



OXFORD PREP

LOWER SCHOOL
STUDENT / PARENT
HANDBOOK
2023-2024

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Purpose

This handbook provides details regarding the operations of the Oxford Preparatory Lower School for the 2023-2024 School Year. Oxford Preparatory School opened in 2013 serving just 9th grade students. With a clear vision to provide a rigorous college preparatory education for all its students, Oxford Prep has grown into a K-12 charter school serving approximately 860 students from over 6 counties.

Oxford Prep Lower School serves approximately 465 students in grade K-6 in our modern facility that was completed in August of 2021. The Lower School endeavors to create joyful learning environments for all students that lead to them developing solid academic foundational skills. We hope to support students in developing their leadership, academic, and social skills to become the leaders we need for tomorrow! We are so excited to see our Griffins rise!

OPS Mission Statement

OPS's purpose is to graduate future leaders who have completed a rigorous curriculum, performed service in the community, and developed an appreciation of the arts that prepares them for the challenges of the college of their choice. With support from our diverse community, we will cultivate intellectual curiosity in well-rounded students. Students, beginning in kindergarten, are taught about their responsibilities to be community leaders and uphold our school's honor code. Students are asked yearly to sign the Honor Code to attest to their understanding of the expectations of a student of Oxford Preparatory School.

Griffins choose the hard right over the easy wrong.

General Information, Policies, and Procedures

Daily Schedule

- 7:30 a.m. Lower School Building Opens for Students
- 7:45 a.m. Students are dismissed to classrooms
- 7:55 a.m. Homeroom period begins
- 8:00 a.m. Instruction Begins / Students are marked Tardy
- 2:50 p.m. Afternoon Dismissal Begins

Class times, recess times and lunch times are developed by the Lower School administration.

Attendance

In order to help students achieve the most growth possible, students are expected to be in school every day. The **goal** for students at OPS is to be in attendance 95% of the school days. In order for a student to be promoted to the next grade level, the **requirement** is that students will not miss more than 10% of the school year. If a student misses more than 18 days of school they can be retained whether the absences are excused or unexcused. If the student is not retained, the director may require the student to attend summer school to make-up missed seat time or the child may be “placed” into the next grade level. The school will adhere to the following in regarding to attendance, in alignment with NCGS 115C-378:

Excused Absences: A student absence may be excused for the following reason if adequate documentation of the excuse is provided:

- **Illness or injury:** An illness or injury, which prevents the student from being physically able to attend school. Absences are only excused for the student illness or appointment, not that of another family member.
- **Quarantine:** When isolation of the student is ordered by the local health officers or the State Board of Health.
- **Death in the immediate family of the student:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Court or administrative proceedings:** Attendance at the proceedings of a court or an administrative tribunal if the student is party to the action or under subpoena as a witness.
- **Religious observances:** When the tenets of a religion to which a student and/or parents/guardians adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the student. More than two (2) religious observances require the approval of the Executive Director or designee.
- **Educational opportunity:** When the absence clearly is to take advantage of a valid educational opportunity that has been approved by administration may be considered excused. Students who receive an excused absence for an educational opportunity may be asked to provide a paper, annotated photo album, presentation or other evidence of the educational benefit they received as a result of the absence. Approval for such an absence must be granted **prior** to the absence by the Lower School Director. Only 3 days throughout the school year can be excused for an educational opportunity.

- Absences related to deployment activities: A student whose parent/ legal guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian. (NCGS 115C-407.5, current School Attendance and Student Accounting Manual Article V (E)).

Any absences that are outside of these categories or do not have the appropriate documentation will be considered unexcused.

The Lower School will follow the listed procedures in regards to attendance:

- The first three occurrences a year will be excused with a handwritten note of 1-2 days maximum. After 3 occurrences, medical documentation will be required to consider absences excused. Excuse notes from parents will only be accepted until 2 weeks after absence. Doctor's notes will always be accepted.
- All Educational Opportunities must be pre-approved by the LS Director. Please email Mrs. Crews seeking approval for an educational opportunity.
- At the end of each quarter, any student missing more than 10% of the school days enrolled to date will be mailed a letter regarding truancy, chronic absenteeism, and state attendance policy.
- Once a child reaches 10 absences whether excused or unexcused the school social worker will set up a family meeting to discuss barriers to attendance and create an attendance improvement plan in an effort to ensure the child is a candidate for promotion. The Lower School Director, the school nurse, the teacher, social worker, and parent will be a part of this meeting.

