



School Handbook

Last Revised: August, 2025

OCEANSIDE ADVENTIST ELEMENTARY

SCHOOL HANDBOOK 2024-2025 School Year

**1943 California Street
Oceanside, CA 92054**

**(760)722-6894
www.myoae.com**

A coeducation elementary school operated by the Oceanside Seventh Day Adventist Church and supervised by the Office of Education, Southeastern California Conference of Seventh-day Adventists.

Philosophy and Vision

Mission Statement

Oceanside Adventist Elementary is dedicated to offering quality Christian education at an affordable price and preparing students to make a positive difference in their communities.

School Philosophy

We are children of God, learning to live lives of purpose, service, and leadership. We are students, teachers, and families in love with learning and grateful for a safe place to discover our world. We are a school and a church and a community committed to sharing the love of God found in our classrooms to as many families as possible.

Church Philosophy

The Oceanside Adventist Church believes in providing quality Christian education that is affordable to the surrounding community.

Because of this commitment, the church provides financial support through the use of its facilities, services, and funding so Oceanside Adventist Elementary can embody this philosophy.

Oceanside Adventist Elementary is extremely thankful and blessed to have a church that is committed to quality Christian education at an affordable cost. The church's continued support allows the school to continue to offer affordable Christian education to the students of North County.

OAE families and friends are always welcome to attend worship services and social activities at Oceanside Seventh-day Adventist Church, regardless of religious background. Please visit OceansideSDA.com for more information.

Our Vision

Students enrolled at OAE will be given the chance to experiment, think critically, and draw conclusions. They will be presented with challenges and asked to think critically about solutions based on their understanding and application of skills in all subject areas. Most importantly, OAE students will be given the vital opportunity to commit their lives fully to serving Jesus.



Enrollment

Applications

Application for admission may be obtained from the school office. Students must reapply each year. Students will not be admitted to classes until proper arrangements have been made to complete and submit all papers and documents relating to admissions. All students and parents must sign the **OAE Statement of Collaboration & Respectfulness** agreement. The school board gives final approval on all applications.

Non-Discrimination Statement

Oceanside Adventist Elementary does not discriminate on the basis of race, color, nationality, religion or ethnic origin in its scholarships or school-based programs and educational or admission policies.

Students Who May Be Enrolled

OAE enrolls students

- (1) who are in harmony with the school's goals and philosophy,
- (2) who will abide by the policies and rules set forth in this handbook or in future supplements to it,
- (3) who have met the specified application, immunization, and medical requirements,
- (4) who will be benefited by the school program,
- (5) who will not interfere with the attainment of the education goals of the school or the education of other students,
- (6) whose parents will not display behavior detrimental to the school, teachers or students, and
- (7) whose parents will keep their tuition and fees paid as arranged.

Students with Special Needs

Oceanside Adventist Elementary does not employ a resource specialist for students with special needs. While OAE will use the resources we do have to work to meet students' documented needs, we cannot meet all special needs. For those students whose special needs cannot be met at this school, we recommend seeking a school that does offer appropriate services.

OAE staff can assist families in working with the local school district to access assessment for students, but it is a parent's role to reach out to the school district independently. Assessment may be provided as applicable through the school district at no cost to the family. Parents are asked to invite the classroom teacher and principal to all meetings with school district personnel to ensure a cohesive educational plan can be created on this students' behalf on OAE's campus. In the case that the student's needs could be met in one of OAE's general education classrooms, parents, teacher(s), and principal will coordinate to create an Educational Action

Plan (EAP) which will be kept on file at OAE. This is not a legal document and does not guarantee that any extra services or tutoring will be provided by OAE staff.

Kindergarten and Transitional Kindergarten

To enroll in kindergarten, children must be five years old by September 1 of the year enrollment. Students entering kindergarten must show proof of age utilizing a government-issued identification such as a birth certificate or passport. School readiness is determined by many factors, including physical maturation, social skills, home experiences with books, and the ability to cooperate and follow instructions.

If it appears that a child is not yet ready for kindergarten, the parents in consultation with school personnel may consider giving the child an extra year of maturation time before enrolling the child in kindergarten.

Transitional Kindergarten is available to students that turn five between September 2 and December 2 of the year of enrollment. Upon successful completion of Transitional Kindergarten, children will be promoted to Kindergarten the following school year. A family wishing to enroll a student in first grade directly after completion of Transitional Kindergarten will need to make arrangements with the principal for an assessment and interview. It is expected that students of TK age attend Kindergarten before first grade.

Transfer Students

In order to maintain a positive Christian environment, Oceanside Adventist Elementary is selective in the students it accepts. Transfer students may be asked to have an interview with the principal and teacher within the first month of school. Parents may be asked to bring the student's last report card to the meeting. A probationary period may be extended if the faculty feels this is advisable to ensure the student's success in the classroom. Students may be assessed to determine temporary grade placement.

During the probationary period, the teacher may review grade placement by a combined assessment using previous school records, observation, and testing. The final decision about grade placement and complete non-probationary acceptance is left to the faculty and the school board, with input from the parents.

Students transferring from other schools must provide the name and address of the previous school attended.



General Campus Policies and Procedures

Attendance

Regular attendance at school is an important part of a students' educational experience. Plan to attend school as often as possible and always make every effort to arrive on time.

