



# **Parent/Student Handbook 2023-2024**

*Approved: August 2023*

*Oak Hill Charter School will provide students with a rigorous back to basics education with high personal expectations that will help them embrace the challenges of today and prepare them for success tomorrow.*

The Oak Hill Charter School Parent/Student handbook summarizes policies, school philosophies, beliefs, and guidelines applicable to all families. Please review the handbook carefully. If you have any questions not addressed in the Parent/Student handbook, please consult the school administration.

The handbook is intended as a guide to Oak Hill Charter School's policies and procedures. Oak Hill Charter School reserves the right to alter, modify, amend, delete and/or supplement any policy or procedure when necessary.

## **Board of Directors**

The volunteer Board of Directors governs the school and is ultimately responsible to the Office of Charter Schools and State Board of Education for the sound, responsible operations of Oak Hill Charter School. The board holds monthly meetings, usually on the second Tuesday of the month. All board meetings are open to the public. Regular board meetings have a time set aside for public comments.

Eric Wilson	Board Chair
Kelly McIntyre	Secretary
Becky Stevens	Treasurer
John McCrary	Member

## **A Safe and Orderly Environment**

Students will feel safe, welcome, and nurtured. Expectations will be clear and consequences for not meeting expectations will be consistent.

## **Focus on Achievement**

High expectations are set for student behavior and performance. Staff, parents, and

students are committed to helping students reach those expectations.

### **Focused Curriculum**

The educational program offers a strong base of content which is sequenced to provide a solid background of knowledge.

### **Strong Instructional Leadership**

The principal is the educational leader of the school. He or she guides the teams of teachers in implementing the school's mission and vision.

### **Time on Task**

Students are given frequent, varied and meaningful learning opportunities. Distractions from activities that do not directly affect learning objectives are minimized.

### **Monitoring of Student Progress**

The school is driven by student performance. Data is used to evaluate programs and guide instruction.

### **Parental Involvement**

As partners with the school, parents are welcomed and encouraged to be involved in many different capacities.

## **Curriculum**

Oak Hill Charter School's academic curriculum will be built on the foundation of the Core Knowledge Sequence in grades K-8. Teachers will introduce a content-based, focused and coherent curriculum that will expand the knowledge and understanding for students. The CK curriculum includes science, social studies, English, and the arts. In addition to the Core Knowledge sequence, teachers will implement the Core Knowledge Language Arts, (CKLA), Shurley English, and Saxon Math.

## **Specials**

All classes will attend one special each full school day, either art, music, PE, or enrichment. This current school year, students will participate in Art, Stem, Music, PE, and Library.

## **Operations**

### **School Day**

The academic school day will start at 8:00 and end at 3:00. All students must be in their classroom by 8:00. Students not in class at this time must be signed in by their parents in the front office and receive a tardy slip.

### **Before-School Care**

On-site before school care will begin at 7:00AM. The cost will be determined at least one month prior to the beginning of the school year. Rates will be per day. Parents must pay ahead of time in order for their child to attend after school care. Emergencies do occur and if a student does have to attend after school due to unforeseen circumstances, the parent will be charged the daily rate. If this becomes a regular occurrence, disciplinary action may occur. *(For this coming school year, we are not planning before-school care at this point, but we may in the future)*

### **After-School Care**

On-site after school care will be provided. The cost will be determined at least one month prior to the beginning of the school year. Rates will be per day. Parents must pay ahead of time in order for their child to attend after school care. Emergencies do occur and if a student does have to attend after school due to unforeseen circumstances, the parent will be charged the daily rate. If this becomes a regular occurrence, disciplinary action may occur. After-school must be paid for by the Tuesday of the week students are attending on Foodease or students will not be able to attend the rest of the week.

### **Morning Announcements**

Morning Announcements will take place each morning at 8:00.

### **Attendance**

Daily attendance is essential for academic success. Students are expected to attend school daily. In the event that a student needs to miss school, the absence may be excused if the absence has 1) been approved in advance or 2) falls into one of the excused absence categories. A parent note is required within three days of the student's return to school to be excused.

