

Oak Hill Elementary School



STUDENT HANDBOOK

2024-2025

Rebekah Potter- Principal, Morganne Newsom- Asst. Principal

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Each Student

Skills and

Character for Success

Welcome to Oak Hill Elementary School

Dear Parents, Guardians and Students:

Welcome to Oak Hill Elementary. As we embark on a new academic year at Oak Hill Elementary School, we are thrilled to introduce you to an essential resource designed to ensure your child's success: our Elementary School Student Handbook!

At Oak Hill Elementary School, we firmly believe that a strong partnership between parents, teachers, and students is key to fostering a positive and productive learning environment. To support this collaboration, we have meticulously crafted a comprehensive handbook that outlines the policies, procedures, and expectations that guide our school community.

The Elementary School Student Handbook serves as a valuable reference tool, providing a clear understanding of our shared goals and the strategies we employ to achieve them. We encourage you to take the time to read the Handbook together with your child, as it will help foster a sense of responsibility and accountability. By familiarizing yourself with its contents, you can actively support and reinforce the values and expectations we uphold at school.

We are excited to start this educational journey together and look forward to a successful and fulfilling school year. Thank you for your continued trust and partnership in providing the best possible education for your child.

Please keep in mind that this handbook is a living document, subject to updates and improvements. We welcome your feedback and encourage you to reach out to us if you have any questions, suggestions, or concerns.

Warm regards,

Rebekah Potter- Principal

Morganne Newsom- Asst. Principal

OAK HILL ELEMENTARY'S SCHOOL DAY

8:20 a.m. Beginning Bell

8:45 a.m. Tardy Bell

***Any tardies or sign-outs will count
towards your child's attendance.***

3:26 p.m. Dismissal

Attendance- Policies and Procedures

5200 – ATTENDANCE OHULSD Board Policy

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by the authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The district or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in

the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to five (5) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond five (5) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Chronic Absence

It is important for every student in Ohio to attend school every day. [Attendance studies](#) routinely show the connection between regular attendance and critical school measures such as reading proficiently, performing well academically, and graduating from high school.

Chronic absence is defined in Ohio as a student missing 10% or more of the school year for **any reason** – excused, medically excused, unexcused and suspensions. Chronic absenteeism is part of Ohio's report card as part of Ohio's [Every Student Succeeds Act Plan](#). Ohio, along with 35 other states, uses chronic absenteeism as a measurement of student success under the Gap Closing Component.

Birthdays/Refreshments/Snacks

Parents who wish to bring in refreshments for their child's birthday should contact the homeroom teacher a week in advance. If you wish to send party invitations to school, you need to send enough for your child's entire class. **If you wish to send refreshments, they must be**

pre-packaged with a food label on the package. This policy is based on the food allergies within our student population.

Bullying Policy

“Bullying” behavior by any student in the Oak Hill Union School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and /or expulsion from school.’ Bullying’ means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- *Placing a student in reasonable fear of physical harm or danger to the student’s property;
- *Physically harming a student or damaging a student’s property;
- *Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and /or expulsion.”

*****Anti-Hazing Policy**

It is the policy of the Oak Hill Union Local School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employees of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

For the complete Oak Hill Union School District Anti-Bullying Guidance Document, go to the school district’s website or check in the school’s office.

Cafeteria

Oak Hill Elementary will offer FREE school breakfast and lunch for all students during the 2024-2025 school year. Ala Carte items will still be available at an additional cost. Students must have money on their student account to purchase Ala Carte items. Please pay attention to monthly menus. Students will receive a monthly menu to bring home. Menus are also posted on the school website, under Acorn Café. If you have any questions, please contact Becky Terry at (740)682-7595.

e-Funds for Schools On-Line Payment Option for Meal Program

The Oak Hill Union Local School District is pleased to introduce a new program called e~Funds for Schools. This program offers various options for parents/guardians who choose to make payments online and is extremely user friendly. Not only will you have the ability to have various school fees and lunch payments electronically withdrawn from your checking account or

charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The e-Funds for Schools service is offered to you by a third-party service provider, and they charge for processing your payment(s), similar to other online banking services. The district does not request or keep records of family checking or credit card account information.

Creating an e-Funds Account

1. Visit the following website, <https://payments.efundsforschools.com/v3/districts/56253/>
2. Click on Create an Account
3. Provide requested information
4. Click Create Account

Child Find- Oak Hill Union Local School District

Oak Hill Union Local School District identifies children with disabilities, birth through age 21, who may be in need of special education services. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

Oak Hill Union Local school services include screening in areas of suspected disabilities, such as vision, hearing, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries.

A free, appropriate, public education with a full continuum of services is available. For more information concerning eligibility criteria and referral procedures, contact the counselor of your local school or call the Oak Hill Union Local School District at (740) 682-7096.

