



“TO EDUCATE FOR ETERNITY”

O = OUTSTANDING CITIZENSHIP

A = ACADEMIC EXCELLENCE

S = SERVICE FOR CHRIST

# HANDBOOK

## 2018-2019

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# WELCOME TO OZARK ADVENTIST SCHOOL

Whether you're a first time parent/student or have been here many years, we'd like to welcome you as part of the OAS family. This booklet tells you who we are, what we represent, and some of our goals and standards. We as teachers and staff feel that it is a privilege to be associated with Ozark Adventist School. We trust that parents and students will also share our feelings.

## GENERAL INFORMATION

### MISSION STATEMENT

At Ozark Adventist School students aspire to excellence spiritually, mentally, and physically. We actively strive for success of all students, races, backgrounds, and religions. Students are encouraged to reach beyond basic knowledge, to embrace and value learning as a life skill, with Seventh-day Adventist values as inspiration for a personal relationship with Jesus, reflected by a commitment to service.

### PHILOSOPHY

Ozark Adventist School is a Seventh-day Adventist school committed to God. We believe that our students are the children of God and that our teachers are the servants of God. Our school is, therefore, commissioned to follow God as revealed in the Bible, in the life of Jesus, in the Spirit of Prophecy, and through nature. Our school is designed to insure that the youth of the church receive a balanced physical, mental, social, and spiritual education in harmony with the standards and ideals of the Seventh-day Adventist church.

It is our purpose to cooperate with the educational goals and objectives of the worldwide system of education sponsored by the church. Therefore, we are dedicated to serve all students who are interested in a Seventh-day Adventist Christian education.

Ozark Adventist School conducts its school to transmit the moral and spiritual values, the beliefs, and the attitudes of the Seventh-day Adventist church to the students, as well as to educate its students to be useful, law-abiding citizens.

We believe that those engaged in the work of Christian education have a special responsibility to their students. Not only do they promote sound scholarship and stimulate thought, but also they fill the role of a personal friend and serve as a model in practical Christian living. We recognize that in order to fulfill these goals we must depend on the guiding and sustaining power of God who has called us to this work.

### PURPOSE

The students here at OAS will learn, both intellectually and through experience:

- How to become a Christian and to clearly and comfortably explain that process to others.
- How to maintain a continually growing, joyful relationship with Jesus Christ.
- To highly value themselves and those around them as precious, redeemed children of God, regardless of their mistakes and failings.
- How to build and keep healthy, lasting, caring relationships with others.
- To appreciate responsibility and accountability.
- To delight in the satisfying feeling of growing intellectually and to become lifelong learners.

- To value the role of exercise, including physical labor, in a healthy balanced life.
- To discover the joy and personal satisfaction of service to others and to God.

The OAS board reserves the right to add to or change any policies stated in this handbook. Notification of changes or new policies will be mailed with monthly statements and published in the weekly News Notes.

### **PARENTAL RESPONSIBILITY**

“In the formation of character, no other influence counts so much as the influence of the home. **The teacher’s work should supplement that of the parents, but it is not to take its place.** In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate.” *Education*, p. 283.

“The parents’ work of education, instruction, and discipline underlies every other. **The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.**”

*Fundamentals of Christian Education*, p. 69.

As noted above, the success of the school depends in a large measure upon the fullest cooperation between parents and the school. The following suggestions for parental involvement will contribute to a more effective school program.

1. Pray for your child at OAS daily.
2. Attend parent meetings.
3. See that your child reports to school daily and on time.
4. Check assignments nightly or regularly to evaluate your child’s progress.
5. Support your child’s teacher in promoting the school program; your involvement is vital to your child’s success.

### **CARE OF SCHOOL PROPERTY**

Students should exercise care in the use of school property and equipment. Any student willfully damaging school property will be required to pay for repairs and face possible disciplinary action.

Students who see damage to school property, or equipment needing repairs should report it at once. This will help prevent additional damage and consequent increase in cost of repairs.

All textbooks are loaned to the students by the school. If a textbook is lost or damaged, the student will be expected to pay for the loss or damage to the book.

### **GRIEVANCE PROCEDURE**

If a misunderstanding and/or problem arises, the parent and/or guardian should follow the following steps.

**Step 1** - Discuss the problem with the teacher (or the teacher with the parent). If Step 1 fails to resolve the problem move to Step 2.

**Step 2** - Contact the principal, withholding judgment until complete investigation is made. See Matthew 18:15-17. If Step 2 fails to solve the problem move to Step 3.

**Step 3** - Contact the school board chairperson, who will call a special meeting with the principal, the teacher, and the parent/guardian to seek a solution to the problem.

