



Oxford Academy

Vision Statement

Oxford Academy is a community of innovators dedicated to nurturing the **holistic** growth of **life-long** learners who will **lead and serve** an evolving local and global society.

Our Core Values

Where ***Excellence*** in **Leadership, Honor, Innovation, Family, and Fun** is a way of life.





Important Dates

First Day of School	August 7, 2019
Back to School Night	August 22, 2019
Labor Day Holiday (No School)	September 2, 2019
Club Rush	September 10-13, 2019
End of the 1st Quarter/Minimum Day	October 4, 2019
No School for Students/Staff Development	October 7, 2019
Red Ribbon Week	October 23-31, 2019
Talent Show	October 25, 2019
Veterans Day Holiday (No School)	November 11, 2019
Thanksgiving Break (No School)	November 25-29, 2019
1st Semester Finals	December 17-20, 2019
Minimum Day	December 19, 2019
End of Semester - Minimum Day	December 20, 2019
Winter Break (No School)	December 23 2019 - January 3, 2020
Homecoming Games & Patriot Burger	January 10, 2020
Homecoming Dance	January 11, 2020
Martin Luther King Jr Day Holiday (No School)	January 20, 2020
Staff Development Day (No Students)	January 31, 2020
Holiday (No School)	February 10, 2020
Holiday (No School)	February 17, 2020
End of 3rd Quarter/Minimum Day	March 6, 2020
Spring Break	March 23-27, 2020
Open House	April 8, 2020
Prom	April 11, 2020
2nd Semester Finals	May 12-15, 2020
Graduation	May 20, 2020
Last Day of School (Minimum Day)	May 21, 2020



1. General Information

PERSONAL DATA FORMS

It is important that personal data forms are kept up-to-date at all times. The school must know ANY change in your address, phone number, parent's place of employment, and friends or neighbors who are to be contacted in case of illness or emergency. The parent/guardian name must be on the emergency card. An individual not authorized on the emergency card will not be allowed to take the student from campus. Personal information that needs to be updated can be through Aeries (the online student information system) **except address changes**. For any address changes please contact the registrar at (714) 220-3068.

CLOSED CAMPUS

Per Anaheim Union High School District policy, Oxford Academy is a closed campus. A student may not leave campus until the end of the school day or enter another campus without proper authorization from the Attendance Office. **All visitors must report to the Main Office for on-campus authorization.**

DROP-OFF ZONES

When dropping-off students at our campus, please use the designated school parking lot at the west side of the campus. **Please do not drop students off in nearby business parking lots or in red zones at any time.** In addition, to accommodate our school bus drop-off, please do not use the circle drive in front of the school from 7:30AM-8:30AM and from 1:30PM-3:30PM.

STUDENT SERVICES

The Health Office is located in the Main Office. If a student becomes ill, he/she must report to their teacher and request a pass to the Health Office. If it is at the end of a period or during a passing time, a pass from the student's next period teacher is required. This applies to all classes, including Physical Education (PE). Only in the case of an emergency will the Health Clerk see a student without a pass. **The student must report to the Health Office and then the parent will be called either by the student or the Health Clerk.** All medications taken by students must be registered and kept in the Health Office. The Health Clerk will provide the student with a form that must be filled out by their doctor. This form must be filled out every school year. **Students are not permitted to carry medication(s).**

CELL PHONE USE

Cell phones must be **off** at all times while on campus after 7:45 AM until 2:45 PM, including lunch. Students can use their cell phones for personal calls in the Main Office. Parents that need to contact their child for emergency purposes during school hours should call the Main office at 714-220-3055. Any cell phone seen or heard during school hours will be confiscated by a staff member and consequences will be assigned based on the progressive discipline policy. School is not liable for lost/stolen cell phones. This notice is your warning.

LEAVING CAMPUS DURING THE SCHOOL DAY

On the day a student is to leave campus, he/she is required to bring a note signed by the parent/guardian stating the time the student is to leave school. The student will present the note to the Attendance Office and receive a remit slip. This slip will be shown to the teacher in order for the student to leave class and meet his/her parent/guardian in the Attendance Office. At that time, the student will receive a pass to leave campus. A parent/guardian must present photo identification at the time their student is picked up. The parent/guardian name must also be on the emergency card. An individual **not** authorized on the emergency card **will not** be allowed to take the student from campus. Any student leaving campus without proper authorization will be marked **truant** and



be given the appropriate consequence. If you need to contact the Attendance office, you may do so at 714) 220-3055.

FOOD SERVICE

Students may purchase breakfast and lunch at Oxford Academy. Some students are eligible for a free or reduced-price lunch if their family meets certain qualifications. Applications may be obtained from the Food Service Personnel. **By qualifying for the Free/Reduced Lunch Program, students may also qualify for reduced fees and/or waivers for Advanced Placement (AP), SAT, and ACT Tests.**

LIBRARY

Library hours are as follows: Monday thru Thursday 7:00 AM – 4:30 PM, and Friday 7:00 AM – 4:30 PM. Students are allowed to check out books with a student ID. Students will be charged for overdue, lost or damaged books. Internet access is available for students.

HOMEWORK

Homework is assigned daily. Homework is more than doing the assignment. It is studying each subject on a regular basis. Homework is part of classroom instruction, intended to reinforce the student's understanding of the subjects under study. The amount of time required to complete homework will vary with the subject and personal needs.

HOMEWORK BUDDIES

All students should communicate with a classmate when they are absent in order to obtain academic assignments. Be sure to get one or two classmates' home phone numbers in each class. If a student is absent **three or more days**, homework may be obtained by calling the Attendance Office 714) 220-3065 and arranging a time to pick up assignments. Students must check in with his/her teachers upon returning to school to confirm any missing work or assignments.

PROGRESS REPORTS

Progress reports are sent midway through each quarter to parents of students who are in danger of failing or for other special circumstances. Parents and students are encouraged to use Aeries Parent/Student Portal on a regular basis to stay informed about their child's progress. Parents are urged to contact the teacher to discuss any concerns in the class where a progress report grade was given. Please refer to the Oxford Academy calendar (in the student agenda) for an approximate date by which you can expect to view progress reports on Aeries.

REPORT CARDS

Student grades and end of semester **report cards are accessible online via Aeries**. Semester grades are recorded on the official transcripts of the Anaheim Union High School District. The report card shows grades in academics, citizenship and effort. Academic grades are based on how well a student has achieved class work. Citizenship grades are based on class conduct and participation. Please refer to the Oxford Academy calendar (in the student agenda) for an approximate date by which you can expect to view report cards online through Aeries. If you would like to receive a hard copy of your son/daughter's report card, you must make a written request with our registrar.

CLUSTER

Cluster is part of the instructional day and attendance is required. This is a time for all students (grades 7-12) to connect with an assigned teacher and peers in a non-academic setting. This is also a time for student TV announcements and dissemination of upcoming events. Cluster meets 4 days a week, Tuesday through Friday before lunch.

COLLEGE AND CAREER COURSE

College and Career Course is a class to enrich and empower student for academic success for 7th, 8th, and 9 grade students. This is a designated time for students to focus, practice and apply a specific targeted skill set in writing, inquiry, collaboration, organization and reading.



BICYCLES, SKATEBOARDS, SKATES, ETC.

If you are using these methods of transportation to school, we ask that you lock and secure your property in the appropriate designated areas. For safety reasons, we ask that you walk with and **DO NOT ride** any of these (bicycles, skateboards, skates, etc.) through our halls, quad and campus areas.

PERSONAL DELIVERIES

Any items (homework, projects, food, clothes, money, etc.) dropped off during hours **will not be delivered directly to the student**. Items can be left in the breeze on the designated drop off table located next to the Main Office for the student to pick up. Please note that student's cell phone will be turned off during school hours 7:45AM-2:45PM so previous arrangements should be made, so that, students know to pick up their item.

LOST AND FOUND

The Lost and Found is located in a large **unsecured bin** outside the Counseling Office. Items not claimed will be donated at the end of each month.

PERSONAL PROPERTY AND INSURANCE

The Anaheim Union High School District does not provide insurance in the event of illness or accident. It is not responsible for property that is damaged, lost, or stolen. Parents are encouraged to take advantage of insurance opportunities offered during registration. Large sums of money and expensive personal property should not be brought to school. **Under no circumstance** will the district reimburse for lost or stolen items.

LOCKERS

Oxford Academy assigns book lockers and Physical Education lockers for student use (locker form given at registration). Students are responsible for their property and should make sure their lockers are kept secure. The school retains its ownership right to all lockers and may at any time, **inspect them and/or confiscate items that are not allowed on school premises**, and/or revoke locker privileges. Students are **NOT** allowed to trade lockers. Any changing of locks or lockers must be approved by the Administration, Physical Education teacher and/or Media Technician.

To safeguard your belongings, remember:

- Never share your locker with anyone unless requested to do so by the school.
- Memorize your locker number and combination and keep it a secret.
- Test your locker to be sure it is locked. If your lock does not work, report Physical Education locks to your Physical Education teacher or school locks to the Media Technician.

TEXTBOOKS

A student is **required to write his/her name and school year** in the box provided inside the front cover of each assigned textbook and to complete an inventory textbook card. Each teacher will keep an electronic record and the inventory for the textbooks issued to students. If a student does not have his/her textbook, or there are damages to the textbook, a charge will be issued for the lost or damaged textbook.

Policies

2. FINAL EXAM POLICY

Oxford Academy gives final exams at the end of the first semester and at the end of the year. The final exams are a critical part of the student's grade because they are the measure of accumulated learning for the semester. The final exam can have a major impact on a student's final grade and can often be the determining factor in passing a class.



Having your parent/guardian sign school paperwork as required.	Signing papers as your parent(s).
Earning credit for work you did.	Claiming credit for an assignment you did not do or changing the grades on an assignment/test.

ACADEMIC ATTIRE POLICY

Oxford Academy is a school of choice and therefore draws students from the entire attendance area of the Anaheim Union High School District. Academic attire is required starting the first day of school and students are expected to be in uniform daily while on campus from **7:00 AM to 3:00 PM**. While at school-sponsored events, including school transportation, students shall be dressed in academic attire and groomed in a manner which reflects good taste and decency and will not disrupt, detract from, or interfere with the educational environment, instructional program, general morale, or image of the school. All dress must be modest, neat, and clean. Attire that is layered, revealing, tight, or which allows underclothing to show is unacceptable. Only the Oxford Academy logo may appear on clothing. Shoes must be worn at all times.

Please note: Students who violate any of these rules will be given a consequence for a dress code violation. Consequences for dress code will be based on the **Progressive Discipline Policy**. Please review the policy so that you are well aware of the consequences. Student will be asked to change clothes for any dress code violation in addition to the assigned consequence. Additionally, frequent offenders **may** lose the privilege of participating in free dress days throughout the year.

Shirts/Tops/Blouses:

- “Polo” style shirts with OA logos are required in the solid colors of red, white, navy blue, or gray.
- Girls’ approved white uniform blouses with a straight hem are allowed.
- All shirts/blouses must have the approved OA logo, be of appropriate size/length.
- A **solid** red, white, navy blue or gray tank or tee shirt in school approved colors may be worn under the OA polo shirt.
- An Oxford Academy shirt/blouse must be worn whenever the student is on campus during the day and/or representing the school.
- Class Spirit/Club Shirts/College Shirts (in OA approved school colors) may **only** be worn on Fridays.
- College Monday- Jeans (not ripped, school appropriate) may be worn with a college top.

Pants/Skirts/Shorts:

- **Uniform-style pants ONLY such as (no jeans, cargo, yoga, sweats, etc);** shorts and skirts are to be **knee-length** in solid colors of khaki or navy blue.
- **Hemline of girls’ skirts/shorts are to be knee length or longer.**
- No Board shorts, overalls, sweatpants, **NO jean or “jean style”** (if you have any questions, please see Dr. Cho or Ms. Kim in the Main Office)**no corduroy, or “skinny style/tight” style (Please note:...No skinny/tight style when choosing to wear 3 quarter length pants: style also known as “clam diggers”)**
- Pants must fit at the waist/inseam and be within one size of student’s actual waist/inseam measurement.
- Pants and shorts must have a sewn hemmed without fraying, tears, slits, or holes.
- 3 quarter length pants may not be rolled up.
- **Denim**, spandex and/or parachute material may not be worn.

Belts, Jewelry and Accessories

- Belt/Belt buckles must be plain and appropriate for student’s waist size and belt must be kept in the belt loops.
- Belts may not be chained, studded, or spiked.
- Jewelry that is considered dangerous may not be worn.
- No body or facial piercing other than ears is acceptable.
- No oversized jewelry, beaded necklaces, wallet chains, etc.
- Scarves must be in red, white or navy blue.



- Head coverings to be approved based on religion and/or health reasons.
- ONLY school sponsored hats can be worn. Hats are only to be used in outside areas.

Shoes/Socks

- Shoes can be solid/combination of school approved colors of red, white, and/or navy blue, as well as, gray or black. Shoes can also be SOLID brown.
- No steel-toed shoes/boots, high heels, slipper shoes, night time slippers, open-toed or open-heeled sandals/flip flops are allowed.
- No Ugg Styled boots.
- **No leggings or tights.**
- Solid/combination of school approved color socks in red, white, navy blue, including gray or black.

Outerwear -Sweatshirts and Sweaters:

- Sweatshirts and sweaters must be properly sized and worn in the solid colors of red, white, navy blue or gray.
- No name brand or commercial logos are permitted on outer wear (for example **Abercrombie, Hollister, Gap, etc.**)
- College/University sweatshirts are permitted. Sweatshirts from other schools including elementary schools are **not** permitted.

Coats and Jackets:

- School approved coats or jackets will be allowed if they are properly sized in the **solid colors** of red, white, navy blue, gray, or black: with no adornment or embellishment.
- OA athletic/ club approved team jackets will be allowed.
- Trench coats and/or denim jackets are not allowed.
- Approved academic attire (polo shirt) must be worn under outerwear at all times.

Free Dress Days

- **Adhere to AUHSD dress code**

<http://www.auhsd.us/District/Department/12727-Instructional-Support-Services/43385-District-Dress-Code.html>

- All shorts, skirts and dresses must be **knee length**
- No tank tops
- No flip flops/slippers

Spirit Dress Up Days

- Are themed dress up days
- Spirit dress up days are not FREE DRESS days
- If not dressed for theme, school attire is required

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones/electronic devices are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging capabilities are used to cheat on quizzes and tests. Cell phones/electronic devices are stolen by other students. These items loaned to other students may be lost or broken. The use of cell phones/electronic devices at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. Due to the enormous time spent on stolen cell phones/electronic devices, the school will **NOT** investigate stolen items. Their security is the sole responsibility of the student.

Cell phones must be off at all times while on campus after 7:45 AM until 2:45 PM, including lunch. Students can use their cell phones for instructional purposes/calls in the Main Office or in a class after asking for the use of and given authorization from a staff member. Parents that need to contact their child for emergency purposes during school hours should call the Main office at 714-220-3055. **Students on a minimum day and students in athletics must not** be on campus using these items unless they are given permission and are being supervised by a staff member **until 2:45 PM**. Using a cell phone as a CLOCK is not an excuse to have it out.



If a student is using a cell phone/electronic device for any reason during the restricted time and without staff's direct authorization and supervision, he/she will receive consequences according to the Progressive Discipline Policy. In addition, the item will be confiscated from the student. **The item will be returned ONLY to the parent/guardian of the student. On the first offense, the parent may designate a person for cell phone pick up.**



STUDENT IDENTIFICATION (ID) POLICY

Students **MUST** carry their student identification cards with them at all times. This includes school sponsored activities such as dances, sporting events, class activity nights, etc.

ID Cards will be provided to every student during registration. Students who do not receive their ID card during registration will be responsible for getting their ID card as soon as possible. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Every student must have his or her ID card in his or her possession at all times while on campus. **ID CARDS MUST BE IN THE STUDENT'S POSSESSION AT ALL TIMES (except when in physical education or athletics).**

ID cards are school property. These cards are an essential component of school safety and must not be effaced, tagged, altered or covered with stickers. Lost, stolen, altered, damaged, or defaced ID cards must be replaced IMMEDIATELY through the ASB office. Cost for replacement is \$5.00. ID cards are also used to check out library books and to purchase tickets to school dances and athletic events.

OPTIMUM LEARNING ENVIRONMENT and DISCIPLINE POLICY

Our goal is to provide our students with an optimum learning environment that is safe and productive. Optimum learning is accomplished through positive recognition for students who succeed academically and socially throughout the year, as well as, through the implementation of an assertive discipline program focused on clear expectations, fair and equal treatment of students, and consistent enforcement of school rules.

All parents will receive a curriculum letter that outlines classroom rules and expectations. Disciplinary consequences will be assigned to students who commit infractions to the district/school rules/standards and student expectations. Violation of these standards will be assigned major or minor disciplinary consequences.

CLASS I INFRACTIONS:

Anaheim Union High School Districtwide Standards

- | | |
|-----------------------------------|-----------------------|
| a. Arson | h. Sexual Harassment |
| b. Assault | i. Student Disruption |
| c. Chemical Abuse | j. Theft |
| d. Extortion | k. Tobacco |
| e. Fireworks/explosives | l. Vandalism |
| f. Obscene Act/Habitual Profanity | m. Weapons |
| g. Robbery | |

CLASS II INFRACTIONS:

Oxford Academy Disciplinary Standards

- | | |
|-----------------------------|--|
| a. Bicycle Violations | m. Littering |
| b. Bus Violations | n. Loitering |
| c. Classroom Violations | o. Malicious Mischief |
| d. Closed-Campus Violations | p. Petty Theft |
| e. Defiance/Insubordination | q. Pornography |
| f. Dress Code Violations | r. P.D.A. (Public Displays of Affection) |
| g. Electronic Devices | s. Refusal to Serve Detention |
| h. Fighting | t. Running on Campus |
| i. Fire Alarm | u. Tardies |
| j. Forgery/Plagiarism | v. Truancy/Cuts |
| k. Gambling | w. Vandalism |
| l. Inappropriate Behavior | |



DISCIPLINARY ACTIONS:

PLEASE REFER TO THE ANAHEIM UNION HIGH SCHOOL DISTRICT DISCIPLINE CODE WHICH OUTLINES EXPECTED STUDENT BEHAVIOR

Inappropriate student behavior will have consequences.

They may include:

- **Informal Conference:** A school official will talk to the student and try to reach agreement regarding how the student should behave.
- **Detention:** A staff member may assign a Detention to a student for up to 60 minutes per day after school. The student will report to the Main Office by 3:00 PM and will be under the jurisdiction of office staff. Clean up duty may be assigned to the student. Parents will be notified if the detention is to be more than 30 minutes. Students have a week to serve a detention. Failure to attend a detention, without an acceptable excuse, may result in further disciplinary action.
- **Saturday School:** The student may be assigned to a four hour work/study program on a given Saturday as a consequence for not serving a teacher detention, or violation of the following policies: dress code, cell phone/electronic device, or discipline. Saturday school hours are 8:00 AM to 12:00 PM.
- **On-Campus Suspension:** The student is suspended from attending class(es) for the day of the incident and/or the following day. The student will be report to the main office for the suspension period. Parents will notified of this disciplinary action by a school administrator.
- **Suspension from School:** A student may be suspended for up to five days. This can result from all Class I infractions or from habitual insubordination and defiance. The time frame of off-campus suspensions can vary between one and five days depending upon the severity of the incident.
- **Local School Placement Meeting (LSPC):** LSPC meetings are held when a student is continuously referred for misconduct or when a serious violation of school rules has occurred; i.e., possession or use of alcohol. The purpose of these meetings is to make a decision concerning possible transfer to another school or recommendation for expulsion. The student, parent(s), counselor(s), teacher(s), and school administrator(s) are present

Please note: Students who are removed for disciplinary reasons lose the privilege to return during their time as a student in the AUHSD. They also lose the privilege to participate in activities and events at Oxford Academy.



PROGRESSIVE DISCIPLINE

<p style="text-align: center;"><u>MINOR OFFENSES</u> Consequences and Procedures <u>PROGRESSIVE DISCIPLINE</u></p>	<p style="text-align: center;"><u>MAJOR OFFENSES</u> Consequences and Procedures</p>
<ul style="list-style-type: none"> ● Minor offenses are defined as violations that can be redirected. ● Progressive Discipline will be applied for minor offenses. ● Offenses are cumulative for the current school year*. Past offenses from previous school years will not be calculated when applying progressive discipline for the current school year. <p><i>*For tardies: progressive discipline will be reset every quarter.</i></p>	<ul style="list-style-type: none"> ● Major offenses are defined as flagrant violations that warrant immediate administrator attention. ● A single violation could be a major offense if it requires immediate administrative attention. ● Same repeated minor offense (3+) that cannot be redirected. ● Offenses are not cumulative for current school year except for repeated minor offenses that become a major offense and progressive discipline is applied.
<p style="text-align: center;">Progressive Disciplinary Consequences</p> <ul style="list-style-type: none"> ● First Offense: 30 minute detention, parent contact by teacher. ● Second Offense: 1hr. detention, parent contact by teacher. ● Third Offense: 2hr. detention, parent contact by teacher/administrator ● Fourth Offense: Referral to administration, Saturday School, parent contact by teacher and administration. ● Fifth Offense or more: Referral to administration, parent contact by teacher and administration, parent/student conference, administrative designated consequence (suspension, contract, etc). 	<p>Inappropriate student behavior will have consequences. Consequences will be assigned by administrator and are not progressive (except for repeated minor offenses). Consequences may include:</p> <ul style="list-style-type: none"> ● Administrative Conference ● Detention ● Saturday School ● On-Campus Suspension ● Off-Campus Suspension from School ● Local School Placement Meeting ● School Transfer
<p>Examples of common Minor Offenses:</p> <ul style="list-style-type: none"> ● Disruption ● Defiance ● Dress code ● Electronic device/technology violation ● Inappropriate language/physical contact ● Tardy ● Out of class 	<p>Examples of common Major Offenses</p> <ul style="list-style-type: none"> ● Defiance/insubordination ● Dress code (3+) ● Electronic device/technology violation (3+) ● Closed-campus violation ● Forgery/Plagiarism ● Fighting ● Tardy (5+) ● AUHSD Class I Infractions



STUDENT ATTENDANCE POLICY

The philosophy of the Board of Trustees of the Anaheim Union High School District is that all students must attend school and be actively engaged in the school's educational programs. When a student is absent, he/she misses class-experiences that will never be duplicated. Not only does the absent student miss these experiences, but upon his/her return, valuable instructional time is taken from the class to assist the returning student. If parents fulfill their obligation by keeping their child in school, not only will the child profit, but the total educational program for all students will improve.

An unverified absence is the same as a truancy and missed work may not be made up for either a truancy or unexcused absence.

DAILY ABSENCE ATTENDANCE OFFICE: (714) 220-3065

A parent must call the Attendance Office by noon each day the student is absent. After three (3) consecutive days, a Doctor's note must be presented to the Attendance Office. On the day the student returns to school and the absence has **not** been previously cleared by a phone call, the parent/guardian (not a sibling) must send a note with the student. Before the start of the school day, this note must be presented to the Attendance Office. After 72 hours, an unexcused absence becomes truancy and Saturday School is assigned.

Student Absences

Student absences are divided into two groups:

Group I: Valid Absences

In everyday life there are times when a student will be absent from school for a valid reason. When the parent and student know of the reasons in advance, the student's assignments should be requested from his/her teachers in time for the student to complete the assignments **before or by the prescribed time** after the student returns to school. We also realize that emergencies arise and, in these cases, class assignments should be requested and completed at a time prescribed by the teacher.

All teachers shall provide assignments and tests when the student is absent for valid reasons. However, it is the responsibility of the parent or student to request these assignments from each teacher, and the student's responsibility to complete the assignments as prescribed by the teacher. If these assignments are not requested and completed by the prescribed time, a "0" grade/credit shall be given for these assignments. **(Education Code 49067 (b) (2))**

Education Code #48205 defines an excused absence as one of the following:

- Illness
- Quarantine by Health Officer
- Medical, Dental, or Optometry appointment
- Attendance at a Funeral Service for Immediate Family Member
- Religious Holy Day
- School Sponsored Field Trip/Activity

Group II: Non-Valid Absences

Teachers will not allow students to make up assignments/tests for pupil-initiated absences. All teachers shall record in their grade books a grade of "0" credit for all recorded non-valid absences.

- Truant from school
- Class cut
- Ditch day
- Late to class
- Vacation
- Any absence that could be accomplished on a weekend, holiday or other day that school is not in session.



Notification of Unverified/Unexcused Absences:

Throughout the school year, the Anaheim Union High School District notifies parents of students' accumulated excessive absences through a computer-generated letter mailed home to parents. This letter is notification that your student may be placed on an Administrative Attendance/Behavior Contract. Parents should periodically check their child's attendance on Aeries. A student who accumulates 15 absences (verified and/or unverified) is considered a chronic absentee.

TARDY POLICY

It is the expectation that students will arrive on time to all classes and be in their assigned seats when the tardy bell rings. Being tardy to class interferes with classroom procedures and disrupts the learning environment. The tardy policy begins anew each semester and pertains to each individual class period. Any student who does not arrive on time is subject to Progressive Discipline.

No excuses are accepted for tardiness with the exception of a medical note or staff verification. Three tardies are equal to one day of unexcused absences.

Consequences for tardies will be based on the Progressive Discipline Policy. Please review the policy so that you are well aware of the consequences.

Students who have excessive tardiness within a given school year, regardless of which class period(s), are subject to disciplinary consequences including Detention, Saturday School, On-Campus Suspension, and/or Dismissal from Oxford Academy.

ZERO TOLERANCE POLICY

The Anaheim Union High School District and Oxford Academy enforces a **Zero Tolerance Policy** for the following violations of Disciplinary Standards:

- **Drugs, Alcohol, Tobacco & Vaping:** Possession and/or use of drugs or alcohol on campus during a school activity is a Class I infraction and is subject to district rules and regulations. Students will be suspended off campus for five days; determination will be made regarding alternative placement, possible expulsion, and probable arrest.
- **Weapons Violation:** Any student who unlawfully possesses, uses, sells, or otherwise furnishes any firearm, knife, explosive, replica, or other dangerous objects will be suspended for five days; determination will be made regarding alternative placement, possible expulsion, and probable arrest.
- **Tagging/Graffiti Violation:** Any student who defaces school property or private property on school grounds will be suspended for five days; determination will be made regarding alternative placement, possible expulsion, and probable arrest.

DANCE / EVENT POLICY

In purchasing a ticket for all **Oxford Academy** dances and/or events, students agree to act in accordance with the rules and regulations of the school. He/She agrees to follow the guidelines of proper behavior and attire at an event. The Oxford Academy student will be responsible for the conduct of his/her guest. (**No** guests may be brought to **JUNIOR HIGH dances/events**). A junior high student is **not allowed** at a high school event and a high school student is **not allowed** at a junior high event (Unless specific pre-approval is received from an Oxford Academy Administrator).

No entry tickets are sold at the door for all dances and most events.

NO refunds for entry tickets will be given.

DANCE / EVENT POLICY cont.

Students must bring their student identification (ID) card to the dance/activity event in order to be admitted.

(A fee of \$5.00 can be charged if it is not in the student's possession at the time of admittance and providing the student can be identified).

A guest (if bringing one) must submit an approved Guest Pass Form prior to purchasing a ticket and must bring a photo ID with them to be admitted.

A guest must be twenty (20) years of age or **under**. Students transferred from Oxford Academy because of discipline reasons will not be allowed to attend dances or activity events.

There will be **no** substitution of a guest. Only the purchaser of the ticket and the previously named guest will be admitted.

The guest cannot be admitted without the purchaser of the ticket being present. Oxford Academy students and guests must check in to the event together and be picked up or leave the event no later than fifteen (15) minutes after the dance/event ends.

Violation of this requirement will void the student/guest's right to attend other dances/events and may result in after school detention or Saturday School.

ASB PURCHASES

ASB purchases are non-refundable, charging of personal ASB accounts will not be allowed unless the school site arranges that for students.

OA Tips for College Planning

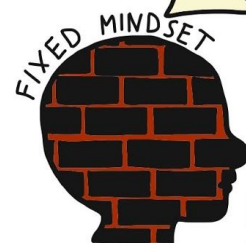
Best Match Approach- Start looking for colleges that are right for the kind of educational experiences the student is seeking- a place they will thrive in. Then break them into the following categorie...

- **Reach School-** Your scores are at the lower end of the average admitted/GPA/test scores.
- **Best Match-** Your scores are right at the average admitted GPA/test scores.
- **Safety-** Your scores are at the highest end of the average admitted GPA/test scores.

WAYS FOR STUDENTS TO ASK FOR HELP FROM TEACHERS

- **Repeat it back-** "So I think photosynthesis works like this...is this correct? This will allow the teacher to correct any mistakes in understanding.
- **Specific clarification-** "Can we go over why Schism in Islam happened?" Do not simply say you did not understand the entire lesson. It should be specific to an incident and what the student needs clarification on.
- **Request resources-** "Do you know of additional resources that describe isolating the variable?"
- **Study skills help-** "This is how I have been studying for your tests...can you suggest other methods?"
- **After school tutoring or office hours-** "What is the best time for me to come get in get some additional help". After School, office hours, learning lounge.

10 Growth Mindset Statements



What can I say to myself?



INSTEAD OF:

TRY THINKING:

I'm not good at this.
 I'm awesome at this.
 I give up.
 This is too hard.
 I can't make this any better.
 I just can't do Math.
 I made a mistake.
 She's so smart. I will never be that smart.
 It's good enough.
 Plan "A" didn't work.

- 1 What am I missing?
- 2 I'm on the right track.
- 3 I'll use some of the strategies we've learned.
- 4 This may take some time and effort.
- 5 I can always improve so I'll keep trying.
- 6 I'm going to train my brain in Math.
- 7 Mistakes help me to learn better.
- 8 I'm going to figure out how she does it.
- 9 Is it really my best work?
- 10 Good thing the alphabet has 25 more letters!

(Original source unknown)

@sylvia Duckworth

PARENT'S GUIDE TO A GROWTH MINDSET

Big Life Journal

www.biglifejournal.com

PRAISE

FOR:
 EFFORT
 STRATEGIES
 PROGRESS
 HARD WORK
 PERSISTENCE
 RISING TO A CHALLENGE
 LEARNING FROM A MISTAKE

NOT FOR:
 BEING SMART
 BORN GIFTED
 TALENT
 FIXED ABILITIES
 NOT MAKING MISTAKES

SAY:
 "YOU TRIED VERY HARD AND YOU USED THE RIGHT STRATEGY!"
 "WHAT A CREATIVE WAY TO SOLVE THAT PROBLEM."

THE POWER OF "NOT YET"

SAY:
 "YOU CAN'T DO IT YET."
 "YOU DON'T KNOW IT YET."
 "BUT IF YOU LEARN AND PRACTICE, YOU WILL!"

GROWTH MINDSET
 YOU CAN GROW YOUR INTELLIGENCE

VS

FIXED MINDSET
 YOU CAN'T IMPROVE NATURAL ABILITIES YOU WERE BORN WITH

BRAIN CAN GROW

SAY:
 "YOUR BRAIN IS LIKE A MUSCLE. WHEN YOU LEARN, YOUR BRAIN GROWS. THE FEELING OF THIS BEING HARD IS THE FEELING OF YOUR BRAIN GROWING!"

RECOGNIZE YOUR OWN MINDSET

BE MINDFUL OF YOUR OWN THINKING AND OF THE MESSAGES YOU SEND WITH YOUR WORDS AND ACTIONS.

FAILURES AND MISTAKES = LEARNING

SAY:
 "YOU CAN LEARN FROM YOUR MISTAKES."
 "MISTAKES HELP YOU IMPROVE."
 "LET'S SEE WHAT OTHER STRATEGIES YOU CAN TRY."

ASK

"WHAT DID YOU DO TODAY THAT MADE YOU THINK HARD?"
 "WHAT NEW STRATEGIES DID YOU TRY?"
 "WHAT MISTAKE DID YOU MAKE THAT TAUGHT YOU SOMETHING?"
 "WHAT DID YOU TRY HARD AT TODAY?"

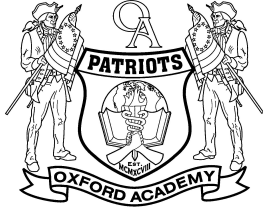
BASED ON CAROL DWECK'S BOOK "MINDSET: THE NEW PSYCHOLOGY OF SUCCESS"



Parents and Students

After reading the Oxford Academy Student Information and Policy Packet, please initial, date, and sign the Oxford Academy Checklist Page.

This policy checklist Signature page must be returned to the cluster teacher no later than Friday , August 16, 2019



Print Student Name: _____	_____	_____
	Last Name,	First Name
ID# _____	Grade _____	
Cluster Teacher: _____	Room _____	

Oxford Academy Policy Checklist

I have read and agree to adhere to the Oxford Academy policies and consequences for the 2019/2020 school year. I further understand that this policy packet serves as the first warning, and first offenses for any rule infraction will result in disciplinary action.

Initial in the spaces below

Parent	Student
--------	---------

- | | | |
|--|-------|-------|
| 1. Policy Cover Page (Letter to Parents) | _____ | _____ |
| 2. General Information | _____ | _____ |
| 3. Final Exam Policy | _____ | _____ |
| 4. Academic Honesty Policy | _____ | _____ |
| 5. Academic Attire Policy | _____ | _____ |
| 6. Cell Phone and Electronic Device Policy | _____ | _____ |
| 7. Student Identification (ID) Policy | _____ | _____ |
| 8. Discipline Policy | _____ | _____ |
| 9. Attendance Policy | _____ | _____ |
| 10. Tardy Policy | _____ | _____ |
| 11. Zero Tolerance Policy | _____ | _____ |
| 12. Dance / Event Policy | _____ | _____ |
| 13. ASB Purchases | _____ | _____ |

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

This form MUST be turned in to your Cluster Teacher no later than Friday, August 16, 2019