



2024-25

Oxford Academy High School

Parent & Student Handbook





September 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					
						18+2

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		
						21+1

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						17

December 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				
						15

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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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

February 2025						
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	
						15

March 2025						
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

April 2025						
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			
						16

May 2025						
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

June 2025						
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					
						19

July 2025						
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 2025						
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 18	Feb 15
Oct 21	Mar 20
Nov 17	Apr 16
Dec 15	May 21
Jan 20	June 19

Total Student Days 182

Staff Days

Sep 18+2	Feb 15
Oct 21+1	Mar 20+1
Nov 17	Apr 16
Dec 15	May 21
Jan 20	June 19

Total Staff Days 186

September
2 Labor Day - No School/Offices Closed
3 Superintendent Conference Day - No School
4 Superintendent Conference Day - No School
5 First Day for Students

October
10 Early Dismissal Drill (15 min)
11 Superintendent Conference Day - No School
14 Columbus Day - No School/Offices Closed

November
11 Veterans Day - No School/Offices Closed
27-29 Thanksgiving Recess - No School
28-29 Thanksgiving - Offices Closed

December
6 & 9 1/2 Day of School -
Parent/Teacher Conferences
23-31 Christmas Recess - No School
24-25 Christmas Observed - Offices Closed

January
1 New Year's Day - No School/Offices Closed
20 Martin Luther King, Jr. Day - No School
Offices Closed
21-24 Regents Exams
29 Lunar New Year - No School/Offices Closed

February
17-21 Presidents' Day/February Break - No School
Presidents' Day - Offices Closed

March
14 Superintendent Conference Day - No School
21 & 24 1/2 Day of School -
Parent/Teacher Conferences

April
7 NYS 3-8 Testing Window Opens
18 Good Friday - No School/Offices Closed
21-25 Spring Recess - No School

May
16 NYS 3-8 Testing Window Closes
26 Memorial Day - No School/Offices Closed

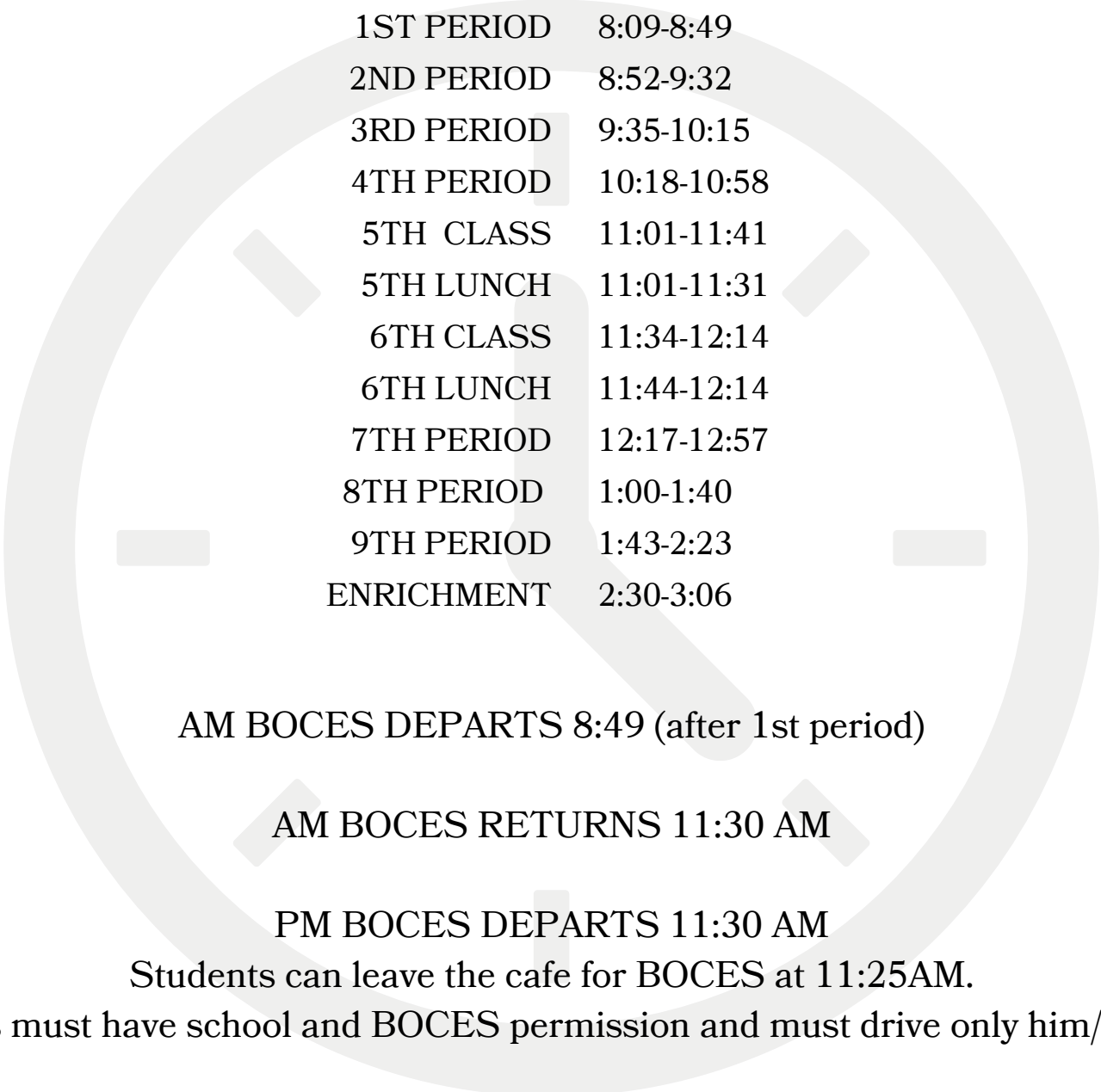
June
4 Life Sci: Bio and Earth & Space Science
10 Geometry
17-25 Regents Exams
19 Juneteenth Holiday - No School/Offices Closed
26-27 Rating Days
28 Graduation