Any constituent of the school (parent or student) may address the OAS School Board by obtaining prior permission from the school board chairperson and placing the concern on the agenda. However, if it is a complaint against a teacher or the principal, the above procedures must be followed first.

### **HARASSMENT, HAZING & BULLYING POLICY**

The school will provide a reporting method, provide counseling, and give advice on how to handle the situation. Confidentiality will be kept, if requested. We will listen sympathetically and carefully and take the problem seriously. We will support the student and investigate each incident. We will attempt to bring the victim and bully together, if both are willing, to work through the situation. Students may report any bullying, harassment, or hazing to their teacher, the school secretary, or a trusted person.

### **Bullying in all forms includes cyber bullying; this applies anytime while enrolled at OAS.**

Harassing, hazing, or bullying behavior observed by school staff will be reported and dealt with as follows.

**Step 1** – Offenders will be counseled and parents contacted.

**Step 2** – Student suspended one day and principal conference with parents.

**Step 3** – The parent and student will meet with the Discipline Committee.

Note: Hazing is defined as a willful act directed at a student to intimidate, frighten, humble pride, stifle ambition, impair courage, and threaten or cause physical violence.

Hazing is a Class B misdemeanor in the state of Arkansas. You can request more detailed information regarding the Arkansas Hazing Law from the school office.

### **DROPPING OFF & PICKING UP YOUR STUDENT**

#### **Drop Off**

School doors will be locked until 7:45am. Please drop students off after doors have opened so they can proceed directly to their classrooms. If a student arrives early for any reason, they may wait on the benches until the doors are unlocked. Please dress students appropriately for early drop-offs during inclement weather.

#### **Pick Up**

School dismissal is at 3:15pm on Monday – Thursday and at 12:00 noon on Fridays. Please be prompt in picking up your child.

The Pick Up procedure is as follows.

- Enter the church parking lot, drive past the side of the church, in front of the Youth Center (gymnasium), and then to the pick-up area in front of the school.
- Stay in one line and pull as far forward as possible.
- A staff member will approach the car and the driver needs to tell him the name of the child(ren) they are picking up.
- The students will hear their name called over the intercom and come out from their classroom.
- If you choose to come into the school, please park in the church parking lot and walk across the crosswalk.
- No cars are to be left unattended in the pick-up lane.
- At 3:25pm (12:10 on Friday) those who walk or ride bicycles home will be dismissed.

- 3:30pm is the deadline for picking up children (12:15pm on Friday). Teachers must be free from supervision to meet with parents, conduct faculty meetings, grade papers, and prepare for the following day. Please help us by picking children up on time.

**Thank you for helping us keep your children safe!**

**ASBESTOS**

All asbestos has been removed from school property. A copy of the report is on file, and available upon request.

# ADMISSION REQUIREMENTS

## GENERAL

Recognizing that all mankind are children of God, Ozark Adventist School will admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate in administration of educational policies, admission policies, or any school-administered program. Ozark Adventist School Complies with all requirements in the "Individuals with Disabilities Act for children in private schools." A copy is available on our website.

Ozark Adventist School is open to students of good moral character who respect the rights and property of others, who are willing to wholeheartedly observe all regulations of the school, and who are committed to faithful completion of academic requirements.

Ozark Adventist School does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, 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 School and the Seventh-day Adventist Church.

The school maintains the historic ideals of the Seventh-day Adventist church in matters of morals, dress, and conduct. Every prospective student has freedom to choose or reject these regulations. When a student applies at Ozark Adventist School, he or she indicates that he or she has chosen to accept them.

## ENTRANCE AGE REQUIREMENTS

In harmony with the ARK-LA Conference policy for admission age, OAS may allow entrance into kindergarten and first grade at the minimum age of 5, and 6, respectively, by September 1 of the current school year. Pre-Kindergarten students can start as soon as they turn 3 years old anytime during the school year, child must be potty-trained. Actual placement will be determined in consultation with teacher, parent(s), and principal and finalized by the admissions committee and/or OAS Board.

Ozark Adventist School provides a pre-primary Montessori program for children who meet the age requirements as set forth above. Kindergarten uses a developmentally based hands-on individualized program.

The program allows the accelerated child to be challenged and stimulated, yet provides the child who is developing more slowly the additional time needed to grow.

Because Ozark Adventist School is a licensed daycare facility through the state, children are subject to being interviewed by law enforcement, licensing staff or children and family services workers.

State compliance forms are available for parents to review. Kindergarten readiness materials are available on our website at [www.ozarkadventistschool.org](http://www.ozarkadventistschool.org).

