

OKLAHOMA CITY PUBLIC SCHOOLS
HUMAN CAPITAL SERVICES/SUBSTITUTE OFFICE

SUBSTITUTE TEACHER GUIDELINES



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A Message from our Senior Human Capital Officer

The staff of the Oklahoma City Public Schools' Human Capital joins the superintendent in welcoming you to the noble and challenging profession of substitute teaching. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact emphasizes the importance of the contributions you will make as a substitute teacher toward sustaining the education of children and youth in Oklahoma City Public Schools. Please know that we do not take your position in our district lightly and we expect due diligence in your effort to continue the goals and objectives of the classroom teacher while you are substituting.

Because you have indicated an interest in substitute teaching in our school district, we hope this handbook will serve as a guide to you and that it will make your work in our district more effective. This handbook is dedicated to all the teachers, past, present, and future... who so cheerfully, willingly, and efficiently respond to the call to serve in our classrooms.

Thank you for serving in this capacity in Oklahoma City Public Schools. Your dedicated service is valuable and we appreciate you.

Sincerely,

A handwritten signature in cursive script that reads "Charles Tompkins".

Charles Tompkins
Executive Director of Human Capital

"There is no substitute for a good substitute teacher."

QUALIFICATIONS AND EMPLOYMENT REQUIREMENTS

1. All applicants must submit an application online at www.okcps.org.
2. All applicants must attend the Blood Borne Pathogens, Child Abuse and Substitute Orientation.
3. The Oklahoma Legislature has passed a law that requires all new employees of school districts including substitutes, hired after July 1, 2010 to be fingerprinted in order to complete an Oklahoma State Bureau of Investigation national criminal history record check.

To comply with the new law, you will need to come to the Administration Building of Oklahoma City Public Schools at 900 N Klein, room 200 and pick up a background check application. After completing the application, you are required to take the application to the State Department of Education 2500 N Lincoln Blvd, room 212. You will then, be required to pay for the cost of the OSBI search and finger printing, which is \$59.00. SDE will take a personal check, cashier's check, money order, or Credit Card with prior authorization (**Please check the application for more info on Credit Card authorization**).

New substitutes will not be hired until the background investigation from the State Department of Education has cleared.

SUBSTITUTE TEACHER JOB DESCRIPTION

QUALIFICATIONS:

1. High School Diploma or GED. College course work preferred.
2. The Certified Substitute Teacher must have a valid Oklahoma Teaching Certificate or License.
3. Long-Term Substitutes must be certified and highly qualified in the subject area in which they are substituting.

REPORTS TO: Building Principal or his/her designee

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school.
2. Reviews with the principal, department head, team leader or other principal's designee, lesson plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the teacher's lesson plans.
5. Consults with the building principal or his/her designee before initiating any teaching or other procedures not specified in the teacher's lesson plan.

6. Plans activities when lesson plans do not structure the entire class periods with planned learning activities. Activities planned by the substitute should be appropriate for grade level and subject of the class.
7. Assumes responsibility for overseeing student behavior in class and during lunch periods.
8. Implements the regular teacher's discipline plan. Under no circumstances will an employee be allowed to administer corporal punishment to a student.
9. Provides in writing a statement on the day's activities at the conclusion of each teaching day.
10. Follows all policies, rules, and procedures which good teaching practice dictates.



NOTES:

According to a study by the Utah State University, Substitute Teacher Institute, most children will spend at least one year of their K-12 experience with a substitute teacher.

Every substitute teacher associated with the Oklahoma City Public Schools is an important member of the instructional staff. The services a substitute provides to the students and to the teachers of this school district is a necessary one. Regardless of the reason for the absence of the regular teacher, the opportunities for students to learn remain the district's first priority. It is crucial for instruction of our children to continue; therefore the responsibility of substitutes to create or maintain a learning environment is very critical to the education and well being of the children.

Substitutes are considered a part of the total professional workforce, and as such contribute much to the general morale of the regular teacher. The desire to do substitute teaching indicates an interest and an understanding of children as they perform within a classroom setting. Furthermore, it implies a willingness to be alert and imaginative to meet the challenges of changing assignments from day to day.

