

Oxford Academy

Home of the Patriots



Parent-Student Handbook

5172 Orange Avenue, Cypress, CA 90630

714.220.3055

oxford.auhsd.us



Welcome to the 2020-2021 school year!

Administrators' Message

Welcome to Oxford Academy!

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. Oxford's faculty and staff are committed to developing our students' 5Cs skills (critical thinking, creativity, collaboration, communication, and character/compassion,) so that they are ready for a life beyond formal education.

Oxford Academy is ranked as the number one public school in Orange County. We have been recognized as a National Blue Ribbon School in 2013 and an Exemplary High Performing Schools National Blue Ribbon School for 2019. All OA students participate in a comprehensive honors curriculum and are required to enroll in a minimum of four Advanced Placement (AP) courses to graduate. The amount of AP courses students can take is limited in 9th and 10th grades. Additionally, beginning in 2015 students were expected to select one of four pathways: Biomedical Science, Business, Engineering or Software Systems and Development that they are required to complete.

Oxford is a tight knit community that offers a plethora of opportunities for our parents and families to be involved such as Coffee with the Principal meetings, PTSA, School Site Council (SSC), Parent Leadership Academy (PLA), Parent Reflective Learning Walks to name a few.

On behalf of the Oxford faculty and staff, we welcome everyone to the 2020-2021 school year for UNLIMITED growth, experience, and opportunities!

Sincerely,
Oxford Academy Administration

Important Numbers and Dates

FREQUENTLY CALLED TELEPHONE NUMBERS

Activities Office.....	220 – 3098
Athletic Office.....	220 – 6072
Attendance Office.....	220 – 3065
Cafeteria.....	220 – 3073
Counseling Office	220 – 3067
Library.....	220 – 3055
Main Office	220 – 3055
Family & Community Center	220 – 3078

DATES TO REMEMBER FOR 2020-2021

August 12, 2020.....	First day of school
October 9, 2020.....	End of First Quarter – Minimum day
December 15, 2020.....	1 st Semester Finals (2,6) - Even day
December 16, 2020.....	1 st Semester Finals (1,5) - Odd day
December 17, 2020.....	1 st Semester Finals (4,8) - Minimum day
December 18, 2020.....	1 st Semester Finals (3,7) - Minimum day
March 12, 2021.....	End of Third Quarter – Minimum day
May 24, 2021	2 nd Semester Finals (4,8) - Even day
May 25, 2021	2 nd Semester Finals (3,7) - Odd day
May 26, 2021	2 nd Semester Finals (2,6) - Minimum day
May 27, 2021	2 nd Semester Finals (1,5) - Minimum day
May 26, 2021	Graduation day

HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 7, 2020.....	Labor Day (Holiday)
October 12, 2020.....	Staff Development Day – Non-Student day
November 11, 2020.....	Veteran’s Day (Holiday)
November 23 – 27, 2020.....	Thanksgiving Break
December 21, 2020 – January 1, 2021.....	Christmas Break
January 29, 2021.....	Staff Development Day – Non-Student day
February 8, 2021.....	Lincoln’s Birthday (Holiday)
February 15, 2021.....	President’s Day (Holiday)
March 22-26, 2021.....	Spring Break

Family Engagement Policy

OXFORD ACADEMY 2020-2021

Preamble

Oxford Academy recognizes the necessity and value of family engagement to support student success and academic achievement. We believe that the family is the children's first and most influential teacher. Therefore, the continued family engagement in the education of children contributes greatly to student's achievement and a positive school environment. In order to assure collaborative partnerships between families and Oxford Academy, the administration, counselors, teachers, and staff are committed to encouraging active family engagement opportunities.

Background

This policy has been developed with input from parents, guardians, school administrators, teachers, staff, school committees, and community members. This document was created by the Family and Community Engagement Specialist (FACES) with contributions from parents on the School Site Council, and administrators who will continue to amend its content, as needed.

Components

A) To provide information to parents in understanding classroom curriculum and instruction for students:

- Back-to-School Night
- Coffee with Administrators/Counselors
- Open House
- Parent Learning Walks
- Parent Nights
- Parent-Teacher Meetings

B) To offer opportunities that support parent and/or guardian participation and input in their student's education through:

- Local Control Accountability Plan (LCAP) process
- Parent-Teacher Meetings (interpreting if needed)
- Safety/Discipline Committee
- School Site Council (SSC)
- Single Plan for Student Achievement (SPSA) process

C) To monitor and communicate student progress to parents and/or guardians through the following means:

- Aeries Communication calls and emails
- Aeries Student Information System
- Quarterly Progress Report and Report Cards
- Personal phone calls and emails, as needed

D) To provide resources, materials, and trainings to help parents and guardians to work with their student:

- Coffee with Administrators/Counselors
- Family & Community Center
- Family and Community Engagement Specialist (FACES)
- Parent Learning Walks
- Parent Leadership Academy (PLA)
- Parent Nights

- Counseling Department (ie: College Counseling, Financial Aid Night)
- Parent Teacher Student Association (PTSA)

E) To communicate and build relationships with parents through the following means:

- Aeries Communication calls, emails and texts
- Chaperones for School Sponsored Activities
- Community Resource Connections and Referrals provided by Oxford Academy staff
- Family and Community Engagement Specialist (FACES) interactions
- Letters and/or flyers sent home
- New Student-Parent Orientation
 - 7th Grade Orientation during the summer
- Oxford Update and other related newsletter and reminders
- Oxford Academy website
 - oxford.auhsd.us
- Parent Teacher Student Association (PTSA) membership and their sponsored activities
- Parent-led / Alumni organizations
 - OA Foundation
 - Oxford Academy Instrumental Booster Association (OAIMBA)
 - Vocal Motion - Choral Booster Parent Organization
 - Alumni Network
- Parent-Teacher Meetings, as needed
- Patriot Recognition Awards
- Personal phone calls and emails when needed
- School Sponsored Events/Activities
- School Site Council (SSC)
- Superintendent's Parent Advisory Committee (SPAC)
- Special Committees developed based on need
 - Safety/Discipline Committee
- Social Media (Facebook & Instagram)
 - <https://www.facebook.com/Oxford-Academy-AUHSD-1450666325242010/>

Expectations

A) For best practice, the Oxford Academy administrators, counselors, teachers, and staff will be required to the following expectations:

- Allow for parent/guardian to voice their opinions, comments, concerns, and/or suggestions
- Always protect the interest of the student
- Follow all the guidelines of the Family Educational Rights and Privacy Act (FERPA)
- Provide interpreting/translation services when requested or as needed
- Provide the interaction and communication in a timely manner

B) Parents and/or guardians must have a two-way communication with the school. Therefore, parents are expected to:

- Be proactive and communicate with the appropriate staff when applicable.
- Call, email, and/or come in-person to the FACE Specialist when there are questions and/or to receive guidance on how to resolve a school concern.
- Call, email, or send a note to a respective teacher when there are questions and/or concerns in a particular class.
- Call the Main Office or the Family & Community Center to clarify any questions.
 - 714-220-3055 or 714-220-3078, respectively
- Notify the Attendance Office when students are late or absent.
 - 714-220-3065

Family & Community Center (Room 505)

RESOURCES FOR OUR STUDENTS AND FAMILIES

Our Family & Community Center is located on next near the center of the quad in Room 505. Here you can find information on community resources such as medical/dental assistance, individual/family counseling, hygiene care, etc. The F&C Center also houses donations from staff and community members for our families in need. Other services that are available to parents in the F&C Center consist of:

- Family Engagement Opportunities (trainings, workshops, volunteering)
- Aeries Parent Portal/ Schoology assistance
- Hosts parent events such as: Parent Leadership Academy, PTSA Committee meetings, and more

Center Hours: Monday – Friday 7:30 AM - 4:00 PM (*Closed for lunch, 12PM – 1PM*)

Contact number: (714) 220 – 3078

Contact person: Carlos Hernandez hernandez_h@auhsd.us

McKinney-Vento

HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services under the McKinney-Vento Homeless Education Act.

Eligibility for McKinney-Vento Services if your family lives

- In a shelter,
- In a motel or campground due to the lack of an alternative adequate accommodation,
- In a car, park, abandoned building, or bus or train station, or
- Doubled-up with other people due to loss of housing or economic hardship

If any of the above applies, then your child might be able to receive help through a federal law called the McKinney-Vento Act.

Your McKinney-Vento eligible children have the right to

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.

- Receive educational services comparable to those provided to other students, according to your children’s needs.

*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

Have questions or need assistance? Call the McKinney-Vento Liaison

Dr. Adela Cruz, LCSW, PPSC; Coordinator, School Mental Health
McKinney-Vento (Homelessness)/ Foster Youth
Email: cruz_ad@auhsd.us Office: 714-999-7734

Registration for 2020-2021

Dear Students, Parents, or Guardians,

Welcome to the 2020-2021 school year! We at Oxford Academy are planning another excellent year for students and staff. Your enrollment for the 2020-2021 school year will depend on your completion of the necessary registration forms. Please go to oxford.auhsd.us for more information on what you’ll need in order to complete the registration process.

FIRST DAY OF SCHOOL: AUGUST 12TH, 2020 – START TIME 9:00 AM

Phase 1- Aeries Online Enrollment- OPEN NOW!



Aeries Portal

In order to complete Phase 1 enrollment, you **MUST** have an Aeries PARENT PORTAL account. If you do not have an account, you can create one with your personal email by going to our website oxford.auhsd.us and click on the Aeries Portal icon. Begin completing the Aeries Enrollment. Make sure that all of the sections are completed.

If you have any password questions, email passwords@auhsd.us

Phase 2- Registration on campus- July/August



Once you’ve completed Aeries Online Enrollment, you should have a printed Emergency Card, which you will bring on your assigned date and times. Make sure to bring your “Emergency Card” **signed!**

NEW STUDENTS TO AUHSD

Any new students to Anaheim Union High School District must enroll in Aeries Air before completing Phases 1 & 2. Please go to: <https://aeriesair.auhsd.us/air/> and complete the steps.

IMPORTANT NOTICE:

Any student who does not appear at his/her appointed time will lose his/her schedule of classes selected in the spring and will have to be re-scheduled into a new set of available classes. Any student who is not able to come to registration should have a parent, relative or friend bring in the materials. **Parents registering for their student will NOT have preference in line.** *Students will receive their official schedule before school at 7:15am on August 7th in the center of campus.*

Registration for 2020-2021

WHAT TO DO:

Students should report to the **CHECK-IN STATION** on the days and times listed below with their **forms completed and signed.**

Students report to the Gym with forms completed and signed, including proof of residence (Gas or Electric bill, or rental agreement).

Monday, July 20, 2020 - Gym	
10 th Grade A-L 8:30 AM – 9:30 AM	12 th Grade A-L 12:30 PM – 1:30 PM
10 th Grade M-Z 9:30 AM – 10:30 AM	12 th Grade M-Z 1:30 PM – 3:00 PM
Tuesday, July 21, 2020 - Gym	
7 th Grade A-L 8:30 AM – 9:30 AM	8 th Grade A-L 12:30 PM – 1:30 PM
7 th Grade M-Z 9:30 AM – 10:30 AM	8 th Grade M-Z 1:30 PM – 3:00 PM
Wednesday, July 22, 2020 - Gym	
9 th Grade A-L 8:30 AM – 9:30 AM	11 th Grade A-L 12:30 PM – 1:30 PM
9 th Grade M-Z 9:30 AM – 10:30 AM	11 th Grade M-Z 1:30 PM – 3:00 PM

MAKE-UP REGISTRATION - Monday, July 27, 2020

All Grades
8:30 AM – 12:00 PM

LIBRARY CHARGES

***Our Library will be open for business on the first day of school. Patriots are encouraged to visit and check out a book from our collection of over 6,500 books and graphic novels. Several items are available in English and other languages. Students may check out up to five items at a time, for a checkout period of two weeks. Items may be “renewed” twice for another two weeks, if needed. The library also provides access to multiple databases and additional online resources, like audiobooks, test prep, and free online homework help through our partnership with the Anaheim Public Library (i.e., ACES). Come to the library to read, study, work on group projects, and explore ideas. Download the Librista App or visit the library website to learn more about all of the helpful resources your library provides at <https://sites.google.com/auhsd.us/oxfordlibrary/general-info>



The Library Media Technician, Ms. Hipolito will be available during the hours listed.

Library Hours: 7:00am-4:30 PM (closed 12:00 PM – 1:00 PM)

Immunization Requirements

STUDENTS ADMITTED AT TK/K-12 NEED:

STARTING JULY 1, 2020

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses**
(4 Doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) – 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B – 3 doses**
- **Measles, Mumps, and Rubella (MMR) – 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) – 2 doses**

These immunization requirements apply to new admissions for all grades.

Earned Income Tax Credit Act

(EITC) INFORMATION ACT

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.



Free & Reduced Lunch Benefits

EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$94 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

There are two ways to submit your application. One way is to complete a paper Application for Free and Reduced Lunch and return it to your child's school. A second, and fastest, way is to complete an online application (see below).

Please note that it can take up to 10 days to process the application. Once processed, you will receive a letter via US Mail. It is necessary to keep this letter to document eligibility

Free & Reduced Lunch Application

FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced price meal applications can be submitted throughout the school year. SY20/21 applications will be available online the first week of July 2020:
<https://anaheimuhsd.rocketscanapps.com/>
It can take up to 10 days to process an application; please send your child to school with money or a lunch until your Application is processed.
2. Parents/guardians can pre-pay for full price meals and check account meal history balances online at: www.schoolpay.com
3. Meal prices: Breakfast \$1.75, Lunch \$3.00
4. Special diet information and requirements are available on the Food Services website.
5. Breakfast and Lunch menus are available on the Food Services website and are posted in all cafeterias.

Attendance & Tardy Policy

Parents, your student matters! Together we can help them earn a high school diploma! It all begins with having regular school attendance. Showing up to school each day is the beginning to their success. Please familiar yourself with the school's absence and tardy policy below.

ABSENCES

Section 48205 of the Californian Education Code lists eight valid reasons for students to miss school. The reasons are listed under the attendance policy pages. State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney.

PROCEDURE FOLLOWING AN ABSENCE:

Student must bring in a note from the parent/guardian or doctor within 24 hours to the attendance office or the parent must call 714-220-3065.

TARDINESS

TARDINESS IS UNACCEPTABLE.

Arriving on time is a critical life skill and on time, attendance is expected. Oxford Academy Tardy Policy is strictly enforced. With each tardy there are increasing consequences. Students who arrive late to school must sign in at the attendance office upon arrival and get a late pass to class.

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.

Important Links

You will be asked during the registration process to verify that you have read the school's policy pages and annual notifications. Here are the links:

SCHOOL POLICY PAGES

oxford.auhsd.us

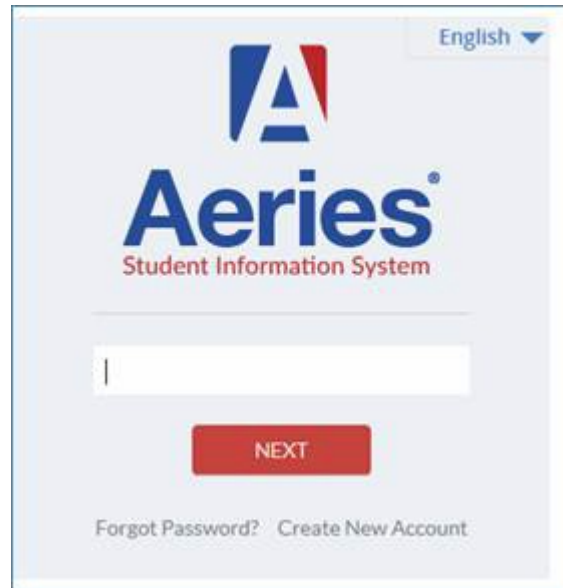
ANNUAL NOTIFICATIONS

<https://www.auhsd.us/district/index.php/parents/notification-to-parents-guardians>

Create Aeries Parent Portal Account

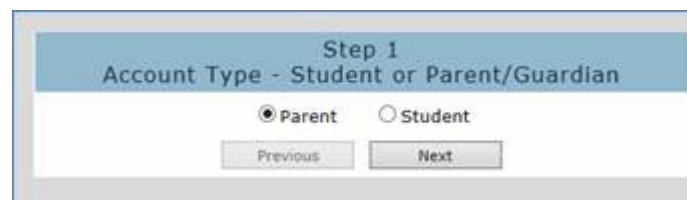
CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. ***You will first need to obtain the Student ID, Telephone and VPC code from your school site.*** To create a new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect> . The following Login screen will display. Click on **Create New Account**.



The image shows the Aeries Student Information System login screen. At the top right, there is a language dropdown menu set to "English". The Aeries logo is prominently displayed in the center, with the text "Aeries Student Information System" below it. A white input field is present, followed by a red "NEXT" button. At the bottom, there are links for "Forgot Password?" and "Create New Account".

Step 1 - select Parent for **Account Type**. Click **Next**.



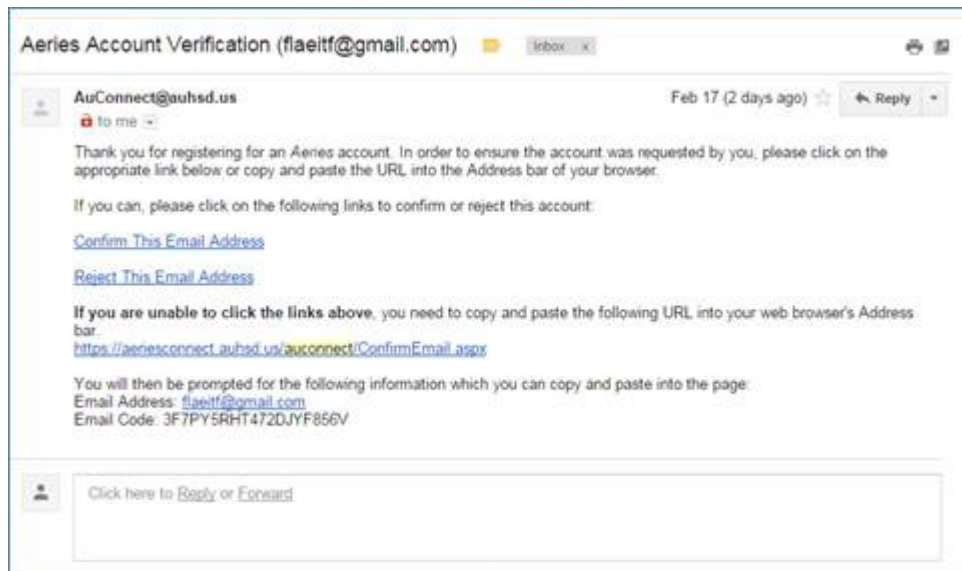
The image shows the "Step 1 Account Type - Student or Parent/Guardian" selection screen. It features two radio buttons: "Parent" (which is selected) and "Student". Below the radio buttons are "Previous" and "Next" buttons.

Step 2 - enter a valid email address and password. Click **Next**.

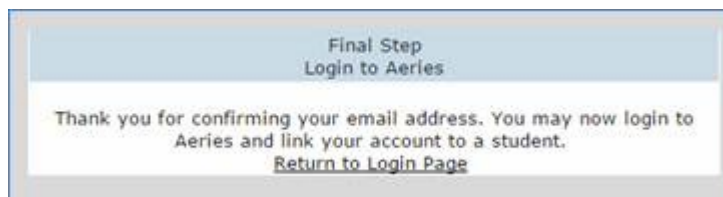


The image shows the "Step 2 Account Information" screen. It prompts the user to "Please Enter The Following Information About Yourself". The fields include: "Email Address" (filled with flaeitf@gmail.com), "Verify Email Address" (filled with flaeitf@gmail.com), "Password" (masked with dots), and "ReType Password" (masked with dots). A red-bordered box contains a warning: "A verification email will be sent to your email address from: AuConnect@auhsd.us. Before continuing, Please add this email address to your 'contacts' or 'safe senders' list to ensure you receive this email." At the bottom are "Previous" and "Next" buttons.

Step 3 - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.



A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



Step 4 - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

You should then be able to access the Student Information that is available.

