

**Oxford Preparatory School
(OPS)
Parent and Student Handbook**



**A Policy Manual to assist
Both parents and students
Toward a rewarding experience at OPS**

2019 - 2020

Table of Contents

MISSION STATEMENT	4
LETTER FROM THE EXECUTIVE DIRECTOR	5
GENERAL STUDENT INFORMATION	6
School Hours	6
Arrival & Departure	7
Attendance	8
Lawful, Excused Absences	8
Unlawful Absences.....	9
Make-Up Work	10
Tardiness	10
Early Pick-Up	11
Lunch.....	11
Distribution of Medication	11
Physical Plant	12
Student Cell Phones	12
Visitors & Phone Calls	12
Inclement Weather Policy	12
Emergency Procedures	14
Driver’s Education.....	14
Parking Regulations.....	14
Code of Conduct	15
Dress Code.....	16
Public Display of Affection	17
Honor Code	17
Detention	18
Bullying and Hazing	19
Long-Term Suspension	20
Expulsion	20
Searches	21
Stolen property	21
ACADEMIC POLICIES AND PROCEDURES	22
Curriculum	22
Course Weights and Grading	23

Flex Days.....	23
Homework and Late Assignments	24
Teacher Conferences	24
College Counseling.....	24
Graduation Requirements.....	25
Promotion Policy.....	26
Awards Policy	27
Senior Academic Recognition Policy	27
OTHER OPS ACTIVITIES.....	28
Carpool to School	28
Griffin Athletics.....	28
APPENDIX	31
2018 – 2019 Calendar	31
Safe & Surrender Newborn Law	32

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

LETTER FROM THE EXECUTIVE DIRECTOR

I, along with the Board of Directors, faculty and staff welcome the returning classes of 2019, 2020, 2021, 2022, 2023 and the new classes of 2024 and 2025 to Oxford Preparatory School (OPS). This upcoming school year we are positioned to continue improvement and build additional capacity after graduating our second class. This year we will begin our Lower School operation with the addition of the sixth grade and look forward to the addition of the 5th grade in 2019 - 2020.

The Board of Directors has empowered the faculty and staff of our school to create innovative approaches to learning. The Board has also mandated that we achieve our goals as outlined in our mission statement and charter application.

OPS will draw upon all proven best practices for engaging students and facilitating their education so that they can successfully complete the rigorous curriculum set out by the school. We will challenge students and teachers to never accept anything but the best from themselves and from each other. Each employee, parent, board member and student will work together, knowing that for a student to complete a highly rigorous and competitive curriculum all members of the OPS community must be fully invested in their success. All members of OPS will embrace a culture of high achievement, believing that mediocrity is unacceptable.

Our teachers bring a wide array of education and experiences to OPS. They are energized and excited, and much of the focus will be upon using debate and Socratic dialogue to deepen students' understanding of concepts. The delivery will also blend lectures, workshop style opportunities, case studies and experiential learning to address the spectrum of learning styles. Writing will be an integral part of each curriculum strand to further develop a students' understanding of the topic and his/her ability to communicate that understanding to others.

OPS strongly encourages all students and their families, no matter where they live in the surrounding area, ethnicity, family structure, gender, race, religion and socioeconomic class to view OPS as a resource for a high quality college preparatory education.

Andrew Swanner - Executive Director

GENERAL STUDENT INFORMATION

School Hours

Lower School – Grade 6

The building opens to Lower School students at 7:30. The building closes to Lower School students at 3:50.

Lower School (6th Grade)

Regular Monday - Friday			2 Hour Delay Monday - Friday			Early Dismissal Delay M - F		
Period	Start	End	Period	Start	End	Period	Start	End
Homeroom	8:00	8:10	Homeroom	10:00	10:10	Homeroom	8:00	8:10
1	8:10	9:00	1	10:10	10:50	1	8:10	8:40
2	9:05	9:55	2	10:55	11:30	2	8:45	9:15
3	10:00	10:50	3	11:35	12:10	3	9:20	9:50
4	10:55	11:45	4	12:15	12:50	4	9:55	10:25
Lunch/Recess	11:45	12:35	Lunch	12:50	1:20	5	10:30	11:00
5	12:35	1:25	5	1:20	1:55	6	11:05	11:35
6	1:30	2:20	6	2:00	2:35	Lunch	11:35	12:05
7	2:25	3:15	7	2:40	3:15	7	12:05	12:30

Upper School - Grades 7 - 12

The building opens to Upper School students at 7:50. In an effort to make the most out of each school day and to maximize learning opportunities, the regular instructional day will run from 8:30a.m. - 3:40p.m. on Mondays – Thursdays and 8:30 – 12:50 on Fridays, where enrichment, remediation, and club opportunities will be available 1:10 – 3:10 (except for designated Staff Development Fridays). The building closes to Upper School students at 4:10.

Upper School Grades 7 - 12

Purple - Monday & Wednesday			Orange - Tuesday & Thursday			Flex Friday		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:30	10:05	5	8:30	10:05	1 or 5	8:30	9:25
Break	10:05	10:15	Break	10:05	10:15	2 or 6	9:30	10:25
2	10:15	11:50	6	10:15	11:50	3 or 7	10:30	11:25
Lunch	11:50	12:20	Lunch	11:50	12:20	Lunch	11:25	11:55
3	12:20	1:55	7	12:20	1:55	4 or 8	11:55	12:50
Break	1:55	2:05	Break	1:55	2:05			
4	2:05	3:40	8	2:05	3:40			

2 Hour Delay M/W/F		
Period	Start	End
1	10:30	11:40
2	11:45	12:50
Lunch	12:50	1:20
3	1:25	2:30
4	2:35	3:40

2 Hour Delay T/Th		
Period	Start	End
5	10:30	11:40
6	11:45	12:50
Lunch	12:50	1:20
7	1:25	2:30
8	2:35	3:40

Early Release M/W		
Period	Start	End
1	8:30	9:25
2	9:30	10:25
3	10:30	11:25
Lunch	11:25	11:55
4	11:55	12:50

Early Release T/Th		
Period	Start	End
5	8:30	9:25
6	9:30	10:25
7	10:30	11:25
Lunch	11:25	11:55
8	11:55	12:50

Arrival & Departure

To accommodate parents' schedules, Lower School students may arrive at school as early as 7:30 a.m. and Upper School students may arrive at school as early as 7:50 p.m. Any Lower School student arriving before 7:50 and any Upper School Student arriving before 8:20 must come into the building and will be required to stay in a silent

study hall. Students must remain in the designated classroom to study silently so that teachers can prepare for the school day. Because there is no staff available to supervise students prior to those designated times, students must not arrive on campus before that time. Between arriving on campus and departing campus, students must stay inside the building.

Students who drive are **not allowed** to leave campus for lunch. Students are not allowed to enter the parking lot or leave campus in the vehicle of other students during the school day, unless they do not have a class that meets the period before or after lunch.

Lower School ends at 3:15 p.m. and all students must be picked up by 3:50 p.m. Upper School ends at 3:40 p.m. (12:50 on Fridays) and all students must be picked up by 4:10 p.m. (1:15 on Fridays). After those times there will be no staff to supervise students and doors to buildings will be locked, unless they are in a scheduled enrichment, remediation, club, or athletic activity.

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.

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's guardians will have written and verbal notification of potential instances of a failing grade due to unexcused absences prior to 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 students 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, such as college visits. Approval for such an absence must be granted **prior** to the absence by the Executive 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. **Students returning to school after an absence and who fail to provide documentation for that absence may be subject to disciplinary action.** This written confirmation is required for state auditing purposes.

Make-Up Work

Students are responsible for asking for, obtaining and then completing all work assigned when they have an excused absence. Students should work with their teachers to make arrangements to complete assignments, tests, and quizzes. Students who are absent or anticipate being absent for two or more days may arrange to get assignments from their teachers at school or via email. When that arrangement is not possible, students or parents may request assignments through the office. **Missing assignments must be completed within 5 days after the student returns for those students who have an excused absence.**

Students who have an unexcused absence are not guaranteed the opportunity to make-up any missed assignments.

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 8:05 a.m. for Lower School or 8:35 a.m. for Upper School a student must report to the office with a parent or a written excuse from the parent.** Students that arrive to class after 8:00/8:30, but before 8:05/8:35, will be marked tardy, but do not need to report to the office.

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. The number of tardy(ies) to individual classes will reset to zero each semester.

Students who drive and have at least 5 tardies in the same class in one semester will have parking privileges revoked for one week. Additional tardies may result in revocation of parking privileges 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)

Early Pick-Up

If a student 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 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 – 3:40 on regular school days and 12:15 – 12:50 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.

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. Pre-packaged items and vendor prepared selections will be available for purchase from the lunch pantry.

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

Distribution of Medication

If a student needs to take any prescription medication during the school day, the student should bring the medicine along with a current form obtained from the physician to the office. It is the student's responsibility to come to the office at the specified time to receive his or her medication from a member of the office staff. Medication will be taken

in the presence of a staff member. The student should sign the medication log provided by the office staff.

In order to dispense OTC medications to students, parents will need to complete a “permission to dispense form” that we will keep on file. This will need to be updated each year.

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 be asked to reimburse the school for any necessary repairs, in addition to other disciplinary action.

Student Cell Phones

Students may not use or plug in cell phones inside the classroom during the school day, unless directed by a teacher. 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. Teachers may also choose to require students to leave cell phones in the class prior to visits to the restroom.

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. No phone calls will be transferred to a classroom during instructional time.

Inclement Weather Policy

OPS will follow the weather closures and delays posted by Granville County Public Schools. To confirm these closures, please watch/listen to WRAL-TV (Channel 5) or WRAL-FM (101.5 FM) or log on to www.wral.com for information on Oxford Preparatory School’s closing or delay in opening the school. Information will also be placed on the school’s website and Facebook page. Parents may also sign up to receive either emails or text messages through Remind101.

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, as charter schools are not funded to provide the program. Driver's education is available to students through Granville County Public Schools or through for profit driving schools in the area.

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 12/19/18). Lost parking permits must be replaced and will be sold in the office for \$5. These are non-refundable fees.
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 section designated for the permit.
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 on campus.

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 or remainder of the semester.

Code of Conduct

All Oxford Preparatory School students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines.

Should you have questions concerning any of the rules listed on the following pages, you should immediately contact an administrator for a complete explanation.

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.

School administration will take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.

Consequence for Violations

- Administrative conference/verbal warning
- Suspension/Revocation of Parking Privileges
- Removal from OPS sponsored clubs and athletics
- Out of School Suspension (OSS)
- Long-term suspension
- Expulsion

Notices

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

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. ALL student attire must be neat, clean and free from rips and tears. 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.

Dress considered inappropriate for wearing inside the school environment includes:

- any article of clothing that is torn or ripped 4" above the knee
- 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, skin tight clothing, or clothing which shows midriffs, cleavage

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 Executive Director 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 handholding outside of class, are considered inappropriate. A school campus is not a place for overt displays of physical affection between students. 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.

Honor Code

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

The Honor Code states:

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

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

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

Behavior Problem	Level 1: Classroom Teacher Consequence and Parent Contact	Level 2: Repeated Offense Second Teacher Consequence and Parent Contact	Level 3: Repeated Offense Student Honor Council Consequence and Parent Contact	Level 4: Major Offense Discipline Referral Administrative Consequences
Talking during instruction			Referral to Student Honor Council	NA
Horseplay, Out of seat			Referral to Student Honor Council	NA
Truancy/ Leaving or failing to return to class			Referral to Student Honor Council	NA
Misuse of School Technology			Referral to Student Honor Council	NA
Cheating			Referral to Student Honor Council	NA
Using profanity in conversation			Referral to Student Honor Council	NA
Damage to Property			Referral to Student Honor Council	NA
Unauthorized use of electronics or cell phone during Instructional Time			Referral to Student Honor Council	NA
Tardy to class			Referral to Student Honor Council	Detention, Parent contacted, Refer to admin.
Dress Code Violation			Referral to Student Honor Council	NA
Failure to submit to Level 1 or Level 2 Consequence	NA	NA	Referral to Student Honor Council	Administrator determined consequence
Major Behavior Incident: Profanity toward adults, bullying, fighting, drugs, weapons, etc.	NA	NA	NA	Administrator determined consequence

In any case where there is a lack of clarity, it is a student's responsibility to check with their teacher or the Executive Director of OPS. Lack of clarity should never serve as an excuse for violating the school Honor Code.

For minor incidents that disrupt classroom instruction or the school students will receive 2 disciplinary actions from the teachers. The third incident will be referred to the Student Honor Council. Failure to comply with teacher or Honor Council imposed consequences or choosing to engage in a 4th incident will lead to a referral for administrative disciplinary action which may include but is not limited to the following: detention, out of school suspension, revocation of parking privileges, and removal from OPS sponsored clubs and/or athletic teams.

Detention

After school detention is held as needed. Detention is supervised by teachers or school administration. It is assigned at the discretion of school administration for classroom misbehavior, incomplete or missing homework, disrespect, or other repeated behavior or academic issues.

These behaviors warrant an immediate office referral and will be handled by an administrator. The incident will be documented by staff and a written disciplinary form completed by the teacher for administration.

Major Offenses:

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

Consequences:

- Out-of-School Suspension
- Recommendation for Long-Term Suspension
- Recommendation for Expulsion

If the infraction is severe or chronic, but not listed as a Board of Education Policy, the consequences are dependent upon the principal's discretion.

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. Bullying or harassment student-to-student, student-to-adult, or adult-to-adult will not be tolerated in any form. Once bullying has been reported we will investigate and then deal with any bullying conduct that occurs on school grounds or at school-sponsored functions.

"BULLYING" is any 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. Examples of bullying are:

- physical attacks
- forced or involuntary ingestion of any substance or food item
- coerced actions that may be sexual in nature
- verbal intimidation or slurs
- non-verbal or emotional intimidation including gestures, social exclusion
- 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. Either students or their parents can report bullying concerns. The impacts of bullying are serious and we at OPS pledge to do our best to eliminate bullying but we cannot do so unless it we are informed. Bullying reports should include (1) the name of the complaining party, (2) the name of the offender if known; (3) the date and location of the harassment incidents, and; (4) a statement describing the incident and any witnesses.

All reported incidents of bullying will be fully investigated and actions taken, depending on the findings.

Long-Term Suspension

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

Expulsion

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

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

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

Searches

OPS school administration reserves the right to search student property (including vehicles) when reasonable suspicion exists.

When conducting searches of student property (including vehicles), the Executive Director of OPS or his designee 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 or intoxicants
- Dangerous weapons
- Explosives
- Firearms
- Flammable materials
- Poisons
- Tobacco and e-cigarette products

Stolen property

If any of these items 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 high 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 18 college credit hours each.

Students who have already completed an Accelerated Math course or Math I and have scored in the top 65th 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

In October 2014, the State Board approved a standard 10-point grading scale to begin with the 2015-16 school year for all high school students. This scale will not include “pluses” or “minuses.” Grades from prior years will not be altered retroactively.

Under the new scale, 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: In addition to the grade scale change, new standards for quality points also take effect in the 2015-16 school year. These new standards affect only ninth graders in the fall of 2015-16 and all students entering high school after that year. This change does not affect students who will be in grades 10, 11 or 12 in 2015-16.

The new quality points standard will provide an additional .5 quality point to Honors courses and a 1.0 additional quality point 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.

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.

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.

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 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 (Civics & Economics, World History, and American History I & II)
- 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 (For a total of 27 credits)
- 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 – to be approved by an advisor. (15 hours each school year) (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 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 must include the following sequence:

- AP US Government & Politics (9th grade)
- AP Environmental Science (10th grade)
- AP English Language (11th grade)
- AP Calculus AB or AP Statistics (12th grade) or college transfer VGCC math course
- One additional AP class of the student's choice

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.

Promotion Policy

Students must maintain acceptable progress towards graduation. They are required to meet 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 offerings.

To be promoted to Grade 7:

- Meet expected grade level performance, that includes grade level performance on math & reading EOGs.

To be promoted to Grade 8:

- Meet expected grade level performance, that includes grade level performance on math & reading EOGs. Students must also complete a total of 15 documented service hours.

To be promoted to Grade 9:

- Meet expected grade level performance. Students must also complete a total of 15 documented service hours.

To be promoted to Grade 10:

- 6 credits including English I and Math I, and 15 documented service hours.

To be promoted to Grade 11:

- 13 credits including English II and Math II, and 15 documented service hours.

To be promoted to Grade 12:

- 20 credits including English III and Math III, and 15 documented service hours

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 un-weighted GPA and have NO grades below a C will be eligible for induction into National Beta Club.

Senior Academic Recognition Policy

Class rankings are one method of measuring academic performance. Oxford Preparatory School also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

The executive director shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and 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 executive director shall not use class rank to designate a valedictorian or salutatorian. The executive director shall designate the following senior honors:

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 executive director 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 class rank.

OTHER OPS ACTIVITIES

Carpool to School

OPS has arranged a free carpool matching service for you at Carpoolworld. Please log on to OPS's website to access carpoolworld's website.

In order to accommodate the multiple dismissal times, we ask that drivers that are picking up Lower School students to arrive to campus no earlier than 2:50, for the 3:15 dismissal. We ask that any drivers that are only picking up Upper School students to arrive to campus no earlier than 3:20, for the 3:40 dismissal. Any drivers who arrive before those times will be asked to leave campus.

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 2018 – 2019 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

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 include Granville Athletic Park, Aycock Pool, Hix Gym, and the Diamonds at Oxford Park.

Academic Standard

A student must have passed a minimum load of work, while maintaining a minimum 2.0 (2.3 beginning end of Spring 2019) weighted GPA during the preceding semester (with no failing grades beginning end of Fall 2018), (1.5 – 1.99 (2.0 – 2.3 beginning end of Spring 2019) GPA will be placed on academic probation), to be eligible at any time during the present semester. All students must also meet OPS promotion standards; Promotion is defined as progressing to the next level. 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 (all beginning end of Fall 2018) 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 need 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. If a student is academically ineligible for two consecutive semesters (academic probation is considered academically ineligible for this purpose) he/she will be ineligible to participate on any athletic team the following semester. It is the responsibility of the Coach and Athletic Director to check the academic status of each athlete enrolled in school at the beginning and close of a semester.

Academic Probation

Student athletes are students first. All students at OPS are expected to maintain a 2.0 (2.3 beginning end of Spring 2019) GPA or higher, formally determined at the end of each semester. Student athletes may only be placed on academic probation at the end of a semester. If at any time, however, a student athlete’s GPA drops below a 2.0, coaches have the authority to raise this standard and/or temporarily withdraw participation at a team level, to help the student re-prioritize his/ her academic goals, as well as provide the assistance needed to raise his/her GPA. If placed on academic probation the student athlete will:

- not participate in any interscholastic contest (may practice with team)
- be required to attend remediation 4 times per week
- present documentation of attendance to the Athletic Director

Probationary status will be reviewed bi-weekly by the Athletic Director and Executive Director. When the Executive Director deems the student athlete has sufficiently recovered academically the athlete may return to full eligibility status.

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

APPENDIX

2018 - 2019 Calendar

2018 - 2019 OPS Academic Calendar

Month	Calendar Grid	Key Dates																																																	
July 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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					July 4 Independence Day Holiday							
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 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	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 6-10 Required Workdays 10 Optional Workday 13 First Day of School 17 Early Release for Staff Development							
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 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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							September 3 Labor Day Holiday 14 Early Release for Staff Development
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 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	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				October 11 End of 1st Quarter 12 Optional Workday 19 Early Release for Staff Development							
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 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	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		November 9 Veterans Day Observance 21 Optional Workday 22-23 Thanksgiving Break							
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 2018	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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 7 Early Release for Staff Development 19 Early Release for Students & Staff/End of 2nd Q 20-31 Holiday Break
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																																																			
January 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa								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			January 1 New Year's Day 2 Required Workday 18 Early Release for Staff Development 21 MLK Holiday							
Su	M	Tu	W	Th	F	Sa																																													
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 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa								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			February 8 (Snow Makeup Day #2 - Full Day for Upper School) 15 Early Release for Staff Development							
Su	M	Tu	W	Th	F	Sa																																													
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																																															
March 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa								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							March 1 (Snow Makeup Day #3 - Full Day for Upper School) 7 End of 3rd Quarter 8 Optional Workday (Snow Makeup Day #1) 15 Early Release for Staff Development
Su	M	Tu	W	Th	F	Sa																																													
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 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	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					April 12 Early Release for Staff Development 15-19 Spring Break							
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 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	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	May 3 Early Release for Staff Development 22 Last Day of School/Early Release for Students 23-24 Required Workdays 25 Graduation 27 Memorial Day Holiday 28-29 Optional Workdays							
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 2019	<table border="1"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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							June
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																																																			

Safe & Surrender Newborn Law

(source: NC Department of Health and Human Services, www.safesurrender.net)

“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.”