William H. Owen Elementary



SY 2026-2027
Parent/Student Handbook

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Mission Statement

"Our mission is to maintain a safe environment of global expectations with continuous improvement in academic achievement and character development. We got the power, yes! We got the power, yes! "

Welcome Message from Administration

Welcome to W. H. Owen Elementary School, home of the Roadrunners! The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for all students. Please take the time to read over the information carefully so that you will be aware of the opportunities, responsibilities and expectations while at W. H. Owen Elementary School. Please note that any changes will be communicated with the school community based on updated information, revised procedures, or updated policies.

We are excited to embark on a new journey in your child's education while at W. H. Owen Elementary School! We have many exciting educational opportunities and events prepared for the school year. Together, we have created a very caring and nurturing Roadrunner Team that is prepared and dedicated to providing your child a quality education with high expectations.

We desire your support and involvement as we work together to provide a caring, safe environment where our students experience academic success. Thank you for taking this journey with us. **Welcome Roadrunners!**

Roadrunner Web Page: http://oes.ccs.k12.nc.us
Follow us on Twitter & Facebook: @WHOwenES
Connect with us via ClassDojo! Please contact your child's teacher for more information.

School Motto: "Growing & Learning!"
School Mascot: Roadrunners
School Colors: Blue & Yellow

Rachel Andress - Principal
Dr. LaAdah Demus – Assistant Principal

Family Education Rights and Privacy Act (FERPA):

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made in writing to the Family Policy Compliance Office, US Department of Education, and 400 Maryland Ave SW, Washington, DC, 20202.

Section 504/Americans with Disabilities Act:

No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free and appropriate public education.
Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator at Cumberland County Schools at 678.2433.
Cumberland County Schools, P.O. Box 2357, Fayetteville, N.C. 28302 Phone: (910) 678-2495

Nondiscrimination Statement:

As required by law, No student or employee in the Cumberland County Schools shall, on the basis of age, sex, race, religion, national origin, marital status, or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity.

Rights to Know Statement

As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include, but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher and/or teacher assistant
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County School Improvement Plan
- The Cumberland County Title I Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County System Report Card
- William H. Owen Elementary School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

Declaracion Del Derecho A Saber De Los Padres

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A. Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:

- Plan de Mejoría de la Escuela
- Calificaciones del maestro(a) de su hijo/a
- Oportunidades del desarollo professional de los maestros y de los asistentes para asegurar personal altamente calificados
- Oportunidades para la participación y las opiniones del padre
- Plan de Mejoría de las Escuelas del Condado de Cumberland
- El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
- Reporte de Calificación del Condado de Cumberland
- Reporte de Calificación de la Escuela

Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.

Arrival and Dismissal Procedures

Arrival procedures will begin at 7:20 a.m. To ensure student safety, students should not arrive or be dropped off before 7:20 a.m. Car riders and walkers will enter through the front entrance of the school after exiting their cars. Car riders should not be dropped off on the opposite side of the school fence (on the road) due to safety reasons. Bus riders and daycare riders will be dropped off on the bus lot. If your children eat breakfast they should go directly to the cafeteria. Breakfast will be served until 9:00 a.m. Students arriving after the tardy bell (7:45) should be signed in at the front entrance before releasing their child. Repeated occurrences of tardies will be referred to the school counselor and social worker.

Instructional time is key to ensuring your child is successful. **Parents are strongly encouraged to avoid picking up children before 2:10.** Students need to benefit from the entire day of instruction. Excessive tardies and/or early checkouts will impact your child's eligibility for the Perfect Attendance Award. In order to be counted present for the day, a child must be in school from 7:40 a.m. until 11:25 a.m. or 11:25 a.m. until 2:30 p.m. Please be reminded that even though a dismissal bell is used, the teachers will dismiss students at the end of the day.

Transportation:
If the mode of transportation needs to be changed, the parent needs to submit the change as a handwritten note placed in the child's homework folder or delivered directly to the front office clerk. ClassDojo messages, text messages, or any form of digital message **will not be accepted as a request to change transportation.** If there is an emergency, then the parent needs to contact administration for approval in change of transportation. ***Please do not call the office asking the staff to deliver a message to a student about changing how a student will go home that day***. We want to ensure the safety of our students and limit confusion in how a student gets home.

Car Riders: All car riders are required to have a school-issued visible car rider card with student (s) name, grade level, and teacher in the window in order to receive student(s). Each family will be assigned 2 car rider cards for the school year. If they don't have a school-issued car rider card, they must go to the front office with an ID to obtain a school-issued card and write the student(s) name on it before 2:10pm. **Photocopying or taking a picture of the school-issued car rider sign will not be accepted. Please refrain from walking up to the front entrance during car rider dismissal to retrieve your child.** We value your child's safety and we want to ensure we follow our safety procedures related to dismissals. Walking up to the front entrance may cause safety concerns as our staff escort students into their vehicles.

