

Ozark Adventist Academy



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

**2021-2022
Student Handbook**

Ozark Adventist Academy

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

**20997 Dawn Hill East Road
Gentry, Arkansas 72734**

Phone 479-736-2221

Fax 479-736-2224

www.ozarkacademy.org

e-mail: information@ozarkacademy.org

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**Accredited with
Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities, Inc.
And
Middle States Association of Colleges and Schools**

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Ozark Adventist Academy

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

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

Mission

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

Commitment

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

Philosophy

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

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

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

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

Goals

Ozark Adventist Academy aspires for each student to:

- Accept God and His word
- Commit to a Christ centered lifestyle
- Develop family and interpersonal relationships
- Become a responsible citizen
- Accept responsibility for healthful, balanced living
- Adopt a systematic, logical approach to intellectual development
- Acquire optimum competence in communication skills
- Live responsibly, using Christian values
- Develop an appreciation for aesthetic expression
- Be prepared to pursue career and service

Who May Attend

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

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

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

Ozark does not provide an English Language Learner (ELL) program. Ozark only offers classes taught in English. Foreign language students are welcome to attend Ozark if they can function in an English-speaking classroom. This includes being able to understand spoken and written English and the ability to speak and write in English. International students for which Ozark issues an I-20 are required to have a video interview before Admission.

A student struggling to be proficient in English may receive language accommodations

during the 1st Quarter of their first year enrolled. After the 1st Quarter, the student will not receive language accommodations. If that student receives a grade below a C- at the end of the 1st Semester, he/she may choose to have that class listed as Audit (AU-no credit) on their transcript so it is not included in GPA calculations.

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

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

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

Admission Procedure

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

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

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

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

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

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

An acceptance letter will be sent by email when the student has been accepted.

Students enrolling in school past the second week of the semester must have a transfer grade from another school for the current school year.

School Commitment

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

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

Parental Commitment

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

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

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

Student Commitment

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

- To willingly observe all school policies
- To positively represent OAA in social media
- To uphold the Christian principles of respect for God, respect for self, respect for others, and respect for the school.

Respect for God

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

Respect for Self

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

Respect for Others

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

Respect for the School

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

Academic Information

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

Qualifying for the High School diploma may not necessarily meet full admission requirements to colleges or to all college courses of study. The fundamental level courses will meet high school graduation requirements but will not necessarily prepare a student to take college level courses without remedial work. All students should check the specific entrance requirements of the college they plan to attend to make sure they qualify for full admission.

College Prep Diploma

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

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

Graduation Requirements

Subject Area	Graduation Requirement	Classes Offered	Credit
Computers	1 credit	Computer Applications Computer Science	1 credit 1 credit
Electives	To total 24 credits	Home Economics Auto Mechanics Architecture	$\frac{1}{2}$ credit $\frac{1}{2}$ credit 1 credit
English	4 credits	English I English II English III English IV	1 credit 1 credit 1 credit 1 credit
Fine Arts	$\frac{1}{2}$ credit (A maximum of 2 fine arts credits will count toward the 24 credit requirement.)	Art Band Choir Handbells Private Music Lessons Christian Drama	$\frac{1}{2}$ credit $\frac{1}{2}$ credit $\frac{1}{2}$ credit $\frac{1}{4}$ credit $\frac{1}{4}$ credit $\frac{1}{2}$ credit
Foreign Language	(2 credits for the College Prep Diploma)	Spanish I Spanish II Adv Spanish	1 credit 1 credit 1 credit
Health	$\frac{1}{2}$ credit	Health	$\frac{1}{2}$ credit
Mathematics	4 credits (At least 1 credit of Algebra and 1 credit of Geometry)	Algebra I Geometry Algebra II College Algebra Pre-Calculus Algebra I Fundamentals Algebra II Fundamentals Math of Business & Personal Finance	1 credit 1 credit 1 credit 1 credit 1 credit 1 credit 1 credit 1 credit
Physical Education	1 credit (A maximum of 2 PE credits will count toward the 24 credit requirement)	Physical Education Personal Fitness Gymnastics Junior Varsity Basketball Varsity Basketball Varsity Volleyball Varsity Soccer	1 credit 1 credit $\frac{1}{2}$ credit $\frac{1}{2}$ credit $\frac{1}{4}$ credit $\frac{1}{8}$ credit $\frac{1}{8}$ credit
Religion	$\frac{1}{2}$ credit for each semester enrolled in an SDA School	Religion I Religion II Religion III Religion IV	1 credit 1 credit 1 credit 1 credit
Science	3 credits (Must have 1 life science and 1 physical science for graduation.)	Earth Science Biology Chemistry Forensic Science Physics Anatomy & Physiology	1 credit 1 credit 1 credit 1 credit 1 credit 1 credit
Social Studies	3 credits (1 credit World History, 1 credit US History, $\frac{1}{2}$ credit US Government, $\frac{1}{2}$ credit Economics)	World History US History US Government Economics	1 credit 1 credit $\frac{1}{2}$ credit $\frac{1}{2}$ credit
Speech	$\frac{1}{2}$ credit	Speech	$\frac{1}{2}$ credit

