oficinas Administrativas
Independence Day - July 4
Día de la Independencia - 4 de julio
Labor Day - September 2
Día del Trabajador - 2 de septiembre
Thanksgiving Break - November 28 - 29
Día de Acción de Gracias - 28 - 29 de noviembre
Winter Break - December 23 - January 2
Vacaciones de Invierno - 23 de diciembre - 2 de enero
Martin Luther King Jr. Day - January 20
Día de Martin Luther King Jr. - 20 de enero
Spring Break - March 16 - 20
Vacaciones de Primavera - 16 - 20 de marzo
Memorial Day - May 25
Día de los héroes caídos - 25 de mayo

2019 - 2020

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4△	5	6
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14	15	16	17	18	19	20
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28	29	30 P D	31			

August 2019

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September 2019

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29	30					

October 2019

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27	28	29	30	31		

November 2019

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December 2019

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22	23△	24△	25△	26△	27△	28
29	30△	31△				

January 2020

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12	13	14	15	16	17	18
19	20△	21	22	23	24	25
26	27	28	29	30	31	

February 2020

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2	3	4	5	6	7	8
9	10	11	12	13	14 ^	15
16	17 P D	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13]	14
15	16△	17△	18△	19△	20△	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20]●	▸ 21	22	23
24	25△	26	27	28	29	30
31						

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oklahoma City Public Schools
SCHOOL HOURS
HORARÍO ESCOLAR

7:35 am – 2:25 pm	8:20 am – 3:10 pm	8:20 am – 3:10 pm	9:10 am – 4:00 pm
Capitol Hill HS	Adams	Kaiser	Belle Isle (5&6)
Douglass HS	Adelaide Lee	Mark Twain	Belle Isle (7&8)
John Marshall HS	Arthur	Martin Luther King	Capitol Hill MS
NW Classen HS	Bodine	Monroe	Classen SAS MS
Southeast HS	Britton ***	Nichols Hills **	F.D. Moon MS
US Grant HS	Buchanan	Prairie Queen	Jefferson MS
	César Chávez	Quail Creek ***	John Marshall MS
8:00 am – 2:50 pm	Cleveland **	Ridgeview ***	Mary Golda Ross MS
Horace Mann**	Coolidge	Rockwood	Roosevelt MS
Cleveland PK	Esperanza	Shidler	Southeast MS
Nichols Hills PK	Eugene Field	Southern Hills	Taft MS
Wilson PK	Fillmore	Thelma Parks	Webster MS
Johnson***	Hawthorne	Van Buren	Wheeler MS
Britton PK	Hayes	Wilson **	
Ridgeview PK	Heronville	Classen SAS HS	
Quail Creek PK	Hillcrest		

Emerson North High School		Emerson South	
8:25am - 2:40pm		8:25am - 2:40pm	

Willow Brook	PK - 1	8:20 am - 3:10 pm
Spencer	2 - 3	8:35 am - 3:25 pm
Rogers	4 - 6	8:50 am - 3:40 pm
Star Spencer	7 - 12	7:35 am - 2:25 pm

*Pre-K Overflow Sites: sitios temporales para las clases de desbordamiento de pre-Kinder

