



2023-24

Oxford Academy High School

Parent & Student Handbook



2023-2024

September 2023

Su	Mo	Tu	We	Th	Fr	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
						17+2

October 2023

Su	Mo	Tu	We	Th	Fr	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				
						20+1

November 2023

Su	Mo	Tu	We	Th	Fr	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		
						18

December 2023

Su	Mo	Tu	We	Th	Fr	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						16

January 2024

Su	Mo	Tu	We	Th	Fr	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			
						21

February 2024

Su	Mo	Tu	We	Th	Fr	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		
						16

March 2024

Su	Mo	Tu	We	Th	Fr	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						18+1

April 2024

Su	Mo	Tu	We	Th	Fr	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				
						17

May 2024

Su	Mo	Tu	We	Th	Fr	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	
						22

June 2024

Su	Mo	Tu	We	Th	Fr	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						17

July 2024

Su	Mo	Tu	We	Th	Fr	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 2024

Su	Mo	Tu	We	Th	Fr	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

- = Staff Development Day/No School Students
- = No School
- = Offices Closed
- ◐ = 1/2 Day (all bldgs) for PT Conferences
- = Regents & State Exams
- / = 1/2 Day of Instruction

Student Days

Sep 17	Feb 16
Oct 20	Mar 18
Nov 18	Apr 17
Dec 16	May 22
Jan 21	June 17

Total Student Days 182

Staff Days

Sep 17+2	Feb 16
Oct 20+1	Mar 18+1
Nov 18	Apr 17
Dec 16	May 22
Jan 21	June 17

Total Staff Days 186

September

- 4 Labor Day - No School/Offices Closed
- 5 Staff Development - No School
- 6 Staff Development - No School
- 7 First Day for Students

October

- 6 Superintendent Conference Day - No School
- 9 Columbus Day - No School/Offices Closed

November

- 10 Veterans Day - No School/Offices Closed
- 22-24 Thanksgiving Recess - No School
- 23-24 Thanksgiving - Offices Closed

December

- 1 & 4 1/2 Day of School - Parent/Teacher Conferences
- 25-29 Christmas Recess - No School
- 25 & 26 Christmas - Offices Closed

January

- 1 New Years Day - No School/Offices Closed
- 15 Martin Luther King, Jr. Day - No School
- Offices Closed
- 23-26 Regents Exams

February

- 19-23 Presidents Day/February Break - No School
- 19 Presidents Day - Offices Closed

March

- 15 Superintendent Conference Day - No School
- 18 Vacation Day/No School
- 22 & 25 1/2 Day of School - Parent/Teacher Conferences
- 29 Good Friday - No School/Offices Closed

April

- 1-5 Spring Break - No School
- 10-12 ELA Testing, Grades 3-8

May

- 7-9 Math Testing, Grades 3-8
- 27 Memorial Day - No School/Offices Closed

June

- 4 Algebra I New
- 14-25 Regents Exams
- 17 Rating Day
- 19 Juneteenth Holiday - No School/Offices Closed
- 26 Rating Day
- 29 Graduation

July

- 4 Independence Day/Offices Closed

August

- 19-20 Regents Exams

REGULAR BELL SCHEDULE: 2023-2024

BREAKFAST	7:45 -8:00
HOMEROOM	8:03-8:06
1ST PERIOD	8:09-8:49
2ND PERIOD	8:52-9:32
3RD PERIOD	9:35-10:15
4TH PERIOD	10:18-10:58
5th CLASS	11:01-11:41
5TH LUNCH	11:01-11:31
6TH CLASS	11:34-12:14
6TH LUNCH	11:44-12:14
7TH PERIOD	12:17-12:57
8TH PERIOD	1:00-1:40
9TH PERIOD	1:43-2:23
ENRICHMENT	2:30-3:06

DISMISSAL AT 3:06

AM BOCES DEPARTS 8:49 AM (after 1st period)

AM BOCES RETURNS 11:30 AM

PM BOCES DEPARTS 11:30 AM

Students can leave the cafe for BOCES at 11:25AM.

Drivers must have school and BOCES permission and must drive only him/herself.

PM BOCES RETURNS 2:23 PM BOCES

ONE HOUR DELAY BELL SCHEDULE: 2023-2024

BREAKFAST	8:45 -9:00
HOMEROOM	9:03-9:06
1ST PERIOD	9:09-9:41
2ND PERIOD	9:44-10:16
3RD PERIOD	10:19-10:51
4TH PERIOD	10:54-11:26 (PM BOCES LUNCH)
5TH CLASS	11:29-12:01
5TH LUNCH	11:29-12:01
6TH CLASS	12:04-12:36
6TH LUNCH	12:04-12:36
7TH PERIOD	12:39-1:11
8TH PERIOD	1:14-1:46
9TH PERIOD	1:49-2:21
ENRICHMENT	2:30-3:06

TWO HOUR DELAY BELL SCHEDULE:2023-2024

No Breakfast Served

HOMEROOM	9:55-9:58
1ST PERIOD	10:01-10:27
2ND PERIOD	10:30-10:56
3RD PERIOD	10:59-11:25 (PM BOCES LUNCH)
4TH PERIOD	11:28-11:54
5TH CLASS	11:57-12:23
5TH LUNCH	11:57-12:27
6TH CLASS	12:30-12:56
6TH LUNCH	12:26-12:56
7TH PERIOD	12:59-1:25
8TH PERIOD	1:28-1:54
9TH PERIOD	1:57-2:23
ENRICHMENT	2:30-3:06

ENRICHMENT 2:30- 3:06

HALF DAY AM ONLY
BELL SCHEDULE

BREAKFAST 7:45-8:00
HOMEROOM 8:03-8:06
PERIOD 1 8:09-8:41
PERIOD 2 8:44-9:16
PERIOD 3 9:19-9:51
PERIOD 4 9:54-10:26
PERIOD 5 10:29- 11:04 CLASS
AND LUNCH
PERIOD 6 11:07-11:42 CLASS
AND LUNCH

NO ENRICHMENT OR PM BOCES
AM BOCES ONLY

MORNING ASSEMBLY
BELL SCHEDULE

BREAKFAST 7:45-8:00
HOMEROOM 8:03-8:06
Students called to location to sit with
homeroom
MORNING ASSEMBLY 8:10-9:10
Students dismissed to period 1
PERIOD 1 9:13- 9:45
PERIOD 2 9:48- 10:20
PERIOD 3 10:23-10:55
PERIOD 4 10:58- 11:30
PERIOD 5 11:33- 12:05 CLASS
PERIOD 5 11:33- 12:03 LUNCH
PERIOD 6 12:06- 12:38 CLASS
PERIOD 6 12:08- 12:38 LUNCH
PERIOD 7 12:41- 1:13
PERIOD 8 1:16- 1:48
PERIOD 9 1:51- 2:23