A successfully completed assignment will result in personal satisfaction for the students, for the substitute, and for the regular teacher.

The responsibilities of the substitute teacher, in general, are the same as those of the regular classroom teacher. The substitute teacher must maintain the interest of the students, follow the plan prepared by the classroom teacher, and fulfill the teacher's responsibilities of reporting, completing records, and working on committees in case of a long term assignment as a substitute. Substitute teachers must

observe the school policies on grading, discipline, safety of students, teachers and parents. The building principal must be notified if assistance is needed.

Web address to the Substitute Teaching Institute

<http://subed.usu.edu/subs/>

SUBSTITUTE TEACHER RESPONSIBILITIES

ACCEPTING AN ASSIGNMENT

1. Arrive at the school at least 30 minutes before school starts.
2. Be prepared to arrive at the assigned school 30 minutes before school starts, unless told otherwise, and be prepared to stay 30 minutes after classes are dismissed (see school beginning and ending times on page 14.) If you have an emergency and have to cancel at the last minute, call or log into the automated system immediately **(1-800-942-3767)**.
3. Report to the principal's office upon arrival. Ask for 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.
4. Have the secretary, principal, or principal's designee sign your claim form and verify that the correct teaching assignment has been entered in the automated system at the end of each day. (This will help minimize the chances of not being paid.)

CLASSROOM PROCEDURES

1. Keep a dated list of student attendance. **DO NOT WRITE IN THE TEACHER'S GRADE BOOK.** The dated list of student attendance may be used for several days if you are on a multiple day assignment.
2. Do not change 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 substitute 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. **DO NOT LEAVE THE ROOM UNATTENDED AT ANYTIME.**

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 bell time.
8. Remain in the classroom until all your students are dismissed. Remain in the building 30 minutes after students have been dismissed. The classroom and desk should be left in good order. Close the windows, put up books, etc.
9. If teaching for an extended time, attend all scheduled meetings.
10. In the event of a student accident or health problem, the principal is to be notified immediately.

COMPLETING AN ASSIGNMENT

1. Return any supplies that belong to the office. **DO NOT TAKE KEYS, CLASS RECORDS, ETC. FROM THE SCHOOL.**
2. Leave any papers or written assignments which were assigned during the day for the teacher to grade.
3. Leave a report of the work covered and add any special situations or comments for the regular teacher
4. Leave the room in good order for the classroom teacher and the custodians. Close and lock windows, turn out lights, and lock doors when leaving.
5. Stop by the office before leaving the building, turn in keys and have your claim form signed and verified that the school has entered the correct teacher's absence.
6. Check to see if there is information concerning the return of the regular teacher.
7. Inform the principal of any unusual incidents which occurred during the day, especially those which may require a conference with either students or parents.
8. Ask the principal if your services will be needed the next day. Advise the secretary if the principal has asked you to come back the next day. Verify this with the automated system.
9. **Do not leave the building if you have last hour planning period.** Check with the building principal to see if he/she has other duties or classes in which he/she needs assistance.

LUNCH TIME RESPONSIBILITIES

At lunch time **DO NOT** plan to go out for lunch until you are sure that you have no lunch duties. Check with the office if you are leaving the grounds during that time. You may eat in the school cafeteria or any other area designated for teachers to eat. Dress for all kinds of weather as you may have duty outside.

ITEMS REQUIRING OFFICE APPROVAL

1. Substitutes are not to excuse students to leave school under any circumstances. If a circumstance arises which may warrant an excuse, send the student to the principal's office. Be

- sure to let the office know before you send a student from the classroom to the office for any reason.
2. Notes or any other communications should not be sent to the parents without permission of the principal or his/her designee.
 3. Accidents involving any student in your care must be reported immediately to the principal or his/her designee.
 4. Do not keep students after school hours without permission from the Principal.

SPECIAL PROGRAMS

The Oklahoma City Public School District has various educational programs throughout the school day in an attempt to meet the needs of all students. You may have small groups of students scheduled for resource classes, remedial reading, speech therapy groups, and/or counseling. This should be indicated on the lesson plans or daily schedule.

Music and physical education classes conducted by another teacher may involve your entire class for one period of the day at elementary level. You will have that time to prepare for the next class.