July
4 Independence Day/Offices Closed

August
19-20 Regents Exams

REGULAR BELL SCHEDULE

2024-2025



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

AM BOCES DEPARTS 8:49 (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

DELAY SCHEDULES

ONE-HOUR DELAY SCHEDULE

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 SCHEDULE

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

SPECIAL SCHEDULES

HALF DAY AM ONLY

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

5TH CLASS & LUNCH 10:29-11:04

6TH CLASS & LUNCH 11:07-11:42

No Enrichment or PM BOCES

AM BOCES Only

MORNING ASSEMBLY

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

ENRICHMENT 2:30- 3:06

AFTERNOON ASSEMBLY

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 and sit with homeroom.

AFTERNOON ASSEMBLY 1:14-2:23

ENRICHMENT 2:30-3:06

EXTENDED HOMEROOM

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

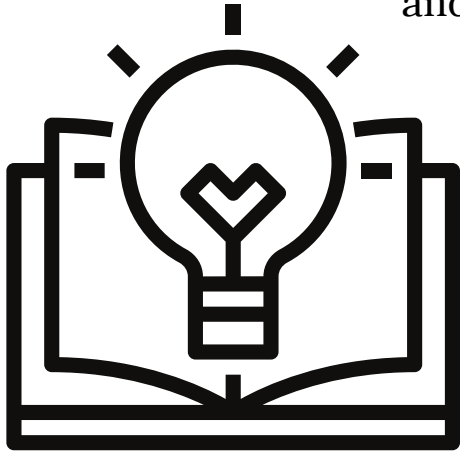
PERIOD 8 1:05- 1:43

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

We believe all students can learn.

We believe in supporting and encouraging each student's individual ability to learn.

We believe a strong and open home-school-community relationship is critical to the success of each student.

We believe each student develops a positive self-image through successful, culturally diverse, and varied experiences.

We believe teacher expectations have a direct impact on student achievement.

We believe all school personnel have an influence on the educational experience of each student.

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 or Guidance Offices as a planner 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, a copy can be obtained in the High School Main or Guidance Office.

Thank you all and let's have a great year. Go Blackhawks!



ANTI-DISCRIMINATION POLICY

The Oxford Academy School District does not discriminate in the education programs and activities for students in any way as defined by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, 504 of the Rehabilitation Act of 1973, New York State Human Rights Law or Commissioner's Regulation.

