STUDENT HANDBOOK

Revised June 2025

This handbook is subject to change at any time, with any updates communicated to students and parents/guardians in a timely manner. Any interpretation of the handbook will be determined by the school administration.

Faculty and Staff

Administration

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Renee Patterson……...……Vice Principal of Admissions
Donald Upson…….…..……..…..…Vice Principal of Finance
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Faculty

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Staff

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Beverly Griffith……...Food Service Asst.
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Eva Guerrero……. Food Service Asst.
Shaunna Mason……Food Service Director
Todd Mason, AS…….……Plant Services Director
June Melton, MEd…….……Assistant Treasurer
Tamara Reynolds……..……Food Service Asst.
Stephen Staff, MA……Head Boys' Dean
Debbie Upson, BSBA..…..……..Media Director
Lauren Upson Hosteter, BA, BA……...……Testing Coordinator/LRC Director
Stephanie Waggoner……Business Office Asst.
Gina Webb, APRN-CNP……..……..School Nurse

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INTRODUCTION

The Mission of Ozark Adventist Academy is to educate spiritual champions who have integrity in thought, word and action, exercise self-control in every circumstance, possess critical-thinking skills, clarity of mind, and exhibit the courage of their convictions.

Ozark Adventist Academy admits students who desire to learn in our Christian, Seventh-day Adventist educational environment, agreeing to support and follow our policies. Students do not need to be Christian or Seventh-day Adventist to attend, but must be willing to abide by our policies and standards.

For Ozark Adventist Academy to maintain our uniquely Christian, Seventh-day Adventist atmosphere, we are unable to admit or retain students who engage in conduct, lifestyles, or advocate ideas not in accordance with our beliefs, including, but not limited to, engaging in inappropriate sexual behavior or the promotion of any sexual or illicit behavior, or ideas that are inconsistent with Adventist beliefs and the mission of Ozark Adventist Academy and the Seventh-day Adventist Church.

If a student is academically unable to pass classes, accommodations may be put in place for a student. OAA is not staffed to provide specialized academic intervention or instruction below the high school level. OAA seeks to provide a quality education for each of its students. However, OAA may not have the resources available to accommodate or meet the needs of every prospective student. Therefore, we advise parents of prospective students with special educational needs or physical disabilities to discuss their child's requirements with the school in detail when they apply.

OAA does not provide an English Language Learner (ELL) program. Students whose primary language is not English are welcome to attend Ozark Adventist Academy if they have English fluency in writing and speaking. International students for which Ozark issues an I-20 are required to take an online English proficiency test and have an online interview before the admissions committee reviews their application.

The OAA Partnership:

Any productive and positive working relationship requires a full commitment from each person or entity involved. This handbook lays out the framework for a positive working relationship between the school, parents/guardians, and students. Each party agrees to make the following commitments:

The OAA Commitment is to:

- Educate your student in a Seventh-day Adventist, Christian environment
- Create a safe environment for growth spiritually, academically, mentally, physically
- Retain caring, competent, qualified educators and staff who care for each student
- Be a partner in academics, character development, and discipleship of students
- Provide the right tools and opportunities to help each student excel in every area
- Treat parents with respect and gratitude, communicating intentionally and promptly

Parental Commitment is to:

- Pray daily for Ozark Adventist Academy staff and students
- Support all school policies and actively assist in their student's cooperation
- Recommend OAA to others seeking the best for their child(ren)
- Resolve any matters of conflict in a biblical manner (Matthew 18:15)
- Positively engage with the school and staff for the benefit of students
- Meet financial obligations in a timely manner
- Positively represent students, staff, and OAA on social media

Student Commitment is to:

- Willingly observe and uphold all school policies agreed to upon enrollment
- Respect and positively represent self, others, and OAA on social media
- Uphold Christian principles of respect for God, self, others, and OAA

  - *Respect for God:*

    - Be respectful in the use of God's name and likeness
    - Be reverent and respectful at spiritually focused programs
    - Be considerate of individuals sharing their personal journey with God
    - Be respectful of creation and nature, the "second Bible"

  - *Respect for Self:*

    - Maintain healthy practices in physical, mental, social, and spiritual life
    - Maintain honesty and integrity in all aspects of life
    - Maintain a Christ-like attitude and Christian lifestyle
    - Maintain accountability for actions, owning the outcome of decisions

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  - *Respect for Others:*

    - Treat others with kindness, respect and dignity
    - Maintain a positive Christian relationship with others

    - Look for the various ways to be of service to others
    - Be respectful of others' views, property, and feelings

- *Respect for the School:*

    - Have positive attitude to support the philosophy and ideals of OAA
    - Contribute to the healthy Christian environment on and off-campus
    - Represent and respond positively on social media platforms
    - Be an example off campus that represents OAA values and success

We desire for each student, with their parents/guardians, to have a positive experience at OAA. A breakdown in the partnership between OAA and families will result in a less than satisfactory experience for the student, parents/guardians, and/or classmates.

If determined that OAA is not the right environment for a student, the parent/guardian or OAA administration has the option to discontinue the relationship. Christian education is a personal decision, not one to be forced.

It is important to note that all aspects of the student life guide are applicable to residence hall students and community students equally, *without exception*. **When a village student enters campus or the Gentry church for services, they are expected to adhere to the handbook as the residence hall students will in regards to disciplinary behaviors and dress code.**

Furthermore, community students have an additional expectation that they will represent the OAA while off campus and in the local community. It is a privilege to be part of the OAA student body and to represent the school wherever a student finds themselves, be it home or in public.

Academic Information

Academic Success & Development

OAA's academic program is designed to give students the ability to follow God's calling, whether to a four-year university, vocational/tech institution, or a trade. We give students the tools and training in many life skills, etiquette, time management, communication, creativity, teamwork, leadership, etc. All are must-haves in life success.

Beginning with the Class of 2026 and later, the College Preparatory Diploma is the sole diploma available to students. Doing well in these college-prep courses help students score high on college entrance exams, such as the ACT/SAT, in which students can earn substantial scholarships for their scores.

To ensure that every student has an opportunity to succeed, the OAA educators and support staff stand by with the tools and resources every student will need. We believe every student can experience success in academics and we are ready to make it happen.

College Preparatory Diploma: 24 Credits

Courses	Credits	Requirements
Religion	4	½ credit for each semester in an Adventist school
Language Arts	4.5	4 English, ½ Communications
Science	4	
Mathematics	4	Algebra I or higher, which includes either dual credit college class or 4 math credits
Social Studies	3	1 World History, 1 US History, ½ Government, ½ Economics
Foreign Language (Spanish)	2	OR 1 Foreign Language & 1 Computer Coding
Physical Education	1.5	½ Health, Max 2.5 to count toward a total of 24
Computer Ed.	1.0	
Fine Arts	.5	½ Maximum of 2.0 to count toward a total of 24

Home School/Non-accredited School Credit: Ozark Adventist Academy understands that some families have chosen a home school or online, non-accredited school for their

child prior to enrolling at OAA. Requests for recognition of such credits must be made by the Admissions Committee.

- Completion of a Secondary Course Verification form will need to be completed.
- Students will be required to submit a copy of the most recent standardized test results. If standardized test results are not available to validate the student's grade level, testing will need to be completed onsite at OAA or via an approved proctor.
- For classes granted credit by the Administrative Team, no grade will be assigned, but a designation of "HS" will be recorded and the grades will not be included in calculating GPA.
- Students who have spent two of their high school years in a home school must be enrolled for their entire senior year at OAA to be eligible for graduation.

Electives: Each student is required to be enrolled in at least one elective each semester, with various options to choose from. There are no exceptions. *A full-year commitment is expected for performance organization electives.*

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

Honor Roll: The honor roll is published at the end of each quarter grading period. Recognition will be given to students who have a current GPA of 3.50 - 3.74. High Honors recognition will be given to students who have a current GPA of 3.75 or greater.

Honors Distinction: Honors distinction at graduation will be granted to students earning a College Preparatory Diploma with a cumulative GPA of 3.50 or higher. Eligibility for honors will be determined at the end of the first semester of the senior year.

High Honors Distinction: High Honors distinction at graduation will be granted to students earning a College Preparatory Diploma with a cumulative GPA of 3.75 or higher and who have been enrolled in an accredited secondary school during the final two years of high school. Eligibility for high honors will be determined at the end of the first semester of the senior year.