Academic Probation

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

- Meet with the Learning Resource Director to outline a program for success. Students will be required to attend the Learning Resource Center for a mandatory one-hour study session four nights per week
- Bring grades up during the following grading period
- Abide by study hall restrictions in the dormitories
- Not miss class or study hall. Students in a Touring Organization may continue to tour as long as they do not have an F

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

Plagiarism

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

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

Plagiarism includes:

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

Cheating

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

Education is based on learning specific skills, forming lifelong work habits, and

developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent in these areas. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.

Class Load

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

Class Standing

Senior Status Requirements

- Students must be enrolled either on campus or by dual credit in the courses needed for graduation
- Correspondence work will not be considered for senior status until a transcript for the course is received from the issuing school
- Failing semester grades or failing grades one week prior to senior trip in a course required for graduation results in loss of senior status
- A student must have senior status one week before senior trip to participate

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

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

Correspondence/Online Credits/Summer School Work

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

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

Dual Credit Policy

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

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

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

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

Dismissal of a Class

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

Grade Reports

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

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

Online Teaching Plan

Students may be required to transition to online learning due to various circumstances.

This plan assumes full participation by students, teachers, and administrators to ensure the continued delivery of a quality product. The practices and policies outlined here will be continually evaluated and changed as best practices emerge or new technologies and information is discovered or developed.

A. Virtual Students will:

- Attend all classes.
- Be dressed in classroom attire.
- Start class and be on camera fully engaged. Students are expected to be facing the camera and fill the screen.
- Use Google Classroom to receive and submit assignments.
- Turn all work in on time. There is no distinction between a virtual student and an in-class student.
- Students are responsible for all communication through Google Classroom and their Ozark email account.

B. Sick Students will:

- Attend class when well enough but will not be required to have the camera turned on.
- Be in classroom attire when their camera is turned on.
- Use Google Classroom to receive and submit assignments.
- Some classes may be recorded for later viewing.

- By policy, students have a minimum of one week from their return to school to make up any assignments and tests missed due to absences. Additional time may be granted for extended, pre-approved, excused absences.

Home School/Non-accredited School Credit

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

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

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

Non-Student Participation

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

- A request form needs to be submitted for consideration. Administrative charges may apply.
- Organizational fees will be required and are the responsibility of the participant.

- Eighth grade elementary home-school students, eighth grade OAS students, OAA Part-time students, and adult community members may participate in OAA intramurals with the approval of the OAA staff instructor.
- Once a student is in grades 9-12 they must register for that class organization for credit under the Part-Time Day Student Policy.

Part-Time Day Students

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

- A maximum of 3 credits per year.
- Tuition fee of \$1800 per year for full credit courses, charges for classes with less than full credit will be prorated based on that rate.
- Organizational fees may be required and are the responsibility of the participant.
- Part time students are not part of a class nor do they have class standing
- Only full-time eligible OAA students may participate in varsity sports, such as gymnastics, basketball, soccer, and volleyball. (There will be a minimum of 12 qualified full-time OAA students on each varsity team.)

Honor Roll

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

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

Incompletes

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

Make-up Work

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

period is up to the teacher.

