



Delshire Elementary School

4402 Glenhaven Road
Cincinnati, OH 45238
(513) 471-1766 Fax: (513) 964-0286



Jill Wolfe, Principal

Student Handbook

2025-26 School Year

Principal: Ms. Jill Wolfe
Assistant Principal: Mr. Jeff Crowe

School Office	513-471-1766
School Fax	513-471-1767
Absences ,Tardiness, Closings	513-471-1766 press 1
Website	www.ohlsd.us/delshire-elementary-school/



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



Delshire Pledge



I am a hero.
I will be responsible and respectful to myself and others.
I will be safe at school and kind with my words and actions.
I am the hero of my own life and my future.
I believe in me!

Ways to Stay Connected with Delshire!



Delshire Elementary School's Website

Visit us at <https://www.ohlsd.us/delshire-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.



Our weekly Delfire's Voice newsletter

The Delfire's Voice is emailed home each Friday. If you do not receive this weekly email or would like to add additional addresses, please email Lindsay Talbott- talbott_l@ohlsd.org or Cindy Fraley at fraley_c@ohlsd.org to be added to our list. If you have set up One Call, you will be set because that is how we send it out!



Delshire Elementary School's Facebook page

We regularly post photos, reminders, and more. Search for "Delshire 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 513-471-1766 (press 1) 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.

DELSHIRE ELEMENTARY SCHOOL VISION, MISSION, & CORE BELIEFS

Delshire Elementary Vision Statement

We believe that Delshire Elementary School will be a safe, caring and positive learning environment where students are valued, encouraged, and supported to reach and exceed their fullest potential as members of the school and the Delshire community.

Delshire Elementary Core Beliefs

- We believe that students are everything that we do.
- We believe in the growth of social, emotional, academic, and physical development for all students.
- We believe that Delshire Elementary School is a family oriented environment where staff, students, parents, and community members can collaborate to build trust, cooperation, mutual respect, discipline, love, kindness, and commitment.
- We believe that as dedicated educators we can help every student reach their fullest potential through engaging instruction and specialized support.

Delshire school hours are:

Grades 1-5

Mon-Fri

8:45 – 3:15

Doors will open at 8:15

Kindergarten Hours:

Mon-Fri

ARRIVAL PROCEDURES

- 1.) DROP OFF: 8:15 am. Delshire provides breakfast services for students but there is no supervision prior to 8:15 am. Parents may not bring students prior to 8:15 am.
- 2.) Parents will be notified and referred to the School Resource Officer if student(s) are consistently left on school property unsupervised before 8:15 am. There is no supervision.
- 2.) DOORS OFFICIALLY OPEN: 8:15 am
- 3.) OFFICIAL SCHOOL DAY BEGINS: 8:45 am. Students are permitted to go to classrooms at 8:15 with class starting at 8:45.
- 4.) Any student arriving after 8:45 is considered TARDY and will need to report to the Office.

DISMISSAL PROCEDURES

- 1.) PICK-UP: Gr. 1-5 in the carpool line to the RIGHT of the building (Lot #1).
Special Education & Families with Special Accommodations: in lot to the LEFT of the building, in front of the gym- (Lot #2).
Kindergarten: You are welcome to park and walk them to the front doors if you wish. We will make sure they get to their classrooms with the many staff on duty.
- 2.) Parents will be notified and referred to the School Resource Officer if student(s) are consistently left on school property more than 20 minutes after dismissal.
- 3.) Students attending after school intramural sport athletic events must be chaperoned by adults and stay in the gym area.

BUILDING EXPECTATIONS

Each teacher will determine the positive consequences to be earned by individuals or by the class as a whole.