## HEALTH/IMMUNIZATION REQUIREMENTS

Arkansas State law requires that all students must present a certified immunization record indicating the date and type of immunization received. Registration is not complete until this information is on file.

Proof of vaccinations must be presented at the time of registration. Your local public health department or healthcare provider may assist you in locating your vaccination records in addition to ensuring your child



meets the required immunizations for the State of Arkansas before school begins. Students may be temporarily withheld from school, until proof of compliance with regulations is provided.

#### **PreKindergarten/Kindergarten:**

**DTP/DT/Td/Dtap/Tdap** - 4 doses (with 1 dose on or after 4<sup>th</sup> Birthday)

**Polio (OPV – Oral or IPV)** – 3 doses (with 1 dose on or after 4<sup>th</sup> Birthday and a minimum interval of 6 months between the 2<sup>nd</sup> and 3<sup>rd</sup> dose) **OR** 4 doses with 1 dose on or after 4<sup>th</sup> birthday and a minimum interval of 6 months between the 3<sup>rd</sup> and 4<sup>th</sup> dose.

**MMR** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1)

**Hep B** – 3 doses

**Varicella** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1) **OR** A medical professional history of disease may be accepted in lieu of receiving vaccine.

**Hepatitis A** – 1 dose on or after 1<sup>st</sup> birthday.

#### **Grades 1 – 6 & 8**

**DTP/DT/Td/Dtap/Tdap** - 4 doses (with 1 dose on or after 4<sup>th</sup> Birthday) And 1 dose of Tdap for ages 11 years (as of September 1<sup>st</sup> each year) and older **OR** 3 doses for persons 7 years of age or older who are not fully vaccinated (including persons who cannot document prior vaccination)

**Polio (OPV – Oral or IPV)** – 3 doses (with 1 dose on or after 4<sup>th</sup> Birthday with a minimum interval of 6 months between the 2<sup>nd</sup> and 3<sup>rd</sup> dose) **OR** 4 doses with 1 dose on or after 4<sup>th</sup> birthday and a minimum interval of 6 months between the 3<sup>rd</sup> and 4<sup>th</sup> dose.

**MMR** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1)

**Hep B** – 2 or 3 doses (11-15 year olds could be on a 2-dose schedule)

**Varicella** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1) **OR** A medical professional history of disease may be accepted in lieu of receiving vaccine.

**Hepatitis A** – **Grade 1 only:** 1 dose on or after 1<sup>st</sup> birthday.

#### **Grade 7**

**DTP/DT/Td/Dtap/Tdap** - 4 doses (with 1 dose on or after 4<sup>th</sup> Birthday, and 1 dose of Tdap, if applicable)

**Polio (OPV – Oral or IPV)** – 3 doses (with 1 dose on or after 4<sup>th</sup> Birthday, a child who received 4 or more doses of polio vaccine does not have to have a dose after the 4<sup>th</sup> birthday)

**MMR** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1)

**Hep B** – 2 or 3 doses (11-15 year olds could be on a 2-dose schedule)

**Meningococcal (MCV4)** - 1 dose

**Varicella** – 2 doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1). A medical professional history of disease may be accepted in lieu of receiving vaccine.

Each fall the Public Health Department offers annual flu vaccines at Ozark.

Exemptions to this state law may be obtained by requesting an Exempt Form. Send an email requesting a form to [immunization.section@arkansas.gov](mailto:immunization.section@arkansas.gov) or write to Arkansas Department of Health, Exemptions, 4815 West Markham #48, Little Rock, AR 72205. The phone number is 1-800-574-4040 (Option #1).

Vaccine exempt status students are required each school year to file for exemption through the Arkansas Department of Health several weeks before registration. Such forms are located on the Arkansas Department of Health website where it states that this process can take between 2-4 weeks. The approved exempt status form is to be submitted with the Ozark application. In the event of a vaccine-preventable

communicable disease outbreak, the Arkansas Board of Health and the CDC requires that vaccine exempt students be dismissed from campus during the incubation period of such disease as they direct.

### **PHYSICAL EXAM**

The Arkansas-Louisiana Conference requires a physical examination for all new students and all students entering the fifth grade. This information must be on file by the end of the first nine weeks.

### **ADDITIONAL REQUIREMENTS**

All students are required to provide the following information prior to admittance.

1. Birth certificate
2. Immunization record
3. Recent achievement test results
4. Report card from previous school/year

All new students are required to provide the following additional information prior to admittance.

**Grades K – 4:** The names of two people from your previous school who can provide a reference. (One should be your teacher).

