2025-26 Owen Elementary Family & Student Handbook

English

Owen Elementary
1132 N. Vandalia Ave.
Tulsa, OK 74115
918-746-9230

https://222.facebook.com/owenelementary

https://owen.tulsaschools.org/

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Welcome to Owen Elementary

Welcome from the Principal

Dear Owen Parents & Guardians,

Welcome to the 2025-2026 school year! At Owen Elementary, we are committed to creating a warm, trusting environment where students can thrive academically, socially, and emotionally. Whether you are a returning family or joining us for the first time, we're excited to have you in our Eagle family.

Our school's goal is excellence in education. We focus on reading, writing, math, science, social studies, the arts, and social-emotional growth. We believe in educating the whole child and fostering strong relationships with our families.

To our students – You are building your future today. Soar like an Eagle and give your best every day!

To our families – Your partnership is key. Engage with us, support your child's curiosity, and stay connected throughout the year.

Let's work together for a successful year full of growth, achievement, and joy.

Warmly,
Mr. Bradley Griffin
Principal, Owen Elementary

Vision Statement

Owen Elementary is a vibrant, diverse community dedicated to nurturing academic excellence, perseverance, and a strong sense of commitment in every student.

We create opportunities that ignite curiosity, innovation, and creativity, empowering our scholars to become confident leaders in a global society.

Our school fosters a joyful, inclusive environment where every stakeholder feels valued, supported, and inspired to contribute with passion and purpose.

Mission Statement

At Owen Elementary, we cultivate lifelong learners by providing engaging, meaningful experiences for every scholar. We honor diversity by creating inclusive spaces that celebrate and uplift the voices and expressions of all cultures.

EAGLE CHARACTER PLEDGE: OWEN ELEMENTARY SCHOOL

I am an Owen Eagle.

There is nothing I cannot do.

I will make today the very best day of all

For this day begins the rest of my life.

I will aid my teachers in every way possible

To ensure that I fly in the right direction.

I realize that if I want to succeed

I must soar with the Eagles.

I believe the choices I make today

Affect what I will have and what I will do

In the tomorrows of my life.

If it is to be, it is up to me.

TPS Student & Family Success Guide

Before the start of school, we encourage all families to review the following guide:

🔗 TPS Student & Family Success Guide

You will also receive a packet of forms at Meet the Teacher Night or on the first day of school.

Please complete and return these forms to the front office within the first week:

- ☐ Owen Student Update/Dismissal Information
- ☐ Health History Form (if applicable)
- ☐ Field Trip Authorization
- ☐ Parent-School Compact

If you have any questions or need assistance, please contact the main office at 918-746-9230
We are here to help!

2025-2026 School Calendars

English

Español

Owen Staff Contacts

We believe that strong relationships between home and school build a strong community for our Eagles!
Below are the key contacts for Owen Elementary.
Staff can be reached by email or through the front office at 918-746-9230.

Administration

Bradley Griffin - Principal	griffbr@tulsaschools.org
Lea Clougherty- Counselor	clougle@tulsaschools.org

Office

Aschlie Feary - Principal's Secretary	fearyas@tulsaschools.org
Sonya Gober - Registrar	goberso@tulsaschools.org
Cindy Baucum - Health Assistant	baucuci@tulsaschools.org
Elaina Paredes - Parent Facilitator	paredel@tulsachools.org

Pre-K

Alisha Frazier	frazial@tulsaschools.org
Ashley Powell	powelas@tulsaschools.org

Kindergarten

Jennifer Hille	hilleje@tulsaschools.org
Catherine Ridgeway	ridgeca@tulsaschools.org

1st Grade

Vickie Gibbs	gibbsvi@tulsaschools.org
Jennifer Kronk	kronkje@tulsaschools.org
Jeri Roby	robyje@tulsaschools.org

2nd Grade

Danielle Canaday	canadda@tulsaschools.org
Vicky North	northvi@tulsaschools.org
Danielle Perryman	perryda@tulsaschools.org

3rd Grade

Andrew Heitman	heitman@tulsaschools.org
Cori Lipford	lipfoco@tulsaschools.org
Loni Payne	paynelo2@tulsaschools.org

4th Grade

Shelly Brooks-Talo	brooksh@tulsaschools.org
Alicia Hobbs	hobbsal@tulsaschools.org

5th Grade

Lynna Baldwin	baldwly@tulsaschools.org
Joseph Townsley	townsjo@tulsaschools.org

Specials

Josh Davis - PE	davisjo@tulsaschools.org
Max Maloney-Jacobs - Music	malonma@tulsaschools.org
Emily Smith - Library	smithem2@tulsaschools.org

