

The Oxford Academy



Student / Parent Handbook

2022-2023

Letter from the Head of School

Welcome to The Oxford Academy. You are now part of a community that, since 1906, has helped young men successfully achieve their goals. Those who have come before you know that to get the most from Oxford requires a willingness to work harder than you ever have before. The school's structure exists for your benefit and will require some sacrifice on your part. However, I promise you that the rewards far outweigh the time and effort.

As you will soon find out, Oxford's motto is "Know Thyself". These are important words to remember throughout your journey. Know Thyself means learning who you are while establishing new friendships and showing compassion and understanding towards others. "Know Thyself" means learning about your strengths and weaknesses while helping others embrace theirs. Know Thyself means accepting the differences between yourself and others and embracing diversity. These are the qualities that make a successful Oxford Academy student and, not surprisingly, are also the qualities of a positive young man who is ready to make his mark on the world.

Please take the time to read this handbook and learn the policies that govern our unique school. There are many guidelines that may be difficult to understand at first, but everything you are about to read was designed for your benefit and meant to provide you with a safe and positive atmosphere where learning is prominent, and growth is expected.

As you begin your journey at Oxford, take pride in what you do here, and you will find that this is a place like no other. The Oxford community is built on pride and our culture is one that fosters a climate of success.

Let's make this a successful year together!

Sincerely,

Philip B. Cocchiola
Head of School

Mission Statement

Within a culture of mutual trust and respect, where teachers and students are partners in education, The Oxford Academy challenges each young man to reach his potential through individualized learning experiences that encourage self-awareness and a growth mindset.

The Oxford Method

In practice since 1906, The Oxford Method is a systematic approach to individualizing each student's educational experience. The highest degree of success is achieved when teachers and students continuously reflect on the practice of this approach. Teachers are responsible for understanding and applying The Oxford Method in the following sequence:

- Understand each student as a learner and a person
- Build a classroom partnership
- Develop an individualized and authentic curriculum aligned with the Graduate Profile
- Assess and refine coursework continuously

The Oxford Academy Graduate Profile

An Oxford Graduate has developed proficiency in the following competencies

KNOW: Essential Learning for Living in the World

- Build background knowledge and practice critical thinking and perspective-taking through a broad course of studies in the humanities.
- Build knowledge and awareness of the responsibilities and rights of a citizen of local and global communities.
- Build background knowledge and develop Inquiry and Problem-Solving Skills through studies of mathematics and the sciences.

BE: Habits for Success & Wellbeing

- Self-management
- Ownership of Learning
- Resilience
- Metacognition
- Lifelong Learning
- Personal Wellness

DO: Universal Skills for Living, Learning & Working

- Communicate with clarity
- Hone critical reading, listening & observing
- Invest in interpersonal relationships
- Manage essential technology

CARE: Contribute to the Common Good

- Behave with Empathy, Kindness, Integrity & Civility
- Respect individuals, communities and the environment
- Prioritize involvement in community
- Contribute to a positive community culture
- Demonstrate open-mindedness & curiosity

Final Thoughts on the Handbook

This handbook is intended to assist you, the student and parent, in the pursuit of success. It is by no means comprehensive, and rules may be added or deleted during the year at the discretion of the head of school or dean of students. We are aware that some rules outlive their usefulness; it is the privilege of any student to present to the head of school his reasons for requesting the modification or elimination of any rule.

The Oxford Academy is a community of people, who work for, and share in, the common good. Any behaviors that endanger this dynamic, regardless of their inclusion in this manual, are subject to disciplinary action.

Table of Contents

Letter from the Head of School	iii
Mission Statement and Core Beliefs	iv
Contact Information	1
Information for New Parents	2
Non-Discriminatory Admissions Policy	2
Academic Information	3
Academic Integrity Policy	4
Graduation Requirements	6
Study Hall Guidelines	7
Academic Privileges	8
Athletic Program	11
Dorm Life	12
Cell Phone Policy	14
Computer Use	15
Financial Information	17
Meals and Dining	18
Medical Information	20
Student Leadership Opportunities	20
Travel Information	21
Disciplinary and Social Guidelines	23
Dress Code	24
Substance Use and Crisis Policy	27
Daily Schedules	30
Parent/Student Signature Page	32
Academic Calendar, Term Exams, and College Test Dates	Appendix

Contact Information

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Duty Phone <i>After 3 pm and weekends</i>	(860) 227-0361	

Academic Information for New Parents

Weekly Reports: Weekly reports are emailed directly to parents/guardians each Wednesday with the exception of exam week. These reports reflect habits of success, quality of work and academic progress from the previous week. Teachers do not write reports for the week prior to exams.

Term Evaluations: A letter from Mr. Cocchiola containing reports from each of your son's teachers is emailed in the week following exams.

The PSAT is administered at Oxford on a nationally scheduled Wednesday or Saturday in October. Most juniors and some sophomores will take this test. Parents should take note of this as they will not receive separate notification. Requests for accommodations such as extended time should be discussed with the dean of studies no later than mid-August.

SAT/ACT: Oxford Academy will arrange for juniors to take one or both of these college tests, in the spring when school is in session. Many seniors take the SAT or ACT in October, November, or December for the first or second time. Accommodation requests must be made 6 weeks in advance of a test date for PSAT/SAT/AP tests.

Non-Discriminatory Admissions Policy

Admission to Oxford Academy is selective, with an enrollment of up to 48 male students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, orientation, nationality, ethnic origin, or any other characteristic protected by federal or state law in administration of its educational policies, admission policies, scholarships, athletic, and other school-administered programs.

The following person has been designated to handle inquiries regarding the school's non-discrimination policies, including its Title IX policy:

Robin Sogge, Business Manager
1393 Boston Post Road, Westbrook, CT 06498
Telephone Number: 860-399-6247 ext. 110
Email Address: businessmanager@oxfordacademy.net

Or

The Commission on Human Rights and Opportunities (CHRO)
450 Columbus Boulevard, Suite 2
Hartford, CT 06103-1835
Phone: 860-541-3400

U.S. Department of Education
Office for Civil Rights
5 Post Office Square
Boston, MA 02109-3921

Academic Information

ACADEMIC ASSESSMENT

PAR (Proficiency Assessment Rubrics): Oxford Academy uses a competency-based (or mastery) approach to measure academic growth. Teachers use PAR to characterize skill levels in subject area competencies.

Habits of Success and Quality of Work: A HoS mark reflects a student's consistency in self-management, engagement & self-advocacy. QW points are earned according to a student's performance on daily independent work and summative assessments, with weight given to improvement over time.

Definitions

PAR Levels	Meeting 1 & 2	Advanced proficiency
	Approaching 1 & 2	Standard proficiency
	Emerging 1 & 2	Foundational proficiency

Habits of Success

CM = consistently meets HoS expectations

IM = inconsistently meets HoS expectations

DNM = does not meet HoS expectations

Quality of Work Points

4 = excellent quality

3 = good quality

2 = fair quality

1 = poor quality

ISE = insufficient evidence

Weekly Reports: Each week of every term (except exam week) narrative reports that incorporate teacher feedback along with HoS and QW marks are written for each subject. These comments are reviewed by students in their Tuesday Advisory and emailed to parents/guardians on Wednesday mornings.

Marking Periods/Term Evaluations: The school year, including the summer session, is divided into six terms, approximately six weeks in length. Academic & Residential reports summarizing progress over the term are emailed to families in the week following exams.

Transcripts: PAR levels, HoS marks, and Quality Points are entered on the student's transcript at the end of the academic year, or the end of a course. Each June, the most recent PAR levels are reported to show growth over the high school years. Information about PAR can be found at <http://theoxfordacademygraduateprofile.weebly.com/>.

ACADEMIC EXPECTATIONS

The Oxford Method is designed to help students successfully achieve their personal academic goals and meet expectations in a timely fashion; therefore, it is important that students attend classes as scheduled with necessary materials, record homework in the PLP, complete all assigned work immediately after class, seek extra help, when necessary, work independently, and study thoroughly for assessments.

Unexcused Academic Absences

Given the importance of regular and effective collaboration between the student and teacher in an Oxford education, daily attendance at class is a necessity. Oxford's Habits of Success expectations underscore this foundational element of successful community membership and academic progress. In addition to attending all classes, it is important that

students participate in productive study hall periods and attend morning announcements to start the school day by hearing important information about activities, community celebrations, schedule changes, extra-curricular opportunities, and upcoming events.

