Alma Mater
Owen High, We’re ever loyal to thee
Owen High, We will be true.
Our Alma Mater be ever cherished
By all our sons and daughters, too.
We’ll sing thy praises,
We’ll cheer thee onward bravely,
Glad for each victory won.
Oh, school forever glorious,
ALL HAIL TO THEE,
OH OWEN HIGH!

Home of the Warhorses and Warlassies
Mission:
Empowering students to dream; Preparing them to achieve

Vision:
Excellence: Fostering ownership & pride in ourselves, our school, & our community
PEOPLE TO KNOW AT OWEN HIGH SCHOOL

Administration

Principal – Meg Turner

Assistant Principals – Bradley McMahan
  Bebe Tarleton
  Gina Toomey

Office Staff

Jeanie Huntsinger Counseling Secretary
  Regina huntsinger@bcsemail.org
Chelly Mazzei Main Office
  Claudia mazzei@bcsemail.org
Arlene Morgan Principal’s Secretary
  Arlene.morgan@bcsemail.org
Deana Orta Bookkeeper
  Deana.orta@bcsemail.org
Chasity Simpson PowerSchool Data Manager
  Chasity.simpson@bcsemail.org

Counseling Department

Lawrence Tanner lawrence.tanner@bcsemail.org

Fran Petty franchesca.brown-petty@bcsemail.org

Lynn Isgrig lynn.isgrig@bcsemail.org

James Rumbaugh james.rumbaugh@bcsemail.org

Media Center

Samantha Gallman samantha.gallman@bcsemail.org

Kelli Self kelliself@bcsemail.org

Meredith Harvey meredith.harvey@bcsemail.org

Scholastic Crimestoppers

Take pride in your school by putting a stop to drugs, violence, and crime. Cash rewards will be offered for information leading to a conviction. Talk with your school resource officer or an administrator. All information will be kept confidential. The phone number to reach Crimestoppers is 250-4537.
ACADEMIC INFORMATION

GRADING

The grading philosophy at Owen High School is to give students accurate and meaningful feedback that supports and encourages student learning. Student grades are based on mastery of course content. Grades are based primarily on summative assessments (tests, performances, projects, etc.), with little weight on formative assessments (daily practice, homework, etc.). The purpose of daily practice and homework is to learn, receive feedback, and have the opportunity to clarify or correct errors in thinking or understanding.

- According to state Board of Education policy, standards for ranking grades will be:
  A = 100-90; B = 89-80; C = 79-70; D = 69-60; F = 59 or below.
- A final exam is required in each class. For state mandated exams (EOC, CTE and NCFE), the student must pass the exam or a principal-approved re-test or portfolio process to gain credit for the course.
- In classes that do not require a state exam (EOC, NCFE and CTE,) a student may pass the class without passing the exam provided that two of the three grades (nine week, nine week, and exam) are passing and a minimum 60 numeric average is obtained.
- All students will have the opportunity for a re-take if they fail the first exam.
- The final grade will be calculated using the following scale:
  1st Nine-Weeks = 37.5%  2nd Nine-Weeks = 37.5%  Final Exam = 25%

GRADUATION PROJECT GRADE

Graduation Project is a very important curriculum requirement and will be graded. Grading will follow the BCS graduation project guidelines which will be explained to students at the beginning of English 4 and at a parent meeting held at the beginning of each semester.

PROMOTION GUIDELINES

- To be promoted to the 10th Grade, a student must have earned 6 credits
- To be promoted to the 11th Grade, a student must have earned 13 credits
- To be promoted to the 12th Grade, a student must have earned 20 credit
- To graduate, a student must have earned 28 credits and meet all other state and local requirements (1 semester course = 1 credit / 4 courses each semester = 8 credits per year.)

ASSESSMENTS

According to state requirements, each tenth grade student will be required to take the pre-ACT assessment (the state-mandated test for assessing college readiness) during fall semester. According to state requirements, each eleventh grade student will be required to take the ACT test during the spring semester. Each senior will be encouraged to take either the SAT, ACT, NC-DAP (the A-B Tech placement test), or the ASVAB (Armed Services Vocational Aptitude Battery).

WEIGHTED COURSES/CLASS RANK

The purpose of the weighting system is to recognize the difficulty level of specific courses and to give additional points to the sum of quality points before a final ranking average is computed. Weighting is used for class rank and also for calculation of the weighted GPA. Class rank is determined at the end of each semester once all grades are in for all grade levels. Students will be informed yearly on their academic progress by the counseling center.
Quality Point Standards
The state Board of Education instituted new quality point standards beginning with ninth graders in the fall of 2015-16 according to the effective policy date adopted by the State Board of Education. The new quality points standard will provide an additional 0.5 quality point to Honors courses and an additional 1.0 quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community college courses, or four-year university or college courses taken in high school. Details can be found in Board policy #3450.

Honors Designation
Students earning a 3.5 or higher GPA will graduate with Honors and be recognized at graduation according to the following scale.
Honors: 3.5 to 3.99 GPA; High Honors: 4.0 to 4.24; Highest Honors: 4.25 or Above
Details can be found in Board policy #3400R.

END-OF-COURSE (EOC) TESTS and CAREER & TECHNICAL EDUCATION (CTE) POST ASSESSMENTS
The North Carolina End-of-Course Tests are designed to assess the competencies defined by the Common Core and Essential Standards. Tests are currently administered in the following areas: Math I, Math 3, Biology, and English II. CTE post assessments are offered in every CTE course. Others may be added as they are developed. Per Buncombe County School Board Policy #3410, “High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests, NC Final Exams, and CTE Post-Assessments will count as 25 percent of a student’s final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. This requirement does not apply to EOC tests for students following the Occupational Course of Study.” The results of final exams for students in the Occupational Course of Study will count as 10% of their final grade.

ATTENDANCE
Classroom teachers must take and record attendance each period, each day. Attendance is recorded in PowerSchool, and PowerSchool, therefore, is the official attendance record. School policy #4400 outlines the details of attendance expectations. Any student with high school “perfect attendance” will be acknowledged during the graduation ceremony. Perfect attendance means that the student has been present every period, every day and the official school record (PowerSchool) reflects that attendance was perfect. BCS Board Policy #4400 can be found at the end of this handbook and on the BCS’s website.

MAKE-UP WORK
1. Students are responsible for making up missed work when absent.
2. Students who are absent should ask the teacher for missed work. Credit for the work will be given. Any questions regarding make up work should be directed to the teacher.
3. Students will be allowed to make up work missed as a result of suspension.

EXCESSIVE ABSENCES / SATURDAY SCHOOL / AFTER SCHOOL MAKE-UP
Charles D. Owen High School offers after school attendance sessions, Saturday School, and summer sessions to students who need to make up classes due to excessive absences. These sessions allow students the opportunity to satisfy requirements for course credit after exceeding the maximum
number of absences allowed within the Buncombe County Schools Attendance Policy. Students are responsible for any associated costs.

Excessive absences from first semester must be made up by the end of the first semester. Likewise, absences from the second semester must be made up by the end of the second semester. Otherwise, the student must attend Attendance Summer School to receive credit.

A student exceeding five (5) absences will receive a grade of FF with a notation of the final grade pending make-up of absences. The FF will remain on the transcript until absences are made up and all associated fees are paid. All students are expected to make up attendance FF's as soon as possible. Students must be all clear of FF's in order to be eligible to attend prom.

PROGRESS REPORTS
At the mid-point of each nine-week grading period, paper progress reports will be provided to all students in each of their classes. Teachers are also expected to call parents when a student is not progressing satisfactorily. In addition, teachers will be maintaining student grades on the PowerSchool system. Students and parents can check grades at any time with a code for at-home online access to their grades.

REPORT CARDS
Report cards are given to every student at the end of each nine-weeks grading period. The report card will identify the student’s nine-week grade, cumulative number of absences for each class, and academic progress comments, if the subject teacher feels these are appropriate. At the end of each semester, a final semester exam grade and a final semester grade will also be documented.

HONOR ROLL/SIGNIFICANT IMPROVEMENT ACKNOWLEDGEMENT
Each grading period those students who have made the A Honor Roll (all A’s) or the A-B Honor Roll (all A’s and B’s) will be recognized through an incentive program. The objective of this program is to encourage as many students as possible to do their best academically.

EXAM EXEMPTION POLICY
There are no exam exemptions for Buncombe County School students.

TRANSCRIPTS
Official transcripts can be obtained from the school Counseling Department for $3 each.

GRADUATION CEREMONY
Graduating seniors who participate in the graduation ceremony will be asked to adhere to reasonable dress and behavior standards/expectations. These guidelines will be discussed with the senior class during the school year and at graduation practice. Any senior who is disciplined during the last ten days of school for alcohol or drug violations will not be permitted to participate in commencement ceremonies.

PARENT CONFERENCES
Parents/guardians are strongly encouraged to meet with their child’s teacher(s) to discuss academic progress or other issues of concern regarding educational performance. Parent conferences can be scheduled during a teacher’s planning period or with all of the student’s teachers after 3:00 p.m. To schedule a parent conference, please call the school Counseling Department.
STUDENT ACADEMIC GRIEVANCES
According to Buncombe County Board of Education Policy #3432, students and parents should have redress for grievances regarding the evaluation of academic performance. Therefore, at any time a student believes he/she has a grievance regarding the evaluation of an academic assignment, the student may report the grievance to the principal’s office. The student should provide his name and a description of the grievance giving rise to the complaint. The principal will investigate the incident and reach a decision within three (3) school days. The principal is empowered to change the grade if, after investigation, the principal determines that the evaluation was arbitrary and capricious. A written copy of the decision will be sent to the student and parent/guardian.
Grading Requirements - Future Ready Core: Course of Study

## Agriculture, Food & Natural Resources
- Animal Science I
- Animal Science II
- Agriculture Mechanics I
- Agriculture Mechanics II
- CTE Advanced Studies
- Equine Science I
- Equine Science II
- Horticulture I
- Horticulture II
- Foods I
- Foods II
- Personal Finance
- Veterinary Assisting

### CTE Internship
- Agriculture Mechanics I
- Agricultural Technology
- Marketing
- Microsoft Word & PowerPoint
- Microsoft Excel & Access

### Course of Study
- 4 credits in English
- 3 credits in Mathematics
- 2 credits in Science
- 2 credits in Social Studies
- 1 credit in Health & Physical Education
- 4 credits in Career/Technical Education
- 6 credits in post-secondary Preparation
- 1 credit in Self-Advocacy

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**Occupational Course of Study**
- Available for certain students with disabilities and an IEP

- 4 credits in English
- 3 credits in Mathematics
- 2 credits in Science
- 2 credits in Social Studies
- 1 credit in Health & Physical Education
- 4 credits in Career/Technical Education
- 6 credits in post-secondary Preparation
- 1 credit in Self-Advocacy
A total of 28 credits are required for graduation. More detailed information is available from your school counselor.

**GENERAL INFORMATION**

**COUNSELING SERVICES**
Counseling services are available for every student enrolled at Charles D. Owen High School. These services include assistance with educational planning, schedule problems, testing, interpretation of test scores, occupational information, career information, job placement, help with home, school and/or social concerns, or any questions the student would like to discuss with the counselor. To ensure that all students have equal opportunity to use counseling services and to minimize class time lost, students may schedule appointments before or after school, during lunch or between class periods directly through the counselors or through the counseling secretary.

**MEDIA CENTER**
Students are encouraged to use the school media center. When using the media center on an individual basis during school hours, students MUST have a pass and an assignment from their classroom teacher for that period. Students may use the media center during their lunch period following SMART lunch guidelines.

Students using the media center are expected to abide by the following rules when using the media center.
1. All materials must be checked out in the student’s name prior to leaving.
2. Be respectful of other people and all school property.

*Media Checkout Procedures*
General length of time for book checkout is two weeks, and it is renewable. Reference materials and magazines are available overnight and are renewable. A fine of .05 per day will be assessed for overdue materials. There is no limit to checkouts as long as students have no overdue books or fines.

**1:1 Laptop Initiative**
All Owen High School students will be issued a laptop for their educational use. Students are permitted to take the devices home and bring them back to school for classroom use. Students should plan to purchase a 11.6” or larger laptop sleeve or a backpack with a designated laptop pocket for the protection of the laptop during transit. 1:1 Lenovo laptops will utilize the Z-scaler security filter wherever they are used to help protect students’ digital citizenship. Ultimately, the use and monitoring of the devices is at the discretion of the parent, and students are subject to school discipline if misused. Proper care and safekeeping of assigned devices is the responsibility of each student, and fees may be charged for laptops and/or chargers which are damaged or lost. As of the time of this handbook edition, the fee is $411.00 for a lost device and $25.00 for a lost charger. Further information regarding school assigned devices can be found on the Buncombe County Schools’ Digital Learning Initiative page at [https://buncombeschools.org/cms/One.aspx?portalId=92531&pageId=236192](https://buncombeschools.org/cms/One.aspx?portalId=92531&pageId=236192)

**CAFETERIA**
The following rules should be adhered to regarding the school child nutrition program
- All students must have their student number to purchase lunch;
• bringing food from off-campus establishments on campus for lunch is only allowed if the parent personally delivers the food;
• leaving school grounds to eat lunch is prohibited unless Senior Privilege procedures are followed or prior arrangements have been made by the parent/guardian with the principal; or unless SMART lunch or rewards dictate otherwise.
• selling any food item prior to and during lunch is prohibited, including school-sponsored candy sales;
• food and drinks are not to be consumed in classrooms without permission from a teacher or an administrator;
• students who fail to clean up after themselves will be assigned appropriate restitution;
• throwing food in the cafeteria will result in appropriate disciplinary action; and
• all students are required to remain in designated areas during their lunch time.

In order to keep the cafeteria clean, attractive and orderly, the following rules must be observed:
• stand in single file lines;
• consume all food and drinks in the cafeteria and patio area unless SMART lunch or rewards dictate otherwise;
• return trays, dishes, eating utensils, and trash to the dish room; and
• use only chairs for seating.

Students arriving tardy to school are not allowed to report to class with foods or beverages from local fast food restaurants.

**High School Meal Prices**

<table>
<thead>
<tr>
<th></th>
<th>Full-Pay Students</th>
<th>Reduced Fee Students</th>
<th>Adult Meal</th>
<th>Adult Extreme Meal</th>
<th>BC Extreme Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Pay Students</td>
<td>$2.85</td>
<td>$ .40</td>
<td>$4.15</td>
<td>$4.65</td>
<td>$3.30</td>
</tr>
</tbody>
</table>

Students may pre-pay and manage their lunch account online at k12paymentcenter.com.

**Free or Reduced Lunch Program**

Students from families whose income is within the published scale of the federal lunch program are eligible for free or reduced lunches. Information on this program will be provided at the beginning of the school year. Questions regarding the program should be directed to the cafeteria manager.

**Breakfast**

Breakfast will be served in the cafeteria each morning from 7:30 to 7:50 a.m. Breakfast will be provided at no charge to **all** students.

**Lunch**

The daily schedule includes a 60-minute SMART lunch period for students unless a special schedule dictates otherwise. SMART lunch guidelines will be explained to all students at the beginning of the year. Lunch menus will be posted each day on the cafeteria menu board and a monthly menu is posted on the Buncombe County Schools home page. Students are expected to prepay for lunch in the cafeteria or online. Those interested should see the lunchroom manager for further information. Charging lunch is allowed on a limited basis in emergencies. Charging for lunch is not allowed once a student’s balance reaches $15.00. Students may see a counselor or administrator for food or to arrange for lunch if they have reached the charge limit of $15.00.
Cafeteria Patio
The patio area may be used during lunch for dining and socializing. We ask that students using this area pick up trash and return trays and utensils to the dish room. The patio will be open as long as students keep it clean.

SENIOR OFF-CAMPUS LUNCH PRIVILEGE
Seniors in good standing (attendance, grades, behavior) may request to leave campus for lunch. Forms must be filled out and signed by the students and the parents involved. One additional student can ride with a driver, provided permission has been granted by the parents and the school. Forms must be turned in to the front office at least one day in advance.

TEXTBOOKS
Students are responsible for all textbooks and supplemental books issued to them. Teachers will keep accurate records of books issued and will require students to return books in reasonable condition. In the event books are damaged beyond normal wear or are lost, students are expected to pay for them at the time they are damaged or lost. Ultimately, students must pay for the book before graduation.

DRESS EXPECTATIONS
As part of our school culture, the Owen High School dress code has been designed to ensure safety and security, create an effective and respectful climate for learning, and promote school harmony, unity, and pride. Boys and girls equally are expected to show motivation towards future goals and respectful dress. This requires clothing that keeps the atmosphere focused on learning and preparation for workplace dress after high school. For example, we would not expect hoodies covering a head/face, bare chests, bare midriffs or underwear exposed. Because of varying building temperatures, beanie style hats may be worn but not hats/caps with bills.

The OHS standard for dress is an important component furthering excellence and preparing our students for college, careers, and life as adults. Plus, it is designed to provide age-appropriate decision making towards a safe and positive climate and the best learning environment for all. Dress that advertises illegal items, disrespects others, or incites tension is not allowed.

Students are expected to hold themselves accountable to appropriate dress anytime they are at school. If students inadvertently or intentionally violate the dress code, the expectation is to have students continue their instructional day after solving the problem they created for themselves and others. The most likely solution would involve borrowing an appropriate item from the office or a friend or have someone bring an appropriate item that will allow them to return to class. Students who repeatedly violate the dress code after requests for compliance are subject to disciplinary action.

LOCKERS
Lockers are issued to students upon request in the main office. The following rules and guidelines apply to lockers:
1. Use only the locker assigned to you by the office.
2. Never leave valuables or money in the locker.
3. Be responsible for keeping lockers neat and clean.
4. Do not place adhesives, posters, or stickers on or in lockers.
All students have the right to use school lockers assigned to them; however, lockers are the property of the school. Periodic checks of all lockers will be made and scheduled clean out times will be arranged. Students will be assessed damage fees for any locker damage.
*The right to use a locker could be taken away if expectations are not met.*

**STUDENT SEARCH AND SEIZURE**

It is the policy of the Buncombe County Board of Education to allow school officials to conduct reasonable searches of student’s person, lockers, automobiles, electronic devices including cell phones and other belongings within the school premises. All Buncombe County School Board policies apply. For more information, see school board policy # 4342.

**GANG AND GANG RELATED ACTIVITY**

Buncombe County Schools defines a “gang” as any on-going alliance or association of three or more individuals, formal or informal, having as one of its primary activities the commission of criminal acts or purposeful violation of school policy. Inherent to the gang’s structure is a common set of identifying traits including names, signs, colors, and symbols. The following conduct or activity is prohibited and subject to discipline outlined on pages 18-19:

1. Displaying, possessing or distributing any clothing, jewelry, emblem, visible body marking, or literature that communicates or symbolizes affiliation with a gang.
2. Communicating gang affiliation through either verbal or non-verbal methods including, but not limited to, hand gestures, drawing, and electronic texting.
3. Tagging school or personal property with gang related symbols.
4. Harassment, intimidation, or solicitation directed toward a student or staff member relative to gang activity.

**VISITORS**

Parents and others who are visiting for academic purposes are welcome; however, it is the policy of Owen High School, as well as the Buncombe County School Board, that ALL visitors must register in the main office and wear a visitor’s pass while on school grounds. Before leaving, visitors are expected to sign out in the main office and depart promptly. The campus is “closed” to visitors for social purposes during the instructional day. Students are not to have visitors at any time during the school day.

**TELEPHONES**

If an emergency arises or a student becomes ill, the phone in the main office may be used. *Use of the telephone does not constitute an excused tardy to class.* Parents or friends should not call students at school except in case of emergency. Announcements regarding phone messages will be made during class change or SMART Lunch; it is the student’s responsibility to pick messages up in the main office. Cell phones are not to be used beyond the lunch hour or class change without permission from an administrator, teacher or staff member.

**COMMUNITY ANNOUNCEMENTS**

All announcements for community activities not sponsored by our school will be posted on the community service bulletin board. These announcements MUST be approved by the principal prior to posting. Community announcements will not be made over the school’s intercom.
ACCIDENT OR ILLNESS
If a student becomes injured or ill while at school, he/she is to report his/her condition to the nearest teacher or staff member who will notify the main office. If appropriate, the student is to report to or be brought to an administrator. The parent or guardian will be called and informed of the student’s condition. If the injury or illness is so severe that medical attention is needed immediately, an ambulance will be called.

MEDICATIONS
Medication may be left at the school for individual students but this MUST be accompanied by a physician’s order and kept in the counseling office. Students are NOT allowed to carry either prescription or non-prescription medication with them during the school day. If found to be so, the student will be subject to school discipline. School personnel will dispense non-prescription medication and prescribed drugs on either a regular or short-term basis. Prescription drugs must be kept in the original bottle and taken only as prescribed under the supervision of trained school staff. The prescribing physician and parent/guardian are both required to complete the proper authorization forms before medications can be given. Forms may be obtained from the main office or may be downloaded from the Buncombe County Schools website. Students distributing or selling prescription drugs will be disciplined to the fullest extent possible according to Buncombe County School Board policies.

STUDENT INSURANCE
Accident insurance is available to any student upon completing an online application form and paying the appropriate insurance fee. Insurance application information will be made available at the beginning of school. Payment of fees will be made directly to the insurance company. Also, any communications regarding claims will be made directly with the company, not the school. This insurance serves as supplemental insurance when another insurance company’s coverage is in effect.

Students participating in interscholastic athletic programs MUST purchase a supplemental insurance policy at a rate of approximately $12 per year. Each coach will provide information about this insurance at the beginning of the sports season. Parents can also check the school’s website for insurance information.

SCHOOL ELEVATORS
School elevators are to be used only by students who have a temporary or permanent handicapping condition and who have received administrative approval in advance. The elevator may also be used to move school equipment, books, or supplies to another level of the building. Students found using the elevator(s) without permission will be disciplined in accordance with the school discipline plan. Elevator phones are to be used for emergencies only.

CLOSED & RESTRICTED AREAS
For safety reasons, students are forbidden from climbing the rock cliff or bank behind the school or to be in any wooded area around the school unless supervised by a faculty or staff member. These areas are dangerous. Being in these areas will typically result in Out of School Suspension (OSS). Also, to protect instructional time, students should not be in the hallways during class without a hall pass. Students are required to sign in/out on the clipboard near each classroom door when coming/going during class time. Students in violation of this will be escorted back to class. All
students must follow SMART lunch guidelines including adhering to open and closed areas. Students found in violation of SMART lunch guidelines will be subject to the discipline plan.

SCHOOL-WIDE DISCIPLINE PLAN

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)
All schools in North Carolina have implemented Positive Behavior Support as an effective and proactive process for improving social competence and academic achievement for all students. The purpose of PBIS is to provide a safe, engaging learning environment for all students and staff at Charles D. Owen High that enhances students’ Integrity, Attitude, and Maturity through high and consistent expectations of behavior allowing for the highest academic learning opportunities. The three major components of PBIS include teaching appropriate behavior in all settings; acknowledging when behaviors are met; and intervening when behavior expectations are not met.

A referral system at OHS is in place that parallels the PBIS initiative. There are three areas from which referrals can be initiated from staff. The information below will help navigate students and parents through our Positive Behavior Intervention and Support Program. Please review this information as well as the rewards.

C.D. Owen H.S. Expectations Matrix
“I AM a Warhorse”

<table>
<thead>
<tr>
<th>C.D. Owen H.S. Expectations Matrix</th>
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</thead>
<tbody>
<tr>
<td><strong>“I AM a Warhorse”</strong></td>
</tr>
<tr>
<td><strong>Settings</strong></td>
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<tr>
<td><strong>Media Center</strong></td>
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<tr>
<td><strong>Classroom</strong></td>
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<tr>
<td><strong>Hallway/Stats</strong></td>
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<tr>
<td><strong>Cafeteria</strong></td>
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<tr>
<td><strong>Restrooms</strong></td>
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<tr>
<td><strong>Bios</strong></td>
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<tr>
<td><strong>Athletics</strong></td>
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<tr>
<td><strong>Gym/Locker Room</strong></td>
</tr>
<tr>
<td><strong>Community</strong></td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
</tr>
<tr>
<td>Respect property &amp; space resources</td>
</tr>
<tr>
<td>Respect yourself and others</td>
</tr>
<tr>
<td>Be your own work</td>
</tr>
<tr>
<td>Do your best</td>
</tr>
<tr>
<td>Chores &amp; PayCheck out</td>
</tr>
<tr>
<td>Wait Tum</td>
</tr>
<tr>
<td>Treat staff and others with courtesy</td>
</tr>
<tr>
<td>Respect Privacy</td>
</tr>
<tr>
<td>Keep it clean</td>
</tr>
<tr>
<td>Respect dress, peers, and your equipment</td>
</tr>
<tr>
<td>Play fair</td>
</tr>
<tr>
<td>Follow NCHSAA rules</td>
</tr>
<tr>
<td>Cheer for your teammates against the other team</td>
</tr>
<tr>
<td>Respect privacy and property</td>
</tr>
<tr>
<td>Keep it clean</td>
</tr>
<tr>
<td>Respect yourself and others positively</td>
</tr>
<tr>
<td>Be mindful of social media</td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
</tr>
<tr>
<td>Be respectful of others, and their learning</td>
</tr>
<tr>
<td>Be focused</td>
</tr>
<tr>
<td>Be engaged</td>
</tr>
<tr>
<td>Ready to learn</td>
</tr>
<tr>
<td>Positive language</td>
</tr>
<tr>
<td>Appropriately volume</td>
</tr>
<tr>
<td>Practice good manners</td>
</tr>
<tr>
<td>Use bathrooms only for intended purpose</td>
</tr>
<tr>
<td>Follow directions</td>
</tr>
<tr>
<td>Obey bus rules</td>
</tr>
<tr>
<td>Respect others on and off the field</td>
</tr>
<tr>
<td>Give your best effort</td>
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<tr>
<td>Dress out</td>
</tr>
<tr>
<td>Give your best</td>
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<tr>
<td>Support and participate in community efforts</td>
</tr>
<tr>
<td><strong>Maturity</strong></td>
</tr>
<tr>
<td>Follow expectations for different areas of library, Clean up after yourself</td>
</tr>
<tr>
<td>Be prepared</td>
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<tr>
<td>Be on time</td>
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<tr>
<td>Communicate in a positive way</td>
</tr>
<tr>
<td>Keep hands to your self</td>
</tr>
<tr>
<td>Be timely</td>
</tr>
<tr>
<td>Clean up</td>
</tr>
<tr>
<td>Use bathrooms at the appropriate time</td>
</tr>
<tr>
<td>Sit at seat keep hands and feet to self</td>
</tr>
<tr>
<td>Show good sportsmanship</td>
</tr>
<tr>
<td>Abide by school expectations</td>
</tr>
<tr>
<td>Practice good hygiene</td>
</tr>
<tr>
<td>Clean up appropriately</td>
</tr>
</tbody>
</table>

Charles D. Owen High School Handbook
Updated August, 2019
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REWARD SYSTEM

1. Teachers will give Shout Outs to students who are observed exhibiting the character traits of Integrity, Attitude and/or Maturity. The acknowledgements will detail the positive behavior demonstrated.
2. Students are responsible for putting the Shout Outs in the school store window slot adjacent to Room 216 or in the painted locker across from the media center.
3. During Advocate Group meetings, advocate leaders will celebrate students who have turned in their Shout Outs and positively acknowledge the character trait demonstrated by sharing with their advocate peers.

Administrators reserve the right to make disciplinary decisions related to conduct unbecoming an Owen student.
METHODS OF DISCIPLINE

RESTITUTION
Restitution refers to the act or correcting a disciplinary infraction by restoring that which had been wronged or harmed. Through restitution a student should be able to restore a situation to its former condition or position. Teachers and administrators may assign restitution to correct minor infractions of the discipline code. Students who fail to complete assigned restitution will be subject to additional disciplinary action.

DETENTION

Teacher Detention
1. Teachers have authority to assign detention in accordance with their classroom rules and the school-wide discipline plan. The teacher giving the discipline will hold detention before or after school. A one-day notice shall be provided so that arrangements may be made for transportation to/from school.
2. Failure to serve the time within two days will result in the time being doubled by the teacher and parental contact.
3. Failure to stay for this second detention will result in a referral to administration for disciplinary action.
4. Work, transportation problems, forgetting, athletic contests, clubs, band, and co-op are not acceptable reasons for failure to stay for teacher detention.

Administrative Detention
1. Administrative Detention (AD) is assigned by school administration.
2. Detention is held Monday through Friday beginning at 3:15 pm or during the SMART lunch hour.
3. Sleeping and goofing off will not be tolerated.
4. Work, athletics, clubs, band, co-op, transportation problems, forgetting, etc., are not acceptable reasons to miss administrative detention.
5. Detention is to be scheduled within three (3) days of the meeting with the administrator. A doctors’ written excuse or a verified family emergency will be the only excuse for reassigning detention.
6. Failure to stay for AD will result in a doubled assignment. Failure to serve doubled AD will result in additional discipline assigned by administrator.

“Chill Out” Option
Teacher may use this option when the student needs space or time to cool their emotions. The student will be sent to the ISS room for the remainder of the class period that day. Students will be sent to chill out by a teacher; they may not opt to go to chill out on their own. The teacher shall call the ISS Coordinator as the student is leaving the classroom to alert him that the student is headed to the ISS room. The teacher shall also send work for the student to complete while in “Chill Out.” The student must report within five (5) minutes. No student will be allowed more than three (3) “Chill Out” assignments during a semester. The ISS Coordinator will be responsible for tracking this data.

Temporary Suspension
This is a non-punitive form of discipline that is intended to inform the parents/guardians that their child is nearing the punitive section of the discipline code. Expectations are that the parent will become involved in the student’s behavior to help prevent any further disciplinary action being
necessary. If the behavior is repeated, the parents are informed that the punishment will be fairly severe and that the student is jeopardizing his/her education.

**Smart Lunch Detention**

Students who fail to stay assigned tutoring time with teachers during SMART lunch will be assigned a SMART Lunch Detention (SLD). SLD will be written for a specific date. Students who fail to attend SLD for the assigned date will be assigned one full day of ISS.

**SUSPENSION**

**In-School Suspension**

In-School Suspension (ISS) is a consequence where a student is removed from regular class(es) and reports instead to a restricted classroom space supervised by the In-School Suspension Assistant. Depending on the nature of the infraction, a student may be removed for a portion of the day, a full day or several days. The student is counted present. NOTE: All school rules apply.

1. If a student is absent while assigned to ISS or is dismissed during the day, the student must report to ISS upon returning to school.
2. The student will be counted present at school while serving ISS and will get credit for completed assignments.
3. If the student fails to comply with ISS rules, he/she will be suspended out of school.
4. Students will surrender all personal items, including cell phones, so they can be locked safely in a cabinet in the ISS room.

Rules for In-School Suspension include:

1. Completion of all assigned work.
2. No talking.
3. Remain seated.
4. No sleeping.

**Out-of-School Suspension**

Out-of-School Suspension (OSS) is a means of discipline as prescribed in the school-wide discipline plan. While certain discipline offenses require OSS as the consequence for the first infraction, the administration wishes to reserve OSS as a final resort to correct problems with student discipline. The administration reserves the right to modify this sequence due to the severity of the discipline offense.

1. **1st Offense** – 2 days OSS
2. **2nd Offense** – 3 days OSS
3. **3rd Offense** – 5 days OSS and possible referral to Discipline Hearing
4. **4th Offense** – 10 days OSS and possible referral to Discipline Hearing

Students receiving OSS are not allowed on Owen High School property, any BCS school property or at any school function during the days or nights of the suspension. Students will be readmitted to school following OSS provided a parent conference (by phone or in person) has been held with the administrator who issued the suspension.
BCATS

Buncombe County Alternative to Suspension (BCATS) is a program that can be used in lieu of Out-of-School Suspension. Administrators, at their discretion, may assign this alternative for students who have violated school rules resulting in the consequence of OSS, in order to give them the opportunity to be successful in their school work. Students are given credit for attendance at Owen High School while attending BCATS which is located on the Community High School (CHS) campus. Teachers will send assignments to BCATS, and the student can complete all work for credit while attending. Students can only be given the BCATS option once a semester.

If the student/family refuses a BCATS assignment, OSS will be assigned. The number of days for OSS will be at the discretion of the administrator, generally two BCATS days = one OSS day.

LONG-TERM SUSPENSIONS

Long-term suspension is a possible consequence of serious student misconduct and violations of state, system, or school rules. Buncombe County School Board Policies outline additional details on serious student misconduct. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.) Those policies are available to any interested parent or citizen online at the Buncombe County Schools website or upon request.

**A copy of the pertinent policy will be provided to the student and parent in the event long-term suspension is sought by the school administration.

HEARING BOARD COMMITTEE

The Hearing Board is made up of one faculty member from each Owen District school and one Owen High School faculty member. In the event a recommendation is made for long-term suspension (more than 10 days), the district Hearing Board is required to hear all evidence pertaining to the specific disciplinary matter. The Hearing Board is responsible for making a recommendation to the principal who will make a final recommendation to the superintendent.

DISCIPLINE LEVEL SYSTEM

Failure to follow documented school rules will result in consequences as outlined in the following level system. ANY ACT COMMITTED BY A STUDENT THAT IS NOT SPECIFICALLY MENTIONED BELOW WILL BE HANDLED INDIVIDUALLY BY THE ADMINISTRATION. ADMINISTRATORS RESERVE THE RIGHT TO MODIFY ANY OF THE CONSEQUENCES OR SEQUENCES FOR DISCIPLINARY ACTION.

Smart Lunch is a privilege and can be removed from a student for acts of disrespect, irresponsibility, or other inappropriate actions as determined by an administrator.

EXPECTATIONS OF STUDENTS

All students are expected to do their best every day and treat others in a caring and respectful manner. All students should come to class with an open mind, paper, pencil/pen, school-issued device, and required work materials. Students should participate appropriately in class so that learning time is maximized for all students. Also, all students are expected to be self-disciplined and serious about
their education. Students are to maintain academic integrity by doing their own work or citing the work of others in an appropriate manner.

**REFERRAL PROCESS**
When a student is referred to an administrator for a general rule violation:
1. A student/administrator conference will be held to discuss the referral.
2. Discipline will be assigned in accordance with school policy.
3. Students may request a copy of the discipline referral documenting the infraction and discipline consequences.
4. Parents/guardians of repeat offenders will be contacted by an administrator to inform him/her of their child’s inappropriate behavior and the potential consequences.

**OFFENSES RELATED TO ATTENDANCE**
1. Leaving school grounds without permission.
2. Leaving a classroom or other instructional activity without proper permission.
3. Failure to follow sign-in and sign-out procedures.
4. Truancy (absent from school without parental knowledge).
5. Class Cut (students who fail to report to their assigned class and students who are out of class for more than ten minutes).

Consequences for 1 – 5 Above:
- **1st Offense** - Two (2) days assigned to ISS for that class period only or full day depending on how much class time was missed
- **2nd Offense** - Two (2) full days in ISS
- **3rd Offense** - Begin OSS Sequence

**OFFENSES RELATED TO TARDIES/EARLY DEPARTURES**
Students are expected to report to first period by 8:00 a.m. and remain in school until 3:00 p.m. Failure to do so results in lost instruction. Students arriving tardy/leaving early must sign-in at the main office and provide a note from their parent/guardian or a doctor’s office. A tardy/early departure resulting from a doctor/dentist appointment will not be subject to discipline provided the student presents acceptable documentation to main office personnel. Each student who signs in/out at the main office will receive a computer-generated note admitting the student to class or showing approval to leave campus.

**Tardies to school (8:00 – 8:30) or Early Departures (2:30 – 3:00)**
Students arriving late to school or late to 1st block or departing 4th period early shall receive a warning upon the third and fourth occurrence. Consequences thereafter:
- **1st, 2nd, 3rd, & 4th Offense** – Warning issued.
- **5th Offense & all subsequent tardies** – 1 hour after school detention served within one week of the infraction

**Tardies to 2nd, 3rd, and 4th Block**
1. **1st, 2nd & 3rd Offenses** - Warning issued, teacher documents in Educators Handbook as a Minor (orange)
2. **4th & subsequent offenses** - Student is not allowed to class; student reports directly to ISS for the block (teachers must contact ISS Coordinator to inform him of student arrival), teacher enters in Educators Handbook as an Office Referral (purple)
OFFENSES RELATED TO STUDENT MISCONDUCT

Repeated Minor Referrals/Select Office Referrals
1. Willful act of disruption or argumentative behavior
2. Inappropriate language or profanity
3. Disrespect/argumentative behavior
4. Inappropriate language or profanity - not directed towards an individual
5. Inappropriate language or profanity - directed towards an individual
6. Inappropriate behavior
7. Disruptive behavior in class
8. Insubordination - work refusal
9. Insubordination other than work refusal
10. Being in an unauthorized area
11. Excessive display of affection (PDA)
12. Misuse of school technology
13. Honor code violation
14. Failure to stay for classroom detention
15. Failure to follow school policy or conduct unbecoming an Owen High School student

Consequences for 1-15 Above
1. Offense – Admin Conference, Lunch or After-School Detention, and/or Parent Contact
2. Offense – Two (2) days assigned to ISS for that class period only
3. Offense – One (1) full day in ISS
4. Offense – Two (2) full days in ISS
5. Offense – Begin OSS Sequence

OFFENSES RELATED TO CELL PHONES & ELECTRONIC DEVICES

Unauthorized use of cell phones, 1:1 devices or other electronics:

Phone caddies have been provided for each instructional room to address the increasing issue of student phone use and disruption of the classroom learning environment.

- Students are expected to place phones/devices in caddies at the beginning of class and leave them there for the duration of the class period.
- Phone/devices caddies will be located in an area that is easily monitored by the teacher with limited access for students (not on exit doors). However, Owen High is not responsible for lost or damaged phones/devices. Students bring devices to school at their own risk.
- No warnings will be given for cell phone/device use. Any cell phones/device in use should be confiscated and turned in to an administrator. The student may turn off the phone/device or remove the battery before giving it to a teacher.
- If a student refuses to cooperate, the teacher should call an administrator to avoid a confrontation with the student. In this case “insubordination” will bring additional disciplinary action.
- An office referral (purple) should be created in Educator’s Handbook to document the classroom infraction.
- Administration reserves the right to prohibit a student from having a phone/device at school for continued violations or disruptive phone use.

All electronic devices are subject to BCS technology procedures, Board of Education policies, including search and seizure and disciplinary action. Students may not video or audio record a
teacher, classmate(s) or a class without prior consent from the teacher. Any student found to take, alter, damage or destroy another person’s phone will be subject to discipline even if the intent is of a joking nature.

Offenses Related to Cell Phones/Electronic Devices

1st Offense
- Administrator will keep the phone/device until the end of the day. Student may pick up the phone or device in person.
- 2 days of ISS assigned for that class period only

2nd Offense
- Administrator will keep phone/device until the end of the day. A parent/guardian will have to pick up the phone/device in person.
- 2 full days of ISS

3rd and subsequent offense(s)
- Continue with parent pick up and move to OSS sequence

OFFENSES RELATED TO SMART LUNCH
- Classroom SMART Lunch no-show - 1st through 3rd offense
  - Consequence - ISS SMART Lunch Detention
- ISS Lunch Detention no-show
  - Consequence - One (1) full day of ISS
- Continued SMART Lunch no-show (4th and subsequent offenses)
  - Indefinite loss of SMART Lunch privileges
  - SMART Lunch contract

OFFENSES RELATED TO BUS MISBEHAVIOR
- 1st Offense - Conference with Bus Administrator, possible bus seat assignment and parent contact
- 2nd Offense - 3-day bus suspension and parent contact
- 3rd Offense - 5-day bus suspension and parent contact
- 4th Offense - Extended bus suspension for remainder of semester or school year

Administrators reserve the right to make disciplinary decisions related to conduct unbecoming an Owen student.

OFFENSES RELATED TO OBSCENE/OBJECTIONABLE MATERIALS ON COMPUTERS AND/OR INAPPROPRIATE NETWORK USAGE
Each time a student logs onto a Buncombe County School computer or accesses the BCS network, they agree to follow the Acceptable Use Policy (AUP). Adherence to the AUP is mandatory for all students using school equipment and resources. Students who violate the AUP will be subject to administrator assigned consequences outlined above in the section on student misconduct. The Media Center coordinators can answer questions about the AUP.

OFFENSES RELATED TO DEFIANCE, MALICIOUS BEHAVIOR, or POTENTIALLY UNLAWFUL ACTIONS
1. Assault
2. Mutual sexual contact between two students
3. Theft or possession of stolen property
4. Possession, use, sale or distribution of drugs alcohol, or drug paraphernalia
5. Possession of a weapon  
6. Harassment  
7. Bullying  
8. Communicating threats  
9. Property damage or vandalism  
10. Bomb threat  
11. Unwanted inappropriate touching or contact (sexual in nature)  
13. Severe acts of disruption of class or school programming, including racial, ethnic, sexist name calling, or threatening or bullying statements.  
14. Possession of or discharging fireworks or potentially explosive materials.  
15. Vandalism.  
17. Extortion/hazing.  
18. Activating fire alarm or fire extinguisher.  
19. Inciting to riot.  
20. Distribution of hate literature, threats of school violence, or the posting/writing of racist, ethnic, or sexist statements.  
22. Theft of school property.  

1st Offense - Two (2) days OSS  
2nd Offense - Three (3) days OSS  
3rd Offense - Five (5) days OSS and Discipline Hearing  

** Students may be required to pay for repairs/replacement in circumstances involving property damage or loss.  

OFFENSES RELATED TO FIGHTS/ASSAULTS  
The expectation at OHS is that we resolve conflicts with words and not hands or fists. There are many adults here to assist students in solving conflicts. We need students and parents to help as well. Anyone with concerns about a potential conflict escalating to physical aggression is expected to report that concern to a teacher, school counselor, the SRO or an administrator. We believe all fights and assaults can be prevented.  

1st Offense - Involvement of law enforcement, DSS, and Four (4) to Ten (10) days OSS and possible Discipline Hearing  
2nd Offense - Involvement of law enforcement, DSS, and Ten (10) days OSS and Discipline Hearing  

OFFENSES RELATED TO POSSESSION/USE OF VAPES OR TOBACCO PRODUCTS (smoke and smokeless)  
1st Offense - Two (2) days OSS  
• This can be reduced to 1 day of OSS by completing an online course ‘Clearing the Vapor’  
https://swuhealth.org/health-promotion/ctv/?fbclid=IwAR0SIPE77LH5gnNEGn6LVaZthkseD37FGxeDVvbB2r4D4ottg28wnvXksAHs  
• Students that complete the online course on their first day of OSS can bring the completed certificate to the front office and return to school in lieu of the second day
of suspension. The student’s second day of OSS will be replaced with completion of
the restorative practice in the discipline record.
• If the student fails to complete the online course within the 2 days of OSS, the student
will be assigned to ISS until the student can complete the online course. As soon as
the student completes the course, he/she may return to class.

2nd Offense - Three (3) days OSS
3rd Offense - Five (5) days OSS
4th Offense - Ten (10) days OSS and a possible hearing board

OFFENSES RELATED TO POSSESSION/USE OF CBD OILS/DAB PENS/MARIJUANA
OR DRUG PARAPHERNALIA
Possession/Use of controlled substances in violation of law, including mood or mind altering drugs,
synthetic drug substitutes, including but not limited to misuse or unlawful use of over-the-counter
drugs substances that look and smell like marijuana such as CBD products, and/or possession of
drug paraphernalia.

1st Offense – Five (5) days of OSS and referral to law enforcement
2nd Offense – Ten (10) days of OSS, referral to law enforcement and a possible hearing board
for long-term suspension

OFFENSES RELATED TO SHARING/GIVING/SELLING ILLEGAL DRUG RELATED
ITEMS

1st Offense – Ten (10) days of OSS, referral to law enforcement and a hearing board for long-
term suspension

Sale or distribution of drugs, narcotics, or alcohol on campus or within 1,000 yards of campus is
a violation of federal and state law and will result in ten days Out-of-School Suspension, legal
action, and/or recommendation for long-term suspension.

Any senior who violates the law and/or policy of the Board pertaining to drugs or alcohol in the
final ten (10) days of school will, by such action, immediately forfeit his/her right to participate in
graduation exercises with his/her class.

EXCESSIVE OSS POLICY
Any student who reaches five (5) days of Out-of-School Suspension, either as a result of a single
referral or a combination of referrals will be subject to the Excessive OSS procedure. Students
with excessive OSS will not be allowed to participate in nor attend any Owen high extra-curricular
activities (including but not limited to sports events, prom, senior activities, fine arts performances,
club activities, etc.) for the remainder of the year or until privileges are restored through a
restorative appeal process. In order to regain extracurricular privileges, any student may follow
the restorative process outlined below. These procedures pertain to extra-curricular activities, not
class-connected extension activities such as field trips or performances that are part of class
requirements.

Extra-curricular Restorative Process
In order to regain extra-curricular privileges, a student must show a good faith effort in reflecting
on and changing the behavior(s) that led to the OSS event, including the steps below.
• Completing, in writing, a set of Restorative Practices Questions
• Completing 10 or more hours of documented community service
• Scheduling a Restorative Process Committee meeting through the front office secretary (may occur no sooner than 20 school days following the privilege loss)
• Attending, with a parent/guardian, the Restorative Process Meeting
• Presenting to the Committee an oral reflection on the process and rational for reinstating privileges.
• Optional – parent may present either a written statement or speak to the Restorative Process Committee.

The Restorative Process Committee will be comprised of a Safe Schools Committee member, one classroom teacher, a coach, and a school counselor. The decision of the Committee is final and cannot be appealed.

A student athlete, club member, marching band member or performing artist will be allowed to practice but not travel to or be with the team/club for any competition/performance until privileges have been reinstated through the Restorative Process Committee.

A student athlete who violates Board policy 4354 will be subject to the return to play provisions outlined in that policy. The OSS days connected to that particular disciplinary incident will not be counted in the Excessive OSS Procedure since that student is under Policy 4354. OSS days in addition to the 4354 violation will be counted for the excessive OSS procedure.

RETURNING TO SCHOOL FOLLOWING AN ABSENCE
Upon returning to school following any absence, students are required to bring a note signed by a parent or guardian stating the reason(s) for and date(s) of absence(s). A daytime telephone number must be listed on the note where a parent may be reached, if necessary, to verify the note. The note must be given to the front office staff.

SIGN-IN AND SIGN-OUT PROCEDURES

SIGN-IN/TARDIES
Students should be in class and prepared for the lesson to begin when the tardy bell rings. Tardiness not only means lost instructional time for the tardy student; it is also disruptive to the teaching and learning being conducted in the classroom. The classroom teacher will record tardies and make appropriate referrals outlined in the Discipline section of this handbook. Students who arrive at school after 8:00 must report to the main office to sign in and receive a pass admitting the student to class.

Students arriving late to school or leaving school early should bring a note signed by their parent and present the note to the main office personnel. Acceptable notes should include the reason for the tardy to school, the date, parent’s signature, and the phone number where the information can be verified if necessary. Notes from medical appointments are also acceptable documentation for tardies to school.

SIGN-OUTS
1. Students must sign out properly in the main office. They will be issued a dismissal slip which they must present to the security guard as they leave campus.
2. Parents/guardians picking up students who leave during the school day, must sign them out in the main office. Office personnel will contact the student who will report to the
main office to sign-out and receive a dismissal slip. The student will meet his/her parent/guardian in the main office.

3. Students who become sick at school must contact their parents from the main office before a dismissal slip is issued.

4. This dismissal slip will serve as a hall pass. Any student remaining in the school after signing out should be reported to the main office.

5. Students should report to the main office to sign back into school. The time returning will be noted on the pass which is given to the teacher upon return to the classroom.

6. Students signing out after second period will not be allowed to return to school unless a parent/guardian signs them out or the student has a verified doctor’s appointment.

**Failure to follow sign or sign out procedures will result in disciplinary action.**

**TRANSPORTATION**

**MOTOR VEHICLES**

Our number one concern is student, staff, and visitor safety while at Owen High School. To ensure our campus is as safe as possible, all registered vehicles parked at school will have a valid parking permit displayed when on campus during school hours. Additionally, vehicles shall be operated following the laws and regulations set forth by the State of North Carolina.

Students shall purchase a parking permit from the school treasurer for $45.00 (non-refundable). Students will park only in assigned student parking areas, heading into the space, and within the parking lines. Permission to drive a motor vehicle to school will be granted as long as students follow the rules below.

1. Purchase a school parking permit and display it in the designated place on the vehicle.
2. Parking permits must be clearly visible while driving or parking on the school grounds during the regular school day (7:30 am-3:30 pm).
3. Abide by the campus speed limit of 10 miles per hour.
4. Use the main entrance drive only to enter school property. Do not use the bus/back entrance at any time.
5. Leave your vehicle immediately upon arriving at school and do not return to the vehicle without permission during the school day, which includes class changes and lunch.
6. Students shall follow directions of the school security officer and/or Owen staff members.
7. Banners and/or flags are not to be displayed on/in student vehicles parking or driving on campus, the only exception being the flag of the United States of America.
8. Lock and secure your vehicle. Fully understand that the school is NOT responsible for any theft or vandalism which may occur while the vehicle is on campus.
9. Parking permits are not transferable to other vehicles outside of those belonging to the immediate family. Students allowing other students to use their parking permits are subject to losing their parking privileges and forfeiting their $45.00 parking fee.
10. Attendance and tardy problems created by driving may result in loss of driving privileges.
11. Unless otherwise directed, stop at all stop signs.
12. If you are driving a convertible or pickup truck. All passengers **MUST** be seated before the vehicle moves.
13. DO NOT, at any time, drive off the paved driveway.
14. Vehicles parked on campus are subject to search upon reasonable suspicion that school rules or state law has been violated.
15. Students parking in spaces other than their own may be subject to a fine, towing, or loss of parking privileges.

**DRIVER’S LICENSE LAWS**

Students are subject to revocation of driver’s license or permit pursuant to two North Carolina laws. Under the Dropout Prevention law, students must remain enrolled in school and make required progress toward a high school diploma, i.e. pass three out of four courses per semester and be promoted from grade to grade. Under the Lose Control law, students who are given a suspension or placement in an alternative educational setting of longer than 10 days for possession/sale of alcohol or controlled substances on school property, bringing/possessing/using a weapon on school property, or assault on school personnel on school property will forfeit driving privileges.

To obtain a learner’s permit or driver’s license, students must present a Driver’s Eligibility Certificate at the NCDMV. **In order to obtain the eligibility certificate, parents must present the student’s social security card, birth certificate, and a Driver’s Education Certificate to a school administrator.** Students must be making adequate progress in school until they are 18 years of age or the DMV will revoke the permit/license. DMV defines adequate progress as passing 3 of 4 classes each semester and being promoted to the next grade level at the end of the year. Attendance is also considered a part of making adequate progress. Adequate progress is checked at the conclusion of each semester.

**SCHOOL BUS PASSENGER CONDUCT AND SAFETY**

1. Be at your bus stop on time and wait for the bus in a safe place away from the road.
2. Walk, don’t run, when crossing the road at the bus stop. Cross in front of the bus and be far enough from the front so the driver can see you at all times. Students must abide by the mandatory driver hand signals when crossing the road.
3. Remain seated until the bus has stopped before attempting to leave bus.
4. Passengers who live on the right side of the road should immediately move away from the bus out of danger after unloading.
5. Obey the driver and adhere to his/her directions at all times.
6. Students should not do anything to distract the driver’s attention from the safe operation of the bus.
7. Keep the aisle clear of objects that could cause a passenger to stumble. Any person having to stand should stand sideways (facing the side of bus) and hold on to seats. All passengers are to stay behind the driver.
8. Students are to refrain from any type of “horseplay” at all times.
9. Students should use a reasonable tone of voice in their conversations.
10. Keep head, arms, and hands inside the bus. Do not throw objects from the bus.
11. Students are not permitted to throw any object inside the bus at any time.
12. Under no circumstances should any student smoke, light matches, or light cigarettes while on a school bus or at a bus stop. All nicotine and vaping products are prohibited. Drugs, drug paraphernalia and alcohol are also strictly prohibited.
13. Drinks, food, and laser pointers are not allowed on the bus.
14. Electronic devices used on the bus must have headphones and/or earbuds. Using portable speakers on the bus is prohibited. Students should remove headphones as they board the bus and refrain from use until disembarking.
15. Report any misbehavior or vandalism to the bus driver.
16. Non-service animals are not permitted on the bus at any time.
17. The school reserves the right to assign seats on buses.
18. Any student wishing to ride a bus that they are not regularly assigned to must have a note from a parent/guardian approved by an administrator prior to boarding the bus. Those notes should be left in the main office before 8:00am for verification/approval. Emailed notes will be accepted by 8:00am to ohsfrontoffice@bcsemail.org. **Phone call changes will not be accepted.**

19. Students should get off the bus at designated stops only.

20. In the event of an accident or emergency, passengers may have to unload the bus. Students should move to a safe place off the highway. Another bus will pick up passengers or other suitable arrangements will be made.

*All school rules and legal/behavioral expectations set forth in this handbook apply while riding a school or activity bus owned by Buncombe County Schools.* Violation of bus passenger conduct and safety regulation(s) could result in suspension from the bus, after school detention, in-school or out-of-school suspension and possible legal proceedings against violators.

**ATTENDANCE**

**HIGH SCHOOL ATTENDANCE POLICY**

The Buncombe County School Board Policy #4400 replaces old policies 401, 402, and 403. High School Attendance Grades 9-12 is found below or may be accessed on the Buncombe County Schools website using the links for Board of Education and District Policies or upon request.

*Board of Education Policy Code: 4400*

The Buncombe County Board of Education (“Board”) believes that regular school attendance is of crucial importance for educational achievement, that learning experiences that occur in the classroom are essential components of its learning process, that time lost from class tends to be irretrievable in terms of opportunity for instructional interaction, and, therefore, that each student should attend school every day. The State of North Carolina requires that every child in the State between the ages of seven (7) (or younger if enrolled) and sixteen (16) attend school. Further, the Board affirms that the primary responsibility for regular attendance resides with the parents/guardians and the individual student. Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. Five unexcused tardies and/or early dismissals will be equated to one day of absence for the purpose of this policy. The school attendance team will develop appropriate interventions for students who are chronically tardy or who leave early. Tardies and early dismissals will be considered excused for the same reasons allowed for excused absences listed below in section B. II.

The Board shall adhere to the North Carolina General Statutes pertaining to student attendance except to the extent this policy imposes stricter regulations. Furthermore, the Board is committed to the implementation of a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

**A. ATTENDANCE RECORDS**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce North Carolina’s compulsory attendance statutes (G.S. 115C-378 through -383).
B. ABSENCES

I. Attendance Requirements by Grade Level

1. Elementary and Intermediate Schools Grades K-6

Elementary and Intermediate School students in grades K-6 may only have a maximum combined total of fourteen (14) excused and unexcused absences in a school year. Students must be in school one half of the day to be counted as present. Any absences over 14 must be made up in accordance with the school’s Attendance Make-up Program (see 4400-R).

2. Middle School Grades 6-8

Middle School students in grades 6-8 may only have a maximum combined total of fourteen (14) excused and unexcused absences per school year. Any absences over fourteen (14) must be made up in accordance with the school’s Attendance Make-up Program (see 4400-R). Students must be in attendance one half (1/2) of the day to be counted present for the day; however, accumulation of five (5) or more tardies or early dismissals will be counted as one (1) absence to be made up to meet promotion standards.

(For any courses resulting in high school credit, students must follow attendance rules for High School grades 9-13.)

3. High School Grades 9 – 13

i. Semester-Long Courses

Students in grades 9-13 in semester-long courses may only have a maximum combined total of five (5) excused and unexcused absences per semester per class. Absences are considered for each class and students must be present two thirds (2/3) of the class to be counted as present. Absences over five (5) days may be made up in accordance with the school’s Attendance Make-up Program (see 4400-R) in order to receive credit.

ii. Year-Long Courses

Students in grades 9-13 in year-long courses may only have a maximum combined total of ten (10) excused and unexcused absences per class. Absences are considered for each class and students must be present two thirds (2/3) of the class to be counted as present. Absences over ten (10) days may be made up in accordance with the school’s Attendance Make-up Program (see 4400-R) in order to receive credit.

II. LAWFUL (EXCUSED) ABSENCES

When a student must miss school, the parent or legal guardian must supply documentation regarding the reason for the absence to the school upon the student’s return to school. Absences are listed as unexcused until documentation is received. Documentation will not be accepted after thirty (30) days without prior approval from a school administrator or the attendance team. Absences due to extended illnesses generally require a statement from a physician if there is a history of chronic absences. As soon as a parent anticipates a student’s extended absence because of a severe, prolonged, or chronic illness under a physician’s care, the parent shall notify the principal. The principal shall make arrangements for homebound/hospital-bound or other appropriate instruction following procedures outlined by Special Services homebound guidelines. In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up any tests or other work missed. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

An absence may be excused for any of the following reasons.

1. Personal illness or injury that makes the student physically unable to attend school.
2. Isolation ordered by the local health officer or the State Board of Health.
3. Death in the immediate family.
4. Medical or dental appointment.
5. Participation under subpoena as a witness in a court proceeding.
6. At least two (2) days of excused absences must be allowed each academic year for religious observances required by the faith of a student or a student’s parents.
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, with prior approval from the principal.
8. Pregnancy and related conditions or parenting, when medically necessary.
9. A student whose parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families; and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

III. UNLAWFUL (UNEXCUSED) ABSENCES

For students who are entitled to attend public school and who have enrolled in a public school, unlawful absence is defined as:

1. A student’s willful absence from school with or without the knowledge of the parent;
2. A student’s absence from school for any reason other than those listed in Section B under “Lawful Absences”; or
3. When students are not permitted to attend school because they lack proper immunization. The principal or the principal’s designee must notify the parent, guardian, or custodian of his/her child’s excessive absences after the child has accumulated three unlawful absences in a school year. After not more than six (6) unlawful absences, the principal or the principal’s designee must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. (G.S. 115C-378)

In the case of unexcused absences, the student will be permitted to make up any tests or other work missed. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within a specified time period.

1. Mandatory Attendance and Truancy

Unexcused absences may include any reasons not covered above. Students are considered truant after the tenth (10th) unexcused absence. Upon the tenth (10th) unexcused absence, a conference is required to develop an attendance improvement plan. Truancy charges may be filed against the student, the parent, or both if unexcused absences continue.

“After 10 accumulated unexcused absences in a school year, the principal or the principal’s designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student’s parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal’s designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal may notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal’s designee determines that the parent, guardian, or custodian has made a good faith
effort to comply with the law, the principal may file a complaint with the juvenile court
counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent
from school without a valid excuse.” (NCGS 115C-378(f)) This statute applies to students up
to age 16.

C. SCHOOL-RELATED ACTIVITIES
All classroom activities are important and difficult, if not impossible, to replace if missed.
Principals shall ensure that classes missed by students due to school-related activities are kept to
an absolute minimum. The following school-related activities will not be counted as absences
from either class or school:
1. field trips sponsored by the school or Buncombe County Schools;
2. school approved job shadows and other work-based learning opportunities, as described in
   G.S.115C-47(34a), which are not to exceed two (2) days without prior principal approval;
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the
   principal; and
6. in-school suspensions/ completions of alternative to suspension program.
Assignments missed for these reasons are eligible for makeup by the student. The teacher will
determine when work is to be made up. The student is responsible for finding out what
assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES
Class attendance and participation are critical elements of the educational process and may be
taken into account in assessing academic achievement. Students are expected to be at school on
time and to be present at the scheduled starting time for each class.
Students who are excessively tardy to school or class may be suspended for up to two (2) days
for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive
absences. Students may be suspended for up to two (2) days for truancy.
Each principal will establish a school attendance team to monitor school-wide attendance and
design interventions to reduce individual student excused and unexcused absences.
Schools will collect and review data regularly to make decisions about individual interventions,
targeted group interventions, and school-wide incentives for improved attendance. If a student
is absent from school for five (5) or more days in a semester, the attendance committee shall
consider whether a specific plan to improve attendance is necessary.
The principal or committee shall review other measures of academic achievement, the
circumstances of the absences, the number of absences, and the extent to which the student
completed missed work when developing a plan. Interventions could include: 1) parent
education/counseling sessions; 2) individual/student counseling; 3) referral to appropriate
community agencies; 4) positive behavior supports for students and parents; and 5) assigned time
to make-up missed work. Students may be required to attend afterschool or summer school or
mini-mester sessions to make up missed days (See 4400-R).
Parents must receive notification (documentation required) when students have accumulated three
(3) unlawful absences. Once a student has been absent for any unlawful reason for six (6)
cumulative days, the principal or designee shall notify the student’s parents in writing, in
accordance with the NC Compulsory Attendance Law. Subsequently an individual attendance
intervention plan will be developed through the school based attendance committee in cooperation with the parent, guardian, or custodian.

The Board approved Discretionary Admission of an out-of-district student may be revoked due to excessive absences, tardies, and/or early dismissals. The principal shall recommend the revocation in writing to the Superintendent or designee. When the determination is made, the principal will inform the parent or legal guardian in writing that the Discretionary Admission has been revoked and list the date the student must return to their home district school.

Each school will provide the opportunity for attendance make-up through an Attendance Make-up Program, which may include Saturday school, after school make-up tutoring sessions, Attendance Summer School, or other make-up requirements as identified by the principal and attendance teams. Information about the school’s Attendance Make-up Program will be readily available to students and parents in the student handbook, on the school’s website, and in the front office. A fee for attendance make-up will be assessed where applicable. See Board Policy 4600, Student Fees, for fee schedule.

E. Other
Occasionally unique or unusual situations arise which are not specifically addressed by this policy. The superintendent, upon written recommendation from the school principal, may authorize alternatives to the policy in order to achieve fairness to the student without weakening the effect of the policy.

F. Non-Promotion
Pursuant to this policy, students failing to meet attendance requirements in any required course for promotion shall neither be promoted nor allowed to participate in promotion exercises.

G. Distribution
A copy of this policy will be available in the student handbook and on the school’s website. Paper copies may be requested in the front office. Students transferring from another administrative unit will have attendance policy information provided prior to enrollment, and will be allowed to have absences prorated based on the number of school days remaining in the school year.

For regulations on Attendance Procedures, please see BCS Board Policy 4400R.

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000 through -003; NC Board of Education School Attendance and Student Accounting Manual. Cross References: Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Short-Term Suspension (policy 4351) Adopted: June 6, 2013

PUBLIC NOTICES

The annual public notices, including FERPA, as required by federal law, are located at the following link:

https://www.buncombeschools.org/cms/One.aspx?portalId=92531&pageId=251207

These notices can also be found on the main BCS website. Click on the "Parents" button and you'll see it as an option on the left side of the screen.
NONDISCRIMINATION POLICY

In compliance with Federal Law, Owen High School and Buncombe County Schools administers all education programs, employment, activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, sexual orientation, age or disability.