

Ozark Adventist Academy



Changing lives through an excellent education and by Christian values.

2018-2019
Student Handbook

Ozark Adventist Academy

**A Seventh-day Adventist Coeducational
Boarding High School**

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2018-2019 Student Handbook

**Accredited with
Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities, Inc.
And Associated with the
Arkansas Non-Public School Accrediting Association**

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Ozark Adventist Academy

Located in the foothills of the beautiful Ozark Mountains of Northwest Arkansas, this Seventh-day Adventist boarding high school offers a warm, friendly, and inviting atmosphere. It is owned and operated by the Arkansas-Louisiana Conference of Seventh-day Adventists and is fully accredited with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and associated with the Arkansas Non-public Schools Accrediting Association. Choosing Ozark Adventist Academy for high school is a choice of belonging to a school family with a special mission and commitment.

Ozark Adventist Academy, located on Dawn Hill E. Road just off Arkansas Highway 59 between Gentry and Siloam Springs, Arkansas, has become a tradition that grew out of a community church school that was first established about 1900. In time, it became Flint Creek Junior Academy and operated as a locally-supported school until 1941, at which time it was taken over by the Conference and became Ozark Academy. In 1976 the name was changed to Ozark Adventist Academy. Students graduating can be proud of the fine Christian education they have received, set in place by philosophy and goals uniquely designed to maintain the spirit of its fine background.

Mission

Educating students to lead a life of significance by discovering a love for God, respect for self and others, and acquiring skills for active Christian living.

Commitment

Ozark Adventist Academy serves as a Seventh-day Adventist high school accepting students who wish to subscribe to a non-discriminatory Christian environment.

Philosophy

OAA believes God, as revealed in the Bible, is the source of existence and truth, the seventh-day Sabbath was created for man's spiritual rejuvenation, Jesus died in man's place for sin and He will return to save faith filled man.

Ozark Adventist Academy strives to engender a lifestyle that develops and maintains a relationship with Jesus Christ and shares that relationship with others.

OAA believes in academic excellence, in healthful living, in cultivating social skills, in nurturing thinkers rather than mere reflectors of others' thoughts, in loving service rather than selfish ambition, in work ethics and in providing opportunities for development.

OAA desires to provide an environment for growth of the whole person in order to reach personal potential and appreciation for all that is beautiful, true, and good.

Goals

Ozark Adventist Academy aspires for each student to: Accept God and His word. Commit to a Christ centered lifestyle. Develop family and interpersonal relationships. Become a responsible citizen. Accept responsibility for healthful, balanced living.

Adopt a systematic, logical approach to intellectual development. Acquire optimum competence in communication skills. Live responsibly, using Christian values. Develop an appreciation for aesthetic expression. Be prepared to pursue career and service.

Who May Attend

Ozark Adventist Academy admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of gender, race, color, national, and ethnic origin in administration of its educational policies, scholarship programs, or any other school-administered program. This school is authorized under Federal law to enroll nonimmigrant students.

Ozark has been established primarily for the youth of the Seventh-day Adventist church. Students who come from a non-Seventh-day Adventist background may be accepted if space is available and if they agree to live by Ozark's mission statement as outlined above and our policies. Ozark is not equipped to meet the needs of every student. Student admission will be evaluated on an individual basis. Ozark does not accept state or federal funds so we do not accept or maintain State Individualized Educational Programs (IEP).

Ozark only offers classes at the high-school level. If a student is academically unable to pass these classes, accommodations may be put in place or a class may be modified by changing the requirements for an individual student. A student who has a modified class will not receive a regular diploma. They will receive a diploma which indicates they have taken modified classes. Ozark is not staffed to provide specialized academic intervention or instruction below the high-school level. A student who has academic issues may be selected to attend Ozark as long as the parents of that student understand the limitations of what we can provide. Behavior expectations remain the same for all students.

Ozark does not provide an English Language Learner (ELL) program. Ozark only offers classes taught in English. Foreign language students are welcome to attend Ozark if they can function in an English-speaking classroom. This includes being able to understand spoken and written English and the ability to speak and write in English. International students for which Ozark issues an I-20 are required to have a Skype interview before Admission. A student struggling to be proficient in English may receive language accommodations during the 1st Quarter of their first year enrolled. After the 1st Quarter, the student will not receive language accommodations. If that student receives a grade below a C- at the end of the 1st

Semester, he/she may choose to have that class listed as Audit (AU-no credit) on their transcript so it is not included in GPA calculations.

Ozark Adventist Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual contact, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Ozark Adventist Academy and the Seventh-day Adventist Church.

Students are expected to live in the residence hall if their parents or legal guardians do not reside in the local community. Any exception to this must be by request to the Administrative Council and approval by the Board.

Either the parent or the school has the option to withdraw any student if they feel the student-school relationship is not working.

Admission Procedure

The parent should visit our website at www.ozarkacademy.org and click on “Online Admissions – Apply Now”. You will be able to complete the application and upload requested documents. The system allows you to return and login to complete the application if you do not finish.

In order for a student to be considered by the Admissions Committee, the following documents must be submitted:

- On-line Application
- Copy of a recent Report Card
- Completed Reference Form from the student’s current teacher or principal.
- 2nd Completed Reference Form from another school official or adult (not a relative)
- Recent Picture (Optional)

The following copies may be submitted with the application or upon acceptance:

- Birth Certificate
- Immunization Records
- Social Security Card
- Driver’s License (If you have one.)

Because students are employed, we are required by law to see the original birth certificate and social security card so bring them with you to registration.

An acceptance letter will be sent by email when the student has been accepted. (Students enrolling in school past the second week of the semester must have a transfer grade from another school for the current school year.)

School Commitment

We, the faculty and staff of Ozark Adventist Academy, commit:

- To educate your child in a Seventh-day Adventist environment.
- To be a partner in the education and formation of your child
- To have your child's safety as a priority
- To meet your child's learning needs if the program can reasonably accommodate them.
- To have your children taught by caring, competent, qualified teachers and mentors.
- To communicate with parents in a timely manner.
- To participate in campus life.

Parental Commitment

It is understood that any parent who presents their student for admission to Ozark Adventist Academy, commits to willingly support the faculty and administration in their efforts to uphold the Christian principles upon which the school is operated.

As a partner in your child's education, your support of the school and child are vital to the success of the educational process. Therefore, the school expects the following from all parents or guardians:

- To earnestly pray for Ozark Adventist Academy and all students.
- To volunteer to assist when possible, support all school policies and monitor your child's compliance.
- To recommend OAA as a Christian value-based educational center.
- To meet all financial obligations in a timely manner.
- To establish communication with teachers by letting them know your preferred method of communication (e-mail, phone, etc.).
- To seek to resolve any matters of dissatisfaction with the person or persons involved in a Biblical manner (Matthew 18:15). To positively represent OAA in social media.

Student Commitment

It is distinctly understood that students who present themselves for admissions to Ozark Adventist Academy thereby commit:

- To willingly observe all school policies.
- To uphold the Christian principles upon which the school is operated.
- To positively represent OAA in social media.

Academic Information

| Subject Area | Graduation Requirement | Classes Offered | Credit |
|---------------------------|---|-------------------------------------|--|
| Computers | 1 credit | Computer Applications | 1 credit |
| | | Computer Science | 1 credit |
| Electives | To total 24 credits | Home Economics | ½ credit |
| | | Auto Mechanics | ½ credit |
| English | 4 credits | English I | 1 credit |
| | | English II | 1 credit |
| | | English III | 1 credit |
| | | English IV | 1 credit |
| Fine Arts | ½ credit (A maximum of 2 fine arts credits will count toward the 24 credit requirement.) | Art | ½ credit |
| | | Band | ½ credit |
| | | Choir | ½ credit |
| | | Handbells | ¼ credit |
| | | Private Music Lessons | ¼ credit |
| | | Worship Leading | ¼ credit |
| | | Christian Drama | ½ credit |
| Foreign Language | (2 credits for the College Prep Diploma) | Spanish I | 1 credit |
| | | Spanish II | 1 credit |
| | | Adv Spanish | 1 credit |
| Health | ½ credit | Health | ½ credit |
| Mathematics | 4 credits (At least 1 credit of Algebra and 1 credit of Geometry) | Algebra I | 1 credit |
| | | Geometry | 1 credit |
| | | Algebra II | 1 credit |
| | | College Algebra | 1 credit |
| | | Pre-Calculus | 1 credit |
| | | Algebra I Fundamentals | 1 credit |
| | | Algebra II Fundamentals | 1 credit |
| | | Math of Business & Personal Finance | 1 credit |
| | | Physical Education | 1 credit (A maximum of 2 PE credits will count toward the 24 credit requirement) |
| Personal Fitness | 1 credit | | |
| Gymnastics | ½ credit | | |
| Junior Varsity Basketball | ½ credit | | |
| Varsity Basketball | ¼ credit | | |
| Varsity Volleyball | ⅛ credit | | |
| Varsity Soccer | ⅛ credit | | |
| Religion | ½ credit for each semester enrolled in an SDA School | Religion I | 1 credit |
| | | Religion II | 1 credit |
| | | Religion III | 1 credit |
| | | Religion IV | 1 credit |
| Science | 3 credits (Must have 1 life science and 1 physical science for graduation.) | Earth Science | 1 credit |
| | | Biology | 1 credit |
| | | Chemistry | 1 credit |
| | | Physics | 1 credit |
| | | Anatomy & Physiology | 1 credit |
| Social Studies | 3 credits (1 credit World History, 1 credit US History, ½ credit US Government, ½ credit Economics) | World History | 1 credit |
| | | US History | 1 credit |
| | | US Government | ½ credit |
| | | Economics | ½ credit |
| Speech | ½ credit | Speech | ½ credit |

Twenty-four credits and a satisfactory citizenship record are required for graduation. A credit is defined as the credit earned for a class meeting at least 200 minutes per week for 36 weeks. The final semester of the senior year must be taken in residence at OAA. To qualify for participation in the Commencement Exercise, all academic requirements must be completed and all necessary transcripts must be on file in the Registrar's Office. Diplomas will be issued when the student's account is paid in full.

The fundamental level courses will meet high school graduation requirements but will not necessarily prepare a student to take college level courses without remedial work.

Qualifying for the High School diploma may not necessarily meet full admission requirements to colleges or to all college courses of study. All students should check the specific entrance requirements of the college they plan to attend to make sure they qualify for full admission.

College Prep Diploma

The College Prep Diploma will best prepare students to be successful in ACT/SAT scores and in their preparation for college. A College Prep diploma will be awarded to students who have completed the High School Diploma requirements and the following requirements:

- 2 credits of foreign language. A student may qualify for the College Prep Diploma with one credit of foreign language and one credit of computer science (coding). Foreign language requirement is waived for those scoring a 3 or higher on the AP Spanish test, no credit will be awarded.
- 4 credits of math to include Algebra I, Geometry, Algebra II, and College Algebra or Pre-Calculus.
- 4 credits of science
- Cumulative grade point average of 2.75 or higher.
- Math and Science Fundamental level classes do not meet these requirements.