Tardies / Early Check-outs

- We highly encourage all students to be in school for the entire school day. A child needs to be present for at least 50% of the instructional day to be marked as present. The earliest a child can be checked out and received credit is 11:30 a.m. A child must be at school by 11:30 a.m. to get credit for being present during the school day.
- If you arrive on campus after 8:00 a.m. to bring your child to school, you will need to park and walk your child inside to the main office to sign them in. Tardies may only be excused with a medical note.
- Tardies negatively impact a student's ability to learn. Families that accumulate more than 3 tardies per quarter will receive quarterly communication regarding the impact of the lost learning on their child.

- All individuals checking a child out early must have an identification card to provide the office staff. The individual also needs to be on the child's approved pick-up list that is updated in the office yearly. Please make sure to keep the school updated of any changes. If
- Due to the demands of carpool dismissal, students checking out early must be checked out **before 2:30 p.m.** We are not able to accommodate check-outs after 2:30 p.m. - parents or guardians will be asked to wait until 2:50 p.m. and the child will be dismissed as part of the traditional dismissal.
- Please note that the school instructional day goes until 2:50 p.m. and early check-outs can have a negative impact on student academic outcomes. To protect instructional time, students will not be called for dismissal until someone is physically present in the office to pick them up. Instructional time missed from early check-outs can be factored into promotion - retention decisions.

Makeup Work

Students are entitled to make up work from excused and unexcused absences. Students are responsible for securing and arranging make up work directly with their teachers. Students will have an additional week upon their return to school to obtain and complete makeup work. Students will be expected to make up any assessments missed within this week period. Makeup work not completed within that week period may not be accepted. Teachers are not required to provide assignments in advance of absences but need to have work available upon student return to school.

Inclement Weather Policy

The OPS School Board will make decisions about the closure of OPS using multiple sources of information from the areas we serve. To confirm these closures, please watch/listen to WRAL-TV (Channel 5) or WRAL-FM (101.5 FM) or log on to www.wral.com for information on Oxford Preparatory School's closing or delay in opening the school. Information will also be placed on the school's website and Facebook page. Parents will also receive text notification through the school's Bright Arrow System. Please make sure your contact information is up to date with the school so you can get these alerts.

Transportation Changes

Families are expected to establish a consistent, predictable schedule for their child's dismissal routine. Dismissal schedules need to be shared with your child's homeroom teacher and the Lower School office manager, Ponchita Heggie. Any changes in the dismissal schedule should be made in writing note or email by 12:00 p.m. addressed to both Ms.

Heggie and the child's teacher - substitute teachers do not have access to email. Changes will not be accepted after 12:00 p.m. and the child will follow their normal dismissal schedule. If changes in dismissal become habitual, it will be addressed by the Lower School administration.

School Property

Students are expected to respect school property at all times. Damage to school property may result in a fee for damages and/or replacement of items. If the damage was intentionally caused, the student may also face disciplinary action.

Parent Volunteering

Oxford Preparatory School encourages parent volunteers to support our learning community. Families are encouraged to support the school through volunteer hours, both in the school and supporting school fundraising efforts. We are most successful when our community works together to benefit our students. Volunteer opportunities will be listed with the main office. Families are asked to get 16 hours over the course of the school year. Parents wishing to volunteer within the classroom during school hours must be approved by the teacher. Parents working directly with students may be asked to complete a background check before volunteering.

Visitors to Campus

All visitors to the Lower School Campus during school hours, including parents, must enter and leave the building by the front doors. Visitors must report to the office and sign in to receive a badge. The badge must be visible at all times within the building. Parents and visitors are not permitted to visit classrooms during the school day unless the observation or volunteering activities are planned and approved in advance by the school administration. Observation will be approved for a period of 45 minutes and may be accompanied by a member of the school administration.