ANTI-HARASSMENT POLICY

It is the policy of the district that students have a right to study in an environment free of discrimination. The district strongly disapproves of sexual harassment or bullying of its students and states that all students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing or bullying behavior on school grounds, at school functions, and on school transportation. Specifically, the district prohibits the following:

- unwelcome sexual advances or requests for sexual favors
- threats to academic performance or development
- intimidation that creates a hostile or offensive environment

Sexual misconduct includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures. Such conduct may result in disciplinary action.

Students are urged to report such conduct to the compliance officer.

There will be no retaliation against students for reporting substantiated sexual harassment or bullying or assisting the district in the investigation of a complaint.

The Compliance Officers for this Anti-Harassment Policy are the High School Principal, and Nicholas A. Colosi, Superintendent.



DEFINITION OF BULLYING

“Bullying” is a form of harassment that consists of inappropriate and persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and or badgering of others.

Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position

OLWEUS DISTRICT BULLY PREVENTION RULES

Rule 1: We will not bully others

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

REPORTING PROCEDURES

Students are to report any incidents of discrimination, harassment, bullying, cyber-bullying, hazing, or sexting by completing a “Bullying Prevention Form.” These forms are located in the building’s main office and online on the district’s homepage. Paper forms can be turned into the main office.

DIGNITY ACT COORDINATOR

The Board of Education has designated the following individual as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as a resource and be responsible for the oversight of investigatory procedures of all allegations of bullying. The Dignity Act Coordinator can be contacted at:

High School Principal

Oxford High School 50 South Washington Ave. Oxford, NY 13830

(607)843-2025, Ext. 1128

STUDENT INFORMATION

Parents are notified that they have the following rights in relation to students' records in accordance with the Family Educational Rights and Privacy Act.

You are further advised that you have the right to:

- inspect and review the student's education records
- exercise a limited control over the other people's access to the student's education records
- see and correct the student's education records in a hearing if necessary
- report violations of FERPA to the Department of Education
- be informed about FERPA rights

All rights and protections given to parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

PARENT BILL OF RIGHTS RELATING TO STUDENT DATA

Student Data means personal identifiable information from the student records of a District student. The District, in compliance with Education Law 2-d, provides the following:

1. Student data will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's education record. Procedures for reviewing student records can be found in the Board Policy entitled: #26 Policies and Procedures and Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information – Section 1 – Legally Mandated Policies;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include, but are not limited to encryption, firewalls, and password protection. As required by Education Law §2-d(5), the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1 (NIST Cybersecurity Framework or NIST CSF) is adopted as the standard for data security and privacy;
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at <http://www.p12.nysed.gov/irs/sirs/NYSEDDataElements2018.xlsx> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234;
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to Records Access Officer, Erin Gramstad, Oxford Academy and Central School District, PO Box 192, Oxford, NY 13830;

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 Regents 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 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. Only seniors are allowed to drive to and from BOCES with the permission of the BOCES administrator. A special permission form is required from BOCES.

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 HONOR ROLL - 85.0* average and above

*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 $\frac{1}{2}$ credit course (Chorus, PE, Economics) is counted as half of the grade given for that quarter (example: 90 counts as a 45), and a one-credit course (English 9, US History, Chemistry) is counted once. CTE courses count as four credits so the grade is multiplied by 4 for that course.



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 will result in a 0 for the 5th marking period.

RETAKEING 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 in September 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, regardless of the overall GPA. 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.

WORK STUDY IN THE PRIMARY SCHOOL

Open only to juniors and seniors and arranged upon approval through the Guidance Office. A signed contract will be necessary.

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 extra 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.

LETTER AWARD POLICY

- The academic “O” award will be given for scholastic achievement.
- 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.
- To be eligible for an academic achievement “O,” the student must earn a minimum of five credits during the school year.
- A student will be ineligible for an Academic Achievement Award under the following conditions:
 - A failing final grade in any subject
 - A loss of academic credit because of attendance

SUMMER SCHOOL

To attend summer school, the student must have a overall class average of a 50 or higher. Students need to get themselves to the High School to get transportation unless the district can provide it. 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

Week	5	10	15	20	25	30	35	40
End of Marking Period	10/4	11/8	12/13	1/24	3/7	4/11	5/23	6/13
Progress Reports	10/11		12/20		3/14		5/30	
Report Cards		11/15		1/31		4/17		July

LIBRARY/MEDIA CENTER

Books

- 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

- 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

- 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.