Communication

During the year, Oak Hill Elementary School has the opportunity to photograph and videotape our students in a variety of school related activities. Students recognized for academic success and various contests are a few examples of these. As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the district newsletter, calendar, and the local school cable channel and used with the local media, such as the newspapers and radio. Highlighting achievements in our schools is an integral part of reporting responsibilities to our community and is a way of sharing in the success of our schools and students. Parents have the right to request that the district not release the information above. A form to designate your consent is available in the school office.

Conferences

Two Parent/Teachers/Student Conferences evenings are scheduled by your building principal. You may call the school to schedule a conference with your child's teacher. Conferences can also be scheduled as needed throughout the school year by calling the OHE office.

Destruction of School Property

Deliberate defacing or destruction of school property will not be tolerated. Pupils deliberately, or carelessly, defacing or destroying school property will be required to correct the damage or pay for it. This includes loss of school textbooks or damage to them beyond normal wear and tear.

Dismissal Change

Parents needing to make a dismissal change are asked to send a note to their child's teacher. If a change needs to be made during the day, parents may call the school office. This option should only be used in an emergency due to the high number of calls that come into the school office. Dismissal changes will need to be made by 3:00 pm.

Discipline

DISCIPLINE-SERIOUS MISCONDUCT CODE

A violation of ANY rule listed below results in disciplinary action, including SUSPENSION and EXPULSION:

Rule 1: Fighting and /or Assault: A student shall not intentionally cause, or attempt to cause, physical injury or intentionally behave in such a way that could cause physical injury to a school employee or other individual (1) on the school grounds during, before, or after school hours, (2) off the school grounds at a school at a school activity, and (3) on school grounds at any time.

Rule 2: Leaving School Without Permission: Any student who leaves school before the school day is completed, without the consent of the Office, will be considered in violation of the Conduct Code.

Rule 3: Truancy: Any student who is absent from school without the consent of his/her parents or guardian will be classified as truant. Truants may be referred to Juvenile Court.

Rule 4: Damage of Property: A student shall not intentionally cause or attempt to cause damage to the school, school property, either on the school grounds or during a school activity. Additionally, damage to property at a school sponsored activity, off the school grounds, may result in suspension or expulsion. Parents may be required to pay for repair or replacement.

Rule 5: Disruption of School: A student shall not use profanity, violence, force, noise, coercion, threat, harassment, extortion, intimidation, fear, or other conduct intentionally cause substantial disrespect in his/her actions.

Rule 6: Insubordination: A student shall not fail to comply with school rules including those at any school sponsored activity or any reasonable request of a school employee exercising his /her assigned duties.

Rule 7: False Alarm: A student who is known to have initiated a false alarm or bomb threat will be suspended and may be referred to the proper civil authorities.

Rule 8: Narcotics, Alcoholic Beverages, Drugs, and Look-A-Like Drugs: A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. (An exception would be the student who is taking prescription medicine under a doctor's direction). The illegal possession of narcotics or beverages may be referred to the

proper civil authorities. A student may not enter school property with the smell of alcohol on his/her breath.

Rule 9: Tobacco use (any form): Students are prohibited from using tobacco while on school property. Tobacco includes, but is not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.

Rule 10: Dangerous Weapons and Instruments: A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon including any type of knife, gun, chain, club, or fireworks. Additionally, any devices which are not normally considered weapons may under certain circumstances be used as a dangerous weapon. Devices used or intended to be used as a dangerous weapon will be considered a violation of this rule.

Rule 11: Theft: A student shall not steal or attempt to steal public and/or private property, either on the school grounds or at a school activity off the school grounds. Acts of major theft will be referred to civil authorities.

Rule 12: Repeated Violation: A student shall not repeatedly fail to comply with school procedures and/or directions of school employees during any period of time when the student is properly under the authority of school personnel. A student that repeatedly fails to comply with school rules will be incorrigible and may be referred to Juvenile Court.

Rule 13: Trespassing and/or Unauthorized Entry: No individual shall trespass or enter any area of the school grounds and/or building without the approval of the principal. Students are not to possess, handle, or transmit school keys without permission. Trespassers may be subject to civil action.

Rule 14: Non-School Time Violation: Students may be subject to school discipline for any harassment, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time.

Rule 15: Degrading Acts: A student shall not engage in any act which does or tends to, frighten, degrade, disgrace, or threaten any person within the school system by written, verbal, or gestures means.

Rule 16: Immorality: Students are not to engage in sexual acts, nor are they to possess, conceal, or transmit pornographic matter on school property or at school activities, wherever located.

Rule 17: Bullying/Threatening: A student shall not direct any threatening or bullying behavior at a student, staff member or visitor

Rule 18: Profane, Indecent, or Obscene Language: A student shall not use any language, written or verbal, directed toward school personnel or students which may be considered profane, indecent, obscene, or vile. This shall include use of obscene gestures, pictures and signs.