Food Brought to Campus

All food brought to the Lower School for consumption by students must be store bought. Please check with your child's teacher before sending in snack or food for a classroom celebration. We encourage students to make healthy nutritional choices and support alternatives to food rewards when possible.

Morning Arrival Procedures

All students will enter the building through the main doors. The building will open at 7:30 a.m. Students should not be dropped off before 7:30 a.m. Students will report to the multi-purpose room at this time. Students will be dismissed to their homeroom class at 7:45 a.m. Students must report directly to their classrooms at that time. Parents are allowed to accompany their student for the first week of school, but will not be allowed to walk in the building later in the year unless they have an appointment with the teacher or the student needs assistance entering the building (i.e. carrying a project, etc.)

Afternoon Dismissal Procedures

All K-6 students will be dismissed at 2:50 p.m. All students will remain in their classrooms until they are called to their car. Cars must have their car rider number displayed as they enter the parking lot. All parents must use the car ride line for pick-up. Students will go to an assigned loading area in front of the school. Please help your child quickly and safely enter your vehicle. Please teach your child to identify their vehicles for a more prompt dismissal. Students that need to be dismissed to the Upper School will be walked up by staff at 3:05 p.m. Students attending the Griffin's Nest program will be dismissed to the multi-purpose room at 3:15 p.m.

Upper School / Lower School Dismissal

As a way to support and simplify dismissal for families, we offer families the ability to pick-up all their students in grades K-12 at the Upper School building. The Upper School student must enter the school gymnasium and pick-up their siblings that will be walking up from the Lower School. The Upper School students are responsible for keeping Lower School students with them until they locate their ride. Families doing a LS/US dismissal must plan on arriving on campus before 3:30 p.m. so all Lower School students are picked up before 3:30 p.m. The US / LS dismissal is a courtesy offered to families - if there are repeated problems with pick up time, unruly behaviors or Upper School students who do not pick up their sibling, families will be asked to return to picking up their Lower School and Upper School students separately.

Late Pick-up

All Lower School students are expected to be picked up on campus by 3:30 p.m. The Lower School staff only works until 3:30 p.m. and there is not supervision available for students after this time. Parents will be reminded about the pick-up time. If a student is repeatedly picked up after 3:30 p.m., parents will be charged a \$1.00 a minute late fee.

Lower School Academic and Grading Information

Communicating with School Staff

We believe that having strong connections with our students' families is critical to our students' success. All staff members' contact information is located on the school website. Email is often the easiest way to reach our teachers. During the school day teachers focus on the instruction within the classroom and are not available for phone calls. Teachers are asked to return communication within 24 hours on school days. Communication received on nights or weekends will be responded to within 24 hours of staff resuming normal working hours. If you have not received a response from the staff member after 48 hours, please re-send the communication and copy the Lower School Director on your correspondence. The Lower School Director is available to discuss parent concerns or clarify questions. We do ask that parents address teachers first before administrators are contacted.

Homework Policy

Oxford Preparatory Lower School believes that homework is an integral part of a student's educational program. Students will be assigned homework in grades K-6. The homework assigned should serve as an extension of the learning process and help improve student study skills. Students in grades 3-6 will use an agenda to help them keep track of nightly assignments. Agendas will be provided to all students on the first day of school. Students typically are not assigned written homework on the weekends. Please note that longer range projects and assignments may be assigned at the teachers discretion may include weekends in their time frame.

Late Work Policy

Students are encouraged to turn work in on time in accordance with due dates given by their teachers. Beginning in grades 3-6, teachers will begin to set time limits on how long after a due date an assignment will be accepted. Teachers will shorten this period throughout the year, to encourage students to develop better time management and work habits.