**Grades 5 & 6:** Two letters of reference. One from your previous school and one from the church you attend(ed).

**Grades 7 & 8:** Three reference forms completed. Forms can be requested from the school office.

### **SPECIAL EDUCATION**

Ozark Adventist School is **not equipped to offer special education** and is therefore unable to accept pupils who have serious scholastic or behavioral problems, or who are mentally challenged. If a special scholastic or emotional need is identified, testing will be required. A conference will be set up with parent, teacher, and/or administration to determine how to best meet the child's needs.

## **THE SCHOOL DAY**

### **LENGTH OF SCHOOL DAY**

School begins at 8:00am and dismisses at 3:15pm, Monday through Thursday. On Friday school dismisses at 12:00noon. Students should not arrive before 7:30am, the doors will unlock at 7:45am. Students are expected to be picked up at dismissal time.

### **PRE-SCHOOL AND POST-SCHOOL ACTIVITIES**

Playground activities are not permitted before 8:00am or for 30 minutes after school is dismissed. All students are required to enter the school building immediately when the door is unlocked at 7:45am. For dismissal, they must stay inside their school room until their names have been called.

### **MEDICINE**

Prescription medicines for special needs must be brought to the office, clearly labeled with the student's name, the date, the name of the medication, the appropriate dosage, and the time for each dose. Non-prescription medications, to be taken orally, will be dispensed only after a phone call has been made to a parent or guardian listed on the "Consent to Treatment Form".

## **LUNCH PERIOD**

In order to allow full use of the playground facilities, lunch period will vary slightly from room to room. Children should bring a nutritional lunch for their noon meal. Students may leave for lunch only if checked out by a parent or guardian.

## **OFFICE TELEPHONE**

The office telephone is for **school business only**. If a child becomes ill, the teacher or school secretary will place the call for him or her. Parents are requested to avoid asking for their children or for a teacher during school hours, except in an emergency. Calls by students regarding visitation with friends or other non-emergency reasons are not allowed at the school office.

## **ATTENDANCE**

Students of Ozark Adventist School are subject to the compulsory attendance laws of the State of Arkansas. This means that attendance is required by all students. Parents are legally accountable to see that the child meets attendance requirements. Arkansas state law says that students are not to exceed ten (10) absence school days per semester. All class work must be kept current.

**The only excusable reasons for a student's absence are the student's illness, medical services, dental services, or death in the immediate family. Additionally, pre-approved absences due to mission trips or Pathfinder activities will be considered excused.**

The State requires a written excuse signed by the parent, guardian, doctor, or dentist which states the date of the absence and the reason for the absence. A phone call does not negate the need for a written note.

Notes must be submitted to the teacher when the child returns to school. Students with excused absences will be permitted to make up any work that was missed on the basis of two school days to make up assignments for each day of excused absence. **Teacher is not required to accept assignments due to a student's unexcused absence(s).**

## **STUDENTS LEAVING DURING SCHOOL HOURS**

Any student leaving school for any reason during school hours must be signed out through the office by a parent or the person responsible for taking them.

## **ABSENCE POLICY**

School is in session 180 days during the school year.

- When a student has been absent (unexcused) from school for a total of five (5) days in the same semester, the parent will be sent a letter explaining the absence policy in detail. Parents are requested to indicate by contacting the school that they understand the policy.
- When a student has been absent (unexcused) from school for a total of seven (7) days within a semester, the parents will be sent a registered letter requesting a parent/student/principal conference. The principal will verbally explain the serious consequences of excessive absences.
- When a student has been absent (unexcused) from school for a total of ten (10) days, the parents will be notified by registered letter that the county juvenile judge will be notified in writing that the student has violated the state minimum attendance requirement. The parent or guardian may be charged with contributing to the delinquency of a minor.

## **TARDY POLICY**

Tardies may result in a loss of free time at recess and/or citizenship grade as determined by the classroom teacher. Students who complete the school year without unexcused absences or tardies will be specially recognized.

# **EVALUATIONS AND GRADES**

## **REPORT CARDS**

Report cards are issued four times during the school year, one week following the close of each nine-week period. First and Third Quarter report cards are given out during student/parent/teacher conferences. Other reports are mailed. If a question about student progress arises at any time during the school year, please feel free to contact the teacher concerned and arrange for a conference. Final report cards are mailed from the office when financial accounts are current.

## **INTERIM REPORTS**

Interim progress reports are issued at least one time (mid-term) through each nine-week period for students in Grades 3-8. Parents are encouraged to ask questions or make comments to the teacher on these written reports. Grade reports may be sent home more often at the teachers' discretion or the parents' request.

