



2023-2024

Student - Parent Handbook

Oxford Prep Upper School

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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.

- *NURTURING POTENTIAL* -

- *INSPIRING EXCELLENCE* -

- *DEVELOPING LEADERS* -



Oxford Preparatory School

Nurturing Potential - Inspiring Excellence-Developing Leaders

Upper School Students & Families,

Welcome to the 2023-2024 school year!

Oxford Prep's mission is that each student graduates fully prepared to take-on the challenges of the college of their choice. The Upper School Team looks forward to providing students with exciting and rigorous learning experiences this school year, so that we can continue to achieve our mission.

Students, I hope this handbook shows you both how important you are to each of us here at Oxford Prep and how necessary it is for you to take ownership of your education.

Parents and families, please use this handbook as you partner with Oxford Prep as we pursue our mission of preparing your students for college.

It is going to be an amazing year!

Ashley Barnette

Upper School Director

Honor Code

Students must take responsibility for their behavior and choices, including those of academic honesty and ethical integrity.

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.

GENERAL STUDENT INFORMATION

School Hours

Upper School - Grades 7 – 12 - Upper School building opens at 7:45am and closes at 4pm. The regular instructional day is from 8:20am - 3:20pm, Monday – Thursday and 8:20am – 12:40pm on Friday.

Arrival & Dismissal

Upper School students may arrive at school as early as 7:45am. All upper school students will be directed to the gym each day where they will remain until the 8:15am bell. No upper school students are dismissed early from the office after 3:00pm and will remain in their classes until regular dismissal time at 3:20pm.

OPS is NOT an open campus. Students in 10th grade who drive to school are to remain in the school building and are not allowed to leave campus during the day for any reason, unless a parent or approved adult signs them out. Students in grades 7-10 who may ride with student drivers, regardless of the age/grade of the driver, are not allowed to leave campus for any reason, unless a parent or approved adult signs them out. Upper school students are not allowed to visit their own car or the vehicle of another during the day. Students who have an emergency need must stop by the office to get permission to leave the building.

Once a student has entered the upper school, they are to remain in the upper school building until they have completed their classes for the day. In some cases, students in 11th and 12th grades who have fewer than 4 courses each day, may leave due to community college coursework. Any 11th or 12th grade student who would be leaving campus for any reason before the end of the day must have a travel agreement form on file (see appendix).

Upper School ends at 3:20pm. (12:40 on Fridays) and all students must be picked up by 4:00 pm (1:00 on Fridays). Staff is not available for supervision before 7:45am and after 4pm. Upper school students who arrive before 7:45am or remain at school after 4pm will wait outside.

Dismissal for the upper school is at 3:20pm. Students and their parents receive a pick-up number that is to be used for pick-up. Each student will remain in his/her classroom until their silent dismissal pick-up number is displayed on the board. Students are not dismissed from classes through a parent text to their phones or a message from another student. Students will not be allowed to exit to cars in the parking lot (unless they ride with a student driver) or to the road.

Early Pick-Up

If a student who drives must leave school early for something unavoidable, they must provide a written request, with the reason for leaving, from a parent or guardian. This request must be given to the office the morning of the early dismissal no later than 9am. Parents or approved individuals picking up students for early dismissal are asked to enter the office to check out the student. Student drivers are required to sign out in the office. **Due to the demands of carpool dismissal, we are not able to accommodate early checkouts between 3:00 – 3:20pm on regular school days and 12:00 – 12:40 on early release school days.**

In the case of an emergency a parent can provide a phone call or email to school administration providing consent for their child's dismissal. Parents and students should make all possible attempts to schedule appointments for Friday afternoons in order to avoid missing instructional time.

The policies for missing assignments will be followed for students who leave early. Students who leave early and miss 51% or more of the scheduled class time will be counted absent.

Flex Days

OPS believes that students learn more when they are active, social and creative learners. Flex Days for Upper School will occur each Friday on the scheduled Early-Release bell schedule. This allows students to meet in small groups to pursue projects in a subject area or to engage in service activities. Scheduled opportunities for enrichment, remediation, and clubs will be made available for students (except on designated staff development Fridays). These Friday afternoons are also a great opportunity for students to complete required service hours with local non-profit organizations. Any student who remains on campus for Flex Friday sessions must be actively and appropriately engaged in an approved session or club. Students who repeatedly do not meet this expectation will no longer be allowed to stay for Flex sessions.

Attendance

In order for students to achieve the most growth each year, it is imperative that they are in school as much as possible. In a rigorous college preparatory school, attendance is an integral part of completing the curriculum. Upper school attendance is taken in each class and not as a daily attendance record. To receive credit for attending class, a student must be present for 51% of that class.

OPS requires that the successful completion of any specific course shall include attendance for a minimum number of days during the year. Students may automatically fail should they have more than 10 unexcused absences from a given class (5 absences for a semester class). The executive director will make this determination in conjunction with a committee to review reasons for absences and any extenuating conditions. Student parents/guardians are notified of the potential impact on grades when absences reach 3 in a semester class or 5 in a year-long class. Student's guardians will have written and verbal notification of potential instances of a failing grade due to unexcused absences prior to the grade changes. No waivers are granted if a student has received any out-of-school suspensions.

Lawful, Excused Absences

Pursuant to state law NCGS 115C-378 and the rules and regulations of the N. C. Department of Public Instruction, School Attendance and Student Accounting Manual, the following shall constitute a lawful excused absence, provided satisfactory evidence is given to the appropriate school official:

- Illness or injury: An illness or injury, which prevents the student from being physically able to attend school.
- 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 Upper School Director.
- 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).
- Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent is to be coded excused (lawful). (NCGS 115C-375.5)

Unlawful Absences

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

- A student's willful absence from school with or without the knowledge of the parent/guardian; or
- A student's absence from school for any reason other than those listed in the current School Attendance and Student Accounting Manual Chapter 2, Section IV.D. under "Lawful Absences."
- When students are not permitted to attend school because they lack proper immunization. (see NCGS 130A-155)

A student returning to school after an absence must check in at the office prior to returning to any class. He/she should bring a note from a parent or guardian explaining the absence. ALL absences for which no documentation is provided are considered to be unexcused absences. Excessive unexcused absences will result in a failing grade for the class/es. **Students returning to school after an absence and who fail to provide documentation for that absence may be subject to other disciplinary actions.** This written confirmation is required for state auditing purposes.

Make-Up Work

All assignments are stored in Canvas. Students are responsible for accessing each class in Canvas every day. Students should work with their teachers to make arrangements to complete all assignments, tests, and quizzes according to the teacher's instructions. Students who are absent or anticipate being absent for two or more days may arrange to get assignments through Canvas. **Missing assignments must be completed within 5 days after the student returns for those students who have an excused absence.** If no prior agreement has been made with the teacher, missing assignments as a result of absences that have not been made up will be entered as a zero into PowerSchool.

Students who have an unexcused absence are not guaranteed the opportunity to make-up any missed assignments, and are responsible for making arrangements with their instructors for any unexcused absences.

Tardiness

Oxford Preparatory School is committed to protecting the school day and required instructional time by discouraging any unexcused tardy(ies) to school or to any class.

Upon arrival at school after 8:20 a.m. for Upper School, a student must report to the office to receive a tardy slip.

The student will be counted absent for any missed classes (student was not present for at least 51% of that class meeting time). A tardy to class is defined as not being in the assigned seat and prepared to receive instruction **BEFORE** the scheduled class time begins.

The only way to excuse a tardy is for a student to have a note (with the student's name, date, and time) signed by a staff member. Otherwise, the tardy is recorded as unexcused.

Students who drive and are tardy at least 5 times in the same class in one semester will have parking privileges revoked for one week. If they continue to be tardy for class, parking privileges may be revoked for the remainder of the semester.