Grading - Grades Kindergarten through 2nd Grade

Students in grades K-2 are evaluated on their personal / social growth, work habits, and their mastery of standards in mathematics, social studies, science, and English language arts. Progress is evaluated on the following scale :

- 4 = Exceeds grade level proficiency expectation
- 3= Meets grade level proficiency expectation
- 2= Inconsistently meets grade level proficiency expectation
- 1= Not meeting grade level proficiency expectation

Teachers in K-2 will send home student work samples weekly to inform parents of their progress on their mastery of standards.

Report Cards will be issued at the end of each quarter. Parents will be invited to conference with the teacher to discuss each individual student's progress at this time.

Grading - Grades 3rd through 6th Grade

Grades 3rd - 6th are evaluated on their ability to show mastery of North Carolina Common Core and Essential Standards. Students will be given grades in 3 categories:

Major Grades (Tests, Quizzes, Projects)	50%
Minor Grades (In class assignments, Papers)	40%
Homework	10%

All students will have a minimum of 8 grades, per subject per quarter. A minimum of 2 major grades must be entered per quarter. Grades will be entered into PowerSchool by the teacher and should be updated on a weekly basis. The following grade scale is used to evaluate student progress:

A: 100-90 B: 80-89 C: 79-70 D: 69-60 F: 59-0

Accessing Grades via PowerSchool

All student grades are entered into PowerSchool. Parents are encouraged to check PowerSchool regularly to keep track of their child's progress. Information will be sent home during the first week of the school year on how to download the PowerSchool app and link yourself to your childrens' accounts. Progress Reports are not sent home in paper form.

Specials Classes and Friday Rotations (Grades K-6)

In addition to regular education classes, students at Oxford Preparatory School participate in a variety of special classes for 50 minutes daily. In grades K-5, the students participate in Art, Music, Spanish, and Physical Education one session per week, and rotate an additional section on Fridays (these rotate each quarter). Students are given a quarterly score on their performance in these classes, ranging from Advanced (Level 4) to Below Proficient (Level 1). In Grade 6, students attend one special class per quarter on Monday to Thursday, and rotate to a different special on Friday.

Promotion Policy

Students must maintain acceptable progress towards graduation by meeting the expected grade level performance levels listed below. In each year students are also required to achieve an "at grade level score" on all EOG/EOC's taken during the last 10 days of the school year. Students who fail to meet promotion requirements during the year will have the opportunity to achieve promotion through OPS summer school (1st - 3rd grade 4 weeks and 4th - 11th Grade 2 weeks). An abbreviated summer school (at least 6 instructional hours) and retesting is available for those students that earned an EOG/EOC scale score within 4 points of Level III and received a final course grade of an 80 or higher.

To be promoted to 1st - 3rd Grade:

Grade level performance on MAP Fluency and Growth assessments and
Teacher recommendation based on classroom performance

To be promoted to Grades 4 - 6:

Earn passing grades in a minimum 3 of 4 core classes (including ELA and math),
and achieve grade level performance on math & reading EOGs.

Awards Policy

Award Ceremonies will be held for students in grades K-6 quarterly. Students will be honored with A and A/B Honor Roll, Attendance, and other academic awards. Honor Roll lists will be sent to local media for publication.

Local and State Testing Information

1. MAP (Measure of Academic Progress): Students participate in taking MAP benchmark tests 3 times per year in all grades (K-6). These assessments are administered on the computer and are adaptive, meaning they adjust to the students performance level. MAP results to help us plan for student intervention and acceleration.
2. North Carolina BOG Test / Read to Achieve Program
The BOG (Beginning of Grade Test) is administered to all 3rd Grade students in North Carolina during the first 15 days of school to establish a baseline data point of 3rd grade reading proficiency standards.
3. North Carolina EOG Tests
Students will take End of Grade tests during the last 10 days of the school year. Students are tested annually in grade 3-6 in mathematics and reading, and in 5th grade for science.

Student Intervention Plans / MTSS

Oxford Prep uses the MTSS framework as a school-wide approach to monitor progress and achievement of students. Our school interventionists along with homeroom teachers will use universal screening data in addition to progress monitoring from instruction to make decisions about student progress. The school-wide team will use this data to help craft interventions to address learning gaps. If you have concerns about your child's progress, please contact your child's homeroom teacher.