AFTERNOON ASSEMBLY
BELL SCHEDULE

BREAKFAST 7:45-8:00
HOMEROOM 8:03-8:06
PERIOD 1 8:09- 8:40
PERIOD 2 8:43- 9:14
PERIOD 3 9:17-9:48
PERIOD 4 9:51- 10:22
PERIOD 5 10:25- 10:56 CLASS
PERIOD 5 10:25- 10:55 LUNCH
PERIOD 6 10:58- 11:29 CLASS
PERIOD 6 10:59- 11:29 LUNCH
PERIOD 7 11:32- 12:03
PERIOD 8 12:06- 12:37
PERIOD 9 12:40- 1:11
STUDENTS RETURN TO HOMEROOM,
STUDENTS CALLED TO LOCATION,
STUDENTS SIT WITH THE HOMEROOM
AFTERNOON ASSEMBLY 1:14-2:23
ENRICHMENT 2:30 TO 3:06

EXTENDED HOMEROOM
BELL SCHEDULE

BREAKFAST 7:45-8:00
HOMEROOM 8:03-8:23
PERIOD 1 8:26- 9:04
PERIOD 2 9:07- 9:45
PERIOD 3 9:48-10:26
PERIOD 4 10:29- 11:07
PERIOD 5 11:10- 11:48 CLASS
PERIOD 5 11:10- 11:40 LUNCH
PERIOD 6 11:43- 12:21 CLASS
PERIOD 6 11:51- 12:21 LUNCH
PERIOD 7 12:24- 1:02
PERIOD 8 1:05- 1:43
PERIOD 9 1:46- 2:24
ENRICHMENT 2:30- 3:06



MISSION STATEMENT

The mission of the Oxford Academy and Central School District is to develop self-directed learners who are able to make intelligent choices and contribute positively to society.

VISION STATEMENT

The Vision of the Oxford Academy and Central School District is to be a leader in achievement, one student at a time.

Belief Statements:

1. We believe all students can learn.
2. We believe in supporting and encouraging each student's individual ability to learn.
3. We believe a strong and open home-school-community relationship is critical to the success of each student.
4. We believe each student develops a positive self-image through successful, culturally diverse and varied experiences.
5. We believe teacher expectations have a direct impact on student achievement.
6. We believe all school personnel have an influence on the educational experience of each student.
7. We believe lifelong learning is valuable.

OXFORD ACADEMY "ALMA MATER"

Fair Oxford, Pride of all the valley, we come with our all to thee to mold our lives and build our hopes, as thou would have them be.

The lessons thou dost give us here will fit us well for life
in later years we'll still love and bless thee when in the great world's strife.

Dear Oxford Academy Students and Parents:

Each year every family receives the Oxford Academy and Central School District High School Student-Parent Handbook. However, each year the publication is slightly different. This is due to updates and adjustments to various sections of the document. The handbook is emailed to you and your student and on the website. Copies of the handbook can be obtained in the High School Main Office upon request.

The Student-Parent Handbook includes current school policies, rules, and regulations that continue to evolve and change over time. The handbook is designed to protect individual rights as well as provide an educational environment that is conducive to learning. We appreciate your cooperation by reading, reviewing, and discussing the various topics addressed in this handbook with your child/children.

Upon completing this review, **please sign the Parent/Student Signature page that you have reviewed and return it to the high school main office. A copy of this page will be handed to your child on the first day(s) of school, as well, since both your signatures are important for us to have on file. Again, the handbook is sent to the student's and parent's email account and on the district's website for review. Upon request by parent or student, a copy can be obtained in the High School Main Office.**

Sincerely,

Dawn A. Hoover

Oxford Academy High School Principal

ACADEMICS

REGENTS DIPLOMAS

- Regents Diploma
 - Regents Examinations must be passed in English, Social Studies, Math, and Science, and the necessary course requirements have been met.
- Advanced Regents Diploma
 - students must pass three additional Regents exams (Geometry, Trigonometry, and 2nd Science) and earn two additional credits in Spanish, along with passing a proficiency exam.
- Regents Diploma with Honors
 - students must earn an average of at least 90 (no rounding) in required Regents examinations for either the Regents or Advanced Regents diplomas.
- Advanced Diploma with Mastery in Math and/or Science
 - students receiving the Advanced Diploma have obtained an 85 or better on 3 math and/or science Regents examinations.

TECHNICAL ENDORSEMENT

Students enrolled in the Career and Technical Education (CTE) program can earn a Technical Endorsement to be affixed to their high school diploma by meeting the following requirements.

- Complete a minimum of 22 units of credit as set forth in Commissioner's Regulation 100.5.
- Pass five (5) required Regents examinations
- Successfully complete a 3-part technical (NOCTI) assessment (written, demonstration, project components) in a CTE program

DIPLOMA REQUIREMENTS

Graduation Requirements At least 22 credits & the following core course requirements	
Required Units	Course Options
4 Units of English	English 9, 10, 11, and 12 (1 credit each)
3 Units of Social Studies	Global History and Geography I and II (2 credits), US History (1 credit), Economics (.5 credits) and Government (.5 credits)
3 Units of Math	Algebra 1a, Algebra 1b, Algebra, Geometry 1, Geometry, Algebra 2/Trigonometry, Personal Finance
3 Units of Science	Biology (required), Earth Science (required), Options for third unit include: Chemistry, Physics, Horticulture, Animal Science, and other science electives
2 Units of Physical Education	9th, 10th, 11th, 12th grade PE (.5 credits each)
Other Requirements	High School Health (.5 credits) Art and/or Music (1 credit) Spanish (1 credit) Electives (3.5 credits)

All Students will be required to pass (65+) the Common Core English Regents, one math Regents (Algebra), the Global Studies Regents, U.S. History Regents and a Science Regents (Living Environment/Biology, Physical Environment/Earth Science) in order to graduate.

The local diploma option is no longer available to students unless the student has an Individualized Education Plan (IEP) in which case a local diploma will be awarded if all 5 of the above Regents exams are completed with a 55 or better. A local diploma may be awarded to students with an IEP with scores 45 or better in certain situations in Global, Science, or US History as per the safety net compensatory option.

All graduation requirements are subject to change by the NYS Education Department.

CHENANGO CAMPUS CAREER AND TECHNICAL EDUCATION CENTER

The CTE (Career and Technical Education) courses supply skills and training to students who will graduate with actual craft experience to enter community life prepared to earn a livelihood.

Students who go to the CTE center attend for half days only, beginning in their junior year. Second year students usually spend the morning in their local school, and then attend the CTE center in the afternoon.

More information is available at the DCMO BOCES website.

MINIMUM COURSE REQUIREMENTS

To be considered full-time, a student must take a minimum 5.5 credits. Any exception to this provision will be reviewed on a case by case basis by the Principal and Superintendent of Schools.

REPORTS TO PARENTS

Report cards are issued four times per year. This card includes a record of class marks as well as comments on individual habits and attitudes. During the year, report cards are mailed home. Graduating seniors' final report cards will be distributed at graduation rehearsal. In Marking Period 1, students will not receive a grade lower than a 50. Marking periods 2-4 will include real-time grades. No 63's or 64's will be given for a final course average. Students and parents can see real-time grades in PowerSchool. Logins are provided each year and are available by request by contacting the Guidance Office.

