

WEST OXFORD ELEMENTARY SCHOOL

Parent - Student Handbook
2023-2024



*West Oxford Elementary School will provide a caring,
and safe environment that produces global leaders.*

West Oxford Elementary School
412 Ivey Day Road
Oxford, N.C. 27565
919-693-9161 (Main Office)
252-425-6331 (Back Up Line)

Dear West Oxford Owls and Parents,

Welcome to the 2023-24 school year! The West Oxford family is committed to ensuring that each student has a successful school year, filled with exciting opportunities and challenges. We know that our students are capable of incredible things, and it is our goal to teach them the skills to be collaborative, empathetic global leaders.

Please read this handbook carefully and review the relevant details with your student. We work hard to ensure the safety and success of your students, and we value your support.

You are the most important person in your student's life, and we would love for you to be actively involved in the West Oxford community. Please let us know what unique skills you could share with the West Oxford family.

Please feel free to contact us with any questions or concerns.

Bethany Bonnemere, Principal
Kellye Walton, Assistant Principal

OFFICE HOURS: 7:00 a.m.-4:00 p.m., Monday-Friday

MISSION STATEMENT: West Oxford Elementary School will provide a caring and safe environment that produces global leaders.

VISION STATEMENT: West Oxford Elementary School: Where students and teachers are collaborative, empathetic, Global Leaders committed to embracing multiculturalism and creating a positive impact in their local and global community.

SCHOOL COLORS: Blue & Gold

SCHOOL MASCOT: The Owls

While this handbook presents rules and regulations, policies, and programs, as accurately as possible at the time of printing, we revise any part without notice or obligation. The Granville County School System does not discriminate on the basis of race, religion, color, national origin, sex disability, or age in its program activities. If you have an inquiry regarding the nondiscrimination policies, please contact:

Assistant Superintendent of Human Resources and Operations
Granville County Schools
PO box 927
101 Delacroix Street
Oxford, NC 275656
(919) 693-4613

Title I Parent and Family Engagement Policy

West Oxford Elementary School is committed to the belief that all children can learn and acknowledges that parents share the school's commitment to the educational success of their children.

We recognize that a child's education is a responsibility shared by the school and family and agree that to effectively educate all students, the schools and parents must work as partners.

We define parent and family involvement as an ongoing process that assists parents and families to meet their basic obligation as their child's first educator, promotes clear two-way dialogue between home and school, and supports parents as leaders and decision makers at all levels concerning the education of their children.

Families and school staff will jointly develop the Title I Parent Involvement Program. Appropriate offerings and practices are offered to enhance parent involvement activities and reflect the needs of the students and families. Our school's parent program will provide a guideline for designing continuing rewarding and beneficial experiences for students, families, and staff.

Components of the West Oxford Elementary Family Engagement Policy include the following:

- Invite parents to Title I Curriculum Night to learn more about our programing.
- Parent Compact to be discussed and signed by both family and teacher.
- Parent Meeting in the first quarter of the school year to inform and discuss.
- Parent Communication to share information from the school through newsletters, letters, phone calls, emails, etc.
- Literacy Night to encourage growth in literacy.
- Title I discussion at PTO meetings to involve parents in the decision making process.
- Parent/Teacher Conferences to inform parents of specific details about each student's progress.
- School Improvement Plan provided for parents and families to review and offer feedback as needed.
- Surveys administered quarterly for planning purposes throughout the school year.
- Teachers will provide monthly newsletters to share information on what standards are being taught and to share tips on how to help students at home along with any other important information.

Involve families, in an ongoing and timely way in planning, review, and improvement of the programs under Title I, Part A, including planning, review and improvement of the school parent and family engagement policy and the joint development of the School Improvement Plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

School Procedures

School Hours

Car riders can be dropped off at 7:20. All school doors will be locked at 7:45. Bus riders are dismissed at 2:55 p.m. Car riders will begin loading at 3:00 p.m and will be dismissed from their classrooms.

On early release days bus riders are dismissed exactly 3 hours early at 11:55 a.m. and car riders are dismissed at approximately 12:00 p.m. On early release days, the After-School Program will be open until 6:00 p.m., except early release days for students and staff prior to a major holiday and the last day of school. On those days, the After-School Program closes at 3:00 p.m.

Community School Program

Granville County Schools Community School Program provides childcare services for students at West Oxford Elementary School.

The Before-School program begins at 6:30 a.m.

The After-School program is provided until 6:00 p.m. The cost is \$100 per month. Late Pick-up: (after 6:00 p.m.) \$1.00 per minute after 6:00.