1.) General School Expectations

Location	Be Responsible	Be Respectful	Be Safe	Be Kind
All Settings	<ul style="list-style-type: none"> Be on task Always give your best effort Clean up after yourself Be truthful about your actions Have materials that are needed Be on time Stand up for what you know is right My cell phone is turned off and in my backpack, locked in my 	<ul style="list-style-type: none"> Keep hands and feet to yourself Encourage others to give their best effort Follow adult directions Treat people and property with care Use friendly language Use the appropriate volume level for each area 	<ul style="list-style-type: none"> Be where you are supposed to be If you don't know what you should be doing, ask a teacher I ask an adult before I leave my group or classroom Keep bodies and feelings safe 	<ul style="list-style-type: none"> Use nice words Treat others how you would want to be treated Settle conflicts with kind words

	locker			
Before/After School	<ul style="list-style-type: none"> • Leave school and go directly home • Follow your family plan for getting home • If you eat breakfast, pick up and clean up your table when finished • I will eat my breakfast at the breakfast table • Place all garbage in garbage cans 	<ul style="list-style-type: none"> • Sit quietly • Walk in the hallways • Wait in the designated area until being dismissed to/from class 	<ul style="list-style-type: none"> • Arrive to school at 7:45 or after • Report any strangers to an adult • Pay attention to moving cars in the parking lot • Wait for permission to cross the street or driveway 	<ul style="list-style-type: none"> • Say "excuse me" if you need to walk where someone is standing • Help others in need • Walk with others to and from school
Hallways	<ul style="list-style-type: none"> • Stay to the right side of the hallway • Go directly where you are headed • Always have a pass (written or lanyard) 	<ul style="list-style-type: none"> • Use a very quiet voice • Place all garbage in garbage cans or recycling bins 	<ul style="list-style-type: none"> • Walk slowly • Pay attention to your surroundings • Keep hands and feet to yourself • Face the direction you are walking • Follow all procedures for fire/tornado/lockdown drills • Only adults should open outside doors 	<ul style="list-style-type: none"> • Say "excuse me" if you need to walk where someone is standing • Help others in need
Playground	<ul style="list-style-type: none"> • Take care of your belongings • Leave nothing behind • Line up quickly and quietly 	<ul style="list-style-type: none"> • Place all garbage in garbage cans or recycling bins • Follow adult directions 	<ul style="list-style-type: none"> • Use equipment properly • Stay calm • Stay in the designated area • Report strangers to adults • Keep rocks and mulch on the ground 	<ul style="list-style-type: none"> • Include others in your play • Share • Take turns • Play fairly and follow game rules
Restrooms	<ul style="list-style-type: none"> • Always wash your hands • Wait your turn • Flush • Take care of business and head back to class • Kids use lanyard Restroom Pass 	<ul style="list-style-type: none"> • Respect the privacy of others • Use quiet (whisper) voices • Push the soap once • Use no more than two paper towels 	<ul style="list-style-type: none"> • Use doors and sinks as they were meant to be used • Always walk • Keep water off the floor • Report spills to an adult 	<ul style="list-style-type: none"> • Get help if you find a sick friend in the bathroom • Clean up and take care of equipment
Lunchroom	<ul style="list-style-type: none"> • Pick up and 	<ul style="list-style-type: none"> • Use a quiet 	<ul style="list-style-type: none"> • Stay seated 	<ul style="list-style-type: none"> • Include others in

	clean up your table when finished <ul style="list-style-type: none"> • Place all garbage in garbage cans • I will wait to stand up at my table, clean it, and be dismissed. 	voice <ul style="list-style-type: none"> • Use good table manners • Raise your hand if you need help • Talk to those near you • I will sit using my class table assignment and will stay in line 	<ul style="list-style-type: none"> • Walk • Sit properly on the bench • Be patient while waiting in line 	your conversation <ul style="list-style-type: none"> • Say "please" and "thank you"
Library	<ul style="list-style-type: none"> • If you get a book out, return it to the correct location • Take care of books and magazines 	<ul style="list-style-type: none"> • Use a whisper voice when talking 	<ul style="list-style-type: none"> • Use all materials correctly • Push in chairs 	<ul style="list-style-type: none"> • Say "please" and "thank you" • Help others in need
Assemblies	<ul style="list-style-type: none"> • Pay attention 	<ul style="list-style-type: none"> • Stay quiet while presenters are speaking • Clap when appropriate • Keep your hands to yourself 	<ul style="list-style-type: none"> • Stay with your class • Keep aisles clear 	<ul style="list-style-type: none"> • Be polite to presenter and classmates

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.

BREAKFAST & LUNCH

Breakfast: 8:15-8:45

Meal Deal/Hot Lunch, A la Carte items, and Milk are available daily. Prices TBD.

1.) See website for menu selections.

2.) Free or Reduced lunch forms will be sent home the first week of school. These forms must be completed & returned to the school office in order for a student to receive a free or reduced lunch. We ask that all families enrolled complete the forms and return them to the office.

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.

ABSENCES

When a student is absent, it is the responsibility of the parent to call 513-347-2970 before 8:45 am to leave a message on The Education Connection. Parents may request homework when calling a child in absent. Requested work may be picked up in the school office at 3:15 or sent home with another student. Please read the [District Student Handbooks 2025-2026](#) to understand the attendance policy.

CONFERENCES

Conferences will be held on three different days. All conferences can be held in person, virtually, or over the phone. Conference days are 15 minute sessions between the hours of 4:00 and 7:00 pm. These days are as follows:

Thursday, October 23

Tuesday, October 28

Wednesday, November 5

A sign up sheet will be sent home in early October to schedule your conference time. It is encouraged that all families sign up for a conference.

SCHOOL VISITATION PROCEDURES

All visitors MUST report to the school office to register for a visitor badge. Someone from the office will direct you through the building.

STUDENT FEES

1.) Grades K-5: \$94.00

The following have additional charges:

FIELD TRIP: Cost based on trip

2.) Make checks/money orders payable to "Delshire School". An \$18.00 fee will apply to returned checks.

3.) Notices for unpaid fines will be sent home at the end of each quarter.

LIBRARY

1.) Book Fines: \$.05 per book per day

2.) Missing Barcode: \$1.00 charge.

3.) Overdue Books: Absences on library day do not count as overdue. A student is not permitted to check out additional books until all books have been returned.

4.) Checkouts: K-Gr. 1 (1 bk/ week), Gr. 2 (2 bks /week) and Gr. 3-5 (2-3 bks/week)

FREE AND REDUCED LUNCH FEE APPLICATION

If a family is experiencing financial hardship, please check to see if there is eligibility for students to be enrolled in Free and Reduced Lunch.
The application can be completed at www.lunchapplication.com.
Any information about fees, etc, please refer to District Student Handbooks 2025-2026.

STUDENT BIRTHDAY TREAT REMINDERS

Students are permitted to bring in a birthday treat to share with the class if it is individually wrapped and ingredients are shown. No cupcakes are allowed. These should be brought in in the morning and will be passed out during lunch. This is for allergies and student safety. You may eat lunch with your student on their birthday only after completing a background check. No balloons are to be brought in. No outside fast food is ever permitted to be brought in. Please call with any questions.

THESE ARE THE TYPES OF ITEMS PERMITTED



THESE ARE THE TYPES OF ITEMS NOT PERMITTED



SCHOOLWIDE TESTING

Kindergarten:

A Readiness Assessment is given to all incoming Kindergarten students the first few weeks of school. It is based on six components: social skills, mathematics, science, social studies, language and literacy, and physical well-being and motor development. This assessment allows the teachers to build upon skills that the student already has mastered and to know how to plan the learning opportunities for each student. Results are used at the classroom and district level for planning an instructional program to support all learners. Diagnostics assessments are also administered. The areas of the diagnostic assessment are Reading (including phonics and phonemic awareness). The primary purpose of the diagnostic assessments is to provide a tool for teachers, parents, and students in checking the progress of the students toward meeting the standards. Results are used at the classroom and district level for planning an

instructional program to support all learners. Results are shared throughout the school year.

In the 2024-2025 school year all students in Kindergarten are required to be screened for characteristics of dyslexia using a state of Ohio Department of Education screener. The screen is designed to identify areas of concern in specific components of reading that identify your child as being below or well below grade level expectations. This is not a comprehensive dyslexia assessment designed to diagnose your child with dyslexia. This screener can be requested by parents for upper grade levels.

Grades 1-2:

Diagnostics assessments are administered in these grades. The areas of the diagnostic assessment are Reading (including phonics and phonemic awareness). The primary purpose of the diagnostic assessments is to provide a tool for teachers, parents, and students in checking the progress of the students toward meeting the standards. Results are used at the classroom and district level for planning an instructional program to support all learners. Results are shared throughout the school year.

Grades 3:

The English Language Arts Assessment, required by the state, is administered in the 3rd grade and given in both October and April. The test may last up to 2 ½ hours. A passing cut score will be used to determine the tests the student takes later in the year. A Mathematics test is given at the end of the year. It is scored as advanced, accelerated, proficient, basic and limited. Spring results are sent home in summer explaining the student's results.

Grade 4:

Two areas are tested: English Language Arts and Math. Each test is divided into multiple parts and administered on two different days in April. It is scored as advanced, accelerated, proficient, basic and limited. Information is sent home in summer explaining the student's results.

Grade 5:

Three areas are tested: English Language Arts, Math and Science. Each test is divided into multiple parts and administered on two different days in April. It is scored as advanced, accelerated, proficient, basic and limited. Information is sent home in summer explaining the student's results.

STUDENT INSURANCE

- 1.) The school does not carry health insurance for the students in the event they are injured.
- 2.) If you wish to purchase insurance, follow the directions on the envelope sent home the first day. Mail your remittance to the address provided. Do not return the envelope to the school.

TITLE 1 PARENT INVOLVEMENT PLAN

Delshire Elementary agrees to implement the following statutory requirements:

- The school will notify parents of the policy/plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy/plan will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

IMPLEMENTATION OF THE REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY PLAN COMPONENTS

1. Delshire Elementary will involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA through its annual parent engagement and conferencing.
2. Delshire Elementary will involve parents in the process of school review and improvement under section 1116 of the ESEA through its annual parent engagement and conferencing.
3. Delshire Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend.
4. Delshire Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

5. Delshire Elementary will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
6. Delshire Elementary will take the following actions to provide each parent timely notice: when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) in writing.
7. Delshire Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by conferencing and sharing additional information.
8. Delshire Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
9. Delshire Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

ADOPTION

This School Parental Involvement Policy/Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy/plan was adopted by Delshire Elementary and will be in effect through the school year.

The school will distribute this policy/plan to all parents of participating Title I, Part A children.

DELSHIRE ELEMENTARY SCHOOL STUDENT CODE OF CONDUCT

This discipline plan was developed by the staff of Delshire Elementary School and is based on Positive Behavior Intervention Supports (PBIS) principles. It places responsibility for personal behavior on the students themselves and stresses personal control over choices made and acceptance of natural consequences.

RECOGNITION OF POSITIVE CHOICES

The Delshire community is building upon research-based evidence in implementing Positive Behavior Intervention Supports (PBIS) and Trauma Informed Practices We use these methods to strengthen our school community and encourage appropriate prosocial behavior.

The overarching theme of PBIS at Delshire is, **"Be Respectful, Responsible, and Safe"** This theme is a part of the culture in our school community. We strive toward acknowledging our students' excellent behavioral choices within common areas, classrooms, and during daily interactions. Students who are new to the building will have an opportunity to learn the expectations found in the PBIS matrix which is used throughout the school building. Returning students will be revisiting these expectations through mini lessons conducted by the staff.

An important component of Positive Behavior Intervention Support is through our DOJO points and acknowledgement system. The earning of these points is a symbol of pride for students throughout Delshire. The reward system is based on students earning superhero bucks which can be used to purchase items from our store.