Discipline Due Process Rights

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn, and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). **(5611-Due Process Rights)**

BEHAVIOR PLAN

We have included our school-wide behavior plan to help reduce discipline problems. Please review the following plan with your child. Thank you for your assistance.

Oak Hill Elementary PBIS Matrix

	Ownership	Achievement	Kindness	Safety
Bus 	<ul style="list-style-type: none"> Report all problems to the bus driver Keep hands, feet, and belongings to yourself 	<ul style="list-style-type: none"> Follow all bus rules. Keep your seat area clean 	<ul style="list-style-type: none"> Respect the rules, drivers, and passengers Use polite and positive language 	<ul style="list-style-type: none"> Stay seated and out of the aisle Use your quiet voice
Cafeteria 	<ul style="list-style-type: none"> Keep your area clean Keep lunch items in your area Make good use of your time Keep hands, feet, and belongings to yourself 	<ul style="list-style-type: none"> Follow all cafeteria rules Follow teacher directions 	<ul style="list-style-type: none"> Show good table manners Use polite and positive language In the cafeteria line, use quiet voices 	<ul style="list-style-type: none"> Talk quietly to your neighbors at your table Stay seated Raise your hand for assistance Walk in and out of the cafeteria In the cafeteria line, keep hands to yourself
Classroom 	<ul style="list-style-type: none"> Attend school daily Be ready to learn Bring all necessary materials to class Keep your area clean 	<ul style="list-style-type: none"> Stay on Task Keep trying no matter what Complete assignments Ask for help when needed 	<ul style="list-style-type: none"> Listen to the teacher Respect teachers, classmates and property Encourage others 	<ul style="list-style-type: none"> Use materials appropriately Keep your hands, feet, and belongings to yourself
Hallway 	<ul style="list-style-type: none"> Be a good example for others Keep your area clean 	<ul style="list-style-type: none"> Stay with designated teacher Follow the line 	<ul style="list-style-type: none"> Enjoy bulletin boards and display with eyes only Smile and be courteous to others in the hallway 	<ul style="list-style-type: none"> Keep your hands, feet and objects to yourself Walk quietly at all times
Playground 	<ul style="list-style-type: none"> Be a good winner and a good loser Be responsible for your own actions 	<ul style="list-style-type: none"> Follow the whistle commands Follow all playground rules 	<ul style="list-style-type: none"> Enter and exit the building in an orderly fashion Respect the rules, teachers, and other children playing Include others Share playground equipment 	<ul style="list-style-type: none"> Use equipment appropriately Participate appropriately Stay within boundaries
Restroom 	<ul style="list-style-type: none"> Flush toilet Keep restroom clean Report problems to an adult 	<ul style="list-style-type: none"> Keep time in the restroom to a minimum Return to class or line quietly 	<ul style="list-style-type: none"> Be private and allow others to have privacy Wait patiently and quietly on your turn 	<ul style="list-style-type: none"> Keep hands, feets, and objects to yourself Wash hands Use quiet voice
Online 	<ul style="list-style-type: none"> Arrive on time Be attentive and engaged Follow technology expectations Camera on 	<ul style="list-style-type: none"> Turn in assignments on time Stay on task Ask for help when needed 	<ul style="list-style-type: none"> Mute your microphone unless teacher directed Use polite and positive language 	<ul style="list-style-type: none"> Follow dress code Report problems to staff Know and follow classroom procedures and policies Use school Google account

MINOR OFFENSE/CONSEQUENCES

- 1-Warning
- 2-5 minute loss of recess
- 3-10 minute loss of recess
- 4-Parent phone call
- 5-Office referral (*-if a child is referred to the office a parent contact will be made)

MAJOR OFFENSE/CONSEQUENCES- Student will be assigned an Alternative Education Placement or is suspended from school.

- 1-Fighting
- 2-Vandalism
- 3-Overt defiance
- 4-Stopping class from functioning

BUS RULES AND REGULATIONS

These rules apply at all times:

The driver oversees the bus. He/she must be treated with respect (Reference to ODE Pupil Transportation Management Policies 3301-83-08). At no time shall a student or an adult undermine the authority of the bus driver. Safety is the first and foremost responsibility of the bus driver

Students will:

1. Be careful when approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear in both directions before crossing the highway to board a bus.
2. Be on time at the bus stop in order to permit the bus to follow the time scheduled. Arrive at The bus stops approximately five minutes prior to your scheduled pick-up time.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat on the bus and to expect good conduct.
4. Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Keep the bus clean and sanitary.
7. Refrain from loud talking or noise (unnecessary confusion diverts the driver's attention and might result in a serious accident).
8. Keep head, arms, hands, feet and legs inside the bus at all times.
9. Treat bus equipment as one would treat valuable furniture in his/her own home (damage to the school bus is strictly forbidden).
10. Remain seated until the bus completely stops, and wait for the signal from the bus driver and always cross the road in front of the bus.