HEALTH OFFICE

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.

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 WHILE IN SCHOOL

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.

MISSING ARTICLES

If you are unable to account for personal items, report their loss immediately to the Health or Main Office. In order to guard against possible loss of personal items, please do not bring in large amounts of money or valuables/technology to school. Lock all valuables such as clothing, purses, and wallets in your locker or backpack.

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

ABSENCE

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 Main Office secretary and let her know if a student is absent and for what reason.

UNEXCUSED

None	Family vacation	Using the bathroom
Overslept	Hunting/Fishing	Unapproved college visits
Missed the bus	Unapproved employment	Unapproved field trips
Locker Difficulties	Personal Transportation Issues	

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)

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



ATTENDANCE AND ATTENDING ACTIVITIES

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 homeroom by the time the bell rings at the start of homeroom or they will be considered tardy. Students that are constantly late to school may be subject to detention and a parent conference for chronic situations. For every three tardies to school that are unexcused, the student may be given detention by the Principal.

SEAT TIME

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

Full Year Course = 28 Class Sessions

Alternate Day or 10 Week Course = 14 Class Sessions

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, 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 from a parent/guardian (no matter the age of the student).



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:

- A qualifying letter from the attending doctor certifying the effective date for the student to be out and to return to regular classes.
- 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 Guidance 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. Most classes are on Google Classroom and work can be completed in that specific Google Classroom.

CALLS HOME WHILE ABSENT

Attendance calls are made daily, mid-morning around 9:30 am. 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.

OXFORD ACADEMY HIGH SCHOOL OFFICE PROCEDURES

Students who are called to the office or have business that needs to be addressed should go to the counter and wait for assistance.

The main office and guidance office phones are not available for student use unless special permission is granted.

- Except in the case of extreme emergency, students will not be called to the office for telephone calls.
- A phone is available in the lobby for personal calls.



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.

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 once school starts until 3:06 pm.
- At 5:00 p.m. daily, or at the conclusion of after school activities, all doors to the building will be closed and locked once again.
- 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:

Being orderly and well-disciplined in departing from the building,

No unnecessary talking should take place so that directions can be heard,

No use of cell phones during drills is allowed.

DANCE REGULATIONS

Dances sponsored by Oxford Academy and Central HS 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:

- Most dances do not allow guests. If guests are allowed, guests are subject to approval by the building Principal. 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 guest's school Principal prior to the dance following deadlines outlined on a guest form (if allowed).
- Any person may be refused admission or be asked to leave the dance due to improper dress or behavior. The Principal, parents, SRO, 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.
- Inappropriate displays of public affection will not be allowed.
- 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 (for a Saturday dance).
- Students on suspension are not permitted to attend dances and any events during their suspension or be on the campus or school sponsored event off the campus.
- The building will remain open for fifteen minutes after the dance for students to arrange for transportation home. All students will be expected to leave the grounds within fifteen minutes after the dance.
- 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.
- All general rules and regulations of the school apply to school dances
- Students at school sponsored dances may be charged an admission price.
- 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.
- The school reserves the right search bags and hold them in the office before students are permitted into the event. Law enforcement is present at the event.
- The individual dance or prom committee reserves the right to make more restrictive rules/conditions for admission such as restricting grades in attendance or other guidelines/rules.

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 before students come to school. Students will be asked to comply with acceptable dress code by changing their attire or be subject to discipline including detention or suspension. Student's dress and appearance shall be in the Code of Conduct and shall

- Be safe, appropriate, and not disrupt or interfere with the educational process,
- Any and all parts of the body covered by undergarments shall be covered at all times by outer clothing that is not transparent,
- Appropriate footwear at all times,
- Exclude headwear and hats in the building except for medical or religious purposes. Bandanas are not worn,
- Exclude dog neck and wrist collars, chains, and sunglasses,
- 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,
- Exclude clothing that endorses alcohol, tobacco, drugs, alcohol, inappropriate words, sex, or violence,
- Exclude wearing of long coats,
- Exclude sleepwear, blankets, stuffed animals,
- Exclude flags



FUNDRAISING

- 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 approved by Student Government and the organization raising the funds.
- A calendar is maintained in the district.
- 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.
- Students involved in handling of monies collected and their advisors must closely supervise distribution of merchandise.
- Sales by student organizations are allowed during school hours and during campus activities. These sales are not limited.
- Raffles in which prizes or money are given to winners among persons buying a chance are not allowed by student organizations.
- Sales by out-of-school organizations will not be allowed in school during regular school hours.