With these considerations in mind the Unexcused Academic Absences policy has been created to supplement more broad community expectations. This policy has concrete consequences for missing academic time while leaving room for supporting individual student needs. This policy articulates supports and consequences related to class attendance that go beyond the simplistic formula of a “missed commitment = two-hour detention.”

Academic Time Periods Schedule:

- M, W, F: 7:50am- 3:00pm
- Tu, Th: 9:20am- 3:00pm
- Saturday: 9:00am- 11:00am

A student who is absent from any commitment during the academic day is subject to academic and/or disciplinary interventions which could include, but are not limited to, suspension or expulsion.

Examples of this are:

- Failure to get up and to attend class or Saturday assessments
- School Refusal
- Failure to be accounted for in the school building during academic time (see above schedule)
- Late return from weekend or vacation without prior authorization

Habitual latenesses can be considered absence infractions as decided by a student’s teachers and/or the dean of studies

First infraction/absence: 1 hour detention & loss of privileges; student should reschedule class during that day

Second infraction: 1 hour detention and the student meet with the dean of studies to address the situation and problem solve accordingly. Consequences may include, but are not limited to:

- Loss of academic privileges
- Loss of electronic privileges
- Notification to parents regarding the possibility of not gaining credit for the term.

Students may reschedule class after approval from the dean of studies.

Third infraction: Students may not make up the missed class and the teacher will mark it in the PLP as an “A”. Students may be disqualified from earning credit for the term. Parents are notified regarding the possibility of not gaining credit for the term and further plans to rectify the situation.

Rescheduling of classes based on teacher and student on a case-by-case basis can occur. All final decisions regarding term credits and disciplinary actions will ultimately be left to the discretion of the Oxford Academy Administrators.

Academic Integrity Policy

Inherent in Oxford's Mission and Holistic Curriculum is that our students practice thinking and learning for themselves in a supportive environment. Academic dishonesty not only inhibits this facet of intellectual growth, but also compromises the trust between teacher and student that is especially fundamental in our one-to-one setting. Oxford's Academic Integrity Policy seeks to hold all students accountable for their work while allowing for a flexible response that is consistent with the school's mission.

Definitions and Examples of Academic Dishonesty

Cheating includes, but is not limited to, the following:

1. Obtaining test or quiz materials for or during an assessment without the teacher's knowledge/approval.
2. Inappropriate use of any computer or electronic device to complete tests or assignments.
3. Sharing or copying student work that is meant to be completed independently
4. Using any unapproved resource during test situations.

Plagiarism (*even if unintentional*) includes, but is not limited to, the following:

1. Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
2. Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
3. Having a parent or another person write an essay or do a project that is then submitted as one's own work.
4. Failing to use proper documentation and a bibliography.

Responsibilities

Administrators, faculty, parents, and students bear responsibility, according to their individual roles, for teaching, communicating, and upholding the standards outlined in this policy, and for nurturing a culture of Academic Integrity at The Oxford Academy.

Academic Integrity Protocol

The professional judgment of the teacher, the dean of studies, and/or the Academic Integrity Committee (AIC) will determine whether academic dishonesty has occurred. The AIC is composed of the dean of studies, and the student's team of teachers. The AIC will convene for any infraction above Level One, or if the student is not forthcoming about his actions. When determining a response to Academic Dishonesty, the AIC will take into account the student's learning profile and his progress towards understanding expectations outlined in Oxford's PAR Competency *Conducting Research*. The AIC may also consider his academic and residential record, including any previous violations of this policy.

The AIC will make a recommendation of consequences based on the following guidelines:

Level 1 includes such behavior as sharing or copying work, improper citation, unauthorized use of translation resources, submitting work previously completed for a different class, fabricating or altering lab data.

Level 2 includes such behavior as using unauthorized resources for a test or exam, failure to cite and quote borrowed material, submitting a paper/project not wholly original.

Level 3 includes such behavior as submitting a paper/project written by another person, stealing an examination, altering a grade in his PLP or in the school's database.

Consequences

In all instances, the dean of studies speaks with the student about the consequences of violating the AIP, logs the offense in his file and notifies his parents and the faculty of the details. For papers and projects, the student must complete the work correctly. Additional consequences may include:

- Per the teacher's discretion, the student receives no credit for the assignment, section of test, or portion of assignment.
- The student completes an appropriate project under the guidance of the dean of studies.
- The student's academic privileges are suspended, duration determined by AIC.
- Other possible responses:
 - report of infraction to prospective schools or colleges
 - suspension or expulsion

Sources consulted in creating and updating this policy:

Capuchino High School Academic Integrity Policy.

<http://chs.smuhsd.org/integrity_policy.htm>.

Norcross High School Student Academic Integrity Policy.

<<http://www.gwinnett.k12.ga.us/NorcrossHS/pdfs/integrity.pdf>>.

Academic Integrity Policy instituted in 2008; Revised 2013, 2022

ADVISORY

Each student is assigned a faculty advisor from whom he can receive the academic and social guidance necessary to experience success as a student at Oxford. The advisor works with his/her advisees in all areas of school life to monitor progress and to counsel them. The dean of studies assigns students to advisors at the start of the school year, or at the time a student enrolls.

One advisory meeting is built into the weekly schedule: Tuesday at 2:15 pm. Weekly reports are discussed during this meeting. Students are encouraged to make good use of this time, and implement recommendations for learning & study strategies. In advisory, advisors also review and help students choose weekend activities and extracurricular options.

ACADEMIC ORGANIZATION and PLP (Personal Learning Planner)

Students are expected to take appropriate materials to every class, including their chromebook, notebooks, and other required tools. Students are responsible for using their PLP with the goal of accurately recording assignments independently. Study Hall proctors may ask to review assignments in a student's PLP to encourage staying on track.

GRADUATION REQUIREMENTS

Students must complete a minimum of 16 courses in the following areas: four English, three mathematics (including Geometry and Algebra II) , three social studies (including U.S. History) , two science (including one lab science) , two courses in one world language, and two electives. A student's learning profile may be taken into account for placement in mathematics and world language courses, with the understanding that many colleges require a certain level of advancement in both disciplines. A student for whom English is a second language is exempt from studying another language at Oxford.

ATTENDANCE: Graduation from Oxford is attained through the completion of an individualized, planned program designed to help each student reach his goals. The development of skills and habits, along with content knowledge, requires daily attendance. Therefore, absences for any reason will be taken into account when setting a student's graduation date. Excessive absence may result in an incomplete for a term, and can mean a delay of planned graduation, including requirement to attend an additional term or terms. *See also Unexcused Academic Absences.*

NEW STUDENT ORIENTATION PERIOD

EVENING STUDY HALL - For their first term at Oxford, students are assigned to proctored evening study hall. After a student has completed three weeks, his teach team and advisor will reflect on his HoS and QW progress and decide if they feel he is ready to attain room study. If not, he will remain in the proctored study hall until the end of the term.

STUDY HALL

The study periods exist for the sole purpose of completing coursework. During the academic day, each student who has not been excused or accorded academic privileges is encouraged to study at his desk in Knight Hall, before and after lunch and during evening study periods.

Study time is the single most important time for each student to reach the personal academic goals he sets for himself. Essential to any proper study is an atmosphere of QUIET. Each student has a right to reasonable quiet around his place of work. A respectful attitude and consideration for others is essential.

DAYTIME STUDY- M/W/F from 7:55 am to 3:00 pm; T/Th from 9:20 am to 2:15 pm.

EVENING STUDY- M-F from 8:30 to 9:30 pm and Sunday from 8:00 to 9:00 pm.

Study Hall Guidelines

- Each student sits at his assigned desk.
- Students are allowed to use the Internet at their own discretion, provided their academic work is acceptable. Students may lose their computer privileges at the discretion of the faculty at any time for any reason, including lack of productive work time, missed assignments, etc.
- Students are required to keep their desks organized.
- Students may not put their feet or knees on school furniture or their own desks.
- Games may not be played on computers or calculators. Doing so may result in loss of privilege.
- Desks must be cleared before assessments and contents are put on the shelf of the desk.
- Sleeping in study hall may result in loss of academic privileges.
- Use of lounge chairs and the Innovation Lab is a privilege. Students who talk or sleep in these areas will lose the privilege for the remainder of the school day.
- Students may not return to the dorm unless given permission by the dean of students or study hall proctor.
- A student who is let out of class early must return to the study hall without disruption.
- Students must checkout with the proctor before leaving the study hall.
- Students arriving in study hall late because a class has been held over must report to the proctor-in-charge with a note from the teacher.
- Students will not move tables, chairs, or desk location for any reason.
- Headphones may be used provided the volume cannot be heard by others, but may not be used for testing, unless given permission from faculty.
- Students may keep bottled water at their desks. Water is never permitted in the Innovation Lab. No other food or beverage is allowed in the Study Center.