Tardiness interrupts the beginning of the day both for the tardy student and those already in attendance. Please make punctuality a part of your daily routine. Excessive tardiness will result in a meeting with the principal.

OAE staff are not able to miss more than 12 school days per school year, unless there are extreme extenuating circumstances. Parents should adhere to the same policy when making personal plans for their children.

Policy on Absences

When a student is ill or if an absence is unplanned, please communicate via text with both the teacher and the office. Find out what assignments need to be completed upon return to school.

Absences should be infrequent. Parents are encouraged to schedule vacations and other appointments outside of school hours whenever possible. If an absence is anticipated, parents should notify both the school office and the student's teacher in advance.

Excessive absences will result in a meeting with the teacher and principal. Absences are detrimental to students' academic and social success at school. Those that miss more than 10% of school days in any given quarter may be either at risk of failing the course or asked to repeat that portion of the course on their own time.

Extended Absences:

If extended absence is being requested, an "Extended Absence Request Form" must be picked up and returned to the office 2 weeks prior to the absence.

- **Teacher Discretion:** Teachers have the discretion to provide assignments and materials in advance depending on the timing of the request and the nature of the absence. If the request is made with sufficient notice, teachers may be able to prepare work ahead of time; however, this is not guaranteed.
- **Make-Up Work:** Students will have a number of days equal to the number of school days missed to complete any assignments, tests, and quizzes they missed. For example, if a student is absent for five school days, they will have five days upon their return to complete the missed work. To receive full credit, all missed work must be made up within this period.

- **Responsibility:** It is the responsibility of both students and parents to communicate with teachers upon returning to school to determine any missed work and deadlines.

School Hours

Monday-Thursday: 8:00 am-3:00 pm
Friday: 8:00 am-12:00 pm (noon)
Minimum Days: 8:00 am-12:00 pm (noon)
Before Care: 7:00-8:00 am
After Care: Monday-Thursday: 3:00-6:00 pm; Friday: 12:00 pm-4:30 pm
Office Hours: 7:45 am-3:15 pm, or by appointment

Before School Care

For their safety, students may not be dropped off before 7:00 am. Students must be dropped off in the designated area and may not be unsupervised on any other part of campus. Do not leave students unattended.

Between 7:00-7:30, a fee is charged for before care. This fee will be reflected on a family's monthly statement. Statements must be current (no outstanding balances) in order to utilize this service.

From 7:30-8:00, supervision is provided in the gym free of charge to encourage timely arrival at school.

After School Care

After care is available for a charge of \$6 per hour per student, plus a monthly service fee of \$1.25 per family. Statements must be current (no outstanding balances) in order to utilize this service.

At the end of the day, teachers supervise students until 3:10 pm. Any child not picked up at dismissal will automatically be placed in after school care. It is the parent's responsibility to sign their child out when they pick them up.

Parents who are on campus after school hours must personally supervise their children or sign them in to after school care. Any children in the after school care area will automatically be signed in and parents will be responsible for paying any charges incurred.

Students present in after school care are expected to follow the same behavior guidelines as they do during the school day. Failure to abide by OAE's behavior expectations could result in a student being denied access to the after school care program.

Students that remain after 6:00 pm (or 4:30 pm on Fridays) will incur a \$1 per minute late fee. Parents will be called at this time. After 6:10 pm (or 4:40 pm on Fridays), if the parents have not been reached and have not made contact with the school, law enforcement may be contacted. Consistent late pickups will result in a family being denied access to the after school care program.

Visitors

All visitors MUST check in at the office before entering campus. Parents dropping off items for their students may leave these items in the office to minimize distractions in the classrooms.

Parents are responsible for communicating drop off and pick up instructions to all who assist in these routines. Communicate routes, appropriate entry/exit points, and procedures with all that will drop off and/or pick up students.

Volunteer Clearance (Revised)

OAE is always grateful for the volunteers who work tirelessly to keep our programs running smoothly. In the interest of the safety of our students, volunteers must complete an online background check, and directions are available in the school office. Volunteers must check in in the office before entering campus.

If you have a particular talent that you would like to share, or if you would like to be called on to volunteer, please contact the Home and School leader or the principal.

Some examples of volunteer activities include, and are not limited to:

- Classroom aides (teacher approval is required)
- Office/lobby supervision (principal approval is required)
- Playground supervision (teacher and/or principal approval is required)
- Field trip chaperones (appropriate driving documents must be on file in the office)
- Hot lunch or room parent
- Setup/cleanup for various activities such as Fun Day, Fall Festival, Christmas Bazaar, etc.
- Attend Home and School meetings
- Fix-It Crew; Deep Cleaning; Gardening
- Tutoring
- Coaching or teaching after school enrichment class(es)
- Fundraisers

General Volunteer Requirements for All Volunteers

All volunteers must complete the following steps before participating in any school-related activities with students:

1. Live Scan Background Check

- This must be done only once (unless a new background check is requested).
- Use the official SECC Live Scan Request Form:
<https://secceducation.org/wp-content/uploads/BCIA-8016-rev.-3.2024-VOLUNTEER-ED-DEPT-1.pdf>
- A list of authorized Live Scan locations can be accessed here:
<https://oag.ca.gov/fingerprints/locations>

