

Olson Park Elementary



Student Handbook

2016-17

Olson Park Elementary
1414 Minahan
Machesney Park IL 61115
Ph: 815-654-4504
Fax: 815-654-4528

School Hours: 7:50 a.m. – 2:35 p.m.
Office Hours: 7:00 a.m. – 4:00 p.m.
YCare Hours:
Morning Drop Off: 6:45 a.m.
Afternoon Pick Up by: 5:30 p.m.

Principal: Mrs. Dyonna Johnson
Email: dyonna.johnson@harlem122.org

Principal's Secretary: Jenifer Brien
Email: jenifer.brien@harlem122.org

Office Secretary: Tammy Whelton
Email: tammy.whelton@harlem122.org

Olson Park School Creed

I come to Olson Park School ready to learn every day.
I will respect the rights of others and take
responsibility for myself and my actions.
Olson Park School is a better place because I am here today.

Olson Park Eagles Working to be.....

Responsible Respectful Ready

P.B.I.S.

Positive Behavior Intervention Systems

Philosophy of P.B.I.S.– Effective behavior support recognizes the different support needs of students and plans across four major systems in a school.

The four major areas are: school wide, classroom, small targeted groups and individuals. When systems are in place, there can be a pro-active approach to addressing social skill needs as well as developing appropriate plans for individual behavioral needs. The systems teach through examples, practice opportunities, feedback, and positive reinforcement. Along with clearly delineated rules with expected behavior and consequences, these systems provide the environment for increased development in social and academic skills.

The Olson Park School staff is committed to working for positive, effective changes in school climate and students. We continue to watch our students change and grow, along with us to become effective learners and citizens.

EXPECTATIONS

SCHOOL, LUNCH, AND PLAYGROUND RULES

The Olson Park School Staff shares with the parents the responsibility for their child's conduct while attending school. It is expected that all students cooperate and exhibit respect and courtesy toward other children and school personnel. Our approach to behavior management promotes positive and equitable discipline. Classrooms are structured to provide opportunities for children to develop responsibility for their behavior and good decision making skills. Our discipline model addresses the need to create a safe environment where individual differences are respected and celebrated.

SCHOOL EXPECTATIONS

- Respect yourself and others.
- Keep your hands and feet to yourself.
- Follow directions from adults the first time – even if you disagree.
- Walk quietly in the halls; do not disturb the learning of others.
- Respect others' property/belongings.

LUNCHROOM EXPECTATIONS

- Follow general school expectations.
- Talk quietly.
- Do not bring glass containers into the lunchroom.
- No sharing of food.
- No soda/pop

PLAYGROUND EXPECTATIONS

- Follow all directions the first time.
- Keep hands and feet to yourself – play fighting is not allowed.
- Always play safely.
- Food and lunchroom items (straws, sporks, etc.) are not allowed outside the lunchroom.
- Throwing snow in any form is not allowed.
- In wet weather, only students with snow pants and boots may play outside of the blacktop area.

PLAYGROUND EQUIPMENT SAFETY EXPECTATIONS

- Swings:
 1. Do not twist or stand on the swings.
 2. Stay on the swing until it stops.
 3. One person at a time on the swing.
- Slides:
 1. Never walk up the slide.
 2. No standing while sliding.
 3. Do not jump off platforms.
 4. Never walk on the top of equipment and support beams.

NEW LUNCH TIMES

1ST and 2ND Grades

Lunch – 11:00 am to 11:20 am

Recess – 11:20 am to 11:40 am

3RD and 4TH Grades

Lunch – 11:40 am to 12:00 pm

Recess – 12:00 pm to 12:20 pm

5TH and 6TH Grades

Lunch – 12:20 pm to 12:40 pm

Recess – 12:40 pm to 1:00 pm

ATTENDANCE

If your child is going to be absent from or tardy to school, please call the school office at (815) 654-4504 before 7:55 am. When calling your child in absent, please state your child's name, teacher, and reason for absence.

Students are expected to be on time for school each day. When a student is tardy for school it disrupts the entire class. Excessive absences or tardiness could result in a referral to the Regional Office of Education's Truancy Intervention Program

HOMEWORK

Homework can be requested for an absent student and must be requested before 10:00 am in order for the teacher to have time to prepare the assignments. Requested homework will be available for pick up in the main office after 2:45 pm.

LATE ARRIVALS

Any student coming in after 7:55 am, regardless if they walk or are dropped off, will need to be checked in by a parent.

SCHOOL SPONSORED EVENTS

Students are expected to be in attendance for the full school day to attend school sponsored events.

PERFECT ATTENDANCE

Perfect attendance means "NO DAYS ABSENT, NO TARDIES, and NO EARLY LEAVES FROM SCHOOL." Please keep this in mind while scheduling appointments for your child.

ARRIVAL AND DISMISSAL PROCEDURES

Please have your child arrive at school no earlier than 7:35 am. There is no supervision prior to this time and as a result it may be unsafe for your child. Students will line up by classroom at the appropriate entrance when the first bell rings (7:48 am) and be escorted in to the building by our staff. If your child arrives at school after the third bell of the morning (7:55 am), he/she needs to be signed in by a parent in the front office. During cold weather, children will not be permitted into the building until 7:35 am. Y-Care is available for parents who need to have affordable child care and need to drop off children prior to 7:35 am, or leave students after school due to work schedules.

TRANSPORTING YOUR CHILD

Parents, please give your children specific instructions if they are going to be picked up after school. Impress upon them to return to the school office and wait for you if you are late. Children should never begin walking home on their own without your prior knowledge. In order to eliminate many unnecessary phone calls to the office, please make all transportation arrangements with your child before they leave for school in the morning.

WHEN STUDENTS DO NOT COME HOME FROM SCHOOL ON TIME

Students should leave school grounds immediately after school unless they are participating in after school activities. From time to time, children do not arrive home from school when they are expected. Please discuss with your child the importance of calling home if they are being detained at school or if they decide to stop at a friend's house.

IF YOUR CHILD DOES NOT ARRIVE AT HOME WHEN EXPECTED

Bus riders

- Call the transportation department at (815) 654-4633. The dispatcher will be able to speak directly to the bus driver and will have information relating to detained routes. Weather and other factors sometimes contribute to delayed buses.

Walkers

- Call Olson Park School (815) 654-4504 to find out if they are still at school.
- Call the homes of your child's friends to see if they are visiting. While you are doing this, the principal or secretary will try to contact your child's teacher to obtain any information they might have.
- Call the police if you feel it is necessary.
- Notify the school immediately when your child is located.

PERSONAL ITEMS AT SCHOOL

ITEMS NOT ALLOWED AT SCHOOL:

- Roller blades/roller skates
- Skate boards
- Scooters
- Chains or chain wallets
- Baseballs and bats
- Mouthwash or other products containing alcohol
- Laser beam devices
- Studded gloves
- Student supplies of rubber bands and paper clips
- Knives, guns, or any type of weapon
- Fireworks or explosive devices of any nature
- Toy guns or other toy weapons
- Cigarette lighters, tobacco, alcohol or other drugs
- Clothing and jewelry with offensive/disruptive wording or designs

Students who bring CD players, iPods, radios, trading cards, cameras, and other non-essential materials to school are solely responsible for their loss or damage. The school staff will not settle conflicts about lost or damaged non-essential items. Toys and other non-essential items, which distract from the educational program, should not be brought to school. Students are not allowed to sell, buy, or trade cards, candy, and other items. These items must be kept in each student's backpack for the duration of the school day, unless given permission by the teacher.