## **TRANSFER OF RECORDS**

Student records will be transferred to another school only when all financial responsibilities have been met. Ozark Adventist School follows the Family Education Rights and Privacy Act (FERPA) regarding student records.

- Parents or eligible students have the right to inspect and review the student's education records.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Schools must have written permission from the eligible student in order to release any information from a student's education record except under certain conditions.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

You may request more detailed information regarding FERPA from the school office.

## **STUDENT/PARENT/TEACHER CONFERENCES**

Student/Parent/Teacher Conferences are held with all students, parents, and teachers at the end of the first and third nine-week periods. Teachers and parents will conference alone after student conferences if there is a need. Other conferences may be scheduled by the teacher or requested by the parent as necessary. Pre-K through Second graders will have an additional conference in January.

## **ON LINE INFO**

Grades can be accessed through [Jupitored.com](http://Jupitored.com). Teachers will provide access information

# ACADEMIC REQUIREMENTS

## **EIGHTH GRADE GRADUATION**

All candidates for graduation must pass all required classes. No student may graduate with a yearly average grade of “F” in one or more core subjects. A certificate of completion will be given rather than a regular diploma. This will be noted in the graduation program.

## **ACCELERATION OF STUDENTS**

Acceleration of a student is not generally recommended. However, in cases where the parent makes a written request the following criteria is to be considered.

1. On a standard achievement test battery a student is expected to have a composite score, which places him or her at or above the 90<sup>th</sup> percentile.
2. The student must demonstrate to the school staff and to the parents, satisfactory evidence of academic, emotional, and social readiness for advanced placement.
3. The student must maintain an average or above average level of achievement on the accelerated program.
4. The content areas for every grade must be covered.
5. It is recommended that acceleration be completed by the fifth grade.

Request for acceleration is to be submitted to the Superintendent of Schools by March 20 using the Acceleration Request form from the OAS office.

# SCHOOL REGULATIONS

## DISCIPLINE POLICY

Ozark Adventist School's highest priority is to be a safe Christ-centered school. Most of its students are well behaved and care about learning. However, if students have problems at school with other students, they should not get involved in a talking battle or a physical fight. They should walk away quickly and seek the nearest adult for assistance.

OAS uses mediation to resolve conflicts. Fighting or any types of physical confrontation are to be avoided to prevent serious discipline.

## CLASSROOM DISCIPLINE

Teachers deal with routine classroom discipline problems. Disciplinary measures that seem reasonable to the teacher will be administered to students who break classroom rules or interfere with the learning privileges of other students. An attempt will be made to match the discipline with the misbehavior. The following are approved disciplinary actions.

1. Counseling with students.
2. Taking away privileges.
3. No recess (if students are kept from recess they will be given a physical exercise of a different form).
4. Time-out/isolation.
5. Special writing assignments (sentences, dictionary work, reports, etc.).
6. Extra cleaning or maintenance of school facilities.
7. Detention: A student may be detained after school without the privilege of socializing.
8. Conferences with parents.
9. In-house suspension.
10. Other measures as appropriate (except corporal punishment).

The principal gets involved when the above-listed measures prove unsuccessful or when the teacher determines the need for additional support.

## FUNDAMENTAL STANDARDS

Student behavior must be above reproach at all times. Practices that are contrary to Biblical standards, state laws, insurance regulations, and/or the common ethical code of right living, are not acceptable. The first offense on the following points makes a student liable to serious discipline, immediate suspension, or expulsion from the school program.

1. Using narcotics, alcoholic beverages, non-prescription drugs or tobacco in any form or having any of these items in one's possession.
2. Gambling, betting, possession of playing cards, or other gambling devices.
3. Any criminal action (vandalism, theft, illegal entry, etc.).
4. Gross defiance, threats to others, or insubordination by any pupil toward any teacher or staff member, or toward school regulations.
5. Possession or display of obscene material; vulgar, indecent or suggestive behavior and actions; use of profanity; or improper association between members of the opposite sex.
6. Stealing, lying, cheating, fighting, taunting, assaulting, humiliating, or degrading.
7. Advocating activities and entertainment that are not in harmony with Biblical principles, such as certain TV programs, movies, or music.
8. Bringing firearms, guns, knives, firecrackers, matches, lighters or any dangerous items to school.

**Note:** Any student whose conduct is unsatisfactory, or whose spirit is manifestly out of harmony with the standards and principles of the school, or whose influence is found to be detrimental, or who displays passive/aggressive behavior (passive disrespect that shows aggression) may be suspended at any time, although there may have been no specific violation of the above regulations.