HONOR ROLL

Students taking 6 or more credits will be eligible for Honor Roll. CTE Center courses count as one mark in calculating either high honor or honor roll. Any exception to this provision will be reviewed on a case by case basis by the Principal and Superintendent of Schools.

In addition, in order to be eligible, a student may not have dropped a course after two weeks into the semester, may not be failing any course, and may not have any incompletes for that marking period.

HIGH HONOR ROLL	-	92.0* average and above
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HONOR ROLL	-	85.0* average and above
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*No rounding is done.

HONOR ROLL, GPA, AND ACADEMIC “O” FORMULA

Averages are determined by weighting subjects in proportion to credits given for the course. A ½ credit course is counted once (examples: Chorus, PE, Economics), and a one-credit course is counted twice (examples: English 11, Algebra, Biology, Spanish III).

REGENTS EXAM POLICY

The Regents Examinations will be used as a final examination in one credit courses where a Regents Examination is offered and will be counted 1/5 of the final grade.

All Regents exam scores will appear on a student’s permanent transcript.

If a student misses a Regents exam due to extenuating circumstances or due to not completing a lab or writing requirement, the student will be offered an alternative final by the teacher that will be used in place of the Regents for the cumulative average. If a Regents exam is missed due to sickness, a doctor’s note must be provided. Missing a Regents examination without proper documentation from a doctor gives the student a 0 for the 5th marking period.

RETAKING A COURSE

If a student retakes a course, the higher course average will be counted in the cumulative average. However, all courses and grades will appear on the final transcript.

RANKING OF STUDENTS

Cumulative GPA and rank are computed prior to the beginning of a student’s senior year.

Both are revised and finalized at the mid-year point of a student’s senior year. In ranking students, Regents diploma candidates with Advanced Distinction are placed ahead of Regents diploma candidates. Seniors who are working toward their Advanced Regents Diploma must pass the first two marking periods of their senior year to be ranked as Advanced Regents.

Students who become part of the senior class after the initial rankings are computed will be merged into the ranking list and share a rank if they are within the top ten so no students are displaced in the ranking.

WEIGHTING OF COLLEGE COURSES

College level courses through Oxford Academy High School are weighted 1.10.

TRANSCRIPT

Transcripts showing courses taken and credit awarded may be obtained from the Guidance Office for various official reasons.

ACADEMIC MISCONDUCT

Every student at Oxford Academy is expected to act in an academically honest fashion in all aspects of his or her academic work. Academic misconduct includes plagiarism, cheating, copying, altering records, or assisting others in any of these actions. All these infractions are subject to disciplinary actions from the teacher and/or the principal.

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source properly. If you attempt to pass off someone else’s work as your own, this is considered plagiarism. This includes the submission of work generated through Artificial Intelligence (AI) or essay generating software.

For the first instance of an academic infraction, the student will be given a chance to re-write the assignment for credit. In this case, the highest score a student can receive on the re-written assignment is a 65%. For any subsequent academic infractions, the student will receive a zero on that assignment and a referral to the office.

DROP/ADD PERIOD

A student may not drop or add a class required for graduation. A student may drop or add an elective subject at any time **before the second Friday of the school year** without a mark

being entered on his/her permanent record card. After this time, requests to drop/add a course will require extenuating circumstances only approved by the principal or superintendent of schools. To initiate this request, the student must have:

- initiated discussion with their classroom teacher and counselor
- demonstrated that they've completed all coursework and sought additional help
- requested that their teacher complete the drop form
- completed requests will be forwarded to the building principal for review.

MAKING UP WORK

Students who miss class for any reason including suspension have the responsibility to contact their teacher to make up work. All work must be made up within a reasonable time as determined by the teacher. Teachers may give a student an incomplete for a quarter grade, which has to be rectified within two weeks of the start of the new quarter.

STUDENTS GRADE LEVEL REQUIREMENTS

- Sophomore (Grade 10) - minimum of 5 credits completed
- Junior (Grade 11) - minimum of 10 credits completed
- Senior (Grade 12) - minimum of 14 credits completed, and/or able to meet graduation requirements by June of that school year. In order to be considered a senior (grade 12), students must have 14 credits and/or be able to meet graduation requirements by June of that school year.

LETTER AWARD POLICY

1. The academic "O" award will be given for scholastic achievement.
2. Appropriate inserts and pins will be provided to distinguish the Academic "O" from the Athletic "O." The final year's average of 85 must be achieved to win an academic award.
3. To be eligible for an academic achievement "O," the student must earn a minimum of five credits during the school year.
4. A student will be ineligible for an Academic Achievement Award under the following conditions:
 - a. A failing final grade in any subject
 - b. A loss of academic credit because of attendance

SUMMER SCHOOL

To attend summer school, the student must have a class average of a 50 or higher.

DCMO BOCES determines the courses offered. Not all courses offered at Oxford Academy will be available at the BOCES summer school.

PROGRESS REPORTS AND REPORT CARDS 2023-2024

	week 5	week 10	week 15	week 20	week 25	week 30	week 35	week 40
End of marking Period	10/5	11/10	12/15	1/26	3/8	4/19	5/24	6/28
Progress Reports	10/12		12/22		3/15		5/31	
Report Cards		11/16		2/2		4/26		July

ENRICHMENT PERIOD

This period is part of the regular school day. Enrichment is from 2:30 pm to 3:06 pm Monday through Thursday. There is no enrichment on Fridays. Teachers will post or inform students of what is happening each day of the week. Students should sign in and out of the enrichment period and there is a log in each classroom for that. Students should work with the teacher to

enable maximum utilization of the opportunity to receive extra assistance. Students may not use excuses for not attending enrichment if required by a teacher.

EXTRACURRICULARS HERE AT THE HIGH SCHOOL

1. Student Government
2. FFA
3. Yearbook
4. Drama Club
5. National Honor Society
6. GSA
7. Senior Class
8. Junior Class
9. Sophomore Class
10. Freshman Class
11. Various sports and intramurals
12. Mock Trial

LIBRARY/MEDIA CENTER

Books	<ul style="list-style-type: none">• Library books may be borrowed from the library media center for a period of two (2) weeks by checking them out at the main desk.• Should materials be needed for a longer period, they may be renewed twice, it being the student's responsibility to both renew what he/she needs as well as return them in timely fashion when finished.• A student having received an overdue notice should go to the library media center as soon thereafter as possible and (1) return, (2) renew, or (3) otherwise account for the overdue item(s).• Students will be expected to pay for all lost or damaged materials by the end of the school year.• For students conducting unusual or extensive research, it is possible to obtain books from other area schools through the Interlibrary Loan arrangement which the library staff can assist you in doing.
Magazines	<ul style="list-style-type: none">• The library media center maintains a storeroom of back issues of many of its more popular and useful periodicals, which are available to students for research purposes.• In addition, eArticles are available in a variety of eFormats.• Students must return or exit/log off from resources. Students are expected to pay for all lost/severely damaged materials by the end of the year.
Computers	<ul style="list-style-type: none">• To assist students in completing projects and other school work, the library media center has several Chromebooks which can be signed out for the day only. However, students should bring in their assigned Chromebook to each day of school.

