



“TO EDUCATE FOR ETERNITY”

O = OUTSTANDING CITIZENSHIP

A = ACADEMIC EXCELLENCE

S = SERVICE FOR CHRIST

# HANDBOOK

## 2024-2025

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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

### VISION STATEMENT

To Educate for Eternity

### MISSION STATEMENT

At Ozark Adventist School students aspire to excellence spiritually, mentally, and physically. We actively strive for the 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 ensure 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 serving 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, beliefs, and 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 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 emailed 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 a consequent increase in the 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.

## **COMPLAINT PROCEDURE FOR STUDENTS, PARENTS, AND SCHOOL BOARD MEMBERS**

COMPLAINTS BETWEEN STUDENTS SHOULD BE HANDLED BY THE CLASSROOM TEACHER. IF THE ISSUE IS NOT RESOLVED, THE NEXT STEP WILL INCLUDE THE PRINCIPAL, FOLLOWED BY THE SCHOOL BOARD.

FOR COMPLAINTS PERTAINING TO A TEACHER, IT IS RECOMMENDED THAT THE PARENT GO FIRST TO THE TEACHER BEFORE BRINGING THE COMPLAINT TO THE HEAD TEACHER/PRINCIPAL. COMPLAINTS BROUGHT DIRECTLY TO THE HEAD TEACHER/PRINCIPAL WILL STILL BE ADDRESSED. IF THE ISSUE IS NOT RESOLVED, THE COMPLAINT CAN BE

SENT TO THE SCHOOL'S PERSONNEL COMMITTEE/SCHOOL BOARD (WITH SUPERINTENDENT PRESENT) FOR DISCUSSION.

FOR COMPLAINTS PERTAINING TO THE HEAD TEACHER/PRINCIPAL, IT IS RECOMMENDED THAT THE PARENT GO FIRST TO THE HEAD TEACHER/PRINCIPAL BEFORE BRINGING THE COMPLAINT TO THE SCHOOL BOARD CHAIR OR PASTOR. COMPLAINTS BROUGHT DIRECTLY TO THE BOARD CHAIR OR PASTOR WILL STILL BE ADDRESSED (IN CONSULTATION WITH THE SUPERINTENDENT).

COMPLAINTS BROUGHT DIRECTLY TO THE SUPERINTENDENT WILL BE REFERRED TO THE LOCAL SCHOOL IF THE LOCAL SCHOOL HAS NOT BEEN INITIALLY CONTACTED.

### **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.

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 for one day and principal conference with parents.

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

Bullying in all forms includes cyberbullying; this applies anytime while enrolled at OAS.

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 7:45 am. Please drop students off after the 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 3:15 pm 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 3:25 pm (12:10 on Friday) those who walk or ride bicycles home will be dismissed.
- 3:30 pm is the deadline for picking up children (12:15 pm on Friday).
- Students remaining after dismissal (3:30 PM Monday – Thursday and 12:15 PM on Friday, and early 12P dismissal days) will be escorted to after-school care. See page 20 for aftercare fees and information.

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

### **ASBESTOS**

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

## **ADMISSION REQUIREMENTS**

### **GENERAL**

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

For Ozark Adventist School to maintain our uniquely Christian Seventh-day Adventist atmosphere, we are unable to admit or retain students who engage in conduct, lifestyles, or advocate ideas not in accordance with our beliefs, including, but not limited to engaging in sexual misconduct, non-marital sexual contact, homosexual conduct, or the encouragement or advocacy of any form of sexual conduct, behavior, or ideas that would undermine or run counter the Christian identity or faith mission of Ozark Adventist School and the Seventh-day Adventist Church. At Ozark Adventist School, we love and respect all persons, irrespective of sexual orientation and other protected categories, but this is a private school that provides an educational environment based upon Christian Seventh-day Adventist principles and expects student conduct to be consistent with and aligned with such principles and standards.

### **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, the child must be potty-trained. Actual placement will be determined in consultation with the teacher, parent(s), and principal and finalized by the admissions committee and/or OAS Board.

Ozark Adventist School provides a Kindergarten program that 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.ozarkschool.org](http://www.ozarkschool.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.

### **Pre-Kindergarten/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 the 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 the 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 the 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 9 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 (9-15 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 (9-15 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 Adventist Academy.

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 which 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 require 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 before 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 before admittance.

