



Student Handbook 2024-25 School Year

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| School Office | 513-471-1766 |
| School Fax | 513-471-1767 |
| Absences ,Tardiness, Closings | 513-347-2970 |
| 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!

Five 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!



The OHLSD App

The District's free app includes school updates, calendar events, and more. You can opt to receive updates from just Delshire, or from multiple schools. It is available through the Google Play Store and Apple App Store by searching for “Oak Hills Local Schools”



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 513-574-1100 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

Kindergarten Hours:

Mon-Fri

AM 8:35 – 11:20

PM 12:30 – 3:15

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
- 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- you will need a parking pass (Lot #2). Kindergarten and HeadStart: outside of class on lower level (Please use steps and do not walk down the hill).
- 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.

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 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..

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.

CONFERENCES

Elementary Schools

| DATE | TIME | LOCATION | GRADE LEVELS |
|-----------------------------|--------------|------------------|---------------------|
| Thursday, October 24, 2024 | 4:00-7:30 pm | InPerson/Virtual | PK-5 |
| Tuesday, October 29, 2024 | 4:00-7:30 pm | InPerson/Virtual | PK-5 |
| Wednesday, November 6, 2024 | 4:00-7:30 pm | InPerson/Virtual | PK-5 |
| Monday, January 13, 2025 | 4:00-7:30 pm | InPerson/Virtual | PK-5 |

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: **\$90.00**

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)

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.

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 Superhero Buck acknowledgement system. The earning of these bucks 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.

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 locker | <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 |
| 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 |

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| 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 clean up your table when finished Place all garbage in garbage cans I will wait to stand up at my table, clean it, and be dismissed. | <ul style="list-style-type: none"> Use a quiet voice 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"> Stay seated Walk Sit properly on the bench Be patient while waiting in line | <ul style="list-style-type: none"> Include others in your conversation 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 |

