



The Oxbow School
Fall 2023 + Spring 2024

THE OX-BOOK

A STUDENT + PARENT GUIDE



Welcome to **The Oxbow School** family,

We are excited that you will be joining the Oxbow community and we look forward to getting to know all of you. Every element of the Oxbow program is part of a larger constellation of skills that will serve each student on campus and in life after Oxbow. We believe that a healthy and productive community is the foundation for a meaningful experience and lifelong learning. Our community is built on respect, honesty, and generosity of spirit.

This handbook is intended to provide families and students general information on the School's policies and procedures, academic requirements, and resources. Not all of your questions will be answered in this handbook, but we hope that this handbook will help you identify where to get more information. Our policies and expectations are presented with the goal of maintaining open communication between students, parents, and the school. To avoid misunderstandings, we encourage and expect students to be proactive in communicating with adults. It is important that we collaborate together to ensure a positive experience for everyone.

We update the handbook periodically; please check the website for the latest policies. Please note that this handbook is not intended to be a contract, and the terms of a student's enrollment with the school are set forth in the enrollment agreement signed by a student's parent or guardian.

The OxBook explores many facets of school life. Should you have questions or need more precise information, please contact the school for additional information.

We anticipate a fruitful semester!

Warm regards,
Jennifer Jordan
Head of School

**The Oxbow School duty cell phone: 707.337.8508
Jennifer Jordan, Head of School, cell phone: 707.738.3717**

I. MISSION, VISION, AND CORE VALUES

MISSION. The Oxbow School is an innovative, interdisciplinary semester program for high school students. Our mission is to strengthen students' abilities in creative and critical inquiry by combining rigorous studio art practice with innovative academics. Our vision is for Oxbow students to develop a stronger sense of identity, self-worth, and the confidence to embrace the responsibility for their own learning and lives.

VISION. The Oxbow semester is an intense exploration of artistic inquiry combined with the rigorous academics necessary to complete high school on time and well-prepared for college. The School is grounded in the belief that the flexible thinking and problem-solving skills central to studio art practices support and enrich student learning in other disciplines and contexts. At Oxbow, inquiry-based studio art and academic topics are interwoven so that the experience of research, writing, and art-making becomes an internalized working model for intellectual, creative, and personal growth. The interdisciplinary approach fosters increasingly important tools in solving problems in the modern world. From a social standpoint, students interact with peers from around the world and all walks of life; students rise to new levels of personal growth during their semester at Oxbow.

CORE VALUES/STUDENT LEARNER OUTCOMES

CREATIVE AND CRITICAL INQUIRY

Active creative and critical inquiry guides the learning process and empowers students to delve deeply into a web of complex ideas.

Oxbow students will learn to:

- Emphasize process over product
- Engage, acquire, interpret, synthesize, and apply new information
- Employ a variety of complex reasoning and lateral thinking strategies to solve problems
- Use and apply a variety of information gathering techniques and resources

EFFECTIVE COMMUNICATION

Learning how to effectively communicate complex ideas by various means and to varied audiences is an essential life skill.

Oxbow students will learn to:

- Express ideas clearly
- Communicate with diverse audiences through a variety of mediums
- Create work that demonstrates intention and refinement

SELF-EMPOWERED LEARNING

When students take ownership over their own learning, they experience intellectual growth, self-confidence, and independence.

Oxbow students will learn to:

- Experiment with ideas, materials, and resources
- Seek different perspectives and feedback before acting
- Push the limits of ability and persevere when faced with a difficult situation
- Establish clear goals and manage progress toward achieving them
- Generate and pursue personal standards of excellence

COLLABORATIVE MINDSET

Working together leads to greater success.

Oxbow students will learn to:

- Achieve group goals and standards
- Demonstrate effective interpersonal skills
- Self-assess and monitor their own behavior within a group
- Practice social intelligence and flexibility

RESPONSIBLE CITIZENSHIP

Community is at the core of a healthy environment; each individual is responsible for building and sustaining that community. Community versus competition is a readily translatable value.

Oxbow students will learn to:

- Maintain healthy practices
- Engage in mindful self-reflection
- Act as an ecological steward
- Consider the significance of the artist's role in society

II. ADMINISTRATIVE POLICIES

TUITION PAYMENT POLICY. Participation in The Oxbow School program is contingent upon parents' full and timely payment and Oxbow's receipt and review of all signed and completed student paperwork and forms. Please refer to the "Enrollment Agreement" for complete details regarding obligations. Parents have an individual and joint obligation to pay all tuition and fees due. Parents acknowledge their responsibility for paying tuition, fees, and other charges for the full semester is unconditional and applies whether or not the student starts or completes the semester. The exception to parents' individual and joint obligation to pay all tuition and fees due is if parents provide Oxbow written notice of cancellation to the Business Manager at Oxbow thirty days prior to the start of the semester. Parents' failure to pay any amount when due may, at the Oxbow's sole discretion, result in the suspension or dismissal of the student from the School..



PAYMENT OBLIGATIONS UPON SEPARATION FROM SCHOOL. Oxbow's expenses and obligations are incurred on a semester basis. Financial commitments for School services are made based upon anticipated enrollment. The educational operating expenses of Oxbow do not diminish with the departure of some students over the course of the semester. In the event Oxbow suspends, expels, or otherwise removes a student for any reason, parents remain obligated to pay their tuition balance. In the event that a student withdraws voluntarily or involuntarily, parents remain obligated to pay their tuition balance.

ACCOMMODATIONS FOR STUDENTS AND THEIR FAMILY MEMBERS WITH DISABILITIES. The School is committed to providing equal educational opportunities to students with disabilities. The School will make accommodations to allow students and their families to participate in the School's programs, unless such accommodations would impose an undue hardship on the School or fundamentally alter the nature of the School's educational program. Each accommodation request will be handled on a case-by-case basis. Students who seek accommodations should contact the Oxbow admissions team. In order for the School to evaluate the request for accommodation, the individual requesting accommodation may be required to provide information from a health care provider concerning the need for accommodation. Such information will be kept confidential.

The School will also provide accommodations to allow parents or guardians with disabilities to participate in their student's education. Parents or guardians who need accommodations to attend school related events, communicate with the school or to otherwise access the school's services and programs should contact Jennifer Jordan, Head of School.

POLICY ON ADULT/STUDENT INTERACTIONS. Oxbow takes the safety and comfort of its students seriously. As part of this commitment, Oxbow requires its employees to comply with the following policy on employee interactions with students:

In order to best serve the well-being of the School's students, the School requires all employees and other adults in the School's community to maintain appropriate boundaries in their relationships with students to ensure that they avoid even the perception of inappropriate conduct. In doing so, all employees are expected to adhere to the following guidelines. Note, this code of conduct applies to employees' conduct toward current students as well as any recent alum.

- Employees should not "friend" or connect with students on social media, other than in groups necessary for job-related duties.
- Employees should avoid telephone calls or text conversations with individual students unless necessary for student wellness, safety, for a class, or other School-sponsored activity.
- Emailing from an employee's school account is always the preferred method when conversing with individual students.
- Employees should avoid communications with others containing inappropriate information if there is likelihood the receiving party will share it with a student, for example, sending content to a former student who is likely to share it with a current student.
- Employees may not meet with individual students socially.
- Employees may not have any unnecessary physical contact with a student in either a public or private situation.
- Employees must respect a student's rights not to be touched or looked at in ways that make them feel uncomfortable.

- Employees must avoid sharing or inquiring about overly personal details about a student's private relationships, or discussing the employee's own personal troubles or intimate issues with a student.

Oxbow encourages parents or other members of the school community who have concerns about adults crossing appropriate boundaries with students to inform the Head of School or Chair of the Board of Trustees. The School will not retaliate against anyone who reports conduct that may violate this policy.

III. COMMUNITY STANDARDS, POLICIES, + MAJOR RULES

The Oxbow student is a mature, creative individual prepared to proactively engage in the Oxbow community on a social, artistic, and academic level. Oxbow expects students to comply with the rules and guidelines, and to focus their attention on the exciting opportunities in and out of the classroom. Because of the brevity and intensity of the program, it is essential that students concentrate their energies on the projects at hand, rather than struggle with basic behavioral issues. Oxbow knows that, while the students may be non-conformists, there will be creative and intellectual ways in which students can question and interrogate their surroundings instead of engaging in behavior that is destructive to themselves and/or others. We prefer that students address tensions with creative solutions guided by the counsel of fellow community members and staff and understand the importance of a strong, functioning community. Violation of any of the major rules may result in dismissal from the program. Students should be aware that while at Oxbow, the rules are enforced 24 hours a day, 7 days a week for the duration of the semester.