Physical Education Exemption

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

Private Music Lessons

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

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

Program Changes

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

Repeat of a Course

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

Restrictions of Credit

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

Transcripts

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

Transfer Credit

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

Alternative Education Opportunities

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

Acceleration

The general policy of Ozark Adventist Academy is to require four years of education on the secondary level for graduation. Exceptions may be made to accommodate outstanding academic ability as well as social maturity. Students requesting to accelerate must work with the registrar to establish a graduation plan to submit to Academic Standards Committee for approval.

Testing

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

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

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

Attendance Policy

General Information

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

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

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

Administration of Officially Excused Absences

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

Administrative Absences

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

Tardiness

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

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

Excused Absences/Tardies

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

- Illness of the student
- Suspensions

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

Bad Weather Policy

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

Parents of day students should keep their students home if they feel the roads are unsafe. Students will be expected to join their classes virtually via Google Meet. If a student is unable to connect virtually, the parent should send an email to attendance@ozarkacademy.org.

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

Unexcused Absences/Tardies

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

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

Excused Absence/Tardy Procedures

Students must obtain a signed note from the parent, dean, or staff member responsible for an excused absence or tardy.

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

Day student parents must call the Attendance Officer or email attendance@ozarkacademy.org by 8:00 a.m. if their student is absent. To avoid being on attendance restriction, excusable absences must be turned in by 4:00 pm the day following the absence or tardy.

Special Family Vacations/Leaves

It is requested that, whenever possible, family vacations 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. The student will need to complete the Leave Request Form and have all teachers and 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.

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

Attendance Restriction Information:

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

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

Step 1

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

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

Step 2

During the course of a 9-week period, if a student receives 5 unexcused absences a letter will be sent home and a write up will be placed in student file.

Step 3

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

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

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

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

Excessive Absences: Course Grade Policy

Students who exceed the attendance limits, whether excused or unexcused, will receive
an FA (Failure due to Attendance). FA does not affect GPA calculations. A total of 7 or
more absences, including both excused and unexcused, will result in no credit for the
class.

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

Unexcused Absences

Attendance Grade Policy

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

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

Business Matters

Basic Financial Policies

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

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

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

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

2020–2021 Tuition & Fees

Regular Boarding Student	\$16,900
Regular Day Student	\$10,900
International Student	\$20,000
International Day Student	\$14,000

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 (\$1,040). If the student is a dorm student, one month's room and board should be added as well (\$600). An individualized payment plan will be created for the remaining amount. Families may choose a 9, 10, 11 or 12 month payment plan. All payment plans need to be completed by August 10 of the following year.

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

Early Down Payment Discount

There will be a 10% discount on cash, check, or ACH Down Payments and 5%

discount for payments made by credit card received by July 15. No discount for early payment will be given if there is a balance due from the previous year.

Additional Fees

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

Drama	\$50
Music Classes	\$50
Dress Rental	\$30
Dress Purchase	\$60
Basketball	\$300 (JV may be less depending upon activities)
Aerialaires	\$300
Aerialaires	\$165 - Uniform for new students
Volleyball	\$100
Soccer	\$150
Juniors Heritage Tour	\$700 - \$800
Sophomore Biology Trip	\$50 - \$100
Freshmen Creation Tour	\$100

Area Transportation for medical visits, etc:

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

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

Private Music Lessons: As arranged with teacher.

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

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

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

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

Payment Plans

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

- 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). Online Portal link can be found on the OAA website.

Business Office Services

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

Bookstore

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

Copies & Faxes

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

Credit Card Exchange Fee

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

Lockers

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

Money Orders

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

Personal Checks

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

Postal Services

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

Student Bank

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

time during office hours.

Exam Permits

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

Financial Aid

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

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

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

Matching Scholarship Plan

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

International Students

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

Ozark Adventist Academy requires that all international students pay the total school fees before an 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 requires a video call with a predetermined set of questions to evaluate English competency. International Students must provide English translations for all school records, transcripts, immunization and medical records. Students will need to provide their own health insurance.

Dormitories and cafeteria are closed during all school vacations. The OAA Calendar is available on the website and lists all vacations.

