



Oxford Day Academy

Enrollment Application 2021-2022

Office use only

Date Received:

Received by

Entered into PS by:

Please indicate the grade the student is applying: 9 ☐ 10 ☐ 11 ☐ 12 ☐

To be considered, please return this application as soon as possible at Oxford Day Academy office located at 1001 Beech Street, East Palo Alto, CA 94303. If you have any questions, please call at (650) 260-3152

High School Student Information

Student's Name: _____
Last Name First Name Middle Name

Date of Birth: _____ Place of Birth: _____ Gender: M ☐ F ☐

Student's Primary Address: _____
Street City State Zip

Student Cell Phone: _____

*Name of last school attended: _____ School District attended: _____

Address: _____

Parent/Guardian Information 1

Last Name: _____ First Name: _____

Relationship to student: _____ E-mail: _____

Address: _____

Home phone #: _____ Cell Phone #: _____ Work Phone #: _____

Parent/Guardian Information 2

Last Name: _____ First Name: _____

Relationship to student: _____ E-mail: _____

Address: _____

Home phone #: _____ Cell Phone #: _____ Work Phone #: _____

Referrals

How did you hear about us? Family ☐ Friend ☐ Website ☐ Flyer ☐ Neighbor ☐

☐ Other: _____ Staff Member: _____

Do you know anyone who might be interested in attending Oxford Day Academy for High School?

Student's Name

Parent's Name

Phone Number

Informative Sessions

Important Note: As a new school, Oxford Day Academy is committed to serving the needs of ALL students. Parents of potential students are encouraged to make an informed decision about our school as it meets the educational needs of their student. We encourage parents to schedule a school visit along with their student. Please call our office for our next informative session at 650-260-3152.

Signature and Agreement

____ I certify that the information given in this application is true, correct, and accurate.

____ I understand that submitting this application does not guarantee that my student will be accepted.

____ I have attached a copy of my utility bill, dated within the last 30 days.

Parent/Guardian Name _____
(please print)

Parent/Guardian Signature _____ Date _____



Oxford Day Academy

1001 Beech Street
East Palo Alto, CA 94303
650.260.3152

www.oxforddayacademy.org

Welcome Letter

Dear Students and Families,

Welcome to Oxford Day Academy (ODA)! We are excited to have you and your family join our ODA family. We have worked diligently to assure you walk into an academic environment that is rigorous, engaging, culturally relevant, responsive to your needs as a learner, and supports community engagement. We know that each one of you come with special gifts and talents and look forward to you contributing to a cornucopia of experiences at Oxford Day Academy. We believe students should be situated at the center of their learning. Thus, our academic model blends elements of the Oxford tutorial system, design thinking techniques, and cross-curricular project-based learning experiences to provide you with a truly rigorous and unique college preparatory experience while meeting A – G requirements and California Common Core state standards.

We are intentional in creating a multicultural environment that invites diversity, critical thought, and multiple perspectives. Therefore, we are determined to create an atmosphere where all members of ODA community feel safe, visible, intellectually challenged and valued. We recognize the importance of community and the role you can and will play in affecting positive change within your community while embracing the multiple cultures that make up who we are as a people.

We look forward to you joining us in making your time at ODA one of the most robust educational experiences you will partake. As a member of our community, we expect you to challenge yourself academically, culturally and socially. We expect you to actively engage the learning process. We expect you to be a change agent – however you may define that – and make a positive difference in the lives of those with whom you come into contact. We expect you to be a critical consumer of information and informed decision maker. Therefore, we expect you to initially feel uncomfortable with our new model while at the same time actively engaging in a learning process that puts you first, as a learner and a student.

Respectfully,

Oxford Day Academy Staff



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2021 – 2022 Admission Packet

Oxford Day Academy is a tuition-free public charter high school whose academic model blends elements of the Oxford tutorial system, design thinking techniques, and cross-curricular project-based learning experiences to provide students with a truly rigorous and unique college preparatory experience. We will serve students from the communities near Redwood City, North Fair Oaks, Menlo Park, and East Palo Alto, and are committed to providing every student with the knowledge, skills, and resources they need to thrive in and beyond our nation's most rigorous colleges and universities. To achieve that mission, we promise every student that he or she will have access to:

- **Personalized learning** that **encourage** students to customize their high school experiences
- **One-on-one teaching and mentoring** to maximize student learning opportunities
- **A diverse community** that celebrates and explores differences in language, culture, and belief
- **College guidance counseling** tailored to students' specific goals and interests

By supplementing these resources with rich curricula and extra-curricular programming (e.g., field experiences, internships), we empower students to dream and achieve a truly exceptional and unique high school experience that develops them academically, socially, emotionally, and culturally.

Apply online

You can apply online at: <https://oxforddayacademy.org> or pick up an application at our office.

Location of Oxford Day Academy Office

Our office is located at 1001 Beech St., East Palo Alto, CA 94303. If you have any questions, please contact Dr. Irene St. Roseman at 650-260-3152 or email Maggie Diaz at mdiaz@oxforddayacademy.org

Statement of Non-Discrimination

Oxford Day Academy will not discriminate based on race, ethnicity, gender, national origin, religion, disability, or any other class protected by state or federal law or local ordinance in the administration of its programs, admissions policies, and all other operations.

Non-Sectarian

Oxford Day Academy is non-sectarian in its programs, admission policies, employment practices, and all other operations.

Intent to Enroll Forms must be delivered to Oxford Day Academy by Thursday, May 6, 2021:

Office hours: Mon-Thurs 8:00 am – 5:00 pm at 1001 Beech St., East Palo Alto, CA 94303



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Public Random (Lottery) Drawing and Preferences

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. If the number of students who wish to attend ODA exceeds the Charter School's capacity, attendance, except for existing students, shall be determined by a public random drawing for each grade level conducted in advance of each academic semester. In accordance with Education Code Section 47605(d)(2), preference in the public random drawing shall be provided in the following order of declining priority:

1. Children of ODA staff (not to exceed 10% of total enrollment)
2. Siblings of currently enrolled students
3. Students residing within the boundaries of the District
4. All other students who wish to attend the Charter School

Note that ODA hopes to reach all students—including at-risk students not typically reached by standard recruitment processes. ODA hopes to work closely with SUHSD, the Ravenswood City School District, and local service providers for at-risk youth to identify such students. ODA will use these referrals and recommendations to create targeted outreach for these at-risk youth; this strategy will ensure that more at-risk students from hard-to-reach backgrounds are entered into ODA's public lottery.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the public random drawing. This wait list, called an admission priority list, will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year. The order of admission of students at any time during the year shall be determined solely by the order of applicants on the admission priority list. ODA shall maintain a list of students interested in transferring to the Charter School. After the admission priority list has been exhausted, ODA will advertise if a space has become available and applications are being accepted in another open enrollment period. If more applicants than spaces are available, another public random drawing will be conducted for the open spaces in the manner described above.

Public random drawing rules, deadlines, dates and times for the random drawing will be communicated in the enrollment applications and on Oxford Day's Academy website. Public notice for the date and time of the public drawing will also be posted once the application deadline has passed. ODA will also inform parents of all applicants and all interested parties of the rules to be followed during the public random drawing process, location, date, and time via mail or email at least two weeks prior to the public random drawing date. An uninterested party will be charged with conducting the process, parents do not have to be present to participate.



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2021 Important Dates

Saturday, April 24, 2021	ODA Growth Institute	9:00am – 12:00pm
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Thursday, May 6, 2021	Intent to Enroll Form	Due
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Thursday, May 20, 2021	Admission Packet	Due
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Saturday, May 29, 2021	ODA Growth Institute	9:00am – 12:00pm
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June 14 – June 25, 2021	ODA Summer Institute	8:00am – 12:00pm
	(Dates and times may be changed)	

Note: All students enrolled in Oxford Day Academy are expected to attend the ODA Growth Institutes and Summer Academy. Sessions will be held at 1001 Beech St., East Palo Alto, CA 94303. Intent to enroll forms and admission packets can also be submitted at the same address.



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ADDRESS VERIFICATION PROCEDURES

Welcome to Oxford Day Academy (ODA)! We are pleased you have chosen to enroll in our school and look forward to serving you and providing your student with a high-quality educational experience.

PROOF OF ADDRESS (MUST BE PRESENTED IN PERSON)

PRIOR to admission into ODA, students must provide proof of address. The parents of all new students are required to provide documents to verify address at the following location:

**Oxford Day Academy
1001 Beech Street (Bayshore Christian Ministries)
East Palo Alto, CA 94303**

Post Office boxes do not meet residency requirements. Only street addresses are accepted.

Three (3) documents are REQUIRED to establish address. (One from each category below)

1. <u>Parent/Guardian's Picture ID from the following list:</u> <ul style="list-style-type: none">• Current California State Driver's License• Current California State ID Card• Valid Passport or Consulate Issued Picture ID	2. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u> <ul style="list-style-type: none">• Current, valid vehicle registration• State or Federal tax return filed within the past 12 months with W-2 form(s) attached. (Business returns do not meet residency requirements.)	1. <u>ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:</u> <ul style="list-style-type: none">• Property Tax Bill with parent name and property address, indicating home owner's exemption• Rental or lease agreement with parent name and address, as well as manager or owner's name and phone number• Insurance documents, letters from social services or from the court may be considered
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If you have none of the documents listed above, bring whatever you have showing your name and address and if necessary, we will have you meet with one of our administrative staff. A home visit may be scheduled.

Caregiver Affidavits

Students shall qualify as residents of ODA's district boundaries if they reside FULL-TIME in the home of a care-giving adult within the Sequoia Union High School District (SUHSD) boundaries. This care-giving adult must provide address verification as outlined above.

"Full-time" means the following:

- The student lives with the care-giving **adult 24 hours a day, seven days a week.**
- The student lives with the care-giving adult during periods of vacation.

Families Residing with Other Families

- If a student **and** his/her family are residing with another family, both families must come to the Oxford Day Academy office to verify the address.
- The person whose name is on the property tax bill or lease agreement must accompany the parent to the address verification meeting and submit the documentation listed above.
- In addition, the parent must also submit verification of residence documentation.

School Responsibility

If, at any time, a student's address is in question, ODA will investigate. We may also ask for additional documents for verification. If a student is not living within the SUHSD boundaries full-time, or if a student's living arrangements do not agree with statements provided by a parent or legal guardian, the student's admission to ODA will be treated as it would for out-of-district students.



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Health Form

Student's Name _____
First Name Middle Name Last Name

Parent'/Guardian 1 _____
First Name Last Name Relationship

Address: _____

Home Phone # () _____ Cell Phone # () _____ Work Phone # () _____

Parent'/Guardian 2 _____
First Name Middle Name Last Name

Address _____

Home Phone # () _____ Cell Phone # () _____ Work Phone # () _____

Pediatrician/Primary Care Provider: _____
Name Phone #

Preferred Hospital Clinic _____
(Depending on the emergency, your student may be taken to the nearest hospital or clinic)

Health Insurance: _____ Policy Number: _____

Does the student have any disabilities? YES ☐ NO ☐

If yes, please explain _____

Does the student have any special dietary needs? YES ☐ NO ☐

If yes, please explain _____

Does the student suffer any medical conditions? YES ☐ NO ☐

If yes, please explain _____

Does the student suffer from any allergies? (i.e. peanuts, milk, etc.) YES ☐ NO ☐

If yes, please explain _____

Does the student take any medication? YES ☐ NO ☐

If Yes, please explain _____

Parent's/Guardian's Name: _____
(Printed)

Parent's/Guardian's Signature: _____ Date _____



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Emergency Contact Form

This information will be extremely important in the event of an accident or medical emergency

Please write legibly and remember to sign and date this form

Student's Name _____
First Middle Last

Parent/Guardian 1: _____
First Last Relationship

Address: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Parent/Guardian 2 _____
First Last Relationship

Address: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Emergency Contact 1

First Name Last Name Relationship

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Emergency Contact 2

First Name Last Name Relationship

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ Date: _____



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Intent to Enroll Form

Student's Name _____

☐

I accept enrollment

☐

I decline enrollment (No need to complete below, but please sign)

Has your student received any of the following services? If yes, please mark all that apply.

ELL ☐ Yes ☐ No

IEP ☐ Yes ☐ No

504 ☐ Yes ☐ No

RTI (Response to Intervention)

☐

OTHER, please explain _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ Date _____



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Enrollment/Admission Checklist

Enrollment/Admission Packet – Due Thursday, May 6, 2021

Admission packets are available immediately following the Public Random Lottery Drawing on Monday, April 26, 2021. Parents are required to submit the following information:

- _____ Intent to Enroll Form
- _____ Immunization records
- _____ Emergency Contact Form
- _____ Student Health Form
- _____ Address Verification Form (*if not yet submitted*)
- _____ School Records Release Authorization Consent Form
- _____ Student Unofficial 8th Grade Report Card
- _____ Student Essay (The essay is used for the sole purpose of understanding the academic goals of newly enrolled students and does NOT determine admission into Oxford Day Academy)
- _____ Parent Essay

Admission packets that are missing any information will be considered incomplete and will not be accepted. Admission packets **MUST** be completed and returned to Oxford Day Academy with all required documentation no later than **Thursday, May 20, 2021**. Admission will be forfeited if the packet is not received by this deadline. There will be no exceptions to this deadline.



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Conditions of Enrollment

Once students have been accepted to Oxford Day Academy, the following requirements must be met by each student and his or her family before enrollment is complete:

- Complete enrollment/registration forms including student data sheet, emergency information cards and other required documents.
- Provide records documenting immunizations required by public schools.



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Admission Criteria

Oxford Day Academy (ODA) is open to all students at the appropriate grade levels who wish to attend within the minimum and maximum age requirements specified in applicable law. ODA is open to all students without regard for the place of residence of students or parents within California except as provided in Education Code Section 47605(d)(2). If the number of students who wish to attend ODA exceeds the Charter School's capacity, admission to ODA, except for existing students, shall be determined by public random drawing in accordance with the preferences given in the next section.

The only admission requirement is that students wishing to attend ODA must follow the Charter School's admission procedures with respect to completing applications, and enrollment forms and documents by the announced deadlines. The open application deadline, which will normally be in the winter for admission the following August, shall be coordinated with local public schools to give students and their parents opportunity to consider the full range of educational opportunities available to them. Late applications for admission shall result in loss of opportunity for admission and enrollment preferences as listed below but reserved in the case that the waiting list is completely exhausted. Late return of enrollment packets following notification of admission shall result in loss of place on the admission priority list discussed below. Students may be placed at the end of the waiting list.

There is no admission testing or other evaluation required of any applicant. ODA Does not charge an application fee nor does it charge tuition [California Education Code Section 47605(d)(1)]. ODA will not require any monetary or other contribution as a condition for application, admission, enrollment, or participation in any of the Charter School's required educational activities.

ODA shall be nonsectarian in its admission and enrollment policies and shall not discriminate against any student on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). [Education Code Section 47605(d)(1)].

McKinney-Vento Homeless Assistance Act

Oxford Day Academy adheres to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. Oxford Day Academy will provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that the school is open to enroll and provide services for all students and provides a District standard contact number for access to additional information regarding enrollment.



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Parent Essay

Dear Oxford Day Academy Parent/Guardian,

We look forward to partnering with you as we engage your child in a robust educational experience. We know by partnering, there is much we can learn from each other. As your child's first teacher, we look to sharing with one another best practices that are culturally and academically responsive to your child's needs both at home and at school. We believe it takes a village to raise a child and are honored that you will allow us to be part of that village. To better understand your son or daughter and your hopes for him or her, please answer the following questions on a separate sheet of paper. Please remember to include your name, role (mother, father, grandparent, aunt, etc.), and **child's full name** in the heading of your paper. You also have the choice to meet with one of our staff members to answer the questions in person (we will document your response). Please feel free to respond to the questions below in the language of your choice (i.e., Samoan, Spanish, English, Tongan, etc.) Thank you.

1. Please tell us about your child so that we may best assist her or him in succeeding in school.
2. Why do you want your child to attend Oxford Day Academy?
3. How do you see your role/participation as a parent/guardian at Oxford Day Academy?



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Student Essay

Dear Oxford Day Academy Student,

We are excited to have you as a member of our Founding Class. As our first students, you will be the bellwether in informing, guiding, and developing the direction of our school. We look forward to working and growing with you. To help us learn more about you, please **answer 4 of the following essay questions**. You are **required** to answer **questions # 1 and 2 (highlighted)** and **2 other questions** of your choosing on a separate sheet of paper. If you would like to answer more than 4 questions or all 8 questions, you are welcome to do so. The heading on your paper should include your full name, date, and school you are currently attending. You can also email your essay to Dr. St. Roseman at istroseman@oxforddayacademy.org. Thank you.

1. What would you like us to know about you?
2. If you could create something to help improve one thing in your community, what would it be and why?
3. Please tell us why you are enrolling in Oxford Day Academy
4. What are your goals in life and what do you hope to become when you grow up?
5. What are your interests (painting, music, sports, drama, coding, etc., – please elaborate)?
6. What do you think is your greatest strength? Why?
7. What do you think cause you the most problems in life? Why?
8. What are your expectations of Oxford Day Academy teachers and staff?



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Records Release Authorization Consent Form

To the Parent/Guardian: Please read and complete the information below. **Sign and give one copy to your student's current school and one copy to Oxford Day Academy.**

Student's Name: _____
First Middle Last

Current School: _____ Current Grade _____

Name of your child's school: _____ has my consent to release copies of all school records to **Oxford Day Academy**.

I waive my right of access to any information deemed confidential in my student's file.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ Date _____

To the current School: The above-named student has been enrolled at Oxford Day Academy. Please send complete school records including current year-to-date grades (fall semester grades must be included).

- ❖ Current Grades
- ❖ Academic transcript
- ❖ Standardized test scores
- ❖ Teacher evaluation forms, if applicable
- ❖ Attendance and disciplinary reports
- ❖ Diagnostic results, if applicable
- ❖ IEP Records Files, if applicable
- ❖ Cumulative Files

School Official's Title _____
School Official's Name: _____
School Official's Signature: _____ Date: _____

Please return this form and requested information to the following address:

Oxford Day Academy
1001 Beech Street
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