**Grades K – 4:** One reference form from your previous school who can provide a reference.

**Grades 5 - 8:** Two reference forms. One from your previous school and one from the church you attend(ed).

### **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 a 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 8:00 am and dismisses at 3:15 pm, Monday through Thursday. On Friday school dismisses at 12:00 noon. Students should not arrive before 7:30 am, the doors will unlock at 7:45 am. Students remaining after dismissal will be escorted to aftercare.

### **ADJACENT FACILITIES**



Adjacent properties such as Gentry SDA Church and Ozark Adventist Academy are utilized for indoor gatherings and outdoor field use and are not considered field trip destinations. Visits to these locations will vary from day to day.

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

Playground activities are not permitted before 8:00 am or for 30 minutes after school is dismissed. All students are required to enter the school building immediately when the door is unlocked at 7:45 am. 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**

To allow full use of the playground facilities, the 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.

Mission trips must be approved in advance by the school board and are not to exceed more than ten (10) school days per semester. All classwork 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.**

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. **The 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 for 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 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 to 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 are 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 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 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 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, 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 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 grounds and buildings free from trash and litter.
4. Students who walk home must leave at 3:25 pm on Monday – Thursday and at 12:10 pm 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 instructions 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. Visitors that are not required to have background checks are individuals that are with students under the accompaniment of a teacher or staff member and will be present for a short time. This can include parents visiting for potential enrollment, and parents delivering items to their child. 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.

## **STERLING VOLUNTEERS**

All persons who wish to attend and/or drive for a field trip (off campus), work for the school, volunteer, are on the School Board, or substitute teach in the classrooms must have the Sterling 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 Sterling 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 is on file.
4. The vehicle must be always operated in a safe and proper manner 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 refrain from operating it on school property.
6. Operating motorized vehicles during school hours is not permitted.

## **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 the OAS logo). OAS logoed shirts are encouraged. The undershirts must be plain white. Shirts must be loose and not tight fitting.

Field trip shirts are available through the elementary office.

**Pants/Capris/Shorts:** Shorts must be no shorter than 2 inches above the knee when standing. Uniform Navy or Khaki, Cargo/Dickie Navy or Khaki, Khaki denim may be worn. No graphics, paint, embellishments, rips, frays, or holes. Must be modest, neat, and in good repair. Jeggings may be worn but must have a zipper or pockets. No excessively tight or loose pants. They must be the right size and fit appropriately.

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

### **FRIDAYS**

**Pants:** Blue jeans may be worn on Fridays along with a school-sponsored shirt or solid polo shirt. Blue jeans are optional for Fridays, if not participating; the regular uniform is required to be worn.

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 in 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, OAS Skyhawks 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:** Must be no longer than the length of standard crew socks.

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

**Hoodies/Sweaters:** Must be a solid color or an OAS logo Hoodie/Sweater.

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.
- Ear spacers may be worn to maintain ear piercing patency.

### **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 the policy.

### **HOT LUNCH**

Hot lunches are available for \$5.00 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, parents 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. No headphones including air pods in use or worn on the head except when use is required in the classroom for a class assignment or at the discretion of the teacher.

**Computer Software** – No outside software should be brought to school by students unless approved by the 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. Exceptions will require principal approval along with dog immunization records on file with the office.



**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 the 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 with the teacher. Students or parents who need to make contact during school hours must call 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 phones 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 \$335.00 annually. Class dues are also paid with the entrance/registration fees. Class dues cover field trips, supplies, etc. PK/K \$100, 1/2 \$100, 3/4 \$80, 5/6 \$80, 7/8 \$60. Students entering the second semester will be charged a fee of \$250.00.

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

A student enrolling for the 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 \$515.00 per month.

### Kindergarten through Eighth Grade

One Child - \$445.00    2<sup>nd</sup> Child - \$440.00    3<sup>rd</sup> Child - \$435.00    4<sup>th</sup> Child - \$430.00

## COMPUTER FEE

Grades three through eight will be charged a monthly computer insurance fee of \$5.00.

## 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, check, or online access through our website [www.ozarkschool.org](http://www.ozarkschool.org).

There is an insufficient fund check fee of \$25.00 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.**

### **AFTER SCHOOL CARE**

After-school care is available from 3:30 PM to 5:30 PM Monday – Thursday, and 12:15 PM to 2:15 PM on Fridays. It is also available for 12P early dismissal days. Students who attend after-care will be charged \$3.00 per hour. Students remaining after the operation hours mentioned above will be charged at the rate of \$1 per minute thereafter. Fees will be billed to the students' family.

### **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.

### **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 year's family bill paid in full by May 23, including fines and/or damage charges, or appropriate arrangements are approved by the finance committee.