Room

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

Student Accident Insurance

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

Student Accounts

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

Tithe

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

Transcripts

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

Tuition Charges

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

Work Sponsorship Program

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

Campus Life

Day Student Parking

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

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

Field Trips & Other School Activities

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

Gentry SDA Church

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

Cafeteria

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

Guidance Service

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

Accidents

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

Library

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

Occult & Non-Christian Culture

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

Personal Property

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. **The academy is not responsible for misuse, damage, or loss of personal property.**

The school reserves the right to search anything brought on to school property including, but not limited to cell phones, back packs, vehicles, etc.

Personal Sound Equipment

Headphones, earbuds, etc., are allowed only in the dorm or when approved by a staff member. The use of speakers for music or videos is not allowed at any time without permission.

Residence Requirements

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

Students in the Administration Building

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

Swimming

Students may not swim or wade in Flint Creek.

Graduation Weekend

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

Discipline

To help students develop outstanding Christian character, Ozark Adventist Academy intends for our discipline process to be redemptive and with the hopeful future of every student in mind. In this section of our handbook we intend to clarify the consequences a student may face if their choices fall outside the acceptable conduct detailed in our published guidelines. A student whose progress or conduct is unsatisfactory, or whose spirit is out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, may face discipline even if it is impossible to cite a specific violation or regulation.

Behaviors that violate school standards are documented at the discretion of the teacher or staff member who observes them. Documented behaviors are then communicated to parents and guardians via email, and all such violations are regularly reviewed by the chairperson of the Discipline Committee. It is the job of the Committee, when needed, to choose appropriate consequences with the help of the guidelines documented below. Cases involving illegal behavior will be turned over as soon as possible to civil authorities.

The following are general, not all inclusive, categories of conduct violations based on the fundamental standards found in this handbook. Please note that changes made to our published guidelines and publicly announced during the school year carry the same force as those in print.

Class I Offenses

These and other violations of like severity will be documented with notification emailed to the student and their parents/guardians. First offenses may warrant a meeting with the Discipline Committee Chairperson, and repeat offenses may be reviewed by the Committee for possible consideration of consequences. Examples of Class I Offenses include:

- Dress code violation
- Inappropriate public display of affection
- Use of profane or obscene language
- Excessive distraction of other students in the classroom
- Possession of Over-The-Counter medications or vitamin supplements
- Misleading and deceptive conduct
- Possession, chewing or improper disposal of gum
- Any other violation which administration may deem to fall within this category

Class II Offenses

These and other violations of like severity will be documented with notification emailed to the student and their parents/guardians who will also be notified when the case will be discussed at a Discipline Committee meeting. Any students involved may be asked

to appear and can request to appear before the Committee when they meet. Any decisions made or measures taken at that time will be communicated verbally and by letter to the student and their parents/guardians by the Discipline Committee Chairperson.

These offenses may warrant an off-campus suspension and/or loss of office and/or touring privileges. Students will be put on disciplinary probation to be defined by the Committee, and repeat offenses may be reviewed by the Committee for possible consideration of more serious consequences. Examples of Class II Offenses include:

- Misuse of keys or key cards
- Inappropriate use of internet
- Possession of prescription medication
- Theft
- Fighting
- Insubordination
- Possession or use of tobacco products
- Presence in area restricted to the opposite sex
- Presence of two people of the opposite sex in an unsupervised location
- Unjustified activation of a fire extinguisher or alarm
- Violation of attendance contract
- Providing unauthorized electronic devices to other students.
- Leaving campus without permission
- Leaving dorm without permission when campus is closed
- Repeat of Class I Offenses
- Any other violation which administration may deem to fall within this category.

Class III Offenses

These and other violations of like severity will be documented with notification emailed to the student and their parents/guardians who will also be notified of when the case will be discussed at a Discipline Committee meeting. Any students involved may be asked to appear and can request to appear before the Committee when they meet. Any decisions made or measures taken at that time will be communicated verbally and by letter to the student and their parents/guardians by the Discipline Committee Chairperson.