For more information you may contact Community School's Department @ (919) 693-4613.

Boys and Girls Club also provides after school services through Project Learn.

Campus Visitors

All visitors are required to check in at the office and sign in on the Safe Schools Computer. All visitors must have a background check on file to volunteer during the instructional day. Parents and/or volunteers should have a visitor badge on and displayed at all times.

Kindergarten parents will be allowed to walk students down for the first week of school.

If a parent needs to speak to a teacher, please reach out by phone, classdojo, or arrange a meeting with the front office.

Bus Riders

According to North Carolina General Statutes, riding a school bus is a privilege, not a right. Parents are responsible for getting students to and from school at appropriate times if bus suspensions occur. All bus riders are expected to follow school and bus rules.

Due to safety issues, oversized projects and other large items are not allowed on the bus. These items must be transported to school by parents.

One-day advance written notice is required for a child to ride home on a different bus. Approval is subject to space availability. Written notice is also required for any change in normal transportation plans. This written notice should be given to your child's teacher. Due to the school's policy of protecting instructional time, the secretaries will not disrupt instructional time to notify students in class about changed transportation plans. Announcements of changes will only be made between 2:25 and 2:30 daily.

Car Riders

Students can only be dropped off in the drop off lane in the staff (Roxboro Road side) parking lot. Students will be picked up on either side of the parking lot. Please leave your numbered sign in your windshield so staff can easily see it. Cars should NEVER drive through the bus loading and unloading area during student arrival or dismissal times. Student safety is our priority.

Fees/Fines

All fees including before and after school daycare, pictures, lost or damaged book fines, breakfast and lunch costs must be paid on time. Failure to do so will result in action from the principal.

Nexcheck- Information on returned checks

Your check is welcome. The Granville County Schools recognizes that occasionally a parent may inadvertently overdraw a checking account and your bank may return a check. In order to recover these funds in a private and professional manner, the Granville County Schools has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

Checking Students In/Out

A student arriving at school after 7:45 a.m. must sign in and will be marked tardy. Late arrivals and early departures will use the buzzer to be admitted. Students must sign in and get a tardy slip before they will be admitted to class. The principal will contact

parents if tardies become excessive. Office staff will enter time and pickup/dropoff person in Indent-A-Kid System.

Students will be called to the office for early dismissals when the parent arrives. Students leaving school any time during our school hours (7:45 a.m.–2:55 p.m.) must be signed out of the school office. For safety reasons, parents/guardians are not allowed to go to the classroom to get a child. Written permission is required for a student to leave the school grounds with anyone other than a parent/guardian and may be verified by the principal. The school will not call for a student to be checked out after 2:25 from the classroom.

Daily attendance locks at 11:00 a.m. and all check-ins that occur before 11:00 a.m. will be counted present for the day.

Court Orders

If a child is only to be picked up by a custodial parent, a copy of the court order must be on file in the school office. Please keep us informed of changes in family structure that may affect your child at school.

Proof of Address

When a student registers for school or moves to a different residence, Proof of Address to verify the residence of the parent(s) or court appointed guardian **MUST** be presented to the Data Manager of the school. The document must show the name and present address of the parent/guardian.

The documentation you present **MUST** be one of the following:

- Original heating fuel, water, or electric bill in the name of the child's parent/guardian. The bill must be within the last 60 days.
- Official rental/lease agreement signed by the child's parent(s)/guardian and owner of the property.

If the above documentation cannot be provided, please speak to someone in the office.

Hazardous Weather

Listen to local radio and television stations for school closings or delays when we experience inclement weather conditions. The After-School Program does not operate when school is closed for inclement weather. In the event school is closed early due to inclement weather, the After-School Program will not operate and parents are asked to pick students up immediately or to make prior plans for students to ride the bus home.

The schools will use our Connect-5 telephone system as our method of communication. Please make sure to keep your numbers current with the school office so that you will receive these important phone calls.

Student Services

Meals

Lunch and breakfast fees may be paid by the day, week, or month. Checks are to be made payable to: West Oxford Elementary School Cafeteria. Students will receive applications for free and reduced meals. The applications should be completed for students and returned as soon as possible. Additional applications are available in the school office.

According to GCS policy, breakfast meals and a la Carte items cannot be charged at any time. The policy is that no student should go hungry, thirsty, or be embarrassed due to forgotten meal money. A student may charge his/her lunch meal up to three times. Payment must be made after the third charge. If payment is not made on the account, a lunch will be provided which consists of a sandwich and juice. Please see the cafeteria manager to customize meal accounts.

