

## Springmyer School

### STUDENT HANDBOOK



MASCOT “SPARKY”

### GENERAL INFORMATION

#### School Hours

**Students are not to arrive before 8:00 a.m. as there is no adult supervision available unless enrolled in the before-school program through Right At School.**

Morning Kindergarten	8:20 a.m. - 11:05 a.m.
Afternoon Kindergarten	12:15 p.m. - 3:00 p.m. (Please arrive after 12:10)
Grades 1 - 5	8:25 a.m. warning bell
	8:30 a.m. tardy bell
	3:00 p.m. dismissal

#### Important Numbers

Office	513-574-1205
Absences and Tardiness	513-347-2970
Transportation Office	513-574-2161
Fax	513-964-0279

Website: <http://ohlsd.us/springmyer/>

Facebook Page:

<https://www.facebook.com/pages/Springmyer-Elementary-School/413425355366146>

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

## **OUR VISION**

Springmyer Elementary, in partnership with our families and community, will be recognized for maximizing students' potential by providing high quality instruction, encouraging respect for self and others, and fostering social and global competency for an ever-changing world.

## **OUR CORE BELIEFS**

### **High Expectations**

- We believe all learners can achieve at high levels and demonstrate quality learning outcomes.

### **High Quality Instruction**

- We believe all learners are unique individuals who deserve meaningful, rigorous learning opportunities.

### **Ownership**

- We believe that learning is a lifelong commitment that is only filled to its potential when learners become responsible for the learning themselves; in doing so, they become independent and self-reliant individuals.

### **Respect**

- We believe that all individuals have inherent worth and value. As a result, we strive to create an environment of mutual respect among students, parents, staff, and community members.

### **Service**

- We believe that giving back to our community makes us stronger as individuals and a school community.

## **THE SPRINGMYER PLEDGE**

As a Springmyer student, I pledge  
... To allow myself and others to learn  
... To respect and be polite to everyone  
... To be responsible for my actions  
... To follow school rules  
... To keep my school clean and safe  
And I pledge to do my best and never give up.  
WE ARE RESPECTFUL, RESPONSIBLE AND SAFE!

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# Five Ways to Stay Connected with Springmyer!



## **Springmyer Elementary School's Website**

Visit us at [ohlsd.us/springmyer](http://ohlsd.us/springmyer) for links to our student handbook, school calendar, staff email addresses, lunch menus, PTA meeting notes, 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 [ohlsd.us/springmyer](http://ohlsd.us/springmyer), click on the “One Call Now” icon, and click “Sign Up” to make changes to your account.



## **Our weekly Sparks newsletter**

The Sparks is emailed home each Friday, posted to our school website, and available in hard copy format in the front office. If you do not receive this weekly email or would like to add additional addresses, please email Cyndi Anderson at [anderson\\_c2@ohlsd.org](mailto:anderson_c2@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 Springmyer, or from multiple schools. It is available through the Google Play Store and Apple App Store by searching for “Oak Hills Local Schools”



## **Springmyer Elementary School's Facebook page**

We regularly post photos, reminders, and more. Search for “Springmyer 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 513-347-2970 by 9:00 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 513-574-1205 if you need help getting started with any of these!***

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**Area Daycare Providers** The following daycare providers may transport students to and from school. Please contact provider to see requirements.

ABC Childcare	513-353-5437	Every Day is Special	513-347-9777
All About Kids	513-574-4800	Elite Learning Center	513-264-3411
Arches	513-574-2252	Joy Daycare	513-574-2333
		Smart Start	513-353-2700

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

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### **Background Verification Check**

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

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### **Bus Assignments**

Oak Hills' buses will transport students within the Springmyer 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.

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## **Conferences**

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

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## **Dismissal Procedure**

### **A. Carpool**

Because of the lack of sidewalks near our school we ask that drivers use extreme caution when approaching the school and especially when entering the pickup area. Automobile traffic should avoid the front school entrance. The designated pickup area is on the side playground. Please fill in all empty parking spaces before stopping in front of the door. This keeps traffic moving during dismissal. Designated areas for pickup will be made. Students will remain in the building until called to carpool.

### **Parking in the Parking Lot**

If you choose to park in the parking lots, please use extreme caution as cars may be arriving and leaving while students are being dismissed.

The following are general carpool rules:

1. Running, pushing, horseplay, etc. are not permitted.
2. Children MAY NOT play on the playground while waiting for their ride. You may choose to let them play after your arrival and under your supervision.
3. No bouncing balls or play while waiting.
4. Children may not return to the building until the last carpool time is over. This includes taking bookbags, etc. to the car and returning for an after-school activity. This involves too much running back and forth in the parking lot.
5. Carpool time ends at 3:15. Any children remaining will be sitting on the bench outside the office. You will need to come into the building and pick them up.

### **Parents**

1. Pull all of the way up to the top of the carpool area to load as many cars as possible.
2. Please leave your pets in the car.
3. If your child is not outside when you arrive, you will be asked to either pull forward or park.
4. Please be patient. We are looking out for the safety of every child.
5. Please avoid parking next to the yellow post area where children are standing.
6. Drive slowly in the parking lot and while on school grounds at all times.
7. If you choose to park, you must walk students across lot.