These offenses may warrant a student being expelled or asked to withdraw from Ozark Adventist Academy. Examples of Class III Offenses include:

- Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages.
- Positive drug test
- Arson
- Possession of a weapon
- Theft of school property
- Vandalism of school property

- Physical attack on a student or staff member
- Sexual activity, including, but not limited to physical activity and any electronic activity such as “sexting”
- Pornography
- Harassment: sexual, verbal, or physical
- Occult involvement
- Repeat Class I or II offenses
- Violation of behavioral probation
- Violation of academic probation
- Any other violation which administration may deem to fall within this category

Offenses Involving Cheating

To create a fair and meaningful learning environment, Ozark Adventist Academy and its faculty maintain a low-tolerance policy regarding cheating. Teachers spend class time making clear to students what constitutes honest academic work and what is considered cheating. These types of offenses are treated according to their own scale of consequence as described below.

- First Offense: Receive a zero for the assignment
- Second Offense: Receive a zero for the assignment and a one-week suspension
- Third Offense: Receive a zero for the assignment and be expelled from school

Offenses Involving Electronics

Refer to the Electronics Policy section.

Suspension and Expulsion

Day students who are suspended or expelled should leave campus immediately. Dorm students who are suspended or expelled 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 expelled are to remain off campus for the remainder of the school year. Any requests to return to campus must go to Academy Administration in advance.

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

Appeal

An appeal of a Discipline Committee decision must be communicated to the Committee via the Discipline Appeal Form. All staff members will be notified and may attend the appeal meeting. Additionally, the Discipline Committee may bring the appeal to the entire staff if this is felt necessary for a fair outcome.

Dress Code

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

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

Classroom Attire

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

School sponsored t-shirts may be worn on home-leave days and Sunday school days.

- Shirts/Tops – All shirts/tops must be polo or button-up style and have a fold over collar. Button-up shirts must be fully buttoned.
- Sweaters, coats, jackets, sweatshirts and pullover hoodies are allowed with a collared shirt. Any manufacturer or other brand logo or letter must be no larger than pocket size, regardless of the location. OAA logos of any size are allowed.
- All shirts must cover the shoulders and abdomens at all times.
- Dress pants, khakis, jeans, and casual pants are acceptable. All pants must be worn around the waist and not sliding off the hips. No leggings, jeggings or other tight, form-fitting pants are allowed. Students may not wear pants that reveal undergarments or have holes
- Shorts no more than 3½ inches above the kneecap are acceptable.
- Necklines must be modest with no low cut or revealing styles and no visible cleavage
- Girls' Dresses or skirts must come to the knee all the way around, even when

walking and/or wearing heels. Slits in skirts may not go above the knee. Dresses and skirts should fit loosely and not be form fitting.

Attire Not Acceptable for Classrooms

- Hats, bandanas, and other head coverings
- Oversized/baggy pants or sweatpants
- Athletic shorts
- T-shirts, shirts with writing or brand advertising
- Pajamas
- Torn clothing
- Tops with low necklines or revealing cleavage
- Any other clothing deemed inappropriate by the administration

Attire Not Acceptable at Any Time

- Bandanas and dew rags
- Sheer blouses or shirts worn without an appropriate under shirt
- Tight form fitting clothing
- Tank tops. Guys may wear them while participating in athletic activities.
- Any clothing not covering the midriff
- Pajama type clothing, including bedroom slippers
- Visible undergarments
- Clothing with objectionable wording or pictures
- Shorts shorter than 3 ½ inches above the kneecap
- 2 piece or immodest swimsuits. Shorts must be worn with swimsuits
- Tops with low necklines; there should not be any cleavage showing
- Pants with writing on the rear end
- Belts with studs and spikes
- Any other clothing deemed inappropriate by the administration

Sabbath/Vespers Attire

Guidelines for Boys

- Loose fitting dress pants
- Dress shoes
- Dress shirt, must be tucked in
- Ties are required for Sabbath School and Church

Guidelines for Girls

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

Banquets & Other Dress Up Occasions

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

Guidelines For Girls

- Dresses must have straps at least one inch wide. 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
- Back of the dress is to come to the shoulder blade or higher
- Necklines must be modest with no low cut or revealing styles and no visible cleavage.

Guidelines For Boys

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

School Sponsored Trips/Touring Attire

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

Jewelry

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.

Hair

Only natural hair colors are acceptable. No extreme hairstyles or colors. The length of

boys' hair must be kept above the collar, above the bottom of the ears, and above the eyes.

Tattoos

No visible tattoos.