Class Load: Students will normally take classes equaling six credits per year. The maximum load a student may carry is seven full-credit courses per semester. Full-time students are required to take a minimum load of five full-credit courses per semester.

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

Dual Credit Courses: Dual Credit classes are offered through Southwestern Adventist University (SWAU) as well as other Adventist universities. Students who pass these courses will obtain both high school and college credits. The high school credit will be issued through OAA while the university credit will be issued from the institution of higher education. Dual credit courses generally require an extra fee that will be paid through the business office. These courses may be taken in the junior and senior year and have a minimum GPA and/or ACT requirement for participation.

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

Academic Success Program: Ozark strives for every student to be successful in their academic endeavors. A student's success depends on their cooperation and willingness to take full advantage of every resource available. Students who need extra resources may go to the Learning Resource Center (LRC) for tutoring, extra help, or a quiet place to study.

Any student whose grade that falls below 73% will be placed in the Academic Success Program. Dorms students will be required to attend LRC one hour per day, Monday through Thursday, to help them achieve success in that class. Qualifying village students are highly advised to participate in the hourly attendance as well. Students in the Academic Success Program:

- Meet with the LRC Director to outline a program for success
- Obtain support and input from applicable teacher(s)
- Maintain mandatory attendance in the LRC for one-hour, four days per week
- Receive assistance from the LRC Director and a teacher, if needed
- Have various restrictions applied to ensure focus on success
- Experience limited athletics programs participation and/or travel while on ASP

Students will be evaluated each Monday and added to the list if their cumulative course grade is lower than 73%.

Should a student miss a mandatory ASP session (one hour each day) they will be subject to corrective actions. The first step is the loss of phone privileges, with subsequent steps activated accordingly.

Grade Reports: Parents may view grades through the FACTS Parent Portal. Report cards are emailed to the address on file in the FACTS system. Only semester grades are recorded on the official transcripts. OAA grading system is as follows:

Letter Grade	Academic Level	GPA	Percentage
A	Excellent	4.0	90% - 100%
B	Above Average	3.0	80% - 89%
C	Average	2.0	70% - 79%
D	Below Average	1.0	60% - 69%
F	Failure	0.0	<60%
I	Incomplete	0.0	
WF	Withdraw: Failing	-	<60%
WP	Withdraw: Passing	-	>60%
FA	Failure due to Attendance		

Incompletes: Incompletes are given only when students have been absent for an extended time period because of illness or a similar situation. An “Incomplete” will be removed by completing the work specified by the teacher within the time period granted. At that time, the grade will be issued based on the work completed.

Make-up Work: It is the student’s responsibility to complete assignments missed because of absences from class. Make-up work should be turned in as arranged with individual teachers.

Class Standing: Class standing is determined by the number of required credits a student has earned toward their diploma. At the beginning of each school year, students receive class standing based on the following criteria:

Class	Credits Toward Diploma
Senior	18+
Junior	13-18
Sophomore	7-12
Freshman	0-6

Seniors must complete *all* their diploma requirements by graduation. To be considered a senior and maintain status, a student must be:

- Enrolled either on campus or in a dual credit for the courses needed for graduation
- Provide transcripts for any online or correspondence work from the issuing institution
- Have senior status one week before the senior trip to participate

Failing semester grades or failing grades one week before the senior trip in a course required for graduation will result in the loss of senior status.

Correspondence/Online Credits/Summer School Work: Online courses and summer school are not to be taken in place of regular courses offered by the academy during the school year. To receive credit at OAA, a student must receive prior written approval from the administration team before sending or applying for online or summer courses. Administration approved online courses taken during the summer must be completed before fall registration. All administration approved online/summer courses must be completed through an accredited program.

When, due to unavoidable conflict in a student's schedule, an online course is approved, it will count as part of the regular course load.

Repeat of a Course: When courses are repeated, both grades will be recorded on the transcript, but the better of the two grades will be used in computing the student's GPA.

Excessive Absences: Students exceeding seven absences per semester in a class, whether excused or unexcused, will receive a Failure Due to Attendance.

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

To qualify, a student must have a cumulative GPA of 3.5 and an ACT composite score of at least a 23. The student is to meet all graduation requirements including Religion III and Religion IV.

Music Lessons: To receive ¼ Fine Arts credit from OAA, private music lessons must be given by a qualified instructor on the campus of OAA under the oversight of OAA's music director.

Lessons must meet for a minimum of 30 minutes, 18 times per semester, for a total of 26 sessions during a school year. If a student misses three or more lessons per semester, they will not receive credit. If lessons cannot be done on campus, a request will need to be made to administration for approval.

Part-Time Day Students: Students may apply to take classes at Ozark Adventist Academy without becoming full-time students. Part-time students:

- May take a maximum of 3 credits per year
- Pay tuition fees per year for full-credit courses; partial credit classes are prorated accordingly through the business office

- Are welcomed on campus for all events and programs
- Have no class standing and will not be considered part of a class
- Expected to follow campus dress code standards for classroom and performance

Pets: No pets are allowed on campus or in dormitory rooms.

Testing: Regular program of standardized tests is administered each year. The ACT and SATs are administered on our campus, which has been set up as a school day testing center. Sunday tests are also available depending on test enrollment. Test dates are available for the Pre-ACT 8/9, Pre-ACT, ACT, PSAT 8/9, PSAT 10, PSAT/NMSQT, and SAT exams. Please check with the testing coordinator for registration deadlines. It is the student's responsibility to register and pay for these tests. MAP testing is also done for all students three times a year at no charge. Testing dates are subject to change.

Travel & Touring: Touring Organizations include Aerialaires, Bella Voce, Chorale, Drama, Orchestra, and varsity sports. The following guidelines are followed to help ensure students have continued academic success while touring. Students may participate in multiple touring organizations with these requirements:

- 3.0 GPA in the previous semester to participate in three organizations
- 2.5 GPA in the previous semester to participate in two organizations
- 2.25 GPA in previous semester to be eligible to join a touring organization

A student in the Academic Success Program will not be able to perform, play, or tour and may be dropped from the class. Exceptions for participation may be granted for Sabbath religious programs through administration.

Travel Guidelines: At various times throughout the academic year students will be on athletic, academic, or class-specific trips and tours. When a student travels off campus they should note:

- All members of a touring group or field trip will ride in transportation provided by the school to and from the scheduled appointments
- A student may ride with their parents *after* the last scheduled performance with permission from the faculty director of the group on tour
- Students on tour may *only* be checked off with their parents or grandparents with permission from the faculty director of the group
- Students on social discipline or students who have recently received disciplinary consequences will not be allowed to travel
- Students who are traveling must notify their work supervisor for any shifts missed; For any weekend shifts, they must find a sub and be approved in advance by the work supervisor in order to travel

- Attire and expectations will be communicated to the students by the class instructor but at *minimum* must meet classroom attire standards
- If a higher level of attire is expected, advisors will inform students of any change prior to leaving for the trip

Every student is representing the OAA when they leave campus, especially when traveling with a group of peers. For that reason, it is expected for each student to conduct themselves in a manner that brings honor to God, themselves, and OAA.

Being on trips and tours with OAA is the same as being present on campus with all the guidelines followed accordingly. Any student that abuses the privilege of being on tour or on OAA trips off campus will be given correction action and could forfeit one or more future trips. Please strive for excellence through words and actions, whether in person, through various communications with people or on social media.

Campus Conduct

We have procedures and policies in place that help achieve several goals, such as providing organization and structure to our programs, while creating a positive Christian environment for students to have every opportunity to connect with God. Additionally, other policies fulfill legal or insurance-related requirements.

When a student violates a school policy, it can result in a disciplinary action. Appeals can be made by parents/guardians to address concern regarding the procedure of a disciplinary action or if new information has come to light since the decision was made. Appeals may be submitted to the administration and the appeal committee will review the request.

Student Conduct: Student behavior, positive and negative, will be well documented in FACTS (OAA's student information system) at a staff member's discretion. At times staff members may give a word of encouragement or redirect a student's behavior or attitude without noting it in FACTS. If the behavior reaches a level where the Administrative Team is involved, the parents will be contacted directly by the Principal or her designee.