Daytime Study Hall Privilege

Gym Pass:

- Students are allowed to sign out to the gym for one period per day.
- To earn this privilege, students are expected to have used their study time productively.
- Only two students may use the gym at a time.
- Students must stay in the gym.
- Students must return to study hall at the end of the period.
- No gym passes are given during the last period of the day.

Evening Study Hall

This time is reserved for students to be in their room or at their desk in the Study Hall (proctored by DA). Students are to use this designated time to either read quietly, complete assignments, or pursue a passion. Students in the dorms must stay in their own rooms (no visitation).

No excessive sound should be coming out of rooms, and headphones are to be used at all times. All doors must remain open unless the proctor grants permission. Students with room study may check-in for the evening and go to bed but must go through check-in procedures prior to.

Non-academic electronic devices are to be powered down (cell phones, gaming systems, etc.). This time is to be used wisely and at the discretion of the student. Teachers may request that a student complete work in the study hall under the supervision of the proctor.

Pursuing an interest or passion is encouraged. The internet will remain on during evening study hall. However, social media, online gaming, and messaging services are not to be accessed during this time.

ACADEMIC PRIVILEGES

There are three levels of academic privileges a student may achieve at Oxford Academy: Honors Room Study, Friday Privileges, and Senior Privileges.

Students returning late from vacations or weekends, regardless of the reason, may lose their academic privileges. Seniors may lose days from their year-end senior privileges due to absences.

HONORS ROOM STUDY

A student must be enrolled at Oxford for a full term to earn Honors Privileges. A student's term report must reflect: a Quality Work **average of 3.0**, with no grade below 2.5; a Habits of Success mark of **CM** in *each* class. Students who earn Honors Room Study are not required to attend study hall after 10:30 am through the end of the academic day and may study in their rooms during evening study hall. Students are required to remain on campus unless they have permission to leave. A student will lose the privilege for a minimum of one week for HoS or QW marks below expectations (see below.) Return to honors privileges is at the discretion of the dean of studies and/or the Teach Team.

A. To keep Honors Room Study, students must maintain a 3.0 QW average, with no mark below 2.5, and must *Consistently Meet (CM)* Habits of Success expectations for each class on weekly reports. A CM Habits of Success mark reflects ownership of learning in the following areas:

- Attend class on time with appropriate materials
- Actively engage in class and on assignments
- Demonstrate persistence, resilience, and self-advocacy

B. In addition, students are expected to:

- Attend morning announcements (7:50 a.m. MWF, 9:20 T/Th)
- Maintain good social standing; any type of probation, including suspension, will result in loss of privileges.

C. Students who enroll more than 2 weeks after the start of a marking period **may** earn Honors Privileges after 5 weeks. The dean of studies will review the student's weekly reports for those 5 weeks and determine eligibility in accordance with Honors standards.

FRIDAY PRIVILEGES

This privilege allows a student to pursue his academics outside of the study hall after announcements.

A. To earn the privilege students must:

- Have no more than half an hour of detention earned in a given week.
- BE ON TIME: Excessive lateness will result in loss of privileges.
- Not be excused all day or until break due to illness. (Clearly, if a student is sick, he should not attend school, and if so, should attend study hall on Friday to make up for lost school time.) 1/2 day due to sickness, equals loss of 1/2 of Friday privileges.
- Return on time from the weekend or vacations.
- Show good study habits and genuine interest in academic work in both day and evening study halls
- Submit the Friday Privs sheet on Thursday signed by each teacher. This indicates the student is in good standing with all work submitted and acceptable progress for the week.

B. If a student has earned Friday Privileges, he is expected to:

C. Attend all classes on time, fully prepared, with all assignments complete.

D. Use the study hall if he chooses, but remain quiet and adhere to all rules.

E. Attend lunch according to his scheduled time.

F. Check out with the dean of students if he wishes to leave campus.

PRIVILEGES FOR SENIORS DURING SENIOR/PG YEAR

Seniors are leaders and role models and should be aware of that status as community members. These privileges are maintained for seniors who behave accordingly and meet the outlined academic expectations.

SENIOR PRIVILEGES

The dean of students grants seniors special privileges for their final term at The Oxford Academy. During this time, seniors are exempt from morning announcements, daytime study hall and newspaper reading. It is expected that students will maintain reasonable progress, manage their time effectively, and behave responsibly. The following expectations apply:

- Seniors are responsible for the information given at morning announcements.
- Seniors must attend all classes on time and as scheduled by the dean of studies.
- Seniors may leave campus, but must check out with the dean of students.
- A Senior who misses or is late to class may receive the following consequences:

1 st offense	Loss of privileges for a day
2 nd offense	Loss of privileges for a week
3 rd offense	Loss of privileges for that term

Seniors are expected to complete assigned work, to make commitments on time, and to follow social guidelines of the school. A student may lose Senior Privileges at the discretion of the dean of students or dean of studies.

EXTENDED SENIOR PRIVILEGES

As a reward for attaining Honors status, Senior Privileges may be extended with one extra week of Senior Privileges for every term of Honors earned. A student who has maintained Honors status for an entire year prior to becoming a senior will be granted 5 weeks of Senior Privileges, two full years of honors = 10 weeks, etc.

OXFORD GRADUATES RETURNING AS POST-GRADUATES

Students who have graduated from Oxford and decide to return for a PG year are eligible for Senior privileges immediately upon their return to school in September. Inasmuch as these students have already proven their ability to maintain acceptable grades and fulfill their academic responsibilities, they shall be accorded privileges as outlined above. However, as PG students are in the midst of the college admissions process, they are expected to maintain grades that will enhance their records. Therefore, a PG student's weekly reports will be monitored closely, and privileges may be altered accordingly.

Exam Exemptions for Seniors and PG Students

A senior or PG student may be exempt from *sitting for* the Term V exam. This applies to individual courses *that are to be completed* during Term V. *Final projects, portfolios, or research papers are course requirements not subject to exemption.* The student must meet the following criteria:

1. Be enrolled at Oxford starting in September of his senior year.
2. Must have a 3.7 average for a single class, with no term grade below a 2.0, to be excused from the exam in that class.
3. Must maintain a 3.5 average during the weeks of Term V leading up to the decision.

The Dean of Studies will determine eligibility for exam exemption and will inform the student one week before Term V exams. The dean of studies reserves the right to revoke this privilege.

RESIDENTIAL LIFE

At Oxford, the five core values expected of each student and faculty member are Integrity, Respect, Civility, Kindness, and Community. In order to maintain the highest quality academic and community experience, all students need to adhere to these values at all times.

ATHLETIC PROGRAM

Each member of the student body is expected to participate in the athletic program, at the intramural or interscholastic level. The athletic program runs daily for up to one hour. Athletic dress is mandatory. T-shirts, sweat pants or shorts, socks, and sneakers are all acceptable athletic attire. **Students must change clothes for sports.**

Oxford Academy competes on an interscholastic level in soccer, basketball and tennis.

A variety of sports including floor hockey, basketball, running, weight training, touch football, volleyball, ultimate frisbee, soccer and Ox Outdoors are incorporated into the intramural program.

The weight room must be kept tidy and clean. Weights must be put back after use.

Students excused from sports participation due to injury must speak to their coaches during the school day and should still attend sports. Those excused with a doctor's note or nurse's orders must inform the duty administrator and stay in their room.

Cell phones may be used to play music only during weights or cardio training. They should be always kept in pockets and not to be used at varsity games by spectators.

BICYCLES/SKATEBOARDS

Students may bring their bicycles to school. They are to be kept in the bicycle shed outside Lind Hall.

Students are required to wear a helmet (properly fitted and strapped) while riding a bicycle, or skateboard. Not doing so may result in the loss of this privilege.

COMMUNITY SERVICE

Community life requires a commitment to the common good and a respect for shared property and space. Positive personal contribution and responsibility is essential to a successful community.

Students are responsible for cleaning up after themselves on a daily basis. A rotating schedule is posted outside the dean of students office as well as the dormitories as to which student is responsible for maintaining additional areas on campus. Students are responsible for their dorm's lounge and common areas.

