



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

Ben Taylor
Principal

Kathryn Friedrichs
Assistant Principal

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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 our middle school. Below is all-important information that will assist you in getting your student enrolled at Oak Crest for the 2017-2018 school year. During the month of July, please visit our district office website link for enrollment. Beginning August 1, you can contact our counseling secretary directly at (760) 753-6241 x3306 if you have questions regarding enrollment.

View registration forms and links on oc.sduhsd.net, click on "2017-2018 Registration Forms."

Please fill out the below forms *completely* and return to the Oak Crest counseling office Monday – Friday between the hours of 7:30a-11:00a or 1:00p-3:00p beginning August 1, 2017. During the month of July, forms can be given to our district office at 710 Encinitas Blvd., Encinitas, CA 92024.

Click on link: *Oak Crest Registration Forms for New Student*

- 7th or 8th grade course request sheet with parent *and* student signature (print/required)
- Oak Crest Activities Contract (print/required)
- Field Trip Permission Form (print/required)
- Behavior Contract Signature Page (print page 3/required)

Click on link: *SDUHSD 2017-18 Mandatory District Enrollment Forms*

- Residency Verification Forms (print/required)
- Student Enrollment Form (print/required)
- Emergency Form (print/required)
- Important Notice Regarding New Students (print/required)
- Health Information Forms (print/required)
- Parents' Guide to Immunizations (read only)
- Acceptable Use Policy (print page 8 only/ required)
- View "optional forms" links for Oak Crest and SDUHSD (print/optional)

Additional SDUHSD 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; refer to Residency Verification Forms for list of additional acceptable proofs)
- 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: a **copy** of most recent 6th grade or 7th grade report card

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

- Leadership Yearbook Advanced Drama Band

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

- 7th or 8th grade English college prep and honors guide for parents and students
- Math course profiles and SDUHSD Math Pathways, including IMRT information
- Elective course descriptions and videos

Math Placement

New students entering 7th or 8th grade will have an opportunity to take a math diagnostic test (MDTP) that will be administered at Oak Crest Middle School in August. The test result will be used to make a recommendation on what math class would be most appropriate for your student. OC's counseling secretary will contact you in mid- August to schedule a testing date.

Incoming 7th grade students who are interested in enrolling in an 8th grade math honors class (Integrated Math B Honors) as a 7th grade student are required to **take** and **pass** an additional test called the Integrated Math Readiness Test (IMRT). Please view sign-up information on Oak Crest website.



**Oak Crest Middle School
2017-2018
7th Grade Course Request Sheet**

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

Programs: ___ IEP ___ 504 Plan

COURSE REQUESTS:

English: Mark your choice with an X		
	1050	English 7
	1051	English 7 Honors
Math: Mark your choice with an X <small>*see additional math information below</small>		
	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
	Independent Study PE (ISPE): an application & documents are required – for questions, contact assistant principal’s office.	
	0061	Period 1 ISPE
	0062	Period 6 ISPE
	0060	ISPE: I am a music student who will exercise my option to enroll in music, ISPE & a second elective*
PE CLASSES (including ISPE) ARE YEAR LONG		

ADDITIONAL MATH INFORMATION

All students must choose Integrated Math A or Integrated Math A Honors

Students will be given a Math Diagnostic Placement Test (MDTP) that will be administered in August for new students. If your student earns a score indicating he/she should be placed in Integrated Math A Essentials or a math support class, our school counselor will contact you directly.

Acceleration Option:

SDUHSD will offer an **Integrated Math B Honors Readiness Test (IMRT)** for incoming 7th graders wanting to demonstrate mastery of Integrated Math A Honors. Oak Crest will adjust the schedule of IMRT students who met the requirement to accelerate into IMB Honors. Visit www.sduhsd.net for IMRT dates/sign-up information.

COURSE REQUESTS CONTINUED:

Electives: Please <u>number your top four 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 four choices).		
Select 1-4	Semester-Long Electives	
	6051	General Studio Art
	1155	Art for New Media
	6053	Cartooning (Animation)
	6072	Introduction to Drama
	4202	CE SMART (STEM & Engineering)
	6073	Advanced Drama
	4630	Medical Detectives
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		

SCHEDULING GUIDELINES *Keep a copy of course request sheet*

1. Students are required to take English, math, world history, science, physical education and (2) semester-long electives or (1) year-long elective. We always try our best to honor your 1st or 2nd elective choices when possible.
2. Schedule changes will not be made to accommodate teacher requests, period requests, or extracurricular and athletic activities.
3. English and math level changes are considered during the first four weeks of the semester, if there is space available.
4. Please give *careful consideration* to course requests, as they determine classes offered and school staffing for the school year. It is the responsibility of the student/parent to review all registration 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 phone #: _____

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.



**Oak Crest Middle School
2017-2018
8th Grade Course Request Sheet**

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

Programs: ___ IEP ___ 504 Plan

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
Social Science:		
x	3003	US History
Science:		
x	4012	8 th grade Science
Physical Education: Mark your choice with an X		
	0050	Physical Education
	Independent Study PE (ISPE): an application & documents are required – for questions, contact assistant principal's office.	
	0061	Period 1 ISPE
	0062	Period 6 ISPE
	0060	ISPE: I am a music student who plans to exercise my option to enroll in music, ISPE & a second elective*
PE CLASSES (including ISPE) ARE YEAR LONG		

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COURSE REQUESTS CONTINUED:

Electives: Please <u>number your top four 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 four choices).		
Select 1-4	Semester-Long Electives	
	6051	General Studio Art
	1155	Art for New Media
	6053	Cartooning (Animation)
	6072	Introduction to Drama
	4202	CE SMART (STEM & Engineering)
	6073	Advanced Drama
	4630	Medical Detectives
	0461	Adaptive PE tutor*
	8201	Office Aide/Teacher Assistant*
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		

SCHEDULING GUIDELINES *Keep a copy of course request sheet*

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3. English and math level changes are considered during the first four weeks of the semester, if there is space available.
4. Please give *careful consideration* to course requests, as they determine classes offered and school staffing for the school year. It is the responsibility of the student/parent to review all registration 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 phone #: _____

Oak Crest Middle School
Activities Contract
2017-2018

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 2017-2018 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

San Dieguito Union High School District Field Trip Permission Form

3541.1 / AR-2 Attachment
6153.1 / AR-2 Attachment

Name of Student: _____	Activity: <u>PE, Art, and Other Class Activities</u>
Activity Date(s) : <u>2017-2018 School Year</u>	Location: <u>Boys & Girls Club; Encinitas Com.Ctr.</u>
Departs/Returns: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> PM	Teacher: <u>Multiple</u> Period: _____
Transportation: <input type="checkbox"/> School Bus/Van <input type="checkbox"/> Private Car <input type="checkbox"/> Charter Service <input checked="" type="checkbox"/> Walk	Driver: <input type="checkbox"/> School District Employee <input type="checkbox"/> Parent/Adult <input type="checkbox"/> Charter Service Employee <input type="checkbox"/> Student
<p>I understand and agree that my participation in the activity or trip is not to be used as an excuse for absence other than for the period indicated above. I know that I am responsible for all class work missed. I understand and agree that I remain under the jurisdiction of the school district while participating in this off-campus activity and I will abide by all rules set forth by the faculty, principal, superintendent, or Board of Trustees.</p>	
<p>_____</p> <p style="text-align: center;">Student Signature</p>	

During the school year, our teachers utilize space and classrooms at the Boys & Girls Club, at the Encinitas Community Center, and on the nature trails adjacent to our school. This permission slip gives Our teachers the permission to take your son or daughter to these facilities and areas throughout the school year.

Thank you ,

Ben Taylor

To Be Completed by Parent/Guardian:

I, the undersigned, hereby grant permission for my child to participate in the above named activity.

In accordance with Education Code §35330, I, the undersigned, hereby RELEASE, DISCHARGE and HOLD HARMLESS the San Dieguito Union High School District, the Board of Trustees, its officers, employees and agents from all liability, including injury, death, or other damages, occurring in the course of or while traveling to or from the above named activity which my child may suffer or cause another person to suffer arising out of, or in connection with, or resulting from my child's participation in the above named activity.

EMERGENCY: In an emergency, I give my consent: For family physician, EMT and/or hospital to provide emergency treatment to my son/daughter: No Yes

Student has medical insurance? No Yes Medical insurance in: Father's name Mother's name

Medical Insurance Carrier: N/A Policy/Group #: N/A

Insurance Contact Number(s): N/A

Parent/Guardian Signature Date Telephone Number

OAK CREST MIDDLE SCHOOL
2017-2018
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, 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 Friday Evening Detention Cell Phone Contract Academic Honesty Contract Loss of Privilege (bus, field trips, activities) Attendance Contract (SART/SARB) Bus Suspension Loss of Privilege (LOP) Out-of-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 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 Friday Evening 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
Behavior Code Signature Page
2017-2018**

I have read and understand the Oak Crest Middle School Behavior Code.

Student name: _____ Grade level: _____
 (first name) (last name) (2017-2018 school year)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please only return this signature page with your enrollment packet.