Withdrawal Process

Parents who wish to withdraw from Oxford Preparatory School should obtain a withdrawal form from the school office. Parents must check to ensure that all property is returned to the school and all fines are paid. Once a student is withdrawn, they must re-enter the lottery in order to re-enroll at Oxford Prep.

Student Services Information

School Social Worker / Guidance Curriculum

The Lower School has a full-time social worker who is here to support students in their academic progress. The Lower School Social Worker pushes into all LS classrooms to conduct monthly lessons on character traits and social - emotional learning. In addition, the social worker runs small groups to tackle common issues students experience, including handling peer pressure and anxiety. Students can be referred to meet with the social worker individually by the teacher if they need additional support to be successful within the classroom.

Suicide Threat and Mental Health Assessments

The school social worker and / or the Lower School Counselor or School Administrator will contact the parent / guardian as soon as possible after a student expresses suicidal thoughts. Parents will be asked to sign documentation to indicate that the student will only be allowed to return to school after a medical evaluation has been conducted and documentation is provided to the school.

School Nurse / Medications at School

Please be aware that we encourage students to stay in class when possible. The nurse does not routinely notify parents of minor illness or injury.

Medications

Oxford Preparatory School has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- (1) You may come to school and give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of the Medication Authorization form from the school nurse. Take the form to your child's doctor and have him/her complete the Medication Authorization form by listing the medications needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor and by the parent/guardian. Prescription medicines must be brought to school by the parent/guardian in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instruction.

A new medication form must be completed each school year. School personnel will not administer any medications to students unless they have received a medication form properly completed and signed by both the doctor and parent/guardian, and the medication has been received in an appropriately labeled container.

Illness and when to stay home

We realize there are times when it is in the best interest to keep students home from school due to illness. Our goal is to provide a healthy environment for all

students. Please contact your school nurse or child's doctor if you are unsure if you should keep him/her home. Following are some basic guidelines.

Your child should remain home if:

- Temperature greater than 100.4 F; may return to school when fever free for 24 hours without fever reducing medication
- Antibiotics are prescribed; may return after taking the antibiotic for a minimum of 24 hours and fever free for 24 hours without fever reducing medication
- Vomiting/Diarrhea; may return when 24 hours have passed since last episode of vomiting/diarrhea without medication

Injury Reports

Injury reports will be complete for students injured during the school day. A copy of the injury report will be sent home with parents. If a serious injury occurs, parents will be notified by phone.

Birthday Celebrations and Food Brought to School

All food brought to school for birthdays and other celebrations must be store bought. Please work with your child's homeroom teacher to get approval to bring in items for the classroom and take in consideration any food allergies and dietary restrictions. We encourage modeling healthy nutritional choices and take into consideration possible healthier snack or treat alternatives.

Safety Drills

Keeping students safe is of paramount importance to our school staff. We will conduct monthly fire drills with students. Staff will also review lockdown procedures so students are familiar with their responsibilities during an emergency. Oxford Preparatory School has a developed crisis plan to manage emergencies as they arise. The school administration works with local authorities to ensure that Oxford Prep is a safe learning environment for all students.

Field Trips

Teachers may plan field trips during the school year to enhance the curriculum within the classroom. Parents will be notified of field trips in advance.

1. All students must have written permission to go on field trips prior to leaving for the trip.
2. Financial Hardship will not deny students access to field trips - we will work with families to provide these opportunities - please contact the school administrator in such cases.
3. Behavior in school must be acceptable to go on a field trip outside of school property. School administrators have the right to deny access to field trips based on student behavior.
4. Parents who want to chaperone will need to have a school background check before the trip. Parents may not bring siblings at Oxford Prep in other grade levels on field trips. Adults must be at least 18 years old to supervise students on field trips.
5. Once field trips fees are paid, they will not be refunded. The school is obligated for tickets and buses once reservations have been placed.
6. Chaperones who are providing transportation to students other than their own, must only stop at places designated on the field trip itinerary. All students must be returned to campus after the trip is completed.