CODE OF ETHICS

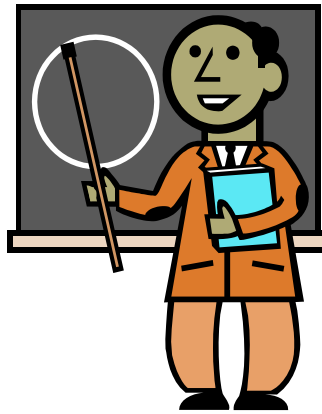
The substitute teacher's role is essential to the success of the educational program. Only through the services of the substitute teacher can learning continue when the regularly assigned teacher is not present in the classroom.

The substitute teacher functions in the same manner as the regular teacher, therefore, it is important that he/she meet the Oklahoma City Public Schools substitute requirements. It is also important that the substitute teacher practice the following code of ethics.

It is critical that the substitute:

- ❖ Act in a professional manner at all times during his or her assignment.
- ❖ Treat the student with respect and dignity.
- ❖ Maintain the lesson plan of the regular teacher.
- ❖ Dress appropriately for a professional position.

- ❖ Do not deliberately make a false statement related to competency and qualifications in an application for a substitute teacher's position.
- ❖ 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.



DISMISSAL

Substitutes 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 at the will of the District.

HINTS FOR SUCCESS

- 1. Avoid the extreme in clothing and make-up.**
- 2. Keep yourself well-groomed.**
- 3. Plan to arrive at least 30 minutes before classes start.**
- 4. Make known your availability for succeeding days.**

EARLY MORNING:

When the phone rings early in the morning it will probably be the Substitute Automated System. Please:

1. Be the one who picks up the phone; this saves valuable time.
2. Keep paper and pencil by your phone(s) and write down the assignment given.

BEFORE YOU ARRIVE:

Be meticulous about your clothing – clean and professional.

WHEN YOU ARRIVE:

1. Examine lesson plans left by the classroom teacher.
2. Introduce yourself to teachers in nearby classrooms.
3. Secure the materials and equipment necessary for carrying out the planned activities.
4. Consult the seating chart; identify any students who have been designated to assist you.
5. Familiarize yourself with the daily schedule and budget preparation time accordingly.
6. Write your name on the chalk-board along with a few interesting facts. Be friendly!
7. Greet the students at the door when they arrive. Introduce yourself and ask their names.
8. Learn each student's name as quickly as possible. (This may be done by having name tags on the desks, using a seating chart if provided, or by calling the roll.)
9. Be ready to initiate the first activity or assignment as soon as the class convenes.
10. Be sensitive to the mood of the class if special situations exist.
11. Be prepared to assume all responsibilities of the classroom teacher, including special duties.
12. Check for fire drill, tornado and other safety related instructions.
13. Keep notes, bulletins, and other communications for the regular classroom teacher.
14. Turn in any money collected to the office, with detailed notes concerning who turned in the money and why.
15. At the end of the day, leave the regular teacher a note of what was accomplished and what needs to be completed.
16. Lead the way. Be flexible. You may need to have your own materials ready.

TIPS ON MAINTAINING DISCIPLINE

1. Know school guidelines for discipline procedures.
2. Be fair, positive and consistent.
3. Keep your classroom orderly.
4. Get to know your students. Learn their names quickly and use them in and out of class.
5. Begin class on time and in a businesslike manner.
6. Make learning fun, interesting and relevant to the students' lives.
7. Don't threaten or use sarcasm.
8. Let the students know you care.
9. Treat students with the same respect you expect from them.
10. Never hold a student up to public ridicule.
11. Keep your voice at a normal level.

THE WORK DAY

Substitutes maintain the same work schedule as regular classroom teachers. Teachers work seven (7) hours, reporting to the building one-half hour before classes begin and remaining on duty one-half hour after classes are dismissed for the day. Substitute teachers do not have a planning period.

SCHOOL STAFF HOURS



1 st – 5 th Grade	8:00 am to 3:30 pm
6 th – 8 th Grade	8:40 am to 4:10 pm
9 th – 12 th Grade	7:20 am to 2:50 pm

Substitutes who work at least five (5) hours, but fewer than seven (7), will be paid for three quarters (.75) of a day, four (4) hours one-half (.50) of a day, two (2) hours one quarter (.25) of a day.