Special Services

Eli Smith - Social Services Specialist	smithel@tulsaschools.org
Trina Goodbeer - Gifted & Talented	goodbtr@tulsaschools.org
Megan Mason - Reading Interventionist	masonme@tulsaschools.org
Kerry Akins - STARS Program Teacher	akinske@tulsaschools.org
Jennifer Kerns - MM Sped Teacher	kernsje@tulsaschools.org
Karen Bevan - ELD	bevanka@tulsaschools.org
Ozlem Holcomb - ELD	holcooz@tulsaschools.org
Gladys Ortega - ELD	ortegg1@tulsaschools.org
Tonya Wilkerson- ELD	wilketo@tulsaschools.org
Kim Roberts - Speech	roberki@tulsaschools.org

Frequently Used Numbers

Department	Number
Main Office	(918)-746-9230
Health Clinic/Attendance	(918)-746-9238
Counselor (Lea Clougherty)	(918)-746-9233
Social Services Specialist (Eli Smith)	(918)-746-9230
Cafeteria Manager	(918)-746-9237
Owen Fax Line	(918)-746-9240

Scheduling Meetings with Staff

Families are welcome to email staff at any time.
To schedule a conference or meeting, please email the staff member directly to request an appointment.
We are unable to meet with families without an appointment.

Alternatively, you may stop by the front office to leave your name and phone number, and a staff member will contact you to schedule a meeting.

Please Note:

- Staff members are off contract at 3:00 p.m. each day.
- Staff receive one 40-minute planning period daily, which is the preferred time for meetings.

We appreciate your partnership and look forward to working together for your child's success!

Arrival and Dismissal Procedures

Bell Times

Event	Time
School Begins	7:10 a.m.
Tardy Bell	7:30 a.m.
School Ends	2:35 p.m.

Morning Drop-Off

- Students may not be dropped off before 7:10 a.m. unless they are participating in Safety Patrol.
- Car Drop-Off: Parents drop at the FRONT DOOR. Please drop-off at the curb on the SCHOOL SIDE only. Do not drop-off in the street or across the street. The car line wraps around the school.
- Walking Drop-Off: Parents must park their vehicle in the PARKING LOT or across the street from the parking lot. Do not park in front of the school. This disrupts smooth traffic flow.
- Students arriving after 7:30 a.m. must be brought to the front entrance and signed in by a parent/guardian.
- Classes begin promptly at 7:30 a.m.

Breakfast

- Breakfast will be offered in the classroom from 7:10–7:30 a.m.
  Students arriving after 7:30 a.m. will not receive breakfast.
- Parents/guardians are not permitted in the classrooms during morning drop-off. Please send hugs and waves as in the hallway before students enter the classroom.

Dismissal Procedures

- **School day ends at 2:35 p.m.**
- To protect instructional time, we ask that parents **do not pick up students after 2:15 p.m.** whenever possible.
- From **2:15–2:35 p.m.**, students will be transitioning to their dismissal locations. Transportation changes cannot be made during this time.
- To make a permanent change to your child's transportation, please visit the office and complete a new "My Way Home" form.

Pick-Up Option	**Details**
Car Pick-Up	Wrap around the school and drive up to the awning in the parking lot.
Parent Walk-Up	Under the awning in the parking lot. For security reasons, please have your ID ready to present if asked.

- Any students not picked up by **3:00 p.m.** will be brought to the main office.
- Students remaining after 3:00 p.m. may be turned over to Campus Police, and DHS may be contacted for student safety.

Visitors and Volunteers

- Volunteers must complete a background check (10-day processing).
- All visitors must sign in at the office and wear a visitor badge.

Birthday Celebrations and Classroom Parties

We love celebrating our Eagles!
To maintain a safe and orderly environment, please review our celebration guidelines:

- All birthday celebrations must be approved in advance by the classroom teacher.
- No balloons, flower bouquets, or gifts may be delivered during the school day.
- All treats must be store-bought and labeled. Homemade treats are not permitted for student safety.
- Parents/guardians assisting with celebrations must:
    - Check in at the front office, and
    - Have a background check on file prior to the day of the event.

We appreciate your help in making every celebration safe and special!

Attendance Expectations

Good attendance is essential to student success!
Starting strong attendance habits in preschool sets students up for success in school, college, and careers.

> "Official attendance shall be reported and recorded in 'half-day' increments. Students must be present for at least two hours to be counted as present for one-half day."
> — TPS Board Policy 2204

Key Attendance Points:

- 16 or more absences in a school year (even excused) = chronically absent.
- Submit all doctor's notes to the attendance clerk promptly.
- Attendance is recorded accurately based on arrival and departure times.