Breakfast

Student Price \$1.00
 Reduced Price Breakfast \$.30
 Adult Breakfast \$2.00
 Milk \$.50

Lunch

Student Price \$2.40
 Reduced Price Lunch \$.40
 Adult Lunch \$3.60
 Milk \$.50

North Carolina State Regulation 15A NCAC 18A .2800 – State Regulations for Food Prepared for Child Care Centers.

- Other than individual student lunches prepared at home, all food items brought into school for student consumption must be prepared under commercially inspected conditions, must be prepackaged and must be within the expiration date on the packaging, i.e. cupcakes, cookies, brownies, etc.
- Exceptions to this policy will be granted for foods prepared and consumed in the classroom as part of an approved instructional activity. All ingredients must be prepackaged in the original container and fresh based on the product's expiration date.
- Other exceptions may be granted for special events held by school-based clubs, teams, etc. involving food preparation on the school grounds if pre-approved by the superintendent's designee.

Field Trips

All information regarding field trips will be sent home by the homeroom teacher. Signed permission slips are required to attend any field trip.

Media Center

Students will visit the Media Center during their specials time at least once a week. Students are expected to check out and return books during this time. There will be fines for all books that are not returned at the end of the year.

Cell Phones, Toys, Electronic Devices, Etc. Policy

Students must leave cell phones, toys, etc. at home. Administrators reserve the right to distinguish between needed school items and toys. If a cell phone is a requirement for after school plans, parents may turn it into the office for after school pick up. The school or district will not be held responsible for any personal item that is brought to school. Parents are encouraged to check all book bags before students come to school. If these items are brought to school, they will be collected and kept in the office until parents pick them up from the principal or assistant principal. Any unclaimed personal items will be discarded at the end of each school year.

Please Note:

Students should not bring money to school above what is needed for meals. Parents are encouraged to send checks rather than cash to school. Students are not allowed to buy, sell or trade personal items while on school property. Discipline action will be enforced to any student who violates this rule.

Academic Information

Report Cards

West Oxford's School report card can be [located here](#).

Homework

All students are expected to read 20 minutes every night with your student. Additional homework will be determined by the needs of the student.

Grades

Grades are used to communicate academic progress to parents. Grades will reflect mastery, not compliance. No grade will ever be given for work that does not clearly connect to a content standard. Students will be given multiple attempts to demonstrate mastery. Students have until the end of the grading period to make up all the work.

End of Grade Tests

In grades 3-5 each student must take the North Carolina End of Grade tests in reading and mathematics. Fifth grade students also take the Science End of Grade test. These tests will be one factor used to determine promotion and retention decisions.

Promotion and Retention

Students must meet the following performance criteria to be promoted:

- Must have a passing grade (70 or better) in reading and math.
- Must score a Level III or above on the Math, Reading, and Science End of Grade tests.
- Must have no more than 16 days of absence during the year.

The Retention Committee will meet to discuss evidence of grade level proficiency, but the final decision of retention or promotion remains with the principal. If a parent is not in agreement with the principal, a countywide meeting may be held. Every student will be promoted, placed, or retained. If a student is placed, it means that although a student is not meeting state standards, the committee feels as though retention is not in the best interest of the student and has recommended that the student be "placed" in the next grade level.

Read to Achieve

RTA is a state policy that provides third grade students multiple pathways to demonstrate reading proficiency. It requires schools to update parents monthly.

Report Cards

Students receive a report card at the end of each nine-week period. Grades given indicate an evaluation of the progress your child is making. After the first four and a half weeks each quarter, students will receive an interim progress report. At the end of the year,

please send a self-addressed, stamped envelope in order to have report cards mailed home. They can also be picked up in the office throughout the summer.

K-2 report cards will use the following academic performance codes:

- Level 4 – Above grade level
- Level 3 – At Grade level
- Level 2 – Below grade level
- Level 1 – Well below grade level

The following grading scale will be used for students in grades 3-5:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: < 59

Grading for other curricular areas:

- S = Satisfactory
- N = Needs Improvements

Parent-Teacher Conferences

Conferences will be held at the end of the first three nine week periods for students. Dates and times will be posted on the school website.

Additional conferences may be scheduled by calling the school at least 24 hours in advance, if possible. Conferences must be scheduled either before or after school to avoid interrupting instructional time. Do not hesitate to call the teacher with concerns about what is happening at school. If an emergency arises, please contact a member of the administrative team until a teacher conference can be scheduled.