In addition, students residing in:

Lind Hall: are also responsible for maintaining a clean environment in the Stone Student Center, and all communal dorm areas within Lind Hall.

Davis Hall: are also responsible for maintaining a clean environment in the gym and the weight room and all communal areas within Davis Lounge.

These areas include, but are not limited to, trash bins, recycling bins, garbage on the floor, etc.

DORM LIFE, ROOMS AND ROOMMATES

DORM ROOMS

Any obstruction of the full view of the room from the doorway by fixtures, furnishings or other possessions is prohibited. Wall hangings (aside from posters) , tapestry, flags and window treatments other than the curtains provided by the school are not permitted (by order of the State Fire Marshal) . Furniture must be placed so that it does not obstruct air vents.

Any obstruction of doors from within rooms is prohibited.

Furniture may not be moved from original locations or taken apart without permission of the dean of students or head of school.

Fire and safety regulations must be strictly adhered to.

No screens larger than 32 inches are permitted.

Electric heaters (unless placed there by Oxford personnel) are not allowed in students' rooms.

Refrigerators are only allowed in the rooms of Dorm Reps.

No halogen lamps of any type or black lights are permitted.

If keys to a room are lost, they will be replaced at a cost to the student of replacing a new lock. Students **MUST** report lost keys to the school office.

Doors must be locked at all times when students are not in their rooms. Doors are not permitted to be locked from the inside.

Students may decorate their rooms within the bounds set by decency and good taste (display of nudity is not acceptable) , and in accordance with these regulations.

Rooms should be kept clean and in good order at all times. Each student sees that his clean clothing is put away in an orderly manner, that his bed is properly made (luggage only beneath and must remain swept/clean) , that the furniture in his room is maintained in its proper place and in good condition, that

his room has been properly cleaned and that all rubbish has been removed. All laundry must be put into laundry bags. All electronics must be turned off.

Room searches may occur if the dean of students feels it is necessary.

LOSS AND DAMAGE

Oxford Academy is not responsible for personal belongings of students and assumes no financial obligation for misplaced, lost, stolen, or broken (by self or others) personal items.

Damage to dorm rooms will be charged to the inhabitants, equally, unless it is clearly determined to be caused by another person. Additionally, students are financially obligated for damages they cause to any school or private property on campus.

It is encouraged that students report all damage to the duty staff, dean of students, or maintenance department as soon as it occurs so that the issue may be resolved in a timely manner.

ROOMMATES

Part of learning to live in a boarding school is learning to live with a roommate. Room changes will be kept to a minimum, and no room changes will be made without genuine efforts to resolve difficulties. Furthermore, prior authorization from the administration is required with the following guidelines:

Meet with the dean of students for requests. Students are responsible for moving their belongings. Students are responsible for any damage to their room.

Requests for single occupancy rooms may be made to the dean of students. However, priority is given to dorm representatives and returning students in good behavioral standing.

ROOM PRIVACY

No student is allowed in another student's room without his prior consent or knowledge. Unauthorized entrance into rooms will be reviewed for disciplinary action. Repeated violations of this code may result in separation from the community.

STONE STUDENT CENTER

The Stone Student Center is provided for leisure and recreation. The equipment and facilities should be well maintained and cared for by students. Students are responsible for the general tidiness of this facility and should discuss needed repairs or supplies with the activities coordinator or maintenance department.

PAVILION

The Pavilion is intended for appropriate student use. Students may utilize this space throughout the day and evening.

CELL PHONE POLICY

Students are allowed the **privilege** of having a cell phone, which they may use during their free time. Students must follow to the letter, the protocol of having a cellular phone on campus. If a student does not adhere to the following guidelines, then they will lose their phone for a *minimum* of 24 hours. A second offense will result in the loss of their phone for a *minimum* of one week, a third and fourth offense may result in the loss for one month and the remainder of the school year respectively.

*If a cell phone is confiscated because of a violation, then it can be retained at the school for a period of time that is determined by the dean of students.

The following are the procedures for having a cell phone:

*Students are allowed to always have their cell phones on their person as long as it does not interfere with other school policies.

*While in the school building cell phones must be silenced and safely stowed away in their pockets or bookbags. Students may not talk or text on the phone during school hours. Also, phones may not be left on desks or out to charge.

*Students must provide the phone number, model of the phone, and password to the dean of students.

*Cell phones may not be used as an internet browser unless they have a written pass from a teacher.

The school reserves the right to inspect or confiscate any phone at any time.

This is a **privilege** that is being offered by the school and can be revoked at the discretion of the dean of students. All risks and responsibilities of the cell phone, such as: bills, damage, loss, or theft are the sole responsibility of the student and their parents. Students should take precautions, such as not sharing their phones with others or leaving it unattended while they have it at school.

COMPUTERS

The school reserves the right to inspect or confiscate any computer at any time. Passwords must be given to the dean of students.

Respect for Privacy

Every student will respect others' right to privacy. Students will only access, look in, or use information with permission from the author. Files should be used only for the intended purpose and with permission. Please ask the technology coordinator before you download any material onto any school computer. All users of the network have ownership rights over their intellectual property. (Copyright Act, Title 17 of the US Code) However, the school has legal access to anything that is on the computer/network and may access an individual's files. It is important that students and faculty understand that private communications and data files will not be accessed without extenuating circumstances.

Faculty can and will check which programs are running to ensure that students are using computers appropriately.

Personal laptops are the sole responsibility of the student. If they are abused, the school reserves the right to confiscate them and check for inappropriate material.

Respect for Digital Property

Every student will respect others' property. Information stored in electronic form is considered property. A student will only make changes to or delete computer programs, files, or information that belongs to others if they have been given permission to do so by the person who owns the program, file or information. Students should manage their electronic mailboxes and not save data elsewhere on the network or hard drives without permission.

Food and drink are absolutely prohibited while working in the Innovation Lab.

Students may not alter or modify system files or configuration. All environmental settings, such as sound, volume, or desktop pattern and color must be restored after use.

Music in the innovation lab is only allowed after the school day and the volume should be kept at a minimum.

Students may not post pictures or videos of other students, faculty, or staff online without the consent of that person. Violations may result in a disciplinary committee hearing.

Respect for Academic Work

Academic work will have priority for the use of school computers at all times. In order for the computers to serve their purpose students should not install any programs or software and settings should only be changed by faculty. The school provides the computers, network and internet connection to help with students' academic growth. Extracurricular uses of these tools is a privilege and students are expected to uphold these expectations:

Adherence to copyright laws in terms of material available online and use of only licensed software.

Downloading any material is prohibited during the school day and any students downloading material must be sure it complies with the U.S. Copyright Law as found in www.copyright.gov/title17/

Games, television shows, and non-academic movie watching are **not permitted while classes are in session**. Every student will only use computer software and related technologies for beneficial purposes. All use must be free of profanity, pornography, gender bias, intimidation and is in no way harmful to others or others' property and must be within the law.

SOCIAL NETWORKING AND TECHNOLOGY POLICY

At Oxford Academy, we regard safety of the school community and responsibility for actions in regard to social networking and technology as a high priority. Social networking includes but is not limited to Facebook, Twitter, Instagram, Snapchat, emails, instant messenger, text messages, etc. In an ever-changing technological atmosphere, Oxford would like students to recognize and understand that social networking, while seemingly private, does in fact occur in a public realm; thus, any threatening posts or inappropriate behavior that comes to the attention of the school, will be addressed. Oxford Academy encourages students who feel threatened, harassed, or bullied to inform a faculty member and administrator. The following guidelines outlines the expectations for members of the Oxford community:

1. Oxford Academy does not permit faculty or staff to be “friends” with current students on any social networking site.
2. Students should not post or look at photos of themselves, other students, or strangers that are pornographic in nature, disrespectful or inappropriate.
3. Students should not arrange meetings (in Westbrook or elsewhere) with people whom they have met on a social networking site.
4. Hazing, bullying, cyber bullying, harassment, or any act that injures, degrades or disgraces a student, staff, or community member will not be tolerated.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and data brought to the attention of the school in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions. Violations of these rules may result in serious disciplinary action and will be assessed and addressed by the dean of students or head of school.