CELLULAR PHONES IN THE BUILDING

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 student, in a backpack, purse, or locker when students are in classrooms. 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. Teachers may ask students to place their device on their desk or special holder 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 Principal, parent, and student, and the cell phone will be asked to remain at home or in the office during the school day.

The school is not responsible for stolen, lost, or damaged cell phones and accessories. There is an office phone available to use in the entryway of the high school. Parents can call the Main Office to leave a message for their son or daughter and personnel 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 member/administrator/other students. Violating this rule will result in losing their cell phone privilege in the building and may be subject to law enforcement involvement.

LOCKERS

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.
- School personnel/law enforcement may search these lockers at any time.
- 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.
- 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.



BOOKS, CALCULATORS, UNIFORMS, TEXTBOOKS AND FINES

The school furnishes school related items for all students in many classes and sports. These items must be returned in good condition at the end of the course/sport. In the event of unreasonable conditions at the end of the course or in the event of unreasonable wear or failure to return, a charge will be made. Any student having a theft of a school related item during the school year must report the theft immediately to the teacher, Athletic Director, and Principal. Students are expected to pay for items broken or lost.

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/ Theatre Director/Musical Director. Food and drink purchased from the cafeteria or a lunch from home is permitted in classrooms with permission from the classroom teacher. Outside of school fast food is not to be brought into the building due to the free breakfast and lunch programs.

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.

EXPECTATIONS OF STUDENTS

- Treat others with courtesy and kindness.
- Comply with requests of teachers, staff, and administration.
- Respect each other and take pride in yourself and the condition of the building.
- Be on time to school and to your homeroom and classes.
- Use appropriate language in hallways, classrooms, courts and fields, and in front of all adults.
- Dress appropriately following the dress code.
- Cell phones should not be out in classrooms. Students should not be taking pictures or audio clips of other students, teachers, staff, or administration. Students may be asked to turn in their phone to a teacher or office personnel.
- Do your work with academic integrity/your own work.



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, on on school transportation. Examples of inappropriate behavior includes but is not limited to:

- leaving the campus
- fighting
- disrespect towards another
- insubordination towards another
- vandalism
- destroying property
- profanity
- disruptive behavior
- sexual harassment
- threats
- bullying
- drawings or words that are offensive
- possession or use of alcohol
- drugs
- weapon
- technology misuse
- tardy to school or class
- academic misconduct
- arson
- theft
- skipping a class
- violation of the dress code
- larceny
- assault
- safety violations
- intimidation, etc.

Violations of the code of conduct will result in consequences. Referrals and other offenses will result in a notification letter sent home or a call from the Principal. Consequences may include a call, email, letter, conference, loss or privilege, detention, suspension, or Superintendent's Hearing. Detention is held during enrichment and after school hours. Suspensions can be in school or out of school.



DETENTION/ISS ROOM EXPECTATIONS

- Do school work
- No talking unless spoken to by the teacher or a class teacher of the student
- Cell phone will be left in the main office while in ISS or given to the ISS teacher upon arrival
- No sleeping

SUSPENSIONS

If a student is suspended from Oxford Academy High School and also attends a BOCES CTE program, 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 or at any school event on campus or off campus during an out of school suspension.

BIKES/SKATEBOARDS/SCOOTERS/ROLLERBLADES/E BIKES

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 in front of the school. Students provide their own lock. Other items can be left in the Main Office and picked up at the end of the day.