The Oxbow School is committed to the growth and learning of each student. The Oxbow community is built on independence, trust, and good faith in all of our interactions. Our approach to behavioral redirection and disciplinary action is rooted in community-wide restorative practices that benefit the community, which require honest communication and willingness on part of the student to take responsibility for their actions. We attempt to approach each infraction as a learning opportunity while still maintaining the integrity of the program. The Oxbow semester is brief; as such, our disciplinary proceedings and actions must be swift yet thorough and ensure the health of the community at large remains a priority. We strive to individualize the consequences of behaviors to suit the student in a manner that will optimize their growth as individuals within the community. The Oxbow School respects students' privacy, and seeks to limit communication about accountability processes to parents, deans, advisors, and if appropriate, students' teachers. However, it is important for students and families to recognize that public actions in violation of school policies and norms often necessitate a public apology or action to make amends for the transgression. Students suspected of violating community norms or demonstrating misbehavior are generally reported to the deans or the Head of School.

CIVILITY POLICY. School personnel, parents/guardians, and students are expected to be civil in all of their interpersonal school-related interactions. Civility does not require an unqualified agreement of conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity. To be civil means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment-free environment for our students and staff while maintaining individual rights to freedom of expression. Examples of uncivil conduct include, but is not limited to: using an inappropriately loud voice; using profane, vulgar, or obscene language or gestures; belittling, jeering, or taunting; using personal epithets; using violent or aggressive gestures; repeatedly or inappropriately interrupting another speaker; repeatedly demanding personal attention at inappropriate times; purposefully and inappropriately invading personal space; purposefully ignoring appropriate communications; wrongfully interfering with another person's freedom of movement; wrongfully invading another person's private possessions; or any other behavior that inappropriately disrupts school-related activities.

STUDENT FREEDOM OF SPEECH/EXPRESSION. The Oxbow School believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect our students' rights to express views and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular. Students are prohibited from making any expressions or distributing or posting any materials that violate the School's policies (including its policy against harassment and bullying), are obscene, libelous, or slanderous. Students are also prohibited from making any expressions that so incite students as to create a clear and present danger, violate the school rules, or create substantial disruption to the school's orderly operation. A student shall be subject to disciplinary action when such expression poses a threat to the safety of other students, staff, school property, or substantially disrupts the educational program.

RESPECT AND NONDISCRIMINATION. The Oxbow School is a community in which every individual is treated with respect, courtesy, and sensitivity. It is the policy of the school to provide an environment that is free from all forms of harassment and discrimination including discrimination based on race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. See Policy Against Harassment for information on reporting harassment.

SEXUAL ACTIVITY. Sexual activity between students is prohibited at Oxbow.

POLICIES AGAINST HARASSMENT, BULLYING AND HAZING. The Oxbow School is committed to maintaining an environment for all students and employees that is free from all forms of discrimination, harassment, bullying or hazing. As a school that values inclusion and a community built upon trust and safety, interactions can affect a student's ability to feel safe and thrive at Oxbow. Accordingly, this policy applies to all interactions involving students.

HARASSMENT. The School prohibits sexual harassment as well as discrimination and harassment based on a student's race, religion, national origin, sex, sexual orientation, gender identity, gender expression, or disability. The School will not tolerate harassing or discriminatory treatment of students by other students, their family members, the School's volunteers, employees or contractors. Additionally, the School forbids retaliation against any individual who reports an incident of harassment, opposes harassment or participates in an investigation of a complaint of harassment.

Because behavior away from school may have a significant impact on the School environment, this policy applies to all interactions involving students, whether or not occurring during school or school functions or on campus, if (1) the conduct has a negative impact upon the school performance of the student who is subject to harassment or affects that student's status or progress; (2) the conduct adversely affects the environment including creating an environment that is intimidating, hostile, or offensive; (3) such conduct affects the benefits, services, honors, programs, or activities available to any student at the School.

It is important that students think carefully about their actions and the impact their decisions have on others in the Oxbow community. What a student may consider a "joke" may have a negative, often harmful, impact on other community members. There is no place for such behaviors in a school environment. Oxbow is committed to educating students about the impact of harassing behavior, including how to assume responsibility and how to effect repair with others. Such behaviors include but are not limited to:

- Verbal or online comments such as derogatory jokes or slurs;
- Verbal or online comments that make fun of or demean a peer or group based on racial, religious, gender, or sexual identity, class, sexual preference or any other identifiers;
- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email messages;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work; and
- Retaliation for reporting or threatening to report harassment.



SEXUAL HARASSMENT. Harassment may take many forms. It can be subtle and indirect, or blatant and overt. It can occur between people of either or the same gender, between peers, or between individuals in a hierarchical relationship. A single incident of prohibited harassment could be grounds for dismissal or expulsion, depending upon its severity. In addition to the examples of harassment described above, for the purposes of this policy, “sexual harassment” is defined to also include:

- For adult to student interaction: any sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
- Student to student sexual harassment is not social or courting behavior. The overriding factor in student to student sexual harassment is that the behavior is uninvited and unwanted and often an assertion of power. This may include unwelcome sexual advances, requests for sexual favors, and other verbal, written, visual, or physical conduct of a sexual nature when:
 - such conduct has a negative impact upon the recipient student’s school performance
 - such conduct adversely affects the educational environment including creating an educational environment that is intimidating, hostile, or offensive
 - such conduct affects the services, honors, programs, or activities available to any student at the School.

Sexual harassment may also include:

- physical assault, including rape;
- coerced sexual relations;
- inappropriate personal questions of a sexual nature;
- sexually explicit or suggestive remarks about a person’s body, clothing, or sexual activity;
- sexually stereotyped or sexually charged insults, humor, or verbal abuse;
- public display of sexually explicit, offensive or demeaning objects, photographs, or cartoons;
- leering or ogling at a person’s body;
- unnecessary touching in any form;
- demanding sexual favors, accompanied by promises, hints, or threats concerning one’s academic status or opportunities;
- subtle pressure for sexual activity; and
- repeated expressions of sexual or “romantic” interest after being informed that the interest is unwelcome.

COMPLAINT AND RESOLUTION PROCEDURES. Complaints of violations of the School’s policy against harassment and sexual harassment will be handled in accordance with the following procedures.

- **Adult to Student Harassment:** A student or their parent who believes that the student has been subject to prohibited harassment by any adult member of the School’s community, including employees, contractors or family members of other students, should immediately bring this to the attention of the Head of School, the Chair of the Board of Trustees or any Oxbow employee who will report it to the Head of School or Board Chair as appropriate. The parents of the student(s) involved will also be notified. The Head of School or a designee will lead an immediate investigation and will take corrective action if any is appropriate, including possible disciplinary actions against employees of the School. The School will advise the student subjected to harassment and the student’s parents of the disposition of the complaint.

- **Student-to-Student Harassment:** A student or their parent(s) who believes that the student has been subject to prohibited harassment by another student should bring this to the attention of the student's advisor, the Head of School or any faculty member. Depending on the nature of the conduct involved, the complaint may be handled informally, by asking the other student to stop the behavior.

If the informal actions do not cause the offensive behavior to cease, or if the behavior is of such a nature that informal resolution is not appropriate, the School official will initiate a formal process and notify the Head of School. The School will also notify the parent(s) of the students involved unless notice at that time is inappropriate under the circumstances.

The Head of School or a designee will conduct a fair, timely, and thorough investigation of the complaint. In order to minimize impact on the educational environment for the complainant and other students, the student accused of violation of the policy may need to leave campus during consideration of the complaint. If the Head of School determines that harassment in violation of this policy has occurred, the School will take prompt corrective action. The Head of School will notify the student who made the complaint and their parent(s) of the disposition of the complaint.

In some cases, the School may be required by law to report harassing conduct to law enforcement or child protective agencies. The School will cooperate with such agencies and may need to defer proceeding with its internal complaint procedures to avoid interfering with the agency procedures.

Disciplinary Consequences: A student who violates Oxbow's policy against harassment may be subject to discipline which may include a range of actions including probation, suspension, or expulsion.

Confidentiality: Records of all complaint resolution proceedings will be maintained by the Head of School. The School will keep the complaint and the investigation as confidential as possible consistent with the need to conduct an investigation, determine responsibility, cooperate with law enforcement, and implement any appropriate remedial measures.

Mandated Reporting: Employees of the School are considered mandated reporters, and they comply with the requirements of California law to make a report to child protective services agency or law enforcement whenever they have a reasonable suspicion that a child they encounter as part of their job duties has been subjected to child abuse or neglect. In some cases, School employees will be required to report information they learn in connection with a complaint of violation of the School's policies against harassment, and the School may need to defer taking action on policy violations pending the resolution of a law enforcement investigation. By law, reports made by mandated reporters must be kept confidential.



BULLYING AND HAZING. The Oxbow School recognizes the harmful effects of bullying, hazing, or other behavior that infringes on the safety and well-being of students or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Bullying means any severe or pervasive physical or verbal act or conduct and including one or more acts committed by a student or group of students, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance; or
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.

Bullying may be physical, verbal or social, and it may include hitting, threatening, intimidating, teasing and taunting, and name-calling. It may also be accomplished by use of technology and electronic communications (e.g., a text message, sound recording, video, image, social media post) or by more subtle attacks such as spreading rumors or encouraging others to reject the student. Hazing is a form of bullying and consists of actions by a group to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule among one or more students wishing to join the group.

Students who are being subjected to bullying, hazing or similar behavior or who are aware of such conduct toward other students should notify their advisor or the Head of School. Depending on the nature of the conduct involved, the School may impose discipline up to and including suspension or expulsion.

RESPECT FOR PROPERTY. Students should not destroy, deface or steal artwork, school property, property of another student, or property in the Napa community. Students will respect the neighborhood, its residents, and their property. Both theft and vandalism are destructive acts that seed distrust in the community and drain resources that could be devoted to student learning and community building. Vandalism is defined as: defacing and/or destroying school property such as tables, walls, dorm furniture, OR defacing/destroying the off-campus property in the city of Napa. If a student finds another's belongings, they should turn it in to an Oxbow staff member or to return it to the person to whom it belongs (to keep the item is theft). Theft may include:

- Borrowing or using something without the owner's consent (e.g. bicycles, clothing, personal food, laptop, phone) or keeping things that one "finds" left unattended.
- Going through other students' personal possessions or entering their dorm suites uninvited are considered to be violations.

In light of the damaging effects of vandalism and theft on a community, and the ease with which vandals and thieves can avoid detection, students are requested to inform an adult about the identity of someone who has been stealing or vandalizing the school.

Students must use common sense in protecting their possessions by:

- Never sharing the door code to their dorm suites with any student who does not live in their suite, or visitors of any kind;
- Closing the front door to their dorm suites whenever the dorm is unattended;
- Avoid leaving phones/computers or other valuables unattended in the studios, dining hall, breezeway, or other outdoor spaces on campus; and
- Keeping bicycles parked locked in the backyard of the office at all times when not in use.

Consequences for vandalism or theft may include repair or replacement of the property involved, suspension, and even dismissal. If appropriate, the police may be notified. Oxbow exists as part of the larger Napa community. It is the duty of each community member to maintain good relations with neighbors so that the school's presence contributes positively to the community. Students are expected to keep the neighborhood clean, refrain from all forms of vandalism and graffiti, not loiter or sit on property belonging to others, and treat all persons in the neighborhood with courtesy and respect. Furthermore, students should adhere to all construction zone policies, including areas that are marked off limits.

WEAPONS AND VIOLENCE. Students can not possess guns, knives, or any other weapons on campus or while with other students or attending School events. While students are permitted to use tools such as knives in the art studios, on camping trips, and while cooking, they are expected to use good judgment in determining what objects fall under this rule and should always defer to adult expectations of what is appropriate. If any object is used in a threatening way, it immediately becomes subject to this rule. Objects in violation can be confiscated. Students will not use violence or exhibit violent behavior, verbal or physical, at school or during school events. Violent acts such as fighting, bullying, using projectiles, or any other act with the intention to injure a member of the community holds significant consequences, including possible suspension or dismissal.

If a student has concerns about or information regarding threats of violence to directed at the Oxbow community, report them immediately to a faculty or staff member. This includes potential or actual threats by anyone, including fellow students, faculty or staff, friends or family of members of the Oxbow community, members of the Napa community, or strangers. The school will endeavor to maintain the privacy of any confidential information shared. Students and employees may report any incidents or weapons, violence, or threats of violence without fear of reprisal of any kind.

DRUGS, ALCOHOL, CIGARETTES. It is illegal for minors to use alcohol or illegal drugs. Illegal drugs, as referred to in this policy, include marijuana, cannabis-related products and drugs that are not legally obtainable, as well as drugs that are legally obtainable, but are used for illegal, unauthorized, or inappropriate purposes. Illegal drugs and alcohol pose serious risks to physical and mental health, and they interfere with a student's ability to learn. Providing drugs to other people is a destructive act against the whole community and is a serious crime. Students may not possess or use illegal or non-prescribed drugs, drug paraphernalia, alcohol, or alcohol containers of any kind while enrolled at Oxbow. Students are also not allowed to possess or smoke cigarettes, electronic cigarettes/vape pens, or use or possess tobacco products of any kind. Students in violation of this rule may be expelled at the discretion of the Head of School. The School retains the right to conduct drug testing on any individual or group of students. The School may also report illegal conduct to law enforcement.

IV. CONSEQUENCES AND DISCIPLINE

Any Oxbow faculty member can respond to a student's failure to meet expectations by assigning appropriate consequences. Where behavior or policy violations may lead to serious consequences, including expulsion, suspension or probation, the Head of School may refer the matter to the Student Issues Team (SIT) composed of faculty members. The Head of School will not refer to the SIT matters involving sensitive private information, such as certain violations of the harassment policy.

The SIT will review the incident and make recommendations to the Head of School on the appropriate course of action. In some situations, the Head of School or SIT may need to conduct an investigation into the situation and/or may require the student suspected of violation of policies to leave campus while the matter is reviewed.

STRIKES. A student who has failed to meet expectations including, but not limited to: absence, tardiness, missed chores, failed room cleanliness check, or demonstrated disrespect for the Oxbow campus or community, will receive a "strike." Strikes act as a sub-disciplinary warning to hold students accountable for everyday responsibilities and community and campus expectations. Strikes accumulate throughout the semester and are recorded by individual faculty members before they are compiled and discussed at weekly faculty meetings. The accumulation of strikes will result in the revocation of individual privileges. The major accumulation of strikes may result in a disciplinary warning.

DISCIPLINARY WARNING. A student who has committed a minor infraction of School policies with no prior history of infractions will receive a disciplinary warning. Disciplinary warnings will also be issued following the major accumulation of "strikes," or sub-disciplinary warnings issued to students in response to everyday misbehavior including, but not limited to: absence, tardiness, failed room-check, and demonstrated disrespect for the Oxbow campus or community. This warning may, as determined by the student's advisor, be associated with subsequent consequences, such as:

- Required public or private apology
- Restricted/Revoked off-campus privileges (the student must remain on campus and may not sign out to go off campus)
- Restricted/Revoked privileges to participate in Residential Life activities
- Placement of the individual on probation (see below)
- If a student received a second disciplinary warning at Oxbow, more serious consequences will follow, including, but not limited to: probation, suspension, or expulsion.

PROBATION. If the Head of School deems it appropriate, a student may be put on probation. In this situation, the school contacts parents and a letter informs the family about the conditions of probation. The student is given a period of time to improve their performance in the community. Probation is meant to promote the student's consciousness of their responsibility to abide by the rules and expectations set forth in this handbook as well as understand the effect their behavior has on other community members. A probation period can be combined with other consequences (such as revocation of privileges or suspension) and can exist for the remainder of the semester or for a predetermined period of time. Based upon these conditions, failure to improve performance in the community may result in the student being asked to leave the program.

SUSPENSION. If the Head of School deems appropriate, a student may be suspended and sent home. The team will decide the duration of the suspension, whether there are any additional consequences, and whether or not the student will also be on probation when they return to the campus. Suspended students may spend the rest of the program on probation. Suspension will likely be associated with other elements of the discipline and consequence process, e.g. public apologies.

EXPULSION. The most serious cases of misbehavior result in expulsion. Expulsion may also come as a result of the major accumulation of lesser offenses. Additionally, major or minor infractions committed by a student on probation may result in expulsion. At any time, a student who breaks a major rule may be dismissed from the program. While the SIT may recommend expulsion, the Head of School ultimately decides whether or not it is appropriate to expel a student. Parents will be alerted as soon as this possibility arises. Suspended or expelled students must leave the campus as soon as possible at the parent's expense. Students expelled from the program will not receive credit for their courses, regardless of the amount of coursework they have completed. In keeping with the tuition reimbursement policy, tuition will not be refunded.

V. CURRICULUM AND EXPECTATIONS

WASC ACCREDITATION. The Oxbow School is fully accredited by the Western Association of Schools and Colleges (WASC). School accreditation: certifies that the school is a trustworthy institution of learning; validates the integrity of the school's program and student transcripts; fosters improvement of the school's program and operations to support student learning; and assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program. WASC accreditation is important because other schools and colleges or universities often require applicants to have transcripts from accredited schools.

While Oxbow has established credit transfer with many public and private schools nationwide, many schools are unfamiliar with the semester program concept. If parents or students have not yet explored credit transfers with the sending school, conversations should be initiated as soon as possible. A representative from Oxbow will be happy to talk with parents or individuals from sending schools in order to clarify information regarding curriculum and course credit.

The Oxbow School is also a member of the National Arts Education Association (NAEA), the Arts Schools Network, the Semester Schools Network, and the National Association of Independent Schools (NAIS).





THE OXBOW STUDENT. The Oxbow student typically self-selects to attend The Oxbow School. We attract high-achieving students who identify as artists or have a passion for the visual arts. Increasingly, students attend Oxbow for the unique opportunity of an experiential semester away from their home schools. While Oxbow students are bound by their shared interests, we strive to build each cohort with a diverse group of students who will positively challenge each other. As a result, the student body is an eclectic mix of adolescents, many of whom have different values, backgrounds, identities, and ways of seeing and being in the world. The model Oxbow student is one who is driven by curiosity, unafraid of taking risks, and welcomes “failure” as part of the learning process. Oxbow students think and live “outside the box.” The students who struggle to achieve at Oxbow typically struggle due to self-imposed obstacles and/or rigid views of what a school setting should be.

PEDAGOGICAL APPROACH. By fostering lateral thinking, Oxbow focuses on helping young people learn to use their minds well. The School’s pedagogy is focused on empowering students to discern and pursue meaningful life paths, equipped with the skills of creative and critical inquiry as well as the ability to access, evaluate, and reconfigure information in order to respond to a dynamic and ever-changing global environment. The curricular goals at Oxbow are simple: that students master a limited number of essential skills and areas of knowledge. While these skills and areas will, to varying degrees, reflect traditional academic disciplines, the program’s design is shaped by the intellectual and imaginative powers and competencies that the students need, rather than by conventionally defined school “subjects.” The aphorism “less is more” dominates: curricular decisions are guided by the aim of thorough student mastery and achievement rather than by an effort to merely cover content. Our goal at Oxbow is to help young people create a trajectory built from self-awareness and self-acceptance, to self-respect, and personal integrity. Ultimately, this leads to individual and community responsibility that sustains active and engaged citizenship within a vibrant human culture.

The Oxbow faculty respect the fact that all students learn differently and believe that the classroom space should embrace “real world” groupings. Therefore, students are not tracked into levels; rather, we strive to meet the needs of students based on where they are as individual learners. The curricular framework is designed to meet the needs of every individual, allowing each to find an entry point for intellectual and creative discovery; as a result, teaching and learning is personalized. To capitalize on this personalization, decisions about the details of the course of study, the use of students’ and teachers’ time and the choice of teaching materials and specific pedagogies are unreservedly placed in the hands of the faculty. The governing practical metaphor of the School is “student-as-worker,” rather than the more familiar metaphor of teacher-as-deliverer-of-instructional-services. The prominent pedagogical approach is one of heuristic coaching, to provoke students to learn how to learn and thus to teach themselves. Teaching and learning is documented and assessed with tools based on student performance of real tasks, such as critical inquiry or effective communication of ideas. Multiple forms of evidence, ranging from ongoing observation of the learner to completion of specific projects, are used to better understand the learner’s strengths and needs, and to plan for additional support as needed. Students have opportunities to exhibit their expertise before family and the community several times throughout each semester.

ASSESSMENT. The School was founded on the premise that the ranking and sorting of students through test-based assessment is not consistent with the Mission. Therefore, the faculty offer a range of instructional tools aimed at fostering personalized student growth. These include: writing (in the form of personal narration, experimental prose, poetry, technical labs, analysis, journaling, research, and self-reflection); projects; group collaboration; Socratic discourse; and oral presentations. At the finish of the semester, students engage in deep research around a topic of their own choosing. Working closely with faculty mentors, students compose a research-based paper that is accompanied by a major artwork or body of work, along with a formal artist's statement. This culminates in a celebratory finale in which students deliver a formal oral presentation to their families and the community at Final Show.

ABSENCES AND TARDINESS. Students must attend all classes and special programs during the semester. Students should be on time to class, campus chores, and meetings. Clear disregard for timeliness to school programs may result in loss of off-campus weekend privileges or other consequences. Students may not miss class or other school obligations without prior approval by a faculty member. Oxbow is a short program; missing activities and coursework results in social and academic setbacks for students. If a student accrues enough absences, excused or unexcused, to compose 25% of the time in any given class, that student may be denied course credit. Unexcused absences and instances of tardiness are tallied throughout the semester. Students are allowed excused absences due to illness. Students are not allowed to miss any school day without permission from a faculty member. Parents should not expect to take their child out of class for any reason except for emergencies and should consult the student's advisor regarding any extenuating circumstances. Families are asked to avoid scheduling trips during the semester. Preferably, medical appointments should be scheduled outside of class hours.



WORKLOAD AND SUPPORT. Oxbow has a challenging curriculum. Students will have work every school night and on the weekends; they are expected to work on assignments in the studios. Students are expected to complete all assignments. Those who repeatedly fail to complete assignments (excluding special circumstances) may be asked to leave. Those students who are not prepared to work, or who are considering Oxbow to be a “break” should re-evaluate their decision to attend. In the event a student needs extra support and resources in a course, they should seek out the instructor(s) immediately to put a support plan in place. The advisor should also be informed and, if necessary, parents will be contacted.

ACADEMIC INTEGRITY POLICIES. The Oxbow School expects a full commitment to academic integrity from each student. Academic integrity is the cornerstone of education; without it, no true teaching or learning can happen. Oxbow students are expected to be honest in their dealings with others and are encouraged to consult with their advisor or other faculty members when any questions regarding proper conduct arise. It is expected that students will exhibit academic integrity in all of their work. Students should exhibit four key values:

- **HONESTY** - to be honest and forthright in their work, words, and actions;
- **FAIRNESS** - to be fair and respectful in their interactions with fellow students and school faculty and staff;
- **RESPONSIBILITY** - to be accountable for their actions and language and accepting of the consequences for both;
- **INTEGRITY** - to adhere to a code of honor.

A violation of academic integrity will result in academic consequences. Students may not receive credit for the work submitted and may be put on extended academic probation. The Oxbow faculty must be able to evaluate accurately how much a student has learned, and they cannot do that if one turns in someone else’s work as their own; uses the ideas/language of other sources without appropriate citation; submits identical work as a classmate; cheats, helps a friend cheat or encourages that person to be dishonest. Cheating of any kind undermines the atmosphere of trust in the community and compromises the integrity of the institution.

PLAGIARISM. Students are expected to be the sole authors of their work. In essence, plagiarism is the theft of someone else’s ideas of another without properly acknowledging the source. This involves presenting others’ work as one’s own, whether in writing, visual arts, or other media. Copying all or part of any source—book, internet, radio or television program—is permissible if one uses quotation marks and identifies the source through formal citation. Using another’s words, ideas, images or research without proper citation is plagiarism even if one changes the wording.



VI. TECHNOLOGY

POLICY FOR ACCEPTABLE USE OF COMPUTERS. The Oxbow School computer and network facilities are intended to enrich the artistic and academic experience of Oxbow students, faculty and staff. These resources should be viewed as extensions of Oxbow School's physical environment and their use entails the same privileges, obligations, and responsibilities that come with using any of the school's facilities. Violation of any of these rules or illegal activity on the computers or Internet will result in disciplinary action. Access to Oxbow's computers, network, and the Internet will be made available to all members of the Oxbow community, provided the conditions defined in this document are met.

All data and programs residing on school computers and systems are the property of Oxbow and may not be copied, moved, altered or used outside the school under any circumstances without the written permission. All messages and data created, sent or retrieved over the Internet or the School's email system or computers are the property of the School. With the authorization of the Head of School, the School may retrieve and read any data or message composed, sent, or received on its technology resources, including its computer equipment and electronic mail system, with or without notice to the student(s) affected.

Student files and folders on school computers or Oxbow-generated Google Drive Folders are subject to periodic review by faculty and systems administration. Students are responsible for maintaining both backup and archival copies of their work that is stored on their own personal laptop computers. It is highly recommended that students bring an external hard drive to archive their work. Other students' files are their property and their privacy must be maintained; however, the School cannot guarantee privacy and reserves the right to inspect personal laptop computer files for any content that might violate School policy.



Oxbow, through its email and Internet connections, provides access to an endless number of diverse computer systems throughout the world. While an essential educational tool, this accessibility can be problematic: documents may be accessed which contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal and inappropriate material. Such material can often be incompatible with the mission of The Oxbow School. Moreover, students have the potential to initiate or respond to the creators of objectionable material. However, The Oxbow School computer system may not be used for this purpose without prior authorization of the Head of School. Students who knowingly bring objectionable materials into the school environment will be dealt with according to the school's discipline policies.

In addition, students are expected to follow certain guidelines regarding the use of school computers and networks. Failure to follow these guidelines may lead to cancellation of Internet and email privileges:

- Use respectful and appropriate language at all times in electronic communication.
- Do not modify system files or the configuration of computers.
- Adhere to all laws concerning the use and distribution of copyrighted software and other copyrighted media.
- Do not run file sharing software to download copyrighted media. It is illegal and puts Oxbow at risk as a provider of Internet connectivity and may contain viruses and other malware.
- Computer games are not permitted.
- Eating and drinking are not permitted in the vicinity of any computer on campus.
- Students should never leave a computer "frozen" or "crashed," but should promptly put a note on the computer and inform a faculty member.
- Students should not download any programs, files, or software onto school computers without permission from the Digital Media faculty.

The Oxbow School believes that the value of computer literacy, computer graphic skills, and Internet information resources and opportunities far exceed any disadvantages that might be caused by access to questionable material. It is the responsibility of the student to adhere to the school's standards.



CELL PHONES. All students must have cell phones. Rather than calling the main office, parents are encouraged to contact students directly through personal cell phones. The use of cell phones is prohibited during all studio time and other school events. Students found using phones during these times may have their phones confiscated.

COMPUTERS. The Oxbow School has a computer lab that students use during studio hours. Students are encouraged to bring personal laptop computers to campus, as the computer lab becomes especially busy during major assignments. After studio hours, students may use their own personal laptop computers in the dormitories. The laptop computer must have wireless connectivity. Students will have the best use of their computer system (and the most IT help) if it matches with Oxbow's network and computer systems. The ideal system is a Mac laptop with Operating System (OS) 10.11 or above with Microsoft Word, and wireless connectivity. Compatible systems include: PC/IBM compatible laptop with Windows 10 or later, Microsoft Word, and wireless connectivity.

INTERNET CONNECTIVITY. The Oxbow campus has a password-secured wireless network that students can access via school computers or their own personal laptop computers. The campus is Macintosh based, but cross platform and can support PC users as well. We suggest that PC users bring small flash drives in the event that data from their laptop computers cannot be transferred across the network.

EMAIL. All students will be provided with an Oxbow email address accessible from school computers or any other Internet connected computer. Email is provided to facilitate communication with faculty, friends, family, and schools. Students will be oriented to the email system and given their email addresses during the first week of school. Students can also check their home email addresses from school computers or any other Internet connected computer. Even if students have another email account, students should check their Oxbow email regularly for school announcements. Students keep their Oxbow email address after they complete the program. We continue to communicate with students through their Oxbow email address and encourage students to follow us on social media platforms.

VII. HEALTH & SAFETY

MANDATORY HEALTH INSURANCE. Students must have health insurance to participate in the Oxbow semester. For those families who do not have health insurance, information about short-term insurance plans may be found at www.ehealthinsurance.com.

EMERGENCY CONTACT. In the case of an emergency, contact the school cell phone at 707.337.8508 or the Head of School at 707.738.3717.

SAFETY AND EMERGENCY PROTOCOLS. At the beginning of the semester, The Oxbow School faculty provide instruction regarding emergency protocols to ensure the safety and well-being of all community members. The Oxbow School uses a "Remind" App to send communications to students; this App is also a means to communicate in the event of an actual emergency. In the event of an emergency evacuation, all Oxbow community members will be notified immediately. If the evacuation is to exceed more than 24 hours, students may need to return home until further notice. To ensure the safety of our community, The Oxbow School has installed exterior cameras in the dormitory area to provide a safe living environment after face-check. Employees and students should have no expectation of privacy in areas on school property where security video cameras have been installed. While security video cameras are installed for safety purposes, the School reserves the right to use security video footage for any purpose, including but not limited to support for taking disciplinary action up to and including termination of employment, expulsion from school, or removal of any person from school property.



USING COMMON SENSE. Students are encouraged to use common sense while at Oxbow. The following reminders will help students safely navigate their life away from home. Students should use their best instincts when encountering new or awkward situations and communicate immediately with adults if they feel uncomfortable or endangered.

- Avoid putting yourself in unsafe situations. Trust and follow your instincts.
- Avoid talking to suspicious strangers or inviting strangers to come on campus.
- Always travel with a partner when leaving campus.
- Have your cell phone with you at all times.
- If a situation feels wrong or unsafe, remove yourself from this situation.
- If you feel unsafe in any situation, share this with a campus adult who can help you.
- If you are concerned about the safety of another student, share this with a campus adult.

With the Oxbow campus located near downtown Napa, the Oxbow Market, and the Napa Exposition, Third Street can become a tourist attraction for visitors. Please alert a campus adult about unannounced or suspicious campus visitors so that an Oxbow representative can properly host them.

LIFE ISSUES. There will be occasions where Oxbow students will be challenged to make smart decisions about their own health and welfare. Often, these decisions are made easier by talking with an adult. Students are encouraged to meet with their advisor when seeking guidance.

MEDICATIONS. Students are responsible for storing and administering their own medications. Students should not share their medication with others. Students sharing prescribed and/or over-the-counter medications with other individuals can be expelled. Parents and families should clearly note student medications on the student medical forms in order to prevent confusion and provide the student with a lockbox for their prescribed and/or over-the-counter medications. Parents should also share relevant medical history on medical forms in order to guarantee appropriate adult supervision and action. Parents are responsible for providing student medications and we recommend having these delivered to Oxbow directly from the pharmacy. If delivery is not an option, a faculty member will facilitate pick-up. The School strongly recommends that student medications not be altered prior to or while attending Oxbow. Any changes in dosage or medication require monitoring by the student's personal medical professionals. Please note: We cannot support students who are not capable of administering their own prescription medications on a consistent and/or daily basis.



STUDENT ILLNESS. A student who is ill should alert their advisor or a faculty member as soon as possible. The staff member will provide basic assistance and assess whether or not the student should be taken to the doctor. In the event of an illness, we will contact parents immediately so that they can contact the child's physician. Parents are responsible for making doctor appointments and must notify the advisor of the date and time of the appointment and include the physician's name, address, and phone number. Occasionally, faculty members may not be available to drive students to appointments. In these rare circumstances, students might be required to take a taxi. When students are seriously ill, or if a student's medical insurance plan only provides coverage for emergency room visits, faculty will bring them to the emergency room at Queen of the Valley Hospital. Fees tend to be high and, depending on emergency room demands, students may wait to see a doctor. The Queen of the Valley Emergency Room is located at 1000 Trancas St, Napa, CA 94558 (Phone: 707.252.4411). To avoid emergency room fees, out-of-state families are encouraged to arrange for a temporary local physician during the student's stay in Napa. Families should consult their insurance company to explore the options available within the Napa city limits. Please alert the office and make sure that student medical files include any relevant information. The Oxbow School is a small community that operates at a fairly intense pace; in the event that a student contracts a major illness or sustains a major injury while at Oxbow, it may be necessary for the student to return home to ensure that proper care and support can be provided. The Head of School will make this decision after consultation with medical professionals and parents.

PHYSICAL EDUCATION. Throughout the semester, students will have an opportunity to engage in exercise. Students must have all medical forms submitted to the school, including immunizations or a medical waiver of immunization affidavit signed by a medical practitioner licensed in California, in order to participate in physical education activities. To be excused from physical education activities, students must get permission from their advisor or, if the advisor is not available, another faculty member. The bicycles at Oxbow are for physical education use only. Any student who wants to have a bicycle for personal use should bring a bike, a helmet (per California law), and lock.

STUDENT WELLNESS. During the program, the Head of School, faculty, and staff need to make informed decisions regarding the care of every student. For each student to have an enriching, positive and safe experience parents/guardians must disclose any psychiatric conditions, medical conditions, and/or special needs of their child. When appropriate, The Oxbow School works to ensure that students are provided mental, emotional, and physical support and structures. We need to know if a student is experiencing traumatic reactions to family issues, such as parental separation, divorce, death, etc. This information helps us provide appropriate support. We expect that parents/guardians have provided us with all the necessary information to ensure a positive semester experience for their child and the Oxbow community. Please be aware that nondisclosure of any psychiatric, medical condition, and/or special needs may result in dismissal from the School.



COUNSELING/THERAPY. At this stage of life, some adolescents are engaged in therapeutic counseling relationships that may need to be continued or supplemented during the student's time at Oxbow. Other students may need short-term assistance in adjusting to the unfamiliar stresses of life away from home. To this end, the School has a part-time School Counselor who is available for a limited number of sessions. If the student requires more sustained intervention, families are encouraged to seek support from medical and psychological professionals beyond Oxbow. All counseling relationships are confidential between the student and counselor; please consult with the student's advisor for the best times to schedule appointments so as not to compromise the student's privacy and participation in the program. The more accurate information we have about each student, the better we can serve their needs. Failure to provide this information may result in the student's dismissal from the School.

SUICIDE PREVENTION POLICY. Protecting the health and well-being of all students is of the utmost importance to The Oxbow School. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help. When a student is identified as being at risk, the Head of School or advisor will consult with the student's parent(s) to determine the best safety plan to put in place. In a crisis situation, a School official will seek out emergency services in Napa. Due to the brevity of the program, students at risk will likely need to return home to receive support from families and mental health professionals.



VIII. GETTING TO OXBOW

COST OF TRAVEL. Families are responsible for the cost and scheduling of all travel to and from the campus, including ground transportation.

FLYING AND GROUND TRANSPORTATION. Students should plan to arrive at either the Oakland (OAK) or San Francisco (SFO) airport. If a student is arriving alone, the Oxbow faculty will work with families to arrange for transportation to campus. If the arrival time is very early in the morning or late at night, parents should arrange for ground transportation from the airport to the Oxbow campus.

Executive Limousine

707.257.2949

executivelimousine@comcast.net

Black Tie Taxi

707.259.1000 | 1.888.519.8294

blacktietaxi@yahoo.com

www.blacktietaxi.com/

Eagle - Odyssey Limousine

925.207.3199 or 925.376.7766

james.odysseylimo@gmail.com

odysseylimolc.com



LOCAL ACCOMMODATIONS. The Napa region offers a variety of accommodations, ranging from motels and hotels to bed and breakfasts, spas, and country clubs. Below you will find some accommodations available in the city of Napa. Also check the Napa Chamber of Commerce website and the local newspaper, The Napa Register, for more information regarding your travels. Accommodations fill quickly and we suggest that you book your accommodations well in advance.

Andaz Napa

1450 1st Street, Napa, CA 94559-2843
707.687.1234
www.andaz.hyatt.com
0.7 miles from Oxbow – 15-minute walk

Hawthorne Suites by Wyndham

314 Soscol Avenue, Napa, CA 94559
707.226.1878 | 1.800.527.1133
www.wyndhamhotels.com
1.0 mile from Oxbow – 20-minute walk

Archer Hotel - Napa

1230 First Street, Napa, CA 94559
707.690.9800 | 855.437.9100
archerhotel.com/napa
0.6 miles from Oxbow – 12-minute walk

Napa River Inn

500 Main Street, Napa, CA 94559
707.251.8500 | 1.877.251.8500
www.napariverinn.com
0.4 miles from Oxbow – 8-minute walk
Discount promotion code: oxbowschool

Best Western Elm House Inn

800 California Boulevard, Napa, CA 94559
707.255.1831 | 1-888.849.1997
Email: elmhouse@sonic.net
1.3 miles from Oxbow – 25-minute walk

Napa Valley Hotel & Suites

853 Coombs Street, Napa, CA 94559
707.226.1871
Email: napavalleyhotel1@sbcglobal.net
www.napavalleyhotelandsuites.com
0.4 miles from Oxbow – 9-minute walk

Best Western Plus Inn at the Vines

100 Soscol Avenue, Napa, CA 94559-4010
707.257.1930 | 1.877.846.3729
www.innatthevines.com
1.4 miles from Oxbow – 30-minute walk

River Terrace Inn

160 Soscol Avenue, Napa, CA 94559
707.320.9000 | 1.866.NAPA.FUN
Email:
reservations@riverterraceinn.com
www.riverterraceinn.com
1.4 miles from Oxbow – 5-minute drive

Embassy Suites Napa Valley

1075 California Boulevard, Napa, CA 94559
707.253.9540 | 1.800.362.1779
Email: NAPVL.embassy@hilton.com
http://www.embassysuitesnapahotel.com
1.4 miles from Oxbow – 30-minute walk

The Westin Verasa Napa

1314 McKinstry Street, Napa, CA 94559
1-888-627-7169
www.marriott.com
0.7 miles from Oxbow – 15-minute walk



IX. LIVING AT OXBOW

FACULTY ADVISOR AND ADULT SUPERVISION. Residential living and building community will be one of the greatest learning experiences for students while at Oxbow. The Oxbow faculty provides an adult presence next to the dormitories to ensure the well-being and safety of all students outside of class, to provide moral support, to respond to student illness, and to troubleshoot tensions that may arise. The Oxbow faculty develops, coordinates, and maintains a stimulating program within the community to provide a positive intellectual, emotional, and social living environment for students. Faculty members are accessible to all students and empower them to grow and develop as good citizens through support, encouragement, and promoting student leadership. Every student has a faculty advisor at Oxbow who serves as the students' resource and support. The advisor also acts as the primary parent contact regarding academic issues and can help families navigate the residential experience. Parents are encouraged to contact their child's advisor when they have questions or concerns. Faculty advisors meet with students weekly. The advisor helps to ease the transition from home to boarding school and helps students settle—as quickly as possible—into the rhythms of the semester. The faculty recognizes the importance of neutrality, respect for the dignity and worth of each individual, and cultivates open-mindedness, empathy, and autonomy for all Oxbow students. There is always at least one faculty member on duty to supervise student safety and wellness. This person is available at all times by cell phone at **707.337.8508**. Please call this phone number for any immediate concerns.

KNOWN WHEREABOUTS. Students will be allowed to leave campus during designated times. Students must adhere to sign-in, sign-out, and off-campus requirements. Oxbow personnel must know the whereabouts of all students at all times. Students encountering any mishaps off campus should call the School cell phone immediately (**707.337.8508**) or the Head of School (**707.738.3717**). Students are not permitted to leave the city of Napa without faculty supervision or specific parental permission. When leaving campus during the designated off-campus hours, students must sign out. Although students do not need special permission to go to downtown Napa or nearby shops and restaurants, they do need to sign out indicating where they are going before they leave campus. Upon return to campus, students must sign in and include the time of return. Students are expected to be on campus every night and attendance will be taken at dinner. Repeated tardiness will result in the loss of off-campus weekend privileges. All students must be on campus and either in the dorms or in the studios at the designated time every evening. Students will have a face-check each evening, after which they may not leave their assigned suites until dawn of the following morning.

OFF-CAMPUS PERMISSIONS. To go off campus (excluding walking to the Napa Downtown area) with anyone other than one's parents or legal guardian, students need to obtain written permission from their parents. Students must also get a written invitation to visit any household other than their parents or guardians. Oxbow will not give students permission to visit a home where there is no adult supervision. Similarly, Oxbow will not give students permission to stay in hotels without adult supervision. These expectations are intended to ensure the safety of the students while they are off campus. At no time are students permitted to leave the Napa city limits without written permissions from parents and approval from faculty. Parents can submit a signed "Transportation/Off Campus Permissions Form" and list family members and friends authorized to drive their student off campus. (The form is included in the "Welcome Packet" and on the website.) Submit your written authorization on a case-by-case basis to your student's advisor.

PRIVACY. Privacy may seem hard to find in a communal living setting. Out of respect for roommates, students are not allowed in each other's dorm suites at any time unless special permission is granted by faculty. Students must sleep in their assigned bedrooms and beds. The Oxbow School does not consider requests for room or bed swaps or reassignment. Students are prohibited from sharing or soliciting suite door codes.

VISITORS. No visitors are permitted during the first month to encourage students to get to know their classmates. Parents can help in this process by reminding their children about this policy when they consider inviting others to visit. After the first month, students are welcome to invite friends and acquaintances to visit with them off-campus in Napa as long as permission is granted. The core campus is closed to nonessential visitors for the duration of the semester until the Final Show weekend. If family members or friends plan on visiting a student on the weekends, they must do so off campus. Face coverings are strongly encouraged when entering indoor businesses in Napa and students are strongly encouraged to dine outdoors when eating off campus.

WEATHER. The weather in Napa is pleasant and sunny in the fall and spring, ranging from 75-90 degrees during the mid-day. The winter consists of a rainy season from late October to mid-April, ranging from 30-50 degrees at the coolest. People are most comfortable dressing in layers. There may be trips to the coast for outdoor adventures; students should bring outdoor gear, such as a waterproof jacket, sweater, hat, sturdy walking shoes, and a sleeping bag.

FALL AND SPRING BREAKS. The Fall semester will have a one-week break during Thanksgiving. The Spring semester will have a one-week Spring break. Students are expected to be on campus until dismissal time unless the family has received permission for early dismissal from the student's advisor. Oxbow rules apply during vacation break. During school break, the campus is closed and students are required to leave by the designated time (typically 4:00pm) on the day of dismissal. All students must leave campus during these breaks. Parents must make their own travel arrangements for their child. If students fly into or out of OAK or SFO, the school will provide shuttle transportation. In rare circumstances, we may need to hire a taxi service to transport students.



THE ENVIRONMENT. The Oxbow School is an advocate for climate action. It is our mission to participate in climate restoration. Climate scientists agree that human activities are the dominant cause of climate change and contribute largely to increases in greenhouse gas emissions. The Oxbow School recognizes climate change as a social justice, equity, and human rights issue. While climate change impacts all people, it disproportionately affects people of color and people in poverty. The Oxbow School community encourages everyone to take the fight against climate action seriously by participating in the following guidelines:

- Pack light - You need very few belongings at The Oxbow School. Only bring essential items. 1-2 suitcases of belongings have sufficed for past students.
- Reduce Consumption - Students should not order excessive products. No packages should be shipped to students during the course of the semester unless the contents are related to: medical prescriptions, family care packages, or materials specifically necessary for school projects. Essential items and letters should be addressed to the student and sent to the main office at: The Oxbow School, 440 Third Street, Napa, CA 94559.
- Compost and recycle - We employ a compost and recycling program with the ultimate goal of becoming "zero waste." Plastic, paper, glass, and clean aluminum should be recycled. Food scraps, napkins, and other organic materials should be composted. Trash bins dedicated for dorm use are intentionally limited; reduced waste production is a direct result of reduced consumption.
- Reduce water consumption - California is a water-stressed economy. Showers should never exceed five minutes.
- Be mindful of art material waste

MOTOR VEHICLES. Students are not allowed to drive motor vehicles or bring motor vehicles on campus. Students may not ride with anyone other than Oxbow School personnel or with family members without proper permission.

PUBLIC TRANSPORTATION. Students may take local public transit buses. Students can only take taxis if they have written permission from their parents on file or if it is for medical appointments and no faculty are available to transport them. Students may not take taxis for unessential trips such as shopping or going to the movies.





LOST, STOLEN OR DAMAGED PROPERTY. Oxbow is not responsible for a student's lost, stolen, or damaged personal equipment or property. In addition, students and/or parents will be held responsible for a student's role in damage to or loss of the property and/or equipment of Oxbow, its contractors, or other third parties. This may include sharing in the group's collective responsibility for equipment/property destruction or loss.

STUDENT ACCOUNTS FOR PERSONAL EXPENSES. Parents should be prepared to cover costs for personal incidentals and spending money at their own discretion. Students should not have large amounts of cash; we recommend opening a bank account that provides an ATM card or purchasing a prepaid credit card.

MESSAGES AND PHONE CALLS. All students must have cell phones. Parents are encouraged to contact students outside of studio hours. Use of cell phones is prohibited during studio time, lectures, and other school events. Students found using phones during these times may have their phones confiscated. Although teachers are not available for phone calls during school hours, they return calls as soon as possible. Parents may leave messages on a teacher's cell phone voicemail, or contact them by email. The preferred method of communication with teachers is email.

DORM AMENITIES. Students are housed in two dormitories adjacent to the studios. Each dorm suite features: three bedrooms, two bathrooms, a common living area with a mini-refrigerator, and a washer/dryer. Each bedroom has two or three beds, one dresser, and a walk-in closet. Students are welcome to bring approved appliances into the dorms. Families will be billed for any damages beyond normal wear and tear. Approved appliances: electric kettles, microwave oven. Prohibited appliances: decorative lights, extension cords, hot plates, rice cookers, space heaters, giant audio speakers, toasters, coffee makers or espresso machines.

ROOM-CHECK. Oxbow relies on students to maintain high standards of cleanliness throughout the semester. To ensure that those standards are met, room inspections will be performed periodically. Room inspections help to maintain a sanitary and comfortable living condition for all residents. Students generally "pass" room inspections; however, particular students may be requested to pay more attention to certain areas of the dorm. A clear absence of effort in keeping up with the room cleanliness may result in consequences and/or loss of privileges.



DINING AT OXBOW. Unless otherwise specified, meals are mandatory for all students. Attendance is taken at meals and students must get approval to miss meals. On Monday-Thursday, breakfast, lunch, and dinner are served. On Friday, Saturday, and Sunday, brunch and dinner are served. Students may make sandwiches in the dining hall and a variety of free snacks are available on the “snack cart.” Note: The kitchen will not supply foodstuffs, dishware, utensils, workspace or storage for student projects. If non-traditional materials, equipment, or food is needed for an art or academic project, students should seek support from studio faculty.

Kitchen phone: 707.252.5580

CAMPUS CREW. Students rotate through a series of campus duties that take place weekly, a few times a week, or daily. Campus crew generates student responsibility outside of the classroom, builds community spirit, and encourages students to value their work and the work of others. In all cases, campus crew jobs help the school function well in the offices, studios, and residences. Students are expected to report to their campus crew supervisors at the times indicated. To be excused, students must receive permission from their advisor or another faculty member. Students who miss campus crew without any notice will receive an unexcused absence as well as a consequence for missing their crew without permission.

EXTRACURRICULAR ACTIVITIES. In addition to a robust and busy schedule of core coursework, Oxbow students and faculty often form groups or clubs based on communal interests. Past initiatives include: BIPOC affinity group, craft club, DND, film club, running group, soccer club, yearbook committee, yoga, Zumba, and book club.

DRESS. Student attire is casual. Students are encouraged to practice good judgment in making fashion choices depending on the setting. Students are to maintain an attitude of respect toward one another in all interactions: personal, verbal, and in dress. The purpose of a dress code is to maintain individual and community safety and to maintain a community that values respect for diverse cultural and religious backgrounds. Clothing that represents hate/hate-speak or illegal substances will not be tolerated on The Oxbow School campus. Students must be fully clothed at all times, including shoes, shirts, and bottoms. Students must change clothes in private spaces, including bathrooms and dorm rooms, and not in public areas. During artmaking, students should wear studio appropriate clothing that can get dirty, stained, or damaged. Students are required to wear shoes in all studios, on the concrete pad in front of the studios, in the dining hall, and on the deck. Students will also need cold weather clothing – such as a waterproof jacket, sweaters, hat, and sturdy walking shoes – for occasional outdoor activities. In addition, students should bring comfortable clothing for exercise.

STANDARDIZED TESTING AND TEST DAY. Students will be shuttled to and from the test centers on the day(s) of the ACT/SAT. If registering on-line, please note the respective test site within the Napa city limits. Students must assume responsibility for bringing necessary items to the test site: entrance ticket, #2 pencils, approved calculator, photo ID, a snack, and an Eligibility Letter from Services for Students with Disabilities (if approved for learning differences). A list of required items may be found directly on the testing websites.

NAPA PUBLIC LIBRARY. Students can use the resources at the Napa Public Library and the Napa Valley Community College. Every Oxbow student will receive a public library card for work required at Oxbow. California residents can get a Napa library card if they present their home library card and/or a California license. Out of State students can receive a Napa Library card with a license and/or an Oxbow ID card. The library is closed on major holidays. Web Page access and an on-line search catalog can be found online. Students are responsible for late fees, lost item fees, or other fees associated with the library. Families will be billed by Oxbow for any outstanding library fees.



OTHER EXPECTATIONS.

- Sexual activity between students is prohibited at Oxbow.
- Students must carry their Oxbow ID at all times for identification and for emergency purposes.
- All community members, student and faculty alike, are responsible for the cleanliness of the Oxbow campus. Students are responsible for cleaning up after themselves in the studios, dorms, dining hall, outdoor spaces, and all other areas.
- The use of scooters, skateboards, bikes, and skates are not allowed on any paved or concrete areas on campus or on the curbs at the Napa Valley Expo property across the street from the Oxbow campus.
- Body piercing or tattoos - California State Laws require students to have parental permission in the form of a notarized letter on file. Students are prohibited from making their own permanent body modifications.
- Swimming in the Napa River is prohibited.
- Quiet hours: During studio hours at night, students are expected to be quietly studying and working in the studios; listening to music is allowed with headphones only. Students should not distract other students who are at work.
- Silent hours: Students need to respect silent time after the evening face-check. At this time, music is allowed with headphones only and students are expected to be quiet to allow others to sleep or work. Please note that the walls are very thin and those students who do not monitor noise levels during quiet and silent hours should expect consequences.
- Students must close their exterior suite doors when they leave the suite to ensure the safety of the occupants and their belongings.
- Students are not allowed to burn candles, incense, or any other materials in their rooms at any time as these are fire hazards.
- Students must not tamper with the ceiling sprinkler systems in the dorm rooms; these systems are essential for fire protection. Students are not allowed in the crawl spaces above and below the dormitory suites.
- Students must sign a room agreement upon arrival indicating responsibility for maintaining the condition of the suite. Students should leave the dorm rooms in the condition in which they were found. Dorm furniture may not be dismantled, moved out of the suites, or used in art projects. Damage to dormitories or other campus facilities beyond normal wear and tear will be billed to the families.
- In the suites, computer hardware and routers may not be altered or tampered with.
- Students must not use the stair railings and banisters as gym equipment for reasons of student safety.
- Students are not allowed to have pets or stray animals in the dormitories.

STUDIO EXPECTATIONS.

- Use of cell phones for personal calls and texts and social media prohibited during all class times and other school events. Students found using phones during these times may have their phones confiscated.
- Students must use all studios and studio equipment according to the specifications of each studio instructor.
- During studio hours, students are encouraged to keep the middle studio quiet for concentrated study. Students should not interrupt or distract other students who are at work. Those who do should expect a warning and subsequent consequences.
- Students must use technology in keeping with the "Policy for Acceptable Use of Computers."

END OF SEMESTER SHIPPING. At the end of the semester, many students will need to ship home their belongings, art projects, bicycles, etc. The faculty are available to help the students obtain boxes and offer packing tips. Oxbow is not responsible for items, including bicycles, that students leave behind. Any items left are discarded or donated to a local charity the day after the semester ends. Shipping student belongings (especially large, heavy, or unusually shaped artwork) can be very expensive so we recommend families manage this during the Final Show weekend. Listed below are the locations of local Napa shipping facilities:

Cartons and Crates
3250 California Boulevard
Napa, CA 94558
Phone: 707.224.7447
shipping@cartonsandcrates.co
www.cartonsandcrates.com

The UPS Store
952 School St
Napa, CA 94559
Phone: 707.265.6011
Fax: 707.265.6012
store4516@theupsstore.com

FedEx
702 Lincoln Avenue
Napa, CA 94558
Phone: 707.226.7722

United States Postal Service
1436 Second Street
Napa, CA 94559
Phone: 707.255.0621

X. BEYOND OXBOW

COLLEGE PRESENTATIONS. Oxbow hosts a variety of liberal arts and art college representatives throughout the semester. Some representatives may give a presentation and art colleges may review student portfolios. Opportunities to talk one-on-one with admissions representatives provide students with practical advice on how to craft portfolios for college admission and how to tailor their applications to specific schools. While Oxbow faculty have personal expertise with various colleges and are happy to help students with college applications, the school does not employ an official college counselor. Students and families should remain in contact with the college counselor from their sending school, as this counselor will be guiding the student through the yearlong process.

PORTFOLIOS. Oxbow students receive instruction on how to document the artwork they make at Oxbow. They also compile an "Oxbow Portfolio" of 10-12 works they have made during the semester. This digital portfolio assignment echoes the admissions requirements for many BFA programs, and is intended to prepare students in developing a cohesive and distinctive art portfolio to submit to colleges or scholarship opportunities. The Oxbow Portfolio showcases each students' unique artistic voice, reveals their processes of thinking and making, and demonstrates their explorations across a variety of mediums.

Alumni continue to have access to their portfolios through Google Drive. Students/parents are strongly encouraged to copy the student's portfolio from Google Drive onto a personal computer or hard drive as a backup for safekeeping. Students are also asked to leave their portfolios intact on the Google Drive for future use by the Oxbow School (i.e. not to delete or move any files or documentation that were created during the semester.)

Each Fall, Oxbow holds a "Portfolio Day" on campus where Oxbow students and alumni meet one-on-one with art college representatives. All current Oxbow students, alumni, and local student artists are invited to attend.

TRANSCRIPTS. At the conclusion of the semester, students will receive a final transcript that can be used to transfer credits. Letter grades will be given for coursework in: Honors Studio Art (2 credits), Honors English (1 credit), Honors U.S. History (1 credit), Honors Environmental Science (1 credit), and a pass/fail grade for physical education (1 credit). Math and world language are optional. Students who opt into math and/or world language tutorials will receive credit for those courses on the final transcript. All advisors meet with students to review their performance during the semester. Progress reports are sent to families during the semester and final transcripts are sent to schools and families. Final transcripts include narrative reports in all subjects, narrative advisor reports, and a student self-evaluation.

TRANSCRIPT REQUESTS. Families are required to clear all financial obligations due to The Oxbow School before transcripts will be released. Transcript requests are processed in the Oxbow Main Office. Alumni requests for official transcripts should include the semester attended, the student's name while in attendance, and the complete address where the record is to be sent. Send your transcript request by email to info@oxbowschool.org or send a written request by mail. Allow at least 5 business days for transcript processing.

GUIDELINES FOR TEACHER RECOMMENDATIONS FOR COLLEGES & SCHOLARSHIPS. At the end of the Oxbow semester, students will receive a formal personalized letter from the Oxbow faculty. Students may use this letter as part of their application process for college, scholarships, summer programs, or career opportunities. In the event a student intends to submit application materials digitally, please contact the preferred Oxbow faculty member as the primary recommender. The recommendation letter written at the end of the semester will be respectively updated and submitted. To avoid redundancy, please do not request more than one letter from Oxbow. Email the Oxbow faculty member who will be submitting on the student's behalf and allow at least two weeks notice to submit the recommendation letter.

Include in the email request:

Student name and the OS semester in attendance;

Contact information, including current address, email, and a cell phone number;

Contact information for the person receiving the letter; and

The deadline date(s) for each letter.

When completing an application online, there should be a section for "Teacher Recommendation." Simply insert the required information and the application platform (for example, the Common Application) will generate an email directly to the faculty member whose letter has been requested.

GUIDELINES FOR PORTFOLIO REVIEWS.

The Oxbow faculty are happy to conduct portfolio reviews for current students and alumni by request. Please allow at least two weeks notice for portfolio reviews.

Include in your email request:

- Student name and the OS semester attended;
- Contact information, including an email and cell phone number;
- Portfolio guidelines/deadlines for the opportunity to which the student is applying; and
- A Google Drive link to works to be reviewed.

XI. THE OXBOW SCHOOL ANNUAL FUND

Please support **The Oxbow School Annual Fund** and Scholarship programs. We need your help to fulfill our mission to serve as many deserving students as possible, so that they can experience a life-changing semester of art and academics. It is our goal to be able to provide financial aid to 50% of the incoming class. Our Annual Fund Campaign is made up of Oxbow alumni, parents, alumni parents, grandparents, trustees, faculty, staff, and friends who join together to participate in giving. A strong Annual Fund is critical to the sustainability of the School, as it closes the gap between tuition revenue and the cost of operating the program. Your support is vital to making this deeply transformative experience possible. Help us grow the foundation of giving that enables us to deliver an innovative arts program to a diverse student population.

The Oxbow School is designated as a non-profit organization under Section 501 (c) (3). Tax ID 94-3265708. Gifts to the Oxbow School are tax deductible to the fullest extent as permitted by law..

For more information on giving or to give online, please visit:

<https://www.oxbowschool.org/giving>





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Welcome to The Oxbow School community.