LAPTOP/PERSONAL DEVICE POLICY

Students must follow the set guidelines and rules regarding Internet usage on campus. Any torrenting, firewall bypassing, illegal P2P downloading, or illicit use of the Internet is taken seriously by the technology department and the administration of the school. The head of school, dean of students, and technology coordinator have the right to observe any and all internet activity on campus. If a student does not adhere to school technology guidelines, then he will lose his computer privilege for a minimum of one week. A second offense will result in the loss of his device for a *minimum* of one month. And finally, the third offense will result in the loss of the privilege for the rest of his stay at Oxford.

Students will be subject to the following conditions:

Support: We do not support/repair student systems. We will, however, configure them to work with our network and printers.

Wireless/Dorm Access: Approved Internet access is permitted in the school building, pavilion, dormitories, and in the student center. Please note, wireless access (connectivity/speed of service) is not always available in all student rooms.

Internet access:

- The school only supports web browsing (http) and email. Other applications (IM, chat, etc.) are not supported.
- Students are not permitted to download copyrighted material at any time.
- Students are responsible for all content that appears on the screen.
- When not in use, computers must be safely stored in their room.
- Students may not use their laptops after “Lights Out”.
- Students circumventing the school’s firewall may be subject to a loss of computer usage.

**The school reserves the right to inspect or confiscate any computer or technology devices (including phones) at any time.
Passwords must be given to the dean of students**

ELECTRONIC EQUIPMENT: NOISE LEVEL

Students are permitted to have audio and video equipment in their rooms. Volume should be always at a reasonable level; headphones are required during evening room study. If a faculty member deems that volume is too loud, the equipment may be confiscated. Additionally, there are no personal speakers allowed in the bathrooms. Speakers may be permitted within reason in the gym and weight room.

Students must also observe quiet hours in the dormitory from 9:15 pm until 8:00 am. During these hours, music should not be heard outside the student's room so other students might go to sleep early or sleep late in the mornings.

Electronic equipment is not allowed at school sponsored events.

During exam weeks, 24-hour quiet hours apply. Lounges are used for check-ins only, and at the discretion of the residential duty team. All noise/activity should be kept to the rec hall, gym, and rooms.

LATE LIGHTS

A student may request late lights from the dorm master with the following conditions:

- Students MUST be actively working throughout study hall and during subsequent free time.
- Late lights must be requested by the end of study hall.
- At 11:30 pm, lights and devices must be turned out/off.

If a student is found abusing his late lights privilege, he will lose the option. Late lights will be denied to students who show little academic effort during the day.

LAUNDRY AND DRY CLEANING

All students will be using a laundry service from a third-party vendor. Families must pay individually based on level of service. The Oxford Academy is not responsible for lost or damaged items.

Additionally, there are several dry-cleaning and laundry establishments within the Old Saybrook & Westbrook area. Students who need this option are expected to drop off and pick up their own laundry. The Oxford Academy will not be responsible for personal laundry or dry cleaning and expects the student to pay his own laundry bills.

FINANCIAL MATTERS

The size of the faculty and staff and commitments of The Oxford Academy are based on projected enrollment at the beginning of the school year. Therefore, no refunds of tuition, room, and board fees, etc., will be made because of a student's delay of entrance, absence, suspension, dismissal, or withdrawal.

Allowances, weekend or vacation travel money, haircuts, and other miscellaneous expenses cannot be charged to a student's account. Additionally, students are encouraged to open checking or savings accounts in town when starting school in September. This account should be used for the student's allowance, personal needs, laundry, recreational activities, etc.

The Oxford Academy accepts no responsibility for the loss or misuse of any credit cards, bank cards, phone cards or cell phones. **LARGE SUMS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL.**

Additional financial information:

- No grades or transcripts will be released unless and until all financial obligations to The Oxford Academy are satisfied.
- A student may be asked to leave school, or not to return from a vacation break if his account is significantly past due.
- There is to be no charging in any local retail establishments.
- No credit will be issued for any reason. Parents are responsible for maintaining awareness as to the status of a student's account.
- The School will not accept C.O.D. packages for students.
- Airline tickets and medical appointments (excluding emergency visits) cannot be charged to a student's account unless money is deposited for this in advance.
- VISA, MASTERCARD and AMERICAN EXPRESS are accepted for payment.
- Please contact the school's business office regarding wire transfers.
- **Students will ONLY be permitted to charge purchases with permission of the head of school.** Purchases are charged to The Oxford Academy and, in turn, will be charged to the student's account.

MEALS AND DINING ROOM

- Meals will be served only in the dining room, unless a student is ill or has participated in a school activity beyond dinner.
- Good table manners and gentlemanly behavior are expected at all times and students must clean up after themselves.
- Food or beverages shall not be taken from the dining room except with permission of the kitchen staff.
- Glasses, serving dishes and eating utensils, and other equipment belonging to the dining hall shall not be removed from the dining hall.
- Students are required to attend all weekday dinners. Students will be asked to sign up for weekend meals that they will attend.
- Students are not allowed in the dining room when it is closed.

BREAKFAST

Monday/Wednesday/Friday breakfast is served from 7:00-7:45 am. Tuesdays/Thursdays breakfast is served from 7:45-8:40 am. On Saturday, breakfast is from 8:00-8:50 am. The grill is turned off five-minutes before the conclusion of designated times. Therefore, orders must be placed in a timely fashion.

LUNCH

On Monday, Wednesday and Fridays, students may only attend their lunch period as scheduled by the dean of studies. On Tuesday and Thursdays, lunch is mandatory, and students must sit at assigned tables.

DINNER

During the school week, dinner is served between 6:00-6:20 pm (5:30-6:00 pm Saturday). Seating is by assigned tables. You must remain at the table for at least 20 minutes and check out with a faculty member before leaving. Dinner dress is casual unless noted by the dean of students.

TABLE WAITING

One area where we join in a community effort is the Dining Hall. Whether you are assigned as a table waiter or just eating in the Dining Hall, please observe the following guidelines. Your participation is vital and necessary for a community to function smoothly. Each student serves for approximately two weeks, three times a year

ALL-SCHOOL LUNCH and DINNERS, table waiters are expected to:

- Bring all food platters to tables immediately after the moment of silence.
- Refill platters when emptied.
- Wait until everyone at the table has finished the meal before clearing platters.
- Clear all items on the table, including serving platters and utensils, and unused settings, except for each student's individual plate and eating utensils.

BREAKFAST AND LUNCH: Each student is responsible for clearing the area where he has dined. No glasses, plates, utensils, paper products, or food will be left behind.

ILLNESS/ SICK DAYS

The nurse's office is located in Knight Hall next to the school office.

The hours for the nursing office will be 7:30-10:30 am Monday through Friday, unless otherwise posted. Students who are ill or who have medical needs must be seen before the start of school.

Students who need am medications must report to the nurse prior to 7:50 am.

When ill, a student will report in person to the nurse's office during the posted hours. If a serious illness arises during other hours, a student should seek out the dean of students or duty administrator.

If a student is granted a sick day, he will not be eligible for Friday privileges.

If excused for the day:

Remain in their dorm room for the day.

Attend no commitments.

Meals will be delivered to your room.

No visitors.

DOCTOR'S APPOINTMENTS

The nurse will refer the student to the doctor as necessary. Only the nurse may cancel the appointments.

Students must return the Doctor's Referral Form to the nurse. Additionally, the student is to report to the nurse's office the next day.

MEDICATIONS

No medications or supplements are to be kept in the students' rooms, except by special individual arrangements made by the nurse.

Medications prescribed by hometown doctors must be mailed or hand-carried directly to the nurse. Students may not carry medications on their persons.

A student is expected to take the initiative and get his medicine from the nurse or the duty administrator at the specified time.

PRESCRIPTION MEDICATION POLICY

All prescription medication must be brought or mailed directly to the nurse.

It is a violation of the Drug, Alcohol, and Tobacco Policy of The Oxford Academy for a student to keep any prescription medication in his pocket or his dorm room.

It is the parents' responsibility to send medications on a timely basis. If your son is on medication that is filled on a monthly basis, please keep up with this so your son is not without medication.

Any changes in medication, including dosage or change in times being administered, must be communicated to the nurse. These changes can be faxed to us (860-399-5555) or emailed directly to the nurse.

If you have any questions, you may direct them to the school nurse between the hours of **7:30- 10:30 am**.

The nurse will mail or package medication for vacation pick-up days or weekends home. In some select instances a student may be required to carry their medication themselves. This is to be determined by the nurse.

NUTRITIONAL SUPPLEMENTS

All nutritional supplements should be cleared and administered by the school nurse.

STUDENT LEADERSHIP OPPORTUNITIES

Dormitory Representatives:

Two or more "Dorm Reps" from each dormitory are appointed twice a year or as needed, to assist faculty and administrators, as well as voice their own and other student's suggestions to the Administration concerning life at Oxford. Students must have good disciplinary records as well as a solid academic base in order to be eligible for this position.

Disciplinary Committee:

This committee hears and decides appropriate responses to students who have committed major violations of school policy and may be suspended or expelled. Student input in these decisions is crucial.

Academic Integrity Committee:

Two students, one senior and one junior, are chosen to sit on this committee, along with faculty members and the dean of studies. Issues pertaining to academic integrity are heard and ruled upon in accordance with the Academic Integrity Policy.

Laboratory Assistant:

One student is chosen by the science department to maintain the organization and the cleanliness of the lab.

TRAVEL & TRANSPORTATION

International Travel Policy

In planning for international travel, families are asked to respect the exam schedule and travel times posted on the school calendar (www.oxfordacademy.net). To allow time for travel, check-in and security, families are asked to adhere to the following expectations on the last day of exams:

- Flights out of Hartford, CT or Providence, RI should be scheduled after 2 pm.
- Flights out of New York or Newark should be scheduled after 3 pm.

If a flight is not available, a room should be booked at a local or airport hotel, and travel to the airport will be arranged accordingly for the next day.

Domestic Travel Policy

In planning for domestic travel, families are asked to respect the exam schedule and travel times posted on the school calendar (www.oxfordacademy.net). To allow time for travel, check-in and security,

families are asked to adhere to the following expectations on the last day of exams:

- Flights out of Hartford, CT or Providence, RI should be scheduled after 1pm.
- Flights out of New York or Newark should be scheduled after 2pm.

If a flight is not available, a room should be booked at a local or airport hotel, and travel to the airport will be arranged accordingly for the next day.

Students are not allowed to reschedule their exams for travel.

Purchase of train and airline tickets will be the sole responsibility of the parents/guardians. Travel confirmations/itineraries should be emailed to Katie Trautlein (trautleink@oxfordacademy.net). Copies will be made and delivered to your sons accordingly.

TRAVEL IN WESTBROOK

Leaving campus is a privilege, not a right and may be revoked.

Students must sign **themselves** out in the appropriate sign-out book (and in some instances check out directly with residential faculty, if intending to go anywhere except JoJo's. Failure to do so will result in camping.

During weekdays, students may leave the campus during free time before 7:30 pm. However, students must checkout with the dean of students during the school day.

On Saturday, students may leave campus after morning assessments, and they may have lunch and dinner off campus as well. Students may go to JoJo's until 10:00 p.m. on Saturdays.

On Sunday, students may leave campus until 7:30 pm (JoJo's until 7:50) .

WEEKENDS

Students whose behavior and academic work are satisfactory will be allowed to leave school on weekends after testing on Saturday until 7:30 pm on Sunday with permission from their parents (or legal guardian) . Any changes to travel plans must be authorized by the dean of students (prior to 3pm Friday) .

Detention must be served before weekend travel. The consequence for skipping detention is 2 hours of detention, and or two-times the balance of detention the student left unserved at time of departure AND camping.

Students should not revisit campus while away for the weekend.

It should be understood that weekend travel is a privilege. This privilege is earned with positive behavior, good academic standing and can be revoked by the dean of students for failure to meet those standards.

Permission for weekend travel must be communicated by a parent or guardian to the dean of students by 3:00 pm on Thursday.

Check out with duty staff upon leaving and check in upon return for weekend travel. Students who fail to check in by 7:30 pm shall be considered late. Students returning late from travel will be campused for a minimum of one week.

Three-Day Weekends

Students in good academic and social standing (which includes attendance and timeliness) may be allowed one three-day weekend in the fall, prior to Thanksgiving and one in the spring after February vacation. Students may choose to take this weekend from Thursday to Sunday, or Friday-Monday. In both instances, students are allowed to leave after 3 pm of the departure and return by 9 pm on the return day.

Students enrolling after January must be at Oxford a minimum of two terms before becoming

eligible for this allowance.

College visits/family events/weddings/graduations constitute a three-day weekend.

Students may not use their three-day allowance the weekend prior to exams.

Three-day weekends are a privilege and may be revoked due to poor behavior or academic standing.

TRANSPORTATION

The school nurse will arrange transportation for doctor's appointments. The School Office will arrange transportation for school break/vacation. If a student calls a taxi/ride service for personal use, he must first obtain permission, and he is expected to pay for it himself. School vehicles are to be used only for a school-related activity or medical emergency.

Students are prohibited from having a car or other motor vehicles at The Oxford Academy; or from riding in or driving any vehicles, other than those authorized by The Oxford Academy (select upperclassmen). Violations of this rule will incur serious consequences.

WEEKEND ACTIVITIES

For students who choose to remain on campus, on weekends, a variety of trips will be offered. The following is a list of trips Oxford Academy has offered:

- | | |
|----------------|----------------------|
| *Movies | *Concerts |
| *Camping Trips | *NBA, NFL, MLB |
| *Fishing | *Ski/Snowboard Trips |
| *Mall Trips | *Laser Tag |
| *NYC/Boston | *Go Karts |
| *Comedy shows | *Airsoft |

SHIPPING OF BELONGINGS

Please see Matt LaSota, dean of students, in order to ship belongings via UPS or FEDEX. Parents must make all payment arrangements with the preferred courier. The school is not responsible for lost or damaged goods.

DISCIPLINARY AND SOCIAL GUIDELINES

Oxford Academy provides guidelines for our young men as a way of helping them become accountable and accept responsibility for their own actions and behavior. It is our goal that our young men will see these guidelines as supportive, caring and empowering. Every rule and expectation has been made as a way of helping young men achieve their academic and social goals.

CAMPUSING

Campusng involves restriction to the confines of campus for a period of time determined by the dean of students. Going anywhere off campus (including JoJo's) is prohibited. Students may be campused, for a minimum of one week, for a violation of the travel policy (including those after vacations).

CURFEW VIOLATIONS

Students found out of their room after 10:45 pm will automatically receive a detention, to be reviewed the next day by the dean of students.

A student is not permitted out of the residence hall from 10:30 pm until 6:00 am Students going off

campus must sign out and take direct access/main routes to their location. Any violation of this rule may incur a consequence.

A student is not permitted off-campus after 7:30 pm on weekdays (may go to JoJo's until 8:00 pm) and 7:30 p.m. on Sunday, however on Saturday's, students may go off campus until 9:30 pm and access JoJo's until 10:00 pm. Violations will incur camping or suspension.

DETENTION

Students who have not met community expectations may receive detention hours. These will be worked off at 12:30 pm on Saturday. Detentions will be served by providing a community service to the school.

Cell phones and listening devices (headphones) are not permitted during the detention period.

Detention arising from lateness to announcements, from breaks, or from lunch may be served Monday-Friday from 7:30 am to 7:50 am in the Study Center. If a student does not serve before school, then he will serve the lateness in the form of a rooming on Friday night. Excessive lateness may result in Saturday detention, or a work project.

CONFISCATED ITEMS

Any inappropriate items that are confiscated from students will be destroyed or thrown away. The Oxford Academy will not return these items to students, nor ship these items home.

DISCIPLINARY COMMITTEE

A student in violation of more serious rules or who is in constant violation of minor rules may be required to appear before the Disciplinary Committee. The committee is usually composed of the head of school, dean of students, assistant dean of students, student representatives, and occasionally the advisor of the student in question. Decisions of the "DC" are then reviewed by the administration.

DISMISSAL: GENERAL POLICY

The school reserves the right to dismiss a student who has proven to be an unsatisfactory member of the school community. If, in the school's judgment, a student's conduct on or away from campus indicates that he is consistently out of sympathy with the ideals, objectives, and programs of the school, the student may be dismissed from school immediately, even though there may have been no infraction of a specific rule.

DRESS CODE

School Day Requirements:

- Button down dress shirt (solid blue or solid white, tucked in at all times, as well as ironed)
- Gray or khaki colored pants (worn at the waist)
- Leather belt
- Leather shoes with a back (no sneakers, slippers, moccasins, crocs, or flip flops)
- In colder weather, students may wear a plain navy-blue sweater over their shirt.
- Oxford logo apparel may be worn in lieu of or in conjunction with dress code, within reason.