Student Conduct

West Oxford's Elementary School's expectations for student conduct are outlined in our pledge: We, the West Oxford Elementary School World Changers, are global citizens that care about the world around us. We take responsibility for our actions, respect differences, and work together to make our school a safe place to learn and grow. We know it is up to us to make the world a better place, and we are up for the challenge.

Dress Code

It is school policy that students wear appropriate dress that enhances personal and school pride. The school's administrators have the authority to rule on the appropriateness and/or acceptability of clothing.

- No tank tops, tube tops, short shorts, or skirts, or shirt/tops that expose the midriff or chest area will be allowed. Shorts must come to the student's fingertips. T-shirts worn at the knees or longer must be tucked in and remain tucked in.
- Hats, sweatbands, bandannas, or other similar types of headgear are not to be worn inside the school building without prior approval.
- Shoes must be worn at all times. Flip flops are discouraged because they are unsafe during physical education and recess times.
- Jewelry, belts, bracelets, or any other types of accessories that pose a threat to the safety of the student or any other student will not be allowed.
- Students are not permitted to wear clothing or other items that contain any symbols or advertisements for tobacco, alcohol, drugs or other illegal substances; that contain pictures or graphics of nudity; or that contain words or symbols that are profane, lewd, vulgar, and indecent or are likely to disrupt the learning environment.
- Students are not to wear sagging pants. This practice is a safety hazard. Students who wear sagging pants will be given a belt or string, which must be returned the following day.
- Students are not permitted to wear clothing or other items that bear any letters, initials, or symbols associated with gangs, intimidation, violence or violent groups, or are considered to be offensive or disruptive.

Bullying Prevention

West Oxford Elementary School staff strives to create a safe school environment for all students, and bullying is an unacceptable behavior on our campus and will not be tolerated. Any student who believes that he or she has been harassed or bullied should report the behavior immediately to a teacher, counselor or administrator.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Some types of bullying are:

- Verbal (name calling)
- Physical (punching, pushing)
- Relational (leaving someone out of a game or group on purpose)
- Extortion (threatening to steal someone's money or belongings)
- Cyber bullying (using computers, the internet, etc. to bully others)

Parents and guardians should talk to your child about the incident, contact the school immediately, and speak to a teacher, administrator, or counselor. All complaints of bullying will be promptly investigated and appropriate action will be taken.

For more information, please see GCS Board Policy Code: 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying

Expectations

At the beginning of the school year, students will be taught our expectations and will practice them for approximately two weeks. Students will be held accountable for the following rules:

Pay attention to yourself, your teacher, and your classmates.

Feel connected to your teachers, your classmates, and your community.

Take action to make your world a better place.

Positive Behavioral Intervention Support (PBIS)

West Oxford Elementary School's administration believes that students are more successful when they have a clear understanding of expected behaviors and are rewarded for adhering to those expectations. West Oxford has the following expectations: Pay Attention, Feel Connection, Take Action. All students are expected to make good choices and embody the global competencies that all global leaders exhibit.

Universal School & Classroom Disciplinary Procedures

Daily Classroom behaviors will be handled by taking the following steps:

Step 1: Warning

Step 2: Contact Parent

Step 3: Classroom Consequence

Step 4: Office Referral

Every teacher is responsible for every child! The students should be aware that every adult at West Oxford Elementary cares about them and will enforce the rules to ensure a safe and orderly environment.

Please refer to the [Student Code of Conduct](#) regarding offenses and consequences.

School Bus Safety Plan

Children are our most precious and valuable assets and the school expects help from the children in keeping the buses safe. All students are responsible for following bus rules. Face masks are optional for all staff and students on GCPS school transportation.

- Students must be ten minutes early to the bus stops. Buses cannot wait for students.
- It is important to stay off of the roadway at all times while waiting for the bus.
- Let the bus come to a complete stop before getting on or off the bus.
- Leave the bus only with the bus driver's permission. (Once off the bus, do not stop to pick up something dropped or run back to get on the bus again.)
- Always enter and leave the bus by the front door unless there is an emergency.
- Keep hands, heads, etc. inside the bus at all times.
- Cross the road only in front of the bus. Look both ways.

Students will be picked up and allowed to depart only at their designated bus stops unless their parents or guardians have provided a written request for drop-off at a different bus stop. That note must be submitted to the office by 8 am. The principal or assistant principal must grant approval.

All riders must follow bus behavior rules:

Follow all directions of the bus driver.

- Stay in seats at all times (facing the front).
- Keep hands and feet to yourself (feet under the forward seat.)
- Keep voice at a normal conversational level.
- No eating, drinking, or smoking on the bus.
- Toys, radios, large objects, cell phones, weapons, etc. are not allowed on the bus