Academic Probation

Students who have any F's or 3 or more D's at the 4 1/2 weeks (including attendance) will be placed on Academic Probation. The purpose of the probation is not to punish the students but to help in the development of patterns for success.

Restrictions for low grades will be reviewed at the 4 1/2 weeks. A student on Academic Probation must:

- Meet with the Learning Resource Director to outline a program for success. Students will be required to attend the Learning Resource Center for a mandatory one-hour study session four nights per week.
- Bring grades up during the following grading period.
- Abide by study hall restrictions in the residence halls.

- Not miss class or study hall. Students in a Touring Organization may continue to tour as long as they do not have an F.

Students who violate these restrictions or continue to fail multiple courses may be asked to withdraw from school.

Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Ozark Adventist Academy.

Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Cheating

Cheating represents a lack of integrity and character that is inconsistent with the goals and values of Ozark Adventist Academy.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent in these areas. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation

- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.

Class Load

A normal class load is six or seven credits per year. The maximum load is seven full credit courses per semester. A minimum load is five full credit courses per semester.

Class Standing

Students will be admitted to class standing on the basis of verified credits. Correspondence work will not be considered until a transcript is received. At the beginning of the school year the student must have the following credits to qualify for class standing:

| | |
|-----------|--------------------------------------|
| Senior | 17 |
| Junior | 11 |
| Sophomore | 5 |
| Freshman | Completion of 8 th grade. |

Senior Status Requirements

- Correspondence work will not be considered for senior status until verification of successful completion of the course is received from the issuing school.
- Students must be enrolled either on campus or by dual credit in the courses needed for graduation.
- Failing semester grades and failing grades one week prior to senior trip in a course required for graduation results in loss of senior status (see the first bullet point if correspondence is required to make up credit).
- A student must have senior status one week before senior trip to participate.

Correspondence/Online Credits/Summer School Work

Correspondence or summer school work is intended to be used for enrichment, to make up previously failed courses, or to solve a scheduling conflict. It is not intended to replace a course that could be taken in residence at Ozark Adventist Academy. Any student desiring to take correspondence work or summer school courses to apply toward graduation must submit a written request to the Academic Standards Committee before applying for such work.

No more than two credits will be accepted from correspondence work. Where special circumstances are involved, the Academic Standards Committee may give permission for a student to follow other instructional plans involving more than two credits of correspondence credit. During the senior year, correspondence is not an option as an alternative for a class that can be taken in residence. Once a student enrolls at Ozark Adventist Academy correspondence credits are accepted only from Griggs International Academy or programs accredited by a National Accrediting Association. For home school situations, see the Home School policy.

Dual Credit Policy

In special cases, juniors and seniors may be approved to take college coursework and also be awarded secondary academic credit by Ozark Adventist Academy for successful completion of such coursework with a minimum of a “C” grade. Any dual credit must be approved by the Academic Standards Committee in advance of student registration for any such coursework, and any such dual credit shall be granted only for coursework taught by a regionally accredited Seventh-day Adventist institution of higher learning located in the United States of America.

Tuition payments and other fees for both the academy and the college shall be the personal responsibility of the student. All applicable academy financial and academic policies shall apply to dual credit coursework, including the right to withhold transcripts for non-payment of required fees. Academy students may take non-dual-credit college coursework without permission from or involvement with the academy.

A junior must have a minimum of 3.500 grade point average and an ACT sub-score of greater than 19 in the appropriate subject area; a senior must have a minimum of 3.000 grade point average and an ACT sub-score of at least 17 in the appropriate subject area to request dual credit.

Dual credit may either replace an academy course, or may be elective credit depending on the decision of the Academic Standards Committee as to whether the course satisfies curriculum requirements of the potential replaced class. A maximum of two dual credit courses per semester may be granted. In order for a dual credit course to be considered for replacement credit, it must be taken during the school year. English Composition may be substituted for English IV only during 1st semester. Details of where class work will be done will be determined on an individual basis.

Dismissal of a Class

If a teacher is absent or late, the class may be dismissed only by authorization from the Administrative Office.

Grade Reports

OAA provides grade information through RenWeb on a continuing basis. Report cards are emailed to parents at the email address on file in the Renweb system. Only semester grades are recorded on the official transcripts.

| Letter Grade | Description | Grade Point Average | Percentages |
|---------------------|--------------------|----------------------------|--------------------|
| A | Excellent | 4 | 90 - 100% |
| B | Above Average | 3 | 80 – 89% |
| C | Average | 2 | 70 – 79% |
| D | Below Average | 1 | 60 – 69% |
| F | Failure | 0 | <60% |
| I | Incomplete | 0 | |
| WF | Withdrew Failing | NA | <60% |
| WP | Withdrew Passing | NA | >60% |

Home School/Non-accredited School Credit

Ozark Adventist Academy understands that some families have chosen a home school, correspondence program, or non-accredited school for their child prior to enrolling at Ozark Adventist Academy. Requests for recognition of such credits must be made to the Academic Standards Committee.

- Complete the “Secondary Course Verification” form and submit to the registrar. The request should be accompanied by course descriptions of the classes taken, proof of the work (including both content and time information) that was performed by the student for the class.
- A copy of the student’s most recent standardized test results is also requested. The student’s grade level may be validated by standardized tests or other tests as may be deemed advisable. These validating tests will not be used, however, to grant credit in the absence of one of the academic educational experiences described above.
- For classes granted credit by the Academic Standards Committee, no grade will be assigned, but a designation of “HS” will be recorded and the grades will not be included in calculating GPA.
- Students who have spent two of their high school years in a home school must be enrolled for their entire senior year at OAA to be eligible for graduation. We urge families considering one of the above options to consult with the registrar or vice-principal for Academics so that their program will coordinate with OAA’s requirements.

Once a student enrolls at Ozark Adventist Academy, the use of home school credits may only be requested to meet credit needs which a student cannot obtain due to scheduling conflicts. All such requests need to be made to Academic Standards Committee prior to taking the course. All home school credits must meet the requirements of the students’ resident state. The student is responsible for providing OAA with documentation of those state requirements.

Non-Student Participation

Classes and organizations at Ozark Adventist Academy exist to provide opportunity for enrichment, growth and development of our full-time students. Whenever possible, OAA desires to build relationships with home-school students, Ozark Adventist School Students, and the community. In order to help provide opportunities for those individuals the following policies have been set in place.

- A request form needs to be submitted for consideration. Administrative charges may apply.
- Organizational fees will be required and are the responsibility of the participant.
- Eighth grade elementary home-school students, eighth grade OAS students, OAA Part-time students, and adult community members may participate in OAA intramurals with the approval of the OAA staff instructor.
- Once a student is in grades 9-12 they must register for that class organization for credit under the Part-Time Day Student Policy.

Part-Time Day Students

High school age students may apply to take classes at Ozark Adventist Academy without becoming full-time students under the following regulations:

- A maximum of 3 credits per year.
- Tuition fee of \$1200 per year for full credit courses, charges for classes with less than full credit will be prorated based on that rate.
- Organizational fees may be required and are the responsibility of the participant.
- Part time students are not part of a class nor do they have class standing..
- Only full-time eligible OAA students may participate in varsity sports, such as gymnastics, basketball, soccer, and volleyball. (There will be a minimum of 12 qualified full-time OAA students on each varsity team.)

Honor Roll

The Honor Roll is published after each quarter grading period and includes the names of all students who have a grade point average of 3.50 or greater. Students who have a grade point average of 3.00 or greater will be given honorable mention.

Students who maintain a cumulative grade point average of 3.5000 and above for their high school credits will be graduated with Honors. Students who maintain a cumulative grade point average of at least 3.7500 and qualify for the College Prep Diploma will be graduated with High Honors. Eligibility for honors graduation will be determined at the end of the next to last semester preceding graduation. To be eligible for honors graduation, a student must have been enrolled in an accredited secondary school during the final two years of high school.

Incompletes

Incompletes may be given only when students have been absent for an extended period of time because of illness or similar situations. An “Incomplete” may be removed by completing the work specified by the teacher within three weeks of the end of that grading period. At the end of the prescribed period of time, the grade will be issued on the basis of the work completed.

Make-up Work

It is the student’s responsibility to complete special assignments to cover class work missed because of absences from school. Make-up work should be turned in as arranged with individual teachers. By policy students have a minimum of one week from their return to school to make up any assignments and tests missed due to absences. Additional time may be granted for extended preapproved excused absences. Any penalty for unexcused absences or work turned in after the grace period is up to the teacher.

National Honor Society

Qualifying students may become members of the Ozark Adventist Academy Chapter of the National Honor Society. Membership in this organization is by invitation to students who demonstrate outstanding qualities in the areas of character, leadership, service, and scholastic achievement. A student must be a sophomore or above and have been in attendance at Ozark Adventist Academy for at least one semester to be eligible for consideration as a member.

New Candidates:

- Students in grades 10-12 who wish to be considered for membership must have and maintain a cumulative GPA of at least 3.30 and attend and participate in the chapter meetings and activities beginning in September (beginning January if they are a transfer student at the semester).
- In April, new candidates will be considered for induction based on:
 - maintaining a cumulative GPA of 3.30 or better.
 - participation in a combination of 15 hours of verified community service during the preceding summer or current school year. Both chapter and individual community service will be considered.
 - leadership experience as an officer or leader in a school organization and/or leadership in a church or community organization.
 - maintaining good citizenship.

Current Members:

- To maintain membership in Ozark's chapter students must:
 - maintain a cumulative GPA of 3.30 or better.
 - be active participants in chapter meetings and activities.
 - maintain good citizenship.
 - complete a combination of 15 hours of verified community service during the preceding summer or current school year. Both chapter and individual community service will be considered.

New and current member eligibility will be determined by a majority vote of the Academic Standards Committee and the NHS Sponsor. If at any time it is ascertained that a member does not continue to meet the standards of the Society, Academic Standards Committee may dismiss him/her from the Society.

Physical Education Exemption

Exemptions from PE because of physical disability or limitation will be handled on an individual basis by the Academic Standards Committee. A physician's statement concerning the nature of the physical restrictions and the expected duration of the restrictions must be provided to the registrar. Exemption will normally be granted only for permanent restrictions. Students exempt from PE because of medical reasons are not permitted to participate in the intramural or varsity sports program.

Private Music Lessons

To receive 1/4 Fine Arts credit from Ozark Adventist Academy, private music lessons must be given by Ozark's music director or by another qualified instructor on the campus of OAA under the over site of OAA's music director.

Lessons must meet for a minimum of 30 minutes, 18 times per semester, for a total of 36 sessions during a school year. If a student misses three (3) or more lessons per semester they will not receive credit.

Program Changes

Student class schedule changes are made by consulting with the registrar. Students may not enter a class after the second week or drop a class after the sixth week of either semester. A grade of “WF” will be recorded for any class dropped after the sixth week. A full-year commitment is expected for performance organizations.

Repeat of a Course

No course may be repeated except by regular enrollment in and attendance of the full class program. Repeating a course at OAA will be contingent upon the class size. When courses are repeated, both grades will be recorded on the student’s transcript, but the better of the two grades will be used in computing the student’s grade point average.

Restrictions of Credit

A maximum of two credits of fine art and two credits of physical education may apply toward graduation. No credit will be given for less than one full semester’s work.

Transcripts

It is impossible to complete the process of registration adequately and to plan a program which will successfully lead to graduation without a transcript from the school or schools previously attended. Parents should make proper arrangements so that a transcript may be obtained by Ozark Adventist Academy prior to registration. If for some reason school records or a transcript cannot be received from a previous school, a student may attend Ozark Adventist Academy for one year. They may not re-enter a second year unless official records from previous schools have been received. An Ozark Adventist Academy transcript will not be issued unless official transcripts or records from previous schools have been received.

Transfer Credit

Transfer credits will be evaluated in terms of equivalency to courses offered at OAA and the course of study requirements. Credits from non-accredited schools and correspondence schools other than Griggs International Academy and university-sponsored correspondence schools will be evaluated by the Academic Standards Committee under the Home School Policy

Alternative Education Opportunities

Ozark Adventist Academy does not provide for schoolwork by directed study, for credit by examination, or give academic credit for non-credit study done at another institution.

Acceleration

The general policy of Ozark Adventist Academy is to require four years of education on the secondary level for graduation. Exceptions may be made to accommodate outstanding academic ability as well as social maturity. Students requesting to accelerate must be in residence for the final two years of the program and must apply for this privilege no later than the third quarter of his/her sophomore year. The program must be approved by the OAA Academic Standards Committee.

To qualify a student must have a cumulative GPA of 3.5 and a composite score of at least the 85th percentile on Iowa Assessments or ACT PLAN/EXPLORE tests. The student is to meet all graduation requirements including Religion III and Religion IV.

Testing

A regular program of standardized tests is administered each year. The achievement, aptitude, and interest tests provide important information to both the students and the school and are administered without additional cost to the students.

ACT and SAT tests are administered on our campus, which has been set up as a Sunday test center. All Seniors are encouraged to take the October ACT. Other test dates are available for the PLAN, ACT, PSAT and SAT tests. Please check the Testing Coordinator for registration deadlines. It is the student's responsibility to register and pay for these tests.

Achievement test scores and the available scores from ACT, SAT, PLAN, and PSAT are made a part of the student's permanent record. Each student should check with the college of their choice for entrance exam requirements.

Any requests for exception to published academic policy must be made in writing to the Academic Standards Committee.

Attendance Policy

General Information

Attendance is required for all students of Ozark Adventist Academy each day. This includes classes, assemblies, work, and weekend religious services (for dormitory students). Progress in school and success in daily learning activities are directly related to a student's punctuality and attendance. Attendance will be updated each day on RenWeb. The student has the opportunity to log on to his/her RenWeb account at any time and check their attendance information.

It is the student's responsibility to make sure the proper documentation (tardy slip, Dr.'s note, parent note, etc,) is turned in to the attendance officer to clear any unexcused tardies/absences that are excusable.

Chapel is a time that students and faculty come together to worship and is part of the students' academic week. All absences or tardies are recorded. All day students are required to attend school-day chapels. If a day student has an off-campus job or a personal family situation, he/she may be excused from chapel in writing by the parent/guardian.

Administration of Officially Excused Absences

The Principal, Vice-Principals, Attendance Officer, and Head Deans have all been delegated the authority to officially excuse absences. Work supervisors may excuse their own workers in case of emergency or upon prior administrative approval.

Administrative Absences

These include the following areas: promotion tours, field trips, work substitution, etc. When a student is required by the administration to miss appointments, these absences will not be recorded on the permanent transcript.

Tardiness

Teachers have been instructed to take and post attendance as soon as the bell rings, at the beginning of each class period.

A student missing up to the first 10 minutes of class or work is considered tardy. A student missing more than 10 minutes of an assigned class is considered absent for the entire class.

Excused Absences/Tardies

An absence/tardy is excused by the administration if the student provides verification from the parent, legal guardian, or staff member stating one of the following as the reason for the absence/tardy:

- Illness of the student

- Suspensions
- Death in the family
- Emergencies
- Mandatory court appearance
- Unavoidable medical or dental appointments
- Parent initiated absences arranged and approved in advance
- Impassable/unsafe roads

Bad Weather Policy

Since the majority of students live on campus, Ozark Adventist Academy does not close school due to bad weather.

Parents of day students may keep their students home if they feel the roads are unsafe. Parents are responsible for notifying OAA if students will be taking a snow day. It is the student's responsibility to make up any missed classwork. These absences do count toward the excessive absence policy.

If the need arises for modifications to our school schedule, notification will be sent via our mobile-text-alert system.

Unexcused Absences/Tardies

An unexcused absence occurs when a student misses a class or work without valid excuse. Leaving an assigned classroom without permission, or leaving with permission but not returning, is also considered an unexcused absence. Make-up work will be penalized and in some instances will not be allowed.

An unexcused tardy occurs when a student is late for class without valid excuse. Any class work missed due to an unexcused tardy will be penalized and in some instances will not be allowed to be made up. Three unexcused tardies in a class, are counted as one unexcused absence for the attendance grade. Five unexcused tardies in a combination of classes counts as one unexcused absence for the attendance grade.

Excused Absence/Tardy Procedures

Students must obtain a signed note from the parent, dean, or staff member responsible for an excused absence or tardy. Only the Attendance Officer can authorize an excuse.

Excuses must be turned in to the Attendance Officer within one week of absence. Absences or tardies not excused within this time frame will remain unexcused.

Day student parents must call the attendance officer by 8:00 a.m. if their student is absent. To be taken off attendance restriction, excusable absences must be turned in by 4:00 p.m.

Special Family Vacations

It is requested that, whenever possible, family vacations be taken during regularly scheduled home leaves. Please petition the Deans' Council for exceptions at least one week in advance. Even when attendance exceptions are granted and homework is made up, absences are recorded.

Policy for Students leaving early for breaks: A \$75 flat fee for missing any classes or tests during the semester test schedule in order to leave early. (Students who pay the International Student rate are exempt from the semester fee for December home leave only.) These fees must be paid in advance and cannot be charged to the account.

Attendance Restriction Information:

Dorm bound: Any dorm student placed on dorm bound restriction is allowed out of his/her respective dorm for assembly, classes, work, meals, LRC and other designated required activities only. The student may not participate in recreation, including intramural team sports. The student can only be checked off campus by his/her own parent if on restriction.

Off-campus bound: Any day student placed on off-campus bound restriction is allowed on campus for assembly, classes, work, school day meals, LRC and weekend religious activities only. The student may not return to campus for recreation, including intramural team sports. Day students (or the parent of) who are on off-campus bound, may not check off dorm students while on attendance restriction.

Step 1

During the course of a 9-week period, if a student receives an unexcused absence the following will occur:

- Student will be immediately placed on dorm bound (for dorm students) or off-campus bound (for day students) for one week.
- If a student is already on restriction and receives a tardy, one more day of restriction will be added for every tardy. If a student is already on restriction and receives an absence, 3 more days of restriction will be added.

Step 2

During the course of a 9-week period, if a student receives 5 unexcused absences the following will occur:

Letter will be sent home and a write up will be placed in student file. **Step 3**

During the course of a 9-week period, if a student receives 10 unexcused absences or the equivalent the following will occur:

- He/she will sign an attendance contract which he/she will agree to follow explicitly for the next nine week period.
- Student and parents will receive a copy of the signed attendance

contract.

- Student will be room bound or off-campus bound for one week (excluding the Sabbath).

The attendance contract will state that the student will be subject to at least a one-week home suspension and may be expelled from school if he/she has more than 4 additional unexcused absences for the remainder of the semester.

If the student breaks the contract in any way, he/she will be subject to an immediate one-week home suspension and may be expelled from school.

If a student is on attendance restriction for 2 or more weeks in a 9 week period, there must be a parent conference with the attendance officer

Excessive Absences: Course Grade Policy

Students who exceed the attendance limits, whether excused or unexcused, will receive a WF or WP based on their current grade. WF or WP does not affect GPA calculations. A total of 7 or more absences, including both excused and unexcused, will result in no credit for the class.

A letter may be submitted to Academic Standards Committee for consideration of circumstances beyond the control of the student, which caused excessive absences (hospitalization, etc.)

Unexcused Absences:

Attendance Grade Policy

The policy below is for each quarter of the school year. If the student was not placed on an attendance contract, they start with a clean slate at the beginning of each quarter. The unexcused absence totals reflect the combination of all absences and tardies from all courses during the quarter (9-weeks).

| Unexcused Absence | Grade | Unexcused Absence | Grade |
|-------------------|-------|-------------------|-------|
| 0 | A | 6 | C- |
| 1 | B+ | 7 | D+ |
| 2 | B | 8 | D |
| 3 | B- | 9 | D- |
| 4 | C+ | 10 | F |
| 5 | C | | |

Business Matters

Basic Financial Policies

Ozark Adventist Academy knows that the cost of a Christian education can seem overwhelming. Regardless of your financial situation we will make every effort to make an education from Ozark possible. There must be a balanced financial plan for the current school year and the account must be kept current. Parents are responsible for any variation in the budget listed in the financial agreement. **The account must be paid in full before a diploma, transcript, or transfer grades will be issued.**

The account for the applicant or applicant's siblings for previous years at Ozark Adventist Academy must be paid before the student may enter school for the current school year.

Ozark Adventist Academy has a work program in a variety of areas. Students may earn around \$2,500 during the school year. The amount can vary due to class schedule, student's motivation, and extra-curricular activities.

Again, if you have the desire for your student to attend Ozark, please give us a chance to design a monthly payment plan to fit your budget. If you have any questions or would like to arrange to visit the academy, please call 479-736-2221.

2018–2019 Tuition & Fees

| | |
|---------------------------|----------|
| Regular Boarding Student | \$16,500 |
| Regular Day Student | \$10,500 |
| International Student | \$18,500 |
| International Day Student | \$11,500 |

Each student must pay a \$400 non-refundable entrance fee at or before registration. It is also recommended that each student make a down payment equal to one month of tuition (\$1,010). If the student is a dorm student one month's room and board should be added as well (\$600). An individualized payment plan will be created for the remaining amount. Families may choose a 9, 10, 11 or 12 month payment plan. All payment plans need to be completed by August 10 of the following year.

Our flat rate covers tuition, full room and meals for boarding students, entrance fee, one instrument rental, lab fees, recreation fee, student accident insurance, workers' compensation insurance, class dues, textbook rental, Chromebook rental and noon meal on school days for day students. If a textbook is lost or is returned in unusable condition, the student must pay for a new textbook. If the Chromebook is lost or damaged, the student must pay to repair or replace it.

Early Down Payment Discount

There will be a 10% discount on cash, check, or ACH Down Payments and 5% discount for payments made by credit card received by July 15. No discount for early payment will be given if there is a balance due from the previous year.

Additional Fees

Depending on the student's interests and classes, some additional expenses can be expected. Touring organizations may have other fees depending upon uniforms, clinics, and other special tours.

Music Fees

- \$25 – Band and Bells
- \$30 – Dress Rental
- \$60 – Dress Purchase

Athletic Fees

- \$300 – Basketball (Varsity & Jr. Varsity)
- \$300 – Aerialaires (Class & Acrofest)
- \$165 – Aerialaires (Uniform – One time charge)

Area Transportation for medical visits, etc:

- | | |
|-------------------|------|
| Gentry | \$5 |
| Fayetteville | \$30 |
| NWA Airport (XNA) | \$20 |
| Siloam Springs | \$10 |
| Tulsa | \$85 |

Heritage Tour (Juniors Only): \$600 - \$800

Biology Trip (Sophomores Only): \$50 - \$100

Home Leave Transportation: \$50 - \$100 round-trip depending on drop off location

ACT, SAT, PSAT, and PLAN testing (optional): Fees vary

Private Music Lessons: As arranged with teacher.

Doctor's Fees: Charged direct to parent by provider.

Day student to spend the night in the dorm: \$10

Private Dorm Rooms: \$100 per month (Students receiving financial aid are not eligible for private room.)

Any transportation charges or other extra charges are payable directly to the school. These are not included in your regular payment plan amount.

Payment Plans

There are 2 methods of payment for your child's education at OAA. We will assist you to determine which method of payment would be best for you.

1. The first method of payment is payment in full. A 5% discount will be awarded for paying a school year in advance (3% for a semester). Payments made by credit card or online through our website will not

receive this discount. Students receiving Ozark financial aid will not be eligible for this discount.

2. The second method of payment is to enroll with OAA Diamond Mind for monthly Automated Payments (ACH). Online Portal link can be found on the OAA website.

Exam Permits

Student accounts must be current and any fees owed or arrangements made to be current before a student receives his or her semester exam permit.

Financial Aid

All families who request financial aid are required to complete the financial aid section during the online Admissions/Re-enrollment process. Financial aid cannot be given until all the requested information has been received.

Limited funds are available and based on eligibility. The deadline to apply for Financial Aid is June 30. Students requesting financial aid must:

- be a part of the Ozark work program
- participate in the Work Sponsorship program and actively work to find sponsors
- ask their local church to participate in the Matching Scholarship Plan

Matching Scholarship Plan

Frequently a student's home church will participate by financially sponsoring him or her. Ozark will match the church's contributions up to \$750 for dorm students and \$500 for day students for the school year. For those students residing in Arkansas, Louisiana, and Oklahoma, the Conference will also match the church's contributions up to \$750 for dorm students and \$500 for day students. The Matching Scholarship Application with the church approval must be received before a financial plan can be finalized. The church contribution should be made to Ozark Adventist Academy by October 1st. Churches may make incremental payments throughout the school year. However, the final payment must be received by April 30. Any student receiving educational subsidy from an Adventist entity is not eligible for the Conference portion of the match.

International Students

OAA is happy to welcome international students who are interested in a Christian education and who understand the unique mission of our school; however, we have a limited number of places open to international students. Refunds are permitted for serious illness when it is the attending physician's opinion that the student should return home. Refunds for other reasons will be reviewed on a case by case basis and if granted will be pro-rated based on the date of withdrawal.

Ozark Adventist Academy requires that all international students pay the total school fees before an acceptance letter for a student visa may be issued. International students are not eligible for discounts, student aid or employment. Early payment discounts do not apply.

I-20 student acceptance requires a video call with a predetermined set of questions to evaluate English competency. International Students must provide English translations for all school records, transcripts, immunization and medical records. Students will need to provide their own health insurance.

Dormitories and cafeteria are closed when school is not in session (see school calendar for dates of vacations).

Room

Room includes comfortable accommodations as assigned by the respective deans. Charges will continue until a student has officially checked out of the residence hall. Students will be held responsible for any damage to their rooms, doors, windows, screens, closets, etc., beyond normal use. Charges will be assessed for replacement value for any property damaged.

Student Accident Insurance

Students are provided with secondary accident insurance. That means that the parents' insurance is primary. It should be noted that the school insurance does not provide coverage for transportation charges related to the accident and subsequent physician or therapist visits.

Student Accounts

Any account reaching 45 days past due may result in the student's immediate suspension until the account has been brought back to current standing. Absences during this time may be considered unexcused. Accounts must be current before Seniors will be permitted to take final exams and march at graduation. Student accounts with a credit balance cannot be withdrawn while the student is enrolled. When a student received financial aid a credit balance will be returned to the financial aid fund at the end of the year or when a student withdraws from school. Credit balances for Seniors will be transferred to a siblings account if applicable or refunded at the June 1 statement. Credit balances for Freshmen, Sophomores, or Juniors will be carried forward to the next year.

Tithe

OAA encourages all students to pay tithe on their earnings from the school. The Business Office will deduct and pay tithe on the student's earnings to the Arkansas-Louisiana Conference of Seventh-day Adventists if requested to do so by the student.

Transcripts

Each student is entitled to one transcript without charge. A charge of \$5.00 will be made for each additional copy requested. Transcripts will be issued only when the student's account is paid in full and official transcripts have been received from schools previously attended.

Tuition Charges

Flat-rate charges include tuition for all classes enrolled in at OAA. Students who receive full credit, regardless of late entry or early withdrawal, will be charged full tuition. A student transferring from another school will be charged from the beginning

of the week in which they enter. A student leaving will be charged to the end of the week in which they leave.

Work Sponsorship Program

Students can increase their hourly wage by recruiting their own work sponsors. Sponsors contribute either a flat monthly amount or an hourly amount. The Business Office will send a monthly invoice to the sponsors. Payments can be made either by mail or via the “Tuition Payment” link on the OAA website. **All students receiving financial aid must actively work to find sponsors.**

Campus Life

Campus Leave Policy

Dormitory students are allowed to leave the campus at certain times during the school year with proper permission. The following guidelines apply to students desiring to leave campus.

Day students are expected to remain on campus during their class and work times. Parents of day students are responsible anytime their student leaves campus.

Athletic Field and Court Use

During non-recreation period times girls and boys may use the field and courts on alternating days as posted. Both dorm and day students must check with the appropriate dean to use the facilities.

Faculty Homes

Faculty hill is considered off campus and requires the student to be checked off campus by an approved adult.

Field Trips & Other School Activities

By enrolling your student at Ozark Adventist Academy, parents understand and give consent for their children to travel with the school for local activities and traveling tours.

Gentry SDA Church

The church is considered part of the academy campus only during approved services.

Graduation Weekend

Freshmen and sophomores will have completed their semester tests before graduation weekend. Unless they have a brother or sister participating as a junior or senior in the graduation activities, all dormitory freshmen and sophomores are required to go home. Dormitory students may leave campus only with a parent or staff member. Dormitory students may stay overnight only with their own parents. Please refrain from moving out of the dorm during the Sabbath hours.

Parents or Authorized Relatives or Friends

An approved adult (in general 25 or over) must receive permission from the dean involved and personally complete an "Off Campus Leave Pass" listing the names of all dormitory students who will be involved in the activity. The sponsor must personally sign the students out when they leave the campus and back in when they return to campus. The permission granted must be in keeping with the "Permission for Off- Campus Activities" form that has been signed by parents with the following restrictions:

1. Ozark does not refuse parents the right to check off their son/daughter unless court documents that prohibit it are on file in the registrar's office. It is the responsibility of the legal guardian to provide that documentation.
2. Parents visiting the school may, in consultation with the dean, arrange to take students off campus. Students are to be back on campus by curfew.
3. Parents visiting the campus for the weekend may check their own children off campus for the night.
4. Students invited to community homes for Sabbath dinner should be back to the dorm by the time designated by the dean.
5. Residence hall students must be signed out and back in by one of the parents.
6. At no time are dormitory students to ride in a vehicle driven by a day student unless on an approved senior leave.
7. In any non-school recreational activity where safety may be involved, special permission from the dean on duty and written permission from the parents of students invited to go along will be required.
8. There may be some adults that will not qualify to check a student out of the dorm due to them not following the procedures required by the school.

Vacations & Visiting Community Homes

Because of certain campus activities, some weekends are "CLOSED." Students may request a leave on any "OPEN" weekend between regularly scheduled breaks. Should permission be requested for students to visit in the home of another student, the following guidelines apply:

1. Faxes or letters of invitation and permission from parents of each student involved must be in hand before departure. The letter of permission must list all students involved. A confirmation phone call to parents will be made.
2. Transportation must be in keeping with policies for student travel.

Discipline

The purpose of the discipline policy is to promote a positive campus environment and establish clear guidelines for student conduct that are in harmony with our guidelines and philosophy. Ozark Adventist Academy strives to educate students to develop behaviors that demonstrate appropriate Christian lifestyles and relationships with others.

A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may be dismissed at any time although there may have been no specific violation of any regulation

When a student is expelled or asked to withdraw from Ozark they are not allowed on campus for the remainder of that school year. Any request to be on campus must go to Administration in advance.

Students who work at school during the summer will be governed by the same standards as are in effect during the school term. Regulations adopted by the school administration and publicly announced will have the same force as if printed in the school bulletin.

Discipline situations will be considered by the Discipline Committee. Behaviors that are considered illegal will be turned over to civil authorities for processing. The following are general, not all inclusive, categories of conduct violations based on the fundamental standards on page 34 of the handbook:

Class I Offenses

(These are examples of offenses which may warrant a meeting with the Discipline Committee Chairperson. A report will be logged in Renweb and an email will be sent to the parents/guardians. Repeat offenses may be reviewed by Discipline Committee and may be considered a higher offense.

- Dress code violation
- Inappropriate public display of affection
- Use of profane or obscene language
- Excessive distraction of other students in the classroom
- Possession of OTC medications or vitamin supplements
- Misleading and deceptive conduct
- Any other violation which administration may deem to fall within this category.

Class II Offenses

These offenses may warrant an off-campus suspension. A report will be logged in Renweb and an email will be sent to the parents/guardians. Discipline Committee will meet to discuss disciplinary measures. Parents/guardians and student will be informed of the meeting and any decisions that were made during the meeting. A letter will be

sent documenting the meeting and any measures that were during the meeting. These offenses may warrant an off-campus suspension and/or loss of office and/or touring privileges. Student will be put on disciplinary probation to be defined by Discipline Committee. Repeat offenses will be reviewed by Discipline Committee and may be considered a higher offense.

- Misuse of keys
- Inappropriate use of internet
- Possession of prescription medication
- Theft
- Fighting
- Insubordination
- Possession or use of tobacco products
- Presence in area restricted to the opposite sex
- Presence of two people of the opposite sex in a private location
- Unjustified activation of a fire extinguisher or alarm
- Violation of attendance contract
- Repeat of Class I Offenses
- Any other violation which administration may deem to fall within this category.

Class III Offenses

These offenses may warrant a student being asked to withdraw or expulsion from Ozark Adventist Academy. A report will be logged in Renweb and an email will be sent to the parents/guardians. Discipline Committee will meet to discuss disciplinary measures. Parents/guardians and student will be informed of the meeting. A letter will be sent documenting the meeting and any measures taken.

- Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This includes illegal drugs, diet pills, etc.
- Positive drug test
- Arson
- Possession of a weapon
- Theft of school property
- Vandalism of school property
- Physical attack on a student or staff member
- Sexual activity, including, but not limited to physical activity and any electronic activity such as “sexting”
- Pornography
- Harassment: sexual, verbal, or physical
- Occult involvement
- Repeat Class I or II offenses
- Violation of behavioral probation
- Violation of academic probation
- Any other violation which administration may deem to fall within this category

Dorm students who are suspended will be room bound or under direct supervision until arrangements for transportation to their home are arranged. This must be done within 24 hours or transportation will be arranged at the parent/guardian’s expense. Cost must be paid before the student can return to school.

When a student returns from a suspension they will be given 7 days to make up missed assignments. It is the student's responsibility to find out what they have missed.

Appeal

An appeal of a Discipline Committee decision goes to the Discipline Committee via an appeal form. All staff members will be notified and may attend the appeal meeting. The Discipline Committee has the option to bring the appeal to the entire staff if they feel necessary.

Cheating

| | |
|-----------------|------------------------------------|
| First Offense: | Receive a zero for the assignment. |
| Second Offense: | 1 Week Suspension |
| Third Offense: | Expulsion |

Dress Code

The purpose of the dress code is to promote a positive academic atmosphere, establish clear guidelines and promote dress standards that are pleasing to God and glorifying to the name of Jesus Christ. Anything related to dress code or grooming that may cause a distraction to the learning environment or is not reflective of Ozark Adventist Academy's mission or core values may be considered inappropriate.

Ozark Adventist Academy students are expected to be neat, clean, modest and simple in their dress. The following code should be helpful in choosing appropriate dress for specific occasions. The staff reserves the right to request any student to change their clothing if it is deemed inappropriate or to confiscate any item. Parents may request the return of the confiscated items at the end of the school year. No clothing should contain messages including but not limited to, the occult, drugs, alcohol, tobacco, inappropriate language, or entertainment.

Administration Building Attire

All Clothing must be modest, clean, cover well and not be sheer or see through. Attire cannot be oversized or too tight. Any manufacturer or other brand logo or lettering on clothing must be no larger than pocket size, regardless of the location.

Acceptable for Boys:

- Shirts/Tops – All shirts/tops must be polo or button-up style and have a fold over collar. Button-up shirts must be fully buttoned.
- Sweaters, coats, jackets, sweatshirts and pullover hoodies are allowed with a collared shirt. Any manufacturer or other brand logo or letter must be no larger than pocket size, regardless of the location. OAA logos of any size are allowed.
- All shirts must cover the shoulders and abdomens at all times.
- Dress pants, khakis, jeans, and casual pants are acceptable. Students may not wear pants that reveal undergarments or have holes. All pants must be worn around the waist and not sliding off the hips.
- Knee length shorts are acceptable.

Acceptable for Girls:

- Shirts/Tops – All shirts/tops must be polo or button-up style and have a fold over collar. Button-up shirts must be fully buttoned.
- Sweaters, coats, jackets, sweatshirts and pullover hoodies are allowed with a collared shirt. Any manufacturer or other brand logo or letter must be no larger than pocket size, regardless of the location. OAA logos of any size are allowed.
- All shirts must cover the shoulders and abdomens at all times.
- Dress pants, khakis, jeans, and casual pants are permitted. No leggings, jeggings or other tight, form-fitting pants are allowed. Students may not wear pants that reveal undergarments or have holes. All pants must be worn around the waist and not sliding off the hips.
- Dresses or skirts must come to the knee all the way around, even when walking and/or wearing heels. Slits in skirts may not go above the knee. Dresses and skirts should fit loosely and not be form fitting.
- Knee length shorts are acceptable.
- Modest neckline with no low cut or revealing styles and no visible cleavage.

Attire Not Acceptable for Classrooms:

- Hats, bandanas, scarves and other head coverings
- Oversized/baggy pants or sweatpants.
- Athletic shorts
- T-shirts, shirts with writing or brand advertising.
- Pajamas
- Torn clothing
- Tops with low necklines; there should not be any cleavage showing.
- Any other clothing deemed inappropriate by the administration

On home-leave test days, school sponsored t-shirts may be worn.

Attire Not Acceptable at Any Time:

- Sheer blouses or shirts worn without an appropriate under shirt
- Tight form fitting clothing
- Tank tops. Guys may wear them while participating in athletic activities.
- Any clothing not covering the midriff

- Pajama type clothing, including bedroom slippers
- At no time should undergarments be exposed
- Clothing with objectionable wording or pictures
- Shorts not to the knee
- 2 piece or immodest swimsuits. Shorts must be worn with swimsuits.
- Tops with low necklines; there should not be any cleavage showing.
- Pants with writing on the rear end.
- Belts with studs and spikes.
- Any other clothing deemed inappropriate by the administration

Sabbath/Vespers Attire:

Acceptable for Boys:

- Dress pants, dress shoes, dress shirt-must be tucked in, and tie. Ties are not required for Friday night vespers.

Acceptable for Girls:

- Dress shoes
- Dress blouse with no writing
- Dresses or skirts must come to the knee all the way around even when walking and/or wearing heels.
- Sleeveless dresses must completely cover the shoulder and back and fit the bodice modestly without revealing any undergarments
- Loose fitting dress pants.
- To insure modesty, dresses worn on stage must come below the knee.

Banquets & Other Dress Up Occasions

Attire must be approved by the Dean and/or Dress Approval Committee before it is worn to a banquet or other occasion.

For Girls:

- Must have straps at least one inch wide. Straps must not be sheer or skin colored.
- Knee length or longer while walking and/or wearing heels with no slit above the knee
- Back of the dress is to come to the shoulder blade or higher.
- Modest neckline with no low cut or revealing styles (no visible cleavage).

For Boys:

- Suit with dress shirt, dress shoes, and tie
- Sports coat with loose-fitting dress pants, dress shirt, dress shoes and tie

School-Sponsored Trips/Touring Attire

Leaders of any school-sponsored activity, trip, or tour will clarify specific dress requirements with school policy.

Jewelry

Metal, plastic, rubber, leather or cloth jewelry of any kind, including rings, earrings, spacers, studs, or similar items, bracelets, anklets, necklaces, or friendship bands, is not permitted on campus or at any school-sponsored function. Jewelry will be taken from the student. Confiscated items can be picked up from the Principal by the student's parent or legal guardian.

Hair

The length of boys' hair must be kept above the collar, above the bottom of the ears, and above the eyes. Only natural hair colors are acceptable. No extreme hairstyles or colors.

Tattoos

No visible tattoos.

Fundamental Standards

Ozark Adventist Academy expects its students to live by the high moral and ethical standards of the Seventh-day Adventist church. Ozark Adventist Academy adopts four basic rules of behavior for all its members.

Respect for God:

- Do not use God's name in vain.
- Be reverent and respectful in God's house.
- Look for ways to be of service to others.
- Be considerate of individuals sharing God's love.
- Show respect for the nature He has given us to enjoy.

Respect for Self:

- Strive to maintain healthful living practices in your physical, mental, social, and spiritual lives.
- Do not use or have illegal drugs, narcotics, alcohol, or tobacco, or supply them to others. Prescription and over the counter drugs must be under the care and supervision of the dean.
- Do not involve yourself with the occult or occult paraphernalia.
- Do not involve yourself with any activity that is harmful to yourself or your body.

Respect for Others:

- Avoid swearing, indecent language, and obscene conduct and literature.
- Do not go to the dormitory of the opposite sex.
- Will be honest in class work and life, refusing to participate in theft, plagiarism, cheating, or willful deception.
- Avoid improper sexual conduct with persons of either sex.
- Do not participate in harassing or initiations (hazing) or any other act that injures or degrades a fellow student, faculty member, or the school.
- Avoid the possession or use of weapons including guns, knives, explosives, or firecrackers.
- Do not be insubordinate to any faculty member or tamper with his/her personal property.
- Refuse to cover for or help any student involved in breaking rules.

Respect for the School:

- Refuse to promote ideas or display attitudes that undermine the philosophy, ideals, and objectives of the school.
- Avoid the wearing or display of anything or anyone that promotes violence or a philosophy contrary to Christian principles.
- Do not damage or destroy school property.
- Do not tamper with building wiring, security cameras, fire alarms or fire fighting equipment (minimum fine: \$100).
- Do not possess, sell, use, or duplicate unauthorized keys.
- Enter and leave buildings through doors and not through windows or in any other manner.

Criminal offences may be handed over to the appropriate legal authorities.

General Guidelines

Electronic Policy

In order to promote students' spiritual growth, academic success, and social health, Ozark Adventist Academy strongly discourages video games and movie watching (including TV shows, etc.) on any electronic device.

- Cell phones/Electronics may be used for personal communication and academics when used outside the Administration Building.
- Cell phones/electronics are not to be used inside the Administration Building with the exception of inside the classroom for academic purposes at the discretion of the teacher.
- The use of headphones is restricted to the residence halls.

Violation of this policy results in the following procedure:

1st Offense:

Complete cell phone or device will be confiscated, given to the Principal and not returned to the student for 7 days.

2nd Offense:

Cell phone/device will be confiscated, given to the Principal and not returned to the student for 14 days, parent will be notified.

3rd Offense:

Cell phone/device will be confiscated, given to the Principal. Parent will be notified. The student will not be allowed to have electronics for the remainder of the school year.

Parents will have the option of collecting the electronic device and having the student serve an off-campus suspension for the remainder of the period.

Cell phones, computers and media viewers will be checked in to the dean by lights out Sunday through Friday. The student may pick up their items after 6:00 am Monday through Friday, and after sunset med on Sabbath (cell phones after lunch on Sabbath).

Day Student Parking

Parking is provided on campus for day students in the main entrance parking lots. Day students are to park in the approved parking lots whenever they come to campus.

Motor Vehicle Regulations

Residence hall students who bring an automobile on campus must report it to the dean and register the vehicle at the office upon arrival. Automobiles of dormitory students are to be used for transportation to and from home only. Other uses must be approved in advance by Administrative Council. Students are not to use their vehicles for any school business. Parking is provided on campus for both dormitory and day students in the main entrance parking lots. They are to park in these parking lots whenever

they come to campus. At no time is a dormitory student to be in another student's vehicle or in the lower day student parking area.

Occult & Non-Christian Culture

OAA promotes Christian development and the religious ideals of the Seventh-day Adventist Church. Any activities not consistent with these ideals are not to be practiced by students of the school. This would include involvement with or promotion of any activities having to do with the occult, Satanism, or any of the objectionable features associated with non-Christian culture. The possession or use of symbols relating to these activities is not allowed.

Personal Property

The academy is not responsible for misuse, damage, or loss of personal property. It is the student's responsibility to care for his/her personal property. This includes student vehicles. Students are asked not to bring items of exceptional value to campus. The school reserves the right to search anything brought on to school property including, but not limited to computers, cell phones, back packs, vehicles, etc.

Arrangements should be made with the Business Office for the safekeeping of passports and other items of similar nature.

Personal Sound Equipment

Personal sound equipment is allowed only in the dorm or when approved by the sponsor of an off-campus activity. This includes using cell phones for playing music.

Residence Requirements

Students are expected to live in the residence hall if their parents or legal guardians do not reside in the local community. Any exception to this must be by request to the Administrative Council and approval by the Board.

Room Assignment & Room Care

Usually a student occupies a room with one other student. As a member of the dormitory, each resident should respect the rights of others. Each student is expected to help keep his/her room clean and neat. The deans will endeavor to assign comfortable accommodations for each resident student. Charges will continue as long as the room is occupied and until the student has checked out. Students will be held responsible for any damage to their rooms beyond normal usage.

Students in the Administration Building

Students are to be in the Administration Building only during the time in which they are attending classes, have come to the library to study, or are caring for matters in the office. Students are not to be in the hallways during classes. Students who come to the Administration Building must be in school dress unless making a quick trip to Administrative Offices or personal locker.

Sunbathing/Swimming

Students may not swim or wade in Flint Creek. Students may sunbathe on Sunday through Friday in accordance with the following guidelines:

- Students are required to sign out on the dormitory sign-out sheet.
- Girls may sunbathe behind the dorm as arranged with the dean.
- Boys may sunbathe near Flint Creek east of the ball field.
- Students should be appropriately clothed en route to and from the sunbathing area.
- The Dean must approve all sunbathing activities.

What Not to Bring

Students are not allowed to have TVs, VCRs, DVD players, video games, DVD games and movies. No weapons of any kind are allowed on campus. If one of these items is found in the dormitory it will be confiscated. Confiscated items will only be returned to a parent or guardian at the end of the school year.

Worship & Study Period Attendance

Each evening the dormitories conduct worship for the residents. All dormitory students are required to attend. Residence Hall students are to remain in their dormitories after evening recreation time. Permission to leave will be granted only in extreme cases. Special meetings or appointments that would conflict with study period must be approved in advance by the Administrative Council. Anyone found out of the dorm after recreation time without permission from the dean will be subject to disciplinary action.

Home Leave Transportation

Transportation to and from home is the responsibility of the parents. The school plans to provide transportation as listed if the number of students riding transportation is feasible. Routes will be assessed after school begins and may change.

The appropriate transportation charge will apply and should be paid on a cash basis prior to the leave.

Dormitories will be closed during all Home Leaves. Students who do not have a place to go during Home Leaves will be charged \$30 per day.

OAA Transportation Charges

| | |
|--------------------------|--------------------------|
| XNA Airport | \$20 pick up or drop off |
| Tulsa International | \$85 pick up or drop off |
| Durant, OK | \$50 |
| Sherman, TX | \$60 |
| North Dallas Adv Academy | \$70 |
| Keene, TX | \$75 |
| Hillsboro, TX | \$85 |
| Clarksville, AR | \$30 |
| Little Rock Adv. School | \$50 |
| DeQueen/Mena | \$50 |
| Texarkana TX | \$60 |
| Shreveport, LA | \$70 |
| Alexandria, LA | \$100 |

Students will be charged the same rate whether traveling one or both ways.

Airline Flights

Parents are encouraged to purchase airline tickets in and out of Northwest Arkansas Regional Airport (XNA). Departing flights should not be scheduled before 12:30 pm on the day home leave begins. Returning flights should be scheduled between 5:00 and 7:00 pm on the day break ends. There is a \$20 charge for each trip to XNA. Those who must fly out of Tulsa will need to make special arrangements and pay the \$85 per trip charge. Additional charges may apply for extremely early or late flights.

Medical Care

General

Your child's health and safety are our utmost concern. A school healthcare provider is actively involved in the care and well-being of your child and may be reached at any time to discuss your concerns or answer questions. The Ozark Adventist Academy website is a source of current significant events regarding overall campus health.

The Consent for Medical Treatment form obtained at registration for all students allows only OAA staff to seek and obtain general or emergent, medical, or mental health treatment for any student during school events and tours as needed. The consent form is limited to the current school year only.

Physicals

New students are required to obtain a complete physical before starting school and moving in to the dorm. Thereafter, students who want to join gymnastics or basketball require a sports physical before being allowed to try out. Students will not be allowed to try out until this sports physical is received.

Medications

Each dorm is equipped with a supply of over-the-counter medications for general ailments. Prescriptive and non-prescriptive medications (including vitamins) are not allowed in student rooms and all must be checked in with the dean or school nurse for administration or maintenance. All medications must be current and labeled in English with the student's name. Medications from another country will be sent home with the guardian at registration or be disposed of. All over-the-counter medication not taken home at registration will be added to the dorm supply.

The school healthcare provider works closely with the dormitory staff in the delegation of medication administration in accordance with the Arkansas Board of Nursing regulations and policies. Dorm staff are monitored for medication compliance and documentation. Ongoing education and training in the administration of prescriptive and non-prescriptive medication is provided throughout the year by the school healthcare provider. Routine prescriptive and common over-the-counter medications are sent on all school tours.

The school healthcare provider, along with the deans, should be made aware of any changes in medications or conditions that occur after registration and each home leave by the parent/guardian. Prescriptive medications will not be sent home on leaves with the student therefore it is important to have a supply of the medication(s) at home.

Medical Conditions

The safety and well-being of all students is our priority, therefore medical forms must be accurate upon review for acceptance to OAA. The parent/guardian is responsible to notify the school healthcare provider of any medical or mental health changes that may occur throughout the year. The school must be notified if a student has been

hospitalized or treated for any medical or mental health illness, including self-harm injuries or counseling. OAA reserves the right to review such medical information to determine if a boarding campus program is the appropriate environment for ongoing recovery.

Due to staffing limitations, qualifications and restricted resources, OAA reserves the right to not accept a student with medical/mental health issues that exceed the capabilities of our staff and school collectively. Applications are reviewed carefully before a student is accepted or if a condition changes with OAA having full discretion as to whether a student will be accepted, asked to withdraw or be dismissed from school.

As a general rule, students with minor ailments or treatments will not be communicated to the parent/guardian. Parents/guardians will be notified if their student experiences a serious illness or injury that requires medical care by the school healthcare provider or a referral, once the situation is stabilized.

Self-Injury/Mental Health

Self-injury or self-harming is not permitted at OAA. Self-injury or self-harming may include: cutting, scratching, burning, banging, bruising, eating disorders, deliberate bone breaking/spraining, or overdosing with or without suicidal intent. Issues pertaining to self-injury, unstable/declining mental health or suicide ideation/attempts are serious in nature and require immediate parental/guardian attention.

Parents will be notified and required to make arrangements for their child to return home immediately. A student may be referred to a local mental health facility while waiting for their parent/guardian to arrive. OAA has full discretion as to whether a student may be asked to withdraw or be dismissed from school.

OAA's dormitories are not a Mental Health Facility, nor are the deans counselors in the treatment of such; therefore, a dorm student engaging or verbalizing a desire to participate in self-harming behaviors or experiencing declining mental health, are not allowed to reside in the dormitories. Any student experiencing mental health issues or self-harming behaviors must be under the direct supervision of their parent/guardian.

If a student is dismissed from the dorm for declining mental health or self-harming behaviors (excluding a suicide attempt/ideations) they may reapply for admission after one full semester, following documented treatment with resolution of self-injury patterns. Following re-admission, if a student relapses or is non-compliant with treatment, they will not be allowed to reside in the dormitories.

OAA does not provide counseling services. Students requiring assistance are expected to make arrangements during home leaves.

Dorm students who require new psychiatric medications must be under the direct supervision of their parent/guardian for at least one full semester to monitor compliance and efficacy of treatment before applying for admission.

Students with a history of self-injury or mental health concerns may not participate in touring groups such as basketball, music, gymnastics or be granted Senior Privileges

for one full semester and until cleared by the school healthcare provider and touring leader.

Sick List

Students are placed on sick list by the deans or school healthcare provider as needed. Students are removed from the general population when placed on sick list and not allowed to participate in school activities for that day.

Deans make frequent rounds when a student is placed on sick list and ensure that adequate hydration and nutrition are maintained. Meals will be brought to the student's room. Typically, a clear liquid/light meal will be provided; however, depending on symptoms the dean may notify the cafeteria for a different option.

The school healthcare provider is notified of all students who are on sick list and is updated regularly if any concerns arise. The parent/guardian will be notified if their student is on sick list for more than 2 days and not improving.

If at any time an ill student is determined to be beyond the scope of the dorm to monitor, the school healthcare provider will make arrangements with the parent/guardian for the student to be sent home.

Parents of day students should contact the school healthcare provider regarding any contagious illness that may affect the well-being of the student body such as flu, chicken pox, mumps, etc.

Immunizations

Ozark Adventist Academy requires that all students be current on immunizations set forth by the Arkansas Department of Health before registration. Please refer to the Arkansas Department of Health for a list of required vaccinations.

Proof of vaccinations must be presented by registration. Your local public health department or healthcare provider may assist you in locating your vaccination records in addition to ensuring your child meets the required immunizations for the State of Arkansas before school begins. Students, may not move into dormitories until vaccinations are current according to the Arkansas Board of Health.

Foreign students must ensure that their immunizations are translated into English and aligned with the Arkansas Department of Health. All foreign students are required to have a current Tuberculosis (TB) testing each year according to the Arkansas Board of Health.

Each fall the Public Health Department offers annual flu vaccines at Ozark. This vaccination is optional.

Each school year, vaccine exempt students are required to file for exemptions through the Arkansas Department of Health. Exemptions should be filed early in the summer as they may take 2-4 weeks to process and must be filed before registration. The approved exempt status form is to be submitted with the Ozark application. In the event of a vaccine-preventable communicable disease outbreak, the Arkansas Board

of Health requires that vaccine exempt students be dismissed from campus during the incubation period of each new case of such disease. Ozark Academy complies with all recommendations of the Board in communicable disease outbreaks.

Medical Appointments

All medical appointments for dorm students are made through the school healthcare provider. The Consent for Medical Treatment form grants permission to OAA staff to seek general medical, emergent, or mental health care for any student during school events and tours if needed. The parent/guardian will be notified on any non-emergent appointments made on behalf of their child.

Prescriptions, clinic/hospital and provider service fees are the responsibility of the parent/guardian. Transportation fees will be billed to the student's school bill.

Senior Privileges

Senior privileges allow a qualifying senior to leave campus in his/her own vehicle or as a passenger in the vehicle of another senior, within guidelines established by the administration, faculty and staff, and all applicable Arkansas laws. Senior Privileges begin after the first grading period.

Students are not to drive their cars while doing any school business.

- This includes running errands for the senior class, Student Association, OAA employer, etc.

Senior Leave:

- Any time a senior leaves campus as a driver or a passenger without being checked out by an adult.
- Seniors must return no later than 10:00 pm.
- They may not miss class or work.
- They may only be gone for four hours.
- Senior leaves may not be taken during Sabbath hours

Eligibility for senior leaves:

- Must have a 3.0 GPA and not be on the current D, F, & I list for the previous quarter.
- The following documents must be turned in to Administration.
- Copy of legal driver's license.
- Copy of proof of insurance.
- Copy of vehicle registration.
- Written permission from parents with names of each senior who May ride with or drive their child.

Seniors driving or riding may leave campus under the following guidelines:

- a) Cars may only be used during free time. The student must inform the dean as to where he/she plans to go and when he/she plans to return. The dean may deny the leave.
- b) Girls will be allowed to take senior leaves on Mondays and Wednesdays, while boys will be given Tuesdays and Thursdays. Weekends will alternate between boys and girls.
- c) Seniors with a 3.0 GPA and not on the current DFI List for the previous quarter may take two leaves per week.
- d) Seniors with a 2.5 – 2.99 GPA and not on the current DFI List for the previous quarter may take three senior leaves per month.
- e) Seniors with a 2.0 – 2.49 GPA and not on the current DFI List for the previous quarter may take two senior leaves per month. Seniors may drive within a 45 mile radius of OAA.

- f) A student leaving campus after 7:45 pm may drive no further than Siloam Springs.
- g) A senior driver who is 18 years old or older may take up to three seniors of the same gender in his/her car providing it has one seat belt per student.
- h) A senior driver who is under 18 may only drive one other senior who is under 18 (Arkansas state law).
- i) Students must not be under administrative or dorm discipline to take a senior leave.
- j) Seniors involved in discipline may lose all senior privileges including the privilege of going on the senior class trip.

College Visitation

Seniors may take two days to visit SDA colleges of their choice. These visitation days must take place on the college's designated college days in order not to affect perfect attendance. All college visitations must have prior approval from Ad Council. (Must not be on current D, F & I List.)

Services

Business Office Services

The Business Office of the academy offers several services for the students. Listed below are a few of these and some suggestions as to how they might be helpful.

Bookstore

The academy operates a bookstore to supply books and other school items. Items may NOT be charged to the student's account.

Copies & Faxes

Copies are available at 10¢ per page, 25¢ per color page, faxes at \$1.00 per page.

Credit Card Exchange Fee

There will be a \$2 service fee for every \$50 cash exchange from a credit card.

Lockers

Lockers are provided for all students. Students will be charged for any damage or tampering with the lockers.

Money Orders

If a student needs to send money through the mail or make other payments, arrangements can be made at the Business Office to purchase a money order. There will be a \$1 fee for money orders.

Personal Checks

Personal checks up to \$75 may be cashed at the Business Office. However, a \$20 charge is made on returned checks. In order for checks received from other people to be cashed, the check must be made out to the student. Checks made out to Ozark Adventist Academy cannot be cashed.

Postal Services

The academy Business Office serves as the post office for Ozark Adventist Academy. All students will be assigned a mailbox. Stamps are available for purchase.

Student Bank

The academy cannot be responsible for money left in the student's room. Students are encouraged to use the Student Bank rather than to keep money in their rooms or on their person. Students may deposit to or withdraw money from their account any time during office hours.

Cafeteria

Meals are served in the school cafeteria for all residence hall students on a flat-rate plan. No rebates will be made on this rate except when the student is absent for a month or more due to an extended illness. Day students and guests may also eat in the cafeteria on a cash basis or by using pre-paid meal tickets. Day students who eat off other students' trays will be charged for a full meal. **No food is to be taken from the cafeteria except for students who are ill or dorm bound.** Admission to the cafeteria may be denied anyone who fails to cooperate with cafeteria personnel or policies. Each student should make a concerted effort to avoid wasting food as well as to keep the dining room clean and attractive.

Guidance Service

Ozark Adventist Academy has a Chaplain on staff who can counsel students regarding development, familial, and relational situations they face. These services are available at specified hours during the school day and are especially beneficial to students concerned about academic improvement or career planning, coping mechanisms, behavioral modification and pastoral care. Students with more serious needs may need professional counseling.

Accidents

All accidents (even minor ones) occurring on the campus must be reported to the business office within 48 hours. This protects students in case of complications. If accidents are not reported, school insurance will not pay for later treatment. If a student is taken to the hospital emergency room, doctor's office, or dentist's office in an emergency, the business office must be informed so the necessary forms can be completed. Accidents occurring while at work must be reported to the work supervisor immediately.

Telephone Service

The academy provides phone connections in each dorm room; students provide the phones. Parents are encouraged to provide their student with calling cards for their long distance needs. Any calls illegally made and charged to the academy will result in disciplinary action and will be charged to the parents.

Library

The library is available for concentrated study without interruption. Students are encouraged to use the reference materials in the library and to cooperate in maintaining a quiet atmosphere conducive to study.

Sexual Harassment Policy

It is the intent of Ozark Adventist Academy to provide an environment that is safe and free from harassment. It is vital that everyone respects and uplifts one another. No one must ever be placed in a position of embarrassment or disrespect because of the behavior of another. To place an individual in this type of embarrassing position would be a violation of God's law and the law of the land, which protects human rights. OAA expects both students and faculty to avoid any unwelcome behavior or conduct toward others, which could be interpreted as harassment.

Definitions

Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. This includes electronic communication.
- Unwelcome sex-oriented comments (e.g. kidding, teasing, joking degrading or offensive sexual comments, sexual gestures.)
- A suggestion, request, pressure, threat, or demand for sexual favors, including requests for inappropriate pictures.
- Unnecessary or inappropriate touching of an individual, (e.g. patting, pinching, hugging, repeated brushing against another person's body).
- Inappropriate visual conduct which creates embarrassment or suggests an interest in sexual activity.

Other harassment on account of age, race, ethnicity or disability includes, but is not limited to the following:

- Subjecting others to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity or disability.
- Denying opportunities to participate in training or educational programs on account of their age, race, ethnicity, or disability.

Reporting Incidents

If an individual encounters sexual harassment or harassment on account of age, race, ethnicity or disability from faculty members, students, or others on our campus, the following steps should be taken immediately:

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report the incident(s) to the school's principal or vice-principal. The individual receiving the report will make written record of the complaint.
- The school's administration will conduct all discussions in an objective and thorough manner and will advise the person making the complaint not to discuss the matter with anyone else due to the sensitivity of the complaint. The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

Third Party Reports

Staff members or students who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability at school or at school-sponsored functions are responsible for reporting such incidents to the school administration for investigation.

Response/Investigation

All complaints will be taken seriously. Each incident will be investigated privately and with the keeping of notes. Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability will be made from the facts on a case-by-case basis. The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results reviewed with the person making the complaint and the person being accused. This review will include an explanation of any corrective action to be taken. All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

Corrective Action

If the investigation indicates that harassment has not occurred, the person making the complaint and person being accused will be notified of the results and cautioned regarding future compliance with the organization's harassment policy. All persons, entities, or organizations, which were notified of the indication of these proceedings, will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the person being accused.

If harassment is found to exist, Ozark Adventist Academy administration will take prompt corrective action. Discipline will be given according to the type of behavior and the age of the offender. Progressive discipline will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

Social Policies

Ozark Adventist Academy believes that cultivating social skills is an important part of Christian education. Knowing appropriate social behavior and developing skill in relationships with others helps to bring greater success in life. We encourage students to form appropriate friendships but not exclusive dating relationships. In order to ensure this, we believe the following guidelines are helpful:

Appropriate Christian Social Behavior

Students are expected to uphold and encourage a good reputation for themselves, others, and the school. A staff member who observes inappropriate social relationships (all same-sex relationships are considered inappropriate) or physical contact may at that point put the individuals on social restrictions. The Administrative Committee will meet to decide the duration of the social restrictions for the offenders.

There may be times when students wish to use blankets either to sit on or to keep warm. At no time should boys and girls use the same blanket to wrap up in or to cover themselves with. For the sake of appearance, when boys and girls are together they are to remain sitting up at all times.

Banquets & Programs

When formal escorting is approved, young men will call for their dates at the girls' residence hall and then walk them back at the close of the function. All banquets are only for students currently enrolled at Ozark Adventist Academy.

Opposite Dorm

Students are not to be in the dorm of the opposite sex.

Recreation

All students are to be either at the designated area for the activity, in their respective dormitories or in the LRC.

School Days

If students are wanting to socialize, they may associate in mixed company on center campus as their individual schedules allow.

Weekends

On Sabbath, students attend the regular worship services. Various activities are planned for Sabbath afternoon. Unless students are on an approved activity, they are expected to be in their respective residence hall. The same guidelines are in effect Sunday. Students may be on center campus at the discretion of the deans and supervision team.

Visitors on Campus

Residence hall or day students are not to entertain non-Ozark Adventist Academy students on campus unless a parent of the student is present or unless approved by the Administrator on duty and then only at functions open to the general public. Any visitor on campus will be expected to abide by all school policies.

Spiritual Activities

Ozark Adventist Academy believes that every student needs the opportunity to practice their faith. Life provides a vast well of opportunities to share our faith through our thoughts and actions. In addition to these opportunities, students at OAA may be actively participating in religious services and outreach/community service projects.

When participating in all of the activities at OAA, social and spiritual, we encourage our students to follow the advice written in the book of Colossians.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23

Ozark Adventist Academy agrees with the articles of faith stated by the Seventh-day Adventist Church. To study these articles of faith you may visit www.adventist.org. One of those beliefs is to recognize, observe, and honor the seventh-day Sabbath. From sundown on Friday until sundown on Saturday, students have the opportunity to enter into the rest that God ordained at creation, share in the blessing of the Sabbath, and keep it holy through their thoughts and actions.

“By the seventh day God had finished the work He had been doing; so on the seventh day *He rested* from all his work. And *God blessed the seventh day and made it holy*, because on it He rested from all the work of creating that He had done.”
Genesis 2:2-3 (emphasis supplied)

When observing the Sabbath students are encouraged to take extra care to ensure that all of their activities will actively reflect a relationship with Christ. They must consider the music, literature, and other forms of entertainment during the Sabbath hours, ensuring their Christian quality. All other activities a student considers should also reflect the nature of Christ, the Lord of the Sabbath.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Philippians 4:8

All residence hall students are to attend the religious services planned by the school. These services include Friday evening vespers, Sabbath School and Church services,

and Sabbath evening worship services. Day students are encouraged to attend the religious activities.

During the week, worships are held on campus and attendance is mandatory for all resident students and day students. In a rare conflicting situation, a day student may receive an exemption from these worship services. They must obtain the proper form from the chaplain and return it with the required signatures.

Spiritual Emphasis

Throughout the year days are set aside to focus on spiritual growth. Guest speakers, community pastors and select students are invited to speak. All students are expected to attend.

Student Leadership Opportunities

Office Eligibility

Candidates for SA President and Vice President must have a cumulative GPA of 3.0 to run for office. All other major offices require a cumulative GPA of 2.5. All minor offices require a cumulative GPA of 2.0. If a student fails to maintain a semester GPA of 3.0/2.5/2.0 he or she must forfeit the office for the remainder of the school year.

All officers suspended from school will lose their office. Officers receiving other types of discipline from the Discipline Committee may lose their offices. Officers who participate in any risky behaviors of self-harm may lose their offices.

A student may hold one major office or up to three minor offices. Major and minor offices are identified as follows:

Major Offices

- All Student Association Officers Senior
- Class President
- Junior Class President

Major officers may hold only 1 office and must be in attendance the semester prior to election

Minor Offices:

All other class, club, publications, and campus organization officers.

Substance Abuse Policy

Members of the Ozark Adventist Academy family are not to use tobacco, alcohol, or illegal substances, either on or off the campus. Students who use, possess or are knowingly in the presence of others with alcohol, narcotics or any other illegal substance, either on or off the campus, will be subject to immediate expulsion.

Students who provide and/or distribute alcohol, narcotics or any other illegal substance, to other students on or off the campus will be subject to immediate expulsion.

Energy drinks or products are not allowed on campus or at any school function.

To assist in keeping Ozark a drug-free environment, personnel and drug-detection animals from the Police Department of Gentry or the Benton County Sheriff's Department will randomly check student lockers, residence halls, and vehicles for illegal substances. Should any be found as a result of a check, the student is liable to arrest and subsequent prosecution by civil authorities.

Technological Resources Acceptable Use Policy

The school's information technology resources and Internet access are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

- 1. Respect and protect the privacy and well-being of yourself and others**
 - Communicate only in ways that are kind and respectful, and report any threatening or discomfoting materials to a teacher or staff person.
 - Not share private or inappropriate information about yourself or anyone else on any kind of social networking site.
 - Not use Personals or Dating web sites or solicit inappropriate relationships using email or the internet.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct such as messages that are pornographic, demonic, threatening, rude, discriminatory, or meant to harass.
 - Not intentionally access, transmit, copy, or create material that is illegal such as obscenity, threatening, stolen materials, or illegal copies of copyrighted works.

- Not send spam, chain letters, or other types of mass mailings.
- Never transmit the school's student rosters, directories, or personal information lists of any kind.

2. Respect and protect the integrity, availability, and security of all electronic resources

- Use only network accounts and resources that have been assigned specifically to you by the network administrator.
- Conserve, protect, and share these resources with other students and Internet users
- Not view, use, or copy passwords, login names, data, or networks to which they are not authorized.
- Observe all network security practices.
- Not attempt to bypass network filtering, monitoring or security.
- Report security risks or violations to a teacher, staff member, or to the network administrator.

3. Respect the educational nature of our network and the intellectual property of others

- Not infringe copyrights, no making illegal copies of pictures, music, games, or movies.
- Always fully credit the appropriate use of another person's creative resources, such as images, music and video.
- Not plagiarize.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

4. Avoid practices that use more than your share of the network resources

- Not making a habit of downloading or streaming software, music, or videos.
- Not using network resources for recreational use such as listening to radio stations or streaming music, or watching music and sports videos.
- Not use any computer lab in the Administration Building or Dormitories for recreational media listening or viewing purposes, or to play computer games.
- Not install any software on any campus computer for any reason except with express permission of the network administrator.

5. All students bringing their own computers for use in the dorm:

- Must identify their computer on the network with their first and last names as the computer name.

- Are to connect them to the network with a physical network cable only in their dorm room.
- Must keep their operating system and anti-virus software updated and legal. Microsoft Security Essentials is a recommended virus and spyware protection package that is available free from Microsoft.com.
- Will need to provide their own network cable to connect their computer. Wireless connections are allowed only to the school's wireless network. Students should not bring or operate their own personal wired or wireless routers.

Students may, if in accord with the policy above, use our campus network and technology resources for any educational purpose.

Consequences for Violations

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, connect to the school's network or have a computer in their room. It is best to remember that just because you can do something on a computer doesn't mean that you should do it.

Supervision & Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement officials.

Touring Organizations

A Touring Organization is any class that causes students to miss class or study hall for two or more consecutive days. Touring Organizations include: Band, Royalaires, Handbells, Christian Drama, Aerialaires, and Varsity Basketball. In an effort to protect students from overextending themselves the following guidelines are followed:

1. Students may participate in a maximum of three touring organizations.
2. A student must have a 3.0 GPA in the previous semester to participate in three organizations.
3. A student must have a 2.5 GPA in the previous semester to participate in two organizations.
4. A student must have a 2.0 GPA in the previous semester to be eligible to join a touring organization.
5. Because of rehearsal times and touring schedules a student may not be able to be a member of some organizational combinations.
6. A student on with an Fat the 4 ½ weeks grading period will not be able to go on any tour or performance that would cause an absence from class or study hall and will remain ineligible until the next 4 ½ week grading period. A student may be dropped from the touring class if s/he fails to meet touring requirements.
7. A student with an F may not participate in any performance or game on a school day or night.
8. Only students enrolled for both semesters in a music organization or class which participates in Music Fest will qualify to attend.

Travel Guidelines for School Tours & Trips

1. There is to be no rowdiness on school vehicles at any time. To avoid unnecessary wear and tear of vehicles, students are not to sit on the arms of the seats, kneel on the seats, sit with their legs or bodies extended across the aisle, or turn around backwards in their seats.
2. For safety's sake, students are asked to stay in their seats except for an occasional stretch period. Heads, arms, etc., should be inside the vehicles at all times when in motion. No student is to lie on the floor, on the luggage racks, etc. Aisle must remain clear.
3. Buses will be segregated at all times.
4. Individual sound equipment and media players are not permitted on school transportation, unless approved by the faculty tour director. If others can hear it, it is too loud.
5. Bringing food or eating on school transportation is not allowed. Water bottles with a screw top lid are permitted.
6. All members of a touring group will ride in transportation provided by the school to and from the scheduled appointments. The only exception to this is that a student may ride with his/her own parents after the last scheduled performance with permission from the faculty director of the group.
7. Students on tour may only be checked off with their own parents or grandparents with permission from the faculty director of the group.
8. Neat dress is important when traveling with school groups. Attire should be appropriate for the occasion and within school policy.

9. Conduct should give a favorable impression.
10. All school policies are in effect on any school trip.
11. Student not attending scheduled performances or tours will receive a grade penalty.
12. Performing organizations have 5 school days to tour but can miss no more than 3 school days in a single tour. Basketball has 6 away games and 6 home games.

Work Program

The work program at OAA is intended to be a part of the student's overall education. Faithfulness and responsibility to a job assignment should be exhibited. In order to demonstrate these, students should carefully observe the following:

1. Be present and on time for each job assignment
2. Be diligent in doing all tasks assigned.
3. Meet work appointments until released by work supervisor.

Appeals

Students receiving labor assignments they feel are inappropriate or unfair may ask for a hearing before the Work Coordinator and the Principal.

Discipline

Students in leadership positions may lose their job due to discipline from non-job related issues.

Financial Aid

Students receiving financial aid must be willing to work where assigned. Failure to comply will result in loss of financial aid. Appeals should be addressed to the Work Coordinator.

Job Assignments

A copy of a student's unrestricted Social Security card must be on file in the Business Office before a student will be permitted to begin working. Job assignments to on-campus jobs and school-owned industries will be made by the Work Coordinator after consultation with the labor supervisors. These assignments will be made based on the financial needs of the students and the needs of the employing departments. The number of assigned hours will be determined by these needs.

Job Transfers

Students who have poor performance at one job may be transferred to another job depending on circumstances. In the event the student cannot or will not perform their work duties, the parent will assume the full payment of the student's account if he/she remains in school. Students desiring job transfers must present a written request to the Work Coordinator. The transfer will be decided based on the reasons for the request, availability of jobs, student's financial needs, and approval of work supervisors.

Labor Laws

All work schedules must be in compliance with labor law restrictions. Work permits from the State of Arkansas Department of Labor are needed for students ages 14 and 15. The Work Coordinator has the necessary forms and will assist students in securing the permit. A copy of the student's birth certificate must accompany the application.

Loss of Job

Day students that quit or are discharged from their job due to poor work, poor attendance or insubordination may not be assigned to school-related work. Residence hall students may be asked to withdraw from school.

On-Campus Work for Students

On-campus positions are assigned as the positions are deemed necessary by the Work Coordinator. Ordinarily on-campus positions will be filled by residence hall students. Day students 16 years and older are encouraged to seek employment in the community.

Student Labor Requirement

All residence hall students age 14 or older are required to work an average of 10 hours per week. International students are not eligible for the work program.

Work-Related Accidents

Employees of Ozark Adventist Academy are covered by workers' compensation insurance. To receive the benefits of this coverage, it is important that an accident report be filed as soon as possible after the accident.

Work Attire

All workers in the Administration Building must adhere to classroom dress policy. Other on-campus student workers should wear clothes appropriate to the activity.