Special Event/Formal Dinner Dress (when applicable):

Same as above, with the addition of a navy-blue blazer and Oxford school tie.

School Dress Down Days:

On days that are designated "Dress Down" for charity donations or otherwise; students are welcome to dress in a more casual fashion. However, students are expected to maintain a respectable appearance and

may not wear soiled clothing or sleepwear (pajama pants, slippers) to school. Faculty members reserve the right to ask a student to change should they find an article of clothing or outfit not meeting the standards of the Oxford Academy community.

After-School/Weekend Dress:

At 3:00 pm, or after the conclusion of the school day, students are given the freedom to dress casually. Properly fitting and presentable attire is expected. Clothing with drugs, alcohol, or other inappropriate references are not permitted. Faculty members reserve the right to ask a student to change should they find an article or clothing or outfit not meeting the standards of the Oxford Academy community.

GROOMING AND APPEARANCE

Shirts should be buttoned correctly and neatly tucked into pants and clothes should be in good repair. Students should always wear shoes, except when in their own rooms or during free time outdoors on the campus.

Wearing hats, bandannas, sunglasses and hoods is not permitted in the school building or dining hall. Students are expected to practice good hygiene, which includes bathing, brushing their teeth, and selecting clean clothing on a regular basis.

Hair, mustaches, and beards should be neatly groomed. Dying hair with an unnatural hue is not permitted.

Excessive and distracting body piercing or alterations (nose rings, drawing on skin, etc.) are not permitted.

HAZING/BULLYING

Hazing, bullying, harassment, intimidation, or any act that injures, degrades or disgraces a student or staff member will not be tolerated. Any student caught or suspected of hazing, bullying or like behaviors will be dealt with severely.

Oxford's administration and faculty seek to foster an academic and residential environment where students learn about healthy behaviors, relationships, rights and choices. In rare cases, students have difficulties participating effectively in this kind of environment and need the added structure, consequences and support put in place by Oxford's Bullying Policy.

1st Offense

- * All students involved with the incident must sit down with the dean of students to review the events that took place.
- * Written notice will be sent to parents of the bully explaining the event.
- * A civil and above all, sincere verbal and written apology must be given to the person(s) who were victimized.
- * When appropriate, dorm representatives, residential faculty, and other faculty advocates, such as advisors will be informed about the incident to help support resolution

2nd Offense

- * A Disciplinary Committee meeting will be held. This may result in suspension and/or community service. In some cases, this may lead to expulsion.
- *If the student who committed the act is suspended, a minimum of 20 hours of community service will be assigned. This is to be done off-campus, and organized by the student.

*If deemed necessary, the student who committed the act may be asked to receive therapeutic support at the cost of his family.

3rd Offense

- *No Disciplinary Committee, the student will be expelled.

INSUBORDINATION AND LYING

Insubordination, flagrant disobedience, or lying can result in a consequence, suspension or expulsion.

LATENESS (Also see *"Unexcused Absences Policy"*)

Lateness to commitments will initially result in detentions and will invoke more serious responses if it continues to occur. Habitual lateness can and will delay privileges (Sr. or Friday) and also may result in a forfeiture of three-day weekend passes.

FIRE HAZARDS

Willful creation of fire hazards is strictly prohibited. The possession or use of fireworks, other explosives, incense, candles, and heating appliances is forbidden. Tampering with fire doors, fire extinguishers, fire exit signs and fire alarms is a very serious offense, as it endangers the community. Halogen lamps, tapestry hangings, door obstructions, and tampering with locks are considered fire hazards and are not permitted.

GAMBLING

Gambling in any form is not permitted.

LOITERING

Loitering off campus in locations such as the restaurant next door or JoJo's is prohibited.

MISSED COMMITMENT

Any missed commitment will result in a minimum of one-hour detention on Saturday.

PORNOGRAPHIC/OFFENSIVE MATERIAL

Pornographic or offensive material is not allowed. If such material is found it will be destroyed with possible consequences to the student(s) involved.

PROFANITY

Public profanity and obscene language will not be tolerated and will result in disciplinary response. Learn to control yourself and avoid disrespect and vulgarity.

SEXUAL MISCONDUCT

Any physical, verbal, or other interpersonal behavior (including online and phone communication) that is sexually suggestive in nature, or comments on a person's sexuality, can interfere with the positive school climate and goals of its members and will not be tolerated at Oxford. Additionally, relationships that are physical, intimate, or sexual in nature are not permitted in the dorms, or on-campus at any time. This policy extends to school sponsored trips, and off-campus events.

SMOKING/TOBACCO PRODUCTS

Students are not permitted to be in possession of, or to smoke cigarettes or other tobacco/nicotine products (electronic included) on, or off campus.

Violations will result in severe consequences. These consequences may include but are not limited to community service hours, suspension, or expulsion.

SUBSTANCE USE POLICY

Oxford Academy aims to provide a safe and healthy environment for all students. We believe that the use of alcohol and substances is detrimental to the health and well-being of the individual, disruptive to the community, and incompatible with the purpose and objectives of the school. We encourage students to take an active role in maintaining a positive, constructive, and substance-free campus, including discouraging conversations or activities that promote substance use. The Oxford Academy considers a drug to be any substance, legal or illegal, natural, or man-made, which is used to alter one's mind or body for recreational purposes.

In some circumstances, students may be required to participate in substance screening in order to ensure that each student has a positive start to the school year. Returning students may also be required to participate in substance testing if there has been previous disciplinary action or suspicion of substance activity. Parents and students will be informed of a regular testing schedule in advance. However, the Administration reserves the right to require testing if a student is suspected of substance use or if paraphernalia is found on a student's person or in his room. Parents and students should be aware that Oxford Academy cannot determine whether substances were used on campus or off campus. Therefore, a positive test is a positive test.

A positive test result for drug use or a refusal to take the test will result in a Discipline Committee meeting with the possibility of expulsion.

SUSPENSIONS

All students who are suspended return to school under probation.

If a student is assigned community service as part of his suspension he must clear the community service site with the dean of students prior to beginning the job. Also, the supervising person must send a letter confirming the completion of required hours. The dean of students must receive this letter PRIOR to re-entry to Oxford. A student may not return without the total hours completed or without the letter/notification endorsing the completion of hours. A suspension may delay an expected graduation date.

STEALING

Stealing is a major offense at Oxford and anybody caught stealing will face severe consequences. Students should keep valuables and belongings on their person, locked in their rooms, or with the dean of students. Students are required to lock their doors when not in their rooms to prevent theft (*Please see LOSS AND DAMAGE section*).

VANDALISM

It is important to recognize that school facilities are for everyone, and vandalism will not be tolerated. If something does break, it is your responsibility to report it to the faculty on duty. You are encouraged to do so. If it is not reported, it will be treated as vandalism. Severe cases will result in suspension or expulsion.

Crisis Response Plan

Purpose of the Plan

The primary purpose of Oxford Academy's Crisis Response Plan is to protect human life and prevent or minimize physical injury and psychological trauma.

The second purpose of this plan is to describe a process to gather information and decide what to disseminate to the community and the public.

The third purpose of this plan is to ensure that the Oxford Academy is in compliance with applicable laws, regulations, and procedures, and adheres to the National Incident Management System requirements. This will enable the school to apply for emergency preparedness grants and to participate with the Town of Westbrook in emergency planning.

Philosophy of the Plan

The philosophy behind this plan is a belief that a general process is more helpful than a long list of protocols for anticipated situations. This plan designates a team of people, roles and responsibilities, an Incident Command Post, and general process to follow with the expectation that the Command and General staff will craft the appropriate response tailored to the specific event that brings the plan into use.

In addition, this plan is committed to adherence to the National Incident Management System requirements, which are federal law. This plan assumes that any emergency response on the Oxford Academy campus, as well as any emergency response for which the Academy's assistance is requested, will utilize Unified Command principles.

What Defines a Crisis?

A crisis is a sudden, general, unanticipated event that profoundly and negatively affects the physical safety or psychological stability of a significant segment of the school population. A crisis may include widespread fear that an incident will occur. Therefore, this plan may be activated in the event of an expected storm, for example, even if, at the time of activation, there is no physical threat present.

A crisis is declared by the head of school. If any individual believes that a crisis situation has occurred, they should seek out the head of school and inform him. If the head of school is not available, this declaration is made by the people on a designated list of acting head of school. As a result, the declaration of a crisis is ultimately subjective and based on the judgment of the individual tasked with this decision.

