

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 by 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

Our purpose is to create a safe learning environment in which students come to discover a love for God, respect for self, and the skills for fulfilled Christian living.

Commitment

Ozark Adventist Academy serves as a Seventh-day Adventist high school accepting any student who wishes 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. We are authorized under Federal law to enroll non-immigrant 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 students with serious behavioral or academic problems. Ozark does not accept State Individualized Educational Programs (IEP). We would suggest that those students seek educational institutions that are able to meet those needs.

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.

Admission Procedure

Students are asked to read the information contained in this school handbook carefully. If, after doing so, a student decides they want the character-building Christian education that Ozark offers and that they will support and abide by its standards and regulations, they should apply for admission by:

1. Asking for an Admissions Application packet from the Registrar's Office. The application and other necessary forms are also available at www.ozarkacademy.org.
2. Complete all parts of the application packet, it is important that the Statement of Intent is completed. An application will not be accepted without the completion of this section.

3. Sending the completed application including supplementary documents as requested to:
Registrar's Office
Ozark Adventist Academy
20997 Dawn Hill East Road
Gentry, AR 72734

All requested documents must be included. An application cannot be processed until all documents are in place.

After the above documents have been received, the Admissions Committee will review the application. If accepted, students will receive a letter of acceptance from the Registrar's Office.

Academic Information

Course Offerings

Computers

Computer Applications I	1 unit
Graphic Design	1/2 unit
Web Design	1/2 unit
Digital Photography	1/2 unit
Videography	1/2 unit

English

English I	1 unit
English I Fundamentals	1 unit
English II	1 unit
English II Fundamentals	1 unit
English III	1 unit
English IV	1 unit
AP English IV*	1 unit

Fine Arts

Art	1/3 unit
OAA Concert Band	2/3 unit
Christian Drama	1/3 unit
OAA Chorus	1/3 unit
RoyalAires	2/3 unit
(Must be a member of OAA Chorus)	
BellAires	1/3 unit
Private Lessons	1/4 unit
(For Credit Only)	
Puppets	1/3 unit

Foreign Language

Spanish I	1 unit
Spanish II	1 unit

Health

Health (1 sem)	1/2 unit
----------------	----------

Mathematics

Algebra I	1 unit
Algebra I Fundamentals	1 unit
Algebra II*	1 unit
Algebra II Fundamentals	1 unit
Geometry*	1 unit
Geometry Fundamentals	1 unit
Pre-Calculus*	1 unit
College Algebra	1 unit
Senior Math Fundamentals	1 unit

Physical Education

Physical Education	1 unit
Gymnastics	2/3 unit
Varsity Basketball	1/3 unit

Religion

Religion I	1 unit
Religion II	1 unit
Religion III	1 unit
Religion IV	1 unit

Science

Anatomy & Physiology*	1 unit
Biology	1 unit
Chemistry*	1 unit
General Chemistry	1 unit
Physical Science	1 unit
Physics*	1 unit

Social Studies

Economics (1 sem)	1/2 unit
Arkansas History (1 sem)	1/2 unit
Government	1 unit
United States History	1 unit
World History	1 unit

Speech

Speech (1 sem)	1/2 unit
----------------	----------

*Classes requiring a 3.0 for admission.

Graduation Requirements

Twenty-four units and a satisfactory citizenship record are required for graduation from any course of study. A unit is defined as the credit earned for a class meeting at least 200 minutes per week for 36 weeks. Laboratory and vocational classes meet 240 minutes per week. 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 on file in the Registrar's Office. Diplomas will be issued when the student's account is paid in full.

High School Diploma

Students must meet the minimum requirements of 24 units distributed as follows:

Computer	1 unit. (Keyboarding proficiency is required as a prerequisite for Computer Applications)
Electives	to total 24 units
English	4 units
Fine Arts	1/2 unit. (A maximum of 2 fine arts credits will count toward the 24 unit requirement.)
Foreign Language	(2 units for the College Prep Diploma)
Health	1/2 unit
Mathematics	4 units. (At least 1 unit of Algebra and 1 unit of Geometry must be completed. All math credits must be algebra or geometry based.)
Physical Education	1 unit. (A maximum of 2 PE credits will count toward the 24 unit requirement.)
Religion	4 units (or 1/2 unit for each semester of attendance in a Seventh-day Adventist school.)
Science.	3 units. (At least one unit must be a life science and 1 unit a physical science. All science credits must be lab courses.)
Speech	1/2 unit
Social Studies.	3 units (1 unit US History taken after the ninth grade, 1 unit World History, 1 unit Civics or American Government) (Beginning with the Class of 2014, 1 unit US History taken after the ninth grade, 1 unit World History, 1/2 unit Government, and 1/2 unit Economics)

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 units of the same foreign language
- 4 units of math to include Algebra I, Geometry, Algebra II, and College Algebra or Pre Calculus.
- 3 units of science (General Chemistry does not meet this requirement.) (4 units of Science beginning with the Class of 2014)
- Cumulative grade point average of 2.75 or higher and no class grade lower than a C.
- Math and Science Fundamental level classes do not meet these requirements.

Attendance Diploma

Occasionally there are circumstances where a student may not be able to meet the regular academic requirements for graduation yet the family wants their child in a Seventh-day Adventist school environment. The following policy has been developed to meet these special needs. It is understood that the Attendance Diploma is not the equivalent of a high school diploma and does not meet college entrance requirements.

A Criteria for acceptance into Attendance Diploma program:

1. A written request from the parents (guardian) for admission into the program
2. Documented learning disability
3. Signed statement of understanding by parent/guardian and student

B Requirements for continuing in the program:

1. The student must demonstrate progress commensurate with his/her ability.
2. Faithful class attendance is required.

C Requirements for receiving the Attendance Diploma:

1. The student must be enrolled in a high school program for a minimum of 4 years.
2. The student must attempt courses totaling 24 credits including all specific requirements for graduation under the regular high school program. Course attendance requirements may be met by either enrollment in classes or by assignment to special tutorial sessions.

Academic Probation

Students who have any F's or more than 2 D's (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 when new grades are released. A student on Academic Probation must:

- Meet with the Learning Resource Director to outline a program for success. Students may be required to attend the Learning Resource Center for a mandatory one hour study session four nights per week.
- Not violate the attendance policy (no unexcused absences).
- Bring grades up during the following grading period.
- Abide by dorm study hall restrictions.
- Not participate in tours or trips if they have an F.

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

Class Load

A normal class load is six or seven units per year. The maximum load is seven full credit courses per semester. A minimum load is five full credit courses per semester. (Full credit courses exclude gymnastics, varsity basketball and fine arts.)

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:

Seniors	17	Sophomore	6
Junior	11	Freshmen	Completion of 8th grade

In order for Seniors to qualify for participation in major Senior events (Senior Recognition and Senior Class Trip), final passing grades for all correspondence courses must be received by the registrar. All Seniors must have passing current

standing in all classes enrolled in, at Ozark Adventist Academy. Students must maintain passing grades in all subjects required for graduation to maintain Senior status.

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 units of credit 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 units 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 University or programs accredited by a National Accrediting Association.. For home school situations, see the Home School policy.

Dismissal of a Class

If a teacher is absent or late, the class may be dismissed only by authorization from the Administrative Office. Students leaving before such dismissal may be counted absent. The so-called "10-minute rule" does not apply.

Grade Reports

Grades are issued to parents & students every 4 1/2 weeks. Only semester grades are recorded on the official transcripts.

The letter system of grading is used:

- A Excellent
- B Above average
- C Average
- D Below Average
- F Failure
- I Incomplete
- WD Withdrew
- WF Withdrew Failing

Grade Point Averages are based on the following values:

A	4	D	1
B	3	F	0
C	2	I	0

Home School Policy

Ozark Adventist Academy recognizes that some families need to choose 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. 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. The student's level will be validated by standardized tests where available and by 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. After an evaluation of these records and materials, the registrar will note on our transcript that credit requirements, in the Academic Standards Committee approved areas, have been recognized. No grade will be assigned, but a designation of "HS" will be recorded. 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.

Once a student enrolls at Ozark Adventist Academy, 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.

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 2 units per year.
- Tuition fee of \$1000 per semester for full credit courses, \$500 per semester for half credit courses.
- Students will be charged the general fee of \$300 plus class dues.
- Students are encouraged to participate in Student Association and class activities.
- Students may be considered members of a class if they participate in all fund raising activities and other required class activities.

Honor Roll

The Honor Roll is published after each grading period and includes the names of all students who have a grade point average of 3.50 or greater with no grade lower than a "C", including attendance. Students who have a grade point average of 3.00 or greater with no grade lower than a "C" 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. All correspondence or other alternative type credit should be completed by that time. Grades for this work will be included in the grade point average computation. 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.

Honors Classes

Students who maintain a B or above in the following classes will receive Honors credit with an extra point added to their GPA. An Honors A will receive 5 points and an Honors B will receive 4 points:

AP English IV
Anatomy & Physiology

Physics
Pre Calculus

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 for Students Temporarily Suspended From School

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 up to one week from their return to school to make up any assignments and tests missed due to absences. Students suspended from school will receive no higher than 70% on missed assignments or tests.

National Honor Society

Students who qualify 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. To be eligible for induction into the Chapter a student must have a cumulative grade point average of 3.30 on a 4-point scale. Eligibility for the areas of service, leadership, and character shall be established by a majority vote of a faculty council of five faculty members appointed by the principal. If at any time it is ascertained that a member does not continue to meet the standards of

the Society, the faculty council may notify him/her in writing; and if the deficiency is not corrected, he/she shall be dismissed 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 sports program.

Private Music Lessons

To receive ¼ 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 (see excessive absence attendance policy).

Program Changes

Student class schedule changes are made by consulting with the registrar. Students may not enter a class after the third 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 grade of "WF" will also be recorded if membership in any performance organization is discontinued after the third week of the second semester. The Academic Standards Committee may consider exceptions for unusual circumstances.

Repeat of a Course

No course may be repeated except by regular enrollment in and attendance of the full class program. 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 units of fine art and two units 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 University and university-sponsored correspondence schools will be evaluated by the Academic Standards Committee under the Home School Policy

Unsatisfactory Grades

Students receiving D's, F's, or "Incompletes" for any grading period will be subject to restrictions on their programs in the dormitory. Parents of day students are encouraged to modify their child's program in some manner that will encourage improved academic performance. (See Touring Organizations)

If a student fails a required course, effort should be made to remove the deficiency as soon as possible. Deficiencies in course work are to be made up on a semester basis by regular enrollment in the class, by enrollment in a correspondence course, or by enrollment in the course in summer school.

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

Ozark Adventist Academy's acceleration policy is based on the acceleration policy of the Office of Education of the Southwestern Union Conference. Students in an accelerated program are required to be in residence for the final two years of the program. A student expecting to graduate in less than four years should apply for this privilege no later than the beginning of his/her sophomore year. The program must be approved by the OAA Academic Standards Committee and the Arkansas-Louisiana Conference Department of Education. Criteria for early graduation as outlined in the Education Code of the Southwestern Union Conference:

- A. The student has achieved a cumulative grade-point average of 3.5 and continues to maintain a 3.5 or above grade point average following approval as a candidate for early graduation.
- B. The student has achieved a score in all areas at the 90th percentile on the Southwestern Union Conference adopted standardized achievement test.

- C. The student is to meet all graduation requirements and any additional requirements of the school which apply to all graduating seniors 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.

College entrance tests are administered on our campus, which has been set up as a Sunday test center. All Seniors are expected to take the October ACT. Other test dates are available for the PLAN, ACT, PSAT and SAT tests. Please check the school calendar 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.

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 Edline.

It is the student's responsibility to make sure the proper documentation is turned in to the attendance officer to clear any unexcused tardies/absences that are excusable.

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.

Attendance Policy Definitions 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 in advance and approved by Ad Council

- 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 the roads are unsafe. The determining factor on whether those absences are excused is if Ozark Adventist School (OAS) is closed. OAS school closings are posted at 4029tv.com, 5newsonline.com and klrc.com. These absences will count towards the excessive absence policy.

If the need arises for any modification to our school schedule, we will make every effort to post those changes on our website.

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 any course, are counted 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 4:30 p.m.

Make-Up Work for Excused Absences

Students will have the opportunity to make up work missed if the absence is excused. The student is responsible to obtain make-up work from the teacher and complete the work to the satisfaction of the teacher. The student will have up to one week from his/her return to classes to turn in any work missed due to an excused absence. If the absence is unexcused, make-up work will be penalized and in some instances will not be allowed.

Special Family Vacations

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

Attendance Discipline Definitions:

Room bound: Any dorm student placed on room bound restriction is allowed out of his/her respective dorm room for assembly, classes, work, breakfast, lunch and other designated required activities only. The student may not participate in recreation, including intramural team sports. Supper must be eaten in the dorm.

Off-campus bound: Any day student placed on off-campus bound restriction is allowed on campus for assembly, classes, work, lunch, and weekend religious activities only. The student may not return to campus for recreation, including intramural team sports. If day students must stay on campus for the evening meal, they must eat with the administrator on duty and stay with the administrator on duty until their ride home arrives.

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 room bound (for dorm students) or off-campus bound (for day students) until they have served a week of room bound.

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 (Sunday – Friday).

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.

Excessive Absences:

Course Grade Policy

Students who are absent, excused or unexcused, for more than 15% of any class (7 per semester for block class periods) during the course of a semester will receive the grade FA (failure due to absences). To request removal of this grade and reinstatement of the earned grade, written request must be made to the Academic Standards Committee.

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 before a diploma or transcript 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 make up to \$2000 during the school year.

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.

2011–2012 Tuition & Fees

Regular Boarding Student	\$14,540
Regular Day Student	\$ 8,890
International Student	\$15,900

\$1454 is due by registration day for each dorm student. \$889 is due by registration for all day students. Of these amounts, \$300 is a non-refundable entrance fee. The remainder will be billed in 9 equal amounts September through May. OAA is willing to make an individualized payment plan if some parents need to extend the number of monthly payments past May or are unable to pay the full amount due at registration.

Early Down Payment Discount

There will be a 10% discount on Down Payments (actual amount paid) received by July 15. No discount for early payment will be given if there is a balance due from the previous year. Payments made by credit card or Pay Pal will not receive this discount.

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, 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.

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.

Private Music Lessons as arranged with teacher.

Doctor's Fees Charged direct to parent by provider.

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

Day student to stay in Dorm \$10 per night

Area Transportation per trip (medical, etc.):

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

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 Pay Pal will not receive this discount.
2. The second method of payment is to enroll with Smart Tuition for monthly Automated Payments (ACH). Enrollment form will be provided.

Exam Permits

Student accounts must be current on their account 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 application. Please be sure to return the application with the requested information (copies of signed income tax forms, etc.). The application cannot be processed until

all the information has been received. Limited funds are available and based on eligibility.

Fines

Fines which have been assessed may be paid at the Business Office.

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 only permitted for serious illness when it is the attending physician's opinion that the student should return home. Refunds are not available for other reasons, including disciplinary withdrawals.

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. English language assessment testing may be required of students in order to determine proper placement in classes. Early payment discounts do not apply.

International Students must provide English translations for all school records, transcripts, immunization and medical records.

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 and Louisiana the Conference will also match the church's contributions up to \$750 for dorm students and \$500 for day students. These contributions should be made to Ozark Academy by October 1st.

Room

Room includes comfortable accommodations as assigned by the respective deans. Charges will continue until a student has officially checked out of the dormitory. 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 paid in full 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. A credit balance as a result of student financial aid 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.

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.

Faculty Homes

Faculty hill is considered off campus and requires the student to be checked off.

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. Dormitory 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.
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.
9. A couple may go off campus only if accompanied by an approved adult.

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.

Female students may walk/jog around faculty hill; male students may walk or jog around the athletic field.

Discipline

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. Students having been dismissed from school are required to make advance arrangements with the administration to visit the campus within the current school year.

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.

The following actions may result in suspension or expulsion. Any discipline situation will be considered by the Discipline Committee. Behaviors that are considered illegal will be turned over to civil authorities for processing.

- Vandalism
- Misuse of Keys
- Harassment-Sexual, Verbal or Physical
- Hazing
- Inappropriate Use of Internet
- Pornography
- Theft
- Fighting
- Insubordination
- Discrimination/Racism
- Fire
- Smoking
- Alcohol Use
- Network Hacking
- Supplier of Cigarettes, Alcohol, or Drugs
- Drug Use and/or Possession
- Occult Involvement
- Pre-marital Sexual Activity
- Presence in Area Restricted to Opposite Sex
- Weapon Possession and/or Use
- Physical Attack on Staff, Students, or Property

This is not meant to be a comprehensive list, but examples of actions that may result in disciplinary action.

Any assignments or tests given during suspensions will receive no higher than 70%.

Dress Code

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. Confiscated items will not be returned. No clothing should contain messages depicting rock groups, the occult, drugs, alcohol, tobacco, or inappropriate language or any other message in opposition to the standards of OAA.

Classroom Attire

Acceptable for Boys:

- Plain, solid, or striped polo shirts, button up dress shirts or sweaters are acceptable in the classroom. All shirts must cover the shoulders and abdomens at all times.
- All shirts worn under hoodies, coats, etc., must conform to the classroom shirt policy.
- Only plain, solid, or striped outerwear is acceptable in the classroom with the exception of Ozark or other Adventist sponsored outerwear.
- Dress slacks, khakis, casual slacks & jeans (no shorts). Students may not wear pants that reveal undergarments or have holes.
- Sports coats, suit and tie is acceptable classroom attire.

Acceptable for Girls:

- Plain, solid, or striped polo shirts, blouses, or sweaters are acceptable in the classroom. Shirts must cover the torso, shoulders and abdomen at all times. Tops must be long enough to be tucked in when arms are lifted above the head.
- All shirts worn under hoodies, coats, etc., must conform to the classroom shirt policy.
- Knee length or longer dresses or skirts. Slits in skirts may not go above the knee.

- Dress slacks, khakis, jeans, and casual slacks (no shorts) are acceptable classroom attire. All pants must be worn around the waist and not sliding off the hips. Calf-length capri pants are acceptable.
- Only plain, solid, or striped outerwear is acceptable in the classroom with the exception of Ozark or other Adventist sponsored.
- Modest neckline with no low cut or revealing styles (no visible cleavage).

Attire Not Acceptable for Classrooms:

- Hats, bandanas, scarves and other head coverings
- Oversized/baggy pants or sweat pants.
- 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
- Sleeveless shirts or 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
- Any other clothing deemed inappropriate by the administration
- Clothing with objectionable wording or pictures
- Shorts not to the knee
- 2 piece or immodest swim suits
- Tops with low necklines; there should not be any cleavage showing.
- Pants with writing on the rear end.
- Belts with studs and spikes.

Sabbath Attire:

Acceptable for Boys:

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

Acceptable for Girls:

- Dress shoes
- Dress skirt and blouse (no writing)
- Dresses must be worn for Sabbath School and Church
- Dress slacks are allowed for Friday night.

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.
- Knee length or longer 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 dress slacks, dress shirt, dress shoes and tie

Jewelry

Jewelry (metal, plastic, rubber, leather or cloth) 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 off campus 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 haircuts.

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 drugs must be under the care and supervision of the dean.
- Do not involve yourself with the occult or occult paraphernalia.

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

Cell Phones

Student cell phones, and other communication devices cannot be seen, heard or used in the Administration Building, classrooms, any religious service, performance, assemblies or work. Cell phones may be used in the lobby of the Administration Building.

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. Student will meet with Administrative Council to determine further action.

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 these parking lots whenever they come to campus. They are not to return to their vehicles for any reason during the school day unless authorized to do so by school personnel.

Motor Vehicle Regulations

Dormitory 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. Arrangements should be made with the Business Office for the safe keeping 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:

1. Students are required to sign out on the dormitory sign-out sheet.

2. Girls may sunbathe behind the dorm as arranged with the dean.
3. Boys may sunbathe near Flint Creek east of the ball field.
4. Students should be appropriately clothed en route to and from the sunbathing area.
5. 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, sound equipment with external speakers. 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. Dormitory 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 which 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 to Little Rock, Texarkana, Shreveport, Dallas, Alvarado, Hillsboro and Houston 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
Dallas Junior Academy	\$65
Texas Conf. in Alvarado	\$70
Hillsboro	\$80
Little Rock Adv. School	\$45
Shreveport	\$65
Houston	\$95

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 11:30 am 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 dollar 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

Medical Care

Your child's health and safety are our utmost concern. A school nurse is available and is actively involved in the care and well being of your child and may be contacted to discuss your concerns or answer questions.

Vaccinations

Required immunizations must be current before registration. Ozark Adventist Academy must follow the immunization requirements for the state of Arkansas. Please review the Center for Disease Control (CDC) recommended vaccine schedule for 2011 or contact your Physician if you have any questions. Students who arrive and are not current with required vaccinations will be directed to the public health department in Siloam Springs for appropriate vaccinations before beginning classes or moving into dormitories.

The CDC strongly recommends that all students receive the Menactra vaccine. This vaccine protects against Meningococcal Meningitis, which is a potentially deadly disease that is vaccine preventable. This disease is common amongst young people living in close quarters such as the dormitory.

Each fall the public health department offers flu vaccines here locally. If you desire your student to receive this vaccine please be sure to indicate such on the medical form in your application packet.

Vaccine exempt status students must have filed the proper documents through the Arkansas Department of Health **before** registration. This information and forms can be found on the website. This process takes between 2-4 weeks. The approved exempt status form is to be submitted with the application. This process is required for each school year. In the event of a vaccine-preventable communicable disease outbreak, vaccine-exempt students will be dismissed from campus during the incubation period of such disease as outlined in the exempt status from the board of health.

Physicals

All new students are required to have a physical exam before beginning school. Annual physical exams are required for all students enrolled in the gymnastics or basketball classes. Please list all medical problems and conditions on this form and notify the medical personnel at the time of registration.

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 Nurse for administration or maintenance. All medications must be labeled in English and not expired. Medications from another country will be sent home or disposed of at registration. All over the counter medication not taken home at registration will be added to the dorm supply.

The dorm infirmary accepts donations of over the counter medications and request that if your child uses certain over the counter medications on a regular basis that you kindly provide such medication at registration and throughout the year.

The school nurse monitors prescription medications and records. A current school year log is maintained in each dorm for all over-the counter medications administered. Routine prescriptive medications are sent on all school tours.

Please advise the school nurse or deans of any changes in medications or conditions that occur after registration and each home leave. New medications are to be surrendered following school leaves. Prescriptive medications will be sent home on leaves with the student unless otherwise instructed by the parent/guardian.

The deans receive regular education and training in the administration of prescriptive and non-prescriptive medication from the school nurse on an ongoing basis.

Medical Conditions

All medical forms are reviewed at registration. Please inform the school nurse of any changes that may occur throughout the year. All specific medical conditions are reviewed with staff in regards to specific accommodations that may be required.

Parents/guardians will be notified immediately of any serious injuries or illnesses that may occur. A school nurse practitioner or local health clinic will be consulted as indicated. All non-emergency health care issues should be taken care of during home leaves.

Sick List

Students are placed on sick list by the deans or school nurse as needed. Students are removed from the general population during this time with the dean making frequent rounds and assessing the student's condition. The school nurse is notified of any significant problems or concerns. The school nurse is notified of any student who is on sick list for two or more days. Students placed on sick list are not allowed to participate in school activities for that day. In the interest of school health, day students who are sick must remain off campus for the remainder of any school day.

Meals will be brought to the student's room. Typically a clear liquid/light meal will be provided in order to avoid digesting a heavy meal while ill. If the student is feeling better and no longer symptomatic, the dean may notify cafeteria for a different meal.

In order to allow the student an opportunity to rest while on sick list, electronic devices are not allowed. Any change in this policy is at the discretion of the deans.

Prescriptions, transportation fees, doctor's services, hospitalization and any charges associated with doctors visits will be billed to the student. Student accident insurance is provided to all registered students for accidents which occur in the normal school program.

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.

1. Girls will be allowed to take senior leaves on Mondays and Wednesdays, while boys will be given Tuesdays and Thursdays. Sundays will alternate between “girl Saturday night /Sunday” and “boy Saturday night /Sunday.”

Senior Leave is defined as:

- Any time a senior leaves campus as a driver or a passenger. Seniors must return no later than 10:00 pm. (If the student misses study hall/ worship during this leave, it still counts as one leave).
- They may not miss class or work.
- They may only be gone for four hours.
- They may only take one Senior leave a day

Senior Leave is NOT:

- A student leaving campus with his/her parent.
- Leaving campus with an approved adult on weekends, or during other free time on campus –i.e. recreation time, mealtime, etc.
- On-Campus study hall skips given at the dean’s discretion in the dorm.
- Granted during the Sabbath hours.

2. 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. Seniors may drive within a 45 mile radius of OAA.
- C. A student leaving campus after 7:45 pm may drive no farther than Siloam Springs.
- D. 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.

- E. Written permission from parents of all students involved (the names of each student such as “John Doe”) must be on record with the deans and administration.
- F. Students must not be under administrative or dorm disciplines to take a senior leave.
- G. Students on the current D F & I list are not eligible for trips that involve worship/ study hall skips and are limited to two weekend leaves per month.
- H. Eligibility for driving card:

- Must have a 3.0 GPA 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

3. 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.)

4. Any senior who violates one of these privileges automatically loses that privilege.

5. Two of the senior leaves may include a Study Hall/worship skip.

6. Seniors may take no more than two senior leaves per week (Monday through Sunday).

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, faxes at \$1.00 per page.

Credit Card Transaction Fee

There will be a 5% credit card or Pay Pal transaction fee for all non-tuition charges.

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 dormitory 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 qualified guidance director. These services are available at specified hours during the school day and are especially beneficial to students concerned about academic improvement or career planning.

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.
- Unwelcome sex-oriented comments (e.g. kidding, teasing, joking degrading or offensive sexual comments, sexual gestures.)
- A suggestion, requests, pressure, threats, or demand for sexual favors.
- 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. 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 or physical contact may at that point put the individuals on social restrictions. The Discipline 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 on a blanket, 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' dormitory 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 or their respective dormitories.

School Days

Students may associate in mixed groups on center campus as their individual schedules permit between breakfast and supper.

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 dormitory. 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

Dormitory 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 dormitory 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 daily 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

In order to hold a major office a student must maintain a current grade point average of 2.50 with no grade lower than a "C" in any class or Attendance. Any other elected officer must have at least a 2.0 average. If a student fails to meet either of these conditions at any nine week grading period, he or she must forfeit the office for the remainder of the school year.

Eligibility to hold any elected office will be based on the above conditions for the nine week grading report immediately preceding spring or mid-year elections, and the second semester reports of the previous school year for fall elections. All officers suspended from school will lose their office. Officers receiving other types of discipline from the Discipline Committee 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

- SA President*
- SA Religious Vice President*
- SA Social Vice President*
- SA Secretary*
- SA Sergeant At Arms*
- SA Treasurer*
- Senior Class President*
- Junior Class President*

* 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 or possess 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 of themselves and others

- Use only assigned accounts.
- Not view, use, or copy passwords, login names, data, or networks to which they are not authorized.
- Not use Personals and Dating web sites, including, but not limited to MySpace.com, Xanga.com or Facebook.com.
- Not distribute private information about others or themselves.

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

- Observe all network security practices.
- Not attempting to bypass network monitoring or security.
- Report security risks or violations to a teacher or to the network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect intellectual property of others

- Not infringe copyrights, no making illegal copies of pictures, music, games, or movies!
- Not plagiarize.

4. Respect and practice the principles of community by avoiding practices that use more than your share of the network resources

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- 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 use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not use messaging services or similar resource consuming services.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Not downloading or streaming (pod casting) software, music, videos, or other large files—including radio stations, music and sports videos.

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

- Must identify their computer with their first and last names as the computer name.
- Are to connect them to the network only in their dorm room.
- Must keep their operating system and anti-virus software updated and legal. (www.grisoft.com has a free anti-virus program.)
- Will need to provide their own network cable to connect their computer. Wireless connections are not to be used. Student networks are not allowed.

Students may, if in accord with the policy above, use the 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

Touring Groups include: Band, Royalties, Handbells, Aerialists, Puppets, Drama, Varsity Basketball and any other group that takes students out of class for more than two school days during the school year. In an effort to protect students from overextending themselves the following guidelines are followed:

1. Students may not participate in more than three touring organizations.
2. A student must have a 3.0 GPA in the previous semester to participate in three of these 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 must have at least 2.0 average with no F's for any class or attendance in the most recent nine week or semester grade report in order to be able to go on any tour or performance that would cause an absence from class or study halls. A Student may be removed from class if he fails to meet touring requirements.
7. 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 requested 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. At sunset or anytime faculty member deems necessary, buses will be segregated from front to back (not from side to side). Students may choose their seats after the supervisor has designated his seat between the boys and girls.
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

1. All work schedules must be in compliance with labor law restrictions.
2. 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 who quit or are discharged from their job due to poor work, poor attendance or insubordination may not be assigned to school-related work. Dormitory 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 the on-campus positions will be filled by dormitory students. Day students 16 years and older are encouraged to seek employment in the community.

Student Labor Requirement

All dormitory students age 14 or older are required to work a minimum of two hours per school day. International students are exempt from 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.

Index

Ozark Adventist Academy	1
Academic Information	4
Attendance Policy	14
Business Matters	18
Campus Life	22
Discipline	24
Dress Code	25
Fundamental Standards	28
General Guidelines	30
Home Leave Transportation	33
Medical Care	34
Senior Privileges	37
Services	39
Sexual Harassment Policy	41
Social Policies	43
Spiritual Activities	45
Student Leadership Opportunities	47
Substance Abuse Policy	48
Technological Use Policy	49
Touring Organizations	51
Work Program	53