How Families Can Support Strong Attendance:

- Set a regular bedtime and morning routine.
- Prepare clothes and backpacks the night before.
- Create backup transportation plans when needed.
- Schedule medical appointments outside school hours whenever possible.

- If your child feels anxious about school, talk with their teacher or our counselor for support.

Tulsa Public Schools Attendance Policy

All absences must be explained by the parent or guardian within 48 hours of the student's return to school.
Explanations may be provided in writing or verbally to the school office.

Excused Absences (per state law) require documentation such as:

- Doctor's note
- Court document
- Funeral program or obituary

A parent's explanation alone will be recorded as "With Explanation (W)" but will not be classified as excused under state law.

Important:

- Explained absences are legally considered unexcused without appropriate documentation.
- Chronic absenteeism may lead to intervention by the district attendance office, and excessive unexcused absences could be reported to the District Attorney for truancy proceedings.

For more details, please review
🔗 TPS Board Policy 2204: Student Attendance

Enrollment Requirements

- 4 years old by Sept 1 for Pre-K; 5 for Kindergarten; 6 for Grade 1
- Provide a certified birth certificate, immunization record, and proof of address
- Enroll online at www.tulsaschools.org

🔗 **Enroll Online Here**

Scan the QR code to begin the enrollment process:

Student Supplies

Owen is proud to be a **Supplied for Success** school!
Most classroom supplies are provided. However, families may wish to provide personal items such as:

- Backpack
- Lunch bag
- Water bottle
- Facial tissues
- Sanitizing wipes
- Hand sanitizer
- Paper Towels

Teachers may also send wish lists throughout the year for additional classroom needs.

Child Nutrition

Owen Elementary participates in Tulsa Public Schools' Child Nutrition Program.
All students receive free breakfast and lunch daily.

If students bring a lunch from home, it must be a full meal.
Soda pop is not permitted at school.

All families must complete the Free and Reduced Meal Application, even if your child will not eat school meals.
Completing this form helps our school secure funding for:

- Field trips
- Student activities
- Teaching assistants
- Other important programs

For lunch menus, meal policies, and more information, visit:
🔗 TPS Child Nutrition Website

Lunch Schedule

Grade	Lunch Time
Pre-K	10:35–11:00 a.m.
Kindergarten	10:40–11:05 a.m.
1st Grade	11:50 a.m.–12:15 p.m.
2nd Grade	12:15–12:40 p.m.
3rd Grade	11:05–11:30 a.m.
4th Grade	10:40–11:05 a.m.
5th Grade	12:45–1:10 p.m.

Lunch Visits

Parents and guardians are welcome to eat lunch with their students!
Please remember:

- A **background check** must be completed and on file in the school office.
- A **current ID** must be presented when entering the building.

Parent Communication and Involvement

Stay connected:

- **Teacher email & phone**
- **School website: owen.tulsaschools.org**
- **PTA and volunteer opportunities**
- **TalkingPoints**

Owen PTA — Join the Fun!

We invite you to become a part of our Owen PTA family!
Your involvement helps us create amazing experiences for students and strengthens our school community.
Learn more or get involved here:

https://www.facebook.com/owenelementary/

Dress Code Policy

Owen Elementary follows the Tulsa Public Schools Dress Code Policy.

🔗 View the Full Dress Code Policy Here

At Owen, we believe a consistent dress code helps create a focused and respectful learning environment. Please follow these key guidelines each day:

👕 Tops

- **Shirts should be school-appropriate.**
- **No graphics, logos, or messages that violate the prohibited categories listed below.**

👖 Bottoms

- **Pants, shorts, skirts, and capris should be neat and appropriate for school.**
- **No clothing with holes, rips, or slashes above the knee.**
- **Skirts and shorts must be fingertip length or longer.**

👟 Shoes

- **Closed-toe and closed-heel only**
- **No high heels or wheelies**

🎒 Backpacks

- **Shoulder backpacks allowed**
- **No rolling backpacks**

🚫 Prohibited Clothing and Body Decorations

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

- **Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.**
- **Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.**
- **Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.**
- ***Visible and permanent tattoos/brands incompatible with these standards shall be covered to prohibit their display.***

Labeling Personal Items

- To help reduce lost items and ensure belongings make their way back to the right student, we strongly encourage families to write their child's name on the inside of all personal items brought to school — including coats, jackets, sweaters, lunchboxes, backpacks, and water bottles.
- Items without names are much harder to return and often end up in the Lost and Found.
- A permanent marker and a two-second scribble can save a whole lot of stress later!