Bell Schedule

Regular Schedule
7:40 a.m. – 1st bell
7:45 a.m. – Tardy bell/Parents sign in student
2:10 p.m. - Early check-outs end
2:30 p.m. – Car riders, walkers and Primetime students dismissed
2:35 p.m. - Bus students and daycare dismissed

Early Dismissal Schedule
7:40 a.m. – 1st bell
7:45 a.m. – 2nd bell Tardy Bell
12:10 p.m. - Early check-outs end
12:30 p.m. – Car riders, walkers and Primetime students dismissed
12:35 p.m. - Bus students and daycare dismissed

* **Delayed school opening**
Inclement weather - students will begin the day at 9:40 a.m. CCS provides ParentLink messages to parents concerning delays or closings due to inclement weather. Therefore, it is very important that the school has updated phone numbers and parent information. You can also listen to the local radio, television stations, Parent link or CCS texts for information on school closings or delays.

Breakfast will not be served.

Attendance Procedures

Instructional time is valued at Owen Elementary. When a student is absent for one or more days, a written explanatory note must be sent to the teacher by the parent, guardian or doctor stating the reason for the absence. *Such notes should contain the date of the absence, the specific reason for the absence, and the signature of the parent, guardian or doctor. If a note is not presented, then the absence will be coded as unlawful.* It is important to schedule doctor or dental appointments after school, whenever possible. A student is considered absent for the day if he/she checks out before 10:55 a.m. Students are responsible for making up missed school work within five school days. *A notification letter will be sent home after three, six, and ten unlawful absences*. If a parent plans an educational trip during the school year, a request for educational leave must be completed and approved by administration. This form can be obtained in the main office.

Visitors

All parents, guardians, and volunteers are **required to check in through the main office when arriving on campus**. **Your license will be checked and a visitors badge will be given.** All visitors must sign-in in the main office.

Classroom Visits

All visits are limited to a maximum of two (2) hours. Please remember that this is an instructional day.

- Parents must contact your child's teacher at least 24 hours in advance to schedule your visit. Classroom visit forms are located in the front office, and must be completed prior to your visit. A copy of the completed form will be given to the teacher. **The request should be a written form completed from the front office.**
- You may **only** interact with your child

- ➢ Parents visiting should enter and exit the classroom in a manner that would not interrupt the instructional activities in progress.
- ➢ No photographs, videotaping, or voice recording will be allowed.
- ➢ All cell phones should be on vibrate.
- ➢ Do not hold a conference with the teacher.
- ➢ Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the principal
- ➢ No visits will be allowed while students are participating in classroom/standardized assessments, quizzes or tests.

Our staff members and students have been instructed never to let any visitors in any of the locked doors or outside gates. All visitors are required to enter and exit the school building through the main entrance near the front office. Individuals not listed on the verification of address form will not be permitted to have contact with our students unless directed by the court.

LAWFUL ABSENCES:

Lawful Absences are valid/lawful excuses for temporary nonattendance of a student at school.
1) Illness/Injury; **2)** Quarantine; **3)** Death in the Immediate Family; **4)** Medical/Dental Appointment; **5)** Court/Administrative Proceedings; **6)** Religious Observance (see local board policy); **7)** Educational Opportunity (with prior Principal approval); **8)** Deployment Activities. SEND A NOTE WITHIN TWO DAYS AFTER ABSENCE.

Illness/Injury

Your child's health and safety are important to us. **If your child is sick, please refrain from sending them to school.** If a student has a fever that exceeds 100 degrees, vomiting, or has suspected head injury or broken bones, parents will be called to pick up their child. If your child displays COVID-19 related symptoms, the parent will be notified. Please make sure you have listed accurate home, work, and cell numbers on the verification of address for emergency situations. Two or three names and numbers of **reliable emergency contacts** will be necessary in the event we cannot reach parents. The principal is authorized to contact emergency personnel to transport students to the hospital for emergency treatment. Please do not ask us to keep an ill child at school due to the health of your child as well as other children and staff members.

Excessive Absences:
Students in grades K-5 are expected to attend 180 days of school, and exceeding ten unexcused absences in a semester may result in retention. If a student accumulates more than 20 unexcused absences in a school year, they may not receive credit unless a waiver is granted. Parents can apply for a waiver by providing written verification of extenuating circumstances within five days of notification. The Student Services Team will review the case and make a recommendation to the principal, who has the final decision. If a waiver is denied, the student may make up work, attend summer programs, or utilize other school-prescribed resources.

Checking In Procedures:

Students who arrive at school after the morning tardy bell (7:45) must check-in at the front office and receive a tardy pass to class. **Parents are required to sign the child in at the front entrance of the school.** All tardies are recorded. *If a student is late due to a medical appointment, please obtain a note from the physician and present the note when checking the student in at the main office*. If a tardy occurs more than three times in a nine week period, a parent

meeting will take place with administration and the school social worker.
Student Roaming: If a student is repeatedly tardy due to the student roaming the campus, then this will be documented as a discipline concern since the student is not following set procedures. This will be documented on the student discipline card and consequences given based upon the occurrences.

Checking Out Procedures:

A picture ID is required by everyone in order to check a student out of school. All authorized individuals allowed to check out the student must be listed on the student check out card. If an individual is not listed on the card, the person will not be allowed to check out the student. *Phone calls, text messages, and ClassDojo messages will not be accepted to check students out of school since the school cannot verify the identity of the caller*. Students cannot be checked out after 2:10 p.m. to ensure effective instruction in our classrooms. If you come to the school to check a student out after 2:10 p.m., then you will need to wait until dismissal at 2:30 p.m. Any alterations of the checking out procedures have to be approved by administration.

