



OAK CREST MIDDLE SCHOOL "A California Distinguished School & Gold Ribbon Recipient"

Briahna Weatherford
Principal

Kathryn Friedrichs
Assistant Principal

Michelle McNeff
Counselor

675 Balour Drive, Encinitas, CA 92024

(760) 753-6241

Welcome to **Oak Crest Middle School**, home of the **WAVES!** We are looking forward to having your student join us next year and we are here to help with their transition to middle school. Below is all-important information that will assist you in getting your student enrolled at Oak Crest for the 2018-2019 school year. Please contact our counseling office at (760) 753-6241 x3306 if you have questions regarding enrollment.

View enrollment forms and links on oc.sduhsd.net, by clicking on "2018-2019 Enrollment Information."

Please **PRINT** forms, complete and return enrollment forms and documents to OC Counseling Office M-F between the hours of 8:30 am and 3:00 pm. or mail to 675 Balour Drive, Encinitas, CA 92024 Attn: Registrar. All forms below are **required** unless otherwise noted.

Click on link: *Oak Crest Enrollment Forms for New 7th/8th grade students*

- 7th or 8th grade course request sheet with parent and student signature
- Oak Crest Activities Contract
- Behavior Contract Signature Page (print page 3 only)
- New Student Records Request Form

Click on link: *SDUHSD 2018-19 Mandatory District Enrollment Forms*

- 2018-2019 Enrollment Forms
- Residency Verification Form with 2 proofs of residency
- Student Responsible/Acceptable Use Policy (print page 8 only)
- Parents' Guide to Immunizations (read only)
- View "optional forms" links for Oak Crest and SDUHSD

Additional REQUIRED documents to include in envelope:

- Proof of age - a photocopy of Certified Birth Certificate
- Copies of two proofs of residency (one must be current electric bill)
- A copy of complete record of ALL Immunizations, all dates must be signed or stamped by a doctor or clinic that includes **Proof of Tdap** (whooping cough) booster shot ***NO SHOTS. NO SCHOOL***
- Academic History: if possible, a copy of most recent 6th or 7th grade report card

If applicable, student can complete online application(s) for the following courses:

- Leadership
- Band

"Read/View Only" documents to assist you with course selection:

- 7th/8th grade English College Prep and Honors Guide
- Math Course Profiles, SDUHSD Math Pathways, and IMRT (acceleration) information.
Additional Math Information: Once all required forms and documents have been processed, the counseling office will contact you to schedule a math test that assists with placement recommendation (we offer a few dates in the spring and late summer).
- Elective course descriptions and videos

Aeries Parent Portal: Once a parent/guardian email is in our database; an email will be sent issuing instructions for setting up an Aeries Parent Portal Account. An aeries account ensures a parent/guardian will receive all notices and information from SDUHSD, including up-to-date information about academic progress and attendance.

Visit us at oc.sduhsd.net

San Dieguito
Union High School District

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**Oak Crest Middle School
2018-2019
7th Grade Course Request Sheet**

Student Name _____
(Please print) (Last) (First)

Programs: ___ IEP ___ 504 Plan
If your student has an IEP, complete Course Request Sheet and return it along with your enrollment forms. Course requests will be reviewed at transition IEP meeting.

COURSE REQUESTS:

English: Mark your choice with an X		
	1050	English 7
	1051	English 7 Honors
Math: Mark your choice with an X		
	2045	Integrated Math A
	2050	Integrated Math A Honors
Social Science:		
X	3001	World History
Science:		
X	4005	7 th grade Science
Physical Education: Mark your choice with an X		
	0050	Physical Education
	0061	Period 1 ISPE
	0068	Period 5 ISPE (only for students that also select zero period option)
	0062	Period 6 ISPE
	0060	ISPE: I am a music student who will exercise my option to enroll in music, ISPE & a second elective. Complete ISPE <i>and</i> online music registration (due March 23)
Independent Study PE (ISPE):		
If selecting ISPE, an application & documents are required. Application window opens April 16, 2108 on district website: www.sduhsd.net . Students who select ISPE and do not submit required documents by district deadline of June 1, 2018 @ 3:30 pm will be placed in PE – NO EXCEPTIONS .		
Note: If Independent Study PE is selected, student is expected to be off-campus during their ISPE period and will not be assigned to a class or teacher and no attendance will be taken that period. ALL ISPE students are required to take the CA Fitness Test in grade 7.		
PE CLASSES (including ISPE) ARE YEAR LONG		

COURSE REQUESTS CONTINUED:

Electives: Please <u>number your top five choices</u> in order of preference with #1 being your first choice. (If selecting semester elective(s), at <i>minimum</i> you must choose at least two semester electives as part of your top five choices).		
Select 1-5	Semester-Long Electives	
	6051	General Studio Art
	1155	Art for New Media
	6053	Cartooning (Animation)
	6072	Introduction to Drama
	6073	Advanced Drama
	4202	CE SMART (STEM & Engineering)
	4630	Medical Detectives
	7251	Multimedia
Year-Long Electives		
	g5681	Spanish 1
	1303	Reading (Read 180)
	8253	Leadership (ASB)*
	1204	Yearbook
	6163	Beginning/Intermediate Band *
	6166	Symphonic Band (Advanced) **
*Online app. required /**Online app. & audition required		

ZERO PERIOD OPTION

Check box if student would like a **Zero Period**. Zero period (attend periods 0-5) is a year-long commitment and is based upon student interest and staff availability. Refer to *Zero Period Option* information and Oak Crest's bell schedule on website.

SCHEDULING GUIDELINES

- Students are required to take English, math, history, science, PE and (2) semester-long electives or (1) year-long elective. We do our best to honor 1st, 2nd or 3rd choice elective choices.
- Students are requesting classes only, not teachers or periods.
- No schedule changes will be made to accommodate any off-campus, extracurricular or athletic activities.
- English and math level changes are considered during the first four weeks of the semester, if there is space available.
- Please give *careful consideration* to course requests, as they determine what classes will be offered and staffing for the school year. It is the responsibility of the student/parent to review all enrollment materials including course descriptions.

Signature(s) indicate that you have made six course requests with alternates and reviewed scheduling guidelines.

Parent/Guardian (Signature): _____

Student Signature _____

Parent phone #: _____

Parent email: _____



**Oak Crest Middle School
2018-2019
8th Grade Course Request Sheet**

Student Name _____
(Please print) (Last) (First)

COURSE REQUESTS:

English: Mark your choice with an X		
	1052	English 8
	1053	English 8 Honors
Math: Mark your choice with an X		
	2060	Integrated Math B Essentials
	2065	Integrated Math B
	2070	Integrated Math B Honors
	Off campus	Integrated Math 1 Honors (only for students who completed IMBH in 7 th grade)
Social Science:		
X	3003	US History
Science:		
X	4012	8 th grade Science
Physical Education: Mark your choice with an X		
	0050	Physical Education
	0061	Period 1 ISPE
	0068	Period 5 ISPE (only for students that also select zero period option)
	0062	Period 6 ISPE
	0060	ISPE: I am a music student who will exercise my option to enroll in music, ISPE & a second elective. Complete ISPE <i>and</i> online music registration (due March 23)

Independent Study PE (ISPE):

If selecting ISPE, an application & documents are required. Application window opens April 16, 2108 on district website: www.sduhsd.net. Students who select ISPE and do not submit required documents by district deadline of **June 1, 2018 @ 3:30 pm** will be placed in PE – **NO EXCEPTIONS.**

Note: If Independent Study PE is selected, student is expected to be off-campus during their ISPE period and will not be assigned to a class or teacher and no attendance will be taken that period. ALL ISPE students are required to take the CA Fitness Test in grade 7.

PE CLASSES (including ISPE) ARE YEAR LONG*ISPE (due June 2) *and* online music registration (due March 31)
PE CLASSES (including ISPE) ARE YEAR LONG

San Dieguito Union High School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. SDUHSD requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

COURSE REQUESTS CONTINUED:

Electives: Please <u>number your top five choices</u> in order of preference with #1 being your first choice. (If selecting semester elective(s), at <i>minimum</i> you must choose at least two semester electives as part of your top five choices).		
Select 1-5	Semester-Long Electives	
	6051	General Studio Art
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	6053	Cartooning (Animation)
	6072	Introduction to Drama
	6073	Advanced Drama
	4202	CE SMART (STEM & Engineering)
	4630	Medical Detectives
	7251	Multimedia
Year-Long Electives		
	g5681	Spanish I
	g5682	Spanish II
	1303	Reading (Read 180)
	8253	Leadership (ASB)*
	1204	Yearbook
	6163	Beginning/Intermediate Band *
	6166	Symphonic Band (Advanced) **
*Online app. required / **Online app. & audition required		

ZERO PERIOD OPTION

Check box if student would like a **Zero Period**. Zero period (attend periods 0-5) is a year-long commitment and is based upon student interest and staff availability. Refer to *Zero Period Option* information and Oak Crest's bell schedule on website.

SCHEDULING GUIDELINES *Keep a copy of course request sheet*

1. Students are required to take English, math, history, science, PE and (2) semester-long electives or (1) year-long elective. We do our best to honor 1st, 2nd or 3rd choice elective choices.
2. Students are requesting classes only, not teachers or periods.
3. No schedule changes will be made to accommodate any off-campus, extracurricular or athletic activities.
4. English and math level changes are considered during the first four weeks of the semester, if there is space available.
5. Please give *careful consideration* to course requests, as they determine what classes will be offered and staffing for the school year. It is the responsibility of the student/parent to review all enrollment materials including course descriptions.

Signature(s) indicate that you have made six course requests with alternates and reviewed scheduling guidelines.

Parent/Guardian (print): _____

Parent/Guardian Signature: _____

Student Signature _____

Parent email: _____

Oak Crest Middle School
Activities Contract
2018-2019

This contract must be submitted prior to students attending any school sponsored activities that occur outside of the regular classroom (for example, carnivals, spirit activities, fundraiser celebrations, and dances).

I understand the following:

- . Student and his/her parent/guardian must sign the 2018-2019 Oak Crest Middle School (OCMS) Activities Contract prior to attending the school activity/event.
- . Student must be currently enrolled at OCMS in order to attend any school-sponsored activities.
- . Attending any extra-curricular activity through the school is a privilege not a right.
- . School activity tickets may not be transferred to any other student.
- . Tickets are non-refundable.
- . Student must follow all school rules and standards of conduct, including the instructions for properly participating in spirit/fundraising activities, which may include inflatable activity equipment. Administration and staff members will enforce all of the rules and regulations of the San Dieguito Union High School District.
- . Student must be dressed appropriately at all times during the activity.
- . Dancing may not be sexually explicit or inappropriate. For example, no back to front dancing (i.e. freaking, grinding) and/or any dancing which may result in disruption or injury (i.e. slamming, moshing). Offenders will immediately be referred to an administrator for disciplinary action. Any additional infractions will result in progressive discipline which may include being required to leave the dance.
- . Student may be prohibited from attending school activities as a result of misbehavior during school hours or school-sponsored activities.
- . No student will be admitted 30 minutes or more after the activity start time (for example, if the activity begins at 6:00 p.m., no student will be admitted after 6:30 p.m.).
- . Once a student has entered an activity, he/she will not be permitted to leave and enter again.
- . Student may not leave the activity early unless their parent/guardian signs their student out through administration or parent/guardian makes other arrangements in advance with administration.
- . Student(s) must be picked-up in the OCMS parking lot at the advertised ending time of the activity.
- . If student is no longer able to attend the activity, parent/guardian will contact the staff member coordinating the activity or administration in advance.

I have read the terms of this contract and I understand that my participation in OCMS activities depends on my agreement to its terms, as well as my cooperation in following them.

Student Name (printed)

Student Signature

I have read the terms of this contract and I understand that my child's participation in the OCMS activities depends on my agreement to its terms, as well as my cooperation in following them.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Emergency Phone Number

Date

OAK CREST MIDDLE SCHOOL

2018-2019

Behavior Code

The following is a list of unacceptable behaviors and possible consequences. This list is not all-inclusive and is meant as a general guide for disciplinary action. Each behavior incident is considered individually and consequences are assigned according to the particular circumstances of the situation.

RESPECTFUL BEHAVIOR and MINOR OFFENSES

- 1. Respect:** Students will treat peers and all school staff with respect.
- 2. Tardies:** Students will arrive to class on time and be prepared to work.
- 3. Lunch time:** Students will eat lunch in designated areas and not cut in lunch lines, litter, throw food, or engage in horseplay.
- 4. Academic honesty:** Students will adhere to the Academic Honesty Policy. Students will do their own work. Copying another student's work is considered a violation of the Academic Honesty Policy and may result in loss of credit on the assignment/test.
- 5. Forged notes:** Students will not forge notes or signatures.
- 6. Dress code:** Students will adhere to the Dress Code Policy. Per SHUHSD policy (5132), students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Shoes must be worn at all times. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs and alcohol. Hats, caps and other head covering shall not be worn indoors. Clothes shall be sufficient to conceal undergarments at all times. Loaner clothes may be issued.
- 7. Gum:** Students will not chew gum on campus.
- 8. Selling items:** Students will not sell anything to others while at school or on the bus.
- 9. Truancy:** Students will not leave class during the period without teacher permission. Students will not be absent from any class period without a valid excuse obtained through attendance, administration, nurse counseling, or the teacher or they will be considered truant.
- 10. Closed campus:** Students may not leave campus during school day without being checked through Attendance. Guests are not allowed on campus without permission from admin.
- 11. Bikes and skateboards:** Students will not ride bicycles or skateboard on school property. Helmets are required. *OCMS is not responsible for lost or stolen items at school.
- 12. Bus:** Students will behave appropriately on the bus. *The SDUHSD Transportation Department Student Code of Conduct will be enforced.
- 13. Computer use:** Students are expected to follow the SDUHSD Acceptable Use Policy.
- 14. Gambling:** Students will not gamble.
- 15. Cell phones and other electronic devices:** Students are expected to respect each teacher's expectations and rules related to use of cell phones/electronic devices. Students may responsibly use their cell phone/electronic device before and after school, and during passing periods, break and lunch; students must have one ear-bud/earphone out and be able to hear and respond to another individual if necessary. Students may not use their cell phone or other electronic device to take photos or videos unless they have approval from a staff member. Students may not use their cell phone/electronic device in the restrooms or locker rooms at any time for any purpose; therefore, they should never be out in these locations. All other school rules apply: if a student engages in inappropriate, disruptive, and/or disrespectful behavior related to use of cell phone or electronic devices (including accessing music, images, content, etc. that violate school rules), consequences will be assigned (progressive discipline based on infraction). OCMS not responsible for lost or stolen items at school.

Possible Consequences for Minor Offenses	
Warning Counseling Confiscation Campus Beautification Lunch Detention Parent Conference/Contact After School Detention Behavior Contract	Class Suspension Cell Phone Contract Academic Honesty Contract Loss of Privilege (bus, field trips, activities) Attendance Contract (SART/SARB) Bus Suspension Out-of-School Suspension In-School Suspension

SERIOUS OFFENSES

1. **Fighting:** Students will not cause, attempt to cause, or threaten physical injury to others.
2. **Disruption of school activities and defiance:** Students will not disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
3. **Bullying:** Students will not bully, harass, intimidate, or threaten students or staff. Students are subject to consequences regardless of their intentions.
4. **Inappropriate behavior:** Students will not commit obscene acts, engage in profanity, vulgarity, or public displays of affection.
5. **Sexual harassment:** Students will not engage in acts of sexual harassment/assault.
6. **Tobacco & related products:** Students will not possess, use, furnish, sell tobacco, or any products containing tobacco or nicotine, lighter, matches, or rolling papers, vapes, carts, etc. at school or school events
7. **Drug paraphernalia:** Students will not possess, use, furnish, or sell drug paraphernalia at school/school events.
8. **Controlled substances:** Students will not possess, distribute, sell, use, or be under the influence of any controlled substance at school or school events.
9. **School/personal property:** Students will not steal, deface, or vandalize school or personal property. Students will not knowingly receive stolen school or private property.
10. **Weapons:** Students will not possess, brandish, furnish, or use any weapon, or anything that could be considered a weapon.
11. **Incendiary device:** Students will not possess, sell, furnish, or use any explosive/devices.

Possible Consequences for Serious Offenses	
Warning Counseling Parent Conference/Contact After School Detention Restitution	Class Suspension Bus Suspension Out-of-School Suspension Police Intervention Referral to SDUHSD READI Program Expulsion

**MANDATORY RECOMMENDATION FOR EXPULSION
(Education Code Section 48915(c)):**

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another student or staff member.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or sexual battery.
- Possession of an explosive / incendiary device.

OAK CREST MIDDLE SCHOOL

Signature Page

2018-2019

I have read and understand the behavior code of conduct for Oak Crest Middle School.

Name of student: _____ Grade: _____
(First) (Last) (for school year 2018-2019)

Student Signature: _____ Date: _____

Signature of parent/legal guardian: _____ Date: _____

Please submit this page with the corresponding signatures with enrollment forms.

Revised 2/14/18



Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees
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DISTRICT REQUEST FOR STUDENT RECORDS

Current school will make records request.

Check School Below

REQUEST FROM:

- Canyon Crest Academy HS Registrar
La Costa Canyon HS Registrar
San Dieguito Academy HS Registrar
Sunset HS Registrar
Torrey Pines HS Registrar
Carmel Valley MS Counseling Secretary
Diegueno MS Counseling Secretary
Earl Warren MS Counseling Secretary
Oak Crest MS Counseling Secretary
Pacific Trails MS Counseling Secretary

Name of Previous School Fax #

Address of Previous School Date

The following student has enrolled at the SDUHSD school indicated to the left:

Last Name First Name Date of Birth Grade Enrolling

Please forward the following student records:

- Cumulative File
Attendance Records
Immunization and Health Records
Official Transcript, School Profile and Explanation of Grading System
Withdrawal or In Progress Grades, if applicable
Test Scores/Data
Discipline Records
Special Education Records (including IEP)
Section 504 Plan

Other:

Parent/Educational Rights Holder Signature

Federal Law 99.31 - The Federal Family Rights and Privacy Act of 1974 and California law do not require the school forwarding student records to obtain permission to release the records; signature not required for educational records sent to another educational agency.