

## OHE Back to School Policies and Procedures 2022-2023

**Mission Statement:** The Oak Hill Learning Community is committed to academic excellence and personal growth. We believe that effective learning is the result of instruction that meets the needs of all students.



**Oak Hill Established:** 1987

**School Mascot:** Hawks

**School Hours:** 8:40 a.m. – 3:40 p.m.

**School Office:** 239-6900

**Attendance Line:** 239-6905

**School Fax:** 239-6948

**Counselor:** 239-6917

**Library Media Center:** 239-6906

**School Colors:** Blue and Red

**Approximate Enrollment:** 490

**Staff Hours:** 8:15 a.m. – 4:00 p.m.

**School Nurse:** 239-6913

**Cafeteria:** 239-6903

### Oak Hill Information A - Z

**Arrival: Doors will open at 8:25 AM.** Students will arrive in a naturally staggered fashion anytime between 8:25 and 8:40, when class starts. Walkers will continue to use the front entrance. Bus riders will use the west doors of the school that exit to the bus circle drive. Car riders will continue entering using the front doors. Car Lane Procedures can be found [HERE](#).

**Attendance:** If your child is going to be absent or late to school, please report the absence before 9 am. You can call the school absence line at 239-6905, report the absence on ParentVue, or email [ohe-admins@bluevalleyk12.org](mailto:ohe-admins@bluevalleyk12.org). Please leave a message stating your child's name, grade level, teacher, reason for absence and a parent's daytime phone number. Parents will be contacted regarding students who are absent from school and have not left a message relaying the reason for their absence. Please inform the office of the absence even if you have notified the teacher of the absence.

If your child arrives late, you must come to the office and sign your child in. Absences are coded *excused* after the school is notified by the parent and given a reason for the absence. Otherwise, the absence is coded as *unexcused*. Students are not permitted to call in their own absences.

Students are considered tardy if not in their classrooms by 8:40 a.m.

#### Release of Students During School Hours:

If your child needs to leave school before the end of the school day, you must ring the buzzer, show ID, and then the front office staff will call the teacher to send the student to the office. If possible, please send a note or email **your child's teacher ahead of time so he or she can be prepared to dismiss your child with needed papers and information.**

Students will only be released to parents/guardians, or those listed in Synergy as emergency contacts. If someone other than a parent is sent to pick up a child we *must* have a note or email in advance from the parent or we will not release the child. Be sure to have the person bring in a photo ID. This is for the safety of your child.

**Bicycles:** Oak Hill does not allow students to ride their bikes to and from school due to the heavy traffic on Switzer and 124 th Streets. We do not have a bike rack or a place to store bicycles during the school day. Skate boards, scooters, roller blades, etc. are not permitted.

**Bus:** Bus service is provided free to students who live more than 2.5 miles from the school. All others must pay a fee for bus service before and after school. Bus service is provided by Durham School Services. They may be contacted for additional information at (913) 681-2492. Children who ride a bus to and from school will use the west doors of the school that exit to the bus circle drive.

**Bullying Prevention:** The Oak Hill learning community believes all students deserve a safe and respectful school in which to learn and grow. The OHE School Blueprint Plan houses the OHE [Anti-Bullying Plan](#). This plan has been designed in accordance with state and federal standards and includes a multi-faceted approach such as school-wide education, prevention strategies and practices.

**Change in Dismissal:** For the safety of your children, if there is a change in the regular mode of transportation, parents must inform the school in writing through a note, fax or e- mail. We do not allow change in transportation requests made through telephone calls due to the safety of your child.

**Dismissal:**Dismissal time will be staggered by a sequential order and in terms of which exit doors are used:

- Y-Club students will be dismissed to go to the cafeteria, where Y-Club is held.
- Walkers will be dismissed at 3:35 pm out of the front doors of the school
- Bus riders will leave out the exterior side door on the east side
- Car riders will remain in the building until they are called on the walkie, starting at 3:40 PM, when their car has arrived in the car loop.

**Dress Code:** Oak Hill adheres to the Blue Valley School District's policies on appropriate clothing. In addition, Oak Hill does not allow students to wear flip-flop type shoes (sandals without a back heel strap.) The reasons for this requirement are: 1. Students use the staircase to go to and from the cafeteria and these shoes can cause slips and falls, and 2. Students are not allowed to wear these shoes in PE class. In addition, flip-flops have also caused injuries while students have used the play equipment on the playground. Please also note that students may not wear "short" shorts, halter-type tops or bare midriffs.

**ESI:** Emergency Safety Interventions (ESI) refers to the use of seclusion or physical restraint. District personnel may use seclusion and/or physical restraint only when less restrictive alternatives were determined by the school employee to be inappropriate or ineffective, and when a student's behavior presents an immediate physical danger to self or others. Violent actions that are destructive of property may necessitate the use of ESI. The use of ESI shall stop as soon as the immediate danger of physical harm ceases to exist. More information can be found here: [Blue Valley Schools Emergency Safety Interventions Webpage](#)

**Field Trips:** Field trips occur periodically throughout the year. Classroom trips are in conjunction with curricular objectives and are designed to be fun and educational.

**Hawk University:** "Hawk U" is a name given to a group of optional after school classes that are offered by Oak Hill staff members in conjunction with our PTO. A fee is charged for participation in these classes (given with class descriptions). Different classes are offered at different sessions.

**Harassment:** The Board of Education believes that all students and employees are entitled to work and study in school-related environments that are free of sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. For more information on this Blue Valley School District Policy, refer to the Blue Valley School District webpage.

**Library Media Center** Our library media program provides a variety of opportunities to foster literacy throughout all grade levels. It provides opportunities and resources for problem solving and inquiry. The library works collaboratively with classroom and special area teachers to bring enrichment to the curriculum.

Students have the opportunity to check out books on a weekly basis with their classroom as well as on an individual basis. Check with your student's classroom teacher for their check out day.

### **Lost and Found**

A box for lost articles is located in the cafeteria. Students or parents may check the box at any time for lost articles. Marking your child's clothes, lunch boxes, and personal items is the best way to assist in locating your child's items. Unclaimed items will be donated to charity at the end of each semester.

**Lunch:** Lunch periods are 30 minutes in length for students. Lunch is available at school with the option of 3 hot entrees, 2 cold entrees, or a peanut butter and jelly sandwich. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages. Breakfast is also available in the cafeteria at 8:25 a.m. There is no refrigeration or microwaves available for students who bring lunch from home.

### 2022-2023 Grade level Lunch Times

Kindergarten	11:50 - 12:20 pm
1st grade	11:30 - 12:00 pm
2nd grade	11:00 - 11:30 am
3rd grade	12:10 - 12:40 pm
4th grade	12:40 - 1:10 pm
5th grade	1:00 - 1:30 pm

Menus can be found on the website:

<https://bluevalleyk12.nutrislice.com/menus-eula>

Lunches can be prepaid with [Parent Vue](#) through the Blue Valley website. If you have more than one child at school, the children will use one account to pay for their lunches. A notice is sent via email and text when the account balance is low. Non-electronic payments may be sent to school

in an envelope listing the student's first and last name, and the words LUNCH MONEY written on it. Checks should be made payable to Blue Valley Food and Nutrition Services or BVFNS.

**Lunch Visitors:**

**Parents/guardians may join their child for lunch on any day starting after Labor Day.** Parents may bring in lunch or purchase a lunch in the cafeteria. Visitors should sign in at the office and get a visitor's sticker, then go to the cafeteria to join your child when their class arrives. Guest tables have been set up so the parent and child may sit together so as not to displace another child from the class's assigned lunch table.

**Nursing Services**

A full-time R.N. is available to students to administer first aid, medications and provide health education. If your child requires prescription medication while at school, we must have a physician's order to give that medication. A new physician's order is required if any changes are made in medication or dosage and also each new school year. Prescription medication must be sent in the original bottle. Over the counter medications can be given if a parent has a signed consent form during online registration.

**Non-prescription medication** from home must be in the original packaging, clearly showing the dosage by age, the ingredients and the expiration date.

A WRITTEN REQUEST with specific instructions from a parent/guardian must accompany the medication. This request must be renewed annually. If you have any questions, please contact the school nurse at 913-239-6913.

**Nut Safer:** Blue Valley School's Nut Safer Guidelines will be implemented throughout the school year for daily snacks. The complete Nut Safer list of foods can be found on the district website [HERE](#).

All food consumed for daily snack or in the classrooms MUST be from the Nut-Safer List, purchased in stores and NOT be homemade products.

Food consumed at lunch does not need to be from the nut-safer list. Instead, we will have nut-safer tables where students with nut allergies can consume their food at a table without nut products present.

**Parent/Teacher Conferences** :Parent/Teacher conferences are held twice per year, once in the fall and once in the winter. Sign-up for conference times will be scheduled with the classroom teacher, and we anticipate having both in person and Zoom meetings available.

**PTO :**The Oak Hill Parent Teacher Organization is a volunteer group made up of parents and staff members whose common goal is to enhance the learning environment of the students at the school. Many different functions are sponsored by the PTO and include field trips, the purchase of school supplies, school carnival, and purchases made for teachers for our school building that will benefit the entire school community. All parents are encouraged to attend the PTO meetings and know that suggestions are welcome.

**School Directory** PTO maintains an online directory for families who join the PTO website, [www.ohepto.org](http://www.ohepto.org). A form is included in the annual online registration to give permission for their information to be included.

**School Newsletter** School newsletters will be emailed every Friday. If you do not currently receive the emails, please notify the school office and your email address will be added.

**School Supplies** -School supplies may be purchased through the PTO before school starts. School supply lists are also available for each grade level on the Oak Hill website if you choose to purchase them on your own.

**Sending Money to School:** When sending money to school, please seal it in an envelope and on the front write to whom the money goes to, what it is for, and your child's name. Example: Mrs. Smith's Book Order Jane Doe. This way if the envelope is misplaced, it will be easy to determine where it needs to be delivered.

**Specials:** Students will take specials classes on a rotating basis including PE, Art, Computers, Music, Spanish and REAL (Reading for Enjoyment and Appreciation of Literature) class (K-2 only)

**Spirit Wear:** Spirit wear are items that are available from the PTO for students and their families to purchase to show their pride in being an Oak Hill Hawk. Items vary from year to year with regard to interest. Items can include T-shirts, (short and long sleeve) sweatshirts, hoodies, zip hoods, lounge pants, and shorts, water bottles, pens, etc.

**Student Birthdays:** We do not celebrate birthdays with edible or non-edible treats. This is due to several factors including health, safety and to preserve instructional time. Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day and throughout the school. Birthday invitations must be

distributed outside of school as to not hurt other student's feelings. Student addresses can be found in the school directory.

**Student Behavior:** We are committed to ensuring a safe and respectful learning environment for all. At Oak Hill, we believe that every student has the right to feel safe, respected, and accepted at school in all areas including classrooms, playground, café, bathrooms, and hallways. Students deserve a safe and respectful environment in which to work, to learn, and enjoy activities without fear of physical or emotional harm.

As part of the school-wide plan, there are three big expectations: Be Respectful, Be Responsible, and Be Safe. Everyone at Oak Hill should follow the three big expectations. Oak Hill utilizes a hybrid school-wide positive behavior approach with components of PBIS (Positive Behavior Intervention Supports), Social Thinking, and elements from Conscious Discipline. "The Oak Hill Way" Matrix is established to list expected behaviors in all settings of Oak Hill.

Office referrals are made when behaviors impact the learning and safety of others and are not managed with classroom management approaches. Examples of referrals include but are not limited to the following: blatant disrespect toward others, purposeful destruction of property or stealing, actions, which injure another, involve profanity, racial/ethnic/gender slurs, or fighting, bullying/harassing behaviors. Pursuant to K.S.A. 72-89b03 and district policy, if the student has broken the law, the principal must notify the police.

### **Student Personal Devices Elementary School Cell Phone and Associated Personal Technology**

**Guideline:** In an effort to provide the most effective learning spaces possible, the following guidelines are in effect concerning personal cell phones and associated personal technology devices (CP/PTD) at the elementary school level: CP/PTDs are defined as any device designed for personal communication, digital information transfer, or electronic gaming/play.

CP/PTDs are not allowed to be in use by elementary school students during the school day. The school day is defined as anytime the student is on campus property on a day in which school is in session. CP/PTDs are to be kept in backpacks out of sight and are to be powered off. Should the need arise for a student to contact parents during the school day the main office phone or the classroom phone should be used for such a call. Should the need arise for parents to contact their child, the main office phone should be used for such a call. CP/PTDs may be used by the student only at the request of the classroom teacher or other staff member. CP/PTDs used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

### **Visitors:**

Once the school day begins, visitors to a school building will utilize the buzzer system located at the main entrance. Visitors will be expected to show a government issued I.D. and give a

reasonable explanation for the purpose of their visit. Once in the office, visitors will sign in and be issued a visitor badge to wear for the duration of their visit.

All employees of the school district are required to wear a badge when on duty in any building. Likewise, **all visitors to Oak Hill, including school volunteers, are expected to report to the building's main office, sign in on the visitor log, and receive a visitor's sticker, to be worn in plain view at all times.** Upon leaving, all visitors must return to the main office and log their departure time.

**YMCA:** Y-Clue is available for the 2022-2023 school year. Registration is completed through the YMCA directly:

<https://kansascityymca.org/programs/before-and-after-school/y-club-locations/blue-valley>

**Walkers:** Students who walk to school are asked to use the crosswalks on surrounding streets. We have a crossing guard to assist students at the intersection of 124 th and Switzer. **Students who cross 124 th and Mastin Streets must be accompanied by an adult.** To ensure a safe arrival, students are prohibited from crossing in non-designated areas and exiting a car queued in carline in non-designated areas. Students may enter the school at the front doors of the building. Students who walk will dismiss on the south side of the building (front of school). At dismissal, students walking east on 124 th Street will exit from the front entrance and walk down the sidewalk to the crosswalk in the parking lot. The students will wait in queue for a staff member crossing guard to safely escort the students across the crosswalk in the parking lot. Staff members monitor the crosswalk at 8:25 each morning and 3:40 each afternoon. Students walking north or south on Switzer, or crossing to Oxford, will exit the Pod A doors at dismissal and walk west on the sidewalk.