



# QUAIL CREEK ELEMENTARY

OKLAHOMA CITY PUBLIC SCHOOLS

Stephanie Spears, Principal 11700 Thorn Ridge Road OKC, OK 73120 Ph: 405.587.6500

August 9, 2023

Dear Parents & Guardians,

School starts August 10<sup>th</sup>! Welcome back parents and students! We hope you and your family had a safe, well-rested summer and we are looking forward to another new school year. Please carefully review the district information and school procedures below and contact us with any questions or concerns at 405-587-6500.

**School hours are 8:20 a.m. to 3:10 p.m.** Our **office hours are from 8:00 a.m. to 3:30 p.m.** Access to school ends at 2:30 p.m. All appointments are required after 2:30 p.m. due to the safety of our students, staff, and dismissal time. We welcome and look forward to an adventurous school year. We greatly appreciate your cooperation as we continue to educate and serve our great school community.

Stephanie Spears,  
Principal

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## School Facts

We are an **OKA+**, **PBIS**, and **GE school** serving over 500 diverse students in grades Kindergarten through 4<sup>th</sup> grade in general and special education.

### Arrival & Dismissal

- **Rosewood & Thorn Ridge entrance** for students eating breakfast begins at 7:45 a.m. and 8:00 a.m. for all other students.
- KDG-1st & siblings uses **Rosewood**. 2nd-4th uses **Thorn Ridge Road**.
- **School door closes every day at 2:30 p.m.**
- **for safety of all students and staff.**
- All students must be picked up **by 3:30 p.m.**

### Attendance:

- Arriving after 8:30 a.m. is tardy.
- Arriving after 9:30 is ½ day.
- Leaving before 2:00 p.m. is ½ day.

### Cell Phones:

- **Students can bring a cell phone.**
- Cell phones **cannot** be used during school hours and will be stored in a box in the classroom for students to retrieve.
- Any and all calls made will be from school phones.

### No Bullying Policy:

- We have a **no tolerance policy** for
- bullying & cyberbullying. Students who
- abuse technology will lose access to it.

### School Uniform:

- **Polo shirts** – gray, navy, or white, tucked in at all times
- **Pants** – khaki or navy
- **Shoes** – athletic or dress, NO OPEN toed shoes allowed
- **Students can come to school with hoodies but can only wear it INSIDE THE CLASSROOM.**
- **Absolutely NO JEANS may be worn.**
- *(Friday is Dollar Dress Day! Students may be out of uniform only on this day unless otherwise noted.)*

### Thursday Folders:

- Communication is sent home by a Thursday Folder on Thursday.
- Parents sign for them and students will return the folder the next day, Friday.



## MEET YOUR TEACHER NIGHT

Monday, Aug. 7th @ 4:00-6:00 PM.

## LABOR DAY

Monday, September 4th – NO SCHOOL

## SCHOOL PICTURE DAY

Wednesday, Sept. 6 (out of uniform)

**SCHOOL POLICIES & PROCEDURES  
PARENT-STUDENT-SCHOOL AGREEMENT**

I have read and understand the policies and procedures contained in the statements below. I agree and accept that the following policies and procedures as set by the OKCPS district and Quail Creek Elementary School will be met by me and my enrolled child. I understand that if I do not meet any of the statements below, my child enrolled Quail Creek Elementary shall have consequences set by the school administration and classroom teacher. I will support any consequences and provide help to my child so that all school policies and procedures are completely met. I am committed to help Quail Creek Elementary administration, faculty, and staff in providing the best, quality education for my child in a respectful, responsible, and safe environment. By my signing below, I accept to everything written in this agreement.

- I agree to have my child attend school daily and on time, unless sick/ill or a doctor's appointment.
- I understand that my child will be marked tardy, ½ day absent, and or absent if he or she is late by 8:30 a.m., leaves before 2:00 p.m., and or is not present at school.
- I understand that school door closes at 2:30 p.m. every day during school hours to ensure the safety and welfare of all students and school employees. I understand and accept the responsibility to pick up my child each day by 3:30 p.m.
- I understand that my child can bring a cell phone to school. I accept all responsibilities if the cell phone is lost, stolen, or missing in the school premises during school hours. I accept that my child cannot use his or her cell phone during school hours and must submit the cell phone to the classroom teacher to be stored in a secured box. I accept and understand that the cell phone will be returned to my child at the end of each day. I accept and understand that the school will provide access to a phone for my child in the case of an emergency deemed appropriate by the classroom teacher and or administration staff.
- I agree to this school's policies regarding bullying and cyberbullying. I understand this school's no tolerance policy of bullying and cyberbullying. I accept that my child will be suspended and or expelled if he or she engages in bullying or cyberbullying. I accept that my child will lose all access to technology usage and can also be suspended or expelled from school if so deemed by the school administration or classroom teacher.
- I will abide by this school's dress code and ensure that my child is dressed according to the school uniform of polo shirts (white or navy) and pants (khaki or navy) when he or she arrives to school. I understand that my child cannot wear jeans, open-toed shoes (flip-flop, sandals), and headwear (caps, hats, bands).
- I understand and accept that my child can wear a hoodie or jacket to school but will need to immediately take it off once in the classroom. I understand that the classroom teacher can allow students to only wear hoodies or jackets in the classroom. No classroom teacher or school employee can allow any student to wear a hoodie or jacket in the hallways or to another classroom or room. I understand and support this policy due to the safety concerns and well-being of all students and staff at this school.
- I agree and accept the responsibility of attending at least one parent conference, one PTA meeting, one Title One meeting, and one after school event during this school year.
- I understand that all district and school policies are accessible online at [www.okcps.org](http://www.okcps.org).
- I will follow and support all the policies and procedures of Quail Creek Elementary School and OKC Public Schools.

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My Child's Full Name (on Birth Certificate)

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Contact (Email, Cell Phone, or Home Phone)

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Parent/Guardian's Printed Name

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Date (Day/Month/Year)

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Parent/Guardian's Signature of Agreement