School Contact Information

Elementary Schools

Adams
(405) 587-4500
3416 SW 37, Oklahoma City, OK 73119

Adelaide Lee
(405) 587-3400
424 SW 29, Oklahoma City, OK 73109

Arthur
(405) 587-7600
5100 S Independence, Oklahoma City, OK 73119

Bodine
(405) 587-2500
5301 S Bryant, Oklahoma City, OK 73129

Britton
(405) 587-6100
1215 NW 95, Oklahoma City, OK 73114

Buchanan
(405) 587-4700
4126 NW 18, Oklahoma City, OK 73107

César Chávez
(405) 587-9800
600 SE Grand Blvd., Oklahoma City, OK 73129

Cleveland
(405) 587-8200
2725 NW 23, Oklahoma City, OK 73107

Coolidge
(405) 587-2800
5212 S Villa, Oklahoma City, OK 73119

Esperanza
(405) 587-6900
3517 S Linn, Oklahoma City, OK 73119

Eugene Field
(405) 587-5700
1515 N Klein, Oklahoma City, OK 73106

Fillmore
(405) 587-4800
5200 S Blackwelder, Oklahoma City, OK 73119

Hawthorne
(405) 587-5900
2300 NW 15, Oklahoma City, OK 73107

Hayes
(405) 587-5800
6900 S Byers, Oklahoma City, OK 73149

Heronville
(405) 587-6000
1240 SW 29, Oklahoma City, OK 73109

Hillcrest
(405) 587-3800
6421 S Miller, Oklahoma City, OK 73159

Horace Mann Early Childhood Center
(405) 587-3500
1105 NW 45th Street, Oklahoma City, OK 73118

Johnson Early Childhood Center
(405) 587-6700
1810 Sheffield Drive, Oklahoma City, OK 73120

Kaiser
(405) 587-3600
3101 Lyon Blvd., Oklahoma City, OK 73112

Mark Twain
(405) 587-3700
2451 W Main, Oklahoma City, OK 73107

Martin Luther King Jr.
(405) 587-4000
1201 NE 48th, Oklahoma City, OK 73111

Monroe
(405) 587-5600
4810 N Linn, Oklahoma City, OK 73112

Nichols Hills
(405) 587-2583
1301 W Wilshire, Oklahoma City, OK 73116

Parks
(405) 587-4400
1501 NE 30, Oklahoma City, OK 73111

Prairie Queen
(405) 587-7750
6609 S Blackwelder, Oklahoma City, OK 73159

Quail Creek
(405) 587-6500
11700 Thornridge Rd, Oklahoma City, OK 73120

Ridgeview
(405) 587-6800
10010 Ridgeview Dr, Oklahoma City, OK 73120

Rockwood
(405) 587-1500
3101 SW 24, Oklahoma City, OK 73108

Rogers
(405) 587-4100
4000 Spencer Rd, Spencer, OK 73084

Shidler
(405) 587-4600
1415 S Byers, Oklahoma City, OK 73125

Southern Hills
(405) 587-2900
7800 S Kentucky, Oklahoma City, OK 73159

Spencer
(405) 587-8600
8900 NE 50, Spencer, OK 73084

Van Buren
(405) 587-2000
2700 SW 40, Oklahoma City, OK 73119

Willow Brook
(405) 587-7500
8105 NE 10 , Oklahoma City, OK 73110

Wilson
(405) 587-7100
501 NW 21st St, Oklahoma City, OK 73103

School Contact Information (cont.)