Consequences: Per Semester

1st – 2nd tardywarning to student

3rd tardyparent contacted

4th tardyadministrative action

5th- 7th tardy administrative action (including parking permit suspension for 1 week)

8th tardy... administrative action (including parking permit suspension for the remainder of semester)

Lunch

Because OPS does not have a cafeteria, students eat lunch in designated classrooms. Students are expected to be respectful and responsible for the cleanliness of the designated rooms. Students in grades 7 and 8 will eat lunch in their homeroom classrooms. The 8th grade class will have the option to earn lunch location choice beginning in the second semester. Students in grades 9-12 can eat lunch in designated areas on campus where there is adult supervision. The gym is not open during lunch.

There are microwaves in each classroom. Students are welcome to bring their own lunch to school. Students are not allowed to have food in the classroom during instructional time. Students may have water or capped drinks (no cans, no fast food cups) in the classroom during instructional time.

Pre-packaged items including sandwiches, drinks, chips, cheese and fruit are available through the pantry. They may be ordered in advance through myschoolbucks.com. Money may be put on myschoolbucks.com for students to use in ordering pantry items. This will eliminate the need for students to bring cash to school.

Each family should create an account on myschoolbucks.com. Orders for vendor items must be placed no later than Wednesday afternoon of each week for any vendor item orders to be received in the following week. Vendor items may not be ordered on delivery day and cash is not accepted for vendor items.

Free and Reduced lunch items will be available for eligible students who have completed and turned in an eligible *Household Income Survey*.

Fast Food

No deliveries of fast food or outside food items are accepted in the upper school office. In the event that a student has forgotten his/her lunch, lunchboxes can be dropped off at the front office, or the student can purchase items from the pantry. No food (lunch or breakfast) is to be eaten in the classroom during instructional time. No fast food drink cups are allowed in the building at any time. Students who arrive at school with fast food may finish their meal outside prior to entering the building.

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.

Physical Plant

Students must respect the boundaries of our space and help to maintain the facilities. Students should not loiter around school property. Student drivers should immediately enter the building after parking and depart the parking lot after dismissal. Students have a responsibility to help keep OPS facilities clean and free of litter. This includes classroom space, bathrooms, hallways and outdoor areas.

Students who willfully damage school property, the building or the school grounds will reimburse the school for all necessary repairs, in addition to other disciplinary action. Willful property damage could also result in legal action.

Student Cell Phones

Students may not use or plug in cell phones inside the classroom during the school day. Students who need to make a call during the day should be sent to the office to use their phone. Teachers may choose to collect cell phones at the beginning of class in order to minimize disruptions. Students will be required to leave cell phones in the class prior to visits to the restroom. Students who do not comply with teacher instructions regarding cell phone use may have their cell phone removed by administration. The phone will be placed in the safe. For the first infraction, a student may pick up the phone at the end of the day. Subsequent infractions will require a parent to pick up the phone when they are able. Multiple infractions will also result in disciplinary actions.

During testing, whether teacher-made assessments or standardized testing, all cell phones will be turned in to the teacher and will not be returned until all students have completed the assessment.

Visitors & Phone Calls

Any visitors to OPS, including parents, should check in at the office. People who are not guardians or parents must have prior permission from administration before visiting with students. Parents who need to meet with teachers should make an appointment in advance, at a time when the teacher has no student responsibilities. Upper School teachers work from 8am until 4pm., Monday – Friday. Teachers do not work on week-ends and are not required to respond to emails or phone calls outside of work hours. No phone calls will be transferred to a classroom during instructional time.

Inclement Weather Policy

The OPS Executive Director with input from a designated committee, determines OPS weather related closures/delays. 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, Facebook page, and Bright Arrow messaging system.

Emergency Procedures

In the event of an emergency at school, that requires the evacuation of the building, students will initially gather with their teachers in designated evacuation areas. Should the emergency be of a nature that the Executive Director and faculty decide to move students farther from the facility, teachers will escort their students. Any changes to dismissal procedures or appropriate briefings will be communicated by the Executive Director to parents.

Driver's Education

OPS does not directly offer driver's education classes because charter schools are not funded to provide the program by North Carolina. Driver's education is available to students through Granville County Public Schools or through for-profit driving schools in the area. Driver's ed classes are held in the spring and fall on the OPS campus for eligible students. Classes are limited to 30 students. Eligible students receive invitations in the order of birthdates. 8th grade

students are not eligible for driver's ed in the fall regardless of age. 8th grade students who are academically eligible for promotion may be invited to join spring driver's ed classes.

Upon successful completion of a Driver Education program, the student may obtain a Driving Eligibility Certificate from the OPS office once adequate academic progress (pass at least 70% of the maximum of possible courses each semester and meet promotion standards) has been verified by the school.

Parking Regulations

1. Parking on campus is a privilege granted to the student. IT IS NOT A RIGHT. No 7th - 9th grade student will be issued a parking permit.
2. Students must purchase a parking permit to drive a vehicle on campus and to park on campus. The number of parking permits is limited based on the available spaces. Parking permits are sold in the school office for \$50 (\$25 after 12/16/22). Lost parking permits must be replaced and will be sold in the office for \$5. These are non-refundable fees. This includes all students who are participating in the CCP program.
3. Students must present a driver's license, vehicle registration and parking application form in order to purchase a parking permit. Students who have their driver's licenses revoked will also have their parking privileges revoked.
4. Each student who purchases a permit shall park only in the student parking lot. Students are not allowed to park on the road or in the gravel areas.
5. Each student must display an OPS parking permit in his/her vehicle while parking on campus. The permit must hang from the rearview mirror in such a manner that the permit number can be read when standing in front of the vehicle. **Failure to properly display the permit will result in a fine.**
6. Students shall operate vehicles in a safe manner while on campus. The speed limit on all roads and in all parking lots on campus is **15 miles per hour**.
7. Students shall not operate vehicles with loud mufflers nor play radios, or other sound systems at a volume that might disturb classes or offices.

8. Students shall not park along any roadway or in any gravel areas on campus. Cars parked in these areas may be towed.

9. Students who have purchased a parking permit and have parking privileges will be fined **\$5.00** for each minor violation of parking regulations to include not properly displaying the permit. After three violations (tickets), the fine will increase to \$10.00 for each minor violation.

10. Students who have not purchased a parking permit will be fined **\$25.00 for each violation** of parking violations to include parking on campus without having a permit. Additionally, these students will not be allowed to purchase a temporary or regular permit for the remainder of the school year. Students who park on campus with an out-of-date temporary permit will be in violation of parking without a permit and incur a fine of **\$25.00** and will not be allowed to purchase a temporary or regular permit for the remainder of the school year.

11. The executive director of OPS reserves the right to have a vehicle towed from campus at the owner's expense if necessary. STUDENTS WHO PARK ON CAMPUS WITHOUT A PERMANENT PARKING PERMIT ARE SUBJECT TO TOWING AT ANY TIME.

12. Any student who leaves the OPS campus without checking out properly or takes another student off campus who has not checked out properly is subject to the loss of parking privileges and disciplinary action. Any student who leaves the campus with another student without checking out properly will be subject to disciplinary action, the loss of parking privileges or will not be allowed to purchase a temporary or regular permit for the remainder of the school year.

13. Examples (not an exhaustive list) of violations that may result in a fine, the loss of driving privileges, school disciplinary actions and possible actions by appropriate law enforcement officials are:

- a. Driving in an unsafe manner (e.g., aggressive driving, failing to yield for pedestrians, failing to yield for school buses, etc.).
- b. Exceeding the 15-mile per hour speed limit.

- c. Horseplay in or around a vehicle (e.g., riding on the top, hood or trunk of a vehicle, throwing objects from a vehicle, hanging out of the window of a vehicle, etc.) The student to whom the permit/vehicle is registered will be held responsible regardless of who commits the violation with the vehicle.
- d. Failing to cooperate with school employees or law enforcement officials who are directing traffic or assisting in the flow of traffic.
- e. Forging a regular or temporary permit.
- f. Beginning on the 5th tardy, suspension of the parking permit for a week. Students exceeding 10 tardies - Surrender the parking permit for the remainder of the semester.

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.