NO SMOKING/VAPING POLICY

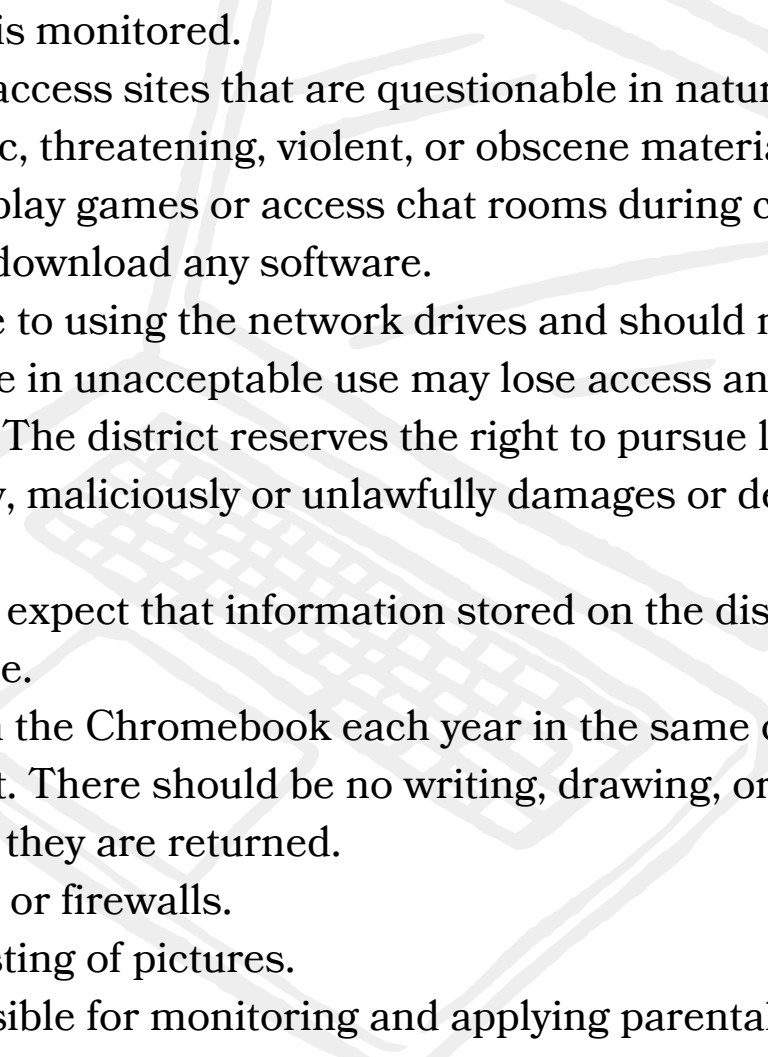
There shall be no smoking, chewing, vaping, or THC/nicotine use in the Oxford Academy and Central School buildings, school grounds, or in any personal vehicle used to transport children or school personnel. Students will be suspended for such activity.

FALSE ALARMS AND BOMB SCARES

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



CHROMEBOOK USE

- Students are responsible for the appropriate educational usage of the device.
 - Chromebooks should be treated as a valuable object and should never be left unattended, thrown, dropped, or hit. It should not be near water, chemicals, or other liquids that would damage electronic components. When carried outside it should be protected against rain, snow, ice, excessive heat, or cold. The device should be kept away from pets and siblings. Cost of a Chromebook is \$250.00.
 - Chromebook usage is monitored.
 - Students are not to access sites that are questionable in nature such as sites that include pornographic, threatening, violent, or obscene material.
 - Students are not to play games or access chat rooms during class.
 - Students are not to download any software.
 - Students will adhere to using the network drives and should not share passwords.
 - Students that engage in unacceptable use may lose access and be subject to other disciplinary actions. The district reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys school property.
 - Students should not expect that information stored on the district's computer system will be private.
 - Students will return the Chromebook each year in the same condition it was issued to the student. There should be no writing, drawing, or stickers on the Chromebooks when they are returned.
 - No bypassing filters or firewalls.
 - No recording or posting of pictures.
 - Parents are responsible for monitoring and applying parental blocks at home.
 - Students should pay their repair costs and letters will be sent periodically as reminders to parents.
- 



STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students.