Snack / Drinks in Classroom

Students may bring in a healthy snack to school to eat at a designated time by the teacher. This snack must be appropriate and should not be candy or have excess sugar. The classroom teacher is granted the right to determine what snacks may be eaten in the classroom. Students are encouraged to bring water bottles to school in a reusable, spill-proof container. Other beverages will not be allowed within the classroom.

Cell Phones

Students in the Lower School do not need to have cell phones during the school

day. If students bring a phone with them to school, they need to be silenced and kept in the child's bookbag. If a student uses their cell phone inappropriately, it will be confiscated and turned over to the student's parent. If a student repeatedly violates the cell phone policy, a parent-conference will be required.

School Lunch

Oxford Preparatory does not operate a traditional lunch service, we do provide student lunch options daily including items brought in from vendors as well as items in our school pantry. Families are able to order school lunches through the My School Bucks App. Lunch must be ordered on Wednesday evening for the next week. Students may put money on their accounts to purchase items from the pantry. Students who forgot their lunch will be given a brown bag lunch from the pantry. Oxford Prep does provide students free and reduced lunch options.

Recess

The academic schedule will provide a period of up to 30 minutes daily for students to engage in recess activities. This recess time may be structured or unstructured by the teacher. This time may be chunked into smaller sections throughout the day. All students are expected and encouraged to play and exercise during this time. Please note that the school administration will monitor weather conditions and provide teachers with guidance if the temperature goes below 32 degrees or above a heat index of 100.

Students in 6th grade may be given patio time for up to 30 minutes if they completed all of their school work. 6th graders may also complete work in the study hall during this time period.

Deliveries

Items delivered to students at the school building will be kept in the main office until the end of the school day.

Oxford Prep Guardians

The OP Guardians are the parent - teacher organization at the school. Their goal is to support the students and staff in creating an atmosphere that encourages academic achievement and leadership. Guardian meetings are held monthly. All parents are encouraged to attend. School weekly updates will contain information about upcoming meetings.

Lost and Found

Please label all student clothing and possessions to help in the return of lost items. Articles that are lost will be stored in the main office. At the end of the semester (December) and the end of the school year, all unclaimed items will be donated to charity.

Movies

Movies may be used to enhance or reinforce concepts taught in the classroom. Education movies and G-rated movies are allowed to be shown as part of the curriculum. Parents / Guardians will receive information if a PG movie will be shown and get a synopsis of the movie and reason it will be shown.

Telephone Use

There is not a public phone at Oxford Prep. Telephone calls will be made by school personnel in cases of emergency. Students will not be called out of class to speak to anyone via phone except in emergency situations.

Student Code of Conduct

All Oxford Preparatory School students are expected to uphold the OPS Honor Code and follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. In any case where there is a lack of clarity, it is a student's responsibility to check with their teacher, the counselor, or the upper school director. Lack of clarity should never serve as an excuse for violating the school Honor Code. The Honor Code states:

"As a student at Oxford Preparatory School (OPS) I pledge my support to the Honor Code and promise not to lie, cheat or steal. I also promise not to hurt another member of our community, OPS, and our family. I pledge to report immediately all violations of the Honor Code of which I have first-hand knowledge; as failure to do so is itself a violation of the Honor Code".

Students will be required to attest to the Honor Code at the beginning of each school year. By accepting the Honor Code, the student is making a personal commitment to be "Willing to do the hard right against the easy wrong."

1. It only takes one person to lead others to do the right thing. I will be that one person.
2. I will not accept mediocrity in anything I do. I will urge others not to accept mediocrity for themselves.
3. I will aspire to excellence in academics, athletics, leadership and service to others.
4. I will not be a bystander. I will lead and seek what is right.

School administration may take disciplinary action against any student who violates the honor code in any manner.

Most behaviors will be handled by teachers and school staff. For minor incidents that disrupt classroom instruction or the school, students will receive disciplinary actions from the teachers. Teachers will contact parents to let them know about classroom behaviors. Failure to comply with teacher or staff- imposed consequences or continuing to engage in unacceptable behaviors in the classroom will lead to a referral for administrative disciplinary action which may include but is not limited to the consequences listed.

