

OAKDALE ELEMENTARY SCHOOL

3850 Virginia Ct., Cincinnati, OH 45248

513-574-1100 (Office) 513-964-0280 (Fax)

WWW.OHLSD.US/OAKDALE-ELEMENTARY-SCHOOL

HOME OF THE SCOTTIES



THE OAKDALE PLEDGE

As an Oakdale student, I pledge to follow the Scottie Way.

I will be Respectful.

I will be Responsible.

I will be a Caring Citizen.

I will be a great Scottie today!

OAKDALE ELEMENTARY SCHOOL HANDBOOK

Regular School Day hours:

Drop off begins at 8:15am

Grades 1-5 8:45 a.m. - 3:10 p.m.

AM Kindergarten 8:45 a.m. - 11:25 a.m.

PM Kindergarten 12:35 p.m. - 3:10 p.m.

****This Document only contains procedures and information unique to Oakdale Elementary. Information found in the Oak Hills School District Student Handbook should be used in conjunction with this handbook and supersedes the Oakdale Handbook. The Oak Hills Handbook can be obtained at the following link: [2025-26 District Student Handbook](#)**

Five Ways to Stay Connected with Oakdale!



Oakdale Elementary School's Website

Visit us at <https://www.ohlstd.us/oakdale-elementary-school/> for links to our student handbook, school calendar, staff email addresses, lunch menus, and more!



One Call Now phone calls, e-mail and text messages

We use One Call Now to update families on many important events, including weather-related delays and closures. All families in our information system automatically receive updates. Your account will be linked to whichever phone number is listed as “primary” in our system. If you would like to add additional phone numbers and e-mail addresses, please visit our website at [ohlstd.us/Oakdale](https://www.ohlstd.us/Oakdale), click on the “One Call Now” icon, and click “Sign Up” to make changes to your account.



Our weekly Oakdale Herald newsletter

The Oakdale Herald is emailed home each Friday. If you do not receive this weekly email or would like to add additional addresses, please email Susan Blazer blazer_s@ohlsd.org to be added to our list.



The OHLSD App

The District's free app includes school updates, calendar events, and more. You can opt to receive updates from just Oakdale, or from multiple schools. It is available through the Google Play Store and Apple App Store by searching for "Oak Hills Local Schools"



Oakdale Elementary School's Facebook page

We regularly post photos, reminders, and more. Search for "Oakdale Elementary School" and "Like Us" to receive regular updates in your Facebook feed!



Need to inform us of an absence or early dismissal?

When it is necessary for your child to be absent from school, please call the absence line at 513-574-1100 by 9:15 am on the day of the absence. If your child must be excused early, s/he must bring a note from a parent/guardian stating the time to be excused and the name of the person picking him/her up. While we know that last minute changes are sometimes unavoidable, we appreciate your efforts to inform us ahead of time.

Please call the office at 513-574-1100 if you need help getting started with any of these!

BACKGROUND VERIFICATION CHECK

All of our parents and community members are required to undergo a background verification check prior to volunteering at Oakdale. These will need to be completed each school year. Forms are available in the office and there is a [digital form](#) you can fill out too! Please also bring your ID to the office to have it scanned.

BUS ASSIGNMENTS

Oak Hills' buses will transport students within the Oakdale attendance area who reside more than two miles from the school. Students must ride the assigned bus unless permission is granted by the school or Transportation Department. **Students who are not eligible for Oak Hills transportation are not permitted to ride an Oak Hills bus.** Occasionally, there are valid reasons when a student needs to depart from a school bus at other than his/her normal stop or ride a different Oak Hills bus. Whenever this is to be done, it is **mandatory** that a request be written by the parent and **countersigned** by the office. Requests of this nature are only accepted from assigned Oak Hills bus riders.

CONFERENCES

Annual parent/teacher conferences are scheduled for each child. These conferences are usually held in October and November. Dates will be provided.

DISMISSAL PROCEDURES

CARPOOL PROCEDURES FOR STUDENT PICKUP

Carpool procedures are designed to avoid potentially dangerous situations. The concern is for the safety of our children. The front circle may be used when not restricted. The circle is for bus and day care van access prior to the beginning of the school day and after school.

Morning Drop-Off: Every car must enter the driveway from Virginia Court, continue on around the back of the building through the staff parking lot; drop off students in the "Red Carpet Zone". When signaled by the crossing guard, continue on the driveway and exit onto Virginia Court. Please avoid dropping children off on Virginia Court or in the driveway anywhere other than the "Red Carpet Zone".

Morning Kindergarten Pick up: Students can be picked up at the outside doors of each Kindergarten teacher. Parents may park along the driveway. If the student rides a bus or day care van they will be dismissed out the front doors of the building, by a staff member.

Afternoon Kindergarten Drop off: Enter the school driveway via Virginia Ct., turn left in the circle driveway in front of the building. Drop off your students in the curb lane only. Do not park your car in the circle. If your intention is to wait with your child, parking is allowed along the fire lane and in the lot to the left of the building. Students are to walk to the outside door of his/her classroom for entrance.

Afternoon Kindergarten Pick up: Parents must park along the entry drive of the school. Students must be picked up at the outside doors of each Kindergarten classroom. Return to your vehicle and pull through the circle. Students who ride a bus or day care vehicle will be dismissed out the front doors of the building with a staff member.

After School Pick-up: Each driver will be directed through the traffic flow by a series of volunteers and cones to a specified parking location at the rear of the building. Drivers will then exit their vehicles, retrieve their passengers and return to their vehicles. WHEN DIRECTED, drivers in each section of the pickup zone will be dismissed from the area. Please follow all directions. Students should be picked up 3:30pm.