OAA uses a level system of behaviors to help students understand that different behaviors may be considered more serious than others and will have different accountability actions that correspond to the infraction(s).

Level I Behaviors:

Examples include, but are not limited to:

- Repeated dress code violation
- Inappropriate public display of affection
- Use of profane or obscene language

- Possession of Over-The-Counter medications without permission
- Misleading and deceptive conduct including protecting those students who violate stated policies
- Any violation deemed to fall within this category
- Inappropriate social media posts, text messages, emails

Accountability actions may include, but not limited to, meeting with the Principal, Administrative Team, or other consequences deemed appropriate by the administration team.

Level II Behaviors

Examples include, but are not limited to:

- Possession of prescription medication without specific permissions
- Theft
- Use of air-products that simulate vaping
- Fighting
- Insubordination
- Overly inappropriate contact or wrong place, wrong time for couples
- Leaving campus without permission
- Leaving the dorm without permission when the campus is closed
- A repeat of Level I Offense
- Private recordings (video or audio) not sanctioned by OAA of individuals without their express permission
- Inappropriate behaviors and/or activities that do not correspond with the OAA standards openly exhibited and /or flaunted on social media
- Possession of BB Guns, guns, knives, or other types of weapons (brightly colored “Nerf” style guns are excluded)
- Sexual, physical, or verbal harassment (such as shaming, bullying, cursing, or teasing)

Accountability actions may include, but not limited to, suspension, loss of leadership position, loss of touring privileges, or other consequences deemed appropriate.

Level III Behaviors

Examples include but are not limited to:

- Unauthorized possession, transfer, or use of drugs or alcoholic beverages.
- Positive drug test
- Distribution of personal prescription medication to other students
- Vaping or possession of materials for vaping

- Any use of nicotine, including cigarettes, cigars, chew, or similar
- Possession of weapons
- Physical attack on a student or staff member
- Sexual activity, including, but not limited to physical activity and any electronic activity such as “sexting” or pornography, whether same or opposite sex
- Occult involvement
- Gambling, in-person and online sports gambling
- Arson
- Repeat Level I or II offenses

Accountability actions may include dismissal, suspension, loss of leadership position, loss of touring privileges, or other corrective action deemed appropriate by administration.

Contraband Items: The following items are not allowed on OAA’s campus and must be turned into the office within the first week of school. 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 campus. The following items are prohibited:

- Candles, wax melts, incense
- Lighters/matches/fireworks
- Jewelry
- Items used in active gambling
- Weapons (airsoft, knives, guns)
- Crystals, tarot cards, Dreamcatchers, Ouija boards, and any other object related to the practice of spiritualism, occult, and satanic themes, and witchcraft (including, but not limited to books,cartoons, and games)
- Book content that is not reflective of OAA principles and standards, relating to spiritualism, occult, and satanic themes, and witchcraft
- 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, pornographic entertainments, or musical bands
- External speakers

Corrective Actions: Behaviors that are against the policies outlined in this handbook will be reviewed by the Administrative Team as quickly as possible.

The Administrative Team will determine the corrective action, which may include in-school or off-campus suspension, dismissal or asking a student to withdraw,

depending on the severity of corrective action needed. A student may be asked to leave campus while any fact-finding of the student's behavior is collected.

In some cases, for corrective action, or if a student returns from a suspension or the following school year after dismissal, a student may have certain restrictions. These could include, but not be limited to:

- Residence Hall bound (leave only for class and work)
- Room bound (only leave by permission of residence hall dean)
- Restricted campus use (for community students, only allowed for class and/or work)
- Restricted use of technology

If a student is dismissed or asked to withdraw, they may only return to campus with permission of the administration team.

Suspension and Dismissal: Day students who are suspended or dismissed should leave the campus immediately. Dorm students who are suspended or dismissed will be room bound or under direct school supervision until leaving campus. Academy administration will make arrangements at their discretion to transport the student home if parents are unable to do so within the first 24 hours. All related costs are the responsibility of the parents/guardians and must be paid before the student returns. All suspended students are to remain off campus until after classes on the final day of their suspension. Students who are dismissed are to remain off campus for the remainder of the school year. Any requests to return to campus must go to the Administrative Team in advance. When a student returns from a suspension, they will be given seven days to make up the missed assignments. It is the student's responsibility to find out what they have missed.

Substance Abuse: Ozark Adventist Academy promotes a healthy lifestyle and abstinence from using tobacco, vapes, alcohol, or illegal substances, either on or off campus. Students who use, possess, or are knowingly in the presence of others with alcohol, tobacco, vape, or any illegal substance, either on or off campus, are subject to immediate dismissal.

To assist in keeping Ozark a drug-free environment, personnel and drug-detection animals from the Gentry Police Department, Benton County Sheriff's Department or other law enforcement entities may randomly check student backpacks, lockers, residence hall rooms, 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.

Students may be subject to random drug screenings and random nicotine testing/screenings that would detect the use of vaping products. Students can also be tested when the use of drugs, nicotine use, or vaping is suspected or alleged. In these

cases, the school will cover the cost of the test, unless the test results indicate positive substance use.

If a student evades a test or is deceitful in their sample, they are subject to immediate dismissal.

Occult and 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.

Swimming: Students may not swim or wade in Flint Creek without staff supervision.

Outside Food and Drinks: No outside food or drinks are permitted in classrooms, except water, unless provided by the teacher. Any damage incurred through spills and stains could result in repair or replacement fees to students.

Harassment Policy: OAA strives to provide an environment that is safe and free from any form of 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. It is expected that all avoid any unwelcome behavior or conduct toward others, which could be interpreted as harassment.

Cheating: Assignments should be considered individual unless the instructor states otherwise. Cheating includes, but is not limited to:

- Turning in work, wholly or in part, that is not your own
- Giving or receiving answers to/from another student (past or present)
- Taking credit for group work when the student has not contributed an equal or
- appropriate share toward the result of the group
- Plagiarism (whether through AI or use of another's work)
- Inappropriate use of artificial intelligence

➢ First Offense: Receive a zero for the assignment, conference with teacher, parent notification
➢ Second Offense: Receive a zero for assignment, two day in-school suspension, conference with teacher, parent notification
➢ Third Offense: Receive a zero for assignment, one-week at-home suspension, conference with teacher, parent notification
➢ Fourth Offense: Receive a zero for assignment and dismissal from school

Dress Code: Ozark Adventist Academy students are expected to be neat, clean, modest, and simple in their appearance. The following guidelines should be helpful in choosing appropriate dress for specific occasions. The staff reserve the right to request a student to change their clothing if it is deemed inappropriate or to confiscate any item.

Parents may request the return of confiscated items at the end of the school year. No clothing should contain messages including, but not limited to occult, drugs, alcohol, tobacco, inappropriate language, or entertainment including musical band groups.

Note: Village and residence hall students are to equally follow the dress code whether on campus or at Gentry SDA Church for services.

Classroom and Ad Building Attire

While students learn academics they are also learning how to function in a professional environment. Students in class, present in the Ad Building for electives and activities during regular hours will follow this dress code:

Shirts and Tops:

- Any manufacturer, brand logo, or letter must not be larger than a key card, regardless of the location. One logo per clothing item.
- All Shirts/tops must be polo, button-up style, have a fold over collar, or qualify as church attire. Button up shirts must be fully buttoned. Sleeveless shirts must completely cover the shoulder and back and not reveal any undergarments.
- Sweaters are allowed.
- All shirts must cover the shoulders and abdomen at all times.
- Necklines must be modest with no low cut or revealing styles and no visible cleavage.

Pants, Dresses, Skirts:

- Dress pants, khakis, and jeans are acceptable.
- All pants must be worn around the waist and not sliding off the hips.
- Shorts are not allowed within the classroom or Ad Building.
- Girls' dresses or skirts must come to the knee all the way around, even when walking and/or wearing heels. Slits in skirts and dresses may not go above the knee.
- Dresses and skirts should fit loosely.

Footwear:

- Tennis shoes, dress shoes, sandals, boots, and closed-toe clogs are acceptable

Attire Not Acceptable for Classrooms

- Hats, bandanas, and other head coverings
- Joggers or sweatpants
- Shorts
- T-shirts, shirts with writing, or brand advertising larger than the size of a key card
- Pajamas
- Crocs, flip flops
- Sweatshirts, hoodies
- Any other clothing deemed in appropriate by administration

Attire Not Acceptable at Any Time Outside the Dorm

- “Yoga” style pants, leggings, or jeggings
- Bandanas and do-rags
- Pajama type clothing, including bedroom slippers
- T-shirts longer than shorts worn

Attire Not Acceptable at Any Time

- Sheer blouses or shirts worn without an appropriate undershirt
- Tight, form-fitting clothing
- Tops with low necklines or revealing cleavage
- Tank tops
- Any clothing not covering the midriff
- Torn, frayed, holed, or ripped clothing
- Visible undergarments
- Clothing with objectionable wording or pictures
- Shorts shorter than a key card’s length above the kneecap
- 2-piece or immodest swimsuits
- Pants with writing on the rear-end
- Belts with studs and spikes
- Any other clothing deemed inappropriate by the administration
- Hats, bandanas, and other head coverings are not appropriate classroom attire

Sabbath Attire - Church & Vespers

Boys’ Dress Code:

- Dress pants, with belt or suspenders; no jeans

- Dress shoes; no athletic shoes, Crocs, clogs, slides, flip flops, non-dress sandals, slippers, or boat shoes
- Dress shirt, must be tucked in and worn with a tie OR dress shirt, tucked in with a sport coat or sweater

Girls' Dress Code:

- Dress shirt or blouse with no writing
- Dresses or skirts must come to the knee all the way around even when walking and/or wearing heels
- To ensure modesty, dresses worn on stage must come below the knee when participating on the platform
- Sleeveless dresses must completely cover the shoulder and back and fit the bodice modestly without revealing any undergarments
- Loose-fitting dress pants
- Dress shoes; no athletic shoes, Crocs, clogs, slides, flip flops, non-dress sandals, slipples, or boat shoes

Campus Attire

Campus attire is appropriate for students not in class, electives or working in the Education and Administration building. It is a more relaxed dress code designed for when students are hanging out with their friends in a casual environment. Students still need to be aware of how they present and represent themselves.

Classroom attire is also appropriate for campus attire, but outside class the following is acceptable and approved for all students:

Shirts and Tops:

- T-shirts (long or short sleeves), jerseys, or other non-collared tops
- Sweaters, coats, jackets, hoodies, and sweatshirts

Bottoms:

- Sweatpants, shorts (athletic included) at least a keycard's length from the knee.

Footwear:

- Dress shoes, sneakers, sandals, boots, and other similar wear; slippers are not an appropriate footwear option

Athletic Wear:

While students are participating in intramural sports, PE, or exercising, athletic wear is appropriate. As always, clothing should be modest and appropriate covering midriff and chest area.

Bottoms:

- Ozark athletic uniform shorts will be worn for elective athletic practices and games only. Do not remove or modify the inner fabrics, roll shorts, or in any way adjust shorts from the length expected when worn (keycard length above knee). During transport between campus to away games, or during walks across campus for practice, uniform athletic shorts should be worn under sweatpants or warm-up apparel.
- Pants, sweatpants, shorts (modest,key card length to knee), are acceptable.

Swimwear:

- One-piece bathing suits for women are required for all school-sponsored events with appropriate key card length swim board shorts (no spandex or tight-fitting material).
- Bikinis are never acceptable swimwear.
- Men must wear loose fitting swim trunks no shorter than a key card length above the knee.

Footwear:

- Appropriate footwear for the sport should be worn.
- Only non-marking shoes are to be worn in the gym while playing.
- Cleats may be worn on the field.

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

Guidelines for Girls

- Dresses must have straps that go to the end of the shoulder. Straps must not be sheer or skin colored.
- Dresses must be knee-length or longer while walking and/or wearing heels with no slit above the knee.
- The back of the dress is to come to the base of the shoulder blade or higher, with undergarments covered.

- Necklines must be modest with no low-cut or revealing styles and no visible cleavage.

Guidelines for Boys

- Dress shirt, tie, dress pants, and dress shoes OR sports coat with loose-fitting dress pants, dress shirt, dress shoes, and tie

School-Sponsored Trips/Touring Attire: Sponsors of any activity, trip, or tour for OAA will specify attire requirements. Be mindful OAA is always being represented while off campus and *appropriate attire that matches the classroom attire code will be the minimum requirement.* The same policies below for on campus are also required for any off-campus trips, tours, or events.

Jewelry and Accessories

- Metal, plastic, rubber, leather, or cloth jewelry of any kind is not permitted on campus or at any school-sponsored function. This includes rings, earrings, spacers, studs, bracelets, anklets, necklaces, or friendship bands. Any of these items will be taken from the student. Confiscated items can be picked up from the principal at the end of the school year by the student's parent or legal guardian.
- No nail polish for men; women may wear natural, light-colored colors while on campus and trips off campus.
- For safety and professionalism, nails should be of reasonable length. Extra long artificial nails, such as the "coffin" style are not permitted.
- Hair ties are not to be worn on the wrist or ankle.

Hair

- Natural hair colors are acceptable. Extreme hairstyles or colors are prohibited.
- Please keep hair clean, professional, and out of the eyes.
- Hair accessories must be functional; hair jewelry is not permitted.
- Hair ties must be worn in the hair and cannot be worn on the wrist or ankle.

Tattoos

- Writing on the skin with the appearance of a tattoo is not allowed.
- Any tattoos should not be visible while on campus and while representing OAA at off-campus and tours/field trips.

Political Gear and Attire

- Due to the contentious political climate, campaign attire and political statements are not allowed.
- Prohibited items include attire, hats, pins, or any other political items.
- This policy relates to politics, social justice, or other possibly divisive issues

Technology Use: Use of technology and media on campus is a privilege and not a student right. It is asked and expected each student will use tech and media with responsibility, moderation, and integrity. All student devices brought to campus are subject to search by academy staff with or without cause. Students may be required to provide password or PINs needed to unlock and access any and all information stored on the device.

Electronics: To promote spiritual growth, academic success, and social health, Ozark Adventist Academy allows students to bring one cell phone and one wearable electronic device to campus. These two devices brought on campus must be clearly identified on an electronic policy agreement form completed by students and signed by parents at registration. All other devices should remain at home, including personal computers and laptops. We discourage using electronics on campus for entertainment purposes. Bluetooth speakers, Amazon Echo, Google, Alexa, and other similar smart devices are not permitted on campus. The school is not responsible for lost or stolen electronics.

- Cell phones may be used for personal communication and academics when used outside of the Ad Building. They are not to be used inside the Ad Building.
- Personal listening devices such as ear buds are not allowed inside the Ad Building.
- The use of external speakers is not allowed.

Electronics Guidelines: These are meant to help students understand the Academy's intent in providing electronic resources to its students.

- Communicate only in ways that are kind and respectful, and do not share private or inappropriate information about yourself or others.
- Only access your personal accounts and do not bypass network filtering systems which are designed to maintain safe internet access.
- Do not access illegally posted material or anyone's personal files.

Actions that violate these principles will result in disciplinary action which may include losing or having restricted access to campus technology resources.

Agreement and Consent to Use Technology: All students and parents/guardians must agree to and sign the “Agreement and Consent to Use Technology."

- Ozark Adventist Academy monitors the use of technology.

- We reserve the right to examine, use, or disclose any data found on networks or devices in order to protect students' health, safety, security, and property. The information thus gathered may be used as evidence for campus disciplinary actions or for law enforcement's response to criminal behavior.
- Students may be recorded or photographed in order to live-stream events or for sharing on the school website, official social media accounts, and publications

- Ozark Adventist Academy assigns each student a managed "Google Workspace for Education" account, providing them access to both included and "Additional Services" as described in the "Google Workspace for Educational Notice to Parents and Guardians". Students may also be asked to use other age-appropriate online services that necessitate the creation of additional accounts or which are accessed via Google Workspace.

Phones: Students should consider the benefits of moderate phone use while on campus. Many studies have been conducted about the negative results that come from over-consumption of phones and technology. There are specific policies that apply to the residence hall students. Those can be found in Part II of this student life guide. For all students the following is applicable to general campus use:

- No phones are permitted in the Ad Building.
- Parent requests for their student not to have a phone or access to another phone will be respected by the administration and followed up with the student.

Earbuds/Headphones: Use of personal listening devices is not permitted in the Ad Building. Please use discretion on media consumed.

Here are guidelines to usage that must be followed:

- No usage within the Ad Building.
- Volume must be kept low so a student can hear someone speak to them in a normal speaking voice. If noise-cancellation earbuds or headphones are used, please place in transparency mode if available.
- If the above usage is not followed, students will lose the privilege to use their listening devices while on campus

Chromebooks: Chromebooks are the property of Ozark Adventist Academy. Please use it with care. Games or non-class related usage should not take place in the classroom. Student Chromebooks are provided for educational use, and students are responsible for the condition of their assigned devices. Broken or malfunctioning devices should be returned to the business office for a replacement. Damage caused by abuse or lack of care will be repaired at the student's expense.

Electronic Disciplinary Step Process: Electronic misuse is classified according to minor major infractions. Examples include, but are not limited to:

- **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 student for one week
    - **2nd Offense:** Device will be confiscated and not returned to the student for two weeks; parents will be notified
    - **3rd Offense:** Device will be confiscated and not returned to the student until the end of the school year; parents will be notified.

- **Major Violations:** Failure to register or the hiding of any electronic device; attempting to keep a device through the night; turning in an electronic that is fake, broken, or not in service
    - **1st Offense:** Device confiscated not returned to the student for 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; parents will be notified

Attendance

Responsibility and accountability for being on time and present for appointments is an important life skill that Ozark's attendance policy is designed to teach students. Students have responsibilities for attendance at classes, religious programs, work programs, and social programs. Attendance is recorded for each event and taken at the beginning of each class or chapel and recorded in FACTS

Students and parents may check attendance reports through the FACTS Student/Parent Portal. It is the student's responsibility to make sure the proper documentation (tardy slip, doctor's note, parent note, etc.) is turned into the business office to excuse tardies or absences.

Attendance Codes:

Code	*Description Code*
AD	Administrative Excused
AE	Absence Excused
AU	Absence Unexcused (>10 minute tardy)
SL	Sick List
TE	Tardy Excused

TU Tardy Unexcused

Administrative Absences: These include the following areas: promotion tours, field trips, work substitutions, etc. When a student is required by the administration to miss classes due to participation in a school-sponsored activity, these absences will not be recorded on the permanent transcript.

Tardy and Absent: A student that does not arrive on time for a class or a required appointment will receive a tardy entry. An absence occurs when a student misses 10 or more minutes of a required appointment or class. A late arrival or absence without a valid reason will be unexcused. Any work missed due to an unexcused tardy or absence may be penalized and, in some instances, may not be allowed to be made up at the teacher's discretion.
Note: If a student leaves the classroom after coming in prior to the bell ringing, they will be considered tardy or absent, depending on how long the student is out of the classroom.

Accountability Actions for Unexcused Tardies and Absences in a Semester

Number of Tardies in a Class	*Corrective Action*
3	Loss of phone for 24 hours
6	Loss of phone for one week
9	Loss of phone for two weeks
12	Loss of phone for the semester

For a tardy or absence to be excused, a valid reason must be submitted and approved by administration. Valid reasons must be provided with proper documentation by the parent or legal guardian. Valid reasons include illness, emergencies, medical appointments, unsafe driving conditions, etc. Valid reasons must be turned in to the business office within one week of absence. Absences or tardies not excused within this time frame will remain unexcused. Day student parents must call the office or email *attendance@ozarkacademy.org* before class time if their student will be absent due to any reason.

Makeup Work Due to Absences: Students have a minimum of seven days from their return to school to make up any assignments and tests missed due to excused absences. Additional time may be granted for extended pre-approved excused absences. Any penalty or nonacceptance of schoolwork turned in after one week is up to the teacher in coordination with administration.

Excessive Absences: Course Grade Policy: Students who receive seven or more absences in a class, whether excused or unexcused, will receive a Failure due to Attendance (FA) which will result in no credit for the class. FA does not affect GPA calculations. An appeal may be submitted to the Administrative Team for consideration of circumstances beyond the control of the student.

Bad Weather Policy: Ozark Adventist Academy does not generally close school due to bad weather. Parents of day students should keep their students home if they feel travel is unsafe. Parents must send an email to: *attendance@ozarkacademy.org*. Any missed work must be made up under standard attendance policies.

Excused Absence/Tardy Procedures: Students must obtain a signed note from the parent, dean, or staff member responsible for an excused absence or tardy.

Special Family Vacations/Leaves: Whenever possible, family vacations should be taken during regularly scheduled home leaves. For those times when it is unavoidable to miss school, please send an email to leaverequest@ozarkacademy.org at least one week in advance to allow for review of the request, along with approval or denial. The student will need to complete the Leave Request Form and have all teachers and any work supervisor sign the form before submitting it. Even when attendance exceptions are granted and homework is made up, absences are recorded and count toward attendance limits.

Final Exams: Final exams will not be given any earlier than final exam week. Students who are absent from classes during final exam week will receive a "0" towards their semester grade for each final that they do not take. It will be the responsibility of the student to coordinate a time to take the final exam within the first week of returning second semester or during registration in the fall, if they choose to have the opportunity to revise their grade through completion of the final exam.

Chapel/Assembly Attendance: Being present at weekly chapel and/or assembly is mandatory for every student, whether he/she lives in the residence hall and or in the community. If there is an exception to be made due to work, please see the registrar to receive permission to miss. Village students are welcome to attend dorm chapels in the evenings.

Weekend Services: Weekend services are required for all students on campus. Unexcused tardies and absences are not permitted. Students cannot go back to the dorm between Sabbath School and church unless given permission by the dean. Please take care of all your needs in the restroom and at the drinking fountain before each meeting. Please refrain from getting up in the middle of a service unless it is necessary. Gum, candy, drinks (except water), food, hats, etc. are not to be in the Ad Building, dorm chapel, or the sanctuary. Students are expected to pick up after service, gathering all personal belongings and trash. Activity bags at the Gentry church are not for academy student use.

Special Event Attendance: Unless otherwise indicated, it is mandatory for all students to attend events during school hours, from spiritual-emphasis weeks, college fairs, or any other event as designated by an administration or educator. If an exception is needed, please submit a request to the registrar.

Work Program: The work program is a vital learning experience. Students can learn and hone the skills needed for success in any job. They are taught and held accountable for meeting required work times, taking pride in the quality and quantity of work, as well as other skills. All required paperwork must be on file in the Business Office before a student can start working.

OAA does not have enough jobs to offer all day students work because of current Federal Labor Laws. Day students sixteen and older are encouraged to find employment in the community. Ordinarily, on-campus positions will be filled by dormitory students and will be assigned by the Work Coordinator. All dorm students aged fourteen or older are required to work 10 hours per week.

McKee Foods: Through a partnership with McKee Foods, we have off-campus industry spots available with higher pay than on-campus positions. These work positions are open to 16 and older and may have additional hours available depending on the student's schedule.

International students are not eligible for the work program.

The dress code for workers will be determined by the student's supervisor and correspond to the job description and tasks performed while at work.

All students who are employed by the Academy will be required to work weekend shifts in the cafeteria as they schedule. Sign-up sheets will be posted in the business office.

Campus Life

Student Leadership: There are many opportunities for students to fill leadership positions within school and class organizations. Students in these positions are expected to exhibit leadership spiritually, academically, and socially. Due to the influence of leadership and the responsibility it conveys there are minimum GPA requirements to be eligible.

Position	Cumulative GPA	/ Semester GPA
SA President	3.0	3.0
SA Vice President	3.0	3.0
SA Officer	2.5	2.5
Upper Classman President	3.0	3.0
Lower Classmen President	3.0	2.75
All Other Class Officers	2.5	2.5

Minimum GPA for any other unstated offices on campus is 2.5.

For students to retain their leadership positions they must lead by example. Students who fail to maintain the required semester GPA will lose their position for the remainder

of the school year. Officers receiving serious disciplinary consequences will lose their offices. Students who do not exhibit a positive example to others students could forfeit their position.

Day Student Parking: Parking is provided on campus for day students in the main entrance parking lots by the girls' dorm and ad building. Day students are to park in these lots whenever they come to campus and are expected to remain on campus during their class and work times. Parents of students are responsible anytime their student leaves campus.

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 as approved by school administration. The utmost care will be provided by OAA educators and staff for the safety and security of each student. It is an accepted policy that all dress code and behavior expectations apply to these trips and activities off campus.

Ad Building Care: No outside food or drinks are allowed in the Ad Building, except for water, unless provided by the teacher. Any damage incurred to furniture or carpet as the result of outside food could result in fees assessed to the student for repair or replacement of damaged items.

Cafeteria: Meals are served in the school cafeteria for all dormitory students and lunch meals on school days for day students. Day students and guests may eat in the cafeteria on a cash basis or by using pre-paid meal tickets. Day students are asked to not eat off other students' trays out of respect for this policy.

OAA welcomes positive feedback and input from students and guests as to how the food service experience can always be improved. It is the desire to serve healthy meals that meet the dietary needs of every student.

No food or drink is to be taken by students from the cafeteria without permission.

Accidents: All accidents (even minor ones) occurring on the campus must be reported to the business office within 12 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.

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 safekeeping of passports and other items of similar nature. We ask all students to respect the property of others. The academy is not responsible for the misuse,

damage, or loss of personal property. The school reserves the right to search any personal space on campus such as lockers and dorm rooms and anything brought on to school property including but not limited to cell phones, backpacks, vehicles, etc. Enrollment in OAA as a student is automatic agreement to this stated policy.

Visitors on Campus: OAA is a closed campus to the general public. Visitors are welcome to come on campus but *must check in to the business office (general visit) or dorms (student in resident hall).* Special events and activities are at times open to the public and welcome to all guests.

Graduation Weekend Policy: All freshmen and sophomores are expected to leave school upon completion of their final exams in May in order for rooms to be available for parents and guests of the graduating class. Exceptions to this rule must be approved by the dean. All juniors and seniors are requested to stay through graduation weekend and participate as requested by the school administration. All campus and residence hall regulations are in effect through graduation weekend. Any freshmen, sophomores, or juniors remaining on campus are required to help in the cafeteria or wherever needed throughout the weekend. Beginning Thursday evening before graduation, students may only check off with parents. No overnight check offs will be allowed during this weekend.

Medical Care and Concerns

The students' health and safety are of our utmost concern. A school healthcare provider is actively involved in the care and well-being of your student and may be reached at any time to discuss your concerns or answer questions.

Medical Conditions: The parent/guardian is responsible to notify the school healthcare provider, along with the deans, of any changes in medications or medical conditions that occur during the year.

Sick List: Students are placed on sick list by the deans or the school healthcare provider as needed. Sick students are not allowed to participate in school activities for the day. The parent/guardian will be notified when their student is placed on sick list. Parents/guardians of students who experience a serious illness or injury that requires medical care by the school healthcare provider or a referral will be notified immediately once the situation is stabilized. Generally, students' minor ailments or treatments will not be communicated to the parent/guardian.

Students on sick list will be monitored by the deans in direct collaboration with the school registered nurse.. Meals will be brought to the student's room. If at any time an ill student is determined to be beyond the scope of the dorm to monitor, the school healthcare provider will decide with the parent/guardian for the student to be sent home.

Parents/guardians of day students who are ill, are to notify the office of the illness as soon as possible by email or phone. The school healthcare provider should be notified of any day students with injuries that limit activities or require assistive devices.

Parents of students who are sick should contact the school healthcare provider regarding any prolonged or contagious illnesses that may affect the well-being of the student body such as flu, chickenpox, mumps, etc., or prolonged illnesses.

Medications: Each dorm is equipped with a supply of over-the-counter medications for general ailments. Prescriptive and non-prescriptive medications, including vitamins or dietary agents, are not allowed in student rooms and all must be turned into the dean upon moving into the dorm. All medications must be current, in their original container, and labeled in English with the student's name. Medications from another country will be sent home with the guardian at registration or disposed of.

The school healthcare provider works closely with the dormitory staff in the delegation of medication administration in accordance with the Arkansas Board of Nursing regulations and policies. Prescriptive medications will not be sent home on leaves with the student therefore it is important to have a supply of the medication(s) at home.
Day students are not allowed to bring medications on campus with the exception of inhalers or epinephrine pens.

Self-injury/Mental Health: Issues pertaining to self-injury, unstable/declining mental health, or suicide ideation/attempts are serious in nature and require immediate parental/guardian attention. In such cases, the student must return home as soon as possible for evaluation. In some cases, a student may be referred to a local mental health facility while waiting for their parent/guardian to arrive.

Sports Physicals: A sports physical is required and must be submitted yearly for all students seeking to try out for gymnastics or a varsity sports team.

Immunizations: Students are required to have current vaccination as outlined by the state of Arkansas. Vaccine exempt students are required to file a new exemption through the Arkansas Department of Health each school year. The exemption application process takes an average of 2-4 weeks once the forms are submitted; therefore, exemptions should be filed before registration.

In the event of a vaccine-preventable communicable disease outbreak, the Arkansas Board of Health requires that vaccine exempt students be dismissed from campus during the incubation period of each new case of such disease.

Medical Appointments: All medical appointments for dorm students are made through the school's healthcare provider. Prescriptions, clinic/hospital, and provider service fees are the responsibility of the parent/guardian. For transportation fees, see page 49. Please arrange routine medical appointments during home leaves.

In the event of an accident during a school-sponsored activity, the school provides accidental insurance for students. This insurance is a supplemental policy and covers charges not paid by the student's primary medical insurance.

Asbestos: OAA has been inspected and tested for Asbestos. The official report is on file at the school office and is available for the public to view if requested. Samples taken indicate that the school is asbestos-free except for floor tile in the Ad Building, the chemical hood in the science lab, and the welding booths in the Industrial Arts building. These items are monitored regularly and pose no health threat.

Residence Hall

Dormitory living provides students with the opportunity to develop self-reliance and self-discipline. Dormitory life is fun. You meet all kinds of people and learn to get along with them. Students should be conscious of the complexity of personalities in this home of many individuals and should go the second mile in doing their part toward the peaceful operation of the dormitory.

Please keep in mind that dorm rooms, hallways, etc. are for dorm residents only unless permission is granted from the dean on a case-by-case basis. Guests may check in with a desk monitor or dean in the main lobby.

*Note: Due to dormitory facility limitations and our commitment to proper supervision of students, individuals who identify as LGBTQ+ may not enroll as dormitory students.

Each residence hall has bathrooms, laundry rooms, a chapel, recreation room, plus the deans' apartments and the dean's office.

Females are not allowed in the men's residence hall, nor males allowed in the women's residence hall, unless they have specific permission from the deans. If you are in the wrong area, you are jeopardizing your stay at Ozark Adventist Academy. If an unapproved guest enters your room, it is your responsibility to ask them to leave and to notify the dean immediately.

Your Room

The rooms in each dormitory at Ozark Adventist Academy are set up for double occupancy. Private rooms are an additional fee and have additional rules. Each room is furnished with:

- One set of bunk beds (standard twin)
- Sink
- Two built in study desks
- Two chairs
- Build in storage cabinets and closets
- Mirror

- Window blinds
- Individual room heat/AC (in the girls' dorm; central HVAC in the boys' dorm)
- Vinyl flooring
- Smoke detector
- Microwave oven and refrigerator (supplied by OAA in the girls' dorm; boys need to bring their own if they so choose, which must be inspected by the dean)

Room Décor

- Use of nails, tacks, or tape is not allowed, whether on walls or furniture.
- Removable adhesive is the only product allowed for hanging items on walls/doors and must be supplied by the student. Any sticker or sticker residue or tape left on walls, doors, windows, or furniture in dorm rooms will result in fines.
- No bumper stickers on doors, walls, mirrors, windows, or furniture.
- Christmas lights and other low-voltage lights may be hung with permission.
- Your room needs to reflect Christian standards. No poster promoting drugs, alcohol, or tobacco. No bizarre, lewd, or suggestive pictures. No posters of musical bands.
- Following fire code requirements, nothing may be suspended from the ceiling, including flags, Christmas lights, posters, sheets, etc. No cords may be strung above the ceiling tiles.
- No decor is allowed outside of the door or on the outside of the door.
- Window coverings are to be closed when not dressed in appropriate campus attire.

Furniture

- With the permission of the dean, students may bring furniture to decorate their room.
- The dorm assumes no responsibility for such items.
- Please be considerate of the roommate your student will have as space is limited.

Appliances: Students may bring certain appliances to their dorm rooms. Each girls' dorm room has a mini-refrigerator and microwave. Boys' rooms do not have appliances provided. Guys may bring a mini-fridge and microwave for their rooms. Deans have the right to refuse any appliance that is not in good working order. Only automatic shut off irons and kettles are permissible. Students are encouraged to bring an iron and ironing board. Damages to dorm room appliances will result in damage fines to the student(s) assigned to the room.

Due to the increased risk of fire, hot pots, hot plates, toasters, toaster ovens, popcorn poppers, deep fryers, ramen cookers, air fryers, electric skillets, griddles, and other such appliances *are not permitted in dorm rooms.* The use of restricted appliances will result in disciplinary action.

Kitchenette (Girls' Dorm Only)

- The girls' dorm is equipped with a kitchenette for use by all dorm girls. Students are responsible for cleaning all appliances, counters, and dishes after each use.
- Students must label all stored food 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.
- No meat is to be allowed cooked in the dorm kitchenette, including seafood.

Lobby Area

- The lobby is open to the public. Appropriate campus dress attire must be worn during daytime 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 the 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.

Dorm Dress Code: Students may dress comfortably in the privacy of their dorm rooms. Undergarments may not be exposed when outside of the room.

Roommate Selection

- 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 mental health concerns are 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 a request in writing.
- During the school year roommate re-arrangements may occur due to incompatibility or requests. It is at the dean's discretion to consider relocating students.

Residence Hall General Routines

Weeknight/School night routine:

8:10-8:40 pm	Worship
8:45-9:45 pm	Strict Study hall
9:50 pm	Electronics turn in
10:00 pm	Underclassmen lights out
10:30 pm	Upperclassmen lights out
10:45 pm	Alarm set

Friday night routine:

7:15 pm	Electronics Turn-in & Head to vespers
10:00 pm	Dorm student returns to dorms if checked off
10:30 pm	Lights out for everyone

Saturday night routine:

10:30 pm	Dorm student returns to dorms if checked off
11:30 pm	Lights out for everyone
11:45 pm	Alarm set

- RAs/Club officers operate the dorm store.
- RAs are responsible for monitoring study hall and collecting electronics at the appropriate time per the electronics policy

Lights Out Routine

During the week, lights out for underclassmen is 10:00 pm on school nights and may be extended to 10:30 pm for juniors and 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 10:30 pm for all dorm students
- Saturday night lights out is at 11:30 pm for all dorm students
- The Deans may alter this schedule as needed

Room Keys/IO Cards

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 the 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
-Check with one of the RAs
-Asking a dean or desk worker to open the door should be a last resort
-There is a $1 fine each time the dean or desk worker opens a door. Payment is due at time of entry.

Room Checks/Cleanliness: The student is responsible for the cleanliness of their room and room checks will be conducted on a daily basis to insure healthy and constructive habits. If a student fails their room check the dean will address it with them personally and find ways to help the student pass upcoming daily checks.

These checks are a partnership between roommates and the responsibility for the room being clean falls on both. While individual areas are a personal responsibility, general areas such as the main floor, bathrooms, etc are the responsibility of both equally.

- Food must be stored in a sealed container or the privilege will be revoked.
- 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 (swept & mopped)
  No foul odors
  Desks clean and in orderly fashion
  Cabinets & drawers shut and in orderly fashion
  Lights & electrical appliances turned off
  Clean area around air units
  All counter tops and surfaces clean
  All appliances clean (food/drinks in a closed container)
  Clothes hung up & put away
  Closets orderly

Mirrors, sinks, toilet and shower clean
Overall general appearance

Laundry

- The laundry room is open at 6am and closed at 10:25pm. During Sabbath hours the laundry room will be closed.
- 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 lights out.
- On Sundays the laundry room will open at 8am and close at 10:25pm.
- The laundry room will be kept clean. Clothes not in machines are to be kept in baskets.

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.

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 each night. The dean is responsible for restocking and updating merchandise prices as needed. All purchases must be in cash or dorm dollars. Credit is not offered.

Electronics in the Dorm

- Students on ASP will turn in their electronics after evening dorm worship.

- All devices are turned into the dean before lights out each night.
- On Friday night, all devices are to be turned in before vespers.
- Use of all devices is prohibited during chapel, vespers, and Sabbath services. Students leading song service will need to print the music/lyrics during this time.
- Over Saturday night, personal devices (mobile phones and wearables) may remain with students in their room.
- Students pick up their devices at the following times:
    - School days - 6 AM
    - Sabbath - 2 PM

Hammocks

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

Sabbath: Once students leave the residence hall for Sabbath School the doors are locked and students must have permission to return to the residence hall before lunch. All residence hall students will attend weekend services unless on sick list, on leave, work schedule, or have specific permission of the residence hall dean to be absent.

Dean's List: The Dean's list is compiled for dorm students who have met the following criteria in a Quarter:

- 3.0 GPA with no Ds or Fs.
- No unexcused absences from required program
- No more than two tardies
- No more than one failed room check
- No school or dorm discipline

Dorm students on the dean's list will receive privileges for each grading period. New students may only be added to the dean's list at the beginning of each new quarter. Students who receive disciplinary action will be removed from the Dean's list and will not be eligible to re-apply until the following quarter.

Academic Success Program: This monitoring program exists to encourage the student to participate in active learning opportunities that will assist in successful

learning strategies. During the dorm study hall, down grade students are required to meet for a monitored study hall.

ASP students will not have their phones during the week. Students may have their phones after church on Sabbath and all-day Sunday. Grades will be checked every Monday, students no longer on ASP will have normal access to their phones.

Campus Leave: Ozark does not refuse parents the right to check of 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.

Because of certain campus activities, some weekends are "Closed." Students may request a leave on any "Open" weekend between regularly scheduled breaks. On closed weekends, only parents/ guardians, grandparents, aunts, or uncles over the age of 25 are allowed to sign off students.

An approved adult, 25 or older, must receive permission from the dean and personally sign off students in the dormitory who will be leaving campus and sign them back in upon return when campus is not closed. The permission granted must also have been signed by parents.

- Students invited to community homes for Sabbath lunch should be back to the dorm by the time designated by the dean.
- Residence hall students must be signed out and back in by the same person that signed them out.
- At no time are dormitory students to ride in a vehicle driven by a day student unless on an approved senior leave.
- 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.
- 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.
- 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/dorm bound or on attendance restriction may only leave campus with their parent/guardian and not check off any other student(s)*

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 students during approved times. The student off campus policies remain in effect at all times, including dress code..
- Non-custodial adults checking dorm students off campus are required to read and sign an annual Dorm Student Check-Off Agreement Form 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 by the same person who signed the student out.
- *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)*
- 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.
- 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 Registered Nurse.
- 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.

Senior Leaves: Eligible seniors (dorm and village) have the opportunity to leave campus using their own vehicle or riding as a passenger with another senior. The opportunity for senior leaves starts after the first quarter, based on grades and behavior.

Eligibility:

- 3.0+ cumulative, running GPA are eligible for a senior leave once a week for a maximum of four hours, plus the respective Sunday leave (boys' or girls' Sunday)
- No more than two unexcused absences or 6 tardies.
- Students must not be on ASP or have any disciplinary issues.
- Students must submit the following documents to the Deans: copy of legal driver's license, proof of insurance, copy of vehicle registration, and car keys.
- Parents must provide written permission with names of each senior who may ride with or drive their child.

Senior Leave Program Specifics:

- Seniors may be gone for a maximum of four hours and must return no later than 8:00 pm on weekdays and their respective Sunday (boys' or girls' Sunday).
- Seniors may not miss class or work.
- Senior leaves may not be taken during Sabbath hours.
- Guys and girls will have separate days/times for senior leaves.
- Seniors may only drive within a 45-mile radius from OAA and only to Siloam Springs after dark.
- Senior drivers 18 years and older may take up to one senior of the same gender in their car providing it has one seat belt per student.

Home Leave Procedures: Residence halls close at 12:00 pm on the day of leave and remain closed over the break. The residence halls will open at noon on the Sunday when break ends to accommodate parents who need to drop off students early. Extenuating circumstances will need to be communicated to and approved by the 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 up their student(s).
- 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.
- Parents/guardians of students using school transportation must sign up through the online portal.

Food Delivery: Every Door Dash/Uber food order delivery must be cleared with the appropriate Dean and be delivered to the front parking lot. No food orders will be accepted after 8:00 pm, Sunday through Thursday, or Friday after 5:00 pm through sundown Saturday evening. Deliveries may resume Saturday evening after sundown until 9:00 pm.

Students must receive permission from the respective dean to retrieve delivered food(s).

Deans will provide instructions for students to give delivery drivers so these drivers do not enter closed areas of campus without prior knowledge. Pins should be dropped in the main, front parking lot area. Any food received or deliveries received outside of this stated policy will be forfeited, as will delivery privileges for one week.

Sickness and Medical Appointments: You must see the nurse or the dean to determine whether you will be placed on sick list. Once you are placed on sick list, you are in the sick room all day with no visitors. Failure to meet these conditions may result in unexcused absences for the day. You will not be allowed to go to recreation or the cafeteria. All meals will be brought to students from the cafeteria.

Piercings and Tattoos: Piercing or tattoo kits are not allowed within the residence halls. Please see the policy regarding jewelry and existing tattoos. No writing on skin also is applicable.

Vandalism/Theft: Students are encouraged to label their items. Students should ensure their items are secured in their room and always lock their door. In the event of theft, the dean on duty should be notified. The school is not responsible for items lost or stolen.

Room Search: To ensure the safety and well-being of our student body, the deans and administration reserve the right to search any dorm room as needed.

Keys: A key is assigned to each student. Replacement keys are $25.00.

Mail: Outgoing mail is taken to the business office located within the Education Center, where mailboxes are also assigned for each student to receive incoming mail. For mail and packages to students:c/o (student name), Ozark Adventist Academy, 20997 Dawn Hill East Rd., Gentry, AR. 72734.

Dormitory Check Out: Charges will continue until a student has officially checked out of the residence hall. 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 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 $200 for all rooms not cleaned.

Students have the option to leave their belongings in the dorm over the summer. There will be a $25 charge for each 40 gallon storage bin left and up to 5 can be rented. All stored items must be picked up by the day after school starts in the fall. Failure to pick up items will result in the items being donated to a local charity. An invoice will be issued listing the items being stored. The school is not responsible if stored items are lost, stolen, or damaged.

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.
- Parents/guests desiring to stay with their child must be approved through the dean.
- During a school-sponsored event, **a sponsor** is required to always stay with their students/group. A guest information sheet will be provided to all sponsors. Deans are not able to administer medications to visiting students.
- 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 in 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 in the dorm.

Business Office Services

The business office will create a balanced financial plan for the current school year and the account must be kept current. Parents are responsible for any variation in the budget listed in the financial agreement. **The account must be paid in full before a diploma, transcript, or transfer grades will be issued.** The account for the applicant or applicant's siblings for previous years at OAA must be paid before the student may enter school for the current school year.

OAA has a work program in a variety of areas. Students may earn around $2,500 during the school year. The amount can vary due to class schedule, student motivation, and extra-curricular activity involvement.

2025-2026 Tuition & Fees

Regular Boarding Student	$19,900
Regular Day Student	$12,900
International Student	$24,900
International Day Student	$17,700

Each student must pay a $500 non-refundable entrance fee at or before registration. It is also recommended that each student make a down payment equal to one month of tuition ($1,220). If the student is a dorm student, one month's room and board should be added as well ($720). An individualized payment plan will be created for the remaining amount. Families may choose a 9, 10, 11, or 12 month payment plan. All payment plans need to be completed by August 10 of the following year.

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

Credit and Debit Card Processing Fees

Beginning July 1, 2025, a 4% fee will be added to all credit and debit card transactions.

Early Down Payment Discount

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

Payment Plans

There are two 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:

- Payment in full - A 5% discount will be awarded for paying a school year in advance (3% for a semester). Payments made by credit card or online through our website will not receive this discount. Students receiving Ozark financial aid will not be eligible for this discount.
- Enroll in monthly Automated Payments (ACH). The online portal link can be found on the OAA website.

Financial Aid

All families who request financial aid are required to complete the financial aid section during the online Admissions/Re-enrollment process. Financial aid consideration cannot be reviewed until all the requested information has been received. Limited funds are available and based on eligibility. The deadline to apply for financial aid is June 30. Students requesting financial aid must:

- Be a part of the OAA work program
- Participate in the Work Sponsorship program and actively work to find sponsors
- Ask their local church to participate in the Matching Scholarship Plan

Matching Scholarship Plan

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

Work Sponsorship Program

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

International Students

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

Ozark Adventist Academy requires that all international students pay the total school fees before an I-20 for a student visa may be issued. International students are not eligible for discounts, student aid, or employment. Early payment discounts do not apply.

I-20 student acceptance is based on a prospective international student taking an English proficiency test, as well as a video call with a predetermined set of questions to evaluate English competency. International Students must provide English translations for all school records, transcripts, immunization and medical records. Students will need to provide their own health insurance.

I-20 students will also be required to arrange for a host family within a three hour radius of OAA, who can be on call in case of emergency or illness that would require a student to leave the dorm and require a home stay. Host families would also provide lodging during all school vacations. Dormitories and the cafeteria are closed during all school vacations. The OAA Calendar is available on the website and lists all vacations.

Additional Fees

The Business Office of the academy offers several services for the students.

- **Bookstore -** The academy operates a bookstore to supply books and other school items. Items may not be charged to the student's account.
- **Copies & Faxes:** Copies are available at 10¢ per page, 25¢ per color page, and faxes at $1 per page.
- **Credit Card Exchange:** There will be a $2 service fee for every $50 cash exchange from a credit card.
- **Lockers:** Lockers are provided for all students. Students will be charged for any damage or tampering with the lockers.
- **Money Orders:** If a student needs to send money through the mail or make other payments, arrangements can be made at the Business Office to purchase a money order. There will be a $1 fee for money orders.
- **Personal Checks:** Personal checks up to $75 may be cashed at the Business Office. However, a $20 charge is made on returned checks. In order for checks received from other people to be cashed, the check must be made out to the student. Checks made out to Ozark Adventist Academy cannot be cashed.

- **Postal Services:** The Business Office serves as the post office for the school. 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.
- ACT, SAT, PSAT, and PLAN testing (optional): Fees vary, see office.
- Private Music Lessons: As arranged with the teacher.
- Doctor's Fees: Charged directly to the parent by the provider.
- Day student to spend the night in the dorm: $10
- Private Dorm Rooms: $100 per month
    - Students receiving financial aid are not eligible for a private room.

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 accounts reaching 45 days past due may result in the student's immediate suspension until the account has been brought back to current standing. Absences during this time may be considered unexcused. Accounts must be current before seniors will be permitted to take final exams and march at graduation. Student accounts with a credit balance cannot be withdrawn while the student is enrolled. When a senior student receives financial aid, a credit balance will be returned to the financial aid fund at the end of the year or when a student withdraws from school. Credit balances for seniors will be transferred to a sibling's 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.

Transcripts

Each student is entitled to one transcript without charge. A charge of $5 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

Our 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 at the end of the week in which they leave.

Transportation For Local & Scheduled Breaks

Area Transportation fees:

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

Transportation and Fees: Transportation to and from home is the responsibility of the parents. The school provides transportation routes as needed. Routes will be assessed after school begins and may change. All transportation is coordinated through the Registrar's office. The appropriate transportation charge will apply and should be paid on a cash basis prior to the leave by going to the website and clicking on *Transportation Payments.* Students will be charged the same rate whether traveling one or both ways. Parents are required to sign for their student at the bus stops.

Airline Flights: Parents are encouraged to purchase airline tickets in and out of Northwest Arkansas International Airport (XNA). We ask that parents attempt to schedule departing flights after 1:00 pm on the day home leave begins and between 5:00 and 7:00 pm on the daybreak ends. There is a $20 charge for each trip to XNA. Those who must fly out of Tulsa will need to make special arrangements and pay the $85 per trip charge.

Please make arrangements in advance for transportation and lodging for your child as the dormitories will be closed during all school breaks.

Additional charges may apply for extremely early or late flights.

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