Faculty/Staff Training

Faculty and Staff new to Oxford undergo training by members of the Health and Safety committee in all aspects of the Crisis Response Plan during their orientation. The complete plan is made available to all faculty and staff and their individual role in the plan is reviewed. Aspects of Oxford Academy's Crisis Response Plan are practiced throughout the year in planned drills. Any changes to the plan and procedure are reviewed with faculty and staff in meetings and communicated to all concerned parties.

VISITORS ON CAMPUS

Students are allowed one visitor per week. Additional visitor requests are permitted by the dean of students in advance and will be based on student behavior and academic standing.

Any visitors to the Oxford campus must be introduced to a duty administrator or dorm master on duty immediately upon arrival each time. During this introduction, the intentions and plans of the guest will be made known to the person in charge. In addition, the person in charge will enlighten the guest as to the guidelines to follow while on campus.

No visitors may stay the night without the permission of the head of school or dean of students.

Students may never drive or ride in cars other than when operated by members of their family or by faculty or administration. Only the head of school or dean of students can grant exceptions.

Male guests may visit any area frequented by Oxford students as long as the student host accompanies them.

Female guests are permitted in the Rec Hall, Pavilion, gym, and Knight Hall and otherwise only outdoors. Students are never allowed in secluded rooms with a female guest at any time. If a female guest is found in a dorm or a dorm room, serious consequences will result.

While on campus, visitors are expected to abide by student rules as if they were students themselves.

Sexual contact during visits or at any other time or place on campus is unacceptable.

Visitors to campus are expected to leave campus by 8:30 pm.

WEAPONS

Possession of weapons or explosives of any type, including firecrackers, BB guns, knives (small multi-tools with a blade maximum of 5 inches are acceptable), or any other dangerous instruments or weapons of any sort are strictly forbidden, and they will be irrevocably confiscated. Detention hours or even suspension may result if there is an infraction of this regulation.

AHERA

On October 22, 1986, President Reagan signed into law AHERA (Asbestos Hazard Emergency Response Act) (Public Law 99-519). In 1987 EPA published the Asbestos Containing Materials in School Rule. This rule requires schools to inspect for asbestos and develop an asbestos plan.

Oxford had an inspection, removed all asbestos in 1988 and, in accordance with Federal regulations, and maintains a Management Plan, which is available for inspection and is on file in the Business Office.

DAILY SCHEDULE – MONDAY/WEDNESDAY/FRIDAY

Dining Room open	7:00-7:50 am (grill off 7:40 am)
Nurse's Office Hours	6:45-10:30 am
Serving Detention Lateness	7:30-7:50 am
All students in Study Hall	7:50 am
Study Hall Begins	7:55 am
Classes	8:05 am-3:00 pm
Snack Break	10:25 am-10:40 am
Lunches I and II	12:00-12:40 or 12:40-1:20 pm
Sports	3:30-4:30 pm
Newspaper Reading (Mon/Tue/Thu)	5:35-5:55 pm
Dinner	6:00-6:20 pm
Check in with Dorm Master	7:15-7:30 pm
On-Campus	7:30 pm (JoJo's until 8:00)
Study Hall	8:30-9:30 pm
In Dorm Check-In	9:45 pm
In Rooms	10:00 pm
Lights Out/Electronics Off	10:30 pm

TUESDAY/THURSDAY SCHEDULE

Dining Room Open	8:00 am
All Students in Study Hall	9:20 am
Classes	9:30 am- 2:15 pm
Lunch (mandatory)	12:00-12:45 pm
Flex Time	2:15-3:00 pm
Tuesday Advisory Thursday Residential	
Sports	3:30-4:30 pm
Dinner	6:00 pm

(Rest of the schedule is the same as M/W/F.)

WEEKEND SCHEDULE

Saturday

Breakfast	8:00-8:45 am
Academic testing	9:00-11:00 am
<i>(Traveling students may only leave after completing all on campus responsibilities, including testing & detention)</i>	
Lunch	12:00 pm
Detention	12:30 pm
Afternoon and evenings	Field trips, off-campus privileges
Dinner	6:00 pm (unless otherwise)
On-Campus	9:30 pm (10 pm JoJo's)
In Dorms	11:00 pm
In Rooms	11:30 pm
Lights outs	12:00 am

Sunday

Brunch	11:00 am - 1:00 pm
Afternoon	Weekend Activities
Dinner	6:00 pm
All On-Campus	7:30 pm
Study Hall	8:00-9:00 pm
Check-In	9:00-9:15 pm
In Dorms	9:15 pm
In Rooms	9:45 pm
Lights Out	10:00 pm

Any time a student is off campus, he must sign out in the dorm sign out book. When leaving for the weekend, students must also tell an on-duty member of the faculty.

Weekend privileges extend from noon on Saturday to 7:30 pm on Sunday.

Students must be back by 7:30 p.m. to prepare for Sunday evening study hall.



We have read and understood the contents of the 2022-2023 Oxford Academy Parent/Student Handbook. We acknowledge that it is our responsibility to adhere to the rules and regulations of the handbook. We sign below with the understanding and intention of following and supporting the policies, guidelines and expectations contained in this handbook.

Student Name: (please print clearly)

Parent Signature:

Date

Student Signature:

Date

In accordance with our laptop and cell phone policy, please provide the following information:

Student Cell Phone Number:

Type of Cell Phone:

Pass code to Cell Phone:

Laptop make/model:

Password:



The Oxford Academy 2022-2023 Academic Calendar

September 2022

12	Monday 10 am – 2 pm	New Students arrive
14	Wednesday 10 am – 2 pm	Returning Students arrive

September / October

30 & 1	Friday Eve & Saturday	Parents' Weekend
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October

26 – 28	Wednesday – Friday	Term I Exams
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November

17	Thurs. 12 noon	Thanksgiving Vacation Begins
28	Monday by 9 pm	Students Return

December

13 – 15	Tuesday – Thursday	Term II Exams
15	Thursday 11 am	Christmas Vacation Begins

January 2023

3	TUESDAY by 9 pm	Students Return
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February

8 – 10	Wednesday – Friday	Term III Exams
10	Friday 11 am	Winter Break Begins
21	TUESDAY by 9 pm	Students Return

(note: Tuesday return due to Presidents Day)

March

2	Thursday 6 pm	100 Nights Celebration
28 – 30	Tuesday – Thursday	Term IV Exams
30	Thursday 11 am	Spring Break Begins

April

17	Monday by 9 pm	Students Return
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May

5 & 6	Friday Eve & Saturday	Parents' Weekend
29	Monday	Memorial Day <i>(school in session)</i>

May / June

31 – 2	Wednesday-Friday	Term V Exams
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June

2	Friday 11 am	<i>Underclassmen Depart</i>
	Friday 6 pm	Reception for Graduates & Families
3	Saturday 10 am	Academic Convocation
	Saturday Noon	Luncheon for Graduates & Families
19	Monday 10 am – 2 pm	Summer Term Registration

July

4	Tuesday	Independence Day <i>(classes in session)</i>
19 – 21	Wednesday – Friday 11 am	Summer Term Exams

September 2023

11	Monday	2023 – 2024 Academic Year Begins
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The Oxford Academy 2022-23 Marking Periods

Term I September 15 - October 28, 2022

Exams: Wed. October 26th (History & Math), Thurs. 27th (Languages & Science), & Fri. 28th (English)

Term II October 31- December 15, 2022

Exams: Tues. Dec 13th (English & History), Wed. 14th (Math & Languages), & Thurs. 15th (Science)

Term III January 4 - February 10, 2023

Exams: Wed. February 8th (Science & English), Thurs. 9th (History & Math), & Fri. 10th (Languages)

Term IV February 21- March 30, 2023

Exams: Tues. March 28th (Languages & Science), Wed. March 29th (English & History), & Thurs. 30th (Math)

Term V April 18 – June 2, 2023

Exams: Wed May 31st (Math & Lang.), Thurs. June 1 (Science & English), & Fri. June 2 (History)

Summer Term June 20 - July 21, 2023

Exams: Thurs July 20th through Fri morning, July 21st: Exams Arranged Individually.

College Test Dates

PSAT: Wednesday, October 12, 2022

SAT: On campus: Wednesday, October 12, 2022; March 2023 TBD

ACT: not offered on campus in fall 2022; March 2023 TBD

(For SAT & ACT National Test Dates, see the College Board and ACT websites)

TOEFL: Test dates and transportation arranged with the dean of studies according to test center dates.