"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. Failure to comply with teacher or staff-imposed consequences or choosing to engage in a 3rd incident will lead to a referral for administrative disciplinary action which may include but is not limited to the consequences listed. All incidents that lead to administrative disciplinary action will be documented and entered into the student's permanent record.

Potential Consequences for Violations

- Administrative conference with student and/or parent
- Verbal warning
- Assigned Service project
- Research and Reflection assignment
- Work detention to be held at a time convenient for school administration and staff
- Suspension/Revocation of Parking Privileges
- Notification to athletic coach and potential athletic discipline
- 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. Formal documentation for violation of the behaviors will be formally entered into the student's permanent record.

Major Offenses:

- Failure to comply with administrative consequences for minor violations/incidents
- 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 as defined by the teacher
- Repeatedly refusing to complete work or assignments during class as assigned by the teacher.
- Observing (standing by) while dangerous or illegal actions are occurring without notifying an adult.
- Weapons
- Destruction of school property
- Leaving school property without permission
- Inappropriate sexual contact
- Use, possession or distribution of alcohol, e-cigarette products, fireworks, narcotics, marijuana or tobacco products 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 including college trips 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. Students should avoid wearing any item of clothing (hats, shirts, belt buckles, sweatshirts, etc.) that is disruptive, obscene or offensive to ANY fellow student or staff member. A student who chooses to come to school inappropriately dressed will be asked to immediately address the issue. This may be as simple as removing or replacing the article of clothing or it could require that the student call home for a change of clothing. In addition, individual teachers can create additional expectations that are appropriate for the classes they teach. Students may wear hooded sweatshirts to school but will be required to remove the hood during class.

Dress considered inappropriate for wearing inside the school environment includes:

- shorts, skirts, or dresses that are shorter than 4" above the knee
- headphones
- bedroom clothing such as pajama pants or bedroom slippers

- any item of clothing that allows for the display of any item of underwear
- clothing that is strapless or has straps narrower than 3" on each shoulder.
- clothing which calls attention to the body, that may include sheer clothing, skintight clothing, or clothing which shows midriffs, cleavage
- clothing with wording, pictures or symbols considered to be lewd or age inappropriate

A student who chooses to come to school dressed inappropriately will be asked to call home for a change of clothes and not allowed in class. The Administrative staff reserves the right to make final determination of the appropriateness of a student's attire. Dress requirements for special events, community service and/or field trips will be set as appropriate for each situation.

Public Display of Affection

The development of self-control and a sense of appropriateness is an essential part of every student's educational process. Displays of affection, other than hand holding outside of class, are considered inappropriate. A school campus is not a place for overt displays of physical affection between students. This includes in the building, in the gym, in the parking lot and on the school grounds outdoors. Some examples of actions considered to be overt displays of affection include excessive hugging, kissing, and close physical contact. Students are expected to demonstrate restraint at a public place. Students who fail to do so may be subject to disciplinary action plus a parent conference with the administration.

Bullying and Hazing

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. Actions that meet the definition of bullying or harassment, whether 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.

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.

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 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. Parents/Guardians 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. Students who observe or have knowledge of illegal items may report their suspicions directly to any adult or may enter their concerns on [See Something. Say Something](#) anonymous reporting site.

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.

ACADEMIC POLICIES AND PROCEDURES

Curriculum

The unique Oxford Prep curriculum within the NC State Board Education approved charter, is specifically designed to offer expanded learning experiences for students who aspire to earn a four-year college degree. We expect each student to master the college preparatory curriculum within four years. We challenge each of our students beyond the traditional measures of proficiency and drive them to excel.

Unlike many other schools that have a goal for students to simply graduate from high school, the goal at Oxford Prep is that students graduate from COLLEGE. This means that our expectations for students at Oxford Prep are intentionally set higher because we are focused on preparing students for success in college. Graduation requirements include completion of a minimum one AP or dual enrollment class for ALL enrolled students. All students must also complete 3 credits in a single foreign language, 15 hours of community service per year of Upper School enrollment, and a senior seminar as a capstone class, that includes a senior fine arts project. We also have high expectations for students in terms of discipline, personal responsibility and organization, timeliness in completion of work, and attendance in class.

Our Scholars Program reaches far beyond most typical “Honor’s Programs.” Scholars begin taking high school classes as early as the 7th grade. As 9th graders, the Scholars will take their first Advanced Placement class. To graduate as a Scholar, students must take at least 5 AP classes (Or VGCC equivalent) that spans each core content area and the associated AP exams.

Beginning in the 11th grade scholars who meet criteria established by VGCC and also exhibit the study skills necessary to be successful in college classes will also have access to college classes both on the campus of Oxford Prep and on the various campuses of Vance Granville Community College. College professors will teach all college classes. This innovative program of study will prepare students for selective colleges and universities in and outside of North Carolina. The students who successfully complete this program will have had the opportunity to earn a minimum of 21 hours of college credits through AP testing and college coursework in only four years. This innovative program

began in 2015 and students have successfully completed an average of 35 college credit hours each.

Students who have already completed an Accelerated Math course or Math I and have scored in the top 80th percentile on EOG scores in the most recent school years on both math and reading will be ideal candidates for entry into the Oxford Prep Scholars Program. To remain in the Scholars Program, students must continue to make acceptable progress on all coursework including the college and elective classes.

OPS instruction will focus on developing each and every student's ability to think critically, problem solve, synthesize their knowledge, use a multiplicity of views and demonstrate their learning beyond a traditional multiple choice assessment. Assessments at OPS will often take the form of essays or in-depth research projects. Writing will not only be a focus in English classes, but across the core curriculum. Students will create a research project and paper at least once in each of the four core departments.

Course Weights and Grading

OPS does **NOT** have a "minimum" grade that can be earned in classes. Students receive the grade that they have earned in class from 1 - 100. Students may be provided additional opportunities to demonstrate their mastery of coursework: however, OPS Upper School does not provide extra credit assignments for the purpose of increasing a student's grade. Students are expected to fully participate in class during instructional time and to turn in work when it is assigned.

Grades and grade point average calculations will be applied as follows:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: < 59 = 0.0

Quality Points: Quality points are used in the upper school to determine semester-based academic awards including honor roll and directors' list. They are also used to determine academic eligibility for athletics as well as athletic scholar's awards. In grades 9-12, GPA based on quality points are also used to determine eligibility for the CCP program and for Senior honors.

Students may earn additional quality points by taking and mastering the content of accelerated classes. 1.0 additional quality point is applied to Advanced Placement (AP)/International Baccalaureate (IB) courses, community colleges courses, or four-year university or college courses taken in high school. This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework. For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted 4.5 grade.

Spanish III, Concert Choir, Chemistry, Physics, Jazz Band are all considered Honors classes and students receive an additional 0.5 quality points for those courses.

Students who have taken any high school course prior to 9th grade but failed to make a "C" or better and grade level score on any associated EOC will be required to retake that course for high school credit.

Homework and Late Assignments

It is assumed that each course will require homework time each evening and that AP courses may have greater requirements. Teachers should solicit periodic feedback to ensure that the workload is appropriate to the course.

If a student frequently fails to do his or her work, this behavior will be reported to the student's parents by the administration.

Teachers determine their own policy and procedures for late penalties. Students will be allowed 5 days to complete work after properly documented and excused absences with no penalty. Undocumented absences are

considered unexcused and late work may not be allowed. For unexcused absences, IF late work is allowed it will incur late penalties.

Teacher Conferences

A parent or guardian may initiate a conference with an individual and make those arrangements directly. If a student seems to be having broader academic problems, parents are encouraged to contact the office to set up a conference that includes other teachers.

College Counseling

The guidance counselor will be available to facilitate college/university exploration. The guidance counselor will provide counseling, interest and aptitude testing and assist students in setting realistic, but stretching academic and career goals. The guidance counselor will maintain and operate an up to date career and college information center. The guidance counselor will interface with colleges and universities in the state and nation. The guidance counselor will have a working knowledge of majors' admission requirements, entrance exams, financial aid and other programs for students to apply at the college or university of their choice. The guidance counselor will interface with students, parents, teachers and local and national college recruiters.