If you arrive at school and find you are not needed, you will receive one-quarter (.25) day's pay for reporting to the site as requested. Call the substitute office to see if there is another assignment for you that day.

LATE CALLS – ELEMENTARY

In the event you receive a call later than 8:00 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, but no later than 10:00 a.m.

LATE CALLS – MIDDLE SCHOOLS

In the event you receive a call later than 8:40 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, and you arrive no later than 10:30 a.m.

LATE CALLS – HIGH SCHOOLS

In the event you receive a call later than 7:20 a.m., you will be given credit for a full day if you arrive at school within one (1) hour of the call, and you arrive no later than 10:00 a.m.

THE WORK YEAR

A non-certified, non-degreed substitute teacher shall be employed in one district for no more than a total of ninety (90) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year.

A non-certified substitute teacher with a bachelor, master or doctor degree may be employed in one district for no more than a total of one hundred (100) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year.

Any portion of a day counts as a full day toward the limits. - **No Exceptions.**

Substitutes are responsible for monitoring their own workdays. Any portion of the day counts as a full day toward the allowed ninety (90) days or one hundred (100) days respectively.

ASSIGNMENTS FROM THE SCHOOL PRINCIPAL

Some school principals may call substitutes directly or delegate that responsibility to another staff member at their school, usually an assistant principal or the principal's secretary. **If you are contacted by the absent teacher, a principal or secretary, they must give you a job number for the absent teacher and you must check the automated system to make sure that your name is in the system with the same job number, or you may not receive timely pay for this assignment.**

It is **your** responsibility to make sure you have a job number **before** you go to the school.

IN-BUILDING ASSIGNMENTS

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 substitutes to classes other than those for

which they are called. This is most likely to happen when there are not enough substitutes available for every absent teacher. If this is the case, the principal will determine which classes regular staff will cover best and which classes the substitute teacher will cover. If such a change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are expected to cover classes during their planning periods and to perform any other duties regularly assigned to classroom teachers when the principal assigns these duties.

Substitutes are not eligible for extra-duty pay for covering classes or accepting additional students.

SUBSTITUTE ADVISOR

Each principal has been requested to designate a certified member of the school's staff to act as a substitute advisor. In some schools, it is the principal or his/her secretary who provides this service to you. The substitute advisor or other designee of the principal will help orient you to the building and to the absent teacher's classroom and will act as a resource person for you, while you are in the school. Consult the advisor when you need help interpreting or revising lesson plans, locating materials, identifying resources, or when unexpected difficulties arise.

LESSON PLANS

The purpose in supplying a substitute for an absent teacher is to ensure that the student's education is not unduly interrupted. Substitutes are expected to follow the lesson plans provided by the regular teacher.

If the lesson plans cannot be located, or if the lesson plans do not structure the entire class periods with planned learning activities, the substitute is responsible for planning the needed activities. Activities planned by the substitute should be appropriate for the grade level and subject matter of the class.

STUDENT DISCIPLINE

Please refer to the current Oklahoma City Public Schools Student/Parent Handbook for the Student Code of Conduct.

The substitute is expected to carry out the regular teacher's discipline plan. Substitutes should request a copy of the plan, as well as a seating chart, if the principal does not offer these materials. A discipline plan, which is posted in the classroom, states the classroom rules, as well as rewards and punishments for following or breaking the rules.

If the teacher's discipline plan is not available, substitutes are expected to ask the principal or substitute advisor for the correct plan for that building/class. The plan should provide for informing students of a few simple rules and the rewards and punishments for following or breaking the rules.

Rewards and punishments should be realistic and achievable during the class period. Rewards may include verbal praise (thank you, I appreciate..., etc.), extra time for some desired activity (art, free reading, etc.), or notes of appreciation. Rewards you offer will need to preserve the large majority of class time for planned learning activities related to the subject matter. All students in your classroom must remain under your personal supervision therefore; the early release of students from your classes is not permitted.