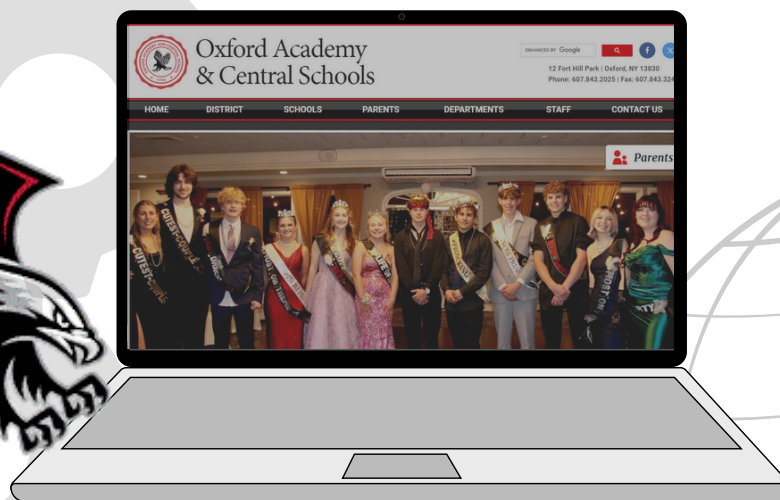
Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. Standards of Acceptable Use Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY) - *continued*

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Technician may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the DCS will be private.





ATHLETIC EVENTS

- All general rules and regulations of the school apply to athletic events.
- We expect good sportsmanship from our students at all times.
- 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.
- 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.
- 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.

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 library, unless they are walking or driving home, in which case they may leave and do not need to come into the building.

REIMBURSEMENT OF FUNDS

Reimbursement guidelines for monies pre-paid toward participation in an extracurricular activity function shall be defined by the responsible organization. Whenever possible, pre-paid money shall be reimbursed but not in all circumstances. Monies from a student's cafeteria account will be reimbursed. Please contact the business official, the advisor, or Food Service Manager for reimbursement.



AUTOMOBILE RULES AND REGULATIONS

Regulations

- Students must register their automobiles in the Main Office. A student has to be in good standing to be granted a parking pass.
- 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.
- Speeding may result in a loss of the parking lot privilege.
- 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.
- Cars parked illegally **MAY BE TOWED** (at owner's expense) at the discretion of the Principal.
- 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.
- 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:

- Students are not to go to the parking lot area or cars unless special permission is granted by the main office personnel.
- Students are not to use cars for errands during school time.
- Students may not drive to BOCES without first having obtained the proper permission from 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 BOCES.
- 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.

BUS TRANSPORTATION

“DON'T LOSE YOUR BUS PRIVILEGE”


FOLLOW THESE RULES:

- Observe classroom conduct.
- Follow directions the first time given.
- Do not eat or drink on the bus.
- Keep hands, feet, objects, and negative comments to yourself.
- Be courteous and kind.
- Do not use profane language.
- No loud screams, yelling, music, or games
- Keep the bus clean.
- Stay in your assigned seat.
- Do not fight, push, or shove others.
- No PDA
- Keep head, hands, and feet inside the bus
- No tobacco, vaping, chewing on the bus.
- Be at your stop 3-5 minutes before the bus.
- If there is a problem, tell the driver or attendant.
- 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

- All Oxford buses have video camera boxes mounted in the bus.
- Cameras placed in the boxes are capable of videotaping.
- Video monitoring takes place on a daily basis.
- 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.
- 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:

- Arrangements must be made in advance with the building principal if there is to be an alternative transportation request.
- 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.
- Under no circumstances will students be allowed to ride in private transportation to and/or from an event with anyone but a designated adult.
- 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 Principal/Director of Transportation in response to a parental request may give special permission. Drivers will not honor such requests unless they receive written permission from the Principal/Director of Transportation.

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 to BOCES

AM - 8:49 AM

PM – 11:30 AM

Students are not permitted to:

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

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

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

Breakfast and lunch are to be consumed in the cafeteria only unless you have a pass to eat in a teacher's classroom during the meal time.

We have a closed campus. Students do not leave the campus for lunch. Fast food purchasing/eating such on campus or fast food/drink deliveries to the school are not allowed at any time for students due to the free breakfast and lunch program.

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 in the Main Office.
- Class, field trip, athletic event, etc.
- Students may leave during enrichment if not needing to stay with a teacher.