The Principal or Board Chairman, for any of the infractions, may call the OAS discipline committee at any time.

The sheriff may be called (followed by a call to the parent) for any illegal activity or an activity that threatens the safety of the teacher or pupil.

## **STUDENT CONDUCT**

### **General**

1. All students are expected to follow directions from the entire OAS staff.
2. Students must stay in designated areas.
3. Students are expected to keep the school ground and buildings free from trash and litter.
4. Students who walk home must leave at 3:25pm on Monday – Thursday and at 12:10pm on Friday.
5. Always practice the Golden Rule.

### **Hallways**

1. Disruptive noise in the hallways is unacceptable.
2. Speak quietly.
3. WALK in the hallways.
4. Use hall passes when not with your class (for grades 2-8).
5. Do not bounce, kick, or throw balls in the hallways.

### **Hot Lunch**

1. Do not throw food.
2. Place all trash in provided trashcans.
3. Pick up food when dropped and clean the floor.
4. Stay at your table until dismissed by the teacher.
5. Wash the table and clean up your mess.
6. Walk in the Youth Center.
7. Students entering the building must wait at the door for the teacher.

### **Bathrooms**

1. Talk quietly.
2. Do not stand on commodes or hang from stall dividers.
3. Horseplay or loitering is unacceptable.

### **Playground**

1. Use the playground safely and be considerate of others.
2. Do not play on the grass in front of the school.
3. Stay in the areas with your group, within sight of your teacher.
4. Do not throw balls or any objects on the roof of the school.
5. One person on a swing at a time. No jumping from swings.
6. Do not climb trees.

## **DISCIPLINE & CITIZENSHIP PLAN**

Each homeroom teacher will come up with a plan to base the citizenship grade on daily behavior.

**Pre-K through 2<sup>nd</sup> Grade:** If young children do not obey verbal instruction and procedures in the structure of the school environment it would be unsafe to take them on a field trip. Parents/Guardians may be required to accompany a child in Pre-K through 2<sup>nd</sup> Grade who struggles with these issues to ensure his or her safety or the child may not be allowed to join the excursion.

As with all other grades the cumulative citizenship grade will start over each quarter.

Eighth grade students must maintain at least an 80% cumulative citizenship grade to hold a class office. This grade will be cumulative from the beginning of the year.

Students whose citizenship grade falls to a “D” level or lower (below 70%) and/or those involved in serious misbehaviors may be referred to the discipline committee for further action. This committee may assign a 3-5 day suspension or recommend expulsion.

## **VISITING**

Parents and school patrons are encouraged to visit the school. Anyone entering the school building during regular school hours must report to the main office before going to a classroom (for any reason). Guests visiting classes must not get involved in the teacher’s classroom instruction, discipline, or with other students unless requested by the teacher. Arrangements for such visits should be made in advance.

Teachers are not available (in person or by phone) during regular school hours. The teacher’s responsibility during school hours is to the students. Teachers will be happy to arrange a conference outside school hours.

## **INSURANCE REQUIREMENTS – PARENT/DRIVER**

All persons who wish to drive for field trips, are required to carry minimum coverage of 100,000 (max amount that any one single person may recover for injuries soon stained in an accident )/300,000 (total amount of coverage for the occurrence) Personal liability (PL)/Property damage (PD) medical coverage on passengers and meet all safety and inspection regulations as required by the state.

## **VERIFIED VOLUNTEERS**

All persons who wish to visit the classroom, work for the school, volunteer, drive for field trips, are on the School Board, or sub in the classrooms must have the Verified Volunteers training and background check completed. The training and background check can be completed at <https://www.ncsrisk.org/adventist>. You may request more detailed information on Verified Volunteers at the school office.

## **STUDENT TRANSPORTATION**

### **Bicycles**

Students may use bicycles for transportation to and from school if the guidelines listed below are carefully followed.

1. All bicycles must be parked in the rack as soon as the student arrives at school.
2. Bicycles may not be used during the school day.
3. Students must follow all state laws for bicycle safety, which include wearing a helmet.
4. If problems arise regarding the proper use of a bicycle, the student may be asked to leave his or her bike at home.



## **Motorcycles/Mopeds**

Limited use of motorcycles and mopeds is allowed if the student follows these guidelines.