CORPORAL PUNISHMENT IS NOT PERMITTED

Under no circumstance is corporal punishment allowed in OKCPS. The sole condition under which physical force can be used is when it is necessary to restrain a student from doing bodily harm to himself/herself, or another person. In those circumstances, the substitute may use appropriate force to restrain the offender. The use of sarcasm, ridicule or other negative techniques as an attempt to control student behavior is not acceptable.

ASK THE PRINCIPAL FOR ASSISTANCE

If you experience major difficulties with classroom behavior, notify the principal immediately. Good classroom management techniques require that the teacher, whether regular or substitute, demonstrate the same courtesy and respect toward the students as she/he expects from them. If you are prepared for the class, are friendly to the students, and assume a positive leadership role, your chances of success in any class are greatly enhanced.

RATE OF PAY

Non-Certified Substitutes - \$50.75 per day

Certified substitute teachers shall receive \$80.00 per day. Certified substitute teachers voluntarily participating in the professional standards program will receive \$85.00 per day.

1. Such program shall be offered during the first and third nine (9) weeks of each school year.

CERTIFIED SUBSTITUTES

A valid copy of the substitute's teaching certificate must be on file in the Substitute Office for that substitute to receive the certified rate of pay.

If you earn, renew or otherwise present your Oklahoma Teaching Certificate while working as a non-certified substitute, Oklahoma City Public Schools will convert your status as a non-certified substitute to certified substitute effective **on the day your valid certification is received in the substitute office.**

A Substitute teacher may not be employed in the same assignment for more than twenty (20) school days during a school year unless the substitute teacher holds a valid certificate for the grade and subject matter of the assignment. There are absolutely **no exceptions** to this State Law. Any portion of a day counts as a full day toward the limits.

LONG-TERM ASSIGNMENTS - Only Certified Substitutes are eligible for long-term assignments.

A Long-Term assignment is defined as the same assignment for more than 20 consecutive days in one year. To be considered for long term a substitute must be certified and highly qualified by the State Department of Education in the subject of the class they are teaching.

Compensation and Benefits:

Certified substitutes who accept long-term assignments are paid at the regular substitute rate for the first twenty (20) consecutive days of service in that assignment. On the twenty-first (21st) day, the substitute is given a temporary contract and placed on the salary schedule appropriate for their degree and years of approved experience. The substitute will continue at that rate of pay as long as they remain in the assignment. Substitute Teacher shall receive compensation based on a rate of **Amount** per day. Provided, that the stipulated compensation shall be subject to any necessary adjustment to be made by the Board of Education of District to bring the total of all agreements of District within the amount of valid appropriations approved for such purpose. Also providing the Substitute Teacher does not interrupt service in this assignment in excess of one (1) school day within a calendar month, he/she can maintain long-term status for compensation. Beginning the first workday following such interruption, compensation will be based on the rate for Certified Substitutes as identified in the Negotiated Agreement with Teachers until an additional ten (10) consecutive days in this assignment have been served. When the substitute accepts a different assignment, they revert to regular certified substitute pay.

Please notify the substitute office when your assignment changes.

Substitutes must contact the Substitute Office on or before the 15th day of long-term assignment to insure that a contract will be prepared in time for the next pay period deadline. If you do not contact the Substitute Office at least 5 days prior to your 20th day, your long-term pay may be delayed.

For teaching experience to be verified Oklahoma State Department of Education approval is required.

LONG -TERM SPECIAL EDUCATION SUBSTITUTES

Oklahoma Senate Bill 1493 states that “. . . Beginning with the 2007-08 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive days or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher . . .”

To assist school districts in complying with this requirement, the Oklahoma State Department of Education (OSDE), Special Education Services (SES), has entered into a contract with Labor Relations Press (LRP) to provide online training through its Directstep Courses for long-term substitutes filling vacancies in special education classrooms. Training is provided at no cost to the substitute.

The four training modules must be completed with 80 percent mastery in order for the individual to receive a certificate, and each module takes approximately one hour to complete. Users will have seven calendar days in which to complete all modules.

Upon completion of all modules the OSDE-SES will issue a certificate of completion to the substitute for the remainder of the school year. If you are employed as a long-term substitute in a special education position, the principal of the individual site will contact the SDE and they will assign you to the modules.

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

Claim Sheets are for your records. All time worked is accounted for in AESOP. You do not need to submit your claim sheets to Human Capital (Substitute Office).