Medical Care

General

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

The Consent for Medical Treatment form grants permission for OAA staff to seek and obtain healthcare services or treatment during the school year which includes all school sponsored events. The consent form is limited to the current school year only.

Physicals

New students are required to obtain a complete physical before starting school. New dorm students must have a completed physical before moving into the dorm.

A sports physical is required and must be submitted for all new and returning students seeking to try-out for gymnastics or a Skyhawk sports team.

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 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. Over-the-counter medication not taken home at registration will be added to the dorm supply.

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

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

Day students are not allowed to bring medications on campus with the exception of inhalers or epinephrine pens.

Medical Conditions

The safety and well-being of all students is our priority, therefore accurate medical forms

are required for acceptance to OAA. All applications are reviewed to determine if a boarding campus program is the appropriate environment for management of certain conditions or ongoing recovery. Due to staffing limitations, qualifications and restricted resources, OAA reserves the right to not accept a student with medical/mental health issues that exceed the capabilities of our staff and school collectively.

The parent/guardian is responsible to notify the school healthcare provider of any medical or mental health changes that may occur before the admission process or throughout the school year.

Ozark Adventist Academy has full discretion as to whether a student will be accepted, asked to withdraw or be dismissed from school.

Self-Injury/Mental Health

Self-injury is not permitted at OAA. Self-injury may include but is not limited to, cutting, scratching, burning, banging, bruising, eating disorders, deliberate bone breaking/spraining, or overdosing with or without suicidal intent.

Issues pertaining to self-injury, unstable/declining mental health or suicide ideation/attempts are serious in nature and require immediate parental/guardian attention. In such cases, the parent/guardian will be required to make arrangements for their child to return home immediately. A student may be referred to a local mental health facility while waiting for their parent/guardian to arrive.

OAA's dormitories are not a mental health facility, nor are the deans counselors in the treatment of such; therefore, a dorm student engaging or verbalizing a desire to participate in self-harming behaviors or experiencing declining mental health, are not allowed to reside in the dormitories.

A dorm student who is dismissed for declining mental health or self-harming behaviors, excluding a suicide attempt/ideations, may reapply for admission after one full semester, following documented treatment and resolution of behavior/condition. If a student relapses or is non-compliant with treatment they will not be allowed to reside in the dormitory.

OAA does not provide counseling services therefore it is important that dorm students possess effective coping strategies that enable the student to manage their mental health between home leaves. Dorm students who desire professional counseling assistance should make arrangements during their vacations from school.

Dorm students who begin new psychiatric medication must be under the direct supervision of their parent/guardian, depending on the medication and condition, for at a minimum of 2 weeks to a full semester, in order to monitor compliance, efficacy of treatment and any side effects before returning to school.

Students with a history of self-injury or mental health concerns may not participate in overnight off-campus trips such as music, athletics, drama, etc., or be granted Senior Privileges without clearance by the Health & Safety Committee and trip leader.

Sick List

Students are placed on sick list by the deans or school healthcare provider as needed. Students are removed from the general population when placed on sick list and not allowed to participate in school activities for that day. The school healthcare provider is notified of all students who are on sick list as well as being updated regularly if any concerns arise.

The parent/guardian will be notified if their student is on sick list more than 2 days and not improving. As a general rule, students' minor ailments or treatments will not be communicated to the parent/guardian. 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.

Students on sick list will be monitored by the deans who make frequent rounds to ensure the student is receiving adequate hydration and nutrition. Meals will be brought to the student's room. Typically, a clear liquid/light meal will be provided; however, depending on symptoms the dean may notify the cafeteria for other options.

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

Parents/guardians of day students who are ill, are to notify the attendance officer of the illness by 8:00 am by email or phone.

Parents of sick or injured day students 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, chicken pox, mumps, etc., or prolonged illnesses. The school healthcare provider should be notified of any day students with injuries that limit activities or require assistive devices.

Immunizations

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

Proof of vaccinations must be presented by registration. Your local public health department or healthcare provider may assist you in locating your child's vaccination records in addition to ensuring they meet the Arkansas Board of Health requirements. Students will not be allowed to move into dormitories until vaccinations are current according to the Arkansas Board of Health.