Students that do not use the library appropriately, may be asked to not attend during study halls or lunch periods. The length of time will be determined by the principal and the library personnel.

HIGH SCHOOL COUNSELING/GUIDANCE OFFICE

1. Counseling

The school counselor may see students for guidance curriculum, and individual academic/college planning as necessary. However, in some cases students may be referred or the student may self-refer themselves to the school counselor for individual meetings. The school counselor is not a mental health counselor and can refer students and families to appropriate local resources for long term counseling. If you, as the parent or guardian, do not wish to have your student meet with the school counselor (except for the required academic planning), contact the school Guidance Office.

2. Scheduling

In the winter/spring, each student will meet with the high school counselor to discuss and plan the individual's schedule for the upcoming year and develop their four-year academic/career plan. This may also be done in a group setting. Parents and guardians can always set up an appointment to meet with the counselor to discuss their student's four-year individual academic/career plan.

3. Military & College Recruiting

Military and college recruiters frequently visit the school to meet with students during lunch periods.

4. Financial Information

Through various printed materials, information is disseminated to students regarding scholarships, grants, and loans, which are available.

This includes:

- Financial Aid Night
- The Guidance Newsletter
- District Newsletter articles

Students and parents need to contact their prospective college with specific financial aid questions and for assistance with the FAFSA and TAP applications.

5. College Application Process

The guidance office can assist in the application process, including SUNY application online, the Common Application online, and individual websites for online applications.

6. Students are encouraged to visit and use the guidance office during their study halls. Appointments can be made through the guidance office secretary. Use of class time should be avoided unless in emergencies or called specifically down.

HEALTH OFFICE

The Nurse's office is open from 7:55 am to 3:15 pm. The number for the HS Nurse is 843-2025 ext. 3302.

SPECIAL HEALTH NEEDS

If your child has any special health needs or problems, please contact the school nurse. This information is kept confidential, and it can be very important to a successful experience in school.

MEDICATION IN SCHOOL

Medication must be brought to the school nurse by the parent/guardian and left with the school nurse. Such medication must be in an original prescription bottle labeled with the student's name and the exact dosage. Students who require the use of inhalers need to complete a special form with the nurse in order to carry the medication with them. Physician's written directions and parent's written permission are also required.

Students are at no time allowed to carry medication (other than inhalers) or take medication without supervision.

ACCIDENT IN SCHOOL

If an accident occurs in school, the parent will be notified immediately. An accident report will be completed and mailed home with instruction for parents. The school's insurance does not cover horseplay and is secondary to any other insurance, which the parent may carry.

SCHOOL PHYSICALS AND SCREENINGS

School policy requires physicals for students in grade 10 and also for those wishing to participate in sports, camp, or requesting working papers. NYS requires annual eyes and ears screenings and also recording of height and weight of all students. If your child receives their annual examination from a family physician, obtain a copy and send it to the school nurse.

ILLNESS OR INJURY DURING THE SCHOOL DAY

A student should first report to the teacher's class that will be missed and from there go to the nurse's office with a pass from the teacher.

Upon release from the Health Office, a pass back to class will be issued. If the nurse is not available, then the student should report to the main office.

A student who is absent from school will not be allowed to attend extracurricular activities in the afternoon or evening.

LOST ITEMS

If you are unable to account for personal items, report their loss immediately to the nurse's or main office.

In order to guard against possible loss of personal items, please do not bring in large amounts of money or valuables to school.

Lock all valuables such as clothing, purses and wallets in your locker.

The School District is NOT responsible for lost or stolen items.

ATTENDANCE

Attendance is an extremely important part of the education you receive here. Your grades, social interactions, and future rely on you being here daily. We know there will be a few days that you are unable to come to school due to illness or an emergency. Attendance is taken every period at the High School. If you are not in class at the beginning of the period you are marked absent.

Each pupil who is absent is required to present a written excuse from a parent or guardian giving the date of the absence and the reason why it occurred. All excuses for

absences in the high school are to be presented to the attendance person in the main office. We ask that parents please phone the school and let us know in the main office if a student is absent (at 843-2025, extension 1306).

Excused

Military obligations
Religious observance
Medical/Dental appointment
Personal illness
Illness or death in the family
Impassable roads
Weather conditions
Quarantine
Required court appearance
Approved work programs
School-supplied transportation issues

Unexcused

None
Overslept
Missed the bus
Family vacation
Hunting/Fishing
Unapproved employment
Using the bathroom
Unapproved college visits
Unapproved field trips
Personal transportation issues
Locker difficulties

Excused - Parallel Instruction

Music lessons
School-sponsored trips
Leadership workshops
College visitations/College rep. meetings
Alternate educational programs
Home tutoring
In-school instruction Recruitment meetings
Course selection/scheduled school meetings
Class/school-wide assembly
Religious education
Related services (ex: counseling, occupational therapy)

ATTENDANCE AND EXTRACURRICULARS

The district will design and implement sanctions to be employed to discourage unexcused pupil absences, tardiness, and early departures.

For example: A student may be denied participation in extracurricular activities if he/she misses that day of instruction.

TARDIES

Students need to be in class by the time the first bell rings at the start of Period 1 at 8:09 am or they will be considered tardy. Students that are constantly late to school will be subject to detention and a parent conference for chronic situations. For every three tardies to school that are unexcused, the student will be given detention.

SEAT TIME

The maximum number of absences permitted before credit may be lost:

- a. Full Year Course = 28 Class Sessions
- b. Alternate Day or 10 Week Course = 14 Class Sessions
- c. Lab Science Course = 34 Class Sessions

For those students who enroll in the District after the first day of an academic semester, the minimum seat time requirement will be prorated.

All absences, tardiness, and early departures from class for greater than 10 minutes will count toward the maximum number of allowable absences, as enumerated above, except those considered to be Parallel Instruction.

Students who miss a class will be afforded an opportunity to make up work or time missed

during Enrichment, after school, or at another time designated by the teacher.

SIGN-OUT PROCEDURE

Prior to leaving the building for an appointment or work release, students must sign out in the main office. Prior permission via a written request or phone call must have occurred prior to the sign-out time.

EXTENDED ABSENCES

Home Instruction: This is provided for students who have prolonged absences due to illness. It is considered “equivalent instruction” which means that the student is counted the same as being present in school.

In order to set up a home tutor, arrangements must be made through the school nurse/principal and require:

1. A qualifying letter from the attending doctor certifying the effective date for the student to return to regular classes.
2. A letter from the student’s parent requesting home-instruction.

REQUESTING SCHOOL WORK

If a student is absent, he/she is responsible for the work missed in class on the day(s) out. If a student is out, a request may be made to the nurse’s or main office to have assignments collected. In order that the request to the teachers is done in a timely fashion, the request should be made no later than 9:00 AM.