Consequence for Violations

- Administrative conference with student and/or parent
- Verbal warning
- Assigned Service project
- Research and Reflection assignment
- Lunch Detention
- Afterschool Detention
- Work detention to be held at a time convenient for school administration and staff
- Removal from OPS sponsored clubs and athletics
- Out of School Suspension (OSS)
- Long-term suspension
- Expulsion

Some behaviors warrant an immediate office referral and will be handled by an administrator. The incident will be documented by staff and a written disciplinary form completed by the teacher for administration. Documentation for violation of these behaviors will be formally entered into the student's permanent record.

Major Offenses:

- Failure to comply with Honor Court consequences
- Fighting – including a physical confrontation between two or more students causing INTENTIONAL bodily harm
- Excessive aggression/threats/bullying (that may include actions/comments based on race, religion, national origin, gender, disability, or sexual orientation)
- Continual repetitive disrespect or cursing toward faculty or staff
- Frequent classroom behavior that interferes with learning
- Weapons
- Destruction of school property
- Repeated work refusal
- Leaving school property without permission
- Inappropriate sexual contact
- Use, possession or distribution of alcohol, e-cigarette products, fireworks, narcotics, or tobacco on OPS property

Notices

- A student who receives out-of-school-suspension (OSS) will not be allowed to go on any field trip during the remainder of the school year.
- Payment will not be refunded to any student who loses field trip privileges.

Legal Disclaimer: Nothing in Oxford Preparatory School's policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in Oxford Preparatory School's policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.

Dress Code

OPS expects students to project a positive image of the school and of themselves. The dress code is designed to reflect self-respect, pride, good judgment and awareness of dress appropriate to place and action.

- Shorts need to be visible and fall at an appropriate length.
- Students are not permitted to wear hats or hoods within the school building.
- Straps on shirts need to be two inches wide - spaghetti straps or strapless shirts are not acceptable.
- Students can not expose their midriff and undergarments.
- Students should avoid wearing clothing that is disruptive, obscene or offensive to any fellow student or staff member.

Students will be asked to change clothes to meet the standard of the dress code.

Bullying and Hazing

"BULLYING" is defined to be aggressive behavior that is **intentional and involves an imbalance of power** - perceived or real. A person is bullied when he/she is exposed **repeatedly to negative actions** by one or more other people. Bullying includes knowingly committing any act that hurts the physical, mental or emotional well-being of another person.

It is important to [distinguish bullying from other unkind, mean and harmful behavior](#). Calling someone a name or pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors should be addressed but may have different consequences and interventions, which is why the distinction is critical. To be defined as bullying, all three components must be present: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm.

Examples of bullying are:

- intentional physical attacks

- forced or involuntary ingestion of any substance or food item
- coerced actions that may be sexual in nature
- repeated verbal intimidation or slurs
- repeated non-verbal or emotional intimidation including gestures, social exclusion
- repeatedly, physically obstructing freedom of movement
- use of technology or social media to transmit intimidating information of any nature
- HAZING is a specific form of bullying that is usually associated with initiation into clubs or organizations. Hazing will not be accepted.

Oxford Preparatory School is committed to protecting its students, employees and school guests from bullying of any type. We believe that each person is entitled to a safe, equitable and harassment-free school experience. Bullying or harassment student-to-student, student-to-adult, or adult-to-adult will not be tolerated in any form. Once bullying has been reported we will investigate. Appropriate actions will be taken, depending on the findings of the investigation.

In order for any bullying to be acted on, it must be reported to an adult on campus in a timely manner. Either students or their parents can report bullying concerns. The impacts of bullying are serious and we at OPS pledge to do our best to eliminate bullying but we cannot do so unless it we are informed. Bullying reports should include (1) the name of the complaining party, (2) the name of the offender if known; (3) the date and location of the harassment incidents, and; (4) a statement describing the incident and any witnesses. Bullying can be reported using the anonymous reporting app, [See Something, Say Something](#). Students can also report to a teacher, counselor, social worker, coach or other staff member with whom they felt comfortable.

Long-Term Suspension

Long-term suspension (possibly for the remainder of the academic school year) is only used in severe circumstances. A 'manifestation determination' must be made before long-term suspension for EC students. Parents are notified in writing of the cause for long-term suspension, and have up to 5 school days to appeal in writing to the Board of Directors of OPS. The Board of Directors must respond to any request for appeal within 3 days of receipt. Upon conclusion of the appeal hearing, it will be up to the Board of Directors whether the student will receive a long-term suspension and will be readmitted that year or the next year. Parent/Guardian

may provide the Board of Directors with evidence of growth and the ability of the student to rejoin OPS.

Expulsion

Expulsion is only used in rare occasions that involve egregious violations. It is a necessary option in order to preserve the safety of the student body as a whole. The following are examples (but not the only examples) of acts that may constitute grounds for a recommendation of expulsion:

- Commission of a felony
- Possession or use of any dangerous weapon or object
- Assault of another student or teacher
- Extortion or intimidation of another student or teacher
- Possession of drugs or narcotics
- Destruction or defacing of property
- Repeated or egregious defiance to school staff
- Repeated suspensions

Parents will receive written notification of the expulsion from the Executive Director of OPS. They have 5 school days to appeal in writing to the Board of Directors. A 'manifestation determination' must be made before expulsion for EC students. The Board of Directors must respond to any request for appeal within 3 school days of receipt. Parent/Guardian may present to the Board of Directors evidence of growth and the ability of the student to rejoin OPS.

Searches

OPS School Administration reserves the right to search student property (including lockers, bookbags, jackets, vehicles) when reasonable suspicion exists.

When conducting searches of student property (including vehicles), an OPS Administrator may seize any illegal or unauthorized items that may pose a threat to the student body or staff. Such items include, but are not limited to:

- Controlled substances, intoxicants, or any products containing controlled substances of any nature
- Dangerous weapons
- Explosives

- Firearms
- Flammable materials
- Poisons
- Tobacco and e-cigarette products
- Stolen property

If any of the items listed above are confiscated, law enforcement will be immediately notified. All confiscated items will be turned over to law enforcement. The parent/guardian will be notified by the Executive Director of OPS regarding the confiscation and the involvement of law enforcement.

Other Information

Change of Address / Personal Information

It is critical that we have up to date contact information for all students in order to contact parents in case of an emergency. Please make sure to fill out your child's emergency contact card for the front office. School newsletters are sent out frequently using email. Please contact the Lower School Office manager, Ponchita Heggie, to make any changes to your child's information.

Early Dismissal

Oxford Prep has early dismissal days built into the school calendar. Students will be dismissed on 12:15 p.m. on early dismissal days. In the event of an inclement weather emergency, a Bright Arrow message will be sent to all contact numbers within the computer system.

Delayed Opening

If school is delayed due to inclement weather, the Lower School building will open 2 hours later than the regular school. Students should report to their homeroom class and follow a modified schedule on these days.

After School Program

Oxford Prep runs the Griffin's Nest Childcare Program on all school days from 3:00 p.m. to 6:00 p.m. All information about the program is located on the school website. The Griffin's Nest program may close early if there are weather advisories in place for the area.

Community Service Projects

Students in grades K-6 will participate in classroom community service projects that will teach them about ways they can help their community. Students do not need to complete service hours outside of school.

6th Grade Sports / Athletic Eligibility

6th Grade students are allowed to participate on Oxford Preparatory School middle school sports teams. Information about available sports and tryout dates are listed on the school website and social media accounts. In order to participate, students must be Academically eligible. For 6th Grade, students have at least a 2.0 GPA for the previous semester and are currently meeting grade level promotion standards.

Technology at School

Students are expected to read and agree to the Oxford Preparatory School Acceptable Use Policy. Questions about the AUP may be directed to the Lower School Director. The school is not responsible for the loss or theft of personal items brought to school. Any device that is used at an inappropriate time or in an inappropriate way may be confiscated by a school staff member and returned to the student's parent. Students in the Lower School are not permitted to have cell phones or smart watches during instructional time or on them in the building.