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

The Public Health Department offers an optional annual flu vaccine at Ozark. Parental/guardian consent is required for students desiring to participate in this free program.

Each school year, vaccine exempt students are required to file a new exemption through the Arkansas Department of Health. Exemptions should be filed before registration. The exemption application process takes an average of 2-4 weeks once the forms are submitted. Approved vaccination exempt status forms should be submitted with the Ozark application or at 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. Ozark Adventist Academy complies with all recommendations of the Board in communicable disease outbreaks.

Medical Appointments

All medical appointments for dorm students are made through the school healthcare provider. The parent/guardian will be notified on any non-emergent appointments made on behalf of their child.

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

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

School Transportation

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

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.

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

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.

OAA Transportation Charges

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

Airline Flights

Parents are encouraged to purchase airline tickets in and out of Northwest Arkansas Regional 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 day break ends. There is a \$20 charge for each trip to XNA. Those who must fly out of Tulsa will need to make special arrangements and pay the \$85 per trip charge. Additional charges may apply for extremely early or late flights.

Sexual Harassment Policy

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

Definitions

Sexual harassment includes but is not limited to the following:

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

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

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

Reporting Incidents

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

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

Third Party Reports

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

Response/Investigation

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

Corrective Action

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

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

Social Policies

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

Appropriate Christian Social Behavior

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

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

Banquets & Programs

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

Opposite Dorm

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

Recreation

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

School Days

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

Weekends

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

Visitors on Campus

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

Spiritual Activities

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

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

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

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

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

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

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

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

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

Chapel, Week of Prayer meetings and assemblies that take place in the middle of the school day are mandatory for all dormitory and day students. In a rare conflicting situation, a day student may receive an exemption from these worship services by submitting evidence of the schedule conflict to the Registrar.

All students are invited and encouraged to attend evening and weekend spiritual activities. Attendance is mandatory for dormitory students.

Student Leadership Opportunities

Office Eligibility

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

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

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

Major Offices

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

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

Minor Offices

All other class, club, publications, and campus organization officers. Yearbook Editor is a paid position and cannot hold any major office or other job.

Substance Abuse Policy

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

Students who use, possess, or are knowingly in the presence of others with alcohol, tobacco, narcotics or any other illegal substance, either on or off campus, may be subject to immediate expulsion.

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

To assist in keeping Ozark a drug-free environment, personnel and drug-detection animals from the Police Department of Gentry or the Benton County Sheriff's Department will randomly check student lockers, dormitories, 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.

Electronics Policy

In order to promote students' spiritual growth, academic success, and social health, Ozark Adventist Academy allows students to bring one cell phone and one wearable electronic device. All other electronics should remain at home. We strongly discourage video games and movie watching (including TV shows, etc.) on any electronic device.

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

Dormitory Students

- Each device brought on campus must be clearly identified on the electronic policy agreement form completed by students and signed by their parents at registration. Required information includes any passwords or PINs needed to unlock and access any and all information stored on the device. In addition,

any changes to passwords or PINs throughout the year, must be immediately communicated to the dean.

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

Violation of this policy results in the following procedure:

1st Offense:

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

2nd Offense:

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

3rd Offense:

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

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

Electronics Use Policy

You are allowed access to the school's technology resources only as long as you:

Students must:

1. Respect and protect the privacy and well-being of yourself and others

- Communicate only in ways that are kind and respectful, and report any threatening or discomfoting materials to a teacher or staff person
- Not share private or inappropriate information about yourself or anyone else on the internet, for example on social media or on any kind of dating stie or service
- Not intentionally access, transmit, copy, or create material that is illegal or otherwise violates the school's code of conduct, such as messages that are pornographic, threatening, rude, discriminatory, stolen or illegally copied
- Not initiate spam or other mass communication, or make public the school's student rosters or directories of any kind

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

resources

- Use only network accounts and resources that have been assigned specifically to you and intended for your personal use
- Not attempt to bypass network filtering, monitoring or security or use someone else's login credentials to gain access to restricted information or resources
- Avoid recreational gaming or streaming of music or video especially on shared equipment such as in a computer lab
- Not install software on any lab computer without the express permission of the IT Director
- Not install any personal networking equipment or share your internet connection
- Report security risks or violations immediately to a teacher or staff person

