

OAKDALE ELEMENTARY SCHOOL

3850 Virginia Ct., Cincinnati, OH 45248

513-574-1100 (Office) 513-574-5116 (Fax)

WWW.OHLSD.US/OAKDALE-ELEMENTARY-SCHOOL

Dear Students,

Welcome to the 2022-23 school year!

We are very pleased that you are an Oakdale Scottie! We have an excellent school community and staff. We pride ourselves on being a friendly, orderly school where student learning and achievement are the top priority. Oakdale takes great pride in maximizing the growth and achievement of all students. We believe we achieve this by focusing on the whole child, involving stakeholders and providing staff development.

No matter where you go or what you do, there are rules to guide you. Naturally, there are rules and regulations at Oakdale School. They are meant to help you do your best.

We are a family at Oakdale and we expect all members of the school community to respect your right to a first class education. You should show respect for the property, rights and privileges of others, just as you expect and appreciate this respect when others show it to you. Our Oakdale Pledge reflects all of the items mentioned above, and should be recited daily.

This booklet will help you; your parents and your teachers work together to help you get the best education possible.

Should you have questions about Oakdale School or the Oak Hills School District, please contact my office. Looking forward to a great school year!

Sincerely,

Emily Winkle

Emily Winkle

Principal

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:

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.

ABSENCE/TARDINESS/EARLY DISMISSAL PROCEDURE

ATTENDANCE POLICIES & PROCEDURES

When a student will not be attending school, a parent/guardian must call the Absence Line (347-2970 or 574-1100) to excuse the absence. Make-up work may be requested at this time. If the absence is not reported, the absence will be unexcused.

ABSENCES are excused for the following:

- a) a personal illness of the student's
- b) a death in the family
- c) a quarantine for contagious disease
- d) religious reasons

Parents may excuse 10 total absences for the above reasons each school year.

ATTENDANCE INTERVENTIONS will take place in these instances:

EXCESSIVE ABSENCE

- 38 or more hours, with or without a legitimate excuse, within one month
- 65 or more hours, with or without a legitimate excuse, within a school year

HABITUAL TRUANCY

- 30 or more consecutive hours, without a legitimate excuse
- 42 or more hours, without a legitimate excuse, within one month
- 72 or more hours, without a legitimate excuse, within a school year

CHRONIC TRUANCY

- 10% or 92 or more hours, with or without a legitimate excuse per school year

OHIO STATE LAW requires the districts to have its attendance officer file a complaint against a student who, at any time during the implementation phase of the absence intervention plan, is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

TRUANCY

1. A child "skipping school" will get up to 5 after school detentions, to be served continuously.
2. Parents will be referred to the Hamilton County Juvenile Court System for chronic truancy.

TARDY

Children are considered tardy if they are not in their homeroom, ready to begin the school day, when the bell rings at 8:45am. If a student has an appointment with a doctor or dentist and a note is presented, their tardiness is excused. Parents must call the absence line when a student will be late due to an appointment. An unexcused tardy will be given to students who are late for any other reason; time will be added to hours absent. Students arriving late to school must report to the office.

1. TARDY is less than 2 hrs late.
2. TARDINESS is **unexcused**, except appointments (with note) and OHLSD Transportation.
3. Tardiness and Late Arrivals **will count** towards the total hours of absence for a student.

LATE ARRIVAL

1. LATE ARRIVAL is more than 2 hrs late, but less than half day late.
2. Students arriving late for a valid reason will be marked as excused if accompanied by a note.
3. There is no penalty for excused late arrivals, however these hours will count toward total absence time for the student.
4. Lack of transportation is not an excused late arrival.

EARLY DISMISSAL

Students who must leave the building during school hours should bring a note signed by a parent or guardian including the date and reason for early dismissal. Students who become ill during the school day need permission from the school nurse to leave school. School personnel will contact the parent/guardian. All students leaving early must be signed out by the person picking them up.

1. If your child must leave early for an appointment, please send in a note of explanation to the teacher.
2. If you come for your child unexpectedly, enter the building and sign out your child in the office.
3. We may request to see your ID in order to protect the safety of your child.

ASSEMBLY RULES

1. Enter the Multi-Purpose Room quietly and in an orderly manner.
2. Wait for teacher or adult direction as to how and where to proceed.
3. Show respect for the performers by listening.
4. Show appreciation by applause ONLY.
5. Keep hands and feet to yourself.
6. Sit appropriately on your bottom.
7. Stay seated until your teacher dismisses you.
8. Leave the Multi-Purpose Room quietly and in an orderly manner.

STUDENT INSTRUCTIONAL FEE

Every student is expected to pay their annual instructional fee of \$85.00 per school year. You can pay by cash, check or on-line using a credit card with EZPay. Payment is expected by September 30, 2020.

EMERGENCY MEDICAL AUTHORIZATION (EMA)

Every parent is expected to complete an EMA **annually** for each student. Failure to do so will result in your child being excluded from field trips and other activities. If an updated EMA is not on file, the school cannot allow medical treatment for your child in an emergency situation. Go to www.ohlsd.us, click on "Parent and Student Portal", then click on "EMA Form".

CHROMEBOOKS

To advance the mission and vision of Oak Hills Local School District and offer our students experiences to support their growth toward college and career readiness and global competence, we are providing each of our students in grades 1 through 12 a Chromebook for use throughout the school day. A Chromebook Usage Agreement must be completed by each student with a parent/guardian each year. The **Acceptable Use Policy** must be followed by each student. **INSURANCE IS AVAILABLE TO ALL STUDENTS IN CASE OF DAMAGE OR LOSS BUT MUST BE PURCHASED EARLY IN THE SCHOOL YEAR.** For more information, please go to www.OHLS.D.us, click on "Chromebook Information".

BATHROOM RULES

1. All hallway rules apply.
2. Flush the toilet.
3. Wash your hands appropriately.
4. Place paper towels in trash can.

END OF DAY STUDENT DISMISSAL

Please pay special attention to the arrival and dismissal procedures. We are aware that the first few weeks will be hectic. Please cooperate. In order to ensure a safe and orderly dismissal we will be using the following procedures this school year.

Students who walk or get picked up in the neighborhood:

At the end of the school day one teacher from each grade level will walk students to the front doors to be dismissed. Any students that walk home together will meet in the lobby. Students are expected to respect the neighborhood.

Car Riders:

At the end of the school day one teacher from each grade level will walk students to “carpool” to the back doors and arrange them by grade level to be picked up. Any students that carpool home together will be united there.

Bus Riders and DayCare Bus Riders:

At the end of the day bus/daycare students **will wait in a room with a teacher** until their bus is called over the intercom. Students will walk through the front doors to their bus, which will be parked in the front circle. Students are instructed to listen for their bus number or name.

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 in the parking lot behind the building. Students must be picked up at the outside doors of each Kindergarten classroom. Return to your vehicle and wait for instruction from the parking attendant. 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.

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.
5. When leaving the building, avoid throwing sticks, rocks, snowballs, etc. All school rules apply.

DETENTION OF PUPILS

Parents of elementary students will be told in advance if their child is to be kept after school for detention. Any

student whose parents will not allow them to serve a detention will automatically serve a half-day in-school suspension. If the detention notice is not returned the next school day, the detention is doubled, the detention notice is reissued and the teacher calls the parent to verify the detention. Students misbehaving in detention are subject to additional detentions or suspension from school. In lieu of a fourth detention in one quarter, a full day in-school suspension will be enforced.

HALLWAY RULES

1. All students must walk in straight lines on the right side of the hallway.
2. Use doorways on the right side when entering and exiting hallways.
3. Keep your hands to yourself - respecting others and property (walls, projects, bulletin boards).
4. Remain quiet in the halls at all times.
5. Do not block doorways.

LOST & FOUND

Lost articles of clothing, lunch boxes, etc., are placed in the Lost & Found box in the front lobby. Students may claim their personal belongings from the Lost & Found at any time. After a reasonable time, unclaimed articles will be donated to charity.

LOST OR DAMAGED BOOKS OR SCHOOL MATERIALS

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.

LUNCH

Lunch may be prepaid by check or cash at school or by credit card online via EZ Pay. Go to www.ohlsd.org, click EZ Pay. If a student forgets his/her lunch or lunch money he/she may charge. Charging Lunch is a privilege; please pay back the charge the next school day.

LUNCHROOM RULES

IF YOU WANT TO EAT LUNCH WITH YOUR STUDENT- PLEASE WORK OUT THE DETAILS WITH THE TEACHER.

1. Walk when entering and exiting the cafeteria.
2. Students are permitted only one trip through the lunch line.
3. Students are to remain in their seats, facing forward, with their legs under the table.
4. Students may talk softly to students nearby, at their table, not from table to table.
5. Students need to keep hands, feet, food and other objects to themselves.
6. Students are to remain seated until dismissed.
7. When dismissed, each student is responsible for cleaning his/her area.
8. Food items are not to be taken out of the cafeteria.
9. Carbonated beverages are not permitted in the cafeteria.

MEDICATION POLICY

Students must have a form signed by a **physician and parent** to have the school nurse administer any medication, including over the counter medications. Students may bring cough drops for use during the school day with a note from his/her parent.

1. Prescription drugs must be accompanied by a permission form signed by both the parent/guardian and physician. Forms are available in the office, from the nurse or on-line at

<http://www.ohlsd.us/departments/health-room-10>.

2. The medication must be brought to school by parent/guardian or other adult in the original, marked container.
3. The student is to come to the health room to take the medication at the proper time. All medications must be accounted for; parents are required to count out pills in front of school personnel. Medical information and forms can be found at <http://www.ohlsd.us/departments/health-room-10>

OAK HILLS LOCAL SCHOOLS EMERGENCY CLOSING/DELAY

“Oak Hills Local School District Closed”

The **primary** contact person for each student will be notified via text message and email when school is closed due to inclement weather or other emergency. School closings are announced on OHLSD.org, during morning TV news programs or their websites, or by calling 347-2970. All school activities will be cancelled.

“Oak Hills Local School District 2 Hour Delay”

- Morning Kindergarten students will not have class on days that the district is on a 2-hour delay.
- Oakdale students must report to school at 10:45am.
- KEEP students are expected to be at school at 10:45.

The day will end at 3:10 pm. Breakfast will be served on 2-Hour Delay days from 10:15 until 10:30 a.m.. Lunch will be served as usual. If the weather conditions worsen during a day, watch for information on PM Kindergarten cancellation or if early dismissal is announced. A text message will be sent to the primary contact for each student. In case of early dismissal, buses will transport students home early and carpool drivers are expected to arrive early. It is very important that parents explain any special procedures to their children if an early dismissal is necessary.

PLAYGROUND RULES

1. All school rules apply.
2. Play in designated areas only (stay away from all windows and walls).
3. No rough play is allowed.
4. Use equipment properly and safely (discretion of the teacher).
5. All bars are to be used from underneath only.
6. Students are to line up at designated areas, in a quiet orderly manner.
7. Playground equipment is off limits both before school and after school until 3:30pm.

VALUABLES AT SCHOOL

School personnel try to prevent losses, but we cannot be responsible for students' personal property. Items such as cell phones, cameras, radios, toys, electronic games, jewelry and large amounts of money should not be brought to school.

VISITORS

EVERYONE entering our school must sign in at the office and secure a visitor's pass. **ALL VISITORS MUST BE PREPARED TO PRESENT IDENTIFICATION.** The Raptor Visitor Management System will allow better screening to provide a safer building for all staff and students. All staff has been instructed to stop anyone not wearing a badge. .

VOLUNTEERS

The OHLSD Board of Education encourages and supports a volunteer program so as to utilize talents existing in the community which can have a significant impact on providing expanded learning experience for students. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide individuals who have expertise in various areas to be used as resource personnel. Volunteers:

1. Serve in schools upon the request or approval of the building administrator;

2. Function under the direction and supervision of school personnel;
3. Respect the confidential nature of relationships with students and school personnel and;
4. Are required to have a background check if working/supervising directly with students.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteer will be considered when making assignments.

**ATTACHED IS THE DISTRICT HANDBOOK WITH CODE
OF CONDUCT AND ADDITIONAL POLICY IMPORTANT
FOR YOU TO REVIEW**