

## 2022-2023 O'Dell Campus Information Quick Guide

### SCHOOL HOURS

7:55 a.m.-3:15 p.m.

Doors open: 7:30 a.m.

Breakfast served: 7:30-7:50 a.m.

Classes begin: 7:55 a.m.

Tardy: 8:00 a.m.

Dismissal begins: 3:15 p.m.

### CONTACT INFORMATION

Celina O'Dell Elementary School  
750 Punk Carter Parkway  
Celina, TX 75009

Phone: 469-742-9106

Fax: 214-851-3667

Report an absence: [doesattendance@celinaisd.com](mailto:doesattendance@celinaisd.com)

Principal - Stephen Richardson, [stephenrichardson@celinaisd.com](mailto:stephenrichardson@celinaisd.com)

Assistant Principal - Philip Claunch, [philipclaunch@celinaisd.com](mailto:philipclaunch@celinaisd.com)

Assistant Principal Intern - Gail Middleton, [latishamiddleton@celinaisd.com](mailto:latishamiddleton@celinaisd.com)

Counselor - Lauri Welch, [lauriwelch@celinaisd.com](mailto:lauriwelch@celinaisd.com)

PEIMS/Registrar - Briann Johnson, [briannjohnson@celinaisd.com](mailto:briannjohnson@celinaisd.com)

Nurse - Gabrielle Peery, [gabriellepeery@celinaisd.com](mailto:gabriellepeery@celinaisd.com)

Secretary - Melissa DePaolo, [melissadepaolo@celinaisd.com](mailto:melissadepaolo@celinaisd.com)

Receptionist - Karen Stogner, [karenstogner@celinaisd.com](mailto:karenstogner@celinaisd.com)

### CHANGES IN AFTERNOON DISMISSAL

Please make sure your child is aware of how he/she is to get home each day. A student's regular dismissal procedure will not be altered without written permission from the parent. You can send a note to school with your child, or you can email your child's homeroom teacher before 3:00 p.m.

### EARLY PICK UP AT END OF DAY

Parents wanting to pick up their children early from school **must do so prior to 3:00 p.m.** Parents arriving after 3:00 p.m. will need to use the carpool line.

### CARPOOL TAG NUMBER

Every family is issued a carpool tag number, which is to be displayed on your rearview mirror in the afternoon carpool line. This will be your child's number each year while attending O'Dell Elementary. If additional tags are needed, please email Karen Stogner at [karenstogner@celinaisd.com](mailto:karenstogner@celinaisd.com).

### SCHOOL VISITOR POLICY

*ALL PARENTS AND VISITORS ARE ASKED TO PRESENT A VALID DRIVER'S LICENSE OR PHOTO IDENTIFICATION WHEN ENTERING THE BUILDING FOR PARENT CONFERENCES, LUNCH WITH YOUR CHILD, WORKING AS A CLASSROOM VOLUNTEER, etc.* Identification is collected and a name tag is issued, which must be worn and visible at all times during your visit. Identification is returned when signing out of the building.

### BIRTHDAYS

Birthday treats must be store-bought, individually pre-packaged, and contain the manufacturer's label with all ingredients listed. Homemade treats and cakes/cupcakes from a grocery store bakery are not permitted.

## **PARENT LUNCH SIGN UP GENIUS**

We are glad to have parents join us for lunch! However, due to limited cafeteria space, we can only accommodate 4 lunch visitors per grade level each day. Please see procedures below:

- A Sign-Up Genius link for each grade level is posted on the first day of the month for parents to reserve a time slot to eat lunch with their child. The links are posted on the O'Dell Facebook page <https://www.facebook.com/celinaodellelementary> and the District website [www.celinaisd.com](http://www.celinaisd.com) > News > O'Dell Elementary > Parent Lunch Sign Up Genius. The links are also emailed to parents by the homeroom teachers and posted in the weekly electronic newsletter each Thursday.
- **There are only 4 available slots per grade level each day. Make sure a seat is reserved for each person attending lunch.**
- We kindly ask that parents only sign up for one time slot per month so everyone has an opportunity to join their child for lunch.
- There is a designated table in the cafeteria for lunch visitors. Students are not allowed to invite friends to sit at the visitor table.
- Parents may bring lunch for their child only. The sharing of food with other students is prohibited.
- After lunch, parents need to return to the office and not walk students back to class.

## **TRAFFIC PATTERN**

The front parking lot (facing east towards Bluewood) is for morning carpool drop-off and afternoon pick-up. The back parking lot (facing west towards Carter Ranch) is for faculty parking and buses.

At dismissal, only carpool students exit from the front entrance. When entering the parking lot for afternoon carpool pick-up, parents must have their carpool tag number visible, and an O'Dell Elementary employee records your number. Each student waits at a designated spot on the sidewalk in the order of the cars in line.

Students who walk, ride bikes, skateboards, and scooters are dismissed from the west side of the building. Parents are welcome to walk up and meet their children as they are dismissed from the west side doors.

## **NEWSLETTER**

Homeroom teachers email a copy of the campus newsletter to parents every Thursday. The newsletter is also posted to the Celina ISD website [www.celinaisd.com](http://www.celinaisd.com) and the O'Dell Elementary Facebook page.

## **FACEBOOK**

Search for us at "Celina O'Dell Elementary School" or at this link:

<https://www.facebook.com/celinaodellelementary/>