3. **Respect the educational focus and protect the intellectual property of others**

- Not infringe copyrights, or make illegal copies of movies or any other media
- Not plagiarize and always fully credit the appropriate use of another person's creative resources, such as their words, images, music or video media
- Not use school resources to advertise, sell, or otherwise conduct business

4. **Restrict the use of your own devices on campus to one personal mobile phone**

- Use only campus-provided laptops, tablets or computers, for example those in the computer labs in each dormitory or in the Administration building labs
- Use of headphones or earbuds is permitted only in the dormitories

Violations of these rules will result in disciplinary action which may include losing or having restricted access to campus technology resources. It is best to remember that just because you could do something on a computer doesn't mean that you should do it.

Agreement and Consent to use Technology

Every student of Ozark Adventist Academy must have signed parent or guardian consent on file with our registrar, acknowledging the following:

1. **Data Supervision and Monitoring:** Ozark Adventist Academy employees monitor the use of information technology resources in accordance with the above "Electronics Use Policy." We reserve the right to examine, use, or disclose any data found on the school's information networks in order to protect the health, safety, security and property of anyone using our resources. If necessary, information gathered may be used as evidence for campus disciplinary actions or for law enforcement's response to criminal behavior.

2. **Use of Photography/Video:** Ozark Adventist Academy employees may take photographs and/or videos of your student as well as any of their submitted school projects and/or performances, and any of these may be used in school publications and promotional material including but not limited to the school's website. Live streaming of events involving your student may also occur throughout the year.
3. **Consent to Various Online Services:** Ozark Adventist Academy will assign your student a managed Google "G Suite for Education Account" and also allow access to Google "Additional Services" as described in the "G Suite for Educational Notice to Parents and Guardians." At our discretion, your student may also be asked to use other online services that may require separate login account creation using their assigned G Suite identity for educational or work program purposes.
4. **Student Chromebook Use:** Ozark Adventist Academy provides each student with a Chromebook to use for educational purposes, and students are responsible for the condition of that machine at all times. Any damage caused by abuse or lack of care will be repaired at the student's expense.

If a Chromebook malfunctions or becomes unusable during the school year, students should immediately request a loaner unit and turn in their Chromebook for repair. Any failure due to damage caused by abuse or lack of care will be repaired at the student's expense.

Because every student is issued a Chromebook to use during the entire school year, no personal devices including personal Chromebooks may be used as a substitute for a school issued device while on campus.

Repair Charges

Payment for repairs to Chromebooks are to be made to the Business Office within one month of the repair.

Care Guidelines

- Please handle school Chromebooks with care, including:
- Keeping the lid closed whenever moving or transporting the device
- Not putting other books or items on top of the device when it is closed
- Carrying it in a backpack with a cushioned sleeve or compartment specifically designed for laptops
- Keeping it away from food or liquids that may spill on the device
- Keeping it on a flat surface when charging the device.

Touring Organizations

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

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

Travel Guidelines for School Tours & Trips

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

- grandparents with permission from the faculty director of the group.
8. Neat dress is important when traveling with school groups. Attire should be appropriate for the occasion and within school policy.
 9. Conduct should give a favorable impression.
 10. All school policies are in effect on any school trip.
 11. Student not attending scheduled performances or tours will receive a grade penalty.
 12. Performing organizations have 5 school days to tour but can miss no more than 3 school days in a single tour.
 13. Any **varsity sports** team can have a maximum of 6 away games and 6 home games. Home games will not require absence from any other class. Away games will be scheduled to miss no more than 2 A Day classes and 2 B Day classes for any scheduled class.

Work Program

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

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

Appeals

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

Discipline

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

Financial Aid

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

Job Assignments

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

Participation in the Work Program includes weekend shifts in the cafeteria for all

students.

Job Transfers

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

Labor Laws

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

Loss of Job

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

On-Campus Work for Students

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

Student Labor Requirement

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

Work-Related Accidents

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

Work Attire

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

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 with the exception of floor tile in the Ad Building, the chemical hood in the science lab and the welding booths in the IA building. These items are monitored regularly and pose no threat to the health of the staff or students.