2. SECC Volunteer Commitment Form

- Volunteers must read and sign this form annually.
- Volunteer Commitment Form:
<https://secceducation.org/wp-content/uploads/SECC-Volunteer-Commitment-Form-fillable-8-23.pdf>

3. Child Safety Training

- Volunteers must complete the state-mandated child safety training and submit a certificate of completion.
<https://mandatedreporterca.com/training/volunteers>
 - The cost for the certificate of completion is \$8.99. This fee is paid directly through the MandatedReporterCA.com website

4. Health Clearance

- Volunteers must have on file with the school a certificate showing that within the last four (4) years, they have been examined and found free of communicable tuberculosis.
- TB Risk Assessment Form:
https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment_updated-May-20203.pdf

Transportation Requirements (Driving Students)

If a volunteer is transporting students (e.g., for field trips or athletic events), the following four (4) items are additionally required:

1. Transportation Information Form: https://seceducation.org/wp-content/uploads/Transportation_Info_Volunteer_Cars.pdf
2. A copy of their driver's license must be submitted to thaugen@myoae.com.
3. A copy of valid automobile insurance must be submitted to thaugen@myoae.com.
 - It is the responsibility of the driver to ensure that the school has a current and valid proof of insurance on record at all times.
 - Failure to maintain valid proof of insurance on file will result in the volunteer being ineligible to transport students.
4. A Motor Vehicle Report (MVR) must be submitted annually.
 - MVR can be downloaded for \$2 from the DMV: Get your MVR: <https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

Expected Attendance at Extracurricular and Weekend Events

OAE hosts several enrichment events on weekends and outside of school hours. Generally, these events and activities are not required. However, student attendance is expected at the following events:

- TK-4 Music Program (all TK-4 students are required to attend): Last Saturday of October during 11 am worship service
- 5-8 Music Program (all 5-8 students are required to attend): Last Saturday of April during 11 am worship service
- Eighth Grade Graduation (all 7-8 students are required to attend, and Little Buddies are encouraged to attend): Saturday immediately after the last day of school during 11 am worship service. The only time this date would change is if a sibling of an OAE graduate is a member of the graduating class at Escondido Adventist Academy on that same date. In this case, OAE graduation will move to the Saturday 11 am worship service immediately preceding the last week of school.

These events are vital to maintaining a strong church-school relationship, and are required for the students listed above. We ask all parents to prioritize these events over outside sports, social, or alternate extracurricular activities.

It is the responsibility of the parents to ensure that conflicts are managed well in advance. It is the responsibility of the school to announce any date changes as soon as possible to assist parents in planning. Date changes, while rare, are possible based on the church's schedule.

Absences are only excused for the following reasons:

- Illness (a doctor's note may be requested)
- Major family event that cannot be rescheduled (including weddings and memorials)

Parents are responsible for communicating any potential absences (excused or unexcused) with the music teacher, eighth grade teacher, or principal no fewer than four weeks prior to the event.

Those with unexcused absences may be required to complete an outside of school assignment or separate project in place of the performance.

Leaving Campus During the School Day

Students may leave the school campus during school hours only if the parent picks up the child, Students may not leave campus by themselves during the school day. Students who leave campus with a teacher, for a field trip, or carpool must have a written parental permission note each time, or verbal permission from the parent. Parents may create a driving list including all adults they give consent to pick up their children in the ProCare app.

Once a student leaves for the day, they may not return to campus unless attending a school or church event, and are accompanied by their parents.

Students that ride bikes (including e-bikes), or walk home must have authorization on file including a parent signature. Students in grades TK-4 may not walk or ride their bikes (including e-bikes) home unless the parents have made special arrangements with the principal.

Those wishing to utilize an alternative form of transportation must meet with the principal to make arrangements with insurance and must receive written or verbal clearance from law enforcement before utilizing any form of transportation beyond walking or biking to school.

Major Disaster

In the event of a major disaster, children will remain at the school until a parent or an individual on the emergency list can come to pick up the child. Anyone who picks up a child must present identification with a picture on it and must sign the emergency forms of the children being taken.

Disaster kits with basic snacks and water bottles are available in the office and each classroom is equipped with basic first aid supplies. Disaster kits are replenished annually.

Driving Directions

During school hours, enter and exit the school parking lot through the Ridgeway gate. During drop-off and pick up hours, please drive through the Ridgeway Street gate and exit through the gate on California Street.

Please follow the pathways that the school has designated and do not drive through cones or areas blocked from traffic. Remember to drive slowly and safely. Do not use cell phones when driving through parking lot. Be courteous to other drivers and watchful of students.

Prohibited Items

At no time should the following items be brought to school:

- Weapons (or toys shaped to look like weapons), explosive devices, drugs.
- Toys, skateboards, roller blades, scooters, or bicycles. Those that ride their bikes to school must park them during school hours.
- Cameras, video games, radios, tvs, video games, or mp3 players (unless a teacher has specifically directed a student to do so for an academic activity).
- Gum, excessive quantities of unhealthy snacks, and soda.

These items, or others that are deemed a distraction or harmful, will be confiscated by school personnel.

Dress Code

Students wear uniforms to school every day. Uniform tops are polo-style shirts with long or short sleeves. Uniform bottoms are uniform-style pants, shorts, skirts, or jumpers. OAE's uniform colors are white, grey, navy blue, royal blue, or powder blue. Uniform tops and bottoms should be solid colored with no logos or embroidery.