Each year, all students will be expected to attend a college campus trip offered by OPS.

Graduation Requirements

Graduation requirements for OPS exceed those of traditional public schools in N.C. and mirror the suggested requirements for entry into most of the schools of the North Carolina University System. These requirements include exceptional academic expectations, including 3 credits in one foreign language and a full four years of English, math, science, and social studies. At OPS we also recognize the importance of the development of creative and practical skills. Consequently, our graduation requirements also incorporate a minimum of community service hours and a fine arts requirement.

All students will participate in a college bound academic track with additional requirements for students selected for the OPS Scholars program. Minimum graduation requirements, totaling 27 credits, for all students are:

- 4 math credits – the lowest level to be Math I.

(Any remedial math course the student requires to be successful in Math I may be used to fulfill an elective requirement.)

- 4 English credits
- 4 Social Studies courses (Founding Principles, World History, and American History, and Personal Finance)
- 4 Science courses (Including a minimum of biology, chemistry, and earth and environmental)
- 3 Foreign Language courses (In the same language)
- 1 Healthful and Physical Education credit
- 7 additional electives
- At least 1 Advanced Placement or Dual Enrollment college level course in the area of the student's choice for every enrolled student.
- 60 hours of community service in grades 9-12 (or at least 15 hours per year of enrollment)-to be approved by an advisor. (This requirement can be fulfilled through structured flex-day projects and at the student's leisure, i.e. volunteer service at Granville Medical Center, working with Habitat for Humanity, participating in church mission projects within our local community, etc.)
- Fine Arts project – to be approved by an advisor. (This requirement can be fulfilled through a fine arts course, through working with community theater groups, dance, music, foreign travel, etc.)

Oxford Prep Scholars

Oxford Prep Scholars must meet a baseline set of academic requirements and obtain administrative approval to pursue this course of study. To receive Scholars cords and designation on the diploma they must fulfill all graduation requirements...

+PLUS+

Complete a minimum of 5 AP or CCP classes potentially beginning in the freshman year. Acceptable courses to meet Scholars designation may include the following sequence:

- AP US Government & Politics (9th grade)
- AP Environmental Science (10th grade) or college level science class such as BIO 111
- AP English Language (11th grade)
- College Transfer Math Class such as MAT 152, MAT 171 (12th grade)
- One additional AP or college level class of the student's choice in foreign language or the social sciences such as AP Spanish or PSY110

Scholar status may also be obtained through administrative approval as a result of obtaining passing grades in at least 5 college level courses across all four disciplines.

Students must pass the course and take the AP Exam in all of these classes to graduate with the designation of an Oxford Prep Scholar.

Exams and Exam Exemption

Exams are administered in all classes and are valued at 25% of the final grade. In EOG/EOC tested classes, the exam grade is based on the EOG/EOC grade conversion provided by the state of North Carolina. In all other classes, including elective classes, the exam is a teacher-made instrument. Final exams may be in the form of presentations, projects, and traditional tests.

The calendar for the year may be found online at [OPS 2023-2024 Academic Calendar](#). When making any plans, please note that ALL testing, with the exception of AP exams, takes place in the last 10 days of the school year by North Carolina statute.

In AP classes, students are required to take the AP exam. The score on the AP exam is not available until mid-summer following the exam date. AP exam scores are NOT included as the exam grade in the report card. Students will have a teacher-made exam or project in AP classes.

Students in grades 7-12 are required to take all EOG's or EOC's. However, students may be exempted from teacher-made final exams in classes, including AP classes, if they meet the conditions for the exemption. For year-long classes students may be exempt from the final exam if they have maintained an A average for the year based on Semester 1 and 2 grades and have no more than 5 absences (excused or unexcused) or if they have maintained a B in the class and have no more than 3 absences (excused or unexcused). For semester classes, students may receive an exemption from teacher-made exams if they have an A in the class and no more than 3 absences or a B in the class and no more than 2 absences. Extra credit is not offered in order to boost grade averages. If a student receives an exemption from the teacher-made exam, the exam grade entered into PS will be the same as the Powerschool calculated F1 grade.

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, received a final course grade of an 80 or higher, and had no more than 6 Absences (Upper School)/10 Absences (Lower School) in the course.

To be promoted to Grade 8 & 9:

Earn passing grades in a minimum of 3 of 4 core classes (including English and math), that includes grade level performance on math & reading EOGs. Students must also complete a total of 15 documented service hours completed and submitted by May 1st.

To be promoted to Grade 10:

6 credits including English I & Math I, 5 documented service hours completed & submitted by May 1st.

To be promoted to Grade 11:

13 credits including English 2, Math 2, & 15 documented service hours completed/submitted by May 1.

To be promoted to Grade 12:

20 credits including English III and Math III, and 15 documented service hours completed and submitted by May 1st.

Awards Policy

Academic awards are determined at the end of each semester. Students who make above a 3.5 semester weighted GPA AND have NO grades below a C will be eligible for the Director's List. Those who make above a 3.0 overall weighted GPA AND have NO grades below a C will be eligible for the Honor Roll. Beginning in the sophomore year, students who have attended OPS for at least three semesters demonstrated a commitment to service and high integrity, who have maintained a 3.0 overall unweighted GPA and have NO grades below a C will be eligible for induction into National Beta Club.

Senior Academic Recognition Policy

Oxford Preparatory School recognizes student achievement through a variety of means including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

The upper school student services department shall provide for the compilation of classes to be listed on student transcripts and may make class rank information available on the transcripts. Class ranks may be provided to other institutions at the request of the student or the student's parent or guardian. While the board encourages broad means of recognizing student achievement, the administration shall not use class rank to designate a valedictorian or salutatorian. Instead, seniors will earn Latin honors according to the GPA calculations below:

1. Students with a 3.75 - 3.99 weighted grade point average shall receive the distinction of cum laude
2. Students with a 4.0 – 4.24 weighted grade point average shall receive the distinction of magna cum laude

3. Students with a 4.25 weighted grade point average shall receive the distinction of summa cum laude “Top of the Class”

Students may achieve this "Top of the Class" status by reaching a weighted GPA of 4.25 or higher by the end of their first semester of their senior year. If a student drops significantly from this marker by the end of the school year, the honor will be withdrawn. These students will be recognized at graduation with a special stole designating this achievement. Members of the “Top of the Class” will elect a member to speak at graduation, in addition to a graduating student selected by OPS faculty.

This method of recognition acknowledges the challenging and rigorous nature of our academics and facilitates students taking a broad range of courses, especially their final two years of high school. This method fosters a strong work ethic and educationally sound decision-making regarding the courses a student can take while in high school. All students who attain this recognition will be listed as "Top of the Graduating Class", with an equivalent ranking of "1".

The executive director shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy GCS-L-004. The Administration shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the OPS Grievance Procedure may be utilized to resolve disputes formally, the board encourages parents, students and principals to reach a resolution informally on any matters related to senior status.

OTHER OPS ACTIVITIES

Griffin Athletics

OPS is a member of the NCHSAA and North Central Athletic Conference 1A (High School), and the Central Carolina Middle School Conference. 9th – 12th grade students are eligible to participate in high school athletics, 6th - 8th grade students are eligible to participate in middle school athletics.

The following athletic teams will be offered for the 2023_2024 school year.

Fall – Varsity & JV Women's Volleyball, Varsity Men's Soccer, Varsity Women's Golf and Varsity Cross Country

Winter – Varsity & JV Men's Basketball, Varsity Women's Basketball, Varsity Swimming, and Varsity Cheerleading

Spring – Varsity Baseball, Varsity Men's Golf, Varsity Women's Soccer, Varsity Softball, and Varsity Track & Field

For students in grades 6-8, the following sports are currently planned for the year 2023_2024:

Fall – Volleyball, Co-Ed Soccer, and Cross Country

Winter – Boy's Basketball, Girl's Basketball, Swimming, and Cheerleading

Spring – Baseball, Co-Ed Golf, and Softball

These teams will practice and play games at OPS and area community facilities that may include Granville Athletic Park, Aycock Pool, Hix Gym, Kerr Lake Country Club, Henderson Country Club, and the Diamonds at Oxford Park.