### **B. Bus**

Dismissal for bus riders will be determined by school bells. Students will be called to board buses as buses arrive. All students are required to ride the same bus each day unless a note from a parent or guardian is presented and signed by the principal.

### **C. Walkers**

Walkers will be dismissed through the south doors. They are to use extreme caution on their journey home. A cross walk guard is provided for the safety of the students. Students should listen to and respect the cross walk guard in order to insure safety.

NOTE: If the mode of transportation is to change for your child, it is essential that your child's teacher and the office are notified of such change.

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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.

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### **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 [ohlsd.us/ema](http://ohlsd.us/ema) to complete your student's EMA form for each school year. If you had an account last year, you will use the same account, sign in and confirm/update the required information..

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### **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.

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### **Fees**

The total school fee for grades K - 5 is \$85.00. (Cost is subject to change)  
An \$18.00 fee will be charged for checks returned for non-sufficient funds.

### **Homework**

The amount of homework assigned will gradually be increased from grade to grade. In Kindergarten there may be occasional brief homework, such as finding pictures or words relating to topics presented in class. In grade one there may be a few minutes of homework assigned several times a week, increasing gradually to a maximum of 60 minutes daily in grade 5.

### **Homework Assignment Books**

Each student in Grade 1 through 5 will receive a Student Assignment Book for the purpose of recording homework assignments and communication between parents and the teacher. We ask that you review this book with your child each evening and sign where indicated until the last day school is in session. This tool will help students to be organized and be a means to keep you informed. If a student loses his/her book, a charge of \$5.00 must be paid for a new book.

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### **Kindergarten A.M. Class Time and Dismissal**

When bringing children to school, do not drop them off before 8:00 a.m. The morning class begins at 8:20 a.m. **Children arriving by car should be dropped off at the North, playground doors only. They should not be dropped off at the front of the building in the semi-circle driveway. This entrance is reserved for busses at all beginning and dismissal times.** The morning class concludes at 11:05 a.m. Children should be picked up at that time at the North exit only. The North playground parking lot gate will be closed when you arrive. You must use the South entrance. Pull around to the back of the building and park near the ball fields. The children will be dismissed at the North door.

### **P.M. Class Time and Dismissal**

The afternoon class begins at 12:15 p.m. and ends at 3:00 p.m. Five minutes before school begins is early enough for your child to arrive. Supervision is not provided prior to 12:10 p.m. **Children arriving by car should be dropped off at the semi-circle driveway in the front of the building.** Students will enter through the front door. Children going home by car are dismissed at the North (Playground side) exit only. Please caution your car riders continually concerning the need for safety in the carpool area.

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### **Before/After School Program**

Right At School: For information and to register: [rightatschool.com](http://rightatschool.com) 855-287-2466

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### **Library**

The Springmyer Library is open daily from 8:00 am to 3:00 p.m. Students in all grade levels (K-5) will visit weekly as a class for 30 minutes. Checkout limits are as follows: Grades K and 1 – 1 book per week, Grade 2 – 1 book per week, 2 starting in January, Grades 3-5 – 3 books per week. Books may be returned during scheduled class time or before school, 8:00 – 8:30 am. Students may check out books before school without their class if they have no other books out. Books may be renewed twice after the initial checkout for a total of three weeks per book. Books with a NEW sticker on the spine may not be renewed. Reference books may also be renewed twice for a total of three days. Proper behavior is expected in the library, as in the classroom. School rules are enforced and checks may be given for inappropriate behavior. LATE FINES: A late fine of 5 cents per day 10 cents per day for overnight books) will be charged to all students. Fines will be assessed only for days schools is in session. There is no charge for absence, weekends, holidays, or snow days. LOST/DAMAGED BOOKS: Students are responsible for replacement of lost or damaged

books. Once a lost or damaged book is paid for, payment will not be refunded. If a damaged book can be repaired, a fee will be charged based on the extent of damage. Having a book that is more than four weeks overdue, or a fine that is more than four weeks late, will result in loss of library privileges. The student will not be allowed to use the library computers or read from a library book or magazine during class time. The student may not check out new books until all books are returned and/or fines paid.

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### **Lunch**

Our lunchroom serves “Grab-and-Go” breakfast (8:00-8:30) and hot lunches daily. Students are offered two hot lunch deals. The meal deal is a set menu for \$2.85. (subject to change) or A la carte is a variety of hot/cold foods priced individually per item. The milk price is \$0.35. (subject to change). Students may pack their lunch.

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

**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](http://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.

### **PARENT VISITS TO CAFETERIA**

**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 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.**
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**Party** - The only holiday party at Springmyer is before Winter Break. It will be held approximately 1 hour before student dismissal time (1:45 p.m.) on a date to be announced. PTA, in conjunction with room mothers, will provide refreshments and treats for the students. The classroom teacher working with room mothers should coordinate games and entertainment for the students. All parties should be held in a safe and orderly environment. Special occasion parties must be cleared with the principal. **Due to space issues only room parents will be allowed to attend the class parties.**

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### **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.

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### **School Visitation Procedure**

All visitors are to report to the front of the school and be buzzed in. Visitors 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.**

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### **Smoke-Free Schools**

Smoking is banned on all Oak Hills Schools property at all times.

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### **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, and large amounts of money should not be brought to school. Items not needed for class should be left home.

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### **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 criminal record check if they work directly with students.
5. Will had driver's license scanned when entering the building.

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.