1. Prior arrangements must be made with the principal.
2. The vehicle and operator must meet all state and local licensing laws and must comply with laws regulating required liability insurance.
3. No passengers are allowed, unless express written permission from the parents of both operator and passenger are on file.
4. The vehicle must be operated in a safe and proper manner at all times in designated areas.
5. If problems arise regarding the proper use of the vehicle, the student may be asked to remove his or her motorized vehicle and to refrain from operating it on school property.
6. Operating motorized vehicles during school hours is not permitted.

## **UNIFORMS/SCHOOL DRESS CODE**

### **MONDAY - THURSDAY**

**Shirts:** Shirts may be long or short sleeved. They must be buttoned polo shirts with a collar in any solid color. No graphics, embellishments or logos (except OAS logo). OAS logoed shirts are encouraged. Undershirts must be plain white. Only top two buttons may be opened at all times. Shirts must be loose and not tight fitting.

OAS logoed shirts must be worn on field trips without exception. Shirts will be available through elementary office.

**Pants/Capris/Shorts: (Shorts must be no shorter than 2 inches above knee when standing.)** Uniform Navy or Khaki, Cargo/Dickie Navy or Khaki, Khaki denim. No graphics, paint, embellishments, rips, frays or holes. Must be modest, neat and in good repair.

**Skirts or Jumpers:** Uniform Navy, Khaki or Plaid. Must be two finger widths above the knee or lower. Shorts must be worn under Skirts/Jumpers at all times

### **FRIDAYS**

**Pants:** Normal dress code mentioned above is required. However, blue jeans may be worn on the first Friday of the month and is optional. Blue is the only color that can be worn. Blue jeans must be in good condition with no tears. Stone washed jeans are acceptable, but must be blue/light blue color. No rhinestones, graphics, or other attached embellishments. No excessively tight or loose jeans. They must be the right size and fit appropriately.

**Shirts:** School Uniform, Christmas, Hawks Basketball, Pathfinder, Adventurer, OAA, CYB, Fun Run or OAS School designed t-shirt.

### **EVERYDAY**

**Shoes:** Athletic/tennis shoes (must be worn with socks). Boots are allowed for inclement weather such as rain, snow, or extreme cold.

**Socks:** Socks must be matching solid color (White, Khaki, Black, or Navy blue).

**Stockings:** Girls may wear tights, leggings, or knee socks in solid white, navy, black or khaki with their uniform shorts or skirts.

**Hoodies:** Pre-K – 6<sup>th</sup> Grade may wear a plain or OAS logo Hoodie or Sweater consistent with shirt colors. 7<sup>th</sup> & 8<sup>th</sup> Grade may wear a teacher approved Hoodie.

In addition to the required dress code, all students must abide by the following:

- No jewelry allowed, including chains or friendship items, etc. (medical IDs are allowed).
- No non-natural hair coloration, make-up, or non-clear nail polish.
- No hats or sunglasses are allowed inside the school.
- Hair must be neat at all times. No extreme styles are allowed.

### **Dress Code Violations**

Infractions will be communicated to the parent/guardian by the teacher. Repeat offenders will be sent home to change or parent/guardian can bring the correct clothing for the student to change into.

### **INTERNET ACCEPTABLE USE POLICY**

Ozark Adventist School is pleased to offer students and staff access to a computer network for electronic mail and the Internet. To gain access to e-mail and the internet, **both parent/guardian and student must sign and return the Internet Acceptable Use Policy form available in the school office.**

Since the internet is provided for students and staff to conduct research and communicate with others, access is given to students and staff who agree to act in a responsible manner. Access is a privilege—not a right. Access requires responsibility, parental permission, and compliance with policy.

### **HOT LUNCH**

Hot lunches are available for \$4.00 on Monday through Thursday. The meal includes a main entrée item, a side of fruit and /or vegetables, and a beverage. Money can be put into your child's meal fund in advance in the school office. If you are paying by check, please make your check payable for the exact amount that you would like in the meal fund. **No meal charges are available. If lunch is not provided for a student, parent will be contacted.**

### **MISCELLANEOUS REGULATIONS**

**Electronic Equipment** – Students are not allowed to bring any electronic devices to school except when specifically requested by the teacher and then only for the duration of the assignment. No personal media, music, or gaming will be allowed on school grounds.

**Computer Software** – No outside software should be brought to school by students unless approved by teacher.

**Fireworks/Firearms/Knives** – Firecrackers and other related noisemakers are not allowed. Firearms and knives of any kind are not permitted and will be confiscated. Matches, candles, cigarette lighters, or any other open flame device is prohibited by the fire code.

**Searches** – By attending, all students and parents grant consent for OAS or its personnel to inspect, read, review, search, or otherwise take appropriate action with respect to any personal items on school property.