PARENTAL NOTIFICATION OF ABSENCE

Attendance calls are made daily, mid-morning by the Main Office personnel. Students and parents will also be notified of absences during each reporting period via report cards and Powerschool access.

In addition, a letter will notify parents of students who have accumulated excessive absences, their seat time, and/or the need for a parent/teacher conference.

BUS TRANSPORTATION

“DON’T LOSE YOUR BUS PRIVILEGE”

FOLLOW THESE RULES:

1. Observe classroom conduct.
2. Follow directions the first time given.
3. Do not eat or drink on the bus.
4. Keep hands, feet, objects, and negative comments to yourself.
5. Be courteous and kind.
6. Do not use profane language.
7. No loud screams, yelling, music, or games
8. Keep the bus clean.
9. Stay in your assigned seat.
10. Do not fight, push, or shove others.
11. No PDA
12. Keep head, hands, and feet inside the bus
13. No tobacco, vaping, chewing on the bus.
14. Be at your stop 3-5 minutes before the bus.
15. If there is a problem, tell the driver or attendant.
16. Report unsafe actions and have a safe trip

While at bus stops, students should remain orderly, stay at least 15 feet from the bus until the bus stops, the door opens and the driver signals you to enter the bus. If you must cross the road, please wait until the bus stops, red lights come on, and the driver signals you to cross. Please remain at least 10 feet in front of the bus when crossing.

Bus Video Safety Program

1. All Oxford buses have video camera boxes mounted in the bus.
2. Cameras placed in the boxes are capable of videotaping.
3. Video monitoring takes place on a daily basis.
4. The purpose of the program is to allow drivers to focus their attention on the task of driving with the cameras assisting by monitoring student behavior.
5. The program thereby shifts some of the responsibility for safety and accountability for behavior to the student that in turn makes for a more secure and enjoyable ride for all passengers.

Special Bus Trips - All students attending any school-sponsored activity must ride to and from the event in school provided transportation.

Allowable Exceptions:

1. Arrangements must be made in advance with the building principal if there is to be an alternative transportation request.
2. In addition, a parental note to the building principal outlining the reason for the request must be presented for consideration no later than the morning of the day that the event is scheduled to occur.
3. Under no circumstances will students be allowed to ride in private transportation to and/or from an event with anyone but a designated adult.
4. The faculty member(s) in charge of the student going to or participating in the event will be taking attendance on the buses both at the start of the trip and prior to returning so that students must be sure to be present when the roll is taken.

Regular Bus - Students are expected to ride to and from school only on the vehicle to which they are assigned. Walkers will not be allowed to take bus transportation. However, in an emergency situation, the building principal in response to a parental request may give special permission. Drivers will not honor such requests unless they receive written permission from the principal.

CTE Center Bus - Students enrolled in educational programs at the BOCES CTE Center or a satellite program elsewhere in Norwich are expected to ride to and from BOCES on the bus provided by the Oxford Academy & Central School District.

Departure from Oxford Academy High School

AM - 8:55 AM

PM - 11:30 AM

Students are not permitted to:

1. Ride in their own vehicles to and from BOCES classes unless BOCES, their parent(s), and Oxford's Principal have granted permission.
2. Transport or ride with other students to and from BOCES classes, New Visions, or work assignments.

Leaving School Grounds

Bus students may not leave school grounds after unloading at the high school in the morning. Students that drive should come directly into the building and need to ask for permission if they need to go back out to their vehicle for something. BOCES students, when returning from the Tech Center at lunch, must come directly into the building and should not be going into the parking lot. BOCES students returning in the afternoon must report directly to the media center, unless they are walking or driving home, in which case they may leave and do not need to come in.

CAFETERIA

Every student is eligible for one free breakfast and one free lunch each day. Extra food may be purchased provided the student either has cash in hand or money on his/her lunch account. No charging will be allowed.

Behavior expected is the following:

1. Keep your place in line and wait patiently as it moves forward.
2. Cutting in front of others is unacceptable.
3. After reading the menu, make your food selection as quickly as possible to keep the line moving.
4. Have your money ready and bill(s) unfolded if you are buying additional food items.
5. Remain seated while eating your meal.
6. When talking, show courtesy to others by keeping your voice low.
7. Food should not be thrown or tossed at any time for any reason.
8. When finished eating, please return your tray to dish window promptly.
9. Pick up any debris from your lunch or the wrappings that might have fallen on the table or floor.
10. When departing, leave the cafeteria in an orderly fashion.
11. Respect the posted rules of the allergy-free table.
12. There is no loitering in the bathrooms during lunch and students will be asked to sign out and in. Use the bathrooms by the cafeteria.
13. No card playing.
14. Provide only your specific breakfast/lunch account.
15. Follow all directions of the aides, teachers, and cafeteria personnel.
16. No glass bottles or containers.

Breakfast and lunch are to be consumed in the cafeteria only unless you have a pass or permission to eat in a teacher's classroom during the meal time. Breakfast is 7:45 am. Lunch is 30 minutes and starts at 11:00 am. There are two lunch periods in the schedule.

We have a closed campus. Students do not leave the campus for lunch. Fast food purchasing and eating such on campus or fast food/drink deliveries to the school during the school day are not allowed.

REIMBURSEMENT OF LEFT OVER MONIES ON AN ACCOUNT

Whenever possible, pre-paid money shall be reimbursed. This includes the cafeteria accounts. Please contact the business official Erin Gramstad, and the advisor/food service manager Debra Morris in all these instances to find out the account status and process to get monies given back to you or transferred to other accounts.

OXFORD ACADEMY HIGH SCHOOL GENERAL PROCEDURES AND INFORMATION

ANNOUNCEMENTS

Announcements are read each morning during homeroom from the Main Office. Information to be included should be submitted to the office by 7:30 am.

SCHOOL DELAY OR CLOSING

In the event of inclement weather and a delay or closing has to happen, a Robocall is made to all homes and put over the local TV and radio stations. Offices are closed when school is closed.

WORKING PAPERS

Students who are between the ages of 14-17 must have working papers in order to be legally employed in New York State. The necessary paperwork can be obtained in the high school office. Students are asked to anticipate their need for such in terms of turnaround time, particularly with regard to physicals. During the summer months a student would have to make his/her own arrangements to get this portion of the paperwork completed. Students will be asked to show a copy of their Social Security card to obtain working papers.

BUILDING SECURITY

The outside doors vestibule area in the high school near the high school principal's office is considered to be the "main entrance" into the building. The building is covered by 24/7 security cameras.

- All other doors will be locked and closed at all times.
- At 5:00 p.m. daily, or at the conclusion of after school activities, all doors to the building will be closed and locked.
- Other doors should neither be opened to let others in, nor propped open as to do so compromises the integrity of building security.

EVACUATION DRILLS

Eight (8) evacuation drills must be held during the course of a school year. In addition, four (4) Lockdown drills must also take place. In addition to these drills, we may hold Shelter-in-Place (used to shelter students and staff inside the building), Hold-in-Place (used to limit movement of students and staff while dealing with short term emergencies in the building) and Lockout (used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school) as deemed necessary.