STUDY HALL RULES

- Students are to remain in assigned seats.
- 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 block.
 - 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.
- 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.
- 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.

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

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	Building Principal	Director of Facilities	Superintendent
a. Building Use			
b. Athletic Facilities (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	Transportation Office	Building Principal	Superintendent
a. Behavior			
b. Stops/Runs	Transportation Office	Superintendent	
c. Drivers/Personnel	Transportation Office	Superintendent	



PARENT AND STUDENT SIGNATURE PAGE FOR THE 2024-2025 HANDBOOK

Please review this 2024-2025 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 13, 2024**



Oxford Academy Mobile Device User Agreement

Student: _____

I understand and agree to all of the terms and conditions in the Oxford Student Mobile Device User Agreement.

I understand and will abide by the Mobile Device User Agreement. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action will be taken.

User's Full Name: _____

User's Signature: _____

I understand the terms and conditions of the Oxford Student Mobile Device User Agreement. I will support my child in upholding them.

I understand and agree to all the terms and conditions in the Oxford Student Mobile Device User Agreement.

☐ My child is allowed to bring his or her mobile devices home.

☐ My child may only use mobile devices during the school day. My child will not be allowed to bring a mobile device home.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____



Oxford Academy Mobile Device Protection Plan

OXFORD ACADEMY & CENTRAL SCHOOL DISTRICT

OXFORD ACADEMY MOBILE DEVICE PLAN

Oxford Academy & Central School recognizes that with the implementation of the 1:1 Mobile Device initiative there is a need to protect the investment by both the District and the student/ parent. This document outlines options for protection of the Mobile Device against damage and loss. In addition, each device is covered under a manufacturer's warranty for 1 year that covers the normal operation of the device to ensure that it functions properly.

PROGRAM/FEE COVERAGE

- \$40.00 non-refundable fee per school year.
- Repair of school issued Mobile Device

EFFECTIVE COVERAGE/EXPIRATION DATES

- Effective Date: Based on the receipt of signed agreement
- Expiration Date: Last day of school for the current school year or date of transfer.

COVERAGE

Accidental Damage: Pays for accidental damage caused by liquid spills, drops or any other unintentional event.

EXCLUSIONS

- Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement. Cost of a Chromebook is \$250.00.
- Consumables: Case and charger.
- Cosmetic: Damage that does not affect the functionality of the device. This includes, but is not limited to, scratches dents and broken plastic ports or port covers.
- "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software.

ANNUAL DEDUCTIBLE PER CLAIM*

CLAIM	DAMAGE/REPAIR DEDUCTIBLE
1ST	\$25.00
2ND	\$50.00
3RD	\$100.00

* The deductible/claim is structured annually. Claims from a previous school year are not used to determine the deductible for the current policy year. If a student withdraws/transfers from Oxford Academy & Central School for any reason, this insurance agreement becomes null and void on that date.

There are no refunds once this agreement becomes active on the date the Mobile Device is issued. Devices not returned within 7 days of withdrawal will be reported as stolen.



Oxford Academy Mobile Device Protection Plan

Name of Insured Student(s): _____

Grade Level(s): _____

Parent/Guardian Name: _____

Mailing Address: _____

Home Phone: _____

E-Mail Address: _____

Oxford Academy & Central School District Mobile Device Accidental Protection Plan (Please check one)

☐ I choose to pay Oxford Academy \$40 per student for coverage of theft, loss or accidental damage to the Mobile Device. (The total fee for two or more children in the same household is \$80.00.) I have read and understand the deductible requirements.

☐ I choose to cover the Mobile Device under my own insurance policy. I understand that I am responsible for the cost to repair/replace the Mobile Device in the event of damage, theft or loss. (Please note: most insurance policies only provide "in home" coverage. Please consult your insurance agent for details about your personal coverage of the Mobile Device prior to selecting this option.)

☐ I choose to not carry insurance on my student's school issued Mobile Device. I understand that I am responsible for all costs associated with the repair/replacement of the Mobile Device in the event of damage, loss or theft.

Current repair costs vary based on model but currently range from \$110 - \$170 for cracked screens

Student Name:

Signature:

Date:

Parent/Guardian Name:

Signature:

Date:
