
THE OX-BOOK

A STUDENT + PARENT GUIDE

The Oxbow School
Fall 2021 - Spring 2022

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 designed to be a primary resource for information relating to all aspects of the Oxbow program. 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.

The Ox-Book 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

I. ADMINISTRATIVE POLICIES + PROCEDURES

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 your "Enrollment Agreement" for complete details regarding your 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.

Parent and Student Disclosure and Support

At Oxbow, we aspire that our students achieve success. 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.

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. 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 outside of class hours. Use of cell phones is prohibited during class 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.

II. 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 and Ground Transportation

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.

Evans Transportation Service, Inc.
4075 Solano Avenue, Napa, CA
707.255.1559
www.evanstransportation.com

Eagle - Odyssey Limousine
925.207.3199 or 925.376.7766
james.odysseylimo@gmail.com
odysseylimolc.com

Executive Limousine
707.257.2949
executivelimousine@comcast.net

Black Tie Taxi
707.259.1000 | 1.888.519.8294
blacktietaxi@yahoo.com
www.blacktietaxi.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 rates may increase during tourist seasons. 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

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

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

Cambria Hotel Napa Valley

320 Soscol Ave, Napa, CA 94559
(707) 224-3400
www.choicehotels.com
1.0 mile from Oxbow – 20-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 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

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.napavalleyhotelandsuites.com
0.4 miles from Oxbow – 9-minute walk

SENZA Hotel

4066 Howard Lane, Napa, CA 94558
707-253-0337
www.senzahotel.com
13.5 miles, 17-minute drive

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

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

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 shell, sweater, hat, sturdy walking shoes, and a sleeping bag.

Fall and Spring Breaks

The Fall 2021 semester will run continuously without a break. The Spring 2022 semester will have a one-week Spring break in April. Students are expected to be on campus until dismissal time unless the family has received permission for early dismissal from the student's advisor or the Head of School. Oxbow rules apply during vacation break. During school break, the campus is closed and students are required to leave by 3:30pm on the day of dismissal. All students must leave campus during Spring break. Parents must make their own travel arrangements for their child.

Parent Reception, Final Show, and Open House

The last weekend of the semester closes with a Final Show that serves as Oxbow's celebratory graduation exercise. On Saturday morning, students make formal presentations to immediate family and close friends and, in the afternoon, there is a public open house for the local community.



III. 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 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.

Violation of any of the major rules may result in dismissal from the program. The Student Issues Team (SIT) will evaluate major community infractions. 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 restorative practices, 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. In addition, we strive to individualize the consequences of behaviors to suit the student in a manner that will optimize their growth as individuals. Please be aware that serious violations, dishonesty in disciplinary proceedings, patterns of unaddressed behavior, or negative impacts on the experiences of others require us to deploy more exact measures.

Major Rules

1. 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 that is 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 a faculty member or the 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 are illegal in the state of California. Sexual harassment includes displaying pornographic images anywhere on school property (including dorm rooms) and 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.

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

Students may not possess or use illegal or non-prescribed drugs, 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 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.

3. NO BREAKING OF CITY, COUNTY, STATE OR FEDERAL LAWS.

4. 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, physical education, electives, lectures, campus crews, and school meetings. Clear disregard for timeliness to school programs may result in consequences.
- **Workload:** Students will have homework 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. Oxbow has an intense art curriculum and a robust academic curriculum. Those students who are not prepared to work, or who are considering Oxbow to be a “break” should re-evaluate their decision to attend.

5. KNOWN WHEREABOUTS. During the first month of classes, Oxbow is a closed campus. 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.

- **Sign-In:** With the exception of Saturdays, 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. On Saturdays, all students must be on campus and either in the dorms or in the studios by 7pm, and may not leave campus until the next morning at dawn. Students will have a face-check each evening at 9:45pm, after which they may not leave their respective suites.
- **Sign-Out:** 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 the Oxbow campus. Upon return to 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 members, or friends. Students have free time on weeknights (Monday – Friday) from 6:30pm - 7:30pm and periodically over the course of the weekends. Students should be aware that mandatory weekend classes frequently occur and should plan accordingly.
- **Off-Campus Privileges:** Students are allowed to leave campus within Napa city limits on Saturdays until 7pm. If they plan on eating dinner out, they must inform the chefs and they are only allowed to eat outdoors (i.e. no indoor dining). Students are allowed to leave campus on Sunday mornings, but must return by 1:30pm. 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. 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.**

We will consider granting permission to leave outside of the assigned hours for special life events on a case-by-case basis. Parents 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.

6. HONESTY. 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. 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 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.

8. 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 visit with friends and family off-campus in Napa as long as permission is granted.

While we ordinarily welcome visits from family and friends, the 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. Please keep in mind that face coverings are required at all indoor businesses in Napa and students are not allowed to dine indoors in local restaurants.

9. 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.
- **Reduce Consumption** - Consume less. This includes purchasing unnecessary items and ordering excessive food for takeout and delivery. Practice a state of “minimalism.”
- **Compost and recycle** - We employ a compost and recycling program with the ultimate goal of becoming “zero waste.” Items for landfill, compost, and recycling are sorted by students.
- **Reduce water consumption** - California is a water-stressed economy. Showers should never exceed five minutes.
- **Be mindful of art material waste**

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 child off campus by car during the semester within the timeframe designated for off-campus privileges. The form is included in the “Welcome Packet.” Submit the completed form or written authorization on a case-by-case basis to your child’s advisor or the Head of School.

11. 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.



Other Guidelines

- Students are prohibited from sharing or soliciting dorm door codes.
- Students must carry their Oxbow ID at all times for identification and for emergency purposes.
- 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.
- In keeping with California law, all students are required to wear bike helmets. When biking, students need to sign-out, indicating the general course they plan to ride.
- 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.
- Students must get permission from the chefs for meal visitors at least 24 hours in advance. Not all requests will be granted.
- 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.

Dorm Expectations

- Quiet hours: During studio hours (7:30-9:45pm), students are expected to be quietly studying and working in the studios; during quiet hours, 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 10:00pm). 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 is prohibited during all class times and other school events. Students found using phones during these times may have their phones temporarily 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" detailed below.
 - Students are required to wear shoes in all studios, on the concrete pad, and in the dining hall.
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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.

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 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 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 puts Oxbow at risk as a provider of Internet connectivity and may contain viruses and other malware.
- Computer games are not permitted on school devices.
- Eating or drinking is 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.

IV. CONSEQUENCES AND DISCIPLINE

Any Oxbow faculty member can respond to a student’s failure to meet 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) composed of the Head of School, the student’s faculty advisor, and another faculty member.

The SIT will review the incident and decide on the appropriate course of action. This course of action may be weekend campus restriction(s), probation, suspension, or expulsion.

Weekend Campus Restriction

In situations where egregious behavior merits a consequence, students may receive a weekend campus restriction. The student must remain on campus and may not sign out to go off campus.

Probation

If the 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 to improve their 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 the SIT 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. Students will still be required to complete assignments while suspended. In some cases, sending school administrators will be contacted in the event a student is suspended and placed on probation.

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 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 academic credit for their courses, regardless of the amount of coursework they have completed. Sending school administrators will be contacted in the event a student is expelled. In keeping with the tuition reimbursement policy, tuition will not be refunded.

V. ART & ACADEMICS

Course Credit, Transfer Credit and Accreditation

Students take courses in: Studio Art, English, History, Environmental Science, and Physical Education. Students may also elect to take Math and World Language. All classes are "Honors" level except World Language tutorials.

The Oxbow School is accredited by the *Western Association of Schools and Colleges Accrediting Commission for Schools* (WASC). Oxbow School is a member of the Arts Schools Network and the Semester Schools Network. While Oxbow has established credit transfer for over 602 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 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: While the Oxbow curriculum is designed to meet the University of California's (UC) a-g standards, the UC system only recognizes courses from four-year, diploma-granting institutions. Therefore, students from California high schools are strongly advised to get official approval for Oxbow coursework from a sending school administrator prior to arriving at 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 during 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. If parents are concerned about a student's academic 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 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.

Advisors

Every student has a faculty advisor at Oxbow who 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 are encouraged to contact their child's advisor when they have questions or concerns. Faculty advisors meet with students at least once per week.

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-based paper on a topic of their choice. During this time, students model an artist working in their own studio. This project allows students to explore a single subject or question in depth and receive daily guidance from faculty members.

Physical Education / Electives

The physical education/elective program gives students the opportunity to engage in weekly exercise or supplementary art instruction.

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.

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 electives program gives students the opportunity to receive additional artistic instruction or explore topics of student interest. Students select from a range of electives that may include: figure drawing, darkroom photography, baking, games, yoga, experimental printmaking, or gardening/beekeeping.

For students who elect to take the figure drawing class, it includes life-drawing sessions with a professional nude model. During these sessions, students have the opportunity to complete gesture drawings and longer poses with an emphasis on anatomical correctness, proportion, and form.

Language Tutorials

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 world language. It is impossible for Oxbow to satisfy all of the different requirements. We urge you to begin the conversation with your sending school language teacher early in the application process so that any concerns can be resolved before the student arrives. 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. 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 must be submitted to Oxbow to be kept with other student records on file. This letter will be copied and sent to the PSAT coordinator to ensure proper testing conditions.
- **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, for the testing facilities fill quickly due to high demand and limited seating.

Register for the SAT and SAT Subject tests at www.collegeboard.org; please select a test site in Napa.

Register for the ACT test at www.actstudent.org; please select a test site in Napa.

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.)

Advanced Placement: Due to changes in the registration process, students who are interested in taking an Advanced Placement exam must register for the exam through their sending school coordinator during the Fall semester. Please note: It is crucial that students select the "late testing" option so they can take the respective exam(s) at their sending school upon completion of the Oxbow semester.

Transportation: 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, and a snack. 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 school if you need further information about standardized testing. If a family would like to pay for test prep tutoring, the Academic Dean can facilitate working with a private tutor.

Napa Public Library

In addition to Oxbow's small studio libraries, students can use the resources at the Napa Public Library. 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 at www.countyofnapa.org/614/Napa-Main-Library. 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.

VI. DORM LIFE

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 in 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. 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.

Dorm Amenities

Students are housed in two dormitories adjacent to the studios: West Dorm and East Dorm. West Dorm accommodates four student suites and East Dorm accommodates three student suites. 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, 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 Checks

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.

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 class times and other school events. Students found using phones during these times may have their phones temporarily confiscated. **In the case of an emergency, contact the school cell phone at 707.337.8508 or the Head of School at 707.738.3717.**

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 Facebook, Instagram, and the Oxtales newsletter.

VII. CAMPUS LIFE

Duty Person

There is always at least one faculty member "on duty." This person supervises campus and student safety. A faculty member on duty is available at all times by cell phone (**707.337.8508**). Please call this phone number for any immediate concerns.

Dining Hall

Kitchen phone: 707.252.5580



Hours and meal times:

Monday-Friday:

Breakfast	8:30-9:00am
Lunch	12:30-1:00pm
Dinner	6:00-6:30pm

Weekends:

Saturday and Sunday Brunch	10:30-11:00am
Make your own sandwich	1:30-4:30pm
Dinner	6:00 - 6:30pm

Students must be in attendance for all weekly meals on campus. On Saturday evenings, students may sign-out for dinner. (Students must get approval to miss meals on Saturdays.)

- **Snack Cart:** Snacks are available on the snack cart.
- **Dining Hall Dress Code:** Students are required to wear shoes in the Dining Hall and on the back deck at all times. Students are required to wear appropriate attire to meals.
- **Kitchen Supplies:** The kitchen cannot supply materials from the dining hall for student projects.



Campus Crew

Students rotate through a series of campus duties that take place either 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 on the campus crew schedule. 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.

Dress

Student attire is casual, except for occasional semi-formal school events such as field trips, community events, or public presentations of their own work. Students are encouraged to practice good judgment in making fashion choices depending on the setting. Clothing that represents hate/hate-speak or illegal substances will not be tolerated on The Oxbow School campus. 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, and in the dining hall. Students will also need cold weather clothing -- such as a waterproof shell, sweaters, hat, and sturdy walking shoes -- for occasional outdoor activities. In addition, students should bring comfortable clothing for exercise.

Mail

As stewards of the environment and in keeping with our commitment to reduce our collective carbon footprint, we ask students and families to limit consumption and delivery of non-essential goods to Oxbow through the duration of the semester. Do not send perishable items. This said, we appreciate the art of the handwritten letter and understand that students want to correspond with their loved ones and vice versa. Students can drop off stamped letters in the office.

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. These deliveries will be taken to the dining hall for pick-up.

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

FedEx
702 Lincoln Avenue
Napa, CA 94558
Phone: 707.226.7722

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

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

VIII. 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 and with at least two people in the evening*
- *Have your Oxbow ID and 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.

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 strongly 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.*

What happens when students are ill?

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 by email 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.

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 ensure that 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 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 an early 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 your student, the better we can serve their needs. Failure to provide this information may result in the student's permanent separation from the program.

The School strongly recommends that student medications not be altered after 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 and/or daily basis.

IX. 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

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.

While attending Oxbow, students document their artwork in digital portfolios. 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.)

Faculty Portfolio Reviews

Portfolios are required when applying to art schools, graduate programs, residencies, or scholarship opportunities. The Oxbow faculty are happy to conduct portfolio reviews for current students and alumni by request. All photographic documentation of artwork should be well-lit, in focus, correctly oriented, and in jpg format. For videos and time-based work, please submit a file or a link to view the work online. Please allow at least three weeks' notice for portfolio reviews.

Include in your email request:

- Your name and (if you are an alum) your OS semester.
- Your contact information including an email and cell phone number.
- Portfolio guidelines/deadlines for the opportunity to which you are applying.

To submit your portfolio:

- Compile and upload all images onto Google Drive, as accessed through your Oxbow School email account.

Transcript Requests

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.

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 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 submit your application materials digitally, please contact 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 submitted. To avoid redundancy, you may not request more than one letter to be written on your behalf from Oxbow.

Please email the Oxbow faculty member and allow at least three weeks' notice to submit the recommendation letter.

Include in your email request:

- Your name and (if you are an alum) your OS semester.
- Your contact information, including your current address, email, and a cell phone number.
- A list of the colleges to which you are applying and how you will be submitting your application.
- The deadline date for each college's letter.

When completing your application online, there will 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 you have requested.



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 every semester 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 and academic 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:

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

Non-Discrimination Policy

The Oxbow School prohibits discrimination against any student or applicant because of race, color, religion, sex, gender, ethnic or national origin, sexual orientation, disability, or any other category which may be protected by applicable state or federal law. The Oxbow School also promotes respect for all people, and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.

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Welcome to
The Oxbow School
family.



The Oxbow School
530 3rd Street
Napa, CA 94559