Emergency drills need to be taken seriously which means:

1. Being orderly and well-disciplined in departing from the building with your teacher,
2. No unnecessary talking should take place so that directions can be heard,
3. Line up according to your assigned homeroom,
4. No use of cell phones during drills is allowed.

DRESS CODE

Students are expected to give proper attention to hygiene and dress appropriately for the school environment. Parents have the primary responsibility for enforcing this. The district personnel will reinforce and help students understand the importance of appropriate appearance in a public and school setting. Students will be asked to comply with the acceptable district dress code by changing their attire or be subject to discipline including detention or suspension. The administration reserves the right to decide when attire is inappropriate to the district's dress code outlined in the Code of Conduct.

Students are expected to dress according to the dress code and be appropriate for all school functions. A student's dress and appearance shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Any and all parts of the body covered by undergarments shall be covered at all times by

- outer clothing that is not transparent.
- 3. Appropriate footwear at all times. Footwear that is a safety hazard should not be worn.
- 4. Exclude headwear and hats in the building except for medical or religious purposes.
Bandanas are not to be worn.
- 5. Exclude dog neck, wrist collars, chains, and sunglasses.
- 6. Exclude clothing that is vulgar, obscene, and libelous or denigrates others on account of race, color, weight, age, national origin, ethnic group, religious practice, disability, sexual orientation, and/or gender identity.
- 7. Exclude clothing that endorses alcohol, tobacco, drugs, inappropriate words, or encourages violence.
- 8. Exclude the wearing of long coats.
- 9. Exclude sleepwear and blankets.
- 10. Exclude flags.

Exceptions may be made for school-sanctioned events such as spirit week, etc.

DISCIPLINE:

We encourage and expect good citizenship and appropriate social behavior at all times. All students are expected to show respect to their peers and all adults in the building. Inappropriate behavior infringes upon the rights of other students and teachers and disrupts the learning process and environment. A student shall not behave in a way that could cause injury to other students, any school employee, or other persons in the school building, on school property, or on the school bus.

Examples of inappropriate behavior include, but are not limited to:

- leaving school grounds
- hitting or fighting
- being openly disrespectful or insubordinate to members of the school staff
- vandalizing school property or deliberately damaging or destroying the property of others
- open use of profanity or abusive language
- disruptive behavior on the school bus, bus stop, in the classroom, cafeteria, halls, bathrooms, or school grounds
- sexual harassment of any kind or any type of harassment toward a student or staff member
- threatening or bullying another student or staff member
- drawing offensive or violent pictures or writing offensive words
- possession of liquor, drugs, or weapon(s)

Violations of school rules will result in consequences. Minor offenses are handled by the teacher or principal. Offenses result in a referral and notification of the family. Consequences may include a call/email notification, conference, loss of privilege, detention, suspension, or superintendent's hearing. Detention is held during enrichment and after school hours.

EXPECTATIONS OF STUDENTS

1. Treat others with courtesy and kindness. Bullying, teasing, and harassment will not be tolerated.
2. Comply with all reasonable requests.
3. Respect each other and take pride in your actions and the building.
4. Be on time to school and your classes.
5. Use appropriate language.
6. Dress appropriately according to the dress code.
7. Food and drink should be in the cafeteria unless permission is granted by your teachers.
8. A cell phone should be put away in all classes. You can carry your cellphone or put it in your locker. Students should not be taking photographs or recording audio or video with their phones. Students can lose cell phone privileges. Parents can call the offices to get a message to their student and we will ensure the message gets to the student.

9. Do your work with academic integrity.

DANCE REGULATIONS

Dances sponsored by Oxford Academy and Central High School classes and organizations are open to Oxford Academy High School students only (Middle School students may not attend High School dances) and the following rules must be observed:

1. Guests are subject to approval by building Principals for specific dances. **No one 21 or older may attend the dances.** The Oxford Academy High School student is responsible for the 1 guest and must get permission from the Advisor/Principal/Current School District Attending prior to the dance if a guest is allowed for that specific dance.
2. Any person may be refused admission or be asked to leave the dance due to improper dress or behavior. The Principal, parents, and/or local police will deal with evidence that a student has been drinking alcoholic beverages or is under the influence of drugs. The school reserves the right to require all entrants to submit to a breathalyzer examination regardless of suspicion that an entrant has used an alcoholic beverage.
3. Inappropriate displays of public affection will not be tolerated.
4. Students who are absent from school during the day or who leave early are not permitted to be in attendance at dances that evening. Students who are absent on the last day of the week or who leave early are not allowed to attend dances on the day following their absence.
5. Students on suspension are not permitted to attend dances during their suspension or be on the campus. If a student is suspended a second time, he/she will not be allowed to attend for a period of time determined by the administration.
6. The school will remain open for fifteen minutes after the dance for students to arrange for transportation home. All students will be expected to leave the school grounds within fifteen minutes after the dance.
7. If a student would like to leave the dance early, he/she must speak with the principal or advisor to have them call home to get permission to either drive home or be picked up early. Once a student leaves the dance/school, they cannot return later.
8. All general rules and regulations of the school apply to school dances
9. Students at school sponsored dances may be charged an admission price.
10. Student admission ends one hour after the beginning of the dance. Students with special concerns such as work may enter late with prior arrangements with the advisor/principal.
11. The school reserves the right to search bags and hold them in the office before students are permitted into the event.

ASSEMBLIES

1. Students should enter the auditorium or gym with their teacher and sit with their class/teacher.
2. Students should sit in designated areas.
3. Students should be attentive and respectful to the speaker.
4. Please do not scream or whistle.
5. Remain seated unless asked to come forward by the speaker.

FUNDRAISING

1. Student organizations are often involved in fund raising projects during the school year. The purpose of all fundraising efforts must be for the benefit of the students involved or charities.
2. Each organization raising funds must have a recognized governance organization consisting of at least an advisor, president, vice-president, secretary, and treasurer. A purchase order must be completed by the treasurer and advisor to authorize any expenditures and fund-raising efforts.

3. Students involved in handling monies collected and their advisors must closely supervise distribution of merchandise. The main office will not take fundraising money from students to hold.
4. Sales by student organizations are allowed during school hours and during campus activities. These sales are not limited.
5. **Raffles** in which prizes or money are given to winners among persons buying a chance **are not allowed** by student organizations.
6. Sales by out-of-school organizations will not be allowed in school during regular school hours.

POSTERS

Advisors and the Principal will approve posters and their placement before display of them is made to the public. Posters, both in school and in town, must be collected as soon as the event, which they announce, has concluded. At all times posters must be neat, of good taste and design, and grammatically correct.

ATHLETIC EVENTS

1. All general rules and regulations of the school apply to athletic events.
2. We expect good sportsmanship from our students at all times.
3. Any person may be refused admission or be asked to leave the event due to improper behavior. Evidence that a student has been drinking alcoholic beverages or is under the influence of drugs will be dealt with by contacting the principal, parents, and/or police.
4. Once a student leaves the school building during events held in the school, he/she will not be allowed to re-enter unless given specific permission from a faculty member prior to the student's leaving.
5. Students absent from school are also not allowed to attend athletic events the same day they are absent. Students absent the last day of the school week are also not allowed to attend athletic events on the day following their absence.

CHROMEBOOK USE

Oxford Central School District has a mobile device program for students and teachers in an effort to embrace 21st Century skills. Students will be using mobile devices in the classrooms and, after reading and returning the required agreement, they will be allowed to take their designated device home to continue schoolwork. Mobile device use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. Mobile devices are school district owned devices and the contents on the device can be viewed at any time. Students are expected to have their device with them and fully charged every school day.

Goals for Student Users

- * To prepare students for a 21st Century college and work environment
- * To close the digital divide
- * To increase productivity and engagement of all learners
- * To make student-centered learning a priority
- * To increase collaboration, creativity, critical thinking and communication in our students.
- * To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools that support specific curricular areas.

Guidelines

Student use of the mobile device falls under the district Acceptable Use Policy for technology, internet and mobile device use will be monitored through district level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the mobile device are the property of the school district and subject to review and monitoring.

Students will NOT:

- * Modify the mobile device in any way other than instructed by the administrator or other school personnel.
- * Damage, use, or operate the mobile device in a manner which violates the District Code of Conduct or District policy.
- * “Jailbreak” or otherwise void the manufacturer’s warranty by altering the software.
- * Apply marks, stickers, or other decoration to supplied mobile device cover, UNLESS he/she is willing to pay the replacement cost of the cover when he/she leaves Oxford School District.
- * Exchange mobile devices with any other student.
- * Remove the supplied cover/case or keyboard from the mobile device
- * Sync the mobile device with any other computer.
- * Clear or disable browsing history on the device.
- * Students are to use the network drives. Students are to not tell anyone else their passwords.
- * Disable the mobile device or its applications.
- * Leave the device unattended on the bus, in the cafeteria, gym, or any other public place.
 - * Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's Code of Conduct. Students who violate these guidelines and/or District policy will be subject to disciplinary action pursuant to the Code of Conduct and will lose mobile device privileges.

Using the Mobile Device

- * The mobile device is to be treated as a valuable object. It will not be thrown, hit, or abused in any way.
- * The cost of replacement is \$250.00.
- * Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids.
- * If a stylus is used (optional), it MUST be a soft type designed for mobile device use.
- * Make sure hands are clean before using the mobile device.
- * Keep mobile devices away from food and drink.
- * Charge the mobile device only with the included charger and using a standard wall outlet for your power source.
- * Have the mobile device fully charged and ready for use during the school day.
- * Document any software/hardware issues to your teacher as soon as possible.
- * Keep the mobile device in a well-protected temperature controlled environment when not in use. Do not leave the mobile device in a vehicle or location that is not temperature controlled. * Always protect the mobile device from rain, snow, and other weather elements.

Applications

Student mobile devices will be given to students with key applications already installed. Applications cannot be installed or uninstalled by the student. It is the responsibility of the Oxford School District to install and uninstall all applications and updates. If there is an application a student would like installed he/she may discuss the educational value of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed by the district only.

Saving Documents

Saving documents with your mobile device is accomplished using "cloud" storage. Using the district account, you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the internet.

Reporting Technical Issues

Any errors or problems with the mobile device will be reported as soon as possible. This can be done by informing the office/administration or designated person about the issue so it can be addressed in a timely manner. All syncing of the device must be handled through the school to ensure applications and configurations are found on every device to maximize the potential of the device. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the mobile device. Students taking the mobile device from school property must sign and submit the Parent-Student Mobile Device Use Agreement Form. Student use of the mobile device off school grounds may be revoked at any time by the administration or designated person.

Oxford Central School District Mobile Device Responsibility

Proper care of the mobile device through the school year and return of the mobile device at the end of the school year with all accessories are the responsibility of the student. Students who don't return their mobile device will be assessed the value of a replacement.

Network/Internet

Students are responsible for good behavior on school computer networks just as in the classroom and school rules apply. The network and school devices are provided for students to do school related work.

Access to the network and internet are privileges. Students must take responsibility for their actions and follow sound protocol. Parent permission must be granted, on the Acceptable Use Form, for the student to access and this permission will be kept on file for the school year.

The District maintains a network storage area for student work, which is deemed school property and can be periodically checked by administrators. Any student who does not honor the agreement or use the network or internet responsibly (i.e.: cyber-bullying) may lose access.

Loss or Damage

*If a mobile device is damaged outside of school the damage must be reported to a teacher or administrator as soon as possible. If a mobile device is damaged during school it must be reported to a teacher or administrator immediately.

General Rules

*** If there is a repeated occurrence of a mobile device not being usable for the school day, i.e. not being charged, then the administrator reserves the right to make the student a day user for a length of time to be determined by the administrator.**

AUTOMOBILE RULES AND REGULATIONS

1. Students must register their automobiles in the Main Office. A student has to be in good standing to be granted a parking pass.
2. Students may only park in areas designated for student parking with a parking pass. These are the numbered spots in the parking lot. The parking pass must be displayed while on the school's property.
3. Speeding will result in a loss of the parking lot privilege.
4. Illegal Parking or leaving without permission will result first in a warning and subsequently by a loss of the parking lot privilege for a period of time.
5. Cars parked illegally MAY BE TOWED (at owner's expense) at the discretion of the building principal..
6. The school district has the right to inspect vehicles on its property. Inspection may include the entire vehicle, including the interior, the glove compartment, and the trunk.
7. The school district is not responsible for any theft or damages which may occur during the time the vehicle is on school property.

Enacted for the protection of the entire student body, students who use cars for transportation to and from school are expected to comply with the reasonable regulations as follows:

1. Students are not to go to the parking lot area or cars unless special permission is granted by the main office personnel.
2. Students are not to use cars for errands during school time.
3. Students may not drive to BOCES without first having obtained the proper permission from parents and the two principals (Oxford and BOCES). Forms for both BOCES and the High School are required to park on the campuses. Students are not allowed to drive other students to/from either BOCES campus.
4. Once a car is driven onto school property, it may not be driven off until the student leaves for the day. Exceptions to this rule must be by a written request from the parent or guardian such as a job, late practice, or appointment.

CELLULAR PHONES

Students can carry their cell phones during the school day but it must be placed in a cell-phone holder at the beginning of each period or kept away and silent on the person, in a backpack, purse, or locker. Students have the ability to use cell phones during lunch, study halls (if appropriately working on academics), and between classes only. Within the classroom setting, cell phones should be put away unless the use of technology is requested by the teacher. Teachers may ask students to place their device on their desk if it becomes an issue or they will be confiscated and possibly given to the Principal. If this becomes a problem, there will be a meeting with the building principal, parent, and student, and the cell phone will be asked to remain at home.

The school is not responsible for stolen, lost, or damaged cell phones. There is an office phone available to use in the entryway of the high school. Parents can call the Attendance Office or Main Office to leave a message for their son or daughter and we will ensure that the student gets the message.