Eating on buses:

There is to be **No** food or beverages on the school bus. Absolutely no chewing gum is allowed on the school bus. State law prohibits these activities do to the possibility of choking.

Minor Bus Misconduct Rules and Consequences

Minor misconduct may include, but are not limited to, the following:

- throwing paper or other objects
- name calling
- having food, drink, or gum
- being out of seat
- being loud

A minimum of two warnings must be documented by the driver before the first written notice is sent to the principal/assistant principal.

Warning #1 The driver will conference with student and record incident with date and time.

Warning #2 The driver will conference with student and with parent in person or by phone and record incident with date, time, and outcome.

First Written Notice The principal/assistant principal holds a conference with the student and assigns discipline. The parent will be contacted by phone and/or mail. A copy of the notice will be returned to the bus driver.

Second Written Notice The principal/assistant principal holds a conference with the student and assigns discipline. The parent will be contacted by phone and/or mail. The parent will be informed that continued abuse of minor misconduct rules will result in suspension from transportation privileges. A copy of the notice will be returned to the bus driver.

Third Written Notice The transportation supervisor arranges a hearing as necessary with parents, student, principal/assistant principal, and bus driver with intention to suspend student from bus privileges. Copies will be mailed to parents and sent to bus driver. Actions may become part of the student's discipline record.

*Discipline will include detentions.

Serious Bus Misconduct and Consequences

This is defined as any conduct that endangers the safety of any students or drivers. This includes, but is not limited to, the following:

- disobeying safety rules
- hitting/fighting
- using profanity
- being disrespectful
- making obscene gestures
- having a weapon
- repeated violations

The principal/assistant principal and transportation supervisor will be notified and provided with a written notice. The consequences for misbehavior will be given by the principal or assistant principal, and will depend on age, offense and history. Students who behave inappropriately and do not follow bus rules as listed are subject to discipline up to and including suspension from bus riding privileges.

Immediate removal from the bus may be needed. Students may be removed to a place of safety. The bus driver will inform the transportation supervisor and the principal/assistant principal. The transportation supervisor will arrange a hearing with the parents and school personnel as necessary.

Dress Code

A moderately dressed and well-groomed student exhibits trait of personal pride and social responsibility which are essential in maintaining the desired education level of our school.

The following rules **will be** enforced:

1. Hats, caps, headphones and /or sunglasses will not be worn inside the building.
2. Shorts must have apparent legs.
3. Dress should be of good taste, (clothing shall not display logo or representations that are disrespectful, obscene or depict contraband).
4. Facial piercing is prohibited. This includes tongue piercing.
5. No prominent tattoos or unnatural hair coloring that may distract from the learning environment will be displayed.
6. Clothing that is excessively revealing such as short mini-skirts, short-shorts, and low-cut halter tops, mesh shirts (unless a t-shirt is worn underneath), excessively low pants or shirts which expose the midriff are not permitted. Tank tops should have wide straps.
7. Shoes should be comfortable and **appropriate** for all activities, including recess and physical education classes. Shoes with wheels are strictly prohibited.

Electronic Devices

Electronic devices including portable CD players, cell phones, iPods, portable gaming devices etc. are not to be apparently displayed or used during school hours. Phone service is available in the school office for student use as needs arise. **See District Policy.

Emergency Early Dismissal

At times during the year, it is possible that severe weather or breakdown in equipment will force the school to close before the regular dismissal hour. **Parents should give their child(ren) thorough instructions on what to do in this event.** Should the early closing of school be forced, being prepared will save much confusion.

Enrollment Procedures

Enrollment of students into the Oak Hill Union Local School District shall begin at the Administrative Offices located at 205 Western Avenue in Oak Hill. The parent/guardian of the pupil, at the time of his/her initial entry to school, shall present to the person in charge of enrollment **the child's original certificate of birth, immunization records, social security card, proof of residency and proof of legal custody (if applicable).** Also copies of those records pertaining to him/her maintained by the school that he/she most recently attended or an official withdrawal document from the previously attended school will be presented to the person in charge of admission. If the previous school records are not available, the parent(s) or guardian(s) will fill out the necessary entrance form. Then the student may be enrolled. If the person in charge of enrollment has any doubts about the legal custody of the student, that person may phone the school where the student previously attended for further information. If the person in charge of enrollment is not satisfied with the information obtained, he/she will notify the police department, having jurisdiction in the area where the student resides, of this

information and the possibility that the student may be a missing child. After the enrollment process has been completed and approved, you will then be directed to the appropriate school for your child's admission process.

Evening Activities

Students who are absent due to illness or unexcused may not participate in evening school activities.

Fire Lane and No Parking Zone

Please note that there is a yellow, curbed area that extends from the southeast corner of the building and continues around the driveway. This is a fire lane and is strictly designated as a **No Parking Zone**. This area is to be always kept free and clear of vehicles. Between 8:20 a.m. and 8:30 a.m., parents may momentarily pull alongside the curbed area for departure of passengers, but the vehicle is not to be left unattended for any reason. Parking is available in the visitor parking lot or in the first row in front of the school should you need to park and exit your vehicle for any reason. Handicapped spaces are available for vehicles with valid handicapped placards. Please be aware of these stipulations when signing your child in or out of school as well.

Gifted

Academic Acceleration, Early Entrance to Kindergarten, and Early High School Graduation

Any student residing in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist or a parent or legal guardian of the student to the principal of his/her school for evaluation for possible accelerated placement. A student may refer himself/herself or a peer through a District staff member who has knowledge of the referred child's abilities. After evaluation acceleration determination will be made by the Acceleration Committee.

Oak Hill Union Local School Districts' full acceleration policy describes the process that is used for evaluating student for possible acceleration placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas promoted to a higher grade level than their same-age peers and granted early graduation from high school. This policy may be obtained by contacting the building principal or central office.

The district accepts referrals, screens and identifies, or screens and reassesses students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creative thinking ability, and/or visual and/or performing arts. The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15. These rules specify that assessment instruments must come from the list approved by the Ohio Department of Education.

- **Screening and Assessment**- The district ensures equal access to screening and further assessment of all district children, including culturally or linguistically diverse children, children from low socio-economic backgrounds, children with disabilities and children for whom English is a second language. The district screens whole grade levels (2-8 in reading and math; and superior cognitive in grade 2 and 5) in the spring. Individual

assessment referrals may be made anytime during the school year by contacting the student's school. Evaluations may take up to 90 days. Parents will be notified in writing within 30 days of district's receipt of test results. Notices will include assessment used, child's score, cutoff score, and eligibility. The district accepts scores, completed within the preceding 24 months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district. The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent.

- Appeal Procedure- Parents should submit a letter to the superintendent or designee outlining the nature of the concern. The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

Head Lice Policy

One day total will be excused for head lice during the school year. However, after three (3) cases of head lice for any student, the Health Dept. and Human Services will be contacted. If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" or no nits as a criteria for return to school.

Hearing Screenings

Date Hearing screenings will be administered: September-November of the current school year
To all students in grades: Preschool, Pre-K, Kg, 1, 3, 5.

Why is it important to have your child's hearing screened?

- Hearing is important for speech, language development, reading and learning.
- A hearing screening can detect if your child needs further hearing testing.
- Even if your child has passed a hearing screening previously, their hearing can change.
- Hearing problems can be related to medical problems.
- Hearing loss is invisible, and child may appear to be not paying attention.

Hearing screening will consist of one or more of the following tests:

- Tympanometry - Screening of middle ear function to determine presence/absence of middle ear fluid and/or wax which could interfere with normal hearing.
- Audiometry - Screening of hearing acuity.
- Otoacoustic Emissions (OAE) - An objective test that screens for an estimate of hearing sensitivity.

If your child passes the hearing screening, you may not be contacted. A hearing screening only provides a snapshot of how your child performs on the day the test was administered and is not a substitute for a complete hearing evaluation by an audiologist.

If your child fails either part of the screening, a rescreen and/or referral will be made.

Please direct any questions to: Christopher Jordan(740) 682-7096.

Homework

As knowledge rapidly expands, it is impractical to assume that all learning is to be accomplished within the school day. Therefore, the practice of assigning homework is necessary. Students

should understand that teachers have a right to expect neat, well-organized work turned in on time. Teachers may require students to resubmit any homework that does not meet their standards.

Inclement Weather

Inclement weather may arrive at any time no matter the season. We ask that you make plans for your child in case of an early dismissal. Please make sure that your child is aware of this plan. The Morning School Program's session will also start two hours later if school is on a two-hour delay. If school is dismissed two hours early, The After School Program's evening session will be cancelled. The following sources carry coverage for further information on school closing or cancellations: TV stations: 2, 3,4,10 or 13. Radio stations: WKOV-96.7 Jackson; WCJO-97.7 Jackson or WRYV-101.5 Gallipolis. The school lines will be open, but probably very busy. You may also call the Oak Hill Transportation Department at 682-7935. If you would like to receive text alerts about **OHULS** delays and cancellations, you may sign up at www.oakhill.k12.oh.us .

Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. Parents are asked to fill out forms designating action to be taken in case emergency treatment is needed. These forms will be sent home on the first day of school.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Lockers

A locker will be assigned to each student in grades four and five on the first day of classes. Section 3313.20 of the Ohio Revised Code authorizes a principal to search any pupil's locker and the contents thereof upon reasonable suspicion that the contents may contain evidence of a criminal or school rule violation. Contents may be boxes, purses, bags, and any other items in the locker.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

McKinney-Vento Homeless Education

The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education. State and local educational agencies are required to develop, review and revise policies to remove barriers to the enrollment, attendance, and success in school that homeless children and youth may experience. Oak Hill Union Local School District ensures that homeless children and youth are advised of the choice of schools, are immediately enrolled, and are promptly provided necessary services

including transportation. Homeless children and youth are provided the opportunity to meet the same challenging state content standards to which all children are held.

For more information, contact
Rebekah Potter, District Homeless Liaison
Oak Hill Elementary School
401 East Evans Street
(740)682-7096

Medication

All prescribed medication must be brought to the school office by the parent or guardian in the original prescription bottle along with the medication form signed by the physician. Parents must sign the medication count form in the school office. Students are not to bring any medication, prescription or over the counter (including cough drops), to school at any time.

"Missing Child Act" Policy

The Oak Hill Union Local Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

Non-Discrimination Policy

It is the policy of the Oak Hill Union Local School District that educational programs and activities are provided without regard to race, color, national origin, gender, or handicap. To carry out these policies, persons and offices as identified herein shall be responsible for compliance within designated areas:

It is the policy of the Oak Hill Union Local School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to either: *Superintendent, Oak Hill Schools, 205 Western Avenue, Oak Hill, Ohio 45656* or *Director of the Office for Civil Rights, Department of Health, Education, and Welfare Washington, D.C.*

Students and employees with complaints alleging any action in the Oak Hill Union Local School District which would be prohibited by provisions of Section 504, non-discrimination on the basis of handicap, should submit complaints in writing to: *Local District Coordinator, Oak Hill Schools, 205 Western Avenue, Oak Hill, Ohio 45656.* Students and employees with complaints alleging any action in the Oak Hill Union Local School District which can be considered discrimination on the basis of race, color, or national origin should be directed to: *Superintendent, Oak Hill Schools, 205 Western Avenue, Oak Hill, Ohio 45656.*

Outdoor Recess

Every attempt will be made to send students outside for recess. Please dress your child appropriately. However, when the temperature is below 25 degrees, including wind chill, students will remain inside. Other conditions, such as ice on the playground, may result in unsafe conditions that will force us to stay indoors.

Parent Involvement Policy

Oak Hill Union Local Schools will provide the following parent involvement activities during the school year:

1. Hold an informational meeting in Title I schools to:
 - Present goals and objectives for parents and teachers working together.
 - Review federal programs and their supplemental support to our district.
 - Provide information pertaining to Ohio's Academic Content Standards and grade level indicators.
 - Provide information pertaining to the district testing program.
 - Inform parents they may request information regarding the professional qualifications of their child's teachers.
 - Review the Parent Involvement Policy.
 - Gather suggestions to improve these activities.

Title I Informational Meeting will be held during Parent Teacher Conferences.

2. Provide opportunities for Parent/Teacher Conferences.
3. Provide an Open House for students, parents, and teachers to meet.
4. Provide a student Progress Report for each grading period.
5. Provide information to parents on the level of achievement of their child in the state's academic assessments.
6. Survey parents to determine ways to improve and plan programs.
7. Offer practice work for students to be done at home with parents.
8. Maintain contact with parents via phone, email, mailings, etc.
9. Have a Parent/Teacher Advisory Committee to review school data and guide future planning.
10. 1% of Title I Funds must be set aside for parent involvement. Parents are encouraged to offer input on how it should be spent.

Parent Resources

The Ohio Parent Information and Resource Center is funded by the U.S. Department of Education. To find out more about Ohio PIRC, please refer to <http://education.ohio.gov/parents>.

Parental Notification Requirements for Teacher Qualifications

Oak Hill Elementary School uses funding through Title I, Improving the Academic Achievement of the Disadvantaged. Parents in all Title I buildings may request information regarding the professional qualifications of the student's classroom teachers, including: If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which State qualifications or licensing criteria are waived; The teacher's baccalaureate degree major, graduate certification, and field of discipline; and whether the student is provided services by paraprofessionals, and if so, their qualifications. This information is available in the principal's office during regular school hours or written requests can be sent to the school principal.

Evidence of timely notification to parents in a Title I school that the parent may request policies regarding student participation in state mandated assessments as well as disseminating through public means information on each assessment required by the state.

Report Cards

Parents should expect grade cards at the end of each nine-week period. These will be sent home with your child on the Friday following the end of the first three grading periods. The final grade card of the year will be mailed home after school has been dismissed for summer.

Retention:

A student may be retained at his/her current grade level when he/she has:

- A. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics, reading and science;
- B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
- C. scored below proficient level on any State-mandated test.

A student will be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Safety Drill Procedures

Fire, tornado, and lockdown drills will be conducted throughout the school year. Teachers will instruct students on proper emergency procedures. Fire and Tornado Drill Exits will be posted in each classroom. Drills will be conducted regularly in compliance with state code.

School Alerts and Messages

If you would like to receive alerts, please email oakhill.info@oakhill.k12.oh.us or contact the webmaster or inform your child's school office of your mobile number and email address where you would like to receive notifications. IMPORTANT: Also provide the name of each student associated with you and this information. If you supply more than one phone number, kindly specify which is your "preferred" number for us to first call. If you change or disconnect a number anytime during the year, please let us know.

Be watching for alerts via phone, text, and email. If you receive an invitation from 67587 to opt in, reply Y to confirm, HELP for more information or visit SchoolMessenger.

If you have questions or need assistance, email oakhill.info@oakhill.k12.oh.us

Summer School

Oak Hill Elementary will provide summer intervention to students and summer reading opportunities. Oak Hill Elementary staff members will provide intense intervention to students. Transportation and lunch will also be provided. Permission forms will be sent home.

Surveillance

The district utilizes security cameras and video recording devices. Video surveillance is used for the safety and security of our students and staff. Recordings may be used as evidence for any disciplinary action taken for violating the serious misconduct code.

Technology

The use of the district technology resources, and Internet access must be in support of education and research and be consistent with the educational objectives of Oak Hill Union Local School District. Students will be given computer network/Internet access unless the district receives written notification otherwise. Written notification should be sent to the attention of the building principal at the school where the child is in attendance.

Testing Program

Kindergarten... NWEA Map Reading & Math, Acadience Reading K-6- formerly DIBELS Next, Kindergarten Readiness Assessment
Grade 1..... NWEA Map Reading & Math, Acadience Reading K-6- formerly DIBELS Next
Grade 2..... NWEA Map Reading & Math, Acadience Reading K-6- formerly DIBELS Next
Grade 3..... State Required Assessments ELA & Math, NWEA Map Reading & Math, Pro-Core Reading & Math
Grade 4..... State Required Assessments ELA, Math, NWEA Map Reading & Math
Grade 5..... State Required Assessments ELA, Math & Science, NWEA Map Reading & Math

Parents may request policies regarding student participation in state mandated assessments.

Third Grade Reading Guarantee

Legislation requires that students in K-3 be given a reading diagnostic before September 30th to determine whether they are On Track or Not on Track in reading. Those determined to be Not on Track will be placed on a Reading Improvement and Monitoring Plan. This plan will target the child's reading needs. Any student Not on Track at the end of the third grade will be retained.

Visitors

Students are encouraged to invite their parents or guardians to visit the school. All visitors to the school are asked to arrange their visits through the school principal's office. **The first stop shall be in the principal's office.** Parents are strongly encouraged to schedule visits to the school to confer with teachers or the principal. ***** Due to the current student and building safety conditions, we would ask that parents not walk the students past the wing doors to their classrooms.***

I, together with my child, have read the Oak Hill Elementary School Plan for 2024-2025. I understand that my child's teacher, the assistant principal, or the principal will call me if necessary.

__ I can only be reached at my home phone number at _____

__ I can be reached by cell phone at _____

__ You may call me at work at _____ ext. _____

__ You may call _____ (other parent at work) _____ ext. _____

Student's Name _____ Date _____

Parent's Signature _____



Student-Parent-School Compact

The purpose of this compact, Section 118 of Public Law 103-382, is to build and foster the development of a school-parent partnership that will help all children achieve state standards. The responsibility for improved student achievement is shared by parents, students and teachers. It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment that enables the student to meet state performance standards. Each parent is responsible for supporting their child's learning by: monitoring attendance, checking homework, volunteering in the classroom, participating in school decision making, and communicating with the classroom teacher.

Teacher Agreement

1. I will respect each child as an individual - each with his or her unique talents and abilities.
2. I will encourage students to view reading as an enjoyable reading lifetime experience.
3. I will communicate academic progress with parents including ideas for working with their child at home via handbook notes, progress reports, conferences and parent meetings.

Signature of Teacher _____ Date _____

Parent Agreement

1. I will continue to read with my child on a regular basis.
2. Provide a quiet time and place for my child to read/complete homework.
3. Encourage my child to read and develop a love for reading.
4. Read and review the rules, information and teacher notes with my child.
5. Use this handbook to communicate with the teacher and keep track of homework. (see daily homework and space for teacher parent/notes)

Signature of Parents _____ Date _____

Student Agreement

1. I will read at home every day.
2. I will come to class prepared each day.
3. I will show respect for the teachers and other students by listening and participating during class.
4. Record my homework in this handbook every day.

Signature of Student _____ Date _____

This page must be returned to Oak Hill Elementary office. Thank you!