Withdrawal/Transfer from School:

Parents are requested to notify the main office at least two days prior to withdrawing your child from school. This will allow the teacher sufficient time to complete the records for the student. Books and laptops assigned to students by their teacher or checked out from the media center are expected to be returned. Fees will be assessed for damaged or lost books. Report cards and/or transfer documents are held until fees are cleared.
The withdrawal procedure is as follows:

1. Notify the school in person.
2. The withdrawal form will be given to the student or parent at the end of the student's last day of attendance. If a student owes any fees then the fees will need to be paid before out-processing can occur.

Dress Code for Students:
Students' dress contributes to the school atmosphere. Students are earnestly advised to dress appropriately and in so, they will be contributing to the general pride of the school. The administration has the discretion in making judgments relating to the appropriateness of dress to include jewelry. Students are expected to adhere to the dress code to support a positive learning environment.
Parents are asked to use good judgment as they allow their children to dress for school. The following is a dress code that we feel will maintain an atmosphere of comfort and learning.
If students fail to follow the dress code policy, a dress code violation form will be sent home to be signed. After three violations, a write-up will be completed for administration intervention.

CCS & William H. Owen School Dress Code for 2026-2027 School Year

* Winter jackets/coats/hats/gloves may be worn to and from school. Hats may not be worn inside the building.
* Attire must be neat, clean, and in good repair. "Sagging" of clothes is not permitted.
* Overalls (long or short) may not be worn.
* Headgear to include hats, hoodies, caps, bandanas, sweatbands, wristbands, wraps, rags,, etc. may not be worn inside the building. A plain, elastic headband may be worn.
* Blue jeans may not have any holes, rips or tears of any kind above the knee.
* Sunglasses may not be worn inside the building **unless notice has been given by the school.**
* Distracting jewelry is prohibited.

* We are asking that PK, K, and 1st grade students bring an extra set of clothing (for accidents/mishaps).

- Sneakers with wheels are not allowed at any time.
- For the safety of all students, open-toed shoes and Crocs are not permitted. Tennis shoes are strongly encouraged, as students participate in active learning and physical activities throughout the school day.

CCS Dress Code Violation

According to the CCS Student Code of Conduct, dress code violation includes wearing, decorating or adorning clothing that is inappropriate to the learning process. Clothing that reveals undergarments, chest, breasts, navel, buttocks, or any private body part will be considered inappropriate for the school setting. Any article that displays, suggests, promotes, or reveals a lewd, vulgar, unsafe, violent or sexual message through language, images and/or symbols is prohibited.

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school based solely upon violation of an existing individual school dress code.

Medication Policy:

In an effort to do all we can to assure the health and safety of all students, we are seeking your support in the full implementation of the CCS policy dealing with medication at school. Medication cannot be given at school unless it is prescribed by a doctor with written instructions on how and when it will be administered during school hours. The following procedures will be utilized by all schools for the administration of medication by school personnel:

1. All medication including aspirin, cough drops, etc., administered by school personnel at school must have written directions by a physician.
2. Parents will complete a medication form as required by board policy.
3. **Parents are responsible for transporting medication to and from school. Children are not allowed to transport medication to and from school.**
4. Medicine will be counted in the presence of the parents.
5. Medication should be in the original container prepared by the pharmacist which includes name, dosage, instructions and storage information.
6. Medicine will be administered to your child by school personnel designated by the principal.
7. A log will be kept of medication administered at the school.
8. Keep track of your children's medication and notify the school if there are any changes.

Students may not have any medicine with them at school (to include cough drops, ointments, over the counter medicines). Students with severe asthma, with a doctor's note, are permitted to carry their inhaler. This must be approved and verified through the school nurse or medicine clerk.

When a physician prescribes medication for your child, ask if it is possible to administer the medicine before and after school and at bedtime to avoid the above procedures for school administration of the medicine.

Behavior Expectations:

Teachers will review the Code of Conduct on the first day of school with all students. Students are required to follow the same guidelines for behavior throughout the building and in all classes. Any staff member has the authority to direct or redirect a student as needed. Staff members include substitute teachers, custodians, cafeteria workers, bus drivers or clerical workers.

Each student will receive a copy of the Code of Conduct and are responsible for knowing the rules of our school. Please review this booklet with your child. Students shall be subject to discipline, suspensions, and expulsions for violating rules/regulations set forth in our school rules and also those guidelines outlined in the Code of Conduct.

Please review the following expectations:
Classroom and Hallways:

- Raise your hand and get permission before performing an action.
- Complete all of the work assigned to you to the best of your ability
- Walk quietly on the right hand side of the hallway.
- Keep your hands, feet, etc. to yourself. Respect other people and property.
- **No electronic devices (cell phones, iPods, etc.) should be out or visible from the time they are on school property to the time they leave school property. All cell phones must remain on silent/turned off in the student's book bag during the entire instructional day.**

Cafeteria

- Walk to the cafeteria from the classroom in a quiet, single file line.
- Line up at the cafeteria entrance
- Students should be quiet and respectful when moving through the cafeteria line.
- Students are not allowed to cut in front of one another.
- Have money ready to be given to the person collecting money.
- Remain at your table until you are dismissed by the teacher.
- Clean your area to include the table and floor.
- Line up and return to the classroom in a quiet, single file line.