Clothing Closet

- Owen Elementary maintains a clothing closet to support students who need genuine assistance or are experiencing an emergency situation that requires an immediate change of clothes (such as a bathroom accident or significant spill).
- While we understand that minor accidents happen, the clothing closet is not intended for small spills (like water, juice, or milk) or comfort-based clothing changes. In situations where a student needs a change of clothes but it is not an emergency, a parent or guardian may be contacted to bring appropriate clothing. If a student is out of dress code, a parent or guardian will be called to bring a change of clothes. Using the closet for non-essential needs limits access for students who truly rely on it.
- It's always a great idea to send an extra set of clothes (including undergarments and socks) in your child's backpack if possible — especially for younger students. If a change of clothes is needed and none are available, a parent or guardian may be contacted to bring a fresh set to school.

We believe that no student should miss out on learning because of a lack of access to appropriate school clothing. If your family is experiencing financial hardship, please contact our school counselor or social worker. We are here to help and can connect you with support:

- **Lea Clougherty, Counselor – 918-746-9233**
- **Eli Smith, Social Worker – 918-746-9230**

Instruction and Assessment

Curriculum: Our instructional program includes reading, math, science, social studies, writing, technology, and the arts, aligned to Oklahoma Academic Standards. Instruction is delivered both in-person and via the CANVAS online platform.

Assessment: Students are assessed using daily assignments, tests, and projects. Progress is monitored regularly to inform instruction and guide interventions. There are also interim assessments throughout the year to monitor progress toward proficiency in literacy and math.

Grading Scales

Grade Level	Marks or Grades Used
Pre-K/KDG	M (Mastery), P (Progressing), N (No Evidence), U (Unsatisfactory)
Grades 1-2	E (Excellent), S (Satisfactory), N (Needs Improvement), U (Unsatisfactory)
Grades 3-5	A (90–100), B (80–89), C (70–79), D (60–69), F (Below 60)

Make-Up Work & Homework Assignments are due on time unless excused. In order to receive make-up work, you must request it **directly from the Teacher** through email or Talking Points and allow **24 hours** for the Teachers to prepare the work. Homework reinforces classroom learning.

Digital Access & Learning Tools

Grades and Powerschool Access

Student grades will be posted and viewable through Powerschool. Families are encouraged to monitor student progress regularly.

Need a Powerschool Account?
🔗 Create a Parent Powerschool Account (English)

🔗 Crear una cuenta de Powerschool para Padres (Español)

Important:

It is essential for your student to know their TPS Student ID number, as they will use it daily in the cafeteria and may need it when signing up for various school services or activities. Helping them memorize it early can make daily routines much smoother!

How to Log Into Canvas and Clever (Access to Amira, Zearn, Imagine Learning & More)

Students will use Canvas to access their daily assignments and learning programs like Amira, Zearn, Imagine Learning, and more. Here's how to get started:

Logging Into Canvas:

1. Go to tulsaschools.org/canvas
2. Click the "STUDENT" button.
3. You'll be redirected to a Google login page.

Your Login Info:

- Email/Login:
  FirstName + LastInitial + BirthMonth + BirthDay (2-digit format)
  followed by `@student.k12.tulsaschools.org`
  Example: `brianb0703@student.k12.tulsaschools.org`
- Password:
  Your student's 6-digit Student ID number

  🔍 Don't know your child's login info?
  Ask their teacher or the front office — we're happy to help!

Once Logged In:

You'll land on the Canvas Dashboard, where your student can access:

- Class assignments
- Clever apps including Amira, Zearn, Imagine Learning, and more.

Keeping login info handy at home is a great way to stay connected to your child's learning!

Technology and Device Expectations

At Owen Elementary, technology is an important part of student learning.
Students are expected to use all school-issued devices, including Chromebooks or tablets, responsibly and for educational purposes only.

Misuse, damage, or inappropriate online behavior may result in restricted access, disciplinary action, and/or financial responsibility for repairs.

Families are encouraged to talk with students about safe and respectful digital habits.

For more information, please visit: Chromebook Handbook

Phone Use & Electronics

- Personal cell phones and other electronics must be checked in and picked up after school.
- Use of classroom phones requires a teacher pass and is limited to emergencies.

Student Behavior and Expectations

At Owen, we believe in creating a positive, respectful, and safe learning environment for every student. Positive behavior is essential for a successful learning community.

