



JF Dulles Elementary Student Handbook

2022- 2023 School Year



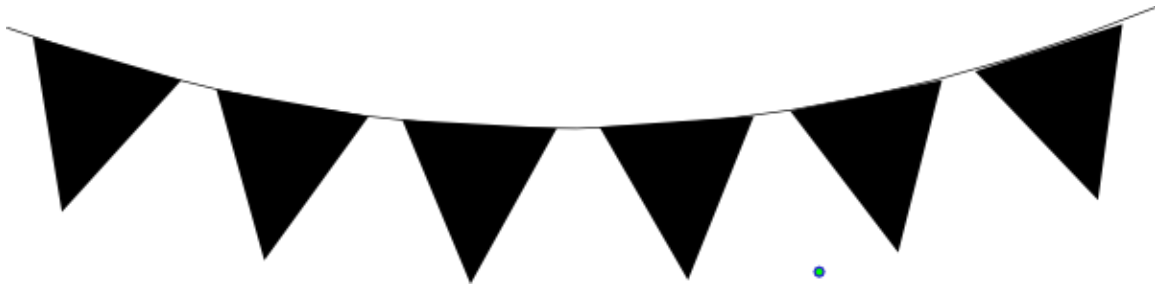
JFD- Be Respectful, Be Responsible, Be Safe!

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” is 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

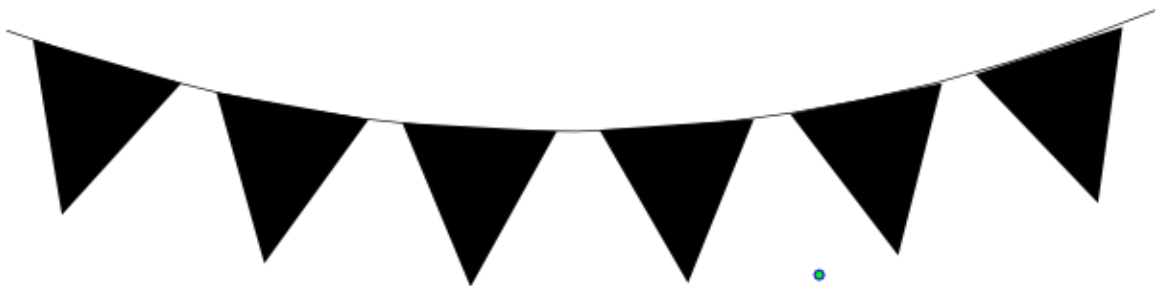
say and do. We look forward to a year of learning and growing. As always, JFD will continue to work hard at ensuring the physical and emotional well being of our students.



PBIS MATRIX of EXPECTATIONS IN COMMON AREAS:

	Be Respectful	Be Responsible	Be Safe
Hallway	<ul style="list-style-type: none"> • Walk silently • Keep your body in your own space 	<ul style="list-style-type: none"> • Walk with hands folded • Go directly to where you are supposed to be 	<ul style="list-style-type: none"> • Walk on the right side of the hallway • Face forward • Walk in a single file line on the stairs with right on the rail
Play ground	<ul style="list-style-type: none"> • Take turns and share • Use appropriate language • Be a good sport 	<ul style="list-style-type: none"> • Promptly line up when signaled • Use and return equipment correctly 	<ul style="list-style-type: none"> • Stay in designated playground areas • Play safely • Report all injuries or dangerous behaviors to teacher on duty

Carpool	<ul style="list-style-type: none"> • Keep your body in your own space 	<ul style="list-style-type: none"> • Wait patiently and watch for your ride to arrive 	<ul style="list-style-type: none"> • Walk at all times • Stand in designated areas
Bus Dismissal Multi-purpose Room	<ul style="list-style-type: none"> • Talk softly in your bus line • Keep your body in your own space 	<ul style="list-style-type: none"> • Listen for your bus to be called • Take all belongings with you to the bus 	<ul style="list-style-type: none"> • Walk at all times • Stay seated unless you have permission to get up • Keep backpacks in your own personal space
Restroom	<ul style="list-style-type: none"> • Respect the privacy of others • Use the restroom silently 	<ul style="list-style-type: none"> • Use supplies and equipment properly • Use time wisely (use the restroom, wash hands, and return to class immediately) 	<ul style="list-style-type: none"> • Wash your hands with soap and water in the sink • Walk at all times • Keep feet on floor
Cafeteria	<ul style="list-style-type: none"> • Speak politely • Wait in line politely and quietly • Use your table manners • Talk softly at the table where you are sitting- 	<ul style="list-style-type: none"> • Have money out and ready • Clean up after yourself • Walk directly to the door when dismissed • Wait in line silently to leave the lunchroom 	<ul style="list-style-type: none"> • Stay in line along the wall as you enter • Stay at the table unless you have permission to leave • Walk at all times • Eat only your food



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.

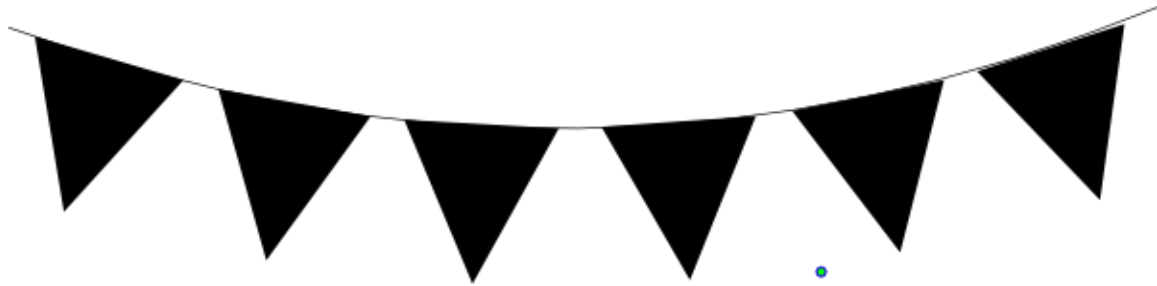
Be Responsible

- 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.





JF Dulles Important Dates for 2022-23 School Year

August 2022

Aug 8 & 9- NO STUDENTS New Teacher Orientation
Aug 11- Surfing into KDG evening
Aug 15 NO STUDENTS- teacher inservice
Aug 16 a.m. NO STUDENTS- district professional learning day
Aug 16 3:30-5:00 pm-- PTA Back To School Bash
Aug 17 a.m. District Time pm teacher time- NO STUDENTS
Aug 18 FIRST of school last names A-L
Aug 19 FIRST DAY of school last names M-Z
Aug 30 Grades 1-3 Open House night
Aug 31 Grade 4-5 Open House night

September

Sept 5-- Labor Day- Federal Holiday
Sept 19- Professional Learning Day- NO STUDENTS
Sept 30- Walk A THON!

October

Oct 4- 8-- Vision and Hearing Screenings at JFD
Oct 11 -PICTURE DAY!
Oct 14 -Last Day of Quarter 1
Oct 17- Inservice date- NO STUDENTS
Oct 18 - 3rd Grade Concert and Grandparents Night
Oct 20- PTA Trunk or Treat
Oct 25- Parent Teacher Conference Night

November

Nov 3 Parent Teacher Conference Night

Nov 8 Professional Learning Day- Election Day - NO STUDENTS

Nov 9 Parent Teacher Conference Night

Nov 11- Veterans Day- Federal holiday

Nov 21 -25 -Thanksgiving Holiday

December

Dec 13 -- 4th and 5th Grade Band and Strings Concert

Dec 20 --GRADE 2 musical Grandparents Night

December 21 last day of Quarter 2

December 22- Jan 2- Winter Holiday

January 2023

Jan 2- Holiday

Jan 3, 2023- inservice Day- No school for students

Jan 16 -MLK Federal Holiday

February

Feb 10- PTA Dad's/Special Guy GAME NIGHT!

Feb 13- Professional Learning Day- NO School for students

March

Mar 10 - End of Quarter 3

Mar 10- PTA MOM's NIGHT (special lady guest invited with student)

Mar 13 -Inservice Day- NO school for students

Mar 28 -JFD CHOIR Musical Performance

April

April 3-7 SPRING BREAK

April 18- Grade 1 Musical and Grandparents Nighth

May

May 16 Band and Strings Concert

May 17 MSJU 5th grade Track and Field Day

May 18 -THIRD GRADE WAX MUSEUM (subject to change per grade level need)

May 25 -Last Day of Quarter and Last Day of School



JFD General Information

Attached is a link to the official Oak Hills Local School District board approved handbook. Please read the JFD Handbook and also review the link to the OHLSD Student Handbook .

[22-23 OHLSD Board Approved HANDBOOK](#)

JFD GENERAL INFORMATION

SCHOOL HOURS

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

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

EUGENE L. KRAMER LIBRARY HOURS

Return Hours:	8:45-9:00 AM
	3:15-3:35 PM
PM Kindergarten	12:45-1:15 PM
	3:15-3:45 PM

Checkouts: Kindergarten - 1 book beginning the second semester

Grades 1-5 - 2 check out books, no books are checked out if there are fines or books outstanding.

Notices: Weekly notices are sent out to remind

the children of fines

ABSENCE PROCEDURE

When a student is absent, it is the responsibility of the parent to call 347-2970 or 574-3443 before 9:45 a.m. to leave a message on the absentee line. For afternoon preschool and kindergarten, please leave a message by 1:15pm. Please read

[22-23 OHLSD Board Approved HANDBOOK](#) to understand the Attendance Policy.

LATE ARRIVAL/EARLY DISMISSAL

If a student arrives late to school, a parent or guardian must walk them in and sign the late arrival list. Students are not to be dropped off with no parent or guardian assisting them to the office.

If a student needs to leave early for an appointment, a phone call, a note or email must be sent to the office informing the staff of the early dismissal. A parent or guardian must sign out the student in order to verify the early dismissal.

BACKGROUND VERIFICATION CHECK

All of our parents and community members are required to undergo a background verification check prior to volunteering at JF Dulles. These will need to be completed each school year. Forms are available in the office and our website.

There is a google form for easy access. [Volunteer Background Check Google Form](#)

PARENT-TEACHER ASSOCIATION

The PTA at Dulles is an integral part of the success of our school. Active participation in this organization is encouraged and appreciated. Membership fees are \$6.00 per person.

PTA Sponsored Classroom parties are the Winter Holiday Party and the Classroom Valentines Party. Any other celebratory event in the classroom is up to teacher 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. The Dulles Statesman, weekly newsletter for the parents, is sent home electronically each Friday. It contains the school lunch menu, listing of volunteers, and shares community related announcements. Please look for this publication each week and read it!

EMERGENCY CLOSINGS AND DELAYED OPENINGS

Closings or delays will be announced on **ONE CALL NOW**, the **OHLSD app**, the **JFD FACEBOOK** page and on local radio and TV stations beginning at 6:00 a.m. on bad weather days. If weather conditions worsen during the day, listen to TV or radio to see if afternoon Kindergarten is canceled or an early dismissal is announced. A message on One Call Now will also be issued. Buses will transport students home early for an early dismissal and carpool drivers are expected to arrive at the early dismissal time. **IT IS VERY IMPORTANT THAT PARENTS EXPLAIN ANY SPECIAL PROCEDURES TO THEIR CHILDREN IF AN EARLY DISMISSAL IS NECESSARY.** A **ONE CALL NOW** message will be sent to parents or guardians of students. Please tune into local news channels, as well.

HOMEWORK POLICY

Completion of homework can be directly related to academic progress. Continuous failure to complete homework could affect a student's ability to master concepts. For students who continually miss assignments arrangements can be made between teachers and parents to allow students to make-up work after school. Modifications may occur to meet the needs of individual students.

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.

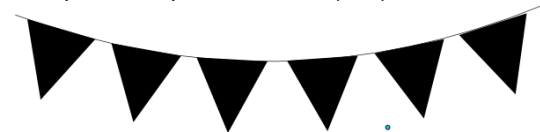
Progress Book/Parent Access, follow these steps:

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 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. For any questions regarding transportation, please contact (513) 574-2161.



CARPOOL PROCEDURES

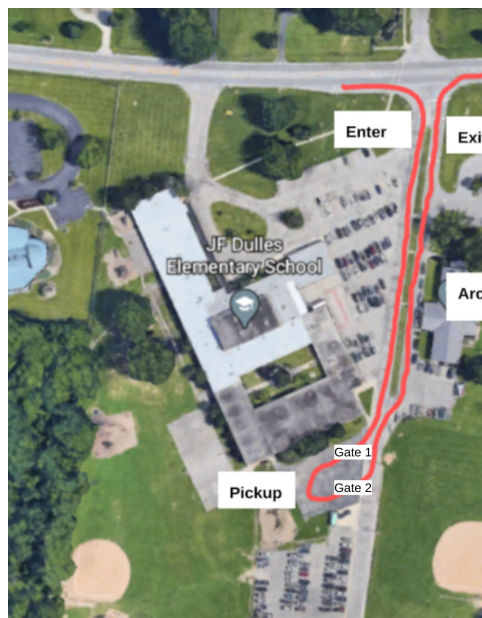
Carpool gates are open from 8:30 a.m. to 8:59 a.m. for morning drop off. They open for end of day pick up at 3:30 pm and close at 3:47 pm.

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 loop around and drop their students off to the teacher and staff on duty. Students walk directly into the building.
4. Afternoon pick up 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 AND PICK UP WILL REMAIN AT THE SIDE OF THE BUILDING closest to the Annex.

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 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 KINDERGARTEN 11:30 AM CARPOOL PROCEDURE!**

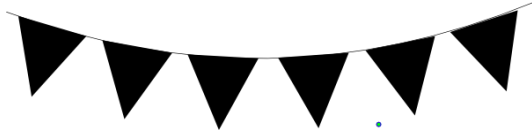
This will occur on the first grade playground as noted above. The kindergarten teachers will walk students to the playground. Parents will enter Gate 1, directly across from ARCHES. Cars will loop around and teachers will walk students to their vehicles.

*******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.

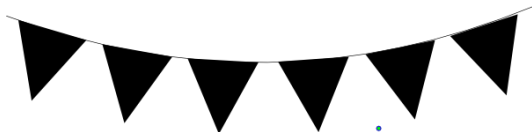


LOST OR DAMAGED BOOK FEES

Students are responsible for the proper care, use and return of any textbook issued to them. The expectations for use include maintaining an appropriate covering on the book. Fines will be assessed according to the age and condition of the book from full replacement cost to 25% of cost.

SCHOOL FEES

Fees are charged to cover the cost of certain supplemental materials, assembly programs, workbooks and other consumable items. The \$85.00 fee is established on a district-wide basis and is to be paid at the beginning of the year. (Parents will be charged \$18.00 for an "insufficient fund" returned check).



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.

MEAL FEE/CHARGES

Please note: During the 2022-23 school year, only students who qualify for free and reduced breakfast and lunch based on financial need will

receive this service. Breakfast and lunch will be charged typical fees.

Breakfast Grab and Go cost 1.25

Meal Deal cost 2.85

Milk .40

JFD offers both hot breakfast and lunch.

Breakfast will be served from 8:30 a.m. until 8:55a.m. There will be hot breakfast choices and several ala carte choices. Please see fees above.

LUNCHROOM AND PROCEDURES

Students and parents in lunchroom may not bring soda pop or fast food to lunch.

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 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. 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.

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 POLICY

Please see [22-23 OHLSD Board Approved HANDBOOK](#) for all information pertaining to medications at school. If you have any questions about medication, please contact the school nurse, Mrs. Jenny Boling to receive guidance on how to administer medication at school and the necessary steps. Mrs. Boling's email is boling_e@ohld.org

PLEASE NOTE:

Students are not permitted to carry any medication on their person. All medication should be brought to school by a parent or a responsible adult and dropped off in the office. Children should not carry medication to or from school. Medication forms are on the district website to be printed and filled out by the physician and requires a parent signature.

SAFETY DRILLS

Fire drills are held on a monthly basis. Tornado drills are held three times throughout the year. Rapid dismissal and barricade drills are also held throughout the year. **Schools are not to be dismissed in the case of a tornado warning, except at regular dismissal times - and only then if it is prudent to do so. Students may be retained after normal dismissal time.** If a tornado warning is given prior to the departure of the buses, drivers are instructed **not to leave the school.** Drivers are to escort the children back to school. If a warning sounds while the buses are transporting students, drivers are instructed to stop the buses at the nearest shelter and notify the principal, who will notify the parents. We strongly urge parents **NOT to attempt** to take their children from school if a warning is sounded. They could be placing their children and themselves in extreme danger.

WITHDRAWAL FROM SCHOOL

When a decision is made to withdraw a child from school, please notify the office of your plans. A transfer form authorizing the school to forward

records needs to be signed by a parent or guardian. Before health and academic records will be forwarded, all fines, charges and fees must be paid.

JFD STUDENT USE OF CELL PHONES

All cell phones must be kept in backpacks and are not permitted on a student's body or desk during learning. All cell phones are to be kept in this location until finished with the school day.

If a student needs to call a parent or guardian, they are to tell a teacher and come to the office and make the call.

DISCIPLINE

Each teacher will have rules and procedures which students are expected to follow. Teachers will provide positive reinforcement to encourage students to follow standard rules of conduct. If that is not displayed, then consequences will be implemented.

John Foster Dulles Elementary follows district approved policies, code of conduct and procedures in regards to discipline.

Provided below is the link of the Oak Hills LocalSchool Board Approved 2022-23 Student Handbook. It is very important to read the entire document.

[22-23 OHLSD Board Approved HANDBOOK](#)

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

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