

# Ouachita Hills Academy Student Handbook



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## Mission Statement

The mission of Ouachita Hills Academy is to *nurture* its students in a personal relationship with Jesus, to *educate* them for a life of service, and to *train* them to take the gospel to the world.

## Philosophy of Education

We believe that “a knowledge of God is the foundation of all true education and of all true service” (*Ministry of Healing*, 409). In order to fulfill this inspired ideal, we seek continually to be in harmony with Biblical principles and follow as closely as possible the counsel concerning education contained in the writings of the Spirit of Prophecy