

OLNEY ELEMENTARY



OLNEY ELEMENTARY SCHOOL
A School District of Philadelphia School

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Dr. Martin Woodside, ***Principal***
Ms. Anieca Suber, ***Assistant Principal***
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Dr. Tony Watlington, Sr, ***Superintendent***

August 23, 2022

Dear Olney Community,

Next Monday, August 29th, we will welcome students back to school at Olney Elementary. I am writing to share some important information about admission and dismissal for the first day of school, along with our revised cell phone and uniform policies. Please review these documents carefully and reach out to me if you have any questions.

With Olney Pride,
Dr. Martin Woodside

Admission Procedures

(Main Building)

Each morning, students will line up in the courtyard with their class; morning announcements will commence at 9:00 AM. On the first day of school, each homeroom teacher will have a sign with their class number on it. Note that each homeroom has an assigned spot marked by a number painted in the yard. After announcements, students will enter the building as follows:

201, 203, 204, 211: Main Door

108, 205, 206, 207: Cafeteria 2 Door

301, 302, 303, 311: Cafeteria 1 Door

304, 305, 307, 309, 310, 311: Fire Door

NOTE: student helpers will be sent ahead to open these doors

(Tiger Annex)

Cones, labeled by classroom, will be set up outside the building at the front and rear entrances. Rooms 2-5 will be set up at the front, and rooms 6-10 will be set up at the rear. Teachers will meet classes at these cones and bring them into the building at 9:00 AM daily.

***Inclement Weather Procedures**

(Main Building)

If there is inclement weather 7th and 8th grade students will be directed to the Upstairs hallway. Grade 3 will be located in Cafe 1. Grades 4 and 5 should report to Cafe 2 and grade 6 should line up in the hallway next to Cafe 2. Teachers will collect their classes in those locations.

(Tiger Annex)

Downstairs (Front Door):

Rooms 2,3,4 5 will line up in the cafeteria. Room 2 will be closest to the door, and the rest will line up in rows counting out from there (with 5 being closest to the windows).

Upstairs (Back Door):

All rooms will line up in rows, sitting criss-cross applesauce in the gym, with Room 6 closest to the wall and counting out from there.

Olney Uniform Policy

All students will be required to follow our school uniform policy. We have changed the policy this year to accommodate more school choice, and we will continue to gather feedback from our community on future adjustments.

All students will be expected to follow this policy. When students are not in uniform, we will call home to have replacement sent in or ask students to wear school uniforms that we provide.

SHIRT/BLOUSE

White or blue shirt with a collar or an official Olney T shirt (one shirt will be provided to all students. Additional shirts can be purchased from the school) or Olney partner tee shirt; for instance, Harlem Lacrosse.

PANTS/SKIRT

Solid Navy blue or black. Students may wear navy blue /black pants, skirts, or jumpers (knee length).

NO JEANS

NO TIGHTS or Leggings to be worn as pants

SWEATERS/HOODIES

Solid Navy **Blue or White** - (Plain, NO Writing on the sweaters or hoodies)- or official Olney sweatshirts/hoodies (these will be available for purchase from the school).

SHOES

NO open-toed, backless sandals, flip flops, or crocs.

SOCKS

White or Navy Blue

If you have any questions about the dress code, or any difficulties obtaining the proper attire, please reach out to me or to our school climate manager, Sydney Mallory, or our school counselors, Ms. Sherman and Ms. McMakin. Thanks for your attention to this matter.

Olney Elementary Cell Phone Policy:

(note: parents will be required to sign and return the Family-School Compact below)

- 1) Cell phones, earbuds, and other electronic devices are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: classrooms, restrooms, all physical education areas and all school areas (including hallways).
- 2) While in class, cell phones, earbuds, and other electronic devices must be turned off and stored in a place designated for this purpose by the classroom teacher (on the student's desk, in the student's bag, etc.)
- 3) In all school areas, phones should be turned off and put away (for instance, earbuds should not be in ears).
- 4) When in use, cell phones must be on silent mode so that no audible ring tone is heard.
- 5) Students using electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to disciplinary action.

Violations of Olney's Cell Phone Policy:

- **First Offense** ~ The student will receive a verbal warning and reminder of our new policy.
- **Second Offense** ~ the device will be held in the Administration office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy at the end of the school day in the main office.
- **Third Offense** ~ the device will remain in the main office until a parent picks it up. The Administrator will issue a receipt for the phone and establish contact with a parent or guardian.

Family-School Compact

By completing this form, I signify that I have read Olney's cell phone policy, summarized below, and agree to abide by that policy, and promise to work with the staff at Olney to support the implementation of this policy. In order to use electronic devices during lunch, this form must be completed and handed in to the student's homeroom teacher.

- My cell phone, earbuds, and other electronic devices are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.
- My cell phone, earbuds, and other electronic devices are not to be charged in the school.
- My headphones and other Bluetooth enabled devices are not to be worn in class and must be put away securely in any academic area.
- I may not use cell phones, earbuds, or other electronic devices in hallways or bathrooms.
- If my cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if I am using it on campus during class time, a staff member may confiscate the device.
- I will not use my electronic devices to photograph or video record anywhere on the school premises.
- All cell phone use must be respectful and non-disruptive to students and staff.
- My phone must remain on silent at all times throughout the school day. In the event of an immediate emergency, please call the school's main office at (215) 400-3790.
- After a third violation of this policy, I understand it is my responsibility to pick up any confiscated devices from administration.

Student's signature

Date

Parent Signature

Date