



THE OXBOOK

a student and parent handbook

2017-2018 Academic Year



Welcome to the Oxbow School family!

This handbook is designed to be the primary resource for students *and* parents for information relating to all aspects of the Oxbow semester. You will find *The Oxbook* to be helpful in understanding aspects of School life ranging from the rules and expectations, to dorm life, to the calendar of events. Although *The Oxbook* includes information about many facets of the Oxbow experience, it does not replace the need for more precise information specific to personal issues; please do not hesitate to contact the School or your student's Advisor for additional information.

Our policies and expectations are presented with the goal of maintaining open communication between students, parents, and the School. We see every element of our program as part of a constellation of skills that will serve the students in their lives after Oxbow, and hope that an intense, healthy, and productive semester becomes the foundation for life-long learning.

At Oxbow, we encourage and expect students to be proactive in communicating with adults on all levels, including academic concerns, interpersonal relations, and even simple housekeeping needs. Visitors, travel plans, weekend day trips are a few of the elements that require more communication when you are not living at home. When everyone is proactive, misunderstandings are avoided, allowing for a positive experience for all.

Please review this handbook for answers to many of your questions about life at Oxbow. We are excited that you will be joining the Oxbow community and look forward to getting to know all of you.

Warm regards,

Stephen Thomas
Founding Director and Head of School

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CALENDARS, EVENTS AND TRAVEL

Fall 2017 (OS37) Semester Calendar

JUNE

23 Friday Course Selection Form Due

JULY

26 Wednesday Welcome Packet Forms Due
Tuition Balance Due

AUGUST

23 Wednesday **First Day of Fall Semester**
 10:00am-2:00pm Students arrive on campus
 10:00am-4:00pm Mandatory check-in at Main Office, followed by Dorms and then New Media for Photo ID
 12:00-1:00pm Families should plan to get lunch off campus
 2:00-3:30pm Parent Meeting with Head of School in Printmaking Studio
 3:30-4:00pm Parents say goodbye to students and depart campus
 4:00pm Student tour of campus with Oxbow Alumni
 5:30pm First dinner on campus for students
 7:30pm Major rules and dorm orientation

SEPTEMBER

4 Monday Labor Day - office closed/classes in session
 9 Saturday* ACT Test Date at Vintage High School
 24-Oct 3 Sunday-Tuesday Visiting Artist Residency
 26 Tuesday Visiting Artist Lecture

OCTOBER

6-8 Friday - Sunday Fall Retreat
 10 Tuesday Visiting Artist Lecture
 11 Wednesday* PSAT Test Date at New Technology High School
 17 Tuesday Visiting Artist Lecture
 22-31 Sunday-Tuesday Visiting Artist Residency
 24 Tuesday Visiting Artist Lecture
 28 Saturday* ACT Test Date at Vintage High School

NOVEMBER

1 Wednesday Mid-Term Grade Reports mailed to schools and families
 4 Saturday* SAT & Subject Tests at Napa High School
 7 Tuesday Visiting Artist Lecture
 17-26 **Friday-Sunday** **Thanksgiving Break:** *Dismissal begins at 7:30am on Friday the 17th and all students must be off campus by 3:30pm. Students must return by 5:30pm on Sunday the 26th for dinner*

DECEMBER

2 Saturday* SAT & Subject Tests at Napa High School
 9 Saturday* ACT Test Date at Vintage High School
Final Show Weekend
 15 **Friday, 5:00-7:00pm OS37 Parent Reception**
 16 **Saturday OS37 Final Student Show and Open House Events:**
 9:30am-10:00am Coffee and Pastries in Dining Hall*
 10:00am-12:00pm Student Presentations (immediate family only)
 12:00pm-1:00pm Students Remain on campus and families on own for lunch
 1:00-3:00pm Students back in studios for public Open House (extended family and friends welcome)
 3:00pm Students free to go off campus with family for the night
 17 **Sunday, 1:00-3:00pm OS37 Final Student Show and Open House**
 5:30pm All Students back on campus for dinner at 5:30pm
 20 Wednesday OS37 Student and Faculty Final Dinner
 21 **Thursday** **Students return home:** *Dismissal begins at 7:30am and all students must be off campus by 3:30pm*
 25-29 Monday-Friday Main Office closed

January

4 Thursday Final Grade Reports mailed to schools and families

***ACT, PSAT, SAT & Subject Test dates are tentative and this calendar is subject to change**

Spring 2018 (OS38) Semester Calendar

NOVEMBER

17 Friday Course Selection Form Due

DECEMBER

**20 Wednesday Welcome Packet Forms Due
Tuition Balance Due**

JANUARY

17 Wednesday First Day of Spring Semester
 10:00am-2:00pm Students arrive on campus
 10:00am-4:00pm Mandatory check-in at Main Office, followed by Dorms and then New Media for Photo ID
 12:00-1:00pm Families should plan to get lunch off campus
 2:00-3:30pm Parent Meeting with Head of School in Printmaking Studio
 3:30-4:00pm Parents say goodbye to students and depart campus
 4:00pm Student tour of campus with Oxbow Alumni
 5:30pm First dinner on campus for Students
 7:30pm Major rules and dorm orientation

FEBRUARY

10 Saturday* ACT Test at Vintage High School
18-27 Sunday-Tuesday Visiting Artist Residency
20 Tuesday Visiting Artist Lecture

MARCH

2-4 Friday – Sunday Spring Retreat
6 Tuesday Visiting Artist Lecture
10 Saturday* SAT Only at Napa High School
13 Tuesday Visiting Artist Lecture
18-27 Sunday-Tuesday Visiting Artist Residency
20 Tuesday Visiting Artist Lecture
28 Wednesday Mid-Term Grade Reports mailed to schools and families
30 Friday **Spring Break Begins: Dismissal begins at 7:30am on Friday March 30th and all students must be off campus by 3:30pm.**

APRIL

April 8 Sunday **Spring Break: Students must return by 5:30pm on Sunday April 8th for dinner.**
10 Tuesday Visiting Artist Lecture
14 Saturday* ACT Test at Vintage High School

MAY

5 Saturday* SAT & Subject Tests at Napa High School
Final Show Weekend:
11 Friday, 5:00-7:00pm **OS38 Parent Reception**
12 Saturday **OS38 Final Student Show and Open House Events:**
 9:30am-10:00am Coffee and Pastries in Dining Hall*
 10:00am-12:00pm Student Presentations (immediate family only)
 12:00-2:00pm Students and families on their own for lunch
 2:00-5:00pm Students back in studios for public Open House (extended family and friends welcome)
 5:00pm Students free to go off campus with family for the night
 6:00pm Spring Benefit Concert
13 Sunday **OS38 Final Student Show and Open House**
 5:30pm All Students back on campus in time for dinner at 5:30pm
16 Wednesday OS38 Student and Faculty Final Dinner
17 Thursday **Students return home: Dismissal begins at 7:30am and all students must be off campus by 3:30pm.**
30 Wednesday Final Grade Reports mailed to schools and families

****ACT, SAT & Subject Test dates are tentative and this calendar is subject to change***

Administrative Policies and Procedures

Tuition Payment Policy

As a private institution our payment policies respect the wise use of tuition dollars to provide educational opportunities to your children and others. You and your family have responsibilities in this process. Payment in full is due by July 26, 2017 for the Fall 2017 semester and December 20, 2017 for the Spring 2018 semester. All subsequent charges (e.g. tutoring) are to be paid in full upon receipt of the school's invoice. If you are unable to meet this requirement or deadline, please contact the Business Office.

Transcripts will not be sent to any other educational institution while there are outstanding balances for tuition or fees on account.

Tuition Refunds

Please note that families shall be issued a partial tuition refund in the event a student withdraws from the program in accordance with the following schedule:

- Student withdraws on day one through day seven: 50% of tuition refunded
- Student withdraws on day eight through day twenty-eight: 25% of tuition refunded
- Student withdraws at Early Break and thereafter: 0% of tuition refunded

Parent and Student Disclosure and Support

At Oxbow, we aspire to support our students to achieve the success that they are capable of. We seek to personalize the Oxbow experience according to each student's individual needs. We cannot do that without being advised of any pre-existing conditions or necessary accommodations that may impede or propel the student's performance. Failure to provide this information may result in your student's separation from the program.

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.

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.

Families can also establish a "student account" in the Main Office. To do so, parents should simply write a check made out to "The Oxbow School" indicating on the subject line "for *name of student* account" and submit the check to the Business Office in person or by mail. Students can withdraw cash from their account between the hours of 9:00am-5:00pm, Monday through Thursday.

Messages and Phone Calls

All students *must* have cell phones. Parents are encouraged to contact students directly outside of class hours. **Use of cell phones is prohibited during all class times (weekdays 9:00am-12:00pm and 1:00-4:00pm PST), lectures, and other school events.** Students found using phones during these times may have their phones confiscated. Please do not text or call students via cell phone at these times.

Although teachers are not available for phone calls during school hours, they return calls as soon as possible. Parents may leave messages on the teacher's cell phone voicemail, or contact them by email. The preferred method of communication with teachers

is email. See the phone directory at the back of this handbook for individual teacher cell phone numbers and email addresses.

Travel Information

Cost of Travel

Families are responsible for the cost and scheduling of all travel to and from the campus, including ground transportation; this includes all breaks.

Flying

Students should plan to arrive at either the Oakland (OAK) or San Francisco (SFO) airport. If a student is arriving alone, parents must schedule ground transportation from the airport to Napa. Oxbow recommends Evans Transportation Service at 707.255.1559 or 707.643.8432 (www.evanstransportation.com). Other ground transportation options are listed below.

Ground Transportation

Evans Transportation Service, Inc.

4075 Solano Avenue, Napa, CA

707.255.1559 | 707.643.8432

www.evanstransportation.com

See web site for information and current schedule for airport service to and from the San Francisco (SFO) and Oakland (OAK) airports through their terminal in Napa. Average cost is \$40 one way. Buses arrive at scheduled times at each airport and leave at certain times from the Napa terminal. Shuttles take approximately an hour and a half to two hours from either airport. We are happy to take and pick up students to and from the Napa shuttle terminal. However, students who will be taking an early or late shuttle (before 8:00am or after 8pm) will need to make arrangements for a taxi to and/or from the Napa Evans terminal.

Executive Limousine

190 Camino Oruga Suite 17, Napa, CA

707.257.2949

executivelimousine@comcast.net

Limousine services include only the people in a party (no outside people will ride in the car). The cost is a flat rate of \$180 (includes taxes and gratuity) to San Francisco or Oakland or Sacramento airports.

Marin Door to Door

1322 Ross Street, Petaluma, CA 94954

415.457.2717

www.marindoortodoor.com

Service is door-to-door to San Francisco or Oakland airports. Price is \$95 each way for one person and \$125 for two. See website for rates. Allow two-hours for the ride to either airport because they pick up additional passengers along the way. You must make your reservation by noon the day before your departure.

Napa Valley Crown Limousine

52 Franklin Street, Napa, CA 94558

707.226.9500 | 800.286.8228

Limousine services include only the people in a party (no outside people will ride in the car). For a sedan, the cost averages \$225 including tax and tip for up to three people.

Odyssey Limousine

925.207.3199

odysseylimousine@yahoo.com

Service is door-to-door to San Francisco and Oakland Airports for \$129.

Solano Airporter

119 Fairmont Avenue, Vallejo, CA 94589

707.554.2254

Service is door-to-door to San Francisco, Oakland, and the Sacramento Airports. This is a van service with schedules varying depending on the different passenger destinations and pick-ups of other passengers. The cost averages \$108 for the one person and \$138 for two people.

Black Tie Taxi

707.259.1000 | 1.888.519.8294

blacktietaxi@yahoo.com

<http://www.blacktietaxi.com>

Taxi Service for the Napa Valley and door-to-door service from Napa to San Francisco and Oakland airports for \$175. They do not provide service from either airport to Napa.

Driving

From San Francisco:

- Hwy 101 North to Hwy 37 (Napa/Vallejo Exit)
- Hwy 37 to Hwy 121 (follow signs for Napa)
- Hwy 121 to Hwy 29 North
- From Hwy 29 take the Imola Exit and make a right onto Imola Avenue
- Pass a series of lights and go over a bridge and at the third light, take a left onto Soscol Avenue
- Drive north on Soscol through a series of lights, until you get to Third Street
- Make a right onto Third Street and you'll pass the Oxbow School buildings on the left and immediately following is the campus parking lot
- The Oxbow School Main Office is adjacent to the parking lot in a green house at 440 Third Street

From East Bay/Oakland:

- Hwy 80 North to Hwy 37 (right lane exit: Napa/Marine World)
- Get into the right lane and take the second exit to Hwy 29/Napa
- Turn right onto Hwy 29 and again proceed through a series of lights and a sweeping curve to the left at a fork in the road
- Take the right fork to Downtown Napa/Lake Berryessa, (you are now on the Napa/Vallejo Hwy 121)
- Proceed through another series of lights, the highway entering town becomes Soscol Avenue
- Stay on Soscol to Third Street
- Make a right onto Third Street and you'll pass the Oxbow School buildings on the left and immediately following is the campus parking lot
- The Oxbow School Main Office is adjacent to the parking lot in a green house at 440 Third Street

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 rates may increase during tourist seasons. Families have also stayed in nearby towns and cities such as Fairfield, Sonoma, St. Helena, Rutherford, Yountville and Calistoga.

ACCOMMODATIONS IN NAPA (*most economic rates)

Andaz Napa

1450 1st Street, Napa, CA 94559-2843
707.687.1234

www.andaz.hyatt.com

.7 miles from Oxbow - 15 minute walk

The Beazley House - Bed and Breakfast

1910 First Street, Napa, CA 94559
707.257.1649

Email: innkeeper@beazleyhouse.com

www.beazleyhouse.com

1.0 mile from Oxbow - 20 minute walk

Discount: Let them know you're an Oxbow Parent

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

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

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

Hawthorne Suites*

314 Soscol Avenue, Napa, CA 94559
707.226.1878 | 1.800.527.1133

www.hawthorne.com

1.0 mile from Oxbow - 20 minute walk

Hennessey House - Bed and Breakfast

1727 Main Street, Napa, CA 94559
707.226.3774

Email: info@hennesseyhouse.com

www.hennesseyhouse.com

0.9 miles from Oxbow - 17 minute walk

The Inn on First* - Bed and Breakfast

1938 First Street, Napa, CA 94559
707.253.1331

Email: innkeeper@theinnonfirst.com

www.theinnonfirst.com

1.0 mile from Oxbow - 20 minute walk

Inn on Randolph - Bed and Breakfast

411 Randolph Street, Napa, CA 94559-3374
707.257.2886

Email: innkeeper@innonrandolph.com

www.innonrandolph.com

0.8 miles from Oxbow - 16 minute walk

La Belle Époque - Bed and Breakfast

1386 Calistoga Avenue, Napa, CA 94559
707.257.2161

www.napaboutiqueinn.com

0.8 miles from Oxbow - 16 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

Napa Valley Hotel & Suites*

853 Coombs Street, Napa, CA 94559
707.226.1871

Email: napavalleyhotel1@sbcglobal.net

www.napavalleyhotellandsuites.com

0.4 miles from Oxbow - 9 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

Senza Hotel

4066 Howard Lane, Napa, CA 94558
707.253.0337

www.senzahotel.com

9 miles from Oxbow - 18 minute drive

Silverado Resort & Spa

1600 Atlas Peak Road, Napa, CA 94558
707.257.0200 | 1.800.532.0500

Email: info@SilveradoResort.com

www.silveradoresort.com

4.2 miles from Oxbow - 15 minutes by car

The Westin Verasa Napa

1314 Mckinstry Street, Napa, CA 94559
1-888-627-7169

www.westininnapa.com

.7 miles from Oxbow - 15 minute walk

Wine Valley Lodge*

200 South Coombs, Napa, CA 94559
707.224.791 | 1.800.696.7911

Email: info@winevalleylodge.com

www.winevalleylodge.com

1.4 miles from Oxbow - 5 minute drive

Weather

The weather in Napa is extremely 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 when dressing in layers. There are only a handful of hard frosts between November and March. There may be trips to the coast for outdoor adventures, so students should bring some outdoor gear such as a waterproof shell, sweaters, a jacket, hats, sturdy walking shoes and a sleeping bag – see the complete list of **What to Bring to Oxbow** in the Welcome Packet.

Vacations

Students have two “breaks” each semester when they can spend the night off-campus: Fall Thanksgiving Break or Spring Break, and one Free Weekend. Students are expected to be on campus until dismissal time, unless the family has received permission for early dismissal from the Residential Life Advisor (RLA) and Dean of Students. All Oxbow rules apply during vacation breaks. During school breaks, the campus is closed and students are required to leave by 3:30pm the day of dismissal.

If students or parents know they are going to be late for any reason, call the campus cell phone 707.337.8508 and alert the person on duty.

Oxbow Retreat

Approximately four weeks into the program, all students will participate in the Oxbow Retreat. During this retreat, Oxbow students will be supervised by the Residential Life Team while engaging in a series of activities that may include, but are not limited to: day trips, cook-outs, and team-building initiatives. The retreat is aimed at providing students with a few days to rest, reflect, and rest, and reset their commitment to their goals for their time at Oxbow School.

Fall Thanksgiving Break and Spring Break

All students must leave campus during these breaks; parents must make their own arrangements for their student to stay with relatives or friends including ground transportation. See the calendar for dismissal times and dates.

Free Weekend

In addition to the Fall or Spring breaks, Oxbow students have one “free” weekend when they may leave campus to go home, visit relatives and friends, or visit colleges. There are no free weekends during the first month of classes, during the two Visiting Artist Residencies, or if the student is behind on their work during the Final Projects; please review the Oxbow calendar before finalizing your plans. Students may leave campus on Friday afternoon at 5:00pm and must return by Sunday dinner at 5:30pm. Oxbow encourages students to plan their one free weekend ahead of time, in consideration of their Oxbow workload and respecting the visiting artist residencies. There should be no expectation of an additional weekend off campus once the student has taken his/her free weekend.

Students must have a Free Weekend Form on file by 12:00 noon on the Thursday prior to their free weekend. Please email the permission to the RLA at reslife@oxbowschool.org or by fax to the office at 707.255.6006. Students who have not organized their permissions by this time may not be able to take their free weekend. Students cannot leave campus for a weekend unless the RLA has approved their departure.

Parent Reception, Final Show, Open House, and Spring Benefit

Each semester closes with the Final Show held on the last weekend of the semester that serves as Oxbow’s celebratory graduation exercise. The Parent Reception takes place on Friday evening. On Saturday morning, students make formal presentations to **immediate family members only (parents, siblings and grandparents)**; in the afternoon we hold an Open House, extended family, friends and the public are invited to view student projects and talk informally with student artists. Oxbow’s Annual Spring Benefit and Concert is held on Saturday evening. We hope that parents, families and friends can join us to celebrate with the students and acknowledge their hard work. See the calendar for specific dates and times.

OXBOW EXPECTATIONS AND RULES

The Oxbow student is a mature, creative individual prepared to proactively engage in the Oxbow community. 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 struggling 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.

Violation of any of the Major Rules may result in dismissal from the program. The Student Issues Team (SIT) will evaluate major community infractions, as noted in the Consequences and Discipline section of *The Oxbook*. 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.

Major Rules

1. **NO POSSESSION OR USE OF DRUGS, ALCOHOL, CIGARETTES or ELECTRONIC CIGARETTES***

Students may not possess or use illegal or non-prescribed drugs, or drug paraphernalia, or alcohol while enrolled at Oxbow. Students are also not allowed to possess or smoke cigarettes, electronic cigarettes, or use or possess tobacco products of any kind. Students caught in violation of this rule will be suspended; a second occurrence will result in expulsion.

*The School retains the right to conduct random drug testing on any individual or group of students.

2. **NO BREAKING OF CITY, COUNTY, STATE OR FEDERAL LAWS**

3. **ACADEMIC EXPECTATIONS**

Attendance: Students must attend all classes, lectures and special programs during the semester. Students may not miss class, lectures 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.

Timeliness: Students should be on time to class, co-curricular activities, lectures, campus crews and morning announcements. Clear disregard for timeliness to school programs may result in consequences.

Workload: Students will have homework every school night and on most weekends; they are expected to work on assignments in the studios on weeknights and the weekends. (Some projects absolutely require intensive work on weekends.) Students are expected to complete all assignments. Those who repeatedly fail to complete assignments (excluding special circumstances) may be asked to leave. Oxbow has an intense art curriculum and a rigorous academic curriculum. Those applicants that are not prepared to work, or who are considering Oxbow to be a "break" should re-evaluate their decision to attend.

4. **RESPECT**

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 academic, artistic, and work environment free from all forms of discrimination. Thus, the school will not tolerate harassment of individuals based on sex, race, gender, national origin, ethnicity, age, sexual orientation, marital status, or disability on its premises, or during any school-sponsored activities, events, or trips. If any student feels that they have been harassed, they must immediately report the incident to the Residential Life Advisor, Dean of Students, or Head of School.

Respect for Oneself and Others: Students should not engage in conduct that directly threatens their own well-being or the well-being of others. Sexual harassment and bullying is illegal in the state of California. Sexual harassment includes displaying pornographic images of men or women anywhere on school property (including dorm rooms), making unwanted comments on another's appearance.

Respect for Property: Students should not destroy, deface or steal artwork, school property, property of another student, or property in the Napa community. Students should not use any other suite's door code but their own. Students must respect events at the Napa Valley Expo and should not take or deface any property in that venue.

5. **KNOWN WHEREABOUTS**

Students must adhere to sign-in, sign-out, and off-campus requirements described in detail below. *Oxbow personnel must know the whereabouts of all students at all times.* Students encountering any mishaps off campus should call the School immediately (Main Office: 707.255.6000, Campus/Duty Cell Phone: 707.337.8508, the Dean of Students 707.688.4195) or the Head of School, 510.708.3105. *Students are not permitted to leave the city of Napa without faculty supervision or specific parental permission.*

Sign-In: During weeknights (Sunday through Thursday), students must "sign-in" on campus at 7:30pm. At that time, all students must be on campus and either in the dorms or in the studios, and not leave campus again. Students will sign-in again for the evening at 10:00pm, after which they may not leave their respective suites until the next morning at dawn. Students are expected to be signed-in on time. Repeated infractions will result in consequences.

Sign-Out: When leaving campus at any time, 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 when they leave the Oxbow campus. When returning to the campus, students must sign-in and include the time of return.

Free Time: When there are no official Oxbow activities, students will have free time to spend with their Oxbow classmates, family or friends. Students have free time on weeknights (Monday - Thursday) from 6:00pm - 7:30pm. On Fridays, students have free time from 5:00pm - 7:30pm. Students **MUST** be on campus at 7:30pm every night unless they have earned off-campus privileges. Students should be aware that mandatory weekend classes frequently occur and should plan accordingly. Oxbow meals in the Dining Hall are mandatory for all students from Sunday dinner through Friday lunch.

Off Campus Privileges: On Friday and Saturday evenings, students can earn the privilege to leave campus until 10:00pm by showing responsibility, punctuality, and commitment to the Oxbow School program.

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 permission from their parents. Students must also get a written invitation to visit any household other than his/her 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.

Parents can submit a signed *Transportation/Off Campus Permissions Form* and list family members and friends authorized to take their student off campus. The form is included in the Welcome Packet and is available in the Main Office. Submit the completed form or your written authorization on a case-by-case basis by email to reslife@oxbowschool.org and both the Main Office and Residential Life Advisor will be notified or you can fax it to the Main Office at 707.255.6006.

Permissions and invitations for weekdays must be in place by noon 24 hours in advance and for the weekend by noon on the Thursday before the requested weekend. Send permissions and invitations by email to reslife@oxbowschool.org and both the Main Office and Residential Life Advisor will be notified or you can fax it to the Main Office at 707.255.6006. Students do not need special permission for trips organized by the school.

6. **HONESTY**

Oxbow students are expected to be honest in their dealings with others and are encouraged to consult with their advisors or other faculty members when any questions regarding proper conduct arise. In addition, lying, cheating, plagiarizing and stealing will not be tolerated. Plagiarizing includes stealing words and ideas from sources without documentation, as well as passing off another student's work as one's own.

7. **PRIVACY**

Privacy is hard to find at Oxbow; out of respect for roommates, students are not allowed in each other's dorm suites **at any time**.

8. **VISITORS**

Visitors are allowed on campus with approval from the RLA. Students with visitors should introduce them to the person on duty and/or the residential life staff. There are no visitors allowed during studio/study hours, 9:00am to 5:00pm. At no time are visitors allowed to spend the night in dorm rooms. Students should not invite strangers into student dormitories or other campus buildings without an adult present or prior visitor approval. All non-family visitors must be approved 24 hours prior to their visit.

Family Visits: Families are welcome on campus 6:00-7:30pm Sunday through Thursday, Friday from 5:00-10:00pm, Saturday from dawn to 10:00pm and Sunday from dawn to 5:30pm. Families who live nearby will want to limit their visits in the first four weeks, so their son/daughter can adjust to their new community.

Families may join the school for a meal in the dining hall with at least one-day advance notice. Visits can be arranged by email through the RLA at reslife@oxbowschool.org. Students should also tell the kitchen staff in advance if they are going to have guests or are going to miss a meal.

Non-Family Visitors: Students must get permission for non-family visitors from their advisor or the RLA. Students may be denied permission if they are behind in their work. For weekends, students must get visitor permissions from the RLA by noon on Thursday.

No visitors are permitted 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 campus, as long as permission is granted.

Visitors are welcome on campus during the student's free time but should not expect to visit during class, co-curricular, field trips or study hours. The best visiting hours are Friday from 5:00-10:00pm, Saturday from dawn to 10:00pm, Sunday from dawn to 5:30pm and Sunday through Thursday from 6:00pm - 7:30pm. Students hosting visitors without permission can expect consequences befitting the incident.

Unexpected Visitors: When an unexpected visitor arrives, students should alert the faculty on duty *in person*, immediately. The duty person may or may not give permission for the student to entertain the visitor (depending on the time of day and student workload). Students should not expect the dining hall to feed unexpected visitors.

9. THE ENVIRONMENT

Just as students should respect themselves, each other, and the community, students should respect the natural environment surrounding them. Students should only dispose of toxic chemical wastes used in art making as instructed by the studio teachers. Students should not litter or willfully destroy the natural resources and elements of the Oxbow campus or the Napa River. Similarly, students should be aware of and follow recycling guidelines posted around campus and in the dorms.

10. 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 without proper permission.

Parents can submit a signed *Transportation/Off Campus Permissions Form* and list family members and friends authorized to take their student off campus by car for the semester. The form is included in the Welcome Packet and is available in the Main Office. Submit the completed form or written authorization on a case-by-case basis by email to reslife@oxbowschool.org and the Main Office and Residential Life Advisor will be notified or you can send it by fax to the Main Office at 707.255.6006.

11. PUBLIC TRANSPORTATION

Students may take local public transit buses. Students can only take taxis if: 1) they have written permission from their parents on file in the office (See: Off Campus Permissions Form); and 2) 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.

Minor Rules

GENERAL

1. Students are prohibited from sharing or soliciting dorm door codes.
2. All students must carry their Oxbow ID at all times for identification and emergency purposes.
3. All students will be assigned campus crews on a rotating basis. Students are expected to report to and complete their campus jobs on a timely basis and in coordination with the faculty supervisor.

4. All students are required to wear bike helmets in keeping with California law. Students need to sign-out indicating the general course they plan to ride.
5. The use of scooters, skateboards, bikes and skates are not allowed on any paved or concrete areas on campus.
6. The use of scooters, skateboards, bikes and skates are not allowed on the curbs at the Napa Valley Expo property.
7. Students must get permission from the Dining Hall staff for meal visitors at least 24 hours in advance. Not all requests can be granted.
8. Body Piercing or Tattoos - California State Laws require students to have parental permission in the form of a **notarized** letter on file in the Main Office. Students are prohibited from making their own body modifications.
9. Swimming in the Napa River is prohibited.

DORM

1. Students are prohibited from sharing or soliciting suite door codes. Students may visit one another in the dormitories, but only before final sign-in at 10:00pm and only in the common room of the suites.
2. *Quiet hours:* During studio/study hours (7:30-10:00pm), students are expected to be quietly studying/working in the studios or in the dormitories; during quiet hours, listening to music is allowed with headphones only. Students should not distract other students who are at work.
3. *Silent hours:* Students need to respect silent time (after 10:00pm). At this time, music is allowed with headphones only and students are expected to be quiet to allow others to sleep and/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.*
4. Students are not allowed to bring televisions on campus. Students are allowed to bring stereos, but not subwoofers or giant speakers or amplifiers. Students must use headphones during studio/quiet hours.
5. Students must close their exterior suite doors when they leave the suite to ensure the safety of the occupants and their belongings.
6. Students are not allowed to burn candles, incense or any other materials in their rooms at any time, as these are fire hazards.
7. 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.
8. 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.
9. In the suites, computer hardware, routers, etc. may not be altered or tampered with.
10. Students must not use the stair railings and banisters as gym equipment for the obvious reasons of student safety.
11. Students are not allowed to have pets or stray animals in the dormitories.

STUDIOS

1. While students must have cell phones, **use of cell phones is prohibited during all class times (weekdays 9:00am-12:00pm and 1:00-3:30pm PST), lectures, and other school events.** Students found using phones during these times may have their phones temporarily confiscated.

2. Students must use all studios and studio equipment according to the specifications of each studio instructor.
3. During studio/study hours, students must keep the middle studio space (New Media, Seminar Room, Mezzanine and Print Studio) quiet for concentrated study. Students should not interrupt or distract other students who are at work. Those who do should expect one warning and subsequent consequences.
4. Students must use technology in keeping with the **Policy For Acceptable Use Of Computers**, detailed below.
5. Students are required to wear shoes in all studios, on the pad, and in the Dining Hall.

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 as outlined in *The Oxbook* under Expectations and Rules. 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 the computer network are the property of Oxbow and may not be copied, moved, altered or used outside the school under any circumstances without the written permission of the Head of School or New Media faculty.

- 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 (USB or Thunderbolt port) with at least 20 gigabytes of free space 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. 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 P2P or file sharing software to download copyrighted media, it is illegal and puts Oxbow at risk as provider of the 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 tell a faculty, and put a note on the computer.

Because of the high volume of mail generated by some newsgroups, list servers, etc., students are permitted to subscribe to those lists only with permission of the New Media faculty.

Students should not download any programs, files, or software onto school computers without expressed permission from the New Media faculty.

Students cannot send attachments greater than 25mb over email.

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, using *The Oxbook* as a guide.

Guidelines for Consequences and Discipline

Any Oxbow faculty can respond to a student's failure to meet minor rule expectations by assigning appropriate consequences. Disregard for the rules can result in probation, suspension or expulsion. Probation, suspension and expulsion will be determined by the Head of School and the Student Issues Team (SIT) as appropriate to the incident and the individual.

Student Issues Team

Any egregious behavior that exceeds the aforementioned consequences will go to the Student Issues Team (SIT) comprised of the Head of School, Dean of Students, and the student's faculty advisor. This team may include the residential life staff and other Oxbow faculty when appropriate. SIT will review the incident and decide the appropriate course of action. This course of action may be weekend campus restriction(s), probation, suspension or expulsion.

Friday Night Room Restriction

Friday Night Room Restriction requires the student to sign-in at 7:30pm on Friday night. The student must stay in his/her suite for the entire evening until the next morning. There are no visitors allowed in the *entire* suite for the duration of the room restriction, i.e., suitemates may not have visitors. The student on room restriction can be anywhere in the suite but must remain within the suite. The duty person will do a face-to-face check-in at 7:30pm to see that the student is signed-in and physically in his/her suite.

Weekend Campus Restriction

In situations where egregious behavior merits a stronger consequence, students may receive a Weekend Campus Restriction. This requires the student to be in his/her suite for Friday and Saturday night from 7:30pm on, as well as remaining on campus during the day on Saturday and Sunday. During the day on Saturday and Sunday, the student must remain on campus and may not sign-out to be off-campus.

Note: Students who have permission to take their free weekend during the weekend directly following a behavior incident will fulfill their restriction the next weekend they are on campus.

Probation

If SIT 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 (usually one or two weeks) to improve his/her performance in the community. Based upon these conditions, failure to improve performance in the community may result in the student being asked to leave the program.

Suspension

If SIT deems appropriate, a student may be suspended. The student is sent home for up to a week. 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. Students will still be required to complete assignments while suspended.

If a suspended student, after being sent home, decides he/she does not desire to return to The Oxbow School for completion of their semester, tuition will not be refunded.

Expulsion

The most serious cases of misbehavior result in expulsion. At any time, a student who breaks a major rule may be dismissed from the program. While SIT may recommend expulsion to the Head of School, 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 academic credit for their courses, regardless of the amount of coursework they have completed. Tuition will not be refunded.

ART & ACADEMICS

Course Credit, Transfer Credit and Accreditation

Students take courses in: studio art, English, history, environmental science, math and physical education. Students may also elect to take languages. (See Oxbow's *Curriculum Packet* for details.) All classes are "Honors" level except language courses.

The Oxbow School is accredited by the Western Association of Schools and Colleges Accrediting Commission for Schools (WASC) and AdvancEd. AdvancEd accreditation divisions include: the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Oxbow School is a member of the International Network of Performing and Visual Arts Schools and the Semester Schools Network. While Oxbow has established credit transfer for over 527 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. The Oxbow Academic Dean will be happy to talk with parents or individuals from sending schools in order to clarify information regarding curriculum and course credit.

The Oxbow curriculum is carefully designed to prepare students for college study and beyond. For students interested in applying to a UC school for college, please note: Oxbow coursework attends to the University of California's (UC) A through G standards; however, the UC system only recognizes courses from four-year, diploma-granting institutions. (See the "Curriculum Packet" for details.) Therefore, students from California high schools are strongly advised to get official approval for Oxbow coursework from the Head of School/Principal and/or equivalent administrator **prior** to arriving to Oxbow.

Transcripts

Students will receive letter grades in studio art (2 credits), English (1 credit), history (1 credit), environmental science (1 credit), math (1 credit) and a pass/fail grade for physical education (1 credit). All advisors meet with students to review their performance throughout the semester. Midterm and final grades are sent to schools and families. Final transcripts include narrative reports in all subjects, narrative advisor reports, and a student self-evaluation. Final transcripts reflect the student's Final Project grade, which is factored into the student's final grades in each discipline. If parents are concerned about a student's performance, they are encouraged to talk with their child's advisor as soon as their concern arises.

Absences and Tardiness

Unexcused absences and 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 the advisor. Parents should not expect to take their child out of class for any reason except for emergencies. Parents should consult the Dean of Students regarding any extenuating circumstances.

Advisors

Every Oxbow student has a faculty advisor at Oxbow; the faculty advisor serves as the students' advocate and supporter. The advisor also acts as the primary parent contact regarding academic issues, and can help families navigate the residential experience. Parents should feel free to contact their child's advisor when they have questions or concerns. Faculty advisors meet with students once a week.

Art Angels

Oxbow students will also have an “art angel,” a studio art faculty member who serves as an art mentor. This mentor will provide Oxbow students with encouragement, support, and critical help with art projects. The Art Angels encourage students to consider the relationship between intention and execution, guiding students with critiques and helping students shape ideas for projects.

The Final Project

The semester culminates in a Final Project in which each student researches, creates, and documents a visual art project, accompanied by a research paper on a topic of their choice. During this time, students model an artist working in his/her own studio. This project allows students to explore a single subject or question in depth and receive daily faculty counsel.

Co-Curricular/Physical Education

The co-curricular program gives students the opportunity to engage in weekly exercise. Students select from a range of co-curricular activities: biking, kayaking, disc golf, gardening, yoga, hiking, rock-climbing, and volunteering at the animal shelter.

The bicycles at Oxbow School are for co-curricular use *only*. Any student who wants to have a bicycle for personal use should bring a bike, helmet and lock.

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 co-curricular activities.

To be excused from co-curricular activities, students must get permission from their advisor and, if their advisor is not available, another faculty member.

Language Tutorials @ Oxbow

Students come to Oxbow from many different school systems and districts, and sending school diploma requirements vary, school-to-school and student-to-student, particularly in regard to foreign language. It is impossible for Oxbow to satisfy all of the different requirements. We urge you to begin the conversation with your sending school early in the application process, so that any issues can be resolved before the student arrives on-campus. Given the intensive nature of the Oxbow art and academic curricula, we recommend that students plan ahead and arrange to complete their sending school language requirements before or after the Oxbow semester.

PSAT/ACT/SAT/AP Testing

Students will need to know their sending school’s [CEEB code number](#) in order to register for these exams. This is required, as test scores will be sent directly to the sending school. Oxbow does NOT have a CEEB code and, therefore, cannot accept scores.

PSAT: In the Fall semester, the Oxbow School will register interested juniors to take the PSAT at New Technology High School in Napa. Families will be contacted early in the semester about the respective fees associated with this test. These fees must be submitted directly to Oxbow. If a student requires approved accommodations for the PSAT, a formal Eligibility Letter and/or a 504 plan must be submitted to Oxbow Main Office (to be kept with other student records on file). This plan will be copied and sent to the PSAT coordinator at New Technology High School to ensure proper testing conditions. Lastly, students must know their social security number.

ACT/SAT: Students who wish to take the ACT or SAT during the semester must register for those tests directly through the ACT or SAT website. Families are urged to register early as

the testing facilities fill quickly due to popular demand and limited seats available at the test site.

- Register for the SAT and SAT Subject tests at www.collegeboard.org; the SAT test site in Napa is **Napa High School**.
- Register for the ACT test at www.actstudent.org; the ACT test site in Napa is **Vintage High School**.

If a student requires approved accommodations for either the ACT or SAT, a formal Eligibility Letter must be provided by you as part of the on-line registration process. (Prior to your arrival at Oxbow, please speak to your current guidance counselor or learning specialist to get a copy of your 504 plan/IEP.)

AP: In the Spring semester, the Oxbow School will register interested students for Advanced Placement exams at Napa High School in Napa. Families will be contacted early in the semester about the respective fees associated with this test. These fees must be submitted directly to Oxbow. Note: Some exams (like AP Art History) are not available through Napa High School. If you have specific questions about which exams they offer, please contact Jennifer Jordan the Academic Dean by email at jjordan@oxbowschool.org. For AP Studio Art: Because this "exam" is a portfolio submission, students should register with their sending schools before coming to Oxbow. **We cannot register students for AP Studio Art, even though artwork created at Oxbow may be used for the AP portfolio.** If a student requires approved accommodations for the AP, a formal Eligibility Letter and/or a 504 plan must be submitted to Oxbow Main Office (to be kept with other student records on file). This plan will be copied and sent to the AP coordinator at Napa High School to ensure proper testing conditions and accommodations.

Transportation: Students will be shuttled to and from the above cited test centers on the day(s) of the exams. If registering on-line, please note the respective test site within the Napa city limits. **Students will NOT be transported to test centers located outside of the Napa city limits.**

Students must assume responsibility for bringing necessary items to the test site with them: entrance ticket, #2 pencils, calculator, photo ID, a snack, and an accommodation letter (if approved for learning differences). A list of required items may be found directly on the testing websites.

The Oxbow School does **not** offer preparatory sessions or materials for these tests. Please contact the Academic Dean if you need further information about standardized testing.

Napa Public Library

In addition to Oxbow's small library, students will be using the resources at the Napa Public Library. Every Oxbow student will receive a public library card and use it for the research papers and other 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.

Library Hours

Monday	10:00am-9:00pm
Tuesday	10:00am-9:00pm
Wednesday	10:00am-9:00pm
Thursday	10:00am-9:00pm
Friday	10:00am-6:00pm
Saturday	10:00am-6:00pm
Sunday	Closed

The library is closed on major holidays. Webpage access and an on-line search catalog can be found at www.countyofnapa.org/library/ and the reference desk can be contacted at 707.253.4235.

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.

DORM LIFE

Residential Life Team

Dorm life, roommates, and community building will be one of the greatest learning experiences for students while at Oxbow. Oxbow's Residential Life Team provides an adult presence in the dormitories to ensure the well-being and safety of all students outside of class, provides moral support, responds to student illness, and troubleshoots tensions that arise in dormitory life.

Residential Life Advisor (RLA)

Along with the Dean of Students and Dorm Heads, the RLA develops, coordinates, and maintains a stimulating program within our community providing a positive intellectual, emotional and social living environment for students. The RLA is accessible to all students and empowers them to grow and develop as good citizens through support, encouragement, and promoting student leadership. The RLA eases the transition from home to boarding school and helps Oxbow students to settle—as quickly as possible—into the rhythms of the semester. The RLA 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.

Dorm Amenities

Students are housed in two dormitories adjacent to the studios and administration building: West Dorm and East Dorm. West Dorm accommodates four student suites and East Dorm accommodates three student suites and the RLA suite. Each 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, one large desk, 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

- Christmas lights
- Extension cords
- Hot plates, rice cookers
- Space heaters
- Sub-woofers, giant audio speakers and amplifiers, routers
- Toasters
- Toaster ovens
- Coffee makers and espresso machines

Room Checks

Oxbow relies on the students to maintain high standards of cleanliness throughout the semester. To ensure that those standards are met, the Residential Life Team will perform a weekly room check. Room checks ensure a sanitary and comfortable living condition for all residents. Students generally "pass" room checks every week; however, particular students may be requested to pay more attention to certain areas of the dorm; as such, students are required to be in their suites during room check. A clear absence of effort in keeping up with the room checks may result in consequences. Suites that repeatedly fail room check will be on Weekend Campus Restriction.

Cell Phones

All students must have cell phones. Parents are encouraged to contact students directly through personal cell phones. However, **use of cell phones is prohibited during all class times (weekdays 9:00am-12:00pm and 1:00-3:30pm PST), lectures, and other school events.** Students found using phones during these times may have their phones temporarily confiscated. Please do not text or call students via cell phone at these times.

In the case of an emergency contact the Main Office at 707.255.6000 during business hours Monday through Friday 9:00am-5:00pm and the Duty phone at 707.337.8508 after 5:00pm and on weekends and students will be contacted immediately.

Technology

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.

Ideal system

- Mac laptop with Operating System (OS) 10.8 or above with Microsoft Word and wireless connectivity

Other compatible systems

- PC/IBM compatible laptop with Microsoft Word and wireless connectivity

Additional options

- Personal printer

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. The Oxbow IT person meets with each student soon after arrival to connect student laptop computers to the school network. Students will have an Oxbow email address that can be linked to their home email accounts.

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 [Facebook](#), [Twitter](#), [Flickr](#), [Instagram](#), [Oxbow Blog](#) the school Blog and the [Oxtales](#) newsletter.

CAMPUS LIFE

Duty Person

In the evenings, during and after studio/study hours, there is always at least one faculty member on duty. The duty person checks the sign-in sheets at 7:30pm, supervises study/studio hours, and checks the students in at 10:00pm. Available by cell phone (707.337.8508), this person is the evening/weekend contact for any immediate concerns. Students should review the duty calendar to help them plan appointments with faculty when they need specific help.

Dining Hall

Kitchen Phone: 707-252-5580

Because Oxbow is a small community, the kitchen prepares meals only for the number of students, faculty and guests expected to attend.

Dining Hall Hours and Meal Times:

Breakfast and Lunch

Monday – Friday

Breakfast	8:15-8:45am	<i>Mandatory for all Students</i>
Lunch	12:00-12:30pm	<i>Mandatory for all Students</i>

Dinner

<i>Sunday - Thursday</i>	5:30-6:00pm	<i>Mandatory for all Students</i>
<i>Friday – Saturday*</i>	5:30-6:00pm	<i>Students may sign-out for dinner</i>

Weekend Brunch*

<i>Saturday – Sunday</i>	10:30-11:00am
Make your own sandwich	1:30-4:30pm

***Meals are not mandatory Friday Dinner through Sunday Brunch however:**

- Students must notify the kitchen in advance when they will be absent for any reason
- Saturday and Sunday the Dining Hall is locked from 12:00pm to 1:30pm
- Please use the back door on weekends – the front door will remain locked

Guests:

- Students must notify the kitchen, ***at least one day in advance when Guests are attending a meal***
- Due to space limitations, or other circumstances, the kitchen may not be able to honor your request

The Dining Hall is Closed/Off-Limits:

- Between classes
- During class breaks
- When staff or faculty are not present
- Snacks are available on the Snack Cart in the Studios

Dining Hall Dress Code:

- Students are required to wear shoes at all times in the Dining Hall and on the back deck
- Students are required to wear appropriate attire to meals – i.e. street wear; no pajamas, slippers, bathrobes, blankets

Art Projects and Kitchen Supplies

The kitchen cannot supply any of the following for student projects:

- Food - flour, sugar, rice, salt, etc.
- Supplies - dish soap, garbage bags, zip lock bags, foil, plastic wrap, etc.
- Tools - knives, flatware
- Dishes - plates, cups, mugs, bowls, etc.
- Kitchen use
- Equipment use
- Use of the freezers or refrigerators

With permission from the kitchen, students may collect anything the kitchen would normally recycle, compost or throw away including boxes, bottles and jars, cans, plastic containers, eggshells, etc.

Campus Crew

Students rotate through a series of campus duties that take place either a few times a week or daily. Campus crew stimulates 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 on their campus crew schedules. To be excused, students must receive written permissions from their advisor and, if their advisor is not available, the Head of School. Students must hand-deliver the note to the campus crew supervisor in a timely manner. Students who miss campus crew without any notice will receive an unexcused absence as well as a consequence for missing their crew without permission.

Dress

Student attire is casual and school appropriate, except for occasional semi-formal school events such as field trips, community events or public presentations of their own work. For studio work, students should wear clothing that can get dirty, stained or damaged. When photographing themselves or one another for projects or otherwise, students must be clothed in attire that would be appropriate for class/studio attendance. Students are required to wear shoes in all studios, on the pad, and in the Dining Hall. Students will also need cold weather clothing for occasional outdoor activities such as a waterproof shell, sweaters, a jacket, hats, and sturdy walking shoes.

Mail

Student mail, FedEx or UPS deliveries should be addressed to the student and sent to the Main Office at: The Oxbow School, 440 Third Street, Napa, CA 94559. Student mail is taken to the Dining Hall once a day for pick-up. Students can drop off stamped letters in the Outgoing Mailbox in the office during normal business hours Monday-Friday between 9:00am-5:00pm. The Oxbow office sells stamps. Students needing stamps or assistance sending larger packages can get help in the office or go to the United States Post Office located on Second Street in downtown Napa.

End of Semester Shipping

At the end of the semester many students will need to ship home their belongings, art projects, bicycles, etc. The Dorm Heads 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 is 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
Email: shipping@cartonsandcrates.com
www.cartonsandcrates.com

FedEx

702 Lincoln Avenue (in the Kinkos at the corner of Lincoln and Soscal Avenues)
Napa, CA 94558
Phone: 707.226.7722

The UPS Store

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

United States Postal Service

1436 Second Street (at the corner of Second and School Streets)
Napa, CA 94559
Phone: 707.255.0621

1625 Trancus Street
Napa, CA 94558
Phone: 707.255.0190

HEALTH & SAFETY

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 during the day (in twos) and with at least two people in the evenings (in threes), in case of an emergency.
- Have your Oxbow ID 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 from all over the country. These visitors may wander onto campus to observe the buildings and view the Napa River. 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. Oxbow encourages students to seek out faculty or medical personnel if they are struggling with anxiety, depression, eating disorders, and/or interpersonal tension. If a student prefers to speak with a professional or a non-Oxbow adult, Oxbow has a list of local counselors available to students and families upon request.

Medications

Students are responsible for storing and administering their own medications. Students should not share their medication with others. Students sharing prescribed medication 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 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 strongly recommend having these delivered to Oxbow directly from the pharmacy. If delivery is not an option, the RLA 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.

What happens when students are ill?

A student who is ill should alert their advisor and the RLA as soon as possible **in person**. The staff member will provide basic assistance and assess whether or not the student should be taken to the doctor.

Parents are responsible for making doctor appointments and must notify the RLA by email at reslife@oxbowschool.org of the date and time of the appointment and include the physician's name, address and phone number. **We recommend you schedule appointments between 4:00pm-5:00pm Monday through Thursday or on Friday morning between 9:00am-12:00pm during Oxbow's Co-Curricular so students do not miss regular class time. Note that faculty aren't available to drive students to appointments scheduled during Co-Curricular so students must walk or take a taxi.**

Local Bay Area families are encouraged to arrange appointments and provide transportation for their children. In such cases, the student may be excused from class in order to make a doctor's appointment. In the event of an illness, we will contact parents immediately so that they can contact the student's physician.

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 for hours to see a doctor.

Queen of the Valley Emergency Room
1000 Trancas St, Napa, CA 94558
Phone: 707.252.4411
www.thequeen.org

To avoid emergency room fees, out-of-state families are required 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 insure that the proper care and support can be provided. The Head of School will make this decision after consultation with medical professionals and parents.

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 parent/guardians must disclose any psychiatric conditions, medical conditions, and/or special needs of their child. 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 supports. 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 an early dismissal from the program,

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 compiled a list of local counselors and adolescent therapists who are familiar with our program, though some students prefer to continue an existing relationship by telephone. All counseling relationships are confidential between the student and counselor; please consult with the Head of School 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 your student, the better we can serve his/her needs. Failure to provide this information may result in the student's expulsion.

The School strongly recommends that student medications not be altered prior to arriving at 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 daily basis.

Possible Therapists in the Napa Valley Region

This list is not meant to be inclusive of all therapists in the Napa Valley, but merely to give a start to some contact names that we are familiar with. Each therapist may take a variety of insurance carriers at any given time. It is up to the families to contact the therapists directly to see if their insurance will cover meetings with any particular therapist.

Counseling and Therapy

Stephanie Paravicini, Psy.D.	707.266.0191
Megan Eierman, LMFT	707.254.7649
Urana Jackson, MFT	510.384.9799
Mary Lou Carson, LCSW	707.224.3492

BEYOND OXBOW

College Presentations

At Oxbow, students document their academic and artwork in digital portfolios. At the end of the semester, students will continue to have access to the Google Drive folders where their portfolios are stored. Students/parents are strongly

Portfolios

At Oxbow, students document their academic and artwork in digital portfolios. At the end of the semester, students will continue to have access to the Google Drive folders where their portfolios are stored. Students/parents are strongly encouraged to copy the student's portfolio from Google Drive to a personal computer or hard drive as a backup for safekeeping. Students are also asked to leave their portfolios in tact on the Google Drive for future use by the Oxbow School (i.e. to not delete or move any files or documentation that were created during the semester.

Oxbow holds a "Portfolio Day" on campus during the Fall semester that allows for an intimate opportunity to meet with art college representatives. Oxbow students, alumni and local art students are invited. All students applying to art schools should attend a Portfolio Day, either in their home city or at Oxbow's Portfolio Day.

Transcript Requests

Transcript requests are processed in the Oxbow Main Office including transcript requests for college applications. 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.

Families are required to clear all financial obligations due to The Oxbow School before transcripts will be released.

Guidelines for Teacher Recommendations for Colleges & Scholarships

At the end of your Oxbow semester, you will receive a formal personalized recommendation letter from the Oxbow faculty. You may use this letter as part of your application process for college, scholarships, summer programs, or career opportunities. In the event you intend to submit your application materials digitally, please contact the Academic Dean, Jennifer Jordan (jjordan@oxbowschool.org) or digitally enter the name of the Oxbow faculty member you would like listed as the primary recommender. The recommendation letter written at the end of the semester will be appropriately updated and respectively submitted. **You may not request more than one letter to be written on your behalf from Oxbow.**

Please allow at least **three weeks' notice** to submit the recommendation letter.

Include in your email request:

1. Your name and (if you are an alum) your OS semester.
2. Your contact information including current address, email, and a cell phone number.
3. A list of the colleges to which you are applying and the mailing or email address where the recommendation is to be sent.
4. The deadline date for each college's letter.

When completing your application on-line, there will be a section for "Teacher Recommendation." Simply insert the required information and the institution (for example, the Common Application) will generate an email directly to the faculty member whose letter you have requested.

The Oxbow School Annual Fund

Support The Oxbow School—so that more deserving students can experience this life-changing semester.

Each year, alumni, parents, alumni parents, grandparents, trustees, faculty, staff and friends join together to participate in the Annual Fund Campaign. 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.

Our support is vital to making this deeply transformative experience possible. Help us grow the foundation of support that enables us to deliver a life-changing program to a diverse student population every semester.

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:
<http://www.oxbowschool.org/support>

Non-Discrimination Policy

The Oxbow School admits students of any race, color, gender, sexual orientation, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, gender, sexual orientation, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics or other school-administered programs.

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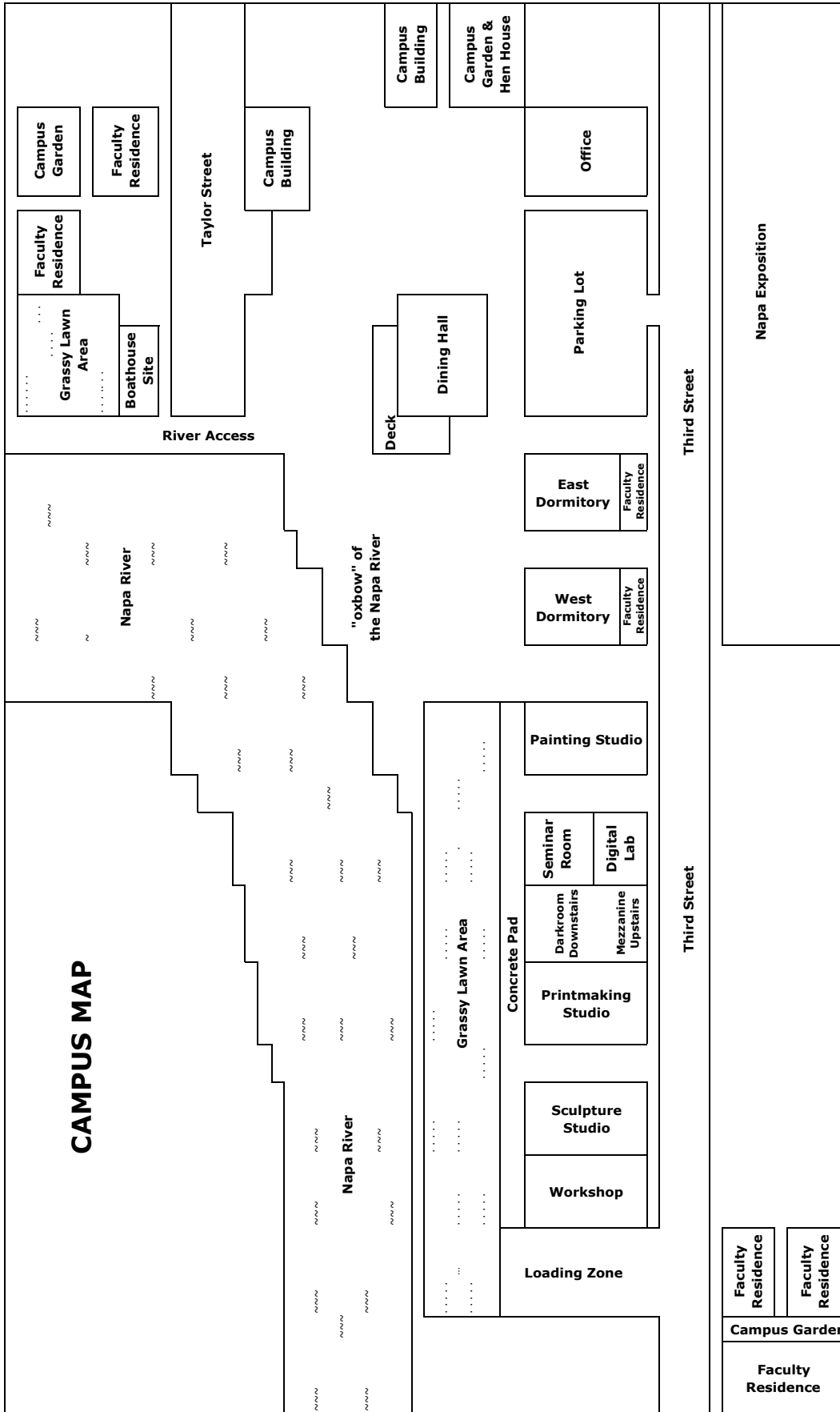
Catherine Hunter

Jack Schafer

Page 36 Intentionally Blank

The Oxbow School Phone List on Page 38 will be available in the printed handbook issued to students and their parents. If you need this information refer to the Contact page on the school website or call the main office at 707.255.6000.

CAMPUS MAP



**The Oxbow School
530 Third Street
Napa, CA 94559**

**Phone: 707.255.6000
Fax: 707.255.6006**

**info@oxbowschool.org
admissions@oxbowschool.org
www.oxbowschool.org**

Emergency Numbers

Police & Fire Departments	707.253.0911*
Police	707.257.9223
Campus duty/cell phone	707.337.8508
Stephen Thomas, Head of School	510.708.3105 cell

****You must dial the entire emergency phone number for Police & Fire Departments if calling from a cell phone out of the 707 area code***