Academic Standards for participation in Athletics

"Student athletes are required to meet the expected grade level performance at all times in order to maintain their athletic eligibility." A student must have passed a minimum load of work, while maintaining a minimum 2.0 weighted GPA during the preceding semester to be eligible at any time during the present semester. All students must also meet OPS promotion standards; Promotion for each grade is defined in the OPS Student-Parent Handbook.

A minimum load is defined as 6 courses (4 if taking 3 or more 3 hour + credit CCP/VGCC courses); a student must pass six of eight courses during what would traditionally be defined as a semester (or earned 3+ credits). Any student, including seniors, must pass that minimum load, even if he/she needs fewer for graduation. If an athlete is academically eligible or academically ineligible at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the Executive Director, Upper School Director, Lower School Director, and Athletic Director to confirm the GPA and

academic eligibility of each athlete enrolled in school at the beginning and close of a semester."

If a student athlete, in season or out of season, falls below grade level performance, the student will automatically be enrolled in the OPS Athletic Development Program. The program's goal is to support the student's academic improvement to meet expected grade level performance. The program is overseen by the Athletic Director, EC Specialist, Upper School Counselor, and the Coordinator of Student Services. The academic coach works directly with students in the program.

To identify at-risk student athletes, a bi-monthly academic report is generated in PowerSchool and sent to the academic coach. The program consists of a contractual agreement with the student and parent to meet the goal of the program. All contracts consist of the following requirements:

- Weekly mandatory tutoring as provided in OPS's schedule or as scheduled by the subject teacher
- Weekly meeting with the academic coach, as needed
- Enrollment in accelerator classes, as needed
- Other requirements may include daily class performance checks signed by teacher or teacher/parent, assignment books signed by teacher or teacher/parent, and study halls as provided in OPS's schedule, as needed.
- Students must present all documentation of compliance to their individual coach, weekly.

If a student athlete fails to meet expected grade level performance, the student will be declared ineligible for the following athletic season.

For additional information and requirements, please refer to the OPS Athletic Handbook linked on the OPS website.

APPENDIX A

TRAVEL AGREEMENT



Oxford Preparatory School

Travel Agreement For CCP and EARLY DISMISSAL

DAILY ENTRY TO OPS CAMPUS: All students, who have signed permission to leave and/or return to campus, must exit/enter OPS through the main entrance. In order to keep the campus safe, please do not use any of the side doors. Your movement is likely to interrupt teachers and disrupt classes.

PARENT/GUARDIAN AGREEMENT FOR CCP:

My student, _____, has my permission to leave Oxford Preparatory School campus in order to attend classes at Vance-Granville Community College campus/es.

Parent/Guardian Signature/Date

My student does NOT have permission to have passengers travel with them.

Parent/Guardian Signature/Date

My student DOES HAVE my permission to have passengers travel with them.

Parent/Guardian Signature/Date

My student does NOT have permission to travel AS A PASSENGER in another student driver.

Parent/Guardian Signature/Date

My student DOES HAVE permission to travel AS A PASSENGER with the following student driver(s):

Parent/Guardian Signature/Date

STUDENT AGREEMENT FOR CCP:

I, _____, agree to safely travel between OPS and VGCCs campuses. When entering and leaving the Upper School, I will use the main entrance only in order to maintain safety and to minimize any disruptions to classes.

I understand that I am responsible for maintaining appropriate conduct while on the campuses of VGCC and traveling to/from OPS's campus. I understand that inappropriate conduct, including prohibitions in the OPS Parent/Student Handbook, can lead to school disciplinary action and possible removal from the CCP Program.

I have read and I agree to the conditions that my parents have placed on me regarding passengers and ride-sharing when traveling between campuses.

Student Signature/Date

PARENT/GUARDIAN AGREEMENT FOR EARLY DISMISSAL:

11th and 12th grade students may have a reduced course load on campus due to online coursework, number of credits earned, and CCP. Students, who have permission to leave campus early, may do so.

My student, _____, has my permission to leave OPS after all of my student's regularly scheduled classes are finished.

The reason that my student is participating in early dismissal is:

STUDENT AGREEMENT FOR EARLY DISMISSAL:
Signature/Date

Parent/Guardian

When I, _____, have finished all of my regularly scheduled classes on OPS's campus, I will either work quietly in one of the student areas in the Upper School hallways or I will leave through the main entrance in order to maintain safety and to minimize any disruptions to classes. I understand that inappropriate conduct, including prohibitions in the OPS Parent/Student Handbook, can lead to school disciplinary action and possible revocation of early dismissal privileges.

I understand that if I choose to leave, I must leave campus immediately and that I cannot return until after dismissal. If I need to return before dismissal, I will bring a note that is signed by my parent/guardian. The note will clearly state why I am returning to campus.

I understand that OPS is not an open-campus and that I am to remain in the building at all times, except under the supervision of faculty or staff, or I am to leave.

Student Signature/Date

APPENDIX B

2023-2024 Calendar

The calendar for the year may also be found online at [OPS 2023-2024 Academic Calendar](#). When making any plans, please note that ALL testing takes place in the last 10 days of the school year by North Carolina statute.

2023-2024 Oxford Preparatory School Academic Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July	
4	Independence Day Holiday

August	
1-3	Required Workdays
4	Optional Workday
7	Required Workday
8	First Day of School - Kindergarten Staggered
9 & 10	Kindergarten Staggered Entry
25	Early Release for Staff Development

September	
4	Labor Day Holiday
22	Early Release for Staff Development
25	Wellness Day - No School for Students & Staff

October	
11	End of 1st Quarter
12	Optional Workday
13	Fall Break
19	Lower School Early Release for Parent Conferences

November	
10	Veterans Day Holiday Observance
22	Optional Workday
23&24	Thanksgiving Holiday Break

December	
15	Early Release for Students/Staff & End of 2nd Qtr
18-29	Winter Holiday Break

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January	
1	New Year's Day Holiday
2	Required Workday
15	MLK Holiday

February	
9	Early Release for Staff Development

March	
6	End of the 3rd Quarter
7 & 8	Required Workdays
29	Wellness Day - No School for Students & Staff

April	
1-5	Spring Break
26	Early Release for Staff Development

May	
10	End of Year Testing Begins
23	Last Day of School - Early Release for Students
24	Required Workday (Graduation)
27	Memorial Day Holiday
28&29	Optional Workdays

June	
3-14	Summer School & Reading Camp
17-26	Summer Reading Camp

APPENDIX C

Medication Authorization Form



Oxford Preparatory School
www.oxfordprep.org
 919 690 0360

Nurturing Potential - Inspiring Excellence-Developing Leaders



MEDICAL AUTHORIZATION FOR ANY MEDICATION TAKEN DURING THE SCHOOL DAY

SECTION ONE: To be completed by Parent or Legal Guardian

Note: All medications must be prescribed, including over-the-counter medications. Medications must be in the original container and the label must include the child's name, name of the medication, dosage, method of administration, time schedule and name of physician.

Student Name: _____ Sex: _____ Date of Birth: _____

School: _____ Grade: _____ Teacher: _____

List all medication routinely taken outside of school hours:

I request that designated unlicensed, trained school staff or licensed nurse assist my child in taking this prescribed medication(s) (including prescribed over-the-counter medication). I understand that my child may not be assisted with medication at school until all requirements are met. I hereby give consent for a school nurse (or designee) to communicate with my child's prescriber and to counsel school personnel as needed with regard to my child's health. I agree to, and do hereby hold the District and its employees harmless for any and all claims, demands, causes of action, liability or loss of any sort, because of or arising out of acts or omissions with respect to this medication. I will immediately notify the school if there are any changes in medication my child is taking at school.

Parent or Legal Guardian Signature: _____ Date: _____ Phone: _____

SECTION TWO: To be completed ONLY by a medical provider

The child named above is under my care for these diagnoses: _____

It is necessary for him or her to receive the following prescribed medication(s) during school hours.

1. Name of Medication: _____ Dosage (be specific, i.e. milligrams, etc.): _____ Time of day to be given: _____ / ☐ Lunch

Frequency and Indication if "as needed": _____ Duration of Order: _____ / ☐ School Year

Method of administration: ORAL: ☐ Liquid ☐ Tablet ☐ Inhaler DROPS: ☐ Eye R/L ☐ Ear R/L ☐ Nostril R/L OTHER: ☐ Injection or ☐ _____

Precautions or side effects: _____

Is the student allowed to self-carry / self-administer? (Emergency medications only): ☐ Yes ☐ No

2. Name of Medication: _____ Dosage (be specific, i.e. milligrams, etc.): _____ Time of day to be given: _____ / ☐ Lunch

Frequency and Indication if "as needed": _____ Duration of Order: _____ / ☐ School Year

Method of administration: ORAL: ☐ Liquid ☐ Tablet ☐ Inhaler DROPS: ☐ Eye R/L ☐ Ear R/L ☐ Nostril R/L OTHER: ☐ Injection or ☐ _____

Precautions or side effects: _____

Is the student allowed to self-carry / self-administer? (Emergency medications only): ☐ Yes ☐ No

3. Name of Medication: _____ Dosage (be specific, i.e. milligrams, etc.): _____ Time of day to be given: _____ / ☐ Lunch

Frequency and Indication if "as needed": _____ Duration of Order: _____ / ☐ School Year

Method of administration: ORAL: ☐ Liquid ☐ Tablet ☐ Inhaler DROPS: ☐ Eye R/L ☐ Ear R/L ☐ Nostril R/L OTHER: ☐ Injection or ☐ _____

Precautions or side effects: _____

Is the student allowed to self-carry / self-administer? (Emergency medications only): ☐ Yes ☐ No

Physician Signature _____ Date _____

Name of physician _____ Telephone/Fax _____

Physician's Stamp

School Nurse Signature _____ Date Received _____

Parent’s Bill of Rights Compliance Policies

THESE POLICIES WILL BE POSTED AND AVAILABLE ON THE SCHOOL’S WEBSITE.

The School believes that parent and family involvement must be aggressively pursued and supported by our communities, in homes, schools/colleges/universities, neighborhoods, businesses, faith congregations, organizations, and government entities by working together in a mutually collaborative effort. As such, the Board is committed to developing policies to involve parents in schools and their child’s education effectively. N.C.G.S. § 115C-76.20(b)(3).

All parents/families and educators must prioritize family involvement in education; thus, the Board commits to providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.

Improved student achievement must be the equally shared responsibility and the goal of parents, teachers, the school system, and the community. Thus, the Board commits to seeing that each school has effective volunteer programs to address student needs and commits to utilizing schools to assist students and families in connecting with community resources.

The Board commits that it will impact student achievement significantly by improving the quality and quantity of parent/family involvement. Consequently, the Board will provide guidance, support, cooperation, and the necessary funding to enable parents to become active partners in education.

A. Parent Rights

A parent has the right to the following:

- (1) To direct the education and care of their child.
- (2) To direct the child's upbringing and moral or religious training.
- (3) To enroll their child in a public or nonpublic school and in any school choice options available to the parent for which the child is otherwise eligible by law to comply with compulsory attendance laws, as provided in Part 1 of Article 26 of Chapter 115C of the General Statutes.
- (4) To access and review all education records, as authorized by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, relating to their child.
- (5) To make health care decisions for their child, unless otherwise provided by law, including Article 1A of Chapter 90 of the General Statutes.

- (6) To access and review all medical records of their child, as authorized by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), P.L. 104-191, as amended, except as follows:
 - a. If an authorized investigator requests that information not be released to a parent because the parent is the subject of an investigation of either of the following:
 - A crime committed against the child under Chapter 14 of the General Statutes.
 - An abuse and neglect complaint under Chapter 7B of the General Statutes.
 - b. When otherwise prohibited by law.
- (7) To prohibit the creation, sharing, or storage of a biometric scan of their child without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2102 and G.S. 7B-2201.
- (8) To prohibit the creation, sharing, or storage of their child's blood or deoxyribonucleic acid (DNA) without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2201.
- (9) To prohibit the creation by the State of a video or voice recording of their child without the parent's prior written consent, except a recording made in the following circumstances:
 - a. During or as part of a court proceeding.
 - b. As part of an investigation under Chapter 7B or Chapter 14 of the General Statutes.
 - c. When the recording will be used solely for any of the following purposes:
 - A safety demonstration, including one related to security and discipline on educational property.
 - An academic or extracurricular activity.
 - Classroom instruction.
 - Photo identification cards.
 - Security or surveillance of buildings, grounds, or school transportation.
- (10) To be promptly notified if an employee of the State suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the county child welfare agency, and notification of the parent would impede the investigation.

B. Limitations on the right to parent:

- (1) The requirements of this Article do not authorize a parent to do any of the following:

- a. Engage in unlawful conduct.
 - b. Abuse or neglect of the child, as defined in Chapter 7B of the General Statutes.
- (2) The requirements of this Article do not prohibit the following:
 - a. A State official or employee from acting in their official capacity within the reasonable and prudent scope of their authority.
 - b. A court of competent jurisdiction from acting in its official capacity within the reasonable and prudent scope of its authority or issuing an order otherwise permitted by law.

C. Pursuant to N.C.G.S. § 115C-76.25, the School shall display on its website the following parental legal rights regarding their child’s education:

- (1) The right to consent or withhold consent for participation in reproductive health and safety education programs, consistent with the requirements of G.S. 115C-81.30. The School will provide parents with a consent form prior to such programming.
- (2) The right to seek a medical or religious exemption from immunization requirements, consistent with the requirements of G.S.130A-156 and G.S. 130A-157. Please consult the Student Handbook for this information.
- (3) The right to review statewide standardized assessment results as part of the State report card. The School will provide such information following such assessments.
- (4) The right to request an evaluation of their child for an academically or intellectually gifted program or for identification as a child with a disability, as provided in Article 9 of this Chapter. Please consult the Student Handbook for this information.
- (5) The right to inspect and purchase public school unit textbooks and other supplementary instructional materials, as provided in Part 3 of Article 8 of this Chapter. Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials and Library Materials.
- (6) The right to access information relating to the unit's policies for promotion or retention, including high school graduation requirements. Please consult the Student Handbook for this information.
- (7) The right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance. Please consult the Student Handbook for this information.
- (8) The right to access information relating to the State public education system, State standards, report card requirements, attendance requirements, and textbook requirements. Please consult the Student Handbook for this information as well as the Department of Public Instruction.

- (9) The right to participate in parent-teacher organizations. This information will be provided directly from the parent-teacher organization.
- (10) The right to opt into certain data collection for their child, as provided in Part 5 of this Article and Article 29 of this Chapter. Please consult the Student Handbook for this information
- (11) The right for students to participate in protected student information surveys only with parental consent, as provided in Part 5 of this Article. Please consult the Student Handbook for this information.
- (12) The right to review all available records of materials their child has borrowed from a school library. Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.

D. Parent Guide for Student Achievement Pursuant to 115C-76.30.

The Parent Guide to Student Achievement is an effort by the State Board of Education (“SBE”). The SBE’s Guide will be posted on the School’s website once it has been provided by the State Board of Education and going forward at the beginning of each school year. The SBE’s Guide will be in writing, understandable to students and parents, and discussed at the beginning of the school year during Open House, Back to School events, or in any forum designated by the School. The SBE Guide shall meet the requirements set forth in N.C.G.S. 115C-76.30.

E. The School’s Guide for Student Achievement Pursuant to 115C-76.30.

- (1) The School has chosen to comply with these provisions by ensuring the following information is in the Student Handbook available on this School’s website:
 - a. Requirements for students to be promoted to the next grade.
 - b. School entry requirements, including required immunizations and the recommended immunization schedule.
 - c. Ways for parents to do the following:
 - Strengthen their child's academic progress, especially in reading, as provided in Part 1A of Article 8 of this Chapter.
 - Strengthen their child's citizenship, especially social skills, and respect for others.
 - Strengthen their child's realization of high expectations and setting lifelong learning goals.
 - Enhance communication between the school and the home.
- (2) The School has chosen to comply with 115C-76.30, making the following information available through its website; the Student Handbook found on the School’s website; School and classroom communications (hard copy or via email); communications from the School’s PTO; as well as through any other medium appropriate to communicate in an understandable way with parents and students:

- a. Services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; college planning, academic advisement, and student counseling services; and after-school programs.
- b. Opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs.
- c. Opportunities for parents to learn about rigorous academic programs that may be available for their child, such as honors programs, Career and College Promise and other dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education.
- d. Educational choices available to parents, including each type of public-school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the public school unit, and scholarship grant programs under Part 2A of Article 39 and Article 41 of this Chapter.
- e. Rights of students who have been identified as students with disabilities, as provided in Article 9 of this Chapter.
- f. Contact information for school and unit offices.
- g. Resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations:
 - A recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations.
 - Information about meningococcal meningitis and influenza, as required by G.S. 115C-375.4.

F. Efforts to Increase Parent Involvement Pursuant to § 115C-76.35.

The School shall, in consultation with parents, teachers, administrators, and community partners, develop and adopt policies to promote parental involvement and empowerment. The School will use existing committees, communication mediums, and structures to engage in the consultation requirement set forth in § 115C-76.35 and/or may create new avenues to comply with this provision. Opportunities and information will be available on the School’s website and/or in community and/or school communications. The School will ensure policies provide for parental choices as set forth in SB49, establish parental responsibilities, and provide for parental involvement, which shall include the following:

- (1) Providing links to parents for community services.

- (2) Establishing opportunities for parental involvement in developing, implementing, and evaluating family involvement programs.
- (3) Establish opportunities for parents to participate in school advisory councils, volunteer programs, and other activities.

G. The School has established policies to do all the following:

- (1) Provide for parental participation in their child's education to improve parent and teacher cooperation in areas such as homework, school attendance, and discipline that aligns with the parent guide for student achievement required by G.S. 115C-76.30. ***Please consult the School’s website and Student Handbook on the School’s website.***
- (2) Effectively communicate to parents the way textbooks are used to implement the school's curricular objectives. ***Please refer to the School’s Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials; the School’s website; and the Student Handbook on the School’s website.***
- (3) Establish a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. This procedure shall include the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. The policy shall be available for in-person review by parents at the school site and publicly available on the school's website. For this section, a textbook is defined in G.S. 115C-85, and supplementary instructional materials include supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes. ***Please refer to the School’s Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.***
- (4) Establish a means for parents to object to textbooks and supplementary instructional materials. ***Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.***
- (5) Establish a process for parents to review materials for and to consent or withhold consent for participation in reproductive health and safety education programs consistent with the requirements of G.S. 115C-81.30. The School already provides such review, notice, and consent requirements and will continue to follow our current procedures. ***Please consult the Student Handbook available on the School’s website for further information.***
- (6) Establish a process for parents to learn about the nature and purpose of clubs and activities offered at their child's school, including both curricular and extracurricular activities. Such information will be provided through School and/or classroom communications. ***Please also consult the Student Handbook available on the School’s website.***

H. Further Compliance

- (1) The qualifications of teachers, including licensure status, will be made available to parents at the beginning of each school year and updated from time to time as needed. This information will include teacher degrees, licensure status, and any other information necessary to comply with §115C-76.30(1)(d).
- (2) Our School is a school of choice. Parents have other educational choices available to them, including traditional district schools, non-public schools (religious and secular), other charter schools, and home schools. Information on scholarship programs is available at [Opportunity Scholarship - NCSEAA \(https://www.ncseaa.edu/k12/opportunity/\)](https://www.ncseaa.edu/k12/opportunity/)

I. Student Health Notifications Pursuant to N.C.G.S. § 115C-76.45

- (1) The School does not prohibit school employees from notifying a parent about their child's mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (2) The School does not encourage or have the effect of encouraging a child to withhold from that child's parent information about their mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (3) School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.
- (4) Notifications:
 - a. At the beginning of each school year, The School Nurse will notify parents about each healthcare service offered at the school and provide information on how parents can consent to such service. The School Nurse will notify parents of changes, prior to or contemporaneous with changes, in service or monitoring related to their child's mental, emotional, or physical health or wellbeing and the school's ability to provide a safe and supportive learning environment for that child. (§115C-78.45)
 - b. The Lower School Director or School Nurse shall notify parents of kindergarten through grade three students of any student well-being questionnaire or health screening form prior to administration and shall provide information on how parents can consent to such questionnaire or health screening.
 - c. The Lower School Director, the Upper School Director, or the School Nurse shall provide notice of a change prior to any changes in the name of a pronoun used for a student in school records or by school personnel except

where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student’s safety.

- d. The School’s policy and procedure for parents to exercise the parental remedies provided by G.S. § 115.C-76.60 is set forth in this policy, **Entitled Parental Remedies.**

J. Timelines for parental requests for information under § 115C-76.40.

- (1) This information parents have a right to access under this SB49 has been made accessible to parents as set forth in this policy. Parents are encouraged to review this policy and the policies referenced herein before making a request for information under § 115C-76.40.
- (2) A parent of a child enrolled at our School may request in writing from the Lower School Director or Upper School Director any of the information the parent has the right to access, as provided in this Part. The request must be made via email sent to maryanncrews@oxfordprep.org or ashleybarnette@oxfordprep.org. Within 10 business days, the Lower School Director or Upper School Director shall either (i) provide the requested information to the parent or (ii) provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.
- (3) If the Lower School Director or Upper School Director: (i) denies or fails to respond to the request for information within 10 business days or (ii) fails to provide information within 20 business days following an extension notice as provided in subsection (2) of this section, the parent may request in writing any of the information the parent has the right to access, as provided in this Part, from the Executive Director, along with a statement specifying the time frame of the denial or failure to provide information by the principal.
- (4) If the Executive Director denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the governing body of the public school unit no later than 20 business days from the date of the request to the Executive Director, as provided in subsection (2) of this section. The Board shall place the parents’ appeal on the agenda for the next regularly scheduled board meeting occurring more than three business days after submission of the appeal. During that meeting, the Board shall make a decision regarding the appeal. The Board’s decision under this section is final and is not subject to judicial review.

K. Student support services training § 115C-76.50.

Student support services training developed or provided by the School to the school personnel shall adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

L. Parental rights to opt-in to protected information surveys § 115C-76.65

(1) Definitions:

- a.** Adult student – An enrolled student who is 18 or older or an emancipated minor.
- b.** Protected information survey – A survey, analysis, or evaluation that reveals information concerning any of the following:
 - Political affiliations or beliefs of the student or the student's parent.
 - Mental or psychological problems of the student or the student's family.
 - Sex behavior or attitudes.
 - Illegal, antisocial, self-incriminating, or demeaning behavior.
 - Critical appraisals of other individuals with whom respondents have close family relationships.
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or student's parent.
 - Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

(2) The School shall make the following available to parents and adult students at least 10 days prior to administration of a protected information survey. The public school unit shall provide opportunities for review of the following both electronically and in person:

- a.** The process for providing consent to participation in the protected information survey.
- b.** The full text of the protected information survey.

(3) No student shall be permitted to participate in a protected information survey without the parent or the adult student's prior written or electronic consent.

(4) The requirements of this provision are in addition to the rights provided to parents and students under the Protection of Pupil Rights Amendment, which are set forth in the Student Handbook available on the School’s website.

M. Procedures and Remedies for Parent Concerns

This provision sets forth procedures and remedies required by § 115C-76.60. A parent has the right to notify the principal about concerns under this policy pursuant to § 115C-76.60. The School’s procedures and remedies for parental concerns are as follows:

- (1) The parent shall submit in writing a detailed description of their concern to the School via email at swannerab@oxfordprep.org. Such description shall clearly**

state the SB49 procedure or practice of concern. For a concern to be covered by this Section, it must be a concern about the School’s procedure or practice under SB49.

- (2) Within seven business days of receiving the concern, the Executive Director shall either:
 - a. Resolve the concern and notify the parent of the resolution, or
 - b. Develop a plan for resolution and notify the parent of the plan to resolve the concern within 30 days of receiving written notification of the concern from the parent, or
 - c. Notify the parent of why the concern cannot be resolved.
- (3) If the concern is not resolved within 30 days, a parent may do one of the following:
 - a. Notify the State Board of Education and request a Parental Concern hearing, or
 - b. Bring an action against the school as provided in Article 26 of Chapter 1 of the North Carolina General Statutes for a declaratory judgment that the unit's procedure or practice violates N.C.G.S. § 115C-76.45, § 115C-76.50, or § 115C-76.55.
- (4) The court may award injunctive relief to a parent and shall award reasonable attorneys' fees and costs to a parent awarded injunctive relief.

N. Reporting requirements under § 115C-76.70

- (1) The School shall report annually by September 15 the following information to the State Board of Education in a format designated by the State Board:
 - a. The most current version of the policies and procedures adopted as required by this Article, with any modifications of the policy or procedure from the prior year's submission clearly delineated.
 - b. The following information from the prior school year:
 - The number of appeals to the governing body under G.S. 115C-76.40 and the percentage of appeals decided in favor of the parent and in favor of the administration in the prior school year.
 - The number of statements provided to parents as required by G.S. 115C-76.60(a).
 - The number of parental concern hearings involving the public school unit as provided in G.S. 115C-76.60(b)(1).
 - The number of actions brought against the public school unit as provided in G.S. 115C-76.60(b)(2) and the number of declaratory judgments entered against the public school unit.

O. School's Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials.

- (1) **Compliance with SB49.** In compliance with SB49, this policy serves to communicate understandably and effectively the manner in which textbooks are used to implement the school's curricular objectives. In addition, this policy establishes a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. Our procedure includes the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. Finally, this policy also establishes a means for parents to object to textbooks and supplementary instructional materials consistent with the requirements of N.C.G.S. 115C-9
- (2) **Parent Participation.** Parent participation in their child's education is important and encouraged. We strongly encourage parents and teachers to cooperate regarding homework, school attendance, and discipline. Information and ways parents can help their children and encourage cooperation with their child’s teacher are included in our Student Handbook as well as <https://www.oxfordprep.org/Community-and-Parent-Volunteers>
- (3) **Charter School exemptions.** A charter school is exempt from statutes and rules applicable to a local board of education or local school administrative unit. As such, the School determines its own curriculum and textbooks and is not bound by the laws governing local boards of education and local school administrative units. The School has the sole authority to select and procure curriculum, textbooks, supplementary instructional materials, and library materials. Further, the School has the sole authority to determine if the materials are related to and within the curriculum's limits and when the materials may be presented to students during the school day. In general, supplementary books and other instructional materials shall neither displace nor be used to the exclusion of basic textbooks where the School has selected textbooks.
- (4) **Textbook Definition.** For the purposes of this section, a textbook is defined as a systematically organized material comprehensive enough to cover the primary objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or nonprint, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment to be used in the learning process. Textbooks do not include supplementary instructional materials, including supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes.
- (5) **Requirements of § 115C-76.55.** Instruction on gender identity, sexual activity, or sexuality shall not be included in the curriculum provided in grades kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For the purposes of this section, the curriculum includes the standard course of study and support materials, locally developed curriculum,

supplemental instruction, textbooks, and other supplementary materials but does not include responses to student-initiated questions. Further, students may discuss gender identity, sexual activity, and sexuality with the school counselor and/or social worker, or any adult they feel comfortable with. This provision shall be implemented consistent with Title IX, and where a conflict arises between the two laws, federal law will control. Nothing in this provision prevents school staff and teachers from appropriate classroom displays not inconsistent with any school policy on such displays.

- (6) **Use and Purpose of Textbooks.** The School selects and uses textbooks as part of its curriculum and course of study. The textbooks selected are intended to advance the school’s curricular objectives.
- (7) **Process For Selecting Curriculum, Textbooks, Supplementary Books And Instructional Materials.** The School’s process for selecting curriculum, textbooks, supplementary books, and instructional material is as follows: For certain grade levels and courses, curriculum adoptions have taken place with input from teachers and approval of the school administration. In other cases, teachers with the approval of school administrators have purchased curriculum, textbooks, or other instructional materials for classroom use.
- (8) **Procedures for Learning about the Course of Study.** Parents are provided their child’s course of study, including textbooks and the source of any supplementary instructional materials in a variety of ways: in our Student Handbook, at Open House, and through teacher communications.
- (9) Parents may inspect and review all textbooks and supplementary instructional materials that will be used in their child’s classroom at Open House and by making an appointment with their child’s teacher to be held between the hours of _8:00 A.M._ and _3:30 P.M._.
- (10) **Process for Library Check Out and Notification**
To date, Oxford Preparatory School doesn’t have a traditional school library.

P. Process for Parent Challenges to Textbooks and Supplementary Instructional Materials.

- (1) The School reserves the right to create an advisory committee to investigate and evaluate challenges from parents, teachers, and members of the public to textbooks and supplementary instructional materials on the grounds that they are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. To the extent the School establishes such an advisory committee, information about that advisory committee will be communicated to parents, teachers, and the community.
- (2) In the event the School has not established such an advisory committee, parents may submit challenges to textbooks and supplementary instructional materials for

the following reasons only: the textbook and/or supplementary materials are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. There are no other grounds for challenges to textbooks or supplementary materials under this provision.

- (3) To submit a challenge to a particular textbook and/or supplementary material, the parent shall submit in writing a detailed description of their challenge to the School. Such challenge must clearly identify the textbook and/or supplementary material they are challenging, and what precise material they contend is educationally unsuitable, pervasively vulgar, or inappropriate to the student's age, maturity, or grade level. The parent should also provide suggestions for alternatives to such textbooks and/or supplementary materials that they are challenging. Challenges must be sent to the School via email at maryanncrews@oxfordprep.org or ashleybarnette@oxfordprep.org or sent via mail or hand delivered to the School’s address and designate on the outside of the letter: *Textbook and/or Supplementary Material Challenge*.
- (4) The Executive Director or their designee(s) shall review such challenge and respond to the challenge within ten (10) business days.
- (5) If the decision does not resolve the matter, the parent may file a written appeal to the Executive Director if they were not involved in the initial review of the challenge. The Executive Director shall review and respond to the challenge within five (5) business days.
- (6) If the Executive Director is not able to resolve the matter, the parent may file a written appeal on the record with the School’s Board of Directors within five (5) business days. There are no hearings on appeal, and decisions will be based solely on the written challenge provided by the parent and information provided by the School. The appeal must comply with section (1) above. The Board will designate a Board Panel to review the challenge and communicate its decision to remove or retain the challenged material within twenty (20) business days. The Board Panel’s decision is final.
- (7) The Board always has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed. There is no appeal from a decision of the Board Panel.
- (8) Timelines set forth herein may be extended for good cause.

APPENDIX E

Safe & Surrender Newborn Law

(source: NC Department of Health and Human Services: www.ncdhhs.gov)

“North Carolina’s Safe Surrender law allows a parent to surrender his or her baby to a responsible adult and walk away. The baby will be adopted. A baby up to 7 days old may be placed with any responsible adult. The baby must be unharmed. Safe surrender is legal and anonymous. Anyone who receives a baby in this way must keep the baby safe and warm, call 911 or the county social services department immediately.”