Media Center

- Enter and leave the media center quietly.
- Follow library rules and procedures for checking materials in and out.
- Inform the media coordinator of missing or damaged books

Students are not permitted in the following areas:

- Parking lots
- Faculty lounge
- Faculty mailroom (unless with an adult and receiving medicine)
- Faculty refrigerator/microwave (Students are not permitted to use faculty/staff microwaves.)

Cell Phones, Smart Watches and Electronic Device Policy:
The purpose of this policy is to establish guidelines for the appropriate use of cell phones, and other electronic devices by William H. Owen students. It aims to promote a safe and focused learning environment while ensuring the well-being and development of students.

1. Prohibition of Cell Phone Use:
   a. Elementary school students are strictly prohibited from using cell phones during school hours, including class time, recess, lunch breaks, and other school-related activities, unless explicitly authorized by school staff for educational purposes or in case of emergency.
   b. Cell phones must be turned off or set to silent mode and kept securely in students' bags or designated storage areas during school hours.

2. Responsibility of Parents/Guardians:
   a. Parents/guardians are encouraged to communicate this policy to their child and emphasize the importance of adhering to it.
   b. Students and parents/guardians are solely responsible for the safety and security of their personal

devices.

3. Communication Channels:
   a. In case of emergencies or necessary communication between parents/guardians and students during school hours, parents/guardians should contact the school's designated communication channels (e.g., front office, school administration).
   b. The school administration will facilitate necessary communication between parents/guardians and students while maintaining the integrity of the learning environment.

4. Consequences:
   a. School staff, including teachers and administrators, will be responsible for enforcing the cell phone policy and addressing any violations promptly and appropriately.
   b. Consequences for violating the policy may include warnings, temporary confiscation of the cell phone, parental notification, meetings with parents/guardians, or other appropriate disciplinary actions as per the school's code of conduct.

5. Review and Updates:
   a. This policy will be reviewed periodically by the school administration to ensure its effectiveness and alignment with changing technological trends and educational needs.
   b. Any updates or revisions to the policy will be communicated to all stakeholders, including students, parents/guardians, and staff members.

Disclaimer: The school is not responsible for lost, stolen, or damaged phones. The school will not be liable for any financial or personal loss resulting from the use or possession of cell phones on school premises.

Adherence to this policy will contribute to maintaining a focused and productive learning environment, promoting responsible technology usage, and ensuring the safety and well-being of William H. Owen students.

PBIS

PBIS is our school wide behavior management plan. At William H. Owen, we believe in giving our students Positive Behavior Intervention Support. The PBIS plan teaches students social skills, decision-making, problem-solving and behavioral practices that improve academic and behavior outcomes.

Students earn PBIS ClassDojo points when they demonstrate the "Owen 4":

* Be Safe
* Be Respectful
* Be Responsible
* Be Productive

Students will earn PBIS class dojo points and have the opportunity to shop quarterly in the PBIS store

PBIS Rewards/Incentives this year will be as follows:

Every week, students can earn rewards for good behavior called PBIS incentives. These rewards are based on the points they get from their teachers using ClassDojo. Also, quarterly, the whole school can have special incentives like a fun party with glowing lights, a social event with ice cream, or a special game event. However, if a student has received Out-of-School Suspension (OSS) one or more times during a quarter or is sent away from class to a buddy

class two or more times during a quarter, they will not be permitted to join these special rewards for that quarter. Also, if students are not at school that day, they can't come just for the special rewards. So, it's essential to follow the rules and be at school to enjoy these cool prizes!

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Discipline Steps:

Please know that we have high expectations for our Roadrunner students. If a student has a discipline concern, the following steps will be followed in the classrooms. Please know, if the discipline concern involves incidents listed as a Category 2 or above in the CCS Code of Conduct, the student may be referred directly to administration. Any behavior that directly impacts the safety of students or staff members such as fighting, weapons, etc. will constitute a temporary out of school suspension while the incident is being investigated.

Step 1: Teacher must contact parent (ie. phone call, email, ClassDojo, etc) and also check the cumulative folder for important information on the student. Share this information with the team.
Step 2: Teacher refers the student to the school counselor/social worker for behavioral strategies and support. The parent must be called.
Step 3: Teachers may use other interventions such as PBIS strategies to include behavioral redirection. The parent must be called.
Step 4: Referral to administration-Teacher may need to make a referral to the Student Services Team due to behavior concerns. The parent must be called.
Step 5: Referral to administration; the parent may be contacted by an administrator regarding the disciplinary action(s).
Protocol for addressing concerns: Teacher > Assistant Principal > Principal > School Support > Principal > Superintendent (or Designee)

All major and minor behavioral violations will be documented in the Educators Handbook digital platform. Students may be required to complete interventions as a strategy to support positive behaviors. Parent letters may be generated and sent home documenting the behavioral incident and/or intervention.

Buddy Class Reassignments:

The program is designed to provide a restricted environment where the student completes daily work objectives and utilizes one to one assistance when needed with behavior modification. It is the intent that these efforts will improve classroom performance, and conduct, and will improve the student's academics. ***Only the principal and assistant principal can reassign a student to a buddy class based upon the input from the classroom teacher and an investigation***. The parent will be contacted. If a parent does not want the student to receive buddy class reassignment, then an out of school suspension will be assigned instead. A copy of the reassignment documentation will be sent home with a detailed description of the violation and consequences.

Grading Practices:
The following basic criteria will be used in the grading of students:

Performance:

- Class reporting and participation
- Homework (considerations should be given to the individual differences and home situations)
- Special assignments
- Projects (individual or group)

Tests

- Mastery Tests
- Teacher Created Tests
- Pre and Post Tests
- District Benchmark Tests 3rd – 5th Grade

Students have up to 5 days to complete missed assignments from school absence. Missing assignments will be posted on Canvas or may be picked up in the front office by the parent.

Parents can monitor the progress of students using the CCS Infinite Campus Parent Portal The link can be found on our school website. All grades are updated weekly.

Late work policy:
Late work will be left to the teacher's discretion.

Instructions for Accessing CCS Attendance and Grades Information:
PowerSchool Parent Module
Parents of students in Grades K-5 can access their child's attendance and grades on W. H. Owen Home Page. The login information will be given to all parents within the first few weeks of the school year.

Homework

Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, teacher and family. Daily homework will be given Monday through Thursday. **No weekend homework assignments will be assigned.** Quality family time is encouraged. Homework should be able to be completed by the student independently. Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt feedback when the work is completed.

Please use the following guidelines when assigning homework:

1st grade- 10 min. per night
2nd grade- 20 min. per night
3rd grade- 30 min. per night
4th grade- 40 min. per night
5th grade- 50 min. per night

Grading Scale:

William H. Owen Elementary School follows the Cumberland County Schools grading scale to communicate student progress and achievement of grade-level standards.

- **A = 90–100** (Excellent)
- **B = 80–89** (Above Average)
- **C = 70–79** (Satisfactory)
- **D = 60–69** (Below Grade-Level Expectations)
- **F = Below 60** (Insufficient Progress)

Grades reflect each student's demonstrated understanding of grade-level content and skills based on a variety of assessments completed throughout the grading period. Families are encouraged to monitor student progress regularly through the district's parent portal and communicate with teachers regarding any questions or concerns.

Assessments
Classroom instruction should prepare students adequately for taking progress assessments (district benchmarks, mClass Reading, Words Their Way, End of Module Task, SuccessMaker, iReady, SMAs, EOG assessments, etc.). These results are used to plan and help guide appropriate instruction. During professional learning community (PLC) meetings, teachers are to use the North Carolina standards and Cumberland County unit analysis documents for planning. Teachers will maintain updated accountability forms with assessment information.

Awards Day:
Each nine weeks we will have student Awards Day. Students will be recognized for Perfect Attendance, the Owen 4 Award, Resource Awards, the Most Improved, Every Minute Counts, Star Student, Best Effort. Please refer to the school calendar for the Awards Day schedule. In addition to Awards Day, students will be recognized as a Terrific Kid within the classroom setting.

School Celebrations/Food:
W. H. Owen will have two (2) school-wide celebrations that will be featured in the school calendar:

- Winter Celebration (in December)
- End of Year Celebration (in May)

Birthday parties for individual students are not permitted. Parents may provide cupcakes to have during lunch with the teacher's approval. **Candles are not permitted on campus.** Due to the policy put into place by Cumberland County Schools in 2002, parents are no longer allowed to bring home baked goods into the school and serve the students. **All refreshments for students have to be pre-wrapped, packaged, and bought from a store.** Please ask your child's teacher for any allergies.

Parent Teacher Conferences:
Parents may request a teacher conference any time during the school year. Two weeks have been set aside for parent conferences. All parents will be asked to attend a conference based on the Teacher Calendar.

Bus Transportation:
Only students who are in the W. H. Owen transport area may ride a school bus to/from school. Each student is assigned to a school bus and a bus stop based on the student's address on record. **Students cannot switch buses or bus stops.** Here are some examples:

- Student A is assigned to Bus 123. Student A is not allowed to ride home with Student B on bus 456 unless a parent has provided a written note and has received approval from an administrator. *Student A may not be permitted to ride if space is limited.*
- Student A cannot be released at a different bus stop that is not assigned to him/her.
- Student A lives in another attendance area outside of Douglas Byrd district. The parent of Student A is not permitted to drop off the child at an Owen Elementary-designated bus stop.

Riding the school bus is a privilege that can be revoked. ***Students are subject to bus suspension if they violate the student code of conduct and/or school rules.***

Temporary changes in transportation should be made in writing with **at least 24 hours advance notice** and given to the Assistant Principal or Principal for approval daily. A copy of the change in transportation note will be given to the Assistant Principal, the classroom teacher, and the bus driver. Students will not be permitted to change

transportation without a written and approved note.

Bus stop times are estimates and may fluctuate 10-15 minutes (early/ late) due to traffic and weather conditions. Please be at the bus stop 10-15 minutes prior to the designated time and be willing to wait 10-15 minutes after that time. In the event of a delay or emergency, please ensure that your contact information is updated to receive the Parent Link phone call from the school.

A large item like an instrument or project will not be transported on the bus if it causes seating or safety problems.

Copy of Bus Parent Letter:

Dear Bus Riders and Parents/Guardians:

We look forward to providing transportation to and from school for our students. We are glad that our students will be safe, respectful, responsible, caring and kind on our buses because Cumberland County Schools Code of Conduct applies on yellow, activity, and charter buses. There are additional rules and procedures to follow for bus transportation located below. For the safety of all passengers, ***misbehavior will not be tolerated. Bus transportation is a privilege, not a right which can be revoked.***

Rules and Procedures:
- Walk to the bus area, no horse playing, and wait for the bus
- Sit in your assigned seat facing forward with your bottom in the seat
- Keep body parts inside the bus and to yourself
- Keep personal items in your book bag and the book bag in your lap
- You may talk quietly to your seat partner
- Keep the aisle clear
- No food/drink on the bus

CCS Bus Stop Release Procedures:
PK, K, 1st and 2nd grade students must be met at the bus stop by a parent or responsible adult. If there is no parent/adult at the bus stop to receive the student, the driver must return the student to school at the conclusion of their route. Parents/guardians may provide written permission to allow their children in 1st and 2nd grade to be released at the bus stop unsupervised. If parent/guardian consent has not been given and there is no parent/adult at the bus stop to receive the student the driver must return the student to school.

* PK and K students must have an authorized adult at the bus stop or the student will be brought back to the school.
* **PK and K students who have to be brought back to school more than 3 times will lose their bus privileges.** If a student is assigned to a bus and is to walk home, written permission from a parent/guardian is required.

Consequences*
- First Offense: Written warning and parent contact from an administrator
- Second Offense: Formal bus write up with parent contact in person, by phone, or by correspondence and up to three days bus suspension
- Third Offense: Up to five days bus suspension
- Fourth Offense may result in a suspension of bus privileges for the remainder of the year.
- The severity of the offense will influence the level of consequence rendered. We reserve the right to bring students back to campus for inappropriate behaviors.

Field Trips:
Students are required to have written permission from their parents before going on any school-sponsored trip. Only William H. Owen Elementary students are permitted to attend field trips. **If a student loses his/her privileges to ride the bus that also includes any district bus, including field trips.** Registered school volunteers that have completed the **CCS Volunteer Procedures** may only serve as a chaperone on field trips. Any volunteer who will have substantial direct contact with students must have a background check on file. Some examples include but are not limited to PTA volunteers, School Angels, parents requesting to observe in the classroom, classroom volunteers, non-faculty coaches, etc. Testing Proctors are not required to have a background check due to the fact that their contact with students occurs in such a controlled environment and is heavily supervised.

Persons who simply wish to attend "open events" at schools (e.g., awards ceremonies, sporting events, plays, musical performances, field day activities, etc.) are considered to be "visitors" under our policies, and not volunteers, and are not required to have a clear background check in order to attend these activities. Likewise, parents who enter school premises in order to check in/check out their child, or parents who wish to have lunch with their child are also considered to be "visitors" and are not required to have a clear background check. Please keep in mind that even individuals with "denied" background checks are normally allowed to be present at schools as "visitors" unless there is some sort of serious background issue such as sex offender status, in which case Safety and Security and the affected school(s) would have already been notified. At schools where lunch visits may raise disruption or monitoring issues, designated visitor tables or visitor areas may be utilized as a means of limiting contact between adult visitors and other children.

If you are asked to chaperone, please do not bring other children as this will compromise the safety of the small group of students being supervised. All out-of-town field trips will use activity/chartered/contracted buses. All students participating in such field trips must ride these buses. **Field trips requiring a fee are non-refundable.**
Information will come home to the parent providing information on the field trip, the cost, and the permission slip which must be completed to attend the trip.
Please keep in mind the following:
All students must have to have a completed and signed permission slip returned to attend any school sponsored field trip.

All student field trips are to be paid in cash or by using School Cash Online (http://ccs.schoolcashonline.com). No checks will be accepted for payment.

Beta Club:
Requirements for Beta Club: Students in 4th and 5th are required to demonstrate academic achievement, character, leadership, and service. An application can be made available by the Beta Club chairperson.

Safety Patrol:
W. H. Owen Safety Patrol is made up of 4th and 5th grade students who will be required to monitor and remind students of the safety procedures during school arrival and dismissal times. These students will be required to have met certain requirements. Students will need to be in good standing with their fourth and fifth grade teachers, exhibit good character, an understanding of the Owen 4 and school rules and be able to perform Safety Patrol duties with a good attitude. Students will also be required to write an essay explaining why they want to be a member of the safety patrol. Students will be given a safety patrol belt and required to wear it during duty. Students are responsible for their belt during their time of being a member. If a student demonstrates a violation against the CCS Student Code of Conduct and/or receives Out- of-School Suspension (OSS), they will be suspended from safety patrol until a determination is made.

Book Bags:
Book bags, athletic bags, or similar items may be used to transport school related materials to and from school. Immediately upon arrival at school, a student must deposit these items in his/her assigned cubby. Bags may only be retrieved and used as the student exits the school. Cubbies are a part of school property and may be searched by administration as needed to maintain a safe environment.

Textbooks and Books:
Textbooks are provided to students as needed. Textbooks will be given on an individual basis. Books are the responsibility of the student to whom the book is assigned. Lost or damaged books must be paid for by the last school day. If a student withdraws from the school, the student is responsible for returning the books to the teacher who issued the books. A student must report a lost book so a second book can be issued.

Media Center:
Our Media Center has over 11,000 titles available to our students for check out. Our books are divided by type and language. Kindergarten, first and second grade students check out two books at a time, and third through fifth grade students' check out up to three books at a time. All students are required to be responsible for their books by returning them on time and keeping them in good condition. Students must turn in their books in order to check out new books. Students check out books based on their reading interests and to support learning.

The media center has open circulation time for students at periods throughout the school day. Students will have an opportunity to check out during scheduled Media Classes each week in addition to the open circulation times. Students are responsible for all books they check out. All lost or damaged materials will be charged to the person who checked out the items. Students will pay the replacement cost for all lost or irreparable books. Minor damage will result in a fee equivalent to 10% of the cost of the book. Moderate damage will be assessed and a fee ranging from 25% to 50% of the book cost will be added. Damage fees will be assessed at the discretion of the media coordinator. If a book is damaged beyond repair, the student will be charged the full cost to replace the book. If a library item has been paid for by the student and then found and returned, a refund will be issued (provided the item is still in good condition) minus a $1.00 processing fee.

At the end of the school year, all library books are to be returned. Students who owe a lost or damaged book fee to the media center will not be able to check out library materials until the fee is paid. A book exchange section is maintained for students who would like to exchange their personal children's books with one from this section.

Students' use of technology materials in the media center will be under the supervision of the media coordinator.

Students are issued a laptop and charger for use as an instructional tool. Responsibility for the care and maintenance of the laptop belongs to the student. Damaged or lost laptop and charger fees must be paid before a replacement laptop can be issued. To prevent damage, laptops should be used in areas free from food and liquids, stored appropriately away from extreme heat or cold, and used to access appropriate educational sites as directed by teachers and staff.

First Offense of damage (broken screens, stickers, markers, keyboard damage, etc)	$50
Second Offense	$75
Third Offense	$100
Full Cost Replacement	$175

Lost or Damaged Chargers (aftermarket replacements not accepted)	$50

CHILD NUTRITION SERVICES:
Students are encouraged to eat breakfast and lunch each school day. Breakfast will be served from 7:20 a.m. until 9:00 a.m. Breakfast will not be available after 9:00 a.m.

Breakfast and Lunch Prices
Breakfast at no cost - students
Lunch at no cost - students

***Please note that students will not be permitted to use the microwaves designated for staff in the cafeteria, in the workroom, or in the classroom.** All students are eligible to receive a hot healthy breakfast and lunch at no cost daily from our Child Nutrition Program.
Students are not allowed to use digital devices to purchase food deliveries (such as but not limited to DoorDash, UberEats, etc.). Parents, guardians, etc. are also not permitted to send food deliveries to their children during the instructional day. Food deliveries for students during the instructional day will not be accepted by the school.

Family Life Education:
The Family Life Education unit of study is a part of the Comprehensive Health Education Program. If, for personal reasons, parents would like their child to have alternative health lessons during this unit of study, the parent will need to notify the principal in writing.

Safety Drills:

Fire Drills:
Fire Drills are held monthly to ensure the safety of all students, staff, and parents. Exit procedures and routes are posted in each classroom. When the fire drill signal is given, students will leave the room in a quiet, quick, and orderly manner. The teacher will check roll once outside to ensure all students are accounted for.

Bus Evacuation Drills
Teacher-led bus evacuation drills must be completed within the first five days of the first and second semester of the school year. All students should participate in the bus evacuation drills, even if they are exclusively car riders. **The assistant principal will notify teachers when the drill is to be completed.**

Tornado Drills
Throughout the school year a tornado/severe weather drill will be held. During a tornado drill, the same steps and procedures will be in place as if an actual severe weather alert had been issued. In the event a tornado threatens our school, proceed according to the following plan: A Tornado Watch stating that tornadoes are probable is received by emergency radio. All teachers will be notified of the watch. Teachers will continue regular classroom activities. Designated persons will serve as lookouts on all four sides of the building. All bus drivers will be notified of the watch. School will be dismissed at the regular time, and bus drivers will follow regular routes using due caution.

Code Red Lockdown Drills:
Code red lockdown drills are designated at least once a year to review the protocols and procedures in the event of someone posing an immediate threat to the safety of the school (to include an active shooter). Code Red lockdown drills will be announced and communicated to parents via a letter and ParentLink call.

Hall Passes:
If a student has to leave the classroom during class time they must have a pass or be escorted by another student with a pass from their classroom.

Lost and Found:
Students who find lost articles or items are asked to take the items to the main office. School personnel are not responsible for student's jewelry, clothing or other items. At the conclusion of the school year, all items in the lost and found are given to a local charity.

Personal Items:
Students should not bring personal items to school (including toys, fidgets, electronic devices, jewelry etc.). Items will be confiscated, tagged, and picked up in the main office by the parent. After the third time, items will remain in the front office until the end of the school year. The school is not responsible for personal items that are lost or stolen.

Phone Messages/Flowers and Balloons:
School personnel will not deliver personal messages or deliver gifts to students. All flower and balloon deliveries will not be accepted. Emergency messages must be approved by the administration.

Theft Precautions:
Please help us eliminate theft opportunities in the school. The school is not responsible for items that are lost or stolen. Please find listed below some suggestions to assist us with theft prevention:

- Never leave anything of great value in a cubby.
- Band or orchestra instruments should never be left unattended.
- If jewelry is taken off to wash hands, etc, be sure to place the jewelry in your pocket so that the item is not left behind.
- Never bring large sums of money to school.
- Never place a purse or wallet unattended.
- Leave personal items at home.

Volunteer Information:
There are numerous opportunities to serve as a parent volunteer.

- Assist teachers in the classroom
- Volunteer in the office, media center, computer lab
- Volunteer for special programs, field trips and seasonal events
- Serve as a career resource or guest speaker

Cumberland County Schools has implemented an additional safety precaution in regards to parent volunteers in the classroom or on field trips. All volunteers have to complete a **Volunteer Security Data Form**. This form should be completed online at the following address: https://www.ccsvolunteers.com/. Once the parent has been approved, then a parent can volunteer in the school and serve as a chaperone on field trips. This process has been implemented to protect children who the parent volunteer will be in contact with while volunteering. The county uses the form for a background check to identify if there is a concern in working with children: molesting, drugs, etc.

Parents are not permitted to just sit in classrooms and watch. They must be working as a volunteer. Parents need to coordinate volunteer opportunities with the classroom teacher so the teacher has items prepared for the volunteer. *Volunteers are not permitted in classrooms during testing unless the volunteer is serving as an official trained proctor.* Please note that parents who sign up to volunteer may be asked to serve beyond their child's classroom.

Students are not allowed to bring visitors to school during the school day. Parents and other persons visiting the school should report directly to the main office and sign in. A Visitor's Badge will be issued and will need to be worn at all times while on school campus. All volunteers who are in the building must have a data verification form completed. Teachers will receive an email of approved and non-approved volunteers. This information is confidential.

Parent Communication:

We will communicate important information and events through ParentLink messages, grade level quarterly newsletters, and Class Dojo. In order to continue to receive updates, your contact information must be correct and can be updated in the front office. We want to provide important information to parents in a timely manner about your children's progress in school. We want you to feel very welcome to address this issue at any time.

Every teacher will report to you on your child's academic and behavioral progress. Parents are expected to initial and review all papers with your child and return the signed progress report. Mid-term progress reports will be sent half-way through each 9 week period. A report card will be issued four times during the school year. **If you are not receiving timely information from your child's teacher as described above, it becomes your responsibility to notify the teacher.** Parents are encouraged to check out the school website, Class Dojo, Twitter, and Facebook for information on programs and events. A calendar for the year is included in this handbook to provide you with an outline of upcoming events for the year. This can also be located on the school web page. **All dates on the school calendar are subject to change. Changes will be communicated through our communication platforms: school website, Class Dojo, Twitter, Facebook, and ParentLink calls.**

Our teachers are more than willing to schedule conferences after school hours or have telephone conferences after school hours to discuss your child's progress. Teachers are free to meet with you after 3:00 from Tuesday through Friday. **7:45am-2:30pm is protected instructional time.** Unless pre-scheduled with a teacher/staff, our Roadrunner staff may not be available to conference immediately upon you calling the school. Teachers/staff will work diligently to return your phone calls after receiving your message. If you are not able to reach your child's teacher, contact the Principal/Assistant Principal for assistance in scheduling a conference.

We are very proud of the teaching and learning that we have going on at W. H. Owen and ask that visitors not interrupt instructional time. **When arriving at the classroom, remember to refrain from conferencing during instructional time which begins at 7:45**.

Internet Usage:

CCS provides Internet access for students for educational purposes. An Internet Usage Policy will be provided to each student listing acceptable uses of computers and Internet. A student must return this form completed and signed before using computers or Internet. Please refer to this policy for additional information. If a student uses the computer or Internet for other purposes than those listed in the policy, it will result in a disciplinary action.

Student and Parent Support:

The Roadrunner Team is here to support our parents and students. We are fortunate to have a school counselor and social worker that work directly with our students and parents on specific needs or concerns. Students are able to visit the school counselor or social worker for additional support.

Our fifth grade students are promoted to Douglas Byrd Middle School, Anne Chesnutt Middle or Lewis Chapel Middle School for sixth grade. Choice program students wishing to attend a middle school choice program will need to complete an application during the choice program window.