Jackets, sweaters, or sweatshirts should either display the OAE logo or should be a solid uniform color. OAE sweatshirts and t-shirts are available for purchase in the office. Any leggings worn under skirts or shorts must be a solid uniform color. Uniforms should be clean and may not have holes or tears.

On Fridays, students may wear an OAE t-shirt and have the option to wear blue jeans. Blue jeans may not have holes or be torn; they must not be tights or jeggings, and must be clean in appearance.

On certain free dress days, on overnight field trips, or during Spirit Week, students should dress in a way that is consistent with the school's Christian lifestyle and philosophy. Accessories, including socks, must be safe, modest, neat, appropriate, and not be a distraction. Appropriateness will be determined by the administration.

For safety, students should not wear items such as sandal-type footwear (including and not limited to Crocs), shoes with high heels, cleats, torn or baggy pants, accessories that can be caught, pulled, or injure another student. Items that might be safe in the classroom might be unsafe for active play, recess, or P.E. Students not in compliance will not be allowed to participate in any play activities, including recess, PE class, and before or after school care. They must remain seated unless parents provide a suitable change of shoes.

Students who are not in compliance with the uniform policy will be offered a "loaner" uniform, and if one is not available in the office, a parent will be called to bring a proper uniform to school. The student may be asked to work in the office until a suitable uniform is worn. The loaner must be returned to the office before the student leaves campus.

Hot Lunch

Hot lunch is a popular service at OAE, and we are all grateful for the many parent volunteers who make hot lunch. A menu is sent weekly in the school's email newsletter and is posted on the school's online calendar. Teachers will take hot lunch orders in the morning, and families will be billed at the end of the month. Hot lunch costs \$6 per lunch per student, plus a \$1.25 service charge per family each month. Do not send cash for hot lunch with your child. Statements must be current (no outstanding balances) to utilize this service.

Alternatively, parents may choose to send a lunch from home. Microwaves are not available for student use. Please send all necessary utensils, and be sure that children can open packaging with minimal assistance. Send nutritious lunches and snacks, and do not send any candy, soda, or drinks containing caffeine.

Lunch is not served on Fridays or on minimum days, and students that will be staying in after school care may bring a lunch to eat before they are picked up.

All parents who wish to volunteer to prepare and serve hot lunch are welcome. Volunteers must pass a food handlers quiz that is available in the school office.

Lost and Found

A lost and found rack is located in the school gym. Any unclaimed items will be donated at the end of each quarter. You can help reduce the number of lost and found items by writing your student's name on all outerwear, lunch boxes, and other belongings.

Birthday Celebrations

Birthdays are a joyous occasion and we at OAE love to celebrate! On your student's birthday, please coordinate with the teacher to find the best time to bring a treat, if that is your wish. Please limit treats to one item per classmate (in other words, avoid pizza or ice cream parties). Healthy snacks or non-edible items such as stickers, pencils, or books are preferred. Teachers can help parents coordinate classroom celebrations for students with summer birthdays as well.

School is not an appropriate venue for a birthday party, so please help us keep celebrations at school casual, simple, and fun. Please find an alternate time and location for parties including bounce houses, pinatas, and gift exchanges.

Birthday party invitations should be delivered outside of school hours, unless the entire class will be receiving an invitation. Please be thoughtful and considerate of classmates' feelings when planning birthday parties and celebrations.

Field Trips

Occasional outings are planned to enrich the instructional program. Prior to each field trip, parents will be notified. A permission form must be completed and signed by a parent before a child can participate in the outing.

Parents provide field trip transportation. Each driver must present a valid driver's license and a copy of an insurance form stating that the driver has the state required auto liability insurance coverage including \$5,000 in medical coverage; the driver must complete a form that requests additional information about the driver and vehicle. Volunteers must have a background check completed before the date of the trip. If the background check is not complete, the volunteer will not be allowed to attend the field trip.

Passenger cars may carry no more students than they are designed to carry and for which there are seat belts. Vans may carry no more than nine passengers unless the driver has a license authorizing him/her to drive a school bus. Parent and staff drivers must adhere to all posted rules of the road.

The teacher on all field trips will carry a first-aid kit and medical consent forms.

Parents who volunteer to drive for field trips are asked to not take the students in their car on personal errands or to buy treats, unless it is a planned part of the field trip or they have special permission from the teacher in charge.

Field trip uniforms will be decided and announced by the teacher in charge.

Only those in the class for whom the field trip is planned may participate in the scheduled trip. Younger siblings or those not registered in school may not attend school field trips.

Privacy

Parents can expect that OAE will keep information given to the school on application forms private. The school does not share confidential student information with outside parties.

FINANCIAL INFORMATION

Registration Fee

A non-refundable registration fee is required before any student will be enrolled in school.

Tuition

The annual tuition is divided into 10 equal payments and is due monthly. Tuition is due on the 10th of each month. The first payment is due August 10, and the final tuition payment is due on May 10. Any child care or hot lunch fees are due upon receipt of the final invoice in June.

Acceptable Forms of Payment

OAE accepts many forms of payment for parents' convenience, including cash, check, Venmo, and Zelle. Credit and debit cards are accepted but not preferred. **A 3% surcharge will be added to all credit or debit card payments.**

Venmo: @Oceanside-AdventistElementary

Zelle: 760-722-6894

Check: Make payable to Oceanside Adventist Elementary or OAE

Payments for Small Amounts

Any payment less than \$10 must be made using cash or check (preferably cash). Please avoid using Venmo or Zelle for payments less than \$10.

Reimbursement

Those that purchase items to be used by the school are eligible for reimbursement. Approval must first be obtained from the principal, and all original receipts (NOT credit card or bank statements) must be submitted to the office. Reimbursement may take 5-7 business days to process.

Those that collect monies for home and school activities, such as Teacher Appreciation gifts or for classroom activities must collect these funds individually and separately from the school.

Overnight Trip Financial Policies

Families with an outstanding balance are responsible for clearing any balance before a student will be permitted to attend an overnight trip. Further, the fee for the overnight trip must be paid in full before leaving for the trip. Families are encouraged to actively fundraise to ensure sufficient funds for overnight trips are available.

Overnight Trip Fundraising Policies

Money that OAE receives on behalf of overnight field trip fundraisers is split evenly between the students that participated in the fundraiser and applied to each account upon receipt. Money raised from fundraising is not available to be used for tuition and is non-refundable in the event that the student does not attend the trip. In that case, any funds credited to the account of the student that does not attend the trip will be credited to the classroom fund.

Returned Checks

A \$25 fee will be charged for any check returned by the bank. If a person has written two checks to the school in the same year that are returned by the bank, they will need to make future payments to the school in cash, certified check, or money order.

Delinquent Accounts

No account will be allowed to be more than sixty (60) days past due. Students may be asked to withdraw on the 30th of the month if the account has not been paid, or satisfactory arrangements have not been made with the Finance Committee.

Overdue Payments

If an account is not paid by the 15th day of the month in which it is due, or if an unavoidable circumstance makes it impossible to keep the account current, the parents will be required to make arrangements with the treasurer or principal (as representatives of the Finance Committee of the school board) in order to maintain the student's enrollment. The arrangements must be put in writing and signed by the parents and a representative of the Finance Committee; if terms of these arrangements are not met, the parents may be asked to withdraw the child from school.

Outstanding Accounts From a Previous Year

Students who have an outstanding account from a previous year must make satisfactory arrangements for the account to be paid in full before being accepted for the new year.

Graduation

Graduates for whom funds are due may not be eligible to participate in the graduation ceremony. Proper arrangements must be secured in writing with the principal in order for graduates to participate in the graduation ceremony.

Financial Aid

The Oceanside Adventist Church and the Southeastern California Conference of Seventh-Day Adventists have a limited amount of funding for tuition aid to qualified families. Applications may be obtained from the principal.

Partnering for Eternity

A scholarship program called Partnering for Eternity allows students to receive financial aid of up to \$30 per week. This program is a student/mentor program wherein students meet with senior mentors in the community for one hour each week. The students must submit a written report of their meeting each week to receive financial credit. Families that are interested in participating in this program must attend a training session and must follow through with their commitment to participate in the program. Scholarship funds are only made available when students have met with their mentors and have submitted their reflection forms online. Parents are responsible for any balance that remains if scholarship money is not received by the school. A limited number of PFE scholarships are available each year, and all interested OAE students are eligible to apply for this program.

Refunds For Withdrawal From School

When a student withdraws, tuition paid in advance may be refunded. The refund will be prorated for the days attended. Registration fees are not refundable.

Responsibility For Damage

Parents are financially responsible for all damage done by their children including lost or damaged textbooks.

OAE is not responsible for repairing or replacing devices owned by families, including Chromebooks or mobile phones.

Remote Learning Tuition

Should remote learning be required, tuition rates remain unchanged. Tuition is still due by the tenth of the month.

Student Health and Safety

Physical Examinations

All students should have at least one physical examination fully completed and on file with their health records. A physical exam completed within the last 12 months is required for:

- All kindergarten students and all first grade students who did not attend kindergarten.
- Students entering seventh grade (exam must include a check for scoliosis).

All students entering school for the first time in Kindergarten or First grade should have a dental exam before school starts. Forms for physical and dental exams are available in the school office.

Medications (Revised)

OAE does not employ a school nurse, and while all staff are CPR and First Aid certified, they are not qualified to give medical advice or treatment beyond their basic training. Please see the following medication policy as outlined by the Southeastern California Conference.

A23-124 Administering Medications

Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement.

A. Prescription Medications

Any student who is required to take medication during the regular school day as prescribed by a physician, surgeon, or physician assistant may be assisted by the school nurse or other designated school personnel if the school has on file the following:

1. A written statement from such physician, surgeon, or physician assistant detailing the name of the medications, time schedules, amount, and method by which such medications are to be taken, and,
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's, surgeon's, or physician assistant's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. All medications should be returned to the parent at the end of the school year. New medication documentation (as stated above) is required for each school year. New medication documentation should also be provided if there are changes to the medication, dosage, frequency of administration, or reason for administering the medication.

Authorized students may need to carry emergency medication, e.g., asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent, and student. The school office shall maintain a list of all students on medication.

B. Self-Administered Prescription Medications

The following is required for a student to carry and self-administer prescription medication, such as asthma inhalers, insulin, EpiPens, and anticonvulsants:

1. A written statement from the physician, surgeon, or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and confirming that the student is able to self-administer the medication.
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the healthcare provider of the student regarding any questions that may arise with regard to the medication.
3. This statement shall be provided at least every school year, or when the medication, dosage, frequency of administration, or reason of administration of the medication changes.
4. Students who use such medications other than as prescribed will be subject to discipline.

C. Over-the-Counter Medications

The following is needed for a school to provide and administer over-the-counter (OTC) medication on campus or at any school-sponsored activity:

1. A written statement from the parent or guardian of the student permitting the school to provide and administer OTC medication.
2. This statement shall be provided at least annually.
3. Schools must maintain a log of all OTC medications, including date, time, and dosage for each medication provided and administered.

Accident Insurance

All students enrolled in the school are covered by mandatory insurance, which covers accidental injuries sustained on the school campus or on authorized field trips. Accidents should be reported immediately to the school office. This secondary insurance covers only what the parents' primary insurance does not. Parents are responsible for sending the forms to the insurance company. The school does not pay insurance claims.

Illness

A sick child should remain at home both for the child's health and so that infections will not be spread at school. Please call the school when your child will remain at home because of illness.

Students with the following symptoms must not attend school:

- fever greater than 100.4
- vomiting
- stiff neck or headache with fever
- any rash with or without fever
- unusual behavior change, such as irritability or lethargy
- diarrhea
- difficulty breathing or shortness of breath
- legitimate symptoms or complaints that prevent the student from participating in his/her usual school activities with or without the presence of fever
- a need for more care than the school staff can safely provide.

Students may return to school after symptoms are clear for more than 24 hours or with a signed doctor's note. Parents should use their best judgment and contact their healthcare provider with any medical questions.

Contact the school if a child has been diagnosed with a communicable infection. This could include (and is not limited to) Covid-19, Strep Throat, Influenza, Head Lice, or Conjunctivitis (pinkeye). In certain cases, confidential reports need to be made to the classroom community notifying parents that students may have been exposed to a communicable or infectious illness. Student names are not released in these reports.

Accidents

If a child has a serious accident or health emergency during the school day, school personnel will first attempt to contact the parents immediately. If the parents cannot be reached, school personnel will attempt to contact the person specified on the emergency form as one who can act for the parents in an emergency. If necessary, an ambulance will be called. Until the arrival of a parent, the designated emergency contact person, the physician, the ambulance, or the principal is in charge and first aid will be supplied.

Immunizations

Physical exam and immunization records must be on file in the office before new students will be admitted to classes.

Acceptable evidence of the immunization is the official California immunization card with the date and doctor's signature for each immunization given. If this is unavailable, one of the following is acceptable: copies of the physician's records with the doctor's signature or initials next to each date of immunization, County Health Department records, or a transferred blue California School Immunization Record.

California State law requires that all students have current immunization records. Personal beliefs exemptions are not accepted by OAE. Medical exemptions are only accepted with the signature of a licensed health care provider. Students that do not have proper immunizations will not be allowed to be enrolled at OAE.

For a complete list of all needed immunizations, please refer to the state immunization booklet or contact your child's physician.

Behavior and Academic Expectations

Student Behavioral Guidelines

Oceanside Adventist Elementary is a Christian school. Students are expected to show respect, love, and courtesy to everyone in the school family.

OAE School Rules

- Be Safe
- Be Responsible
- Be Respectful

Additionally, specific class rules will apply in each classroom.

Standards of Student Behavior

Students must not use alcoholic drinks, tobacco, or illegal drugs. Students must not have these on campus or furnish them to anyone else.

Students must comply with state law, which prohibits the possession or use on school grounds of matches, lighters, fireworks, firearms, explosives, knives, slingshots, darts, and other weapons.

Students must not bring gum, roller skates, roller blades, skateboards, scooters, comics and literature inconsistent with the school's philosophy, toy guns, war toys, toy weapons, or expensive or breakable items to school.

Students may not bully or harass others.

Rules which the faculty develops to meet changing conditions and needs have the same force as those outlined in this handbook. Responsibility for interpretation and application of all regulations rest with the faculty.

Consequences of Disobeying Rules, Procedures, and Communication Guidelines (Revised)

The faculty and staff of OAE seek to teach students discipline through consequences that are redemptive, remedial, and corrective rather than punitive.

Behavior Intervention and Communication Policy

At Oceanside Adventist Elementary, our goal is to create a safe and supportive environment where every student can thrive. To ensure consistency, fairness, and clarity, the following progressive discipline process will be followed.

Level 1: Teacher Redirection

- Teachers will first use redirection strategies in the classroom to guide students toward making positive behavior choices.
- This step is intended to address minor misbehavior before it escalates further.

Level 2: Teacher Communication with Parents

- If the behavior persists, the teacher will provide a written communication to the parent/guardian.
- This communication may be in the form of a note, email, or other written message that documents the concern and seeks parent partnership in addressing the behavior.

Level 3: Principal Involvement and Formal Documentation

- Continued or significant misbehavior will be escalated to the principal.
- The family will be contacted directly by phone, and the incident will be documented in the student's FACTS portal.
- Each documented incident will result in the student receiving 1 point on their behavior record, unless otherwise noted as part of an individualized behavior contract.

Extreme Behavior

- In cases of extreme or unsafe behavior, staff have the discretion to bypass Levels 1 and 2 and escalate immediately to Level 3.

Behavior Contracts

- At the discretion of administration, students written up at a Level 3 may be required to be placed on an individualized behavior contract plan.
- These contracts are designed to provide students with additional support, guidance, and clear expectations to help them succeed in both behavior and academics.

Consequences may include, but are not limited to:

- Verbal warnings by either teacher or principal (or both)
- Contact with parents/guardians

- Loss of privileges
- Completion of a behavior contract, with input from parents, student, teacher, and principal
- Suspension (either at school or at home)
- Expulsion

Parents can expect teachers and the principal to communicate any consequences that have taken place throughout the day.

Unacceptable behaviors include but are not limited to:

- Unsafe behavior
- Disrupting class
- Distracting others
- Inappropriate Language
- Annoying or teasing others
- Play fighting or wrestling
- Arguing
- Leaving the classroom without permission
- Leaving grounds without permission or being in an unauthorized area
- Destruction of school property
- Rude, unkind, or discourteous actions, remarks, gestures, or innuendos
- Uncooperative or defiant behavior
- Gun, weapon, or war play

Examples of severe misbehavior that may result in immediate suspension or expulsion from school includes but is not limited to:

- Fighting or inappropriate contact with another student.
- Using or possession of knives, explosives, matches, lighters, or any other item used as a weapon.
- Using, handling, possession or furnishing to others, tobacco, alcohol, or any type of drugs.
- Actions or attitudes that demonstrate disrespect, defiance or insubordination.
- Willful disturbance or disruption of a class.
- Theft or willful destruction of property belonging to the school or another individual.
- Dishonesty in any form.
- Conspiracy to perform or participate in harassment, threats or any other act that may injure, degrade, intimidate or disgrace a fellow student or faculty.
- Using profane or indecent language or gestures, possession or displaying obscene literature or pictures. This includes using racial slurs in any form.
- Gambling or possession of gambling devices.

- Tampering with school fire equipment or the fire alarm system.
- Undermining the religious ideals and/or faith of the Seventh-day Adventist Church.

Search

Should a reasonable suspicion arise that a student may be in possession of drugs, weapons, alcohol, or other prohibited items, a search may be necessary. The school administration has the right and responsibility to conduct a minimally invasive and targeted search of the student. Searches are conducted in the presence of an adult witness, and may include the students' desk, locker, and/or backpack. School property may be searched at any time for any reason. Law enforcement may be contacted, when appropriate, before, during, or after a search. School personnel may report violations of the law to law enforcement. Parents will be notified after any search.

Suspension

A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained.

Suspension can include a partial or full days spent completing schoolwork in the school office. Suspension could also include a student being asked to spend time away from school. It is at a teacher's discretion what schoolwork will be assigned during a suspension.

In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period is at the discretion of the principal and faculty, and is generally not to exceed two weeks, except under extenuating circumstances. Written notification of the length of the suspension will be provided to parents.

Bullying

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

OAE expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

Sexual Harassment

Oceanside Adventist Elementary is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Sexual harassment is unwelcome sexual advances or requests and other conduct of sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes.

Sexual harassment will not be tolerated when the offensive behavior or material creates a hostile school environment. If submission to offensive sexual conduct is made a condition of academic status, progress benefits, honors or activities it is prohibited sexual harassment.

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal.

Expulsion or Withdrawal From School

Only the board can expel or ask a student to withdraw from school upon the recommendation of the faculty. The student's parents may request to speak to the issue and address the board, but they are excluded from attending executive session meetings. The board will consider expelling or asking a student to withdraw from school:

- (1) if the school is unable to meet the child's needs,
- (2) if the child or others in the school are not benefiting from the child's enrollment,
- (3) if the tuition and fees are not paid as designated,
- (4) if the policies in this handbook are disregarded,
- (5) if the parents behave in a way that is detrimental to the school,
- (6) if the student is out of harmony with the goals, philosophy and atmosphere of the school, or
- (7) if the student's behavior is in violation of the rules listed under "Student Behavior Guidelines."

Students are automatically expelled for bringing weapons, explosives, or illegal drugs onto the campus.

Parent and Teacher Communication

Open communication between the home and the school is encouraged. Parents and teachers are encouraged to have informal conversations and exchanges with each other to coordinate their efforts to provide the most effective education. Parents are encouraged to contact the teacher whenever questions exist about any aspect of their child's education. Parents can expect that teachers will keep them informed of their students' academic and behavioral progress.

The school schedules two formal parent/teacher conferences a year so that parents and teachers can coordinate their efforts in the best interest of the students. The first conference, held after the first grading period, is highly recommended, and the second conference, held in the third quarter, is encouraged.

A suitable time and place should be chosen for the parent and teacher to discuss any school misunderstandings or difficulties. No problems will be discussed in the presence of students unless the teacher feels it is advisable. Problem resolution and conferences cannot take place during school time; appointments must be made for after-school hours.

Parents are encouraged to refrain from calling or texting teachers in the evening or early morning hours, except for extremely urgent matters. When communicating to schedule an appointment, the parents could consider emailing teachers. Parents can expect that teachers will communicate with them in as timely a manner as possible.

Parents and teachers are welcome to request the principal's presence at a parent/teacher meeting. Do not hesitate to raise any concerns or ask questions. Engage directly with the teacher most closely related to the problem or difficulty and avoid discussing with outside parties.

Standards for Student Athletes

Student Athletes at Oceanside Adventist Elementary represent our school in the community while practicing their athletic skills and learning to work on a team. Student athletes are held to a high standard of excellence in academics, attendance, and behavior.

The teaching staff of OAE have created these standards for our student athletes to affirm their participation in sports and to hold them accountable for providing excellent representation of the principles of our school.

Academics

Athletes must uphold the following academic standards:

- No D's or F's on most recent report card

- No D's or F's on most recent progress report

In the event that student athletes have shown significant improvement in the classroom, the teacher, principal, and coach can meet together to determine eligibility on a case-by-case basis.

Eligibility for games is determined each Friday for the following week. Should a student athlete be ineligible, they will miss all games for the following week and should utilize that time to catch up on academic work. The parents will be notified if a student's eligibility status changes.

Attendance

Athletes must uphold the following school attendance standards:

- No unexcused absences from school
 - Excused absences include illness or major family event
- No more than 5 tardies in the previous 30 calendar days

Those that do not meet these standards will not be eligible to play in games.

Behavior

Athletes must have no major behavior infractions at school.

OAE's ultimate goal is to provide an enriching overall student experience. Parents, teachers, coaches, and school administration work together to assist students in taking on a manageable workload and learning the life skill of balancing academics and extracurricular activities.

Academic Interventions and Home Expectations

Regardless of a student's level of academic success in the classroom, these are expectations for parents when supporting their child's academic achievement at home:

- Ensure punctual attendance at school unless the student is ill or there is a major family event
- Set up a consistent routine for homework to be completed each day
- As applicable, check student agendas daily
- Read communication from the school carefully
- Create a culture of learning at home by leading their children to read and practice math facts daily

Custody Disputes

In case of custody dispute, the school will abide by the ruling of the court if there is a copy of the court document on file in the school office. If there is no court ruling, or if there is no copy of the court document on file in the school office, the child must be released to either parent.

Technology

Chromebooks and Tablets

Students in grades 3-8 are asked to supply their own Chromebooks for class. OAE does not sell Chromebooks, and affordable devices are available through all major retailers. Teachers will let families know when these devices should be brought to school for use in the classroom. Chromebooks are a valuable tool for students, and should be cared for both at home and at school. A limited number of Chromebooks are available in the school office to borrow on a first-come, first-serve basis. School-owned Chromebooks may not go home without permission from the office, and are not always available to borrow, so plan to purchase and maintain a Chromebook for both home and school use.

OAE also owns several tablets that are for classroom use only. These are to be used only with a teacher's direct permission, and may not be taken home.

OAE and its staff are not responsible for the care of student-owned Chromebooks. Families are responsible for all technical issues, and any repairs that need to be made to devices.

OAE is not responsible for financially compensating or replacing any devices that are damaged while at school.

Chromebooks are not to be utilized outside of the classroom, and cannot be used to complete homework during before care, after care, or recess. Parents are responsible for any content consumed or created by their children outside of school. OAE is not responsible for how students utilize devices outside of school hours.

Artificial Intelligence (AI)

Students may not use AI to complete class assignments unless specifically instructed to do so by their teachers. Use of AI-generated work is considered to be plagiarism, and is subject to a failing grade or disciplinary action at the discretion of the school administration.

Mobile Phones and other Smart Devices (including Smart Watches)

Beyond their Chromebooks, students should avoid bringing any devices to school, including tablets, phones, laptops, and smart watches. Should a student need to bring one of these devices to school, they are asked to check it in with their teacher at the beginning of the day, and it will be returned when the student is picked up. It will not be used during the day. Devices should not be used to communicate with others during the school day. Parents who wish to contact their students should call or text the school

office, and should only do so for urgent matters. Students may not use their personal devices to take pictures, videos, or sound recordings, unless directed to do so by an OAE staff member for the purpose of an academic assignment.

Personal devices that are used incorrectly are subject to confiscation by any OAE staff member, and will be returned to the adult that picks up the student at the end of the day.

Personal devices may not be utilized before school, after school, during recess, or on field trips unless directly expressed by the teacher in charge.

Social Media

Parents have the option to sign a consent form to use students' likenesses on OAE social media accounts.

Students and parents do not have permission to post pictures, videos, or sound recordings of other students at school events on their personal social media accounts. Students' faces should be blocked out in any photos shared directly from a parent or student social media account.

Phone Calls or Texts to Parents

Students that need to make a call or send a text will only be able to do so under the direct supervision of an OAE staff member. Students must ask permission before using their devices. Those that do not have permission to use their devices may have their device taken and kept safely in the office. These may be picked up by a parent or guardian at the end of the day.

Devices (including Chromebooks) are not allowed to be used in the before or after school care programs.

Internet Usage

OAE blocks inappropriate content on its network; however, students are responsible for using the internet only to complete schoolwork assigned by their teachers. Anyone signed on to OAE's network agrees to limit their online use to content appropriate for a Christian school environment. All students in grades 3-8 must sign OAE's Internet Use Agreement form, found in the registration packet. Anyone using the network who is unable to comply with this policy will not be given the privilege of using the network at OAE.