DISMISSAL RULES FOR STUDENTS

1. Parents, guardians and siblings of Oakdale students are not to be in the building to pick up students.

2. Students are not to be picked up in the teacher's parking lot (side lot).
 3. Minors are not permitted to be on campus to pick up students before 3:10 unless accompanied by a parent.
 4. Once students are dismissed, they are not to return to the building. Only students that have received prior clearance from the principal, office staff or teacher may re-enter the school.
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Early Dismissal

Any child who leaves school during school hours with his/her parent or other adult named by the parent, should have a written note from the parent stating the reason for the early dismissal and the time the child will be picked up. If being dismissed early, the child should present his/her teacher with a note upon entering the classroom in the morning. The homeroom teacher will initial early dismissal notes and send them to the office. The child will be called from class when the parent or designated person reports to the office to pick up the child. NO TEACHER IS TO RELEASE A CHILD TO ANY ADULT WITHOUT DIRECT NOTIFICATION FROM THE OFFICE OR THE HEALTH ROOM. A SIGN-OUT PROCEDURE WILL BE USED TO RELEASE THE CHILD.

Before/After School Program

Right At School: For information and to register: rightatschool.com 855-287-2466

EMERGENCY MEDICAL AUTHORIZATION (EMA)

Each year, every parent or guardian must complete an Emergency Medical Authorization (EMA) for each enrolled student. Completion of this form is mandatory; students without a current EMA on file will be excluded from field trips and other extracurricular activities. Additionally, without an updated EMA, the school cannot authorize medical treatment for your child in an emergency.

For the 2025–26 school year, EMA forms are included in your student's FinalForms form set. Please log in to [FinalForms](#), access your student's forms, and complete the EMA along with all other required documents before the start of the school year to ensure full participation in all activities.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

In the event that inclement weather or mechanical breakdown may necessitate the closing or delay of schools, PLEASE DO NOT CALL THE SCHOOL. Announcements will be made under OAK HILLS LOCAL SCHOOL DISTRICT on the public access TV channel and local television and radio stations. You may also call the Oak Hills TEC line at 347-2970. To sign up for alert system from the School District, Download the Oak Hills District App available on the App Store or Google play.

BREAKFAST & LUNCH

Our lunchroom serves breakfast (8:15-8:40) Breakfast is \$ 1.25. Students are offered a hot lunch and another option each day. The meal deal is a set menu for \$2.85 or A la carte is a variety of hot/cold foods priced individually per item. The milk price is \$0.50. Students may pack their lunch.

Packers, please be sure to pack all utensils and napkins needed.

Oak Hills Local School District has implemented the Meals Plus point-of-sale system for food service. Oak Hills is excited to partner with SPS EZpay to provide parents an online system to add to your child's lunch account, as well as pay instructional fees. You may use your credit or debit card for the transaction in the convenience of your own home. You can access the online payment website by going to the district website at www.ohlsd.org, then click on SPS EZpay logo to be transferred over to the payment site. Complete the registration page and add your child's name and ID number. You can check your child's account balances. If you elect to do so, you can even receive a "Low Lunch Balance" email. Payments made online will be credited by the end of the next business day. Effective for the 2019-2020 school year, parents will be assessed a 3.99% convenience fee when loading funds on their student's account using EZ Pay (the online system for fee payments). A convenience fee will be assessed for items such as loading lunch balances to a student's account, student instructional fees, participation fees, and all other fees on EZ Pay. The convenience fee is assessed by many other districts in Southwest Ohio and our District will no longer absorb this fee due to budget constraints.

Parents not electing to use the EZ Pay system may continue to pay fees through cash or check at their student's school building. The District is continually researching online payment systems to ensure parents have efficient options for payment.

BIRTHDAY TREATS:

We are working very hard to tighten procedures in the cafeteria. Because of this we would like to remind/inform parents of some rules for the Cafeteria.

- **No outside food should be brought to the cafeteria for students (i.e., food from restaurants).**
- **If parents are providing a Birthday Treat they can do so by having their child bring the treat to the homeroom teacher in the morning. Treats should not be taken to the cafeteria by the parent.**
- **All birthday treats should be pre-packaged and should clearly display the ingredients. This is necessary so that we can attend to issues related to student allergies.**

REPORT CARDS

Report cards are available online through **Progress Book/Parent Access** - If you had an account

last year, you will use the same account, and sign in. If you have forgotten your login and/or password, please contact the school office. If you did not have an account last year, Progress Book/Parent Access allows YOU to create your own username and password. It is extremely important that you create this account in order to access your student's progress and report cards throughout the school year.

The process to create an account requires the use of a registration key.

To access Progress Book/Parent Access, follow these steps: 1. Go to the Oak Hills portal <http://ohlsd.us> 2. Click on the parent portal 3. Select the Progress Book link. You can find instructions to help you create your account located on the Parent Portal by selecting the Create Progress Book Accounts icon.

Grades and comments must be accurate, objective and honest indications of a student's progress.

SCHOOL VISITATION PROCEDURES

All visitors are to report to the front of the school and be buzzed in. Parents picking up or dropping things off will do so in the vestibule. Please be sure to have your ID present. Volunteers must come to the office to register and receive a visitor badge. All volunteers and visitors must complete a background check. Someone from the office will then direct you or show you through the building. **This procedure prevents interruption of classes, misunderstandings, and is also a security measure.**