Students should not be taking photographs, or recording audio or videos with their cell phones without the permission of the teacher/staff/administrator. Students should not be AirDropping to others in the building. Violating this rule will result in losing their cell phone privilege in the building and may be subject to law enforcement involvement.

LOCKERS AND LOCKS

All lockers, locks, and/or other storage spaces are the exclusive property of the OACS and students should have no expectation of privacy in these areas. Students are assigned an individual locker at the beginning of the school year.

1. School personnel or law enforcement agencies may search these lockers at any time.
2. Students are provided lockers to store school related materials. Privately owned locks are not to be placed on lockers. Lockers are not to be shared by students.
3. Lockers are locked only to maintain privacy between the students and to maintain ownership of property. The school is not responsible for loss or theft of property from lockers. Locker combinations should be kept confidential. Lockers should not have stickers, tape, or writing anywhere on the lockers. Problems should be reported to the Main Office.

TEXTBOOKS AND FINES

The school furnishes textbooks for all students in many classes but not all. These books must be returned in good condition at the end of the course. In the event of unreasonable conditions at the end of the course or in the event of unreasonable wear, a charge will be made. Any student having a theft during the school year must report the theft immediately to the teacher and the principal. Failure to report this will result in payment for replacing the textbook.

FOOD AND DRINK IN CLASSROOMS

Food and drink are NOT permitted in the auditorium or gym at any time unless determined by the Principal/Athletic Director.

Food and drink purchased from the cafeteria or a lunch from home is permitted in classrooms with permission from the classroom teacher.

Food from outside the building has to be preapproved and purchased by the classroom teacher for an event for the entire classroom (ie. Pizza party for an incentive/reward needs to be outside of the lunch times). No deliveries of fast food.

FIELD TRIPS

Field trips are planned to enhance student learning. Teachers need permission for taking students on field trips from the principal and from the parents. Behavior and/or grades can be used for conditions of ineligibility for a field trip.

DETENTION/ISS ROOM EXPECTATIONS

1. Do school work, Google Classroom work, or other assigned work.
2. No talking unless spoken to by the teacher or a class teacher of the student.
3. Cell phone will be left in the main office while in room 260 for In School Suspension or when asked to leave a class for the period.
4. No sleeping.

SUSPENSIONS

If a student is suspended from Oxford Academy High School and also attends a BOCES CTE program as a junior or senior, the student is also suspended from their BOCES program. If a student is suspended from a DCMO BOCES CTE program, the student is also suspended from their Oxford Academy High School program.

Students are not allowed on the school campus during an out of school suspension unless asked to by the school administration.

DROPPED OFF ITEMS

Items will be held in the Main Office until that student's lunch period or the end of the day.

BIKES/SKATEBOARDS/SCOOTERS/ROLLERBLADES

These items are not permitted on school property other than for the purpose of getting to and from school. Bikes are to be in the school provided bike rack once the student enters the school property. Other items can be left in the Main Office and picked up at the end of the day.

NO SMOKING/VAPING POLICY

There shall be no smoking, chewing, vaping, or THC/nicotine use in the Oxford Academy and Central School buildings, school grounds, or in any personal vehicle used to transport children or school personnel.

FALSE ALARMS AND BOMB SCARES

For students, both of these are punishable as school offenses and by law enforcement.

CLOSED CAMPUS POLICY

Students are to remain in the school building from 7:45 a.m. until 3:06 p.m. with the

following exceptions:

- Students may leave campus for legitimate appointments with written permission/notes/calls from the parent or guardian to the Nurse/Attendance Personnel.
- class, field trip, athletic event, etc.
- Students may leave during enrichment if not needing to stay

STUDY HALL RULES

1. Students are to be on time and remain in assigned seats if the supervising teacher does this.
2. Students must get pre-signed passes to the Media Center, Guidance Office, nurse or another teacher:
 - The student must have the pass completely filled out.
 - Give passes to the teacher at the beginning of the period.
 - After attendance, when the teacher signs the student's pass, the student has to be sure to sign out on the sheet on the teacher's desk with the destination and time included.
3. Sign Outs:
 - Only one person will be excused at a time. Use the sign out sheet and get the hall pass or the bathroom pass.
 - Each person may leave only once during the class time with a four-minute time limit.
 - Students are expected to bring their work with them, come prepared.
 - Abuse of the sign out will result in the loss of the privilege.
4. Basic Rules:
 - Study halls must remain quiet to a low level of noise. Students shall bring work with them to keep busy.
 - No games or card playing.
 - No open playing of music-earbuds or headphones are required and at a low and reasonable level so it does not distract others.
 - No cell phones if the teacher determines it is a disruption or the student is not doing work.
 - No sleeping.
 - Spend your time constructively.

TRESPASSING AFTER HOURS

Unless attending a school activity/practice/game, students may not be on school property after dark. Violators will be prosecuted for trespassing.

Communication Chain-of-Command here at OXAC

Frequently, parents/guardians, students and other community members request help in knowing the best way to communicate with the school. The communications guidelines outlined below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered more efficiently.

Questions About	1st Contact	2nd Contact	3rd Contact
Academics	Teacher	Building Principal	Superintendent
Athletics	Coach	Athletic Director	Superintendent
Behavior	Teacher	Building Principal	Superintendent
BOE Policies	District Clerk	Superintendent	
Budget	Business Office	Superintendent	
Cafeteria	Cafeteria Manager	Building Principal	Superintendent
Classroom Procedures	Teacher	Building Principal	Superintendent
Co-Curricular	Advisor	Building Principal	Superintendent
Facilities Use a. <u>Building Use</u>	Building Principal	Director of Facilities	Superintendent
b. <u>Athletic Facilities</u> (gyms, fields)	Athletic Director	Director of Facilities	Superintendent
Health Office	Building Nurse	Building Principal	Superintendent
Scheduling	Teacher or Building Counselor	Building Principal	Superintendent
Special Education	Teacher/Special Education Teacher	Director of Special Education	Superintendent
Transportation a. <u>Behavior</u>	Transportation Office	Building Principal	Superintendent
b. <u>Stops/Runs</u>	Transportation Office	Superintendent	
c. <u>Drivers/Personnel</u>	Transportation Office	Superintendent	

PARENT AND STUDENT SIGNATURE PAGE FOR THE 2023-2024 HANDBOOK

Please review this 2023-2024 Oxford Academy High School Student- Parent Handbook together and become familiar with the rules and procedures at the High School.

Please sign and date below indicating that you have read and reviewed the document.

Have your son or daughter return this form to Mrs. Loomis or Mrs. Williams at the High School Main Office in the first several days of the new school year.

Thank you.

_____ PRINT THE STUDENT'S NAME	_____ STUDENT'S SIGNATURE	_____ DATE
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_____ PRINT THE PARENT'S NAME	_____ PARENT'S SIGNATURE	_____ DATE
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PLEASE RETURN THIS SIGNED DOCUMENT TO THE HIGH SCHOOL MAIN OFFICE BY SEPTEMBER 22, 2023