

Residence Hall Job Titles

Deans

- Each residence hall has three Deans on staff each year. The Head Dean is responsible for all aspects of the dorm and the students. Each year the Head Dean hires two assistant deans to assist the everyday management of the dorm and the students. The assistants receive specific training and education during staff week.
- The deans ensure that the desk workers and the dean on duty sign reflect who is on duty for the day. When not in the office, the dean on duty will be accessible by phone and ensures that the desk worker and/or dorm worker are aware of their location.
- Medication training and general care guidelines are reviewed by the school healthcare provider and in compliance with the Arkansas Board of Nursing.

Resident Advisors (RA)

- The RA is hired to assist the deans in certain aspects of dorm care. The RA's duties include supervising the students during study hall, checking the students in at night, supervising the electronics room and the dorm store as assigned.
- Weekend RA's rotate each week and are responsible for checking in students at all required activities. The dean reserves the right to adjust the RA's schedule as deemed necessary.

Desk Workers

- The desk worker answers the phone, supervises the lobby area, and provides access for maintenance and students.
- The desk worker will ensure that students are not congregating or lounging in the area.
- The desk worker will be aware of the location of the Dean on Duty at all times.

Janitor

- The residence hall janitors are responsible for the cleanliness of community areas within the dorms. The janitor is responsible for ensuring the dorm is stocked with the necessary supplies that students might need (i.e. Toilet paper, cleaning supplies).

School Health Care Provider

- The term "school healthcare provider." is a general term describing the employment of either a school nurse or nurse practitioner.

Residence Hall Electronic Guidelines

Ozark Adventist Academy provides sufficient computer hardware, software, and Internet access for every student to be successful in our academic program. At the same time, we endeavor to balance this access with protection from inappropriate images and other content incongruent with the mission and philosophy of Ozark Adventist Academy. In attempting to strike the proper balance of access and limitations for our students, it is our goal to help each one learn to manage the use of technology in a way that will serve them well for the rest of their lives. To that end, we provide each student with their own Chromebook during the entire school year and make additional desktop computer labs available in the ad building, the library, and each dorm.

As part of our ongoing work to help students develop a healthy relationship with technology the following are our updated electronics guidelines for students attending Ozark Adventist Academy:

- *Beginning this year, students will no longer be allowed to bring their own personal computers, laptops, or tablets on campus.*

- The only personal electronic devices a student is permitted to bring to school is one personal mobile phone and one electronic wearable.
 - Each device brought on campus must be clearly identified on an electronic policy agreement form completed by students and signed by their parents at registration. Required information includes any passwords or PINs needed to unlock and access any and all information stored on the device. In addition, any changes to passwords or PINs throughout the year, must be immediately communicated to the dean.
 - All student devices brought to campus are subject to search by academy staff with or without cause.
 - The school is not responsible for lost or stolen electronics.
 - **Please note the following guidelines that apply to your students' daily access to their school-provided Chromebook as well as their own personal electronic devices (mobile phone and wearable)**
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- All devices are to be turned into the dean before lights out each night.
- On Friday night, all devices are to be turned in 30 minutes before vespers. Students are given access to their personal devices again after vespers until lights out.
- Use of all devices is prohibited during chapel, vespers, and Sabbath services.
- Personal devices are allowed in the classroom only at the express direction of the teacher.
- Over Saturday night, personal devices (mobile phones and wearables) may remain with students in their room.
- Students may pick up their devices at the following times:
 - Weekdays: 7 AM
 - Sabbath: After Church (personal devices only)
 - Sunday: 9 AM
- Any exceptions to these **Residence Hall Electronic Guidelines** will be strictly at the discretion of the dean.
- The **Ozark Academy Student Handbook** contains additional guidelines which apply to all students.

Electronic Disciplinary Step Process

Electronic misuse is classified according to minor and major infractions. Examples include, but are not limited to, the following:

Minor Violations: Use of a device during a religious program.
Inappropriate movie watching and gaming (inappropriate games and movies)
Listening to music too loudly.

1st offense: Device confiscated and not returned to the student 7 days.

2nd offense: Device will be confiscated, and not returned to the student for 2 weeks, parents will be notified

3RD Offense: Device will be confiscated and not returned to the student until the end of the year. Parent will be notified.

Major Violations: Failure to register or the hiding of any electronic device with or from the dean
Attempting to keep a device through the night.
Turning in an electronic that is fake, broken or not in service.

1st Offense: Device confiscated and not returned to the student 8 weeks.

2nd Offense: Device will be confiscated, and not returned to the student for 12 weeks, parents will be notified

3rd Offense: Device will be confiscated and not returned to the student until the end of the year. Parent will be notified.

Contraband Items

The following items are not allowed in the dorm on Ozark's campus and must be turned into the dean within the first week of moving into the dorm. Failure to turn in items will result in confiscation and a fine of \$10 each. Items will not be returned to the student until the end of the school year. A parent may directly pick up the contraband item at any time but the fee will still apply. Items may not return to the dorm. See contraband items listed below:

- Candles
- Wax melts
- Incense
- Lighters/matches/fireworks
- Jewelry
- Gambling items
- Weapons (airsoft, knives, guns)
- Book content that is not reflective of OAA principles and standards
- Condoms or any other items promoting promiscuous behavior
- Drug paraphernalia including but not limited to clothing and/or items
- Room decor should not promote or allude to profanity, promiscuity, drug usage, cult symbols or pornographic entertainment.

Residence Hall General Guidelines

Dormitory Check in

- Upon arrival, students will fill out a dorm room check-in sheet from a dean or resident advisor (RA). This sheet will be used to document and record any damages to the room prior to the student moving in.
- If a student switches to a new room during the school year, a new dorm room check-in sheet must be filled out for the new room.
- A key is assigned to each student with a code for his or her room. It is the student's responsibility to keep track of their key. Should the key be lost there will be \$25 charge for a replacement.

Dormitory Check Out.

- When checking out of the dorm, the student's dorm room must be cleaned and their belongings moved out of the room before asking a dean to check their room. A dean will check each student's room with and inspect for damages that may have occurred during the school year. Any damages to the room that were not there at the beginning of the school year will result in charges to the student's account.
- Once the dorm room has been checked, the room key is to be turned in to the dean immediately. There will be a cleaning fee of \$50 for all rooms not cleaned.
- Students have the option to leave their belongings in the dorm over the summer. There will be a \$10 charge for each box or item left up to 5 boxes. All stored items must be picked up by the end of the first month of school starting. Failure to pick up items will result in the items being donated to a local

charity. A storage ticket will be issued listing the items being stored. The school is not responsible if stored items are lost, stolen or damaged (See Example: Summer Storage Forms).

Residence Hall Facility Guidelines and Use

Kitchenette (Girls Dorm Only)

- The girls' dorm is equipped with a kitchenette for use by all dorm girls. The kitchen is always locked. The kitchen may be used by request per the sign up sheet at the front desk. A student must turn in their student ID card prior to receiving access to the kitchen. If a time slot is empty, the kitchen can be requested for use. (See Kitchen Schedule).
- Students are responsible for cleaning all appliances, counters, and dishes after each use.
- Students must label all stored food must be labeled with their name and date. Unlabeled items used by other students will not be the responsibility of the dorm.
- Failure to keep the kitchen clean may result in the kitchen being temporarily shut down for dorm use. The actual length of time closed will be set at the dean's discretion.

Lobby Area

- The lobby is open to the public. Appropriate campus dress attire must be worn during day time and evening hours (basketball shorts, modest shirts are allowed). Appropriate pajama pants may be worn at night after 8:10pm. The use of blankets to shield inappropriate clothing is prohibited. Failure to comply with lobby dress code will result in discipline or action.
- The front desk is a working area for dorm staff only. Students are not allowed to visit behind the desk.
- Furniture is not to be moved to other parts of the dorm without permission. If given permission to move furniture it is the student's responsibility to ensure it is returned to its proper position. Shoes are not to be placed on the furniture.
- Personal belongings are not to be kept in the lobby.

Laundry

- The laundry room is open at 7am and closed at 10:25pm. During Sabbath hours the laundry room will be closed.
- A laundry sign-up sheet is posted each month and students are to sign up to for time slots to do laundry except on Saturday and Sunday, which are open days. Laundry that is left for an extended period of time will be collected and added to a "donation box". It is the student's responsibility to do laundry in a timely manner.
 - On Friday the laundry room will close 30 minutes before sunset.
 - On Saturday night the laundry room will open 30 minutes after sundown and will close at midnight.
- On Sundays the laundry room will open at 8am and close at 10:00pm.
- The laundry room will be kept clean. Clothes not in machines are to be kept in baskets. Dorm laundry baskets are for use in the laundry room only and should not be kept in a room.
(See Girls Laundry Sign Up Form).

Exercise Room

- The exercise room is open to all students. The exercise room is closed during Sabbath hours, on Friday 30 minutes before sundown until Saturday 30 minutes after sundown.
- Music must reflect the school's standards and be played at an appropriate noise level. Failure to comply may result in confiscation of student's musical device.

Chapel

- The chapel is open to all students at any time. The piano is not to be played before 9:30am or after 8:30pm.
- No food is to be brought into the chapel. Music selections must reflect school standards.
- Belongings left in the chapel will be placed in lost and found and if not collected by the end of the school year will be donated.
- Daily residence hall night worship is required. Pre-arranged absences are made through the dean.
- Students are required to be in appropriate campus dress code for chapel. The use of blankets to shield inappropriate clothing is not allowed.

Dormitory Store

- The dormitory store is open after worship each night. The dean is responsible for restocking and updating merchandise prices as needed. All purchases must be in cash. Credit is not offered.

Computer Lab

- Computer lab is opened each morning at 7:00am and closed at 10:00pm.
- No food will be permitted in the lab. Students who need to print items may use this lab or the lab in the Administration Building.
- The printers in the Dean's office will not be used for the printing of student material.

Residence Hall Appliance Use

- Due to the increased risk of fire, the following appliances are prohibited: hot pots, hot plates, toasters, toaster ovens, popcorn poppers and deep fryers. These appliances must be turned in to dean upon checking into the dorm or taken home. The use of restricted appliances will result in disciplinary action.
- Students may bring personal appliances such as small refrigerators and microwaves that are in good repair. In order to avoid fire hazards, appliances require inspection by the dean before use in dorm rooms. Unsafe appliances are not allowed.
- The girl's dorm rooms are equipped with a microwave and refrigerator, which are the property of Ozark Academy and must be free of written graffiti or stickers.
- Damages to dorm room appliances will result in damage fines to the student(s) assigned to the room.
- Only automatic shut off irons are permissible.
- Curling irons are allowed with a preference for an automatic shut off feature. Curling irons must be unplugged after each use.

Residence Hall Room Care and Guidelines

Room Checks/Cleanliness

- The student is responsible for the cleanliness of their room.
- A room check will be conducted each Wednesday and Friday. The use of dorm cleaning supplies is acceptable. The supplies must be returned in a timely manner.
- The Dean's List criteria includes room checks that are graded on a point system.
- Points are awarded for the following:
 - Beds made
 - Trash/garbage emptied
 - Floors cleaned (vacuumed & swept)
 - Desks clean and in orderly fashion
 - Cabinets & drawers shut and in orderly fashion
 - Lights & electrical appliances turned off
 - All appliances clean (food/drinks in a closed container)
 - Clothes hung up & put away

Closets orderly
Mirrors, sinks, toilet and shower clean

Room Decor

- Room decorations must reflect school standards. Posters should not promote or allude to profanity, promiscuity, drug usage, cult symbols or pornographic entertainment.
- Reading books/magazines should reflect school standards.
- Use of nails, tacks, or tape is not allowed. Removable adhesive is the only product allowed for hanging items on the walls/doors.

Furniture

- With the permission of the dean, students may bring additional furniture to decorate their room. The dorm assumes no responsibility for such items.

Hammocks

- The hanging of hammocks or other such items are not permitted in the dorm rooms.
- Hammock's must be turned into the dean during the dorm check-in process. Students may check out their hammocks to hang outside, for single use only, when supervision is provided. Hammocks are to hang only high enough to access from a ground standing position.
- Hammock's must be checked back in to the dorm following use. Failure to check a hammock back in to the dean may result in the loss of privilege to use.

Residence Hall General Routines

● **Weekly night routine:**

8:10-8:30pm	Worship
8:40-9:40pm	Strict Study hall
9:40-10:00pm	Electronic turn in, meds, lights out for underclassmen
10:00pm	Underclassmen lights out
10:30pm	Senior lights out
10:45pm	Alarm set

● **Friday night routine:**

6:50 - 7:00	Electronic Turn in
7:15pm	Head to vespers
9:45pm	Dorm student returns to dorms if checked off
10:00	Electronic Turn-in
10:15pm	Lights out for everyone

● **Saturday night routine:**

11:30pm	Students return to the dorm
11:45pm-12am	Electronic turn in, lights out for everyone
12:15am	Alarm set

- RA's/Club officers operate the dorm store.
- RA's are responsible for monitoring study hall and collecting electronics at the appropriate time per the electronics policy
- Students on the Dean's List are granted additional privileges, which includes keeping all electronics on Saturday nights.

Lights Out Routine

During the week, lights out for underclassmen is 10:00pm on school nights and may be extended to 10:30pm for seniors at the discretion of the deans. Once lights are out students are to be in their room and not their suitemates. Failure to comply will result in disciplinary action.

- Friday night lights out is generally between 10:00-10:30pm for all dorm students.
- Saturday night lights out is at 12:00am for all dorm students.
- The Residence Hall Deans may alter this schedule as needed.

Room Keys

- Students are to be in possession of their room key at all times. Room doors should be locked at all times. Room keys left in their room doors will be confiscated by the dean. Students are responsible for meeting with the dean to collect their lost key and a \$1 fee applies.
- Should a student forget their key in their room:
 - Contact their roommate/suitemate for access
 - Student should then check with one of the RA's.
 - Asking the dean or desk worker to open the door should be the last resort.
 - There is a \$1 dollar fine each time the dean or desk worker opens a door. Payment is due at time of entry.

Pets

- With the exception of fish, students are not allowed to have pets in the dorm. It is the responsibility of the student to ensure their fish bowl is clean and free of odor.
- If a student is not able to maintain their fishbowl in a clean and odorless manner, the privilege will be suspended.
- During breaks, it is the student's responsibility to make arrangements for care of their pet.

Food delivery

- Upon approval from the deans, outside food can be delivered to the dorm. Students are responsible for paying and tipping for their food orders.

Windows/Screens

- The screens are not to be removed without permission by the dean.

Jewelry

- Jewelry of any kind, including rings, earrings, bracelets, anklets, necklaces, or friendship bands are not to be worn at Ozark or at any school-sponsored function. Any jewelry worn or found will be confiscated.
- Students are not allowed to pierce any body part or assist in the piercing of another student's body part during the school year.

Vandalism/Theft

- Students are encouraged to label all of their clothing and items. The student should ensure their items are secured in their room and their door locked at all times. In the event of theft, the dean on duty should be notified. The dean will notify the principal.
- The school/dorm is not responsible for items lost or stolen.

Dorm Dress Code

- Students may dress comfortably in the privacy of their dorm rooms. Window coverings is to be closed when not dressed in appropriate campus dress attire. Undergarments may not be exposed when outside of room.
- Girls must dress appropriately outside their room with short length being at the length of the fingertips when held at one's side. When in the lobby, appropriate campus dress attire must be worn during day time and evening hours. Appropriate pajama pants may be worn at night after 8:10pm. The use of blankets to shield inappropriate clothing is prohibited.
- Boys are required to wear shirts and shorts outside their rooms
- Failure to comply with dorm dress code will result in disciplinary action.
- One-piece bathing suits are required for all school-sponsored events with appropriate swim shorts.(No spandex) Bikinis with a shirt covering are not acceptable.
- Exercise tights, leggings, spandex clothing, pajamas, tank tops or cut off shirts are not allowed outside of dorm, on school outings or transportation. Knee length shorts may be worn on school outings/transportation, when approved.
- Modest dress should be worn when serving in church programs. Female students participating in church programs may chose to wear either non-restrictive dress pants (not colored jeans) or a below the knee dress.
- In order to assess banquet dress length, female students must include the shoes they will be wearing at time of inspection.

Room Search

- In order to ensure the safety and well-being of our student body, the deans and administration reserve the right to search any dorm room for screening of inappropriate contraband as needed.

Roommate Assignments

Roommate Selection

- As a general rule, residence hall floors, are divided by class standing.
- Roommates are selected during the registration process at the beginning of the school year by the deans.
- New students may request Roommates/Suitemates by submitting a letter of request to the dean during the application process or before registration.
- The Deans may make alterations in roommate assignments/requests if a particular arrangement is deemed not in the best interest of the students or the harmony of the dorm as a whole.
- Students with stable or related mental health concerns not allowed to room together or alone.
- Returning students are able to select their roommate/suitemate before the end of the current school year by submitting such request in writing.
- During the school year roommate re-arrangements may occur due to incompatibility or requests. The deans are responsible for working with the students in relocation as needed.

Irving Hall Roommate Agreement Form

- At the beginning of the school year, girl dorm students will fill out a roommate agreement form. This form is intended to help roommates develop a better understanding of the person they are living with. It will also help in the creation of boundaries and expectations to improve compatibility and conflict resolution. (See Girls Dorm Roommate Agreement Form).

Campus Leaves

General Signing out of Dorm

All dorm students must ensure the sign out log is completed when leaving campus or exercising outside the dorm.

General Campus Leave

- Upon notifying the dean, a parent/guardian may check their child off at any time. The sign out log must be completed. If the student will be missing class or work the parent/guardian must make arrangements through the office which will include a submission of leave request. Absent work or school days may apply.
- Medical appointments will be made through the school healthcare provider. The student will complete the sign out log indicating a medical appointment.
- Students who are campus or room bound cannot leave campus. If a student is checked off with a parent/guardian during restriction, the restricted days will resume upon return to campus.
- Students desiring to exercise outdoors must receive permission from the dean on duty. Appropriate campus dress attire is required.

Non-Custodial Adult Check Off for Dorm Students

- A parent/guardian permission must be given to the dean before a non-custodial adult is allowed to check a student off campus. A list of pre-approved adults may be presented to the deans during dorm check in. The deans reserve the right to deny a non-custodial adult check off.
- Adults >25 years of age, who are in good standing, with approval from parent/guardian and deans, may check off student during approved times. The dorm student off campus policies remain in effect at all times.
- Non-custodial adult checking dorm students off campus is required to read and sign an annual Dorm Student Check-Off Agreement Form (See Dorm Student Check Off Agreement) before checking a dorm student out. Dorm parents will receive a copy of this agreement during registration. Non-custodial adults who fail to comply with this agreement will lose check off privileges along with the student.
- Once the dean has approved the campus leave, the supervising adult must fill the sign out sheet. Upon return, the student must be escorted back and be signed back into the dorm (See Dorm Sign Out Form).
- Students who are campus/dorm bound or on attendance restriction may only leave campus with their parent/guardian and not check off any other student(s)
- A parent/guardian of a village student on attendance restriction will not be eligible to check off a dorm student.
- Dorm students are to remain under the direct supervision of the approved host adult/family. Students are not to be dropped off at any location alone. If change of care or transportation is needed, the dean must be contacted for approval.
- Students are to adhere to OAA dress code at all times.
- Students are to follow the technology policy during church services.
- Students, who are injured or sick, are to return to the dorm for medical care. The dean on duty and/or the school healthcare provider should be contacted regarding any concerns or injuries. In the event of a life-threatening emergency medical care should be sought and the school healthcare provider and/or dean notified immediately.
- Students checked off into mixed company are expected to uphold the physical contact policies in effect on OAA campus.
- Village students are not allowed to drive dorm students nor may the dorm student drive someone else's vehicle.
- Students are to return to the dorm by the approved campus closed times. Students are responsible for ensuring they arrive on time. Failure to arrive on time will result in suspension of privileges.
- Entertainment choices should remain consistent with OAA's Christian values and standards.
- Administration of over-the-counter medications is best handled in partnership with the dean and/or school healthcare provider. Students will only take their prescription medications to a host family's home as directed by the dean/school healthcare provider.

- The deans are to be contacted regarding any issues or clarification of policies that may arise while a dorm student is in the care of a non-custodial adult.

Dorm Student Overnight Weekend Leaves

- The non-custodial adult policy for checking off dorm students applies to weekend leaves
- Students who are campus/dorm bound and/or on attendance restriction will only leave campus with their parent/guardian.
- Parental/guardian permission is required for a student to request to spend the night at a non-custodial adult home. The student is responsible for submitting an overnight leave request to the dean, no less than 24 hours before the requested day. The Dean reserves the right to deny a request to stay off campus with a non-custodial adult/family despite parental permission.
- Dorm students are to remain under the direct supervision of the approved non-custodial adult during their leave and are not to be left alone at any location (example home, restaurant, store, theatre).
- Dorm students must be signed out and transported by the approved non-custodial adult checking them off for the weekend. Dean approval is required for transportation to the approved home by another adult that is not part of the host family.
- Overnight leaves with other OAA students must be gender specific as co-ed overnight stays are restricted to home leaves with parental permission only.
- Students must be back by 7pm on Sunday unless the student is with a parent/guardian.
- A dorm student may request to drive home between scheduled home leaves with parental permission. Dorm students who drive home are to drive directly between their home and OAA. Students who do not comply with the policy will have non-scheduled home leaves privileges suspended.
- A dorm student may not drive another dorm student to their home or to other locations, outside of approved home-leaves.
- Dorm students will be required to be in the supervision of their parent/guardian to attend a touring organization event.

Suspension of Non-Custodial Adult Privileges

- Annually, non-custodial adults are given guidelines/policies regarding expectations before checking any students off. Failure to comply with the agreement form will result in loss of check-off privileges. (See Dorm Student Check Off Agreement).

Scheduled Home Leave Procedure

- The dorms are closed during home leaves. The dorm closes at 12:00pm on the day of home leave. Prior arrangements for students who will not be out of dorm by noon need to be made with dean on duty.
- The dorm sign-out list must be filled out for all home leaves as follows:
 - ✓ Students traveling with school transportation or driving themselves home.
 - ✓ Parents picking of their student(s).
- Students using school transportations for home leave must sign up in the Administration Building the week before home leave. Students are responsible for making the proper arrangements and accommodations for home leaves. Students are responsible for making sure they arrive at the buses on time with their belongings.
- Students traveling home with other students or visiting another student during home leave must have written permission from their parents and the host family presented to the deans before home leave begins. (See Home Leave Sign Out Log).

Residence Hall Guests Guidelines

- The men's dorm is equipped with guest rooms for visitors. There is a nightly charge per room for each overnight guest and payment should be obtained upon arrival in the dorm to the dean on duty. Rooms are rented on a first come basis.
- Parent/guests desiring to stay with their child must be approved through the dean.
- During a school-sponsored event, a sponsor is required to stay with their students/group at all times. A guest information sheet will be provided to all sponsors. Deans are not able to administer medications to visiting students. (See Guest Information Sheet).
- If space allows, community students, with the permission of the dean and parent, may be approved to stay in the dorm on weekends only. There will be a nightly charge. Community students are required to adhere to all dormitory policies while staying the dorm.
- During inclement weather, community students needing to attend classes may be allowed to stay in the dorm at no charge. Arrangements are to be made through the deans. Community students are required to adhere to all dormitory policies while staying the dorm.
- If space allows, community students, with the permission of the dean, may be approved to stay in the dorm on the weekends only. There will be a nightly charge. Community students will adhere to dormitory policies while staying in the dorm and must agree to comply with all rules.

Residence Hall Academic Programs

DFI Procedure

This monitoring program exists to encourage the student to participate in active learning opportunities that will assist in successful learning strategies.

- Students who have one class grade of an F or three class grades of a D or more are put on the DFI list. During dorm study hall, DFI students are required to meet in a designated part of the dorm for a monitored study hall. At the end of the grading period, students who no longer have D's or F's will be removed from the list.
- DFI students are to turn in all electronic devices to the Deans. Students may have their devices back after vespers on Friday and after church on Saturday and all day Sunday. During this period of time students are to turn in their devices at the regular time along with the rest of the dorm.
- DFI students are required to attend the Learning Resource Center(LRC) in the evenings.

Senior Privileges

Senior privileges offer eligible senior students the opportunity to develop good judgement, self-control and time management skills through being able to use their own vehicle. Eligible senior students will be granted privileges to leave campus with their own vehicle or to ride as a passenger with another senior. These privileges are awarded after the first grading period. Students who decide to take senior privileges must follow the guidelines set by the administration, faculty and staff.

Eligibility for senior leaves:

- Students with GPA of 2.0-2.49 are eligible for two senior leaves a month
- Students with GPA of 2.5-2.99 are eligible for three senior leaves a month
- Students with a GPA of 3.0 and higher are eligible for two senior leaves a week as described below.
- Student must not be on academic probation
- Submit the following documents to the Deans: copy of legal driver's license, proof of insurance and copy of vehicle registration
- Written permission from parents/guardians with names of each senior who may ride with or drive their child.

- Students are not allowed to use their vehicles for school business, for example: running errands for senior class, school organizations or their OAA employer.

Senior Leave Program:

- A senior leave is defined as any time a senior student leaves campus as a driver or a passenger.
- Seniors may be gone for a maximum of four hours and must return no later than 10:00pm, with the exception of a boys or girls weekend. On those weekends a senior may be gone for up to six hours and needs to return no later than 7:00pm.
- Seniors may not miss class or work.
- Senior leaves may not be taken during Sabbath hours..
- Typically guys and girls will have separate days to go on senior leaves. These days will alternate after each grading period. Girls senior leave days are Monday and Wednesday. Weekends alternate between boys and girls.
- Seniors are only allowed two leaves per week. (one per day).
- Seniors may only drive within a 45-mile radius of OAA
- Students who decide to leave campus after sundown may drive no further than Siloam Springs.
- Senior drivers 18 years and older may take up to three seniors of the same gender in their car, providing it has one seat belt per student.
- According to Arkansas State law, a driver under the age of 18 may only drive one other person.
- Students must not be under administrative or dorm discipline. Students involved in discipline may lose all senior privileges including the privilege of going on the senior class trip.
- Students who have been injured and diagnosed with a concussion/head injury will not be allowed drive another student for a minimum of 14 days and must be symptom free.

Dean's List

- The Dean's list is compiled quarterly for dorm students who have met the following criteria in a 9 week period:
 - Honor Roll or Honorable Mention,
 - No grades of D's or F's
 - No unexcused absences from required programs
 - No more than 2 tardies
 - No more than one failed room check
 - No school or dorm discipline
- Dorm student on the dean's list will receive privileges for each grading periods.
- New students may only be added to the dean's list at the beginning of each new quarter.
- Student who receive disciplinary action will be removed from the dean's list and will not be eligible to re-apply until the following quarter.

Residence Hall Evacuation during Inclement Weather

General

- Evacuation procedure will be reviewed with assistant deans and resident assistants to ensure proper dorm response for maximizing dorm role call efficiency and safety for all students and guests.
- Dorm students will be instructed in all emergency protocols during the first week of school. Fire drills are performed monthly with full student participation.
- Each school year, the dorms create and maintain a dorm student roster for emergencies.

Evacuation Procedure (Fire alarm, Bomb threat, Smoke)

- In the event of an actual threat the dorm will be evacuated in an orderly, controlled fashion to center campus or a safe adjacent location. Students will not be allowed to collect their belongings.
- Once outside the RA's and deans will immediately account for students utilizing the dorm roster and locate anyone missing.
- No student will return to the dorm until cleared by the Fire Department.
- Annual dorm fire alarm drills occur monthly (See Fire Drill Log).

Severe Weather Warning

- In the event of a tornado warning, students will be escorted to the tornado shelters in the basement of each dorm.
- The dean on duty and the RA's will account for all students present and locate any missing students immediately.
- In an actual tornado, students should assume the posture-kneeling position facing the interior wall with head down and hands protecting the back of the neck and head.
- Students will remain in place until the tornado warning is over or proper authorization from authorities is received.

Residence Hall Student Safety

The School Crisis Management Policies for the following safety issues below are the foundation for the dorm guidelines and are referenced as needed.

Missing Student

If a residence hall student is missing or suspected of running away:

- The deans' will immediately attempt to locate the student which includes searching the dorms and notifying the office during business hours.
- The Principal or Administrator on Duty will be notified. All available staff will assist in searching for the student.
- Law Enforcement will be contacted promptly if the student cannot be located.
- The Principal will notify the parents immediately.

Bullying/Hazing

- Dorm bullying and hazing is not allowed or tolerated.

Alleged Sexual Assault/Sexual Harassment

- If a sexual assault is suspected the dean will notify the principal/administrator on duty, school healthcare provider and law enforcement, if indicated.
- The student should not shower, change clothing or alter appearance.
- Document all interactions.
- Principal will contact parents.

Loss of Student Life

Call for emergency help (911) providing the nature of the event and law enforcement.

- The principal, administrator on call, school healthcare provider, chaplain and all other available staff will be provide support to the student body.
- All students will be escorted to a location on campus away from the site, such as the auditorium. The staff and pastoral support should be present to assist as needed.
- The principal will notify the Parents and the Conference Officials.
- Document of all interactions.