Oak Hill Union Local Schools

2024-2025 Calendar

AUGUST '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-21 Staff In-Service
22 First Day of School

(10 teacher days)

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Presidents' Day – Closed
27 PT Conferences
28 Staff In-Service – No Students

(19+1 teacher days)

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day - Closed
18 Apple Festival – Closed

(19 teacher days)

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 End of Third 9 Weeks

(21 teacher days)

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 PT Conferences
4 Staff In-Service – No Students
18 End of First 9 Weeks

(23+1 teacher days)

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18-21 Spring Break
22 Classes Resume

(20 teacher days)

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27-2 Thanksgiving Break

(18 teacher days)

MAY '25						
S	M	T	W	Th	F	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Graduation
22 Last Day for Students
22 End of Fourth 9 Weeks
23 Staff In-Service

(17 teacher days)
(182 total teacher days)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 Classes Resume
23-31 Christmas Break

(14 teacher days)

First Day of School: August 22, 2024
Last Day of School: May 22, 2025

Thanksgiving Break: November 27-December 2, 2024
Christmas Break: December 23-January 3, 2025
Spring Break: April 18-21, 2025
Graduation: May 16, 2025

Parent Teacher Conferences: October 3 and February 27

JANUARY '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 Staff In-Service – No Students
7 Classes Resume
10 End of Second 9 Weeks
20 M.L. King Day – Closed

(19 teacher days)

Staff In-Service Days: August 19-21, October 4, January 6, February 28, May 23

Regular School Hours:
Elementary 8:20 a.m.-3:26 p.m.
Middle/High School 7:40 a.m.-2:26 p.m.

Possible Make-Up Days: January 20, February 17, April 21
If additional days are needed, they will be made up at the end of the year.

ADDITIONAL REFERENCES

For more information, see policies on the Oak Hill Union Local School District website:

www.oakhill.k12.oh.us

2260	Equal Education Opportunity
8210	School Day
5200, 5500	Student Responsibilities
3213, 4213	Student Well Being
5330, 5430	Injury and Illness
1617	New Weapons
2271	College Credit Plus Program
2370.01	Blended Learning
3217	Weapons
4217	Weapons
5111	Eligibility of Resident/Nonresident Students
5111.02	Educational Opportunity for Military Children
5200	Attendance
5350	Student Mental Health and Suicide Prevention
5464	Early High School Graduation
5511	Dress and Grooming
5516	Student Hazing
5630.01	Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion
5772	Weapons
7217	Weapons
8500	Food Service

Section I - General Information

5111	Enrolling in the School
5120	Scheduling and Assignment
5230	Early Dismissal
5130	Withdrawal/Transfer from School
5320	Immunizations
5341	Emergency Medical Authorization
5330	Use of Medications
5330	Non-prescribed Medications
8450	Control of Casual-Contact Communicable Disease
8453	Control of Non-casual Contact Communicable Diseases
8453.02	Control of Blood-Borne Pathogens
2460	Students with Disabilities
5111.01	Homeless Students
5111.03	Children and Youth in Foster Care
8330	Student Records
6152, 6152.01	Student Fees and Fines
5830	Student Fund Raising
8500,8531AG, 8500D	Meal Service
8210	Emergency Closings and Delays
8431	Preparedness for Toxic and Asbestos Hazards
9150	Visitors
7510,7530	Use of School Equipment and Facilities
5136	Use of Personal Communication Devices
5722,9700	Advertising Outside Activities

Section II - Academics

2340	Field Trips
5421	Grades

5410	Promotion, Acceleration, and Retention
5460	Graduation Requirements
5460.01	Diploma Deferral
5460.02	Students at Risk of Not Qualifying for a High School Diploma
5464	Early Graduation
2370	Educational Options
2271	College Credit Plus Program
2413	Career Advising Program
5451	Recognition of Student Achievement
2330	Homework
7540	Computers Technology and Networks
7544	Social Media
2623	Student Assessment

Section III - Student Activities

2430	School-Sponsored Clubs and Activities/
2431	Athletics
2430, 2431	Academic Eligibility
5895	Student Employment
5855	Student Attendance at School Events
5725	Student Precinct Workers

Section IV - Student Conduct

5200	Attendance
5200	School Attendance Policy
5500	Code of Conduct
5517.01	Bullying, Harassment, and Intimidation
5600	Zero Tolerance
3217, 5500, 5516,	Student Discipline Code
5517, 5600, 5610,	Student Discipline Code
5610.01	Student Discipline Code
5610, 5610.01-05	Discipline
5611	Due Process Rights
5771	Search and Seizure
5540	Interrogation of Students
5722	Student Rights of Expression

Section V - Transportation

8600	Bus Transportation to School
5610.04	Bus Conduct
8600	Video recordings on School Buses
5610,5610.04	Penalties for Infractions
8660	Transportation of Students by Private Vehicle
5515	Self-Transportation to School
5515.01	Use of Motorized Utility Vehicles