**Dogs** are not allowed at school (or on the school grounds). If a family dog follows a student to school, parents should take action to see that it does not happen again. If the problem persists, the local animal shelter may be called.

**Gum** – Due to the carpeting and general floor care, no gum is allowed at school. Students will be fined \$5.00 for possession of gum at school.

**Selling for Personal Profit** – Students are not allowed to sell candy, toys, or any items to others while at school. The Principal may make an exception for fundraisers to benefit non-profit organizations.

**Pre-K – 2<sup>nd</sup> Grade** – No toys should be brought to school unless teacher has a special event.

**Cell Phone Policy** – Having cell phones at school is discouraged. **Parents must sign a cell phone permission form if they feel it is necessary for their child to have a cell phone at school.** The school is not responsible for lost, damaged, or stolen phones. **Cell phone use is not allowed during school hours unless permission is given by a teacher.** Cell phones should be turned off and kept in the students backpack. Students or parents who need to make contact during school hours must call through the school office. Phones will be allowed only for contacting parents to arrange transportation while on school property before and after school. **Students who violate this policy will lose their phone for one week.** Repeat offenders will not be allowed to have cell phones at school.

# FINANCIAL INFORMATION

## GENERAL INFORMATION

Part of the function of the School Board of Ozark Adventist School is to provide Christian education as efficiently and economically as possible. Tuition charges reflect a portion of the present costs for supplies, materials, and salaries; the tuition does not pay for the total cost of educating the student. The Arkansas-Louisiana Conference and the local constituent churches heavily subsidize the school budget in order to keep tuition costs down.

The school board reserves the right to adjust the tuition rate, if necessary, at any time during the school year. Advance notification will be given in the weekly announcements.

## ENTRANCE FEES

Entrance fees (**nonrefundable**) are \$290.00 annually. Students entering at second semester will be charge a fee of \$200.00. A fee of \$60.00 per student will be due at registration for 5<sup>th</sup> – 8<sup>th</sup> graders. This fee will be a down payment for Outdoor School. The remainder due will be divided into 9 payments due with monthly tuition. If a student withdraws during the school year, all payments made for Outdoor School will be refunded.

**All applications are considered incomplete until paperwork is complete, turned in to the office and payment is received.**

A student enrolling for first semester will be charged the full entrance fee. **No refund will be given.**

Entrance fees cover the cost of student insurance, library fees, new textbooks, and testing materials.

## TUITION RATES

### Full-Day Attendance: Pre-Kindergarten

Tuition is \$445.00 per month.

### Kindergarten through Eighth Grade

One Child - \$395.00    2<sup>nd</sup> Child - \$390.00    3<sup>rd</sup> Child - \$385.00

## COMPUTER FEE

Grades three through eight will be charged a monthly computer insurance fee.

## TUITION PAYMENTS

1. Entrance Fees and August tuition must be paid in full prior to any class attendance.
2. The remainder of Tuition is divided into 9 payments (starting in September) and is due in advance, or by the 1<sup>st</sup> of each month. **If the tuition is not paid by the 15<sup>th</sup> of the month a late fee of \$5.00 per student will be charged to the account.**
3. If the tuition has not been paid by the 15<sup>th</sup> of the month, the parent will be notified that their child will lose the privilege of attending OAS from the 25<sup>th</sup> of the current month. The account must be paid in full or satisfactory arrangements made with the finance committee.

4. Parents with delinquent accounts from the previous year will not be allowed to register their children for the current year unless written permission from the finance committee is presented at registration.
5. The OAS Board believes that all SDA students desiring a Christian education should have one. Limited financial assistance may be available from the school or local churches, to those families who qualify financially and whose lifestyle indicates a willingness to sacrifice for Christian education. (Applications for student financial assistance should be obtained from your pastor or church secretary.) A written commitment of financial aid must be provided to OAS prior to class attendance.
6. Tuition may be paid by cash or check.

There is an insufficient fund check fee of \$10.00 for each check returned. This is subject to change as per bank charges.

**Student records will be transferred to other schools only when all financial obligations to OAS have been met.**

### **WITHDRAWALS**

When a student withdraws from Ozark Adventist School, a refund on the tuition will be made on a prorated scale set by the School Board after the student/parent has completed the withdrawal procedure as specified by the OAS office.

Outdoor School deposits will be refunded in full.

### **CLASS ENTRY – GRADUATION**

No student may enter class in August without all paperwork complete, which includes having the account paid up to date.

No student may graduate without the entire school years bill paid in full by May 15<sup>th</sup>, including fines and/or damage charges, or appropriate arrangements are approved by the finance committee.

## NOTES: