



# J.F. Dulles Elementary Student Information

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**2026- 2027 School Year**



## **JFD- Be Respectful, Be Responsible, Be Safe!**

Since 2011, JF Dulles Elementary School has been fully implementing Positive Behavior Interventions Support Systems. The three big ideas of being “respectful, responsible and safe” are embedded in all common areas of the school and in classrooms. Clear expectations of behaviors in the hallway, lunchroom, playground, arrivals/dismissal areas, restroom and classrooms are outlined in the matrix below.

Power PAWS are awarded to students for making successful choices in following the expectations throughout the school day. If a student receives a POWER PAW, they are able to place their name on the Johnny Bear Bingo Board! Once a month, random names are drawn of students whose names are on the Bingo Board.

At JFD we are always respectful, responsible and safe in all that we say and do. We look forward to a year of learning and growing. As always, JFD will continue to work hard at ensuring the physical and emotional well being of our students.

## PBIS MATRIX of EXPECTATIONS IN COMMON AREAS:

|                                        | Be Respectful                                                                                                                                                                                        | Be Responsible                                                                                                                                                                                                      | Be Safe                                                                                                                                                                                                          |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                                                                                                                                                                                      |                                                                                                                                                                                                                     |                                                                                                                                                                                                                  |
| <b>Hallway</b>                         | <ul style="list-style-type: none"> <li>Walk silently</li> <li>Keep your body in your own space</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>Walk with hands folded</li> <li>Go directly to where you are supposed to be</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>Walk on the right side of the hallway</li> <li>Face forward</li> <li>Walk in a single-file line on the stairs with right hand on the rail</li> </ul>                      |
| <b>Play ground</b>                     | <ul style="list-style-type: none"> <li>Take turns and share</li> <li>Use appropriate language</li> <li>Be a good sport</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>Promptly line up when signaled</li> <li>Use and return equipment correctly</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>Stay in designated playground areas</li> <li>Play safely</li> <li>Report all injuries or dangerous behaviors to teacher on duty</li> </ul>                                |
| <b>Carpool</b>                         | <ul style="list-style-type: none"> <li>Keep your body in your own space</li> </ul> <p>No</p>                                                                                                         | <ul style="list-style-type: none"> <li>Wait patiently and watch for your ride to arrive</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>Walk at all times</li> <li>Stand in designated areas</li> </ul>                                                                                                           |
| <b>Bus Dismissal Multipurpose Room</b> | <ul style="list-style-type: none"> <li>Talk softly in your bus line</li> <li>Keep your body in your own sp</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Listen for your bus to be called</li> <li>Take all belongings with you to the bus</li> </ul>                                                                                 | <ul style="list-style-type: none"> <li>Walk at all times</li> <li>Stay seated unless you have permission to get up</li> <li>Keep backpacks in your own personal space</li> </ul>                                 |
| <b>Restroom</b>                        | <ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Use the restroom silently</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>Use supplies and equipment properly</li> <li>Use time wisely (use the restroom, wash hands, and return to class immediately)</li> </ul>                                      | <ul style="list-style-type: none"> <li>Wash your hands with soap and water in the sink</li> <li>Walk at all times</li> <li>Keep feet on floor</li> </ul>                                                         |
| <b>Cafeteria</b>                       | <ul style="list-style-type: none"> <li>Speak politely</li> <li>Wait in line politely and quietly</li> <li>Use your table manners</li> <li>Talk softly at the table where you are sitting-</li> </ul> | <ul style="list-style-type: none"> <li>Have money out and ready</li> <li>Clean up after yourself</li> <li>Walk directly to the door when dismissed</li> <li>Wait in line silently to leave the lunchroom</li> </ul> | <ul style="list-style-type: none"> <li>Stay in line along the wall as you enter</li> <li>Stay at the table unless you have permission to leave</li> <li>Walk at all times</li> <li>Eat only your food</li> </ul> |



# Expectations for Technology Behavior:

## Be Respectful

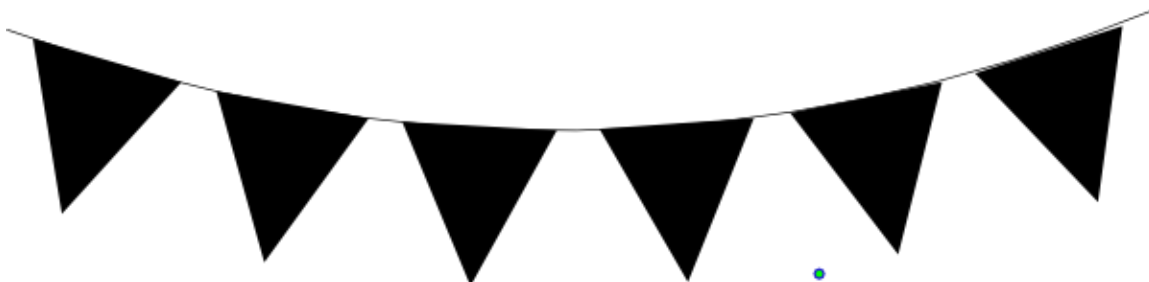
- Carry your Chromebook with both hands, or hug it to your body.
- Use your Chromebook in an area that is free from food and drinks.
- I only type what I would want someone to hear out loud.

## Be Responsible

- Keep your name and barcodes on your Chromebook.
- Wash or sanitize your hands before using your Chromebook.
- Wipe your keyboard and screen with a damp disinfecting wipe when you are finished with your Chromebook for the day.

## Be Safe

- Your login information belongs only to you. This is private information and should not be shared with others.
- Communicate only with people you know. The other person on the other end of communication may be unsafe
- Keep all personal information private, including your image and location.
- Use safe, school-approved websites.



|                        |                    |
|------------------------|--------------------|
| Morning Kindergarten   | 8:50 AM - 11:35 AM |
| Afternoon Kindergarten | 12:45 PM - 3:30 PM |
| Grades 1 - 5           | 9:00 AM - 3:30 PM  |

#### **EUGENE L. KRAMER LIBRARY**

**Checkouts:** Students will check out one book each class visit. Books must be returned before checking out a new book. Lost and damaged books must be replaced with a hardback copy or pay a replacement fee.

#### **STUDENT ABSENT- PHONE CALL!**

When a student is absent, the parent is responsible for calling 347-2970 or 574-3443 before 9:15 a.m. to leave a message on the absentee line. For afternoon preschool and kindergarten, please leave a message by 1:15 pm. Please read the OHLSD Handbook 26-27 to understand the Attendance Policy.

#### **BACKGROUND VERIFICATION CHECK**

**All parents and community members must undergo a background verification check before** volunteering at JF Dulles. These must be completed each school year. Forms are available in the office and on our website. A Google Form provides easy access.

[Volunteer Background Check Google Form](#)

***Please read over JFD  
General Information and  
also review the OHLSD  
Handbook found on the  
district web page. This is  
VERY IMPORTANT to  
read OHLSD  
HANDBOOK!***

#### **JFD GENERAL INFORMATION**

##### **SCHOOL HOURS**

|                     |                   |
|---------------------|-------------------|
| Morning Preschool   | 8:50 AM– 11:35 AM |
| Afternoon Preschool | 12:45 PM– 3:30 PM |

## PARENT-TEACHER ASSOCIATION

The PTA at Dulles is an integral part of our school's success. Active participation in this organization is encouraged and appreciated. Membership fees are \$8.00 per person.

PTA-sponsored classroom parties are the Halloween and Winter Holiday parties. Any other celebratory event in the classroom is up to the teacher's discretion, with permission from the principal. All volunteers MUST complete a background check prior to volunteering in the classroom.

## DULLES WEBSITE/ JFD STATESMAN

You may visit the Dulles Website at [www.oakhills.k12.oh.us](http://www.oakhills.k12.oh.us). The Dulles Statesman, weekly newsletter for the parents, is sent home electronically each Friday. It contains the school lunch menu, a list of volunteers, and shares community-related announcements. Please look for this publication each week and read it!

## PROGRESS BOOK/PARENT ACCESS: Follow these steps:

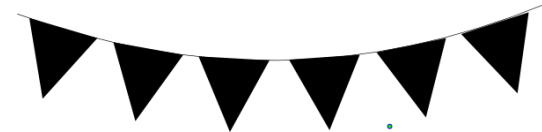
1. Go to the Oak Hills portal <http://ohlsd.us>
2. Click on the parent portal
3. Select the Progress Book link.

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.

## BUS ASSIGNMENTS

Oak Hills' buses will transport students within the JF Dulles attendance area who reside more than two miles from the school. Students must ride the assigned bus unless the school or Transportation Department grants permission. Students who are not eligible for Oak Hills transportation may not ride an Oak Hills bus. Occasionally, there are valid reasons when a student needs to depart from a school bus at a stop other than his/her normal stop or ride a different Oak Hills bus.

Whenever this is needed, the parent must submit a written request, and the office must countersign it. Requests of this nature are only accepted from assigned Oak Hills bus riders. For any questions regarding transportation, please contact (513) 574-2161.



## CARPOOL PROCEDURES

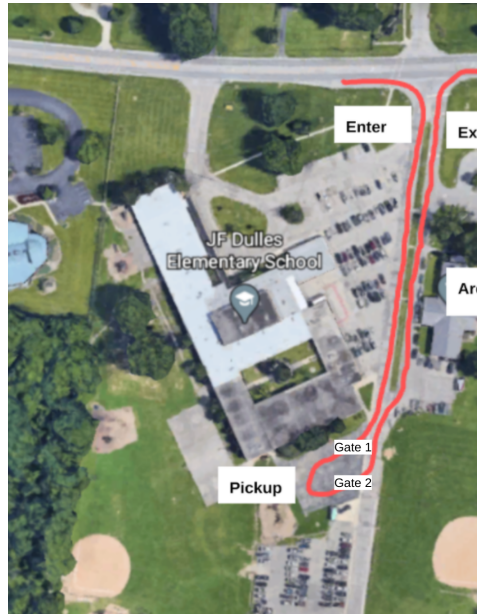
Carpool gates are open from 8:30 a.m. to 8:59 a.m. for morning drop-off. They open for end-of-day pickup at 3:30 pm and close at 3:47 pm.

## THE CARPOOL FLOW is described below. Please read carefully.

1. Carpool traffic will ENTER the first grade playground.
2. At the first grade playground, there will be two gates. Cars turn right into the playground at Gate 1. Staff will be there to direct traffic, and it will be noted.
3. Cars will loop around and drop students off with the teacher and staff on duty. Students walk directly into the building.

4. Afternoon pickup will be at the same location in the first grade playground area.
5. Cars will exit at Gate 2. This will be marked and also patrolled by a staff member.

**SEE PICTURE BELOW!**



6. Upon exiting the playground drop off /pick up area, all cars exit out the lane closest to ARCHES.

***Please note --- PRESCHOOL DROP OFF AT THE SIDE OF THE BUILDING closest to the Annex. Door by Blue Ribbon insignia.***

### **WALKER PROCEDURES**

AT THE END OF THE DAY, WALKERS EXIT OUT THE BACK DOORS OF THE FIRST GRADE PLAYGROUND, STAYING ON THE WALKING PATH DESIGNATED FOR THEIR DEPARTURE BY RED PAINTED LANES AND TALL ORANGE CONES. A STAFF MEMBER WILL LEAD THEM OUT OF SCHOOL ONTO THE WALKING PATH. WHEN WALKERS COME INTO SCHOOL IN THE MORNING, THEY WILL ENTER AT THE GATE CLOSEST TO SHIP STORAGE

BINS. There is a small gate for them to enter, and the students will proceed to the first-grade doors.

### **COUNTRY WALK and BRIDGETOWN ROAD WALKERS**

Students are to exit the kindergarten doors, use the sidewalk by the marquee, and wait for the crossing guard to cross Bridgetown Road. If students are walking to a home on Bridgetown Road, they are to remain on the sidewalks.

### **\*\*\*\*NOTE PRESCHOOL & KINDERGARTEN 11:30 AM CARPOOL PROCEDURE!**

This will occur on the first-grade playground, as noted above. The preschool and kindergarten teachers will walk students to the playground. Parents will enter Gate 1, directly across from ARCHES. Cars will loop around, and teachers will walk students to their vehicles.

### **\*\*\*\*\*KINDERGARTEN 3:30 PM PICK UP will be with grades 1-5 in the first grade playground area.**

### **The Green Township Public Library**

The public library parking lot is off-limits to JFD families during arrival and dismissal. Please ensure that the Dulles parking lot is utilized for pick up and that the library parking lot is left for library patrons only.

### **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](http://www.lunchapplication.com).

Any information about fees, etc, please refer to [OHLSD 26-27 Handbook](#).

## **PARENT VISITS TO CAFETERIA**

- If parents are providing a birthday treat they can do so by bringing 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.
- Parents are allowed to visit students and have lunch with them but these visits should be limited to special occasions and should be no more than 1-2 times per school year.

## **MEDICATION administration at school**

If you have any questions about medication, please contact the school nurse, Mrs. Erica Burger to receive guidance on how to administer medication at school and the necessary steps. Mrs. Burger's email address is [burger\\_e@ohlsd.org](mailto:burger_e@ohlsd.org)

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For any questions, please contact  
**J.F Dulles Elementary School**  
**6481 Bridgetown Road**  
**Cincinnati, Ohio 45248**  
**513 574-3443**

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