The automated system, AESOP, is our substitute contacting and tracking system. HC uses the data collected in AESOP to generate paychecks. Have the secretary, principal, or principal's designee sign your claim form and verify that the correct teaching assignment has been entered in the automated system at the end of each day.

Your claim form is your verification of accepted assignments. It is your responsibility to maintain this record. Keep your completed and signed claim forms for back-up documentation. Do not submit your claim form to Human Capital (Substitute Office).

COMPLAINTS ON SUBSTITUTE TEACHERS

Complaints from administrators about the performance of substitute teachers assigned to their buildings will be directed to the Substitute Coordinator in Human Capital. If you get excluded from working at one school you may be excluded from working at all schools.

SUBSTITUTE OFFICE

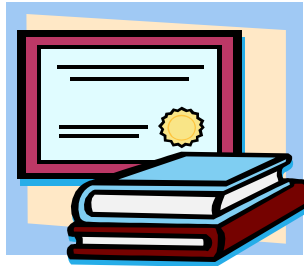
From time to time, it is likely that you will need to contact the Substitute Office about matters other than your availability to work. You are requested to make such calls between 10:00 a.m. and 3:30 p.m. After 10:00 a.m. the Substitute Coordinator will take your calls at 587-0291. Telephone calls should be kept brief and pertain to professional matters only. Business requiring more time and attention need to be transacted in person.

The Substitute Office is a part of Human Capital and the Director of Personnel supervises its operation.

IF YOU ARE AN APPLICANT FOR A TEACHING POSITION

Applicants for regular teaching assignments are encouraged to consider working as a substitute while waiting for an appropriate vacancy.

- When a substitute is hired as a contract teacher the effective date of hire will be determined by the most recent paycheck received as a substitute. For instance, when a sub submits a time sheet at the end of a pay period, that pay is calculated and paid either the 15th or last work day of the month.
Then, if that substitute is offered a teacher contract their effective date will be the first of the month or the sixteenth of the month, the effective date being determined by the last paycheck they received as a substitute.
Salary will only be retroactive to the beginning of the pay period after they received the most recent paycheck as a substitute.



OKLAHOMA CITY PUBLIC SCHOOLS

DIRECTIONS TO ALL SCHOOLS

ELEMENTARY SCHOOLS

<u>ADAMS</u>	3416 SW 37th Street	587-1600
From SW 44 th & Independence, go north to SW 37 th , which curves under I-240. Go about one & a half blocks to Woodward. Look left.		
<u>ARTHUR</u>	5100 S Independence	685-9553
Independence is between May and Portland. From SW 44 th turn South on Independence go seven blocks.		
<u>BODINE</u>	5301 S Bryant	587-2500
Take 44 th street exit off I-35. Go east on SE 44 th to Bryant, then south on Bryant to school.		
<u>BRITTON</u>	1215 NW 95th Street	587-6100
At Western & NW 96 th (traffic light), turn west off Western about two blocks to back side of building & parking lot.		
<u>BUCHANAN</u>	4126 NW 18th Street	587-4700
Between Portland & Meridian. From Portland, turn west on NW 18 th .		
<u>CAPITOL HILL</u>	2717 S Robinson	231-2030
Robinson is between Shields & Walker. North on Robinson from SW 29 th .		
<u>CELEBRATION PRE SCHOOL</u>	5716 SOUTHWESTERN AVE	587-8200
<u>CESAR CHAVEZ</u>	600 SE GRAND BLVD	587-9800
<u>CLEVELAND</u>	2725 NW 23rd Street	945-1150
Two blocks east of NW 23 rd & May.		
<u>COLUMBUS</u>	2402 S Pennsylvania	632-3012
On corner of SW 24 th and Pennsylvania.		

<u>LEE</u>	424 SW 29th Street	587-3400
School is on the corner of SW 29 th & Walker		
<u>LINWOOD</u>	3416 NW 17th Street	587-1700
From NW 23 rd st. to Woodward, south to NW 17 th street. Woodward is between May & Portland.		
<u>MARK TWAIN</u>	2451 W Main	587-3700
From NW 10 th & Villa, go south to Main Street, turn east to school.		
<u>ML KING ELEMENTAR</u>	1201 NE 48TH	587-4000
School is located on NE 48 th between N. Prospect Ave and N. Kelley Ave.		
<u>MONROE</u>	4810 N LINN	942-4479
One-half mile east of N. May on NW 47 th street.		
<u>MOON ACADEMY (K-8)</u>	1901 N.E. 13	427-8391
School is on the corner of M.L. King and 13 th		
<u>NICHOLS HILLS</u>	1301 W Wilshire	587-2583
West of Western on Wilshire (NW 47 th)		
<u>NORTH HIGHLAND</u>	8400 N Robinson	587-6250
At NW 84 th & Robinson.		
<u>OAKRIDGE</u>	4200 Leonhardt Drive	231-2095
Leonhardt Dr. runs north off SE 44 th street. & east of Bryant.		
<u>PARKS</u>	1501 NE 30th Street	587-4400
On NE corner of NE 30 th & Prospect.		
<u>PARMELEE</u>	6700 S Hudson	632-6773
From south Walker, turn east on SW 66 th , go one block. Use parking lot across the street.		
<u>PIERCE</u>	2601 S Tulsa	587-7400
Tulsa is between Portland and Meridian. Turn north on Tulsa off SW 29 th , go three blocks.		
<u>PRAIRIE QUEEN</u>	6609 S Blackwelder	681-2944
Blackwelder is between Western & Pennsylvania. From Penn. turn east on SW 66 th approximately three blocks.		
<u>PUTNAM HEIGHTS</u>	1601 NW 36th Street	587-2700
Two blocks west of Classen on NW 36 th .		
<u>QUAIL CREEK</u>	11700 Thornridge Road	587-6500
Two blocks west of May & three blocks south of NW 122 nd .		
<u>RANCHO VILLAGE</u>	1401 S Johnston Drive	587-9700
From Pennsylvania, turn east on SW 38 th , about three blocks to back of school.		

<u>RIDGEVIEW</u>	10010 Ridgeview Drive	587-6800
Ridgeview Dr. is between May & Pennsylvania. Go north off Britton Rd. on Ridgeview Dr. approximately one-half mile.		
<u>ROCKWOOD</u>	3101 SW 24th Street	685-5444
West side of I-44. From SW 15 th , turn south on Grand Blvd.		
<u>SEQUOYAH</u>	2400 NW 36th Street	587-9200
Between May & Pennsylvania on NW 36 th St.		
<u>SHIDLER</u>	1415 S Byers	587-4600
Corner of SE 15 th & Byers. Two blocks east of Central.		
<u>SOUTHERN HILLS</u>	7800 S Kentucky	587-2900
East of Pennsylvania on SW 78 th .		
<u>SPENCER</u>	8900 NE 50th Street	771-3246
On corner of NE 50 th & Douglass Blvd. in Spencer.		
<u>STAND WATIE</u>	3517 S Linn	587-6900
Linn is between Pennsylvania & May. Go north from SW 36 th		
<u>TELSTAR</u>	9521 NE 16th Street	587-8900
NE 23 rd to Douglass. Turn south on NE 16 th , turn east to school.		
<u>VAN BUREN</u>	2700 SW 40th Street	686-4080
South on May Avenue to 40 th street. Go east on 40 th street 2 blocks to the school.		
<u>WEST NICHOLS HILLS</u>	8400 N Greystone	843-4218
Greystone is between Pennsylvania & May. Two blocks north of Wilshire Blvd. on Greystone.		
<u>WESTWOOD</u>	1701 W Exchange	235-8810
From 15 th & Penn, go north two blocks to Exchange, turn east (right). School is on the north side of street.		
<u>WHEELER</u>	501 SE 25th Street	587-7000
On corner of SE 25 th & Byers.		
<u>WILLOW BROOK</u>	8105 NE 10th Street	587-7500
From I-35 & NE 10 th , go four & one-half miles east. School is on the north side of 10 th .		
<u>WILSON</u>	2215 N Walker	587-7100
On corner of NW 22 nd & Walker.		

MIDDLE SCHOOLS

<u>BELLE ISLE ENTERPRISE</u>	5904 N Villa	843-0888
Go north off of NW 50 th & Villa.		
<u>CLASSEN ADVANCE STUDIES MIDDLE & HIGH SCHOOL</u>		
1901 N Ellison		587-5400
One block west of NW 18 th & Classen.		
<u>EMERSON MIDDLE & HIGH SCHOOL</u>	715 N Walker	232-5273
School is on the corner of NW 6 th & Walker.		
<u>FREDERICK A. DOUGLASS MIDD. & HIGH SCHOOL</u>	900 M L King	587-4200
School is on the corner of Martin Luther King (King is the same as Eastern.)		
<u>JACKSON</u>	2601 S Villa	634-6357
Three blocks east of SW 25 th & May.		
<u>JEFFERSON</u>	6800 S Blackwelder	632-2341
From Penn., turn east on SW 66 th , 67 th , 68 th or 69 th , go to Blackwelder. School is on east side of Blackwelder.		
<u>JOHN MARSHALL MIDDLE & HIGH SCHOOL</u>		
12201 N PORTLAND		587-7200
<u>NORTHEAST ACADEMY (6-12)</u>	3100 N Kelley	587-3300
School is six blocks north of NE 23 rd & Kelly.		
<u>OKLAHOMA CENTENNIAL MIDD. & HIGH SCHOOL</u>		
1301 NE 101		587-5200
Off of Kelley between Hefner & Britton		
<u>ROGERS</u>	4000 N Spencer Road	771-3205
School is on the corner of 36 th & Spencer Road.		
<u>ROOSEVELT</u>	3233 SW 44th Street	587-8300
School is on the corner of SW 44 th & Independence. Independence is between May & Portland.		
<u>TAFT</u>	2901 NW 23rd Street	946-1431
School is on the corner of NW 23 rd & May. Park in north parking lot.		
<u>WEBSTER</u>	6708 S Santa Fe	632-6653
School is on the corner of SW 66 th & Santa Fe. Santa Fe is between Shields & Walker.		

HIGH SCHOOLS

CAPITOL HILL **500 SW 36th Street** **616-1210**
School is on the corner of Walker & SW 36th. Park on south side of building in back.

CLASSEN ADVANCE STUDIES MIDD. & HIGH SCHOOL **1901 N Ellison**
One block west of NW 18th & Classen. **556-5070**

EMERSON MIDDLE & HIGH SCHOOL **715 N Walker** **232-5273**
School is on the corner of NW 6th & Walker.

FREDERICK A. DOUGLASS MIDD. & HIGH SCHOOL **900 M L King** **587-4200**
School is on the corner of Martin Luther King (King is the same as Eastern.)

JOHN MARSHALL MIDDLE & HIGH SCHOOL
12201 N. Portland Ave. **587-7200**
Exit on 122nd off Hefner Parkway, go west on 122nd. School is on the corner of 122nd and Portland.

NORTHEAST ACAD. MIDD. & HIGH SCHOOL (6-12) **3100 N Kelley** **587-3300**
School is six blocks north of NE 23rd & Kelly.

NORTHWEST CLASSEN **2801 NW 27th Street** **587-6300**
School is on 27th & May.

OKLAHOMA CENTENNIAL MIDD. & HIGH SCHOOL **1301 N 101st** **587-5200**
Off of Kelley between Hefner & Britton

SOUTHEAST **5401 S Shields** **587-9600**

STAR-SPENCER **3001 N Spencer Rd** **587-8800**
Located one mile north of 23rd On Spencer Road.

U.S. GRANT **5016 S Pennsylvania** **587-2200**
School is on the corner of SW 50th & Pennsylvania.

ALTERNATIVE EDUCATION

EXTENDED EDUCATIONAL SERVICES 2601 N SPENCER ROAD **587-0402**
The school is located on the west side of Spencer road, about ¼ mile north of 23rd street, in the Willow View hospital complex.

PATHWAYS MIDDLE COLLEGE **7777 S. MAY** **682-7840**
The school is located on the Oklahoma City Community College Campus. Take I - 44 or I - 240 to SW 74th. Go to SW 44th and May. Go to main campus, (See large building), after entering the building, take elevator to the 3rd floor, turn left off the elevator, and then turn right. Sign for school will be in front of the elevator.