Middle Schools

Belle Isle (5&6) *
(405) 587-4900
8400 Greystone Ave , Oklahoma City, OK 3120

Belle Isle (7&8) *
(405) 587-6600
5904 N Villa, Oklahoma City, OK 73112

Capitol Hill
(405) 587-1800
2717 S Robinson, Oklahoma City, OK 73109

Classen SAS *
(405) 587-5200
1901 N Ellison, Oklahoma City, OK 73106

F.D. Moon
(405) 587-9500
1901 NE 13, Oklahoma City, OK 73117

Jefferson
(405) 587-1300
6800 S. Blackwelder, Oklahoma City, OK 3159

John Marshall
(405) 587-3100
2401 NW 115th Terr, Oklahoma City, OK 73120

Mary Golda Ross
(405) 587-8700
2601 S Villa Ave, Oklahoma City, OK 73108

Roosevelt
(405) 587-8300
3233 SW 44, Oklahoma City, OK 73119

Southeast
(405) 587-6750
6700 S Hudson, Oklahoma City, OK 73139

Taft
(405) 587-8000
2901 NW 23, Oklahoma City, OK 73107

Webster
(405) 587-3900
6708 S Santa Fe, Oklahoma City, OK 73139

Wheeler
(405) 587-7000
501 SE 25, Oklahoma City, OK 73129

High Schools

Capitol Hill
(405) 587-9000
500 SW 36, Oklahoma City, OK 73109

Classen SAS *
(405) 587-5400
3100 N Kelley, Oklahoma City, OK 73111

Douglass
(405) 587-4200
900 ML King, Oklahoma City, OK 73117

John Marshall
587-7200
12201 N Portland, Oklahoma City, OK 73120

NW Classen
587-6300
2801 NW 27, Oklahoma City, OK 73107

Southeast
587-9600
5401 S Shields, Oklahoma City, OK 73129

High Schools (cont.)

Southeast
(405) 587-9600
5401 S Shields, Oklahoma City, OK 73129

Star Spencer
(405) 587-8800
3001 N Spencer Rd, Spencer, OK 73084

US Grant
(405) 587-2200
5016 S Penn, Oklahoma City, OK 73119

Alternative Schools

Emerson North
(405) 587-7900
715 N Walker, Oklahoma City, OK 73102

Emerson South (7-12)
(405) 587-7980
2203 W I-240 Service Rd, Oklahoma City, OK 73159

Putnam Heights Academy
(405) 587-2700
1601 NW 36th Street, Oklahoma City, OK 73118

Charter Schools

Dove Science Academy
5(405) 24-9762
919 NW 23, Oklahoma City, OK 73106

Dove Science ES
(405) 605-5566
4901 N. Lincoln Blvd, Oklahoma City, OK 73105

Harding Charter Preparatory HS
(405) 606-8742
1301 NE 101st St, Oklahoma City, OK 73131

Harding Fine Arts Academy
(405) 702-4322
3333 N. Shartel, Oklahoma City, OK 73118

Independence Charter MS
(405) 767-3000
3232 NW 65, Oklahoma City, OK 73116

John Rex Charter ES
(405) 587-8100
500 W. Sheridan Ave , Oklahoma City, OK 73102

KIPP Academy
(405) 425-4622
1901 NE 13, Oklahoma City, OK 73117

Santa Fe South HS
(405) 631-6100
301 SE 38, Oklahoma City, OK 73129

Santa Fe South MS
(405) 635-1053
4712 S Santa Fe, Oklahoma City, OK 73129

Stanley Hupfeld Academy
(405) 751-1774
1508 NW 106, Oklahoma City, OK 73114

Notes

District Phone Numbers

District Main Number	587-0000	**Student Support Services**	
Board of Education	587-0444	504 Plans	587-1448
Superintendent's Office	587-0448	Bullying Hotline	587-STOP
		Counseling, Elementary	587-0418
		Counseling, Secondary	587-0073
PK-12 Schools	587-0049	Health Services	587-0418
Athletics	587-0046	Homeless Education Services	587-0106
Evening/Night School	587-7900	Safety & Security	587-SAFE
Extended Educational Services	587-0049	School Climate & Student Discipline	587-0886
Night School for Credit Recovery	587-0049	School Nutrition Services	587-1025
		Social Work Services	587-0418
PK-12 Academics		Special Services - Records	587-0410
Career Academies	587-0120	Speech Testing	587-0450
Career Tech	587-0063	Student Records	587-0438
Curriculum & Instruction	587-0115	Student Services	587-0438
Early Childhood Education	587-0360	Student Transfers	587-0491
Visual & Performing Arts	587-0220	Teen Parent Coordinators	
Homebound Services	587-0412	*North Schools*	658-2783
Language & Cultural Services	587-0172	*South Schools*	205-1399
Library Media Services	587-0120	Transcripts	587-0438
Special Education Services	587-0424	Transportation	587-RIDE
Transportation for SPED	587-1150	Truancy	587-0028

For more information, visit us on the web at:

www.okcps.org