



OXBRIDGE  
ACADEMY

# STUDENT HANDBOOK

2023 - 2024



## **STUDENT HANDBOOK**

### **TABLE OF CONTENTS**

---

<b>3</b>	Welcome
<b>5</b>	Dress Code
<b>9</b>	Academic Policies
<b>17</b>	Additional Academic Opportunities
<b>19</b>	Student Support Services
<b>22</b>	Attendance Policies
<b>27</b>	Transportation
<b>29</b>	Social Guidelines and Expectations
<b>35</b>	Substance Abuse Policy
<b>38</b>	Disciplinary Procedures
<b>41</b>	Computer and Technology Systems Usage Policy
<b>46</b>	Emergency Policies



## WELCOME

The purpose of the Oxbridge Academy Student Handbook is to ensure that students and their families are fully informed of Oxbridge policies. Our goal is that parents, students, and faculty will have a smooth, successful, and enjoyable school year.

Open communication and ongoing dialogue between home and school are vital to delivering an optimal education. This handbook is a resource that will answer many of the questions that might arise throughout the school year. Of course, there is no way every situation can be addressed. Questions left unanswered will be left to the discretion of the administration.

If parents have a concern or issue, please contact the person closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at the primary level, it will be brought to the Head of School.

Thank you for your support and cooperation. We hope you have a wonderful and rewarding year at Oxbridge Academy!



## HONOR CODE AND SAFETY PLEDGE

Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility.

Students should commit to the following honor code and safety pledge:

### HONOR CODE:

*"As a member of Oxbridge Academy, I commit to act responsibly and with honor and integrity on and off campus."*

### SAFETY PLEDGE:

*"As a member of the Oxbridge community, I acknowledge the power and impact that my words and actions have on my own well-being and the health and safety of others. I pledge to make protecting my physical and emotional health a priority. I recognize that I am part of a community, and so I commit to adjusting my own behavior even when it is difficult. I will do my part to protect the people around me, the Oxbridge community, and especially the most vulnerable."*

Teachers will require students to acknowledge the following honor statement when taking assessments:

### HONOR STATEMENT:

*"On my honor, I have neither given, received, or accessed help on this assessment."*

## NON-DISCRIMINATION POLICY

Oxbridge Academy admits students regardless of disability, race, color, creed, gender, sexual orientation, ethnic, or national origin who possess the motivation, ability, and character that will enable them to succeed in our school community, subject to 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, creed, gender, sexual orientation, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## STATEMENT OF DIVERSITY

Oxbridge Academy's mission is to prepare students to meet the world boldly with initiative and kindness. It is the school's belief that a strong commitment to diversity, equity, and inclusion makes this mission attainable. Such a commitment allows all community members to feel valued and contributive— conditions that research and evidence-based practices identify as necessary for all students to reach their full potential.

Oxbridge Academy acknowledges and honors the fundamental value and dignity of all individuals. The school's position is that our different heritages, beliefs, and choices of expression define our individuality; and that a commitment to learn about and from one another will strengthen our experience as a community.





**DRESS CODE**

## EXPECTATION OF DRESS

We believe that adherence to dress code requirements reflects a student's respect for the school and its rules.

School clothing consistent with our dress code can be purchased at **Land's End** (school code # 900149600), **Harris Uniforms**, **The Wolf Den**, our on-campus store, and **BSN** (our online store). Please note that The Wolf Den and our online store also sell spirit wear that *does not* meet the dress code policy. Please read the dress code policy carefully before making your purchases.

Note that we do not require students to purchase clothing from a specific vendor. Instead, we allow them to exercise sound judgment in selecting appropriate clothing that meets our dress code guidelines.

## DRESS CODE FOR SCHOOL DAYS

**Shirts, shorts, and skorts cannot be revealing. As such, all clothing must be sufficient to cover undergarments at all times. Exposed midriffs, tank tops, and clothes with holes or rips are not permitted.**

### SHIRTS

- Solid red, white, or navy, collared polo shirt, with the Oxbridge Academy logo on the left chest.
- Oxford-style collared shirt in solid white or light blue, short or long sleeve, with the Oxbridge Academy logo on the left chest. All Oxford shirts must be worn tucked in.
- Collared shirts must be worn at all times, including underneath outerwear. Note: Shirts and outerwear cannot be longer than the length of pants, capris, shorts, or skorts.

### PANTS, CAPRIS, SHORTS, AND SKORTS

- Solid navy or khaki pants, capris, shorts, or skorts.
- No cut-offs or frayed edges on pants, capris, shorts, or skorts.
- No jeans, sweatpants, spandex, jeggings, leggings, wind pants, or exercise pants may be worn during the school day.
- No skirts. The only exception is for a religious reason, and the skirt must be knee-length or longer.

### FOOTWEAR

- Closed-toed shoes are required: Sperry-like topsiders or sneakers are permitted.
- All shoes must have a back strap or heel covering.

### HATS, HEADGEAR, SUNGLASSES

- Hooded sweatshirts, windbreakers, pullovers, sweaters, vests, or jackets with the Oxbridge Academy school logo or the ThunderWolves logo are permitted.
- A collared shirt must be worn underneath all outerwear.
- Shirts and outerwear cannot be longer than the length of pants, capris, shorts, or skorts.
- Accessories, including laptop stickers, cannot depict or advocate for illicit drug use, alcohol, criminal behavior, violence, sexual activity, hate speech, or politics.



## STUDENT IDENTIFICATION CARDS (IDs)

Student IDs are one of the most important elements of campus security. To ensure that our campus remains safe and secure, every student receives a student ID and must wear the ID while on campus. ID cards must be visible at all times. Replacement ID cards, badge holders, and lanyards must be paid for in the Business Office before a replacement ID is given to the student.

**Note:** There may be exemptions for athletic activities. Your coach or Health & Wellness teacher will inform you if you do not need to wear your ID.

## DRESS CODE ENFORCEMENT

All teachers will check for dress code at the beginning of the first block of the day. If a student is out of dress code, teachers will send them to the front desk in the main building or the Health & Wellness Clinic in the north building. The administration will decide on the appropriateness of clothing and student appearance and reserves the right to prohibit students from wearing any specific articles of clothing or other items

If the administration determines a student's attire to be inappropriate for school, the administration will either require the student to change immediately or send them home.

Three or more violations of the dress code will be treated as disruptive behavior with appropriate disciplinary consequences, beginning with detention and following the tier system for subsequent violations of policy.



## SPIRIT WEEK AND DRESS-DOWN DAYS

During Spirit Week and on any designated dress down days, students are not allowed to wear anything that would be considered offensive, threatening, political, depicting cruelty to animals, sexually graphic, or clearly inappropriate. No exposed midriffs, micro shorts or miniskirts, tank tops, or open-toed shoes.

## DRESS CODE FOR HEALTH & WELLNESS CLASSES

Health & Wellness courses at Oxbridge Academy are designed to promote students' physical and emotional well-being in support of a commitment to lifelong fitness. Oxbridge PE shorts and shirts are available for purchase in the **Wolf Den** (school store), and **BSN** (our online store).

### SHIRTS

- Oxbridge Academy PE Shirt.
- Oxbridge Athletics Team Shirt.
- No tank tops or cut-off sleeves allowed.
- Shirts and Outerwear cannot be longer than the length of pants, capris, shorts, or skorts.

### PANTS, CAPRIS, SHORTS, AND SKORTS

- Oxbridge Academy PE Shorts
- Solid black, navy, and gray yoga pants, sweatpants, and leggings are allowed.
- Yoga pants and leggings with mesh, sheer, or cut-out designs are not allowed unless purchased at Wolf Den (school store).
- No compression shorts or spandex is allowed.
- Shirts and outerwear cannot be longer than the length of pants, capris, shorts, or skorts.

### FOOTWEAR

- Sneakers and athletic shorts are permitted.
- No other shoes are allowed.

Students are only allowed to wear their PE uniform during their assigned Health & Wellness class in the designated class area. Students are not permitted to come to school dressed in the PE uniform even if PE is the first scheduled class of the day. Health & Wellness class participants are required, without written medical exemption, to “dress out” for class. **Students who fail to wear approved clothes for class will be required to participate and receive point deductions for not being prepared.** The point deduction is two points if they do not have appropriate bottoms, and two points if they do not have an appropriate top. **If they do not have sneakers or athletic shoes, they will be unable to participate and will receive a ZERO grade for the class period.**





# **ACADEMIC POLICIES**

## GRADUATION REQUIREMENTS

SUBJECT	CREDITS	REQUIREMENTS
<b>English</b>	<b>4</b>	Four credits of English while in high school.
<b>Mathematics</b>	<b>4</b>	Four credits of math while in high school with proof of completion of Algebra I, Geometry, and Algebra II.
<b>Science</b>	<b>3</b>	At least one credit each in Physical Science with Lab (Physics), Chemistry with Lab (Chemistry), and Biological Science with Lab (Biology).
<b>Social Sciences</b>	<b>3</b>	Students must complete World History, United States History, United States Government and Economics.
<b>World Languages</b>	<b>3</b>	Students are required to complete three credits of a language. Students must take a minimum of two consecutive years of the same language. Typically, students will continue to a third consecutive year. However, students may complete a year of a different language to satisfy their remaining graduation requirement.
<b>Fine Arts</b>	<b>2</b>	Two credits of fine arts while in high school.
<b>Electives</b>	<b>4</b>	A student may take additional core subject courses or other courses of particular interest to meet elective requirements.

**Note:** Information in the Academic requirements does not apply to Middle School. Middle School students are required to take a prescribed set of courses and sampling of electives. For any questions regarding Middle School academic requirements, please contact the [Middle School Director](#).

## GRADUATION REQUIREMENTS - THINGS TO KNOW

- Students earn one (1) credit for a year-long course and a half (0.5) credit for a semester course.
- Students must earn a minimum of 24 credits to graduate, with a minimum of six credits per year unless they have submitted documentation supporting a special schedule and this has been approved by the Academic Dean
- Students should work with College Counseling to determine the most appropriately rigorous schedule for each student.
- Requested exceptions to graduation requirements will be considered on an individual basis and will require documentation to support the request.
- Students in 12th grade who fail a course required for graduation must complete a make-up course through an approved alternative program before receiving a diploma.
- Oxbridge Academy reserves the right to evaluate a student's transcript at the time of entrance to determine which transfer credits will be accepted from another school.

### ACADEMIC ACCOMODATIONS

Our Learning Support Team (LST) is available to assist students who are eligible for academic accommodations. Email the LST Coordinator at [joutlaw@oapb.org](mailto:joutlaw@oapb.org) for additional information.

## STUDENT COURSE PLACEMENT

### NEW STUDENTS

Initial placement for students new to Oxbridge Academy will be determined through combined examinations of English and History, Science and Math, and a single test for World Languages. We have found that our placement tests are an accurate gauge for the student's initial placement. Please note that we do not track students, and a student will have multiple opportunities to move up to honors or honors seminar-level classes if their work quality and effort indicate that they are capable of a more rigorous schedule. Placement in an advanced Visual Art course will require permission from the Art Department. A portfolio of 5-10 works that illustrate the student's knowledge of basic elements and principles of art and design should be submitted no later than June 1 to be considered for appropriate placement. New students in the performing arts will be assessed for their proficiency in their respective fields.

**NOTE:** Middle School students are required to take only the math placement exam and in eighth grade may take the language exam to place into a B level language course.

### RETURNING STUDENTS

Clear and precise teacher recommendations for returning students for the coming year are entered as part of the second quarter comments. Students and parents should review these recommendations and discuss them with their teachers. Current students interested in advanced Visual Art courses who have not completed Studio Art I or Studio Art II should take their portfolios to the Department Chair for review before the end of the add/drop period.



## HONORS & HONORS SEMINAR COURSES

The difference between standard college-preparatory courses and the Honors and Honors Seminar courses is not the amount of work, but the type of work required and the pace. Honors courses are designed for students who can successfully engage in a more rigorous and accelerated course of study. Honors Seminar courses are offered by each discipline and are highly challenging, college-level courses that require in-depth examination or study. These rigorous courses provide the student with real-world investigations, research seminars, and field experiences.

## PROCEDURES FOR REQUESTING A COURSE-LEVEL CHANGE

- Once informed of placement recommendations, students and parents can initiate a level change request with the relevant teacher and/or department chair.
- The department chair may review the student's placement exam or consult with the student's most recent teacher as well as the teacher who will receive the student to discuss the request and to determine if space is available in the new section.
- The student requesting the level change and the student's parents may be invited by members of the department to discuss the advisability of changing levels. An additional placement exam may be required to ensure that the student is prepared to enter the higher-level class.
- If the level change request is approved, the student will be moved to the new class as soon as possible. If the level change request is not approved, the student and the student's parents will be informed.
- If a parent still desires the level change after a departmental review, a meeting with the Academic Dean may be requested to discuss a possible exception or waiver.
- The Academic Dean is responsible for final approval of all course placements and level changes.

Students and parents must understand that inappropriate placement could have a negative impact on a student's Grade Point Average (GPA). The school will not provide additional resources or time for a student to complete work at a level that is not recommended, and the student might not be able to return to the original level once a change is made.

## CHANGES IN PLACEMENT

Students who move to a different course level will receive credit in the course to which they are moved. For example, a student who drops from an honors level course to a regular course will receive credit in the regular course regardless of when the change in course level is made. Similarly, a student switching from a regular course to an honors level course will receive credit in the honors course. If the student moves down a level no later than the end of the first quarter of a class and the move is a result of an incorrect placement and deemed necessary by the student's teacher, the grade from the higher-level course will not carry over to the new course and will not be included in their cumulative average. If a student moves down a level after the end of the first quarter or moves against the recommendation of the teacher, they will carry the grade they earned into the new class, and it will be included in their cumulative average.



## GRADES & REPORTS

Oxbridge Academy's scholastic year is divided into four quarters. Grade reports and teacher comments are sent to parents at the end of each marking period.

LETTER	GRADE	MEANING
<b>A</b>	100 - 90	Excellent
<b>B</b>	80 - 89	Good
<b>C</b>	70 - 79	Satisfactory
<b>D</b>	60 - 69	Minimum to Pass
<b>F</b>	≤59	Failure

### IMPORTANT NOTES

- Transfer credits accepted by Oxbridge Academy are reflected in credit counts, but not in Oxbridge Academy GPAs.
- Core GPA includes English, history, math, science, and world languages courses only; Total GPA includes all numerically graded courses.
- Oxbridge Academy's Weighted GPA adds a three-point weight for Honors courses and five-point (5) weight for Honors Seminar Courses.
- Students must earn a year-end grade of 60 or higher to be eligible to advance to the next course in a sequential curriculum. For example, an Honors Geometry year-end grade of 60 or higher is required to advance to Honors Algebra 2 during the following school year, along with teacher recommendation.
- Year-end grades for Oxbridge courses, as reported on official transcripts, are rounded to the nearest whole number. For example, a student earning a year-end grade of 88.5 in Honors Physics will see an Honors Physics grade of 89 appear on their official transcript. Yet, for the purposes of statistical precision, GPA calculations reported on the official transcript and elsewhere are derived from the actual grades earned in all courses considered as part of a student's Core, Total, and Weighted GPAs. In this example of a student earning a year-end grade of 89 in Honors Physics, the grade is computed into the Core GPA as an 88.5, into the Total GPA as an 88.5, and into the Weighted GPA as 91.5.
- Students completing a dual enrollment course earn both an Oxbridge Academy course credit and a letter grade for the dual enrollment course on the Oxbridge Academy official transcript. Letter grades appearing on the Oxbridge Academy official transcript do not affect any Oxbridge Academy GPAs.

## COURSE WITHDRAWAL

**FULL YEAR COURSE WITHDRAWAL:** If a student withdraws from a full-year course before the end of the first marking period, the course will not appear on the report card or the transcript. Afterward, a grade of **WP** (withdraw pass), or **WF** (withdrawn fail) may appear on the transcript and no credit will be given.

**SEMESTER COURSE WITHDRAWAL:** If a student withdraws from a semester course during the first three weeks of the semester, the course will not appear on the report card or transcript. Thereafter, a grade of **WP** (withdraw pass), or **WF** (withdraw fail) may appear on the transcript and no credit will be given.

If a student withdraws from a course for medical reasons and provides documentation, the Academic Dean may authorize the removal of the class from the student's schedule.

Below is a list of additional symbols that may appear on a transcript and their meaning:

GRADE	MEANING
<b>I</b>	Incomplete
<b>M</b>	Medical
<b>W</b>	Withdrawal
<b>WP</b>	Withdraw Pass
<b>WF</b>	Withdraw Fail
<b>NC</b>	Loss of Credit

## ADD/DROP

Students may add or drop a course, but must keep the following in mind:

- An Add/Drop form (available from the Scheduler) is required stating the reason for the course change.
- Students must submit the Add/Drop form by the deadline.
- Students who drop a course after the two-week Add/Drop period should understand that the course will appear on the permanent record, and a grade of W, WP, or WF will appear.
- Submission of this form does not guarantee that your request will be honored.
- Your present schedule must be followed until all changes have been completed.



## **GRADE FORGIVENESS POLICY**

If a student fails a course required for graduation, they will be required to retake the course via FLVS or another approved institution. Students will not be allowed to retake a course at Oxbridge. The course that the student did not pass will be recorded on the transcript with a designation of NC (Loss of Credit). The grade for the class that the student retakes will replace the failed grade to determine the student's grade point average.

## **REQUEST FOR RECORDS**

Requests for student records and transcripts must be directed in writing to the Registrar. Oxbridge reserves the right to withhold student transcripts and records for non-payment of tuition, fees, or the return of Oxbridge Academy property. The school makes reasonable efforts to ensure that the natural parents and legal guardians receive substantially the same information (transcripts, records, appointments, etc.). When a student is enrolled by divorced or separated parents, the school must rely on the parental information provided. If one parent believes that the other parent is not entitled to receive certain information from the school, the parent wishing to restrict information must provide the school with a valid court order that specifically restricts the other parent from receiving such information.

## **STUDENT ACADEMIC PERFORMANCE**

### **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

Athletic eligibility is guided by FHSAA requirements. If a student is on academic warning or probation, they must be passing all classes in order to be excused from that class period to attend or participate in an athletic or extracurricular activity. Students should refer to FHSAA guidelines and speak with the Director of Athletics to review FHSAA criteria.

### **PLAGIARISM & CHEATING**

All work that students complete must be their own. Cheating and plagiarism will not be tolerated. Any material (in whole or paraphrased) taken from a primary or secondary source without following standard attribution or citation is considered plagiarism. Lending homework to another student to copy is considered cheating by both parties. Discussing items on a test before all students have participated is also considered cheating. A failing grade will be recorded for work containing any information improperly submitted as one's own.

Any instance of suspected cheating or plagiarism will be reported to the Academic Dean for review. Consequences will be assigned based on the severity of the infraction, student's grade level, and whether or not the student has been disciplined for cheating or plagiarism before.

The use of A.I. in the form of ChatGPT, Quillbot, or any other platform or application to create or compose any part of an assignment is considered academic dishonesty. Students should refrain from using these applications as a shortcut or replacement for their own effort. If any A.I. generated content is used as a study aid or is used on an assignment in the brainstorming or revision stage, its use must be disclosed and correctly cited. If a teacher suspects that a student has plagiarized, cheated, or used A.I. to create or compose an assignment, they will report the student to the Academic Dean for review.

### **ACADEMIC WARNING & PROBATION**

Students who have one grade below 60 or two grades below 70 at the end of any marking period will be placed on Academic Warning. If the student does not improve their grades by the end of the subsequent grading period, they will be placed on Academic Probation.

If the student does not improve their grades after being placed on probation, they will be referred to the Student Performance Review Committee (SPRC) and placed on an Academic Contract that stipulates the grade requirement for remaining at Oxbridge. If the student fails to meet the terms of this contract, they may be dismissed from Oxbridge.

Students are notified by mail if they are placed on Academic Warning, Academic Probation, or an Academic Contract. If a student improves their grades to the extent that they no longer have one grade below 60 or two grades below 70 at the end of a marking period, they will receive a letter informing them of their revised academic status.

In order to support students on Academic Warning, Academic Probation, or an Academic Contract, their grades will be monitored by the Academic Dean and the student will be assigned to mandatory after-school academic recovery if any of their grades fall below 70.

This policy applies to both Middle School and Upper School.







**ADDITIONAL  
ACADEMIC OPPORTUNITIES**



## ONLINE LEARNING

Online learning courses may be approved for the purpose of advancement in a subject area and will require approval from a Department Head, the Academic Dean, and College Counseling Office.

- Online learning courses may not be taken in lieu of Oxbridge Academy courses unless there is an irresolvable scheduling conflict.
- Online learning courses may be approved for satisfaction of missing credit(s) required for a diploma after the graduation ceremony.

## INDEPENDENT STUDY PROGRAM

The Independent Study Program is available for those students who are looking for an additional academic opportunity for in-depth study beyond the Oxbridge course offerings or have a desire to fulfill a course need that is not available in the current Oxbridge curriculum. Independent Study will require students to work closely with a faculty advisor to develop a final project and appropriate timeline with checkpoints for completion. An Independent Study may not be employed to replace a course that is offered in the current Oxbridge curriculum unless there is an irresolvable scheduling conflict.

### ACADEMIC REQUIREMENTS FOR INDEPENDENT STUDY

- In order to participate in Independent Study, a student must have demonstrated the ability to manage time and work independently. It is expected that a candidate for Independent Study will have earned a minimum cumulative GPA of 85.
- The student and their advisor must collaborate on the work to be completed and grades, the credits to be awarded, and the time to be allotted. The student must complete an online independent study proposal.

### GRADES AND CREDIT REPORTING

- Credit may be awarded upon the student's successful completion of a final assessment as determined by the faculty advisor. The student will be informed of the format of the final assessment upon receiving approval to begin the independent study. Grades will be Pass / Fail.
- If a student does not complete an independent study for which approval has been received, the independent study will appear on the transcript and a grade of W (Withdrew) will be noted.

### TIMING

All proposals for Independent Study must be submitted within the first five days of the semester. Ideally, students should submit a proposal prior to the start of the semester. The Department Head and Academic Dean must review and approve the proposed study plan before the student begins the course.

## DUAL ENROLLMENT

An Oxbridge student is eligible for dual enrollment courses if all the following requirements are met:

- Has a Cumulative GPA of at least 90.
- Is a member of the current junior or senior class.
- Has a passing score in the appropriate section of the college placement test.
- Has satisfied any additional admissions criteria set forth by the post secondary institution.

Contact the [College Counseling Office](#) for more information.



**STUDENT  
SUPPORT SERVICES**

## COLLEGE COUNSELING

The college counselors and the Department Coordinator of Oxbridge Academy's Academic Advising, Student Services, College Counseling Office support students and families throughout the college search and selection process. Through individual advising, group meetings, and programmatic events, we work hard to help students identify, apply, and secure admission to colleges and universities that will meet their needs, nurture their talents and interests, and appropriately challenge them.

Keeping in mind that the journey is as important as the destination, we strive to provide a supportive environment where students learn to identify their goals and interests, to manage a complex process, and to make healthy and confident decisions about higher education. As academic advisors, we encourage students to pursue an academic program that best positions them to find success both in the college admission process and in their college studies.

The College Counseling Office is committed to the idea that college is a match to be made and not "a prize to be won." The selection process is not seen as a high-stakes contest that simply ends in the senior year; it is viewed as one important feature of our commitment to educating and caring for young people within a close-knit community. In support of this goal, the College Counseling Office offers a world class program that blends principles of best practice with the unique philosophy of Oxbridge Academy.

Each high school student who enters Oxbridge Academy will be assigned an academic/college counselor. Although we try to maintain continuity throughout the four years, during their 11th grade year, we often do reassign students in 11th grade to a different counselor, who will guide them through the college application process. The counselor assignments are made by the college counseling team and communicated to parents and students. As a team, the ASC Department counselors work together to ensure that each student is provided the same resources and a similar approach to college counseling, irrespective of the counselor they are assigned.

## LEARNING SUPPORT TEAM

Services offered by the Learning Support Team (LST) include a range of resources to help students with learning differences work to their potential.

- Identification of the need for academic and/or psychological support
- Strategies to enhance learning and to deepen understanding within an experiential, interdisciplinary curriculum.
- Academic coaching in time management, study skills, and self-advocacy.
- In-class and external direct support when appropriate and feasible.
- Coordination of requests for accommodations on the SAT and ACT and administration of school-based college testing
- Development and implementation of classroom accommodations for those students diagnosed with documented learning differences.

In order to receive learning support services and accommodations, please contact the Learning Support Team.

## MENTAL HEALTH COUNSELOR

The mental health counselor is a primary resource for campus social-emotional support and is able to provide counseling and advice to those experiencing transient or minor difficulties and problems. The counselor also assesses the need for more significant or ongoing treatment and makes referrals for appropriate therapeutic resources. The mental health counselor is available to help any student who may need services.

## ADVISORY PROGRAM

The Oxbridge Academy Student Advisory Program functions as a coordinated support system that provides guidance in academic life, nurtures individual growth and well-being, and instills a sense of community among students. Advisors are the primary contact for students and parents who have questions or concerns.

## HEALTH & WELLNESS CLINIC

The Health & Wellness Clinic is committed to the promotion of healthy living as well as prevention of injury and illness. The clinic is comprised of different healthcare professionals, working as a collaborative team, to provide: first aid and emergency medical management, concussion management, physical therapy, athletic training, education in healthy living and nutrition, fitness instruction, strength and conditioning, and volunteer and independent study opportunities for students.

If a student becomes ill or is injured during the school day, they can receive medical treatment at the Health & Wellness Clinic, located in the North Building. A member of the Health & Wellness Clinic staff will notify parents as necessary when treatment is provided.

If a student requires physical therapy for any injury, they can receive physical therapy at the school at no additional cost. For any type of accommodation (including administration of medication at school), the parent must provide medical documentation, which should state the student's diagnosis, limitations, recommended accommodations, and length of time the accommodations will be needed.

Parents should contact Dr. Kelly Prisco for further information about the services provided in the Health and Wellness Clinic and any physical accommodations students may need at [kprisco@oapb.org](mailto:kprisco@oapb.org).







# **ATTENDANCE POLICY**

## UNEXCUSED ABSENCES

An absence is unexcused when a student deliberately cuts class or skips school or fails to present the proper documentation for an excused absence immediately upon his/her return to school. Any class missed will automatically result in the issuance of an unexcused absence.

## EXCUSED ABSENCES

Absences from school due to illness, dentist/doctor appointment, college visitation, family emergency, and religious holidays are considered excused absences, provided a parent/guardian submits Notification for Absence.

- Excused absences must be requested within 24 hours of the absence.
- Attendance should be reported through the parent portal on Veracross.
- Attendance questions can be directed to [attendance@oapb.org](mailto:attendance@oapb.org).

## UNPLANNED ABSENCE/ILLNESS

In the event of a student's illness, it is the parents' or guardians' responsibility to comply with the guidance of the director of Health & Wellness, ensure that the student does not attend school until such time the student is no longer exhibiting symptoms of the illness, and, when appropriate, following the instructions of their physician. If a student arrives at school exhibiting symptoms of illness, they will be evaluated by the Health & Wellness center and may be sent home.

**Students who are absent from school for the following illnesses will require a statement from their physician confirming the student's ability to return to school along with any required extended care or restrictions:** *Flu, strep throat, pink eye, mononucleosis, chicken pox, mumps, measles, rubella, ringworm, scarlet fever, hepatitis, meningitis, MRSA or other staph infections, bronchitis, head lice, or any other communicable diseases.*

Any extended absence of three consecutive school days or more requires a statement from their physician confirming the student's ability to return to school along with any required extended care or restrictions. If a student provides a doctor's note indicating a need for an extended absence due to illness, the student may be eligible for short-term virtual learning.

## PLANNED/EXTENDED MEDICAL ABSENCE

In the event of an upcoming planned medical procedure requiring an extended absence, the family is required to notify the Health & Wellness Center. This will assist in providing any special accommodations for the student during their absence, recovery, and return.

## TARDINESS

It is the combined responsibility of students and parents to make sure that each student is in class prior to the 8:20 a.m. bell. Students arriving late must be signed in by a parent/guardian at the school's main entrance and must receive a pass before going to class. Tardiness may be excused (illness, family emergency, etc.) provided that a parent/guardian signs and returns an Attendance Note. Ordinary morning traffic or oversleeping are not legitimate excuses for tardiness.

A student who is not present for at least sixty (60) minutes of the block will be counted as absent. Late arrival and early dismissals with proper documentation will not count as a class absence. However, after the third tardy, a parent note will not be accepted. Students who accumulate multiple unexcused late arrivals may be subject to disciplinary action. Disciplinary actions may include detention, points off assignments, or in the case of repeated tardiness, a parent/teacher conference.

## EARLY DISMISSAL

Students must remain on campus until the end of their last school commitment, which includes athletics. Students who need to leave campus early must have their parent/guardian sign them out at the Dean of Students office or the school's main entrance or email the school at [attendance@oapb.org](mailto:attendance@oapb.org) to give permission for their student to leave campus. Early dismissals that are known in advance should be entered in the parent portal on Veracross.

## POLICY FOR MAKE-UP WORK

Students are responsible for asking teachers for missed work and for keeping up with the course online or through email, whether an absence was excused or unexcused. Assigned in-class work, participation grades, and tests missed because of an unexcused absence results in a zero. Assigned work and tests missed because of an excused absence must be completed within two days of returning to school. If there are extenuating circumstances that prevent a student from making up the work within two days, the student must discuss these with the teacher immediately upon returning to school.

.....

## COVID-19 ILLNESS GUIDELINES

For the purpose of these guidelines the COVID-19 liaison is [Dr. Kelly Prisco](#). Students who are required to stay home due to COVID-19 will be permitted to attend school virtually.

### STAYING HOME

Students who meet any of the following criteria are required to stay home:

- Positive antigen test (home or laboratory) or physician diagnosis for COVID-19.
- Exhibiting signs or symptoms of COVID-19, including fever, sore throat, cough, fatigue prolonged or unusual headache, muscle or body ache, shortness of breath, new loss of taste or smell, nausea or vomiting, or diarrhea.
- Have a known exposure to COVID-19 and are experiencing symptoms.

### COVID-19 ILLNESS

**If a student has COVID-19 they are:**

- Required to notify the COVID-19 liaison.
- Required to stay home for at least five days from the date of symptom onset or (+) test.
- Strongly encouraged to wear a well-fitting mask through day 10 while on campus.

Individuals are still contagious if symptomatic through day 10. The chances of being contagious decrease over time through day 10. If a student receives a negative COVID-19 test on day six and again on day eight they are no longer considered to be contagious and can safely be around others without wearing a mask.

## RETURNING TO CAMPUS

The COVID-19 Liaison will guide families through this process. Students are allowed to return to campus based on symptom severity as follows:

SEVERITY	RETURN PROCESS
<b>Asymptomatic</b>	Student can return on day six.
<b>Mild Illness</b>	Student can return on day six if fever free for 24 hours without the use of fever reducing medication and other symptoms are improving.
<b>Moderate or Severe Illness</b>	Student can return on day 11 if fever free for 24 hours without the use of fever reducing medication and other symptoms are improving.
<b>Weakened Immune System</b>	Student should consult with a doctor before ending isolation.

## KNOWN EXPOSURE TO COVID-19

Regardless of vaccination status and previous COVID-19 infection, if a student has been exposed to COVID-19 use the following guidelines:

- Strongly encouraged to wear a well-fitting mask while on campus around others for 10 days.
- Strongly encouraged to take a COVID-19 test on day six.
- Watch for the development of COVID-19 signs and symptoms.
- If symptoms develop stay home, get a COVID-19 test and report this to the COVID-19 Liaison immediately.

It is imperative for all students regardless of vaccination status and previous infection to report exposures to COVID-19 that occur outside of school in order to protect the health and safety of the entire Oxbridge Community.

## COMMUNICATION AND UPDATES

If there is sufficient evidence that a student has potentially been exposed to an individual with COVID-19 on campus families will be notified via email. Any changes that may occur to these COVID-19 Illness Guidelines throughout the 2023-2024 school year will be relayed via email.



## VIRTUAL LEARNING POLICIES

### FULL-TIME VIRTUAL LEARNING

The full-time virtual learning model will only be offered to families that receive approval from the Assistant Head of School and the Academic Dean. Families can request a full-time virtual learning model for the following reasons:

- A documented medical or mental health reason that necessitates full-time virtual instruction.
- Special athletic training and related travel, extended absence from the Palm Beach County area, or other extenuating circumstances that make attending school in person impossible.

**Switching from in-person to virtual school daily due to student's work schedule, lack of transportation, temporary illness, or medical appointments is not an option.**

### SHORT TERM VIRTUAL LEARNING

Ill students should use their time at home to rest and recover fully. We do not allow students to attend school virtually for brief illnesses. However, students may be approved for short-term virtual attendance if they have an illness or injury lasting more than three days and they submit medical documentation to the director of the Health & Wellness Center.

### STUDENT EXPECTATIONS FOR VIRTUAL LEARNING

The following are expectations for any students who are attending school virtually. If students fail to adhere to these guidelines, they may be referred for disciplinary action.

- Have both your video and audio on at the beginning of and during class so that you can be seen and heard. Your teachers will let you know if there is an activity that requires video and audio to be turned off.
- Be on time for your classes.
- Be dressed appropriately per the dress code as outlined in this handbook.
- Students who are in short-term virtual learning are still required to take assessments in-person. They will not be allowed to take assessments virtually.
- Please be aware that all sessions are recorded, and microphones might be on.
- Do not make faces in the camera or play with the camera creating a distraction to the learning environment of the other students.
- Do not post inappropriate images, graphics, messages or memes.
- Do not use the classroom chat as a social media site to interact with your friends.
- Don't multitask. Close applications that you do not need for class, including messaging applications, videos, or games.
- If you need to leave for a moment to use the restroom or get a drink, type in the chat: "I am stepping away for a moment." Please try to limit breaks during class time when possible.
- Do not sign off or leave the classroom session without the teacher dismissing you.



# TRANSPORTATION POLICIES

## TRANSPORTATION OVERVIEW

Transportation will be provided to all students, and is included in tuition. Students using the bus service are subject to all school rules where appropriate conduct and observance of proper safety precautions are essential. Students must follow the direction of the bus driver at all times. Food, candy, or drinks are allowed on the buses **ONLY** when drivers permit it.

Students may drive to school and park in designated areas after they have registered their vehicle and received an Oxbridge Academy parking pass. The school retains the right to remove any student's driving privileges for failure to obey local traffic laws or follow safe driving practices. **The student parking lot is off-limits during the school day, which means students may not use their automobiles again until they leave campus at the end of their last school commitment.**

## THIRD-PARTY TRANSPORTATION

Oxbridge does not condone the use of third-party transportation services (ex. Uber, Lyft, or taxis). Parents assume complete responsibility for the use of such services for transporting their children and hold Oxbridge Academy harmless for the use of such services. Individuals who are non-family members who have been authorized by the parent/guardian to pick up a student during the school day must have a signed authorization form

## STUDENT PARKING

**All students wishing to park on campus are required to have an Oxbridge student parking permit hang tag visible in their car.** To receive a new parking permit or update your car information, please scan the QR code at a security desk and complete the online request form. Information required for a parking permit includes student's name, make/model/color of car, license plate number, and graduation year. Students will receive an email once the permit is ready to be picked up and can pick up permits at the front desk of the Main Building.

- Students in grades 9-11 may park in the parking lots in front of the Main and North Buildings, but only in spots beyond the second row.
- Seniors need to obtain a SENIOR parking permit that allows them to use their senior privilege to park in the spots in the first and second rows throughout the campus (except between the Main and North Buildings).
- Students may not park in the lot between the Main and North Buildings **AT ANY TIME.**

## STUDENT DROP-OFF / PICK-UP INSTRUCTIONS

### DROP OFF

Gates will open along Military Trail at 7:15 a.m. each day. All gates except for the Main Gate will close at 8:45 a.m. Parents/guardians may drop off students at the Main Building Traffic Circle or the North Building Traffic Circle. There are also parking spots designated for drop off on the southeast side of the main building.

### PICK-UP

Gates along Military Trail (Main Gate, U-turn Gate and North Gate) will be open from 2:30-4 p.m. Parents may pick up in the designated pick-up spots on the southeast side of the Main Building or the North Building Traffic Circle. Parents may also park in any lot (except between the buildings) for pick up.

The Admission Bus Loop (at the south end of the Main Building) and the Stadium Complex Bus Loop (at the north end of the North Building) are designated for **BUSES ONLY** every day for both drop off and pick up





# **SOCIAL GUIDELINES & EXPECTATIONS**



**All rules and policies should be read carefully. Violations of these policies may result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the school community at large. In addition, the school regards any behavior prejudicial to the best interests of the school, whether at school or elsewhere, as sufficient ground for a disciplinary response. While consistent application of disciplinary policies is sought, each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.**

## GENERAL CONDUCT

Students and parents should be considerate and show respect toward all students, faculty, staff, and visitors. Students should respect school and individual property. Students and parents – whether participants or spectators – are required to show good sportsmanship and courtesy at all school-sponsored events. Any person being disrespectful or showing unsportsmanlike conduct may be asked to leave the event and might not be allowed to attend future events. If a student refuses to participate or co-operate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, or requiring the student to withdraw from school.

## CELL PHONES

- Cell phone usage is not permitted during the day in the Middle School. Students who bring a phone to school must keep their phone in their locker and not on their person. If a student needs to use their phone, they can ask teacher permission.
- Cell phone usage in the Upper School is not permitted during class periods. If a student needs to make a call, the student must speak to the teacher or go to the Dean of Students' office to place the call.
- Teachers and staff reserve the right to collect students' cell phones and return them to the students at the end of class or turn them over to the Dean of Students.
- Parents and guardians should limit their contact with students during the day in order to keep students focused. Middle School families who need to get in touch with their students for emergency purposes may call the Middle School office, and a member of the Oxbridge Academy team will facilitate communication. For Upper School students, family emergencies should be reported to the Dean of Students office and a staff member will facilitate communication.
- Cell phone usage is not permitted at any time in locker/dressing rooms or restrooms where a phone camera could present a potential privacy issue.

## HEADPHONES & WEARABLE TECHNOLOGY

- Headphones or wireless earbuds are not permitted in class, in the Dining Hall, or when moving in between periods. Students may use headphones when studying quietly during study hall in their designated study hall location. Approved headphones can be used for classroom instruction when directed by the teacher.
- Virtual Reality (VR) , Augmented Reality (AR), and Spatial Computing devices are not permitted unless given special permission by a teacher during class.

## **FUNDRAISING**

No class, individual, or organization is to begin any money-raising activity without the permission of the Oxbridge Academy Business Office. No class, individual, or organization may request money from any other class, individual, or organization in or outside the school without permission from the Oxbridge Academy Business Office.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are prohibited from inappropriate displays of affection on campus or at any school-related events. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any sexual conduct occurring on school property or at a school event should be immediately reported to the Dean's Office.

## **FIGHTS OR ROUGHHOUSING**

Fights and physical roughhousing of any kind, including but not limited to slap boxing and play fighting, are prohibited and will result in disciplinary consequences for all individuals involved. Students are not permitted to congregate in bathrooms.

## **LOCKERS**

Each student will be assigned a locker for the proper storage of school and athletic equipment and will receive a school-issued lock to secure the locker.

If the lock is lost, the student will be charged a replacement fee of ten dollars. Students are responsible for the maintenance and security of all materials and equipment in their lockers. Students are asked to avoid keeping food or perishable items in their lockers. The school cannot be held responsible for items left in lockers. All lockers are to be emptied by the last day of school. Any items or books left after that date will be given away or discarded.

Lockers may be searched and inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student.

## **RESTROOM USE**

Students should not congregate in restrooms for any reason. The use of cellphones in restrooms is strictly prohibited. Food and beverages should not be taken into restrooms. Only one student is permitted in a single stall at a time. If a student needs to leave class to use the restroom, they should use the first available restroom closest to their classroom.

Oxbridge provides designated bathrooms and changing facilities for exclusive use by males or females. Students will be expected to use the bathrooms aligned with their sex assigned at birth as opposed to their gender identity. In the alternative, Oxbridge also provides single stall unisex bathrooms or changing rooms available to anyone.

## **OUT-OF-SCHOOL AND OFF-CAMPUS BEHAVIOR**

Students should be aware that certain behaviors performed beyond school hours on or off school property may result in the loss of school privileges and other disciplinary action, including suspension or dismissal. Students may be subject to discipline for misconduct that is disruptive to the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, whether the behavior is on or off campus. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the standard disciplinary processes as deemed necessary under the circumstances.

## INAPPROPRIATE STUDENT/ADULT INTERACTION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner.

If a student or the student's parents/guardians become aware of any adult communication or action toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the School Psychologist, Dean of Students, or an administrator. Some examples of behavior from employees that should not occur and should be reported are found below.

### ADULTS SHOULD NOT:

- Call students at home for a non-school matter.
- Touch students in non-professional ways or inappropriate places, or touch a student with aggression or in frustration
- Make comments that are too personal (about a student's clothing, hair, personal habits, etc.)
- Drive students in personal vehicles.
- Flirt or ask a student on a date or joke with students about dating
- Visit students to "hang out" in their hotel room when on field trips, sporting events, or when the student's parents are not at home.
- Socialize off campus with students.
- Tell secrets to students.
- Swear, make inappropriate sexual, racial/or ethnic comments.
- Invite students to visit the adult's social networking profile or become a "Friend" or "Follower" on a social network.
- Tell inappropriate jokes.
- Date or engage in consensual relationships with students.

### STUDENTS SHOULD NOT:

- Call teachers at home.
- Make comments that are too personal (about a faculty or staff member's clothing, hair, personal habits, etc.)
- Flirt or ask an employee or staff member on a date, even if joking.
- Ask faculty or staff members questions about their personal life.
- Invite faculty or staff members to "hang out" or socialize. Invite a teacher to become a "Friend" or "Follower" on a social network or reach out to a teacher over social media.
- Tell inappropriate jokes.



## WEAPONS AND THREATS

The school takes all threats seriously whether they occur on the Internet, by text, or away from school. All threats toward or about another student, employee, or the school even when students make comments in jest, will be subject to disciplinary action.

No student shall bring any object that may be used as a weapon, including but not limited to a firearm, knife, box cutter, pepper spray, taser, razor blade, or fireworks on to school premises or to a school-sponsored event. Any student who is found guilty of bringing a weapon on to school property will face disciplinary consequences. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines to be threatening will result in disciplinary consequences.

## HARASSMENT AND BULLYING

Bullying and harassment of any student or employee is prohibited during the following:

- School day
- After-school activities
- All school-sponsored events
- On Oxbridge-provided transportation
- Through the use of data or computer software that is accessed while at school.
- Through the use of data or computer software that is accessed at non-school related locations, functions, and activities if the bullying interferes or limits the victim's ability to participate in or benefit from school sponsored activities, disrupts the educational process, or the operational process of the school.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. Bullying may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, harassment, religious harassment, racial harassment, public or private humiliation, and destruction of property.

Cyberbullying means bullying through the use of technology or any electronic communication which includes but is not limited to email, internet communications, and instant messages. It also includes the creation of a web page, blog, or social media account where the creator assumes the identity of another person.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places the victim in reasonable fear of harm, fear of damage to property, interferes with educational or work performance, or disrupts the orderly operations of the school.

Bullying and harassment include retaliation against a student or employee for reporting an incident. A report of bullying or harassment that is not made in good faith is considered retaliation. Students are not allowed to bring accessories to school (including but not limited to laptop stickers, water bottles, socks, and buttons) that are political in nature, promote drug or alcohol use, or that mock, demean, or make fun of others.

All concerns relating to harassment or bullying should be reported immediately to the Dean of Students. We expect that anyone, whether student, faculty, staff, or family member who witnesses – or who knows of an incident of bullying or harassment– to report the incident, describe the misconduct, name any witnesses, and cite any action taken to resolve the matter.

When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated and disciplinary actions, up to and including expulsion, may be assigned based on the tier system.

Any such matter will be treated as confidentially as possible, consistent with the need to investigate the incident or to comply with Florida law. Retaliation in any form against anyone for making a complaint or for participating in an investigation is prohibited. Any retaliation should be reported immediately and will be a cause for immediate disciplinary action.

## **PORNOGRAPHY**

The possession, viewing, creation, or distribution of pornography in either electronic or hard copy form, is a violation of school rules. The school reserves the right to determine what material is pornographic.

## **HAZING**

Oxbridge Academy prohibits all forms of hazing, including any activity expected of a student to join or to continue membership or participation in any group, club, or team where the activity produces or could produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule of the student, regardless of the student's willingness to participate. Students violate this policy whenever they engage, assist, or attempt to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Dean of Students. Failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action. No adverse action will be taken against any person who makes a good-faith report of hazing activity. The procedures for reporting hazing are identical to the procedures for reporting harassment as outlined above.

## **INSPECTIONS**

The school reserves the right to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to: lockers, backpacks, vehicles, computers, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required for inspections upon request by a school administrator. Further, the school has the right to seize and permanently retain property that, revealed by an inspection or search, is considered potentially harmful, dangerous, illegal, inappropriate, or possession of which is a violation of the school's rules, community standards, and/or local and state law.

## **USE OF SOCIAL MEDIA**

It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. However, students should ensure that their online activities do not violate a school policy regarding bullying or harassment. Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's mission.

The school takes all threats seriously whether they occur on the Internet, by text, or away from school. All threats toward or about another student, employee, or the school even when students make comments in jest, will be subject to disciplinary action.

No student shall bring any object that may be used as a weapon, including but not limited to a firearm, knife, box cutter, pepper spray, taser, razor blade, or fireworks on to school premises or to a school-sponsored event. Any student who is found guilty of bringing a weapon on to school property will face disciplinary consequences. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines to be threatening will result in disciplinary consequences.

It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. However, students should ensure that their online activities do not violate a school policy regarding bullying or harassment.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's mission.

Students are not allowed to "Follow" or be "Friends" with any faculty member or other adult member of the Oxbridge community (other than the student's parent) on any social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

Postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual activity, etc.) are prohibited. Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school or its activities online without permission from the Dean of Students. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online. Finally, students are not permitted to disclose any confidential information about the school, employees, students, parents, or activities online.

.....

## SUBSTANCE ABUSE POLICY

---

Students are expected to be completely drug- and alcohol-free on or near school property and at school-related activities. Off premises possession, use, sale, or purchase of intoxicants or mind altering substances drug paraphernalia, and off-premises alcohol abuse are also prohibited.

The presence of 0.02% alcohol or of any other intoxicants or mind-altering substances (including the unauthorized possession of pharmaceutical medication) in the body is a violation of school policy. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse of medication is prohibited. Students taking prescription or non-prescription medication that could affect their ability to function in a safe and efficient manner must notify the Director of Health & Wellness.

Students who want to come forward about a problem they or a friend are experiencing are encouraged to speak to any member of the Oxbridge staff with whom they feel comfortable.



## PROCEDURES FOR STUDENT DRUG TESTING

Oxbridge Academy has instituted a drug-testing program. Drug/alcohol testing may occur under the following scenarios:

- **Random Testing:** Periodically during the school year, student groups (teams, activity, or class) and/or individual students will be selected for testing and their parents/guardians notified in an appropriate manner.
- Students suspected of consuming, possessing, or having any drugs or alcohol in their systems, or possessing any related paraphernalia or counterfeit controlled substance will be tested; their parents/guardians will be notified in an appropriate manner.
- Any student who refuses to be tested, adulterates a test, refuses to cooperate fully with testing (including signing consent forms or providing testing results promptly to the school), or deliberately avoids testing, will be considered to have tested positive.
- Oxbridge requires drug screen results to be produced prior to student returning to campus
- All costs associated with the drug screen process will be the responsibility of the family

## REASONABLE SUSPICION

Reasonable suspicion of substance abuse may include, but is not limited to, the following factors:

- Absenteeism from school, missed appointments with faculty.
- Missed appointments with drug/alcohol counselors.
- Combativeness
- Evasiveness
- Behavior that is unusual, bizarre, or out of character.
- Alcoholic or other suspicious odor.
- Physical symptoms of drug abuse (e.g., hypodermic injection marks, signs of withdrawal, etc.)
- Possession of suspected illicit drugs or drug paraphernalia.
- Difficulty staying awake or falling asleep during class.
- Poor hand-eye coordination.
- Any other indicators that may lead to reasonable suspicion.

Please note that caution will be exercised in interpreting these indicators. Other factors, such as physical ailments, medical conditions, stress, fatigue, or legitimate use of prescription drugs may be involved and can therefore be misinterpreted. Such situations must be documented and communicated to the Director of Health & Wellness.

Consequences for positive test results and/or admitted use/possession of any controlled substance OR refusal to submit to testing will be dealt with on an individual basis. Consequences may result in treatment (Second Chance Program) and may include exclusion from extra- and co-curricular activities, disciplinary actions, and/or expulsion. Infractions of the substance abuse policy are cumulative throughout the student's Oxbridge Academy tenure.

Use or possession of drugs or alcohol on campus will be deemed a more serious violation of the substance abuse policy. Selling/buying/distribution of alcohol, drugs, or any controlled substance on school property will result in expulsion from Oxbridge Academy.

A student who fails to meet all requirements of the drug/alcohol abuse program or violates the agreed upon terms of the Second Chance Program will be considered in violation of the probation and will be expelled.

## **CONFIDENTIALITY**

All substance abuse testing records and subsequent actions shall be kept in a file separate from the student's regular file. Absent legal proceedings, Oxbridge Academy personnel will not release records of drug and alcohol tests or any resulting action to any third party other than the student and/or the parent/guardian without written authorization from the student and/or the parent/guardian. Records will be destroyed in accordance with Oxbridge Academy's records retention policy. Oxbridge staff members making a substance abuse referral will be held accountable for maintaining confidentiality regarding all substance abuse allegations.

The SPRC and/or senior administrators will review any substance abuse allegations before requiring a student to take a drug test. In instances of random testing, the student selected for testing shall complete a specimen control form which bears an assigned identification number. This number will be the means used by all laboratory personnel to identify the specimens. Only designated school personnel (normally the Dean of Students and their designees) shall know the assigned number for each student selected for testing.

The specific testing procedures by authorized personnel are available upon request.

## **TOBACCO PRODUCTS AND VAPING**

The use or possession of tobacco products is not permitted on campus or at school-related events. In addition, electronic cigarettes and vaping devices and materials are prohibited.

.....

# DISCIPLINARY PROCEDURES

## FACULTY DISCIPLINARY PROCEDURES

### TIER ONE: TEACHERS

The teacher oversees discipline in the classroom. The student is expected to comply with whatever regulations the teacher might impose. When all appropriate measures by the classroom teacher have been exhausted and have not succeeded in correcting a student's behavior, and the conduct does not constitute an immediate threat to the safety, health, or welfare of the student or others, the student may be referred to the Dean of Students.

**Consequences at this level may include but are not limited to detention, parent conferences, written reflections, formal apology.**



### TIER TWO: DEAN OF STUDENTS OFFICE

The Dean of Students' Office will determine appropriate sanctions and strategies for student behavior issues referred by classroom teachers or identified by any other method. Should an individual infraction or a pattern of infractions rise to the point where more serious actions such as probation or dismissal from school should be considered, the student will be referred to the Student Performance Review Committee (SPRC).

**Consequences at this level may include, but are not limited to, student behavioral contract, suspension, probation, loss of privileges, and any combination of consequences from Tier One. Students may be sent home with an excused absence during an active Tier Two investigation.**



### TIER THREE: STUDENT PERFORMANCE REVIEW COMMITTEE (SPRC)

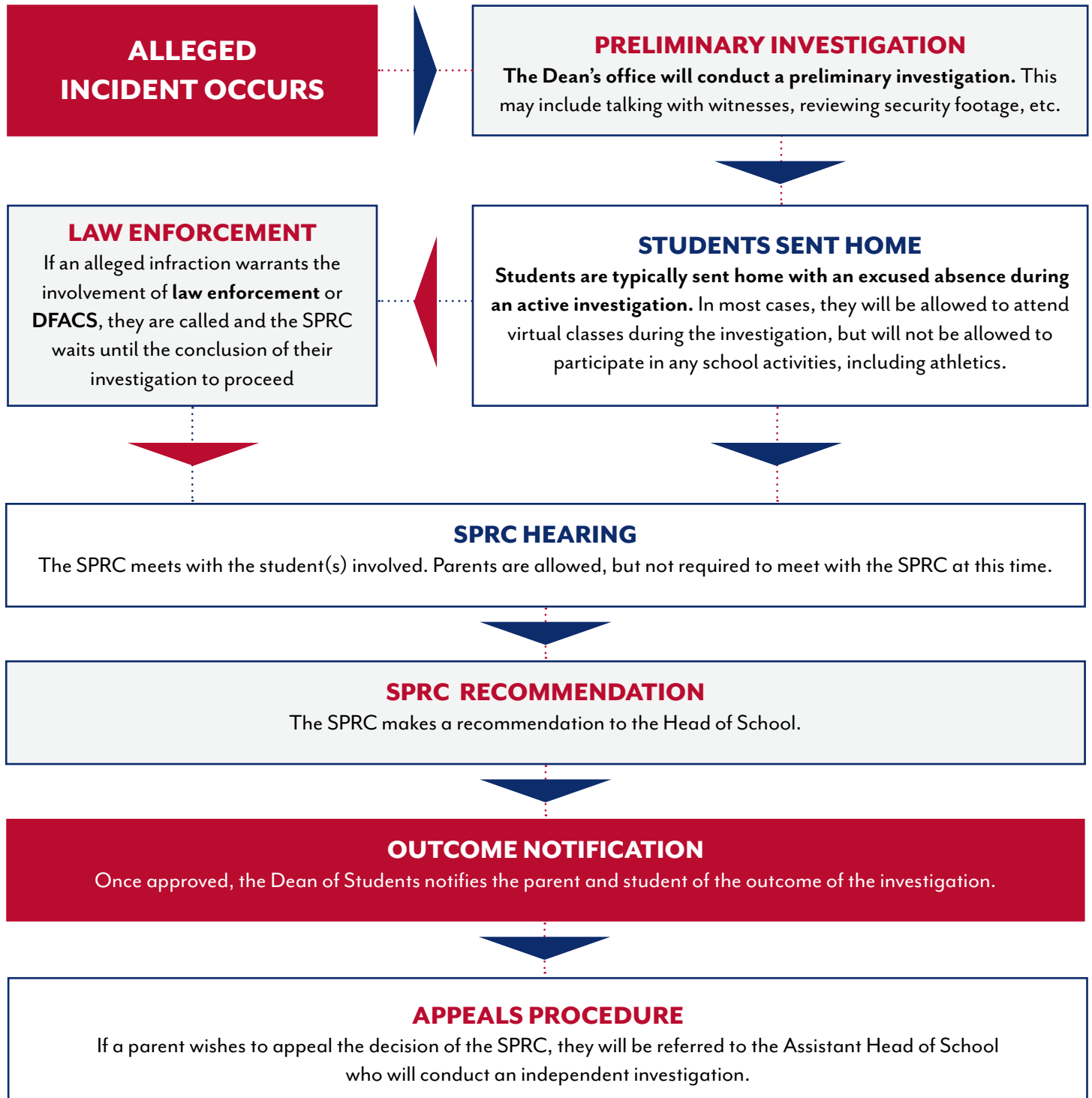
When a student faces the possibility of expulsion as the result of a serious violation of the student handbook, a pattern of infractions that reach a level warranting additional intervention, or extreme absence or academic issues, the office of the Dean of Students' office will refer the student to the Student Performance Review Committee. Students will be sent home with an excused absence during an active Tier Three investigation.

The Student Performance Review Committee operates in cooperation with the Dean of Students' office but is, by design, an independent entity. It is comprised of teachers, faculty, and administrators and reports directly to the Head of School.

**Consequences at this level may include any combination of consequences from Tier One and Tier Two with the additional possibility of expulsion.**



# SPRC REFERRAL PROCESS



## INVESTIGATIONS

Students are expected to cooperate with investigations. Failure to cooperate with an investigation may be cause for additional disciplinary action.

## **PENALTIES FOR MISCONDUCT**

The level of disciplinary response for any violation of school rules will depend on a variety of circumstances including, but not limited to:

- Whether any person was harmed, or the threat of physical harm was expressed
- Whether there was property damage or loss
- The degree of disruption caused by the student's behavior
- The frequency and/or number of prior infractions of school rules and regulations
- Whether there were illegal substances involved.
- Whether the student had been previously warned about the same or similar conduct
- Whether there was a weapon or other dangerous item involved
- Whether the conduct is of the kind also prohibited by criminal law
- Whether the student was honest and cooperative in connection with the investigation of the incident or behavior

Records are kept of all disciplinary actions regarding a student, and appropriate personnel informed. All actions pertaining to a suspension will be recorded in the student's official file and will remain on file for a period of four years after the student leaves the school.

## **WARNING AND DETENTION**

Teachers and staff may assign an official warning and/or detention. Detention requires that a student spend a period of time in a designated area under the supervision of a faculty member or administrator. If the student is late or absent (unexcused) from detention, an additional detention will be assigned.

## **REPORTING OF INFRACTIONS TO COLLEGES & UNIVERSITIES**

Many colleges and universities require that students immediately report the following incidents that might occur after application and/or acceptance:

- Disciplinary matters resulting in a student being placed on probation.
- Arrests, convictions, or other legal charges.
- Circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary action.

The student and/or parent/guardian are responsible for complying with the college/university requirements and must also provide Oxbridge Academy with the information disclosed.

## **CRIMINAL ACTIVITY**

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is subject to disciplinary action. Violations of law that occur off campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules.

## **INVESTIGATIONS**

Students are expected to cooperate in investigations. Failure to cooperate with an investigation may be cause for additional disciplinary action.



# COMPUTER & TECHNOLOGY

## SYSTEMS USAGE POLICY



**All persons using any electronics on school property are required to abide by the following rules. This policy also applies to the use of any personal electronic devices on school property or at school-related events. Failure to abide by these rules may result in disciplinary action.**

**Files unrelated to school assignments are not to be downloaded to the school's local or network hard drives.**

**Every effort must be made to protect and care for the technology issued by the school, including cameras and printers. Lost or damaged school property will be assessed and charged to the family's account.**

## ACCESS TO MATERIALS

We expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict all content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, creating, or sharing material that is pornographic, violent, or harassing will be dealt with immediately.

## UNAUTHORIZED SOFTWARE

Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Oxbridge will only provide technical support for software that is provided by the school. All school-licensed software must be accessed through the self-service portal.

## NETWORK ACCESS AND PASSCODES

Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another person's password or rights to their directory or school e-mail is a violation of school rules as well as a form of theft.

Taking advantage of a student who inadvertently leaves a computer unattended without logging out will not be tolerated. Using someone else's password or posting a message using another's log-in name will be treated as a disciplinary violation. Guard your passwords. You may be held responsible for online activity created using your password or device.

## SCHOOL'S RIGHT TO INSPECT

The school reserves the right to inspect school-owned devices, Sharepoint, and OneDrive for inappropriate files; to remove them if found; and to take other appropriate action if deemed necessary, including notification of parents and guardians. The school also reserves the right to inspect any personal electronic devices brought to campus. In such cases, students must provide passwords to the device upon request by a school administrator. Do not assume that any messages or materials on a school-owned device or posted over the school's systems are private.

## E-MAIL

E-mail may not be used to harass or threaten others. The school reserves the right to randomly check school e-mail accounts or text messages sent on school devices, over school-licensed software, or using the school server. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language.owned device or posted over the school's systems are private.

## VIRUSES

The school is not responsible for the transmission of any computer virus or for damage suffered from a computer virus.

## COMPUTER CARE

Members of the school community will not abuse, tamper with, or willfully damage any school-owned devices for anything other than appropriate work, or bring food or drink into any computer area. Students may be held responsible for replacement or repairs if damage to school-owned equipment occurs as a result of intentional abuse or vandalism. The IT Department maintains school-owned devices and reserves the right to pull devices for repair or maintenance. We do not seek prior permission or approval to repair school-owned computers. Damage done to school-issued laptops will be repaired at the student/parent's expense. It is the student's responsibility to protect school-owned devices.

## YOUR IDENTITY ONLINE

You are responsible for all online activity conducted with your school email address, activity which can be traced back to the school's domain, and/or activity which uses school assets. What you publish on personal online sites should never be attributed to the school and should not appear to be endorsed by or have originated from the school. No social media accounts should be created using the school's name and/or logo. Use of the school logo is prohibited without written consent from the Communications Department.

## MANAGEMENT FRAMEWORK USER DISCLAIMER

By enrolling your device with Oxbridge Academy's Management Framework ("Framework"), you agree to allow Oxbridge sole and exclusive right to approve or disapprove of any usernames, logins, or other publicly visible identifiers ("Identifier") you may select. You agree that any device using an Identifier disapproved by Oxbridge shall be denied access to the Framework until such time as the Identifier is changed to a non-objectionable Identifier approved by Oxbridge.

You further agree that by enrolling in the Framework, your expressly permit Oxbridge full and complete rights to access your device as Oxbridge deems necessary for the enrollment in and maintenance of the Framework, including but not limited to an administrative account, software installation, back-end script execution, software and file removal, and configuration of your device. You agree Oxbridge is not liable in any way for any files affected by your enrollment in the Framework.

Within the Framework, Oxbridge currently provides the below-listed applications for use by users. This list may change from time to time without notice as determined by Oxbridge's sole and exclusive discretion. This list in no manner guarantees access to any of these applications at any time as deletions or substitutions may be made as deemed necessary or appropriate by Oxbridge.

- |               |  |             |                               |
|---------------|--|-------------|-------------------------------|
| • Logic Pro X | • Audacity                                 | • Keynote   | • Logism                      |
| • Unity Pro   | • MuseScore                                | • iMovie    | • R Statistical Computing     |
| • SPARKvue    | • Microsoft Office 365 Suite               | • Numbers   | • Geometer's Sketchpad        |
| • MakerBot    | • Adobe Creative Cloud                     | • Xcode     | • Digital – Circuit Simulator |
| • Logger Pro  | • Extension for Adobe Premiere/Illustrator | • Grammarly | • Google Earth                |
| • Geogebra    | • GarageBand                               | • Kindle    | • Zoom                        |
| • Arduino     | • Pages                                    | • Anaconda  |                               |

All of these applications are managed, upgraded, and licensed for use by users at Oxbridge Academy within the Framework. Each Framework application is configured to work with student devices and supported by Oxbridge technicians. You understand that some of these applications are not available for student download through other means anywhere else (like SPARKvue for instance), and others have a massive price tag that, due to Oxbridge being a licensed education entity, are available either at greatly reduced or no cost to Oxbridge for use with the Framework.

The Framework can be uninstalled by any user at any time in their discretion. Doing so will remove all configuration profiles, binaries, and access. Uninstalling the Framework will also terminate any access to the applications listed above as well as Oxbridge WiFi, printers, and sharing and application repositories. Users desiring to conduct an uninstall are strongly encouraged to seek assistance from Oxbridge's technicians in doing so. Premature or improper removal of the Framework may have negative consequences on the user's device, including but not limited to deleted or damaged files, and may require a full device erase and reinstallation to reestablish. Users acknowledge that Oxbridge shall have no liability for any damages or consequences arising from any user choosing to uninstall the Framework without seeking guidance or assistance from Oxbridge's authorized technicians.

.....

## LOANER LAPTOP PROGRAM AGREEMENT

This agreement applies to the loaner laptop issued to the student by Oxbridge, as well as any other loaner or replacement laptop that may be provided to the student during the time they are a student at Oxbridge. By accepting possession of the laptop, the software, and the related peripherals such as a charger, the student and parent(s) or guardian(s) understand, they agree to the following terms and conditions:

**Software and Data Backup:** It is the responsibility of the student to backup all data stored on the computer and to comply with the software license agreements of any software the student installs on the computer that is in addition to the Oxbridge pre-loaded software. Information on back-up procedures will be provided during orientation.

**Repairs:** To avoid additional fees for damaged laptops, students are required to bring their laptop to the Oxbridge IT Department for repairs as soon as they begin experiencing problems or there is physical damage. Each student is responsible for the care and safekeeping of his or her laptop and any loss or damage to the laptop. The laptop must be kept in good working condition, free of decals or stickers and as necessary, be repaired by the Oxbridge IT Department. If at any time the computer is damaged, Oxbridge IT reserves the right to take the asset and repair it at the parent's expense.

**Loss or Theft:** In the event of loss of use, damage, or theft, the Oxbridge IT Department may provide a loaner or replacement laptop that will include only the Oxbridge image and standard pre-loaded Oxbridge software. The student will be charged for the net book value of the computer at the time of loss as calculated by Oxbridge.

**Battery/AC Adapters:** Oxbridge issued laptop computers and A/C adapters have a three-year manufacturer's warranty. This warranty covers defects only, not physical damage. Batteries for these laptops have a one-year manufacturer's warranty. Oxbridge provides replacement batteries and AC adapters for defective adapters. Oxbridge may, subject to available funds, on a one-time basis replace a battery that is out of warranty. Students are responsible for replacing lost, stolen, or damaged batteries, and AC adapters.

**Internet :** Each laptop computer is equipped with wireless capabilities that provide access to the Internet on campus and any location that supports wireless internet access. Refer to [page 41](#) of the student handbook for the internet policy.



**Indemnity:** The student and parent/guardian agrees to defend, indemnify, and hold harmless Oxbridge and its directors, officers, and employees from and against claims, damages, losses, and expenses arising out of, or resulting from, negligence and non-compliance with the Agreement.

## **STUDENT/PARENT AGREEMENT**

We understand that the student only has the right to use the laptop for and in connection with his/her attendance at Oxbridge. We agree and accept that the student must comply with any software license agreements. We understand that the laptop and all Oxbridge installed software is supported by Oxbridge for currently enrolled students. We accept that we may be held responsible for the cost of any needed repairs not covered by warranty or the protection plan found on the Laptop Equipment Receipt Form.

In the event of a lost or stolen laptop claim, Oxbridge will provide a replacement laptop and software. We acknowledge that in the case of theft or loss we will be held responsible for the costs associated with the replacement of the laptop. Additionally, in the case of theft on campus, the student is responsible for contacting the Safety and Security Department immediately.

We accept responsibility for the laptop at all times during the course of this Agreement and therefore understand that we shall not allow any other person to have access to the laptop. We will adhere to all of Oxbridge's policies and procedures governing the use of this laptop.

We understand that the loaner laptop is to be returned by the date set by the IT Department. Student will incur a daily charge of \$20 (payable and charged on FACTS) until the loaner laptop is returned in its original condition to the Oxbridge Academy IT Department.

**Loaner Laptop Return Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# EMERGENCY PROCEDURES

---

## SECURITY

Oxbridge Safety & Security Officers work in tandem with armed security officers contracted by the school to patrol and monitor the campus. Safety & Security Officers are tasked with checking in visitors, securing the campus perimeters; and reporting suspicious activity to the appropriate authorities. Students, staff, and visitors are expected to follow the directives of Oxbridge security personnel during both drills and emergencies.

## FIRE AND EMERGENCY SITUATIONS

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students should move quickly and quietly to their designated safety/ evacuation area. Movement and noise during fire drills should be kept to a minimum. Attendance will be taken before, during, and after all fire drills. Oxbridge Academy will have periodic emergency drills throughout the year. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. If the procedure involves evacuation of the building, students are to exit quickly and as quietly as possible to the designated area. Teachers will check attendance at their designated areas. Students and teachers are to return to their classrooms in a timely manner when the all-clear signal is given. Please be patient and understanding of these important rules. Student safety is our number one concern.

## INTRUDERS AND SUSPICIOUS PERSONS

The grounds, buildings, and parking facilities of Oxbridge Academy are monitored at all times. All visitors are required to check-in and receive a visitor ID badge. Any suspicious person/intruder should be immediately reported to security personnel, or the closest faculty or staff member.

## WEATHER ALERTS

Oxbridge utilizes the THOR GUARD lightning prediction system which provides advanced warnings, both audible and visible, when dangerous lightning is in the vicinity of the Oxbridge campus. If the THOR GUARD lightning prediction system detects a dangerous weather system in our area, students will not be allowed to leave the building or campus without parental permission. To give parental permission for end-of-the-day dismissal during a lightning alert, parents must complete this online form at [oapb.org/weather-release](http://oapb.org/weather-release).

## SCHOOL CLOSINGS

School closings or delays due to inclement weather will follow the decisions made by the Palm Beach County Public School System. Students should tune into local radio or TV stations for additional information. In addition, students and parents will receive notification electronically via email and through our Oxbridge communications systems.

## CHILD ABUSE REPORTING

School teachers and other personnel are mandatory reporters under Florida child abuse reporting laws. Please understand that we must take this obligation seriously. We will alert child abuse prevention authorities of situations that we reasonably suspect may constitute abuse, neglect, or abandonment. Depending on the circumstances, we might not be able to communicate with parents about the report until authorized by the proper authorities to do so. We ask for your understanding as we do our best to protect the children in our care.