Examples of excused absences include:

- Illness
- Doctor's or Dentist's appointment
- Death in the family
- Absences that have been approved in advance
- Religious observations

Students who miss more than six days per semester, or 10 days total, will be considered excessively absent. The principal, or her designee, will work with the student and his or her parents to develop an improvement plan for the student's attendance. Students with excessive absences may be required to make up missed time. Excessive absences also put the student at risk of being retained in his or her current grade.

If a student will be excessively late or miss school, parents should notify the school office as soon as possible.

## Tardiness

Students are expected to be at school on time. Excessive tardiness disrupts the classroom instruction and exhibits disrespect to the teacher and the other students in the class. Students arriving late to school must have a parent sign them in at the front office.

Four or more tardies in one quarter will be considered excessive. Parents will be notified and the principal, or her designee, will work with the student's parents to develop an improvement plan. Students with excessive tardies may be required to make up missed time.

It is state law that students must attend school. Please make every effort to have your student present and on time. Please let us know if we can support you in this effort.

## Arrivals

Students may be dropped off at school as early as 7:30 am and should be in their classrooms ready to work by 8:00 am. Drivers should follow all traffic-related school policies and staff member instructions.

## Early Dismissals

In the event that a student needs to leave school before the end of the day, the parent **must come into the school and sign the student out**. When possible, parents should notify teachers in advance when students need to leave school early. Except in the event of an emergency, students will not be dismissed between 2:45 and 3:00. On a given day, students should be signed out before 2:00 to not interfere with dismissal

traffic. Students who are signed out before 11 am may be counted absent unless a doctor's note is provided.

## Late Arrivals

Parents of students arriving late to school must come into the office and sign their students in.

## Transportation

### Car Riders

Students whose parents bring them to school may be dropped off as early as 7:30 am.

**Carpool Line:** Parents may drop-off and pick-up students using the carpool line. **All cars** should follow the published traffic pattern and only drop off and pick up students in the assigned locations. Students should exit the cars from the passenger side and parents should not get out of their cars during pick-up or drop-off. Staff members will be available for students who require assistance. When picking students up during carpool, parents should display their name sign prominently and keep it displayed until all students are safely in the car.

### After 8:00 am and before 2:00 pm:

**Park and Walk-in:** Parents who choose to walk their students in and out of the building may park in a designated parking space and walk into the school. When walking through the parking lot and on school grounds, parents and students must abide by school policies and procedures and must follow the directions of school staff. Parents should refrain from entering the classroom or engaging the teacher in a conversation during arrival and dismissal time. Parents who park **must** walk students all the way to the front doors. No student should be dropped off in the parking lot.

### Carpools

Parents are encouraged to carpool with other families, or help provide transportation to students who need it. School staff will assist parents in finding carpools through an online database. Even parents who don't need a carpool but might be able to assist other students are encouraged to sign up.

### Bus Riders

Only students who have applied and been approved for bus transportation will be allowed to ride a bus. Bus riders must have a transportation form filled out, signed, and on file. Students who ride the bus must arrive at the bus stop on time in the mornings

and be picked up on time in the afternoons. Parents must be at appropriate stops on time. Students will be returned to OHCS in the event that a parent is not at the stop. Riding the bus is a privilege and bus riding privileges may be revoked or suspended as part of disciplinary actions.

## **Lunch**

Lunch for students who qualify for free and reduced lunches will be provided by the school so long as they complete a Free or Reduced Lunch form and order on the Foodease platform. Applications are available in the office. Other students may bring their own lunches or purchase lunch through the online ordering system. Refrigerators and microwaves will not be available for student use.

Students who forget their lunches may have their parents bring them lunch or will be offered an emergency lunch for which their parents will be billed. The school reserves the right to suspend a student from ordering lunch due to non-payment.

## **Communication**

Communication between the school and the families of OHCS is vital to the success of our students and school. If you have a problem or concern, please contact your teacher, the office staff, or the school principal.

The PowerSchool Parent Portal, the school website, and the OHCS facebook page should be used by parents to get valuable information about OHCS and their student's progress. Teachers will update the online gradebook biweekly. OHCS teachers have made a commitment to be accessible to parents and students. If you need to contact a teacher, you may email, text, write a note, or call the office and leave a message. Teachers will respond within 24 hours when possible. We will use a digital platform such as Class Dojo to communicate regularly with families. Please have this app connected to your child's teacher. Be mindful that, during the school day, teachers are busy teaching and collaborating with colleagues. Anything emergent/immediate needs to be communicated through the office.

## **School Closings and Delays**

School closings, delays, and early releases due to inclement weather or other situations will be communicated to all parents as soon as possible. Changes in the school schedule will be announced by email, phone calls, and text messages to OHCS parents. School closings or delays due to inclement weather will also be reported on the school website. Oak Hill Charter School may not always follow the same inclement weather closings and delays as Caldwell County Schools. Parents should look for communications from OHCS directly.

In the event that OHCS is not closed or delayed but the parent makes the determination that travel to and from school will be unsafe, the student's absence will be excused.

## Surveys

Once or twice per year, parents will be asked to complete surveys that will give the board and administration valuable information about the culture and performance of the school. While the surveys are anonymous, comments and aggregated results will be shared with the administration, staff members and board members and used to drive decision-making on all levels.

## Non-Discrimination

In compliance with federal law, Oak Hill Charter School administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

## Grievances

**Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitutes a grievance.**

This policy is in place to respond to parent/student grievances. Grievances may only come from current students or parents of current students. It is expected that any guardian/parent/student with an issue should try to resolve the issue by using open communication with the teacher or the individual the grievance involves at the school. This means that if a parent or student disagrees with any policy or procedure within the classroom or at the school, the first level of grievance is their student's Teacher or the individual the grievance involves at the school. If the student/parent is not satisfied with the response, they should then set a meeting with the Principal or their designee. At that meeting, the teacher, student, Principal/their designee and parent must be present and the issue at hand will be fully discussed. If the guardian/parent/student feels that their issue is still a concern after meeting with the Principal/their designee and the issue meets the definition of a grievance set forth below, the guardian/parent/student may initiate the grievance procedures as described below. Many issues that a guardian/parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or Principal/their designee. The Principal reserves the right to overturn the decision of their designee prior.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a guardian/parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. Complaints under other policies including those under Title VI, Title IX, IDEA, Section 504, the School's policy on bullying, those under the Parent's Bill of Rights, and



those pertaining to student discipline are not grievances and this policy does not apply to such complaints. Please refer to the School's policies and procedures for those matters.

2. **Time Limits:** A grievance will only be heard if the complaint has been filed within five calendar days of the meeting with the Principal/their designee. The five day deadline may be extended at the discretion of the Principal.

If the parent is not satisfied with the principal's decision, the grievant may appeal the decision to the Board of Directors. The appeal must be made in writing to the board chair with the Principal copied within 5 days of receiving the principal's decision if it meets the definition of a grievance as defined above. The Board of Directors shall provide a written response to the parent and principal within 10 days of receiving the appeal. The board may schedule a hearing as necessary. At the hearing, the parent and/or student will be given a chance to present the grievance. Long term suspensions and expulsion decisions may be appealed to the board of directors.

The Board of Directors will not address a grievance unless it is a formal written grievance as defined below:

- describe the specific School policy, board policy, or law/regulation that was violated.
- describe the incident, decision or practice that gave rise to the complaint
- describe what conflict resolution strategies were attempted
- explain what corrective action is being requested

The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond. The Board's decision concerning the grievance is final. The Board reserves the right to appoint a Board Panel to address the grievance. In such cases, the Board Panel's decision is final and there are no appeal rights to the Board. Notwithstanding any other provision, the Board may conduct an investigation and/or gather additional information regarding the grievance, including interviews or engagement of an investigator, at any time.

## Recess

Students will be given the opportunity for outdoor, unstructured playtime whenever possible. Students in K-8 will have a scheduled recess. Students should bring appropriate outerwear for the weather.

## Celebrations

Classroom celebrations are an important part of building a positive, inviting school

culture. So as not to negatively impact instruction, however, celebrations should be either contained within the time allotted for recess or lunch, or held on designated school-wide celebration days such as the day before vacation breaks. Teachers should plan celebrations as a grade level and include parents in the planning when practical.

Parents must obtain permission from the classroom teacher at least a week in advance before sending in treats or gifts for the class.

## Health and Safety

Students' health and safety is a priority for OHCS. Key members of our staff will be trained as a first response team. Further, all staff members will be trained on the school's emergency response plan.

When medically necessary, medications (over the counter or prescription) may be administered by trained school personnel.

School personnel will not administer any medication to students unless they have received a Medication Form properly completed and signed by a parent/guardian, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be **NO EXCEPTIONS TO THIS POLICY.**

In compliance with North Carolina statutes, Oak Hill Charter School will provide all parents and guardians with information about: Meningococcal meningitis, influenza ("the flu"), cervical cancer, cervical dysplasia, human papillomavirus (HPV), and the vaccines available to prevent diseases.

The Center for Disease Control makes available and recommends a meningococcal meningitis vaccine for all those between the ages of 11 through 18. Certain higher risk populations, such as those with certain medical conditions are especially urged to get the vaccines. For more information, visit:

<http://www.cdc.gov/meningococcal/about/index.html>

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. According to the CDC, the best way to prevent the flu is by getting vaccinated each year. The vaccine will protect against the three influenza viruses that research indicates will be most common during the season. For more information, visit:

<http://www.cdc.gov/flu/index.htm>

According to the Center for Disease Control, Human papillomavirus (HPV) is thought to be responsible for nearly all cervical dysplasia and cervical cancers. Cervical dysplasia refers to abnormal changes in the cells on the surface of the cervix. Although these changes are not cancer, they can lead to cancer of the cervix if not treated. The HPV vaccine works by preventing the most common types of HPV that cause cervical cancer. For more information, visit:

[http://www.cdc.gov/cancer/gynecologic/basic\\_info/index.htm](http://www.cdc.gov/cancer/gynecologic/basic_info/index.htm)

## Immunizations

Every parent, guardian, person in loco parentis and person or agency, whether governmental or private, with legal custody of a child shall have the responsibility to ensure that the child has received the required immunizations. The parent or guardian must present a proof of required immunizations on or before the child's first day of attendance.

## Health Assessments

Students who have not previously been enrolled in a North Carolina public school are required to have a health assessment. Students who have previously been enrolled in a NC public school will have their records transferred from their previous school.

If required, the assessment shall be completed no more than 12 months prior to the date of school entry. A medical provider, or the parent, guardian, or person *in loco parentis*, must present a completed health assessment transmittal form to the principal on or before the child's first day of attendance. The assessment shall be completed no more than 12 months prior to the date of school entry. Completion of this form is a requirement to attend Oak Hill Charter School.

## Concussion Protocol

Severe head injuries are a serious health risk to students and the student's best interest will guide all decisions with regard to returning the student to normal activities. Parents and students must inform the student's teacher, coach, and principal of any severe head injury or potential severe head injury that a student suffers whether or not the injury occurs during the school day or while school is in session.

Students who have been determined to have sustained a concussion will be removed from all learn and play activities until such time as the student has met all of the requirements to be returned to normal activities.

OHCS will appoint a team of people responsible for identifying the return-to-learn or play needs of a student who has suffered a concussion. This team may include the student,

student's parent, the principal, medical professional, or other appropriate designated professional.

## Student Expectations

Oak Hill Charter School students will be held to high standards, not only academically, but in their conduct. Student expectations will be clearly communicated to students and parents at orientation, in the student handbook, and at other times throughout the year.

## School Property

Students are expected to take good care of the school property assigned to them including but not limited to textbooks, library books, laptops, calculators, musical instruments, and PE equipment. Students are responsible for all damage that occurs to school property assigned to them, with the exception of normal wear and tear, and the school will bill parents to recover the cost of damaged property.

## Dress Code

Oak Hill Charter School students are expected to dress in proper attire on all school days. The principal reserves the right to prohibit any clothing, hairstyle, or accessory that is found to be disruptive to the learning environment, even if not specifically disallowed by this policy. Dress must not be disruptive to the learning environment.

## Electronic Devices

There is a no cell phone policy for students during school hours this year. Students and families will be required to sign an AUP agreement. \*If a student is required to have a device per a medical or educational need, that will be agreed upon by staff, parent, and/or medical personnel.

Students found to have electronic devices with them during the school day will have the devices confiscated and be subject to disciplinary action.

## Discipline

Effective discipline starts with clear, consistent behavioral expectations. Positive behavioral expectations will be clearly communicated to students and parents at the beginning of and throughout the school year. Routine expectations will be practiced by all students and classrooms until mastered. It is the goal of OHCS to provide a safe and orderly environment for students, parents, and staff. To this end, OHCS will set high

behavioral expectations for each student. Teachers will formulate, communicate, and model clear behavioral expectations based on the idea that everyone should show kindness and respect. School-wide behavioral expectations will be displayed throughout the school, discussed during assemblies, and consistently enforced.

Should there be times when students do not meet behavior expectations, a disciplinary process will be used that is designed to result in improved student behavior and understanding of the expectations.

The disciplinary process consists of four levels.

**Level 1:** Minor infractions that can be handled by the teacher. The teacher will correct the behavior and remind students of the proper way to act. If the inappropriate behavior is serious enough or a continuing problem, the teacher will document the incident and notify the parents.

Examples of Level 1 behaviors include but are not limited to talking out of turn, failure to complete homework, and refusal to participate.

**Level 2:** More serious infractions will be referred to the principal. The principal will consult with the parents and student and formulate a corrective action plan that may include disciplinary measures. Possible disciplinary measures include but are not limited to in-school suspension, detention, out of school suspension, suspension from athletic teams, suspension from bus transportation, and suspension from extracurricular activities.

Examples of Level 2 behaviors include but are not limited to noncompliance with dress code, disrespect, and disruptive behavior.

**Level 3:** If Level 2 infractions persist, if the corrective action plan does not work, or if the infraction falls within the Level 3 guidelines, the principal will consult with the student and parents and formulate a corrective action plan that may include in-school suspension, detention, out of school suspension, suspension from athletic teams, suspension from bus transportation, and suspension from extracurricular activities.

Examples of Level 3 behaviors include but are not limited to **harassing others**, cheating, disobedience of school personnel, leaving school grounds without permission, and destruction of property.

**Level 4:** If the behavior from Level 3 escalates or if a very severe infraction occurs, the principal may recommend a long-term suspension or, in extreme cases and only for students over 13, expulsion.

Examples of Level 4 behaviors include but are not limited to making threats to others, assault, and possession of drugs or weapons.

When considering disciplinary actions for students with special needs, the principal will review and consider, with the assistance and support of the IEP team, any accommodations made as a result of the student's IEP or 504 status and whether the behaviors are a manifestation of the student's disability. If student behaviors are deemed

to be a manifestation of the student's disability, the student will receive a Functional Behavioral Analysis (FBA) and the IEP team may write a BIP (Behavior Intervention Plan) that will focus on the inappropriate behaviors in order to help the student be more successful in the school setting.

## **Suspensions and Expulsions**

Parents will be notified, in writing, of any disciplinary action resulting from a level three or four infraction. Every notice of suspension will include an explanation of the student's rights including the appeal and grievance processes. The principal may recommend a student who meets the statutory age requirement for expulsion, but all expulsions will be approved by the Board of Directors.

While under suspension, students are prohibited from attending any school events or activities, on or off campus.

A parent may appeal a suspension or expulsion by submitting a written request for review to the principal within 24 hours of receiving written notification of the action. The principal will either reconsider the discipline or forward the request for review to the Board of Directors. The Board will hold a hearing where the parents and a representative, if desired, will be given a chance to speak as to why the disciplinary action should be changed. The Board of Directors' decision on the request for review will be final.

## **Technology**

Oak Hill Charter School's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connection to the Internet and other internal or external networks. All OHCS owned Communication Systems remain the property of OHCS.

Students, volunteers, and visitors have no expectation of privacy in any communications made using OHCS owned equipment and technology. OHCS uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

## **Social Media**

OHCS has a fundamental responsibility to ensure that the integrity, safety and reputation of the school, its employees, and its students are protected. Students are not permitted to use social media on campus or during the school day.

Inappropriate online activity may result in disciplinary action, whether or not the student was on campus or at a school event during the time of the activity. Families and Friends, please model good practices for our students online and on social media platforms.

## Instructional Practices

### Homework

Practice, in various forms, can be an important part of the learning process and a way for students to take responsibility for their education. Homework completion is a school-wide goal that will be continuously measured and used as an indicator of whether or not OHCS is fulfilling its mission of emphasizing and developing student responsibility. It is the goal that homework should be:

- Relevant
- Purposeful
- Consistent with other classes
- A review of something that has been explicitly taught
- Completed without the need of electronic devices
- Corrected upon completion

In general, homework will be assigned with the expectation that average students are able to complete the assignments for all classes in the following time frame:

Grade	Average Minutes per Night
K	<u>10</u>
1	
2	<u>20</u>
3	<u>30</u>
4	<u>40</u>
5	<u>60</u>
6-8	<u>60</u>

***Homework is given at the discretion of teachers, but this is a general guideline for expectations when given.***

## Promotion Standards

To be promoted to the next grade level, students must complete the requirements for the grade level that precedes it.

Parents will be notified immediately when a teacher suspects that a student is in danger of not meeting the requirements for promotion to the next grade level. Teachers will work with the parents of struggling students and students will be offered, or in some circumstances required, to participate in interventions that may include tutoring, mentoring, and summer school.

Students who, after appropriate interventions, still do not meet the requirements for promotion to the next grade level will be retained in their current grade level. The parent shall be notified prior to the final quarter regarding retention. A parent meeting shall follow with a recommendation to the parent.

### Make-Up Work

In the event of an absence, it is the responsibility of the student to obtain all missed assignments from the appropriate teacher. Class work and homework that is missed due to an excused absence must be made up within three days upon the return to school, or within the same number of days that the student was absent, whichever is longer. Teachers are not required to give assignments in advance of absences, but may do so at their discretion.

Quizzes or homework that is missed due to an unexcused absence may be made up at the teacher's discretion, but will be recorded at no more than 50%. Tests and projects that are missed due to an unexcused absence will be made up but will receive a 10% penalty.

### Grading

Students and parents may check a student's grades anytime by logging into the PowerSchool Parent Portal. OHCS teachers will update grades at least once per week. The teacher web page will provide details about how often and when grades will be updated.

K-2 students will receive SINU grades: Satisfactory, Inconsistent, Needs Improvement, Unsatisfactory

Final grades will be calculated using the following weights:

Quarter 1 25%
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Quarter 2 25%
Quarter 3 25%
Quarter 4 25%

### **3rd – 8<sup>th</sup> Grades**

OHCS will use a 10-point grading scale to calculate grades.

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

The final grade will be calculated using the following percentages:

Quarter 1 25%
Quarter 2 25%
Quarter 3 25%
Quarter 4 25%

### **Report Cards**

Report cards will be sent home at the end of Quarters 1, 2, and 3. Final report cards will be available to be picked up at the school the week after the last day of school. Any final report cards that are not picked up will be mailed to the student's home address.

Interim progress reports will be sent to parents about 4 weeks into each quarter. Regardless of the report schedule, teachers of students who are having trouble with behavior expectations, completing their work, or performing at grade level will inform parents immediately. Teachers will work with parents to create a support plan for struggling students. The support plan may include:

- Tutoring

- Modifications in assignments
- Attendance at the OHCS summer program (K-3 according to state mandates)
- Classroom supports
- Behavior supports
- Referral to the SST

## Testing

As a North Carolina Public School, OHCS is required to administer all of the tests and assessments required by the State Board of Education. All OHCS students are expected to participate in the appropriate state assessments.

OHCS students will additionally be required to take the NWEA MAP test two or three times during the year.

## Awards and Distinctions

K-2 awards will be given at teacher discretion with SINU grades. Grades 3-8 will be awarded from the following list and at teacher discretion. Students may also be given awards for Character Education.

*A Honor Roll* – awarded to students who have earned As for each subject for the quarter

*A/B Honor Roll* – awarded to students who have earned A's and B's for each subject for the quarter

*Principal's Award* – given to students who exemplify strong work ethic and high character as a wonderful example to our student body; Two students will be awarded from Elementary and two students will be awarded from middle school

*Voluntary Service Award* – awarded to middle school students who complete 50 hours or more of voluntary community service during the year

*\*Awards may be awarded and/or changed at the discretion of teachers and administration in any given year.*

## Field Trips

In general, all field trips will have a curricular connection and be appropriate for the age/grade of the students. Depending on the trip, parent volunteers may be asked to drive and chaperone. Students will be expected to maintain the same behavior expectations off campus that they do on campus.

## **Parents, Visitors, and Volunteers**

It is our goal to make all of our guests feel welcome. Parents, visitors, and volunteers are expected to obey all policies and procedures and comply with staff directives while on the OHCS campus or while attending any OHCS events. Parents and visitors who fail to follow expectations may lose the privilege of visiting the school or participating in school events. This includes maintaining confidentiality of other students.

### **Parents**

Oak Hill Charter School intends to partner with parents in the education of their children. To that end, parents will be an integral part of the school community. Parents will serve on the Board of Directors, on special committees, as volunteers, and as part of the PTO. All parents must sign in and wear a badge given from the office while they are on campus during school hours.

Parents of OHCS students will be required to actively participate in the education of their children. They will attend a mandatory orientation and at least one parent conference during the school year. They will be expected to communicate with teachers and school staff in a timely manner.

Parents are also encouraged to reach out to their child's teacher, the office staff, or the administration if they have any concerns about their child. (Please see parent school compact for more information)

### **Visitors**

Visitors are required to check-in at the front office, stay in the area necessary for the stated purpose of their visit, and wear an ID badge while on campus at all times. Visitors will not be alone with students and may require an escort.

While on campus, visitors must conduct themselves in an orderly fashion so as not to disrupt the educational environment for students, teachers and other staff. Visitors must

abide by school policies and procedures and must follow the directions of school staff. Visitors are not permitted to go into a classroom unannounced during school hours, as this disrupts normal routine and instruction.

## Volunteers

Volunteers are an integral part of the mission of the school. School volunteers will be required to submit an application and pass a criminal background check prior to volunteering. Volunteers must check-in at the front office and wear an ID badge the entire time they are on campus. All volunteers must pay for their own background check.

## Non-Negotiables

While collaboration, diversity of thought, and stakeholder input are highly valued at OHCS, the board and the administration share a commitment to preserving the mission, core values, guiding principles, and vision of Oak Hill Charter School. To that end, there are some important directives that will not be compromised. To be an effective part of the OHCS team, volunteers should be aligned and committed to the OHCS vision and agree to comply with the non-negotiable directives.

- Set students up to succeed
- Partner with parents
- Pursue excellence

## Background Checks

A criminal background check will be performed on all OHCS volunteers who may supervise students. All information will be kept confidential and will be stored in a safe and secure manner. Identifying information such as date of birth and first 5 numbers of social security numbers will be removed from stored information once reports are filed.

Reports will be reviewed by an administrator. Any individual whose report comes back without flagged orders will be eligible to volunteer to supervise students; this may include but is not limited to supervising in the classroom, on field trips or as driver. Any individual report that has flagged orders will be further reviewed by a designated OHCS administrator. The following criteria will be followed:

**Classroom Volunteers:** No individual shall be allowed to supervise OHCS students if

any of the following are found and confirmed in a background report: ● Any sexually related convictions.

- Any Weapon Conviction in the last 10 years.
- Assault or bodily harm to another individual conviction in the last 10 years.
- Drug or Drug Paraphernalia conviction in the last 10 years
- Any conviction related to distributing alcohol or drugs to a minor in the last 10 years.
- Any conviction of contributing to the delinquency of a minor in the last 10 years.
- 3 or more criminal convictions within the last 3 years.
- Moral turpitude

**Drivers:** No individual shall be allowed to drive OHCS students to field trips, athletic events, or other extracurricular activities if any of the following items are found and confirmed in a background report:

- Any of the items found in the section for classroom volunteers
- Any Drug Convictions in the last 10 years
- Any Alcohol Convictions in the last 10 years
- Any loss of driver's license in the last 5 years
- Any jail time for motor vehicle related conviction in the last 5 years ● 3 or more speeding or other moving violations within the last 3 years.

All drivers must show valid NC Insurance identification and valid NC driver's license to the designated OHCS staff member on the day of the event.

All individuals may request a copy of their background report. Questions and disputes of information may be made to the OHCS principal. The OHCS Board of Directors and principal reserve the right to limit volunteer privileges to any individuals at their discretion whether or not their background checks return the flagged items listed in this policy.

### Confidentiality of Information

The School is engaged in providing a service that requires a strict code of confidentiality of information. Any volunteer who compromises any information regarding a student, staff member, contractor, or parent may be subject to loss of volunteer privileges.

### Contact Information

Meggan Eckard	Principal	You may call the school for any contacts below. Thank you!
Ashley Berrong	Office Manager	
Penni Robinson	Curriculum	

	Coordinator	
Tracy Barrett	EC Director	
Carrie Foddrell	Student Support Services	

Oak Hill Charter School  
4603 Oak Hill School Road  
Lenoir, NC 28645

### **Oak Hill Charter School Parent/Guardian Covenant**

Being a parent or guardian to a child is not easy. Here, at Oak Hill Charter School, we want to come alongside you, to partner with you, and to help you help your child or children reach their full potential both in their academics and in their character and well-being. Our Board of Directors believes that education should be the cultivation of: “Wisdom and Virtue” or “the Head” and “the Heart”. We want children to not just go through an education system but to be fully educated. That is why we have incorporated an education plan that includes a rigorous curriculum and a character education program but **“We can’t do this without you!”**

As a parent who has enrolled your child in our charter school, you have chosen to take an active role in the guidance of your child’s education. Research has proven time and time again that a child who has supportive parents involved in their education stands their best chance of achieving lifelong success. Therefore, **“We invite you to be a part of your child’s journey at Oak Hill Charter School!”**

**As an Oak Hill Charter School Parent or guardian, I will:**

- Strive to be an example to my child of the core values of our school which are:
  - 1) Treat others right, 2) Make smart decisions, and 3) Maximize potential.
- Promote the school’s culture by being positive and encouraging to my child, school staff, and other students and parents.
- Be a team player and share constructive input with my child’s teachers as soon as possible if a problem or need arises as well as share the WINS when I see my child’s accomplishments. ■ Ensure that my child attends school regularly and is on time and prepared for class. ■ Ensure that my student has sufficient rest and a nutritious breakfast and lunch. ■ Take responsibility for my child’s behavior and work to resolve conflicts or behavior challenges (if they occur) in a positive way.
- Be actively involved in my child’s education:
  - 1) By assisting my child with their homework and attending parent/teacher conferences as

needed.

2) By completing parent surveys and volunteering in ways that work for my family throughout the school year.

- Abide by the school policies listed in this handbook.

***By signing this covenant, I confirm that I have read and understand the expectations above and will strive to fulfill them as a parent and member of the Oak Hill Charter School Family.***

***“Help us create a school that best meets the needs of your child.”***

***Student Handbook Signature Page***

***PLEASE SIGN, DATE, & RETURN THIS PAGE ONLY TO THE SCHOOL***

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