We expect all students to:

- Show kindness and respect to others
- Follow adult directions
- Keep hands, feet, and objects to themselves
- Use appropriate language
- Take care of school property

Consequences for misbehavior include:

- Reflection or removal from activity
- Loss of privileges
- Parent conferences
- Behavior contracts
- Suspension (as a last resort)

Discipline is handled in accordance with district policies. For more details, please review the
🔗 TPS Student and Family Success Guide

Visitors and Volunteers

We welcome visitors and volunteers at Owen — your support makes a difference!

All visitors must:

- Check in at the front office
- Present a valid photo ID
- Wear a visitor badge while on campus

To volunteer, families must complete and pass a TPS background check prior to helping in classrooms or at school events.
Please contact the school office if you'd like to become a volunteer!

Medications & Health

All medications must be submitted with completed forms to the nurse or health assistant. Students may not carry medications.

Too Sick for School? Keep students home if they have:

- **Fever of 100+**
- **Vomiting or diarrhea**
- **Rash or suspected infection**

Immunization Policy available with QR Code to TPS Health Services

Emergency Procedures

Student safety is our top priority. Owen Elementary takes proactive steps to ensure students are prepared for emergencies. We regularly conducts safety drills to prepare for emergencies, including:

- Fire drills
- Tornado drills
- Lockdown procedures
- Atmospheric Releases

In the event of an actual emergency, the school will follow all TPS safety protocols, and families will be notified through the district's official communication system.

If you have any questions about safety procedures, please contact the front office.

ASBESTOS NOTICE

ASBESTOS ANNOUNCEMENT
The Tulsa Public School System has asked us to announce the following:
TO ALL EMPLOYEES, PARENTS, VISITORS, AND ANY INTERESTED PERSON:
Regarding ASBESTOS-CONTAINING MATERIALS in ALL buildings OWNED, LEASED/RENTED, or USED by TULSA PUBLIC SCHOOLS.

The date of this notice is August 20, 2025. ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors.

Results of inspections, samples, and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Avenue, Tulsa, Oklahoma.

Contact Person: Jason Coan
Maintenance Center
1555 N. 77th E. Ave.
Tulsa, OK 74115
Phone: 833-8019

Community Resources and Family Support

At Owen Elementary and Tulsa Public Schools, we are committed to supporting the needs of every student and family — both inside and outside the classroom.

Below are important community resources available to assist families with mental health support, crisis intervention, addiction recovery, and basic needs services.

Emergency and Crisis Services

- **COPES Crisis Line (24/7)**: 918-744-4800
  Community Outreach Psychiatric Emergency Services — emotional support for children and adults in crisis.
- **National Suicide Prevention Lifeline**: 1-800-273-8255
- **Oklahoma Mental Health & Substance Abuse Crisis Line**: 800-566-1343
- **Child Abuse Hotline**: 1-800-522-3511
  Coordinated services through the Child Abuse Network of Tulsa.
- **Sexual Violence Crisis Line (Tulsa)**: 918-743-5763
- **Reach Out Helpline (Heartline)**: 1-800-522-9054

Mental Health and Counseling Services

- **Counseling and Recovery Services of Oklahoma**: 918-492-2554
  Community mental health support for children and adults.
- **True Blue Neighbors Behavioral Health Clinic**: 918-631-3342
  Affordable services for children and families in the Kendall-Whittier and surrounding neighborhoods.
- **The Tristesse Grief Center**: 918-587-1200
  Professional grief counseling and telehealth services for anyone experiencing loss, anxiety, or depression.
- **Mental Health Association of Oklahoma**: 918-585-1213
  Assistance connecting to mental health services; support groups available virtually in Tulsa and Oklahoma City.
- **Indian Health Care Resource Center of Tulsa**: 918-588-1900
  Comprehensive behavioral and mental health services.

- **Morton Comprehensive Health Services**: 918-587-2171
  Mental and behavioral health support for children and adults.

Addiction Recovery Services

- **12&12 Addiction Recovery Center**: 918-664-4224
- **Alcoholics Anonymous (Eastern Oklahoma)**: 918-627-2224
- **Narcotics Anonymous (Eastern Oklahoma)**: 918-747-0017

General Support Services

- **Oklahoma 2-1-1**: Dial 2-1-1
  Connects families to mental health, food, housing, childcare, and basic needs resources across the state. Visit: 2-1-1 of Eastern Oklahoma
- **Tulsa Area United Way Community Resources** *(general family resources, basic needs, childcare)*:
  Visit: 211EOK
- **SAMHSA Facility Directory** *(national directory for mental health providers)*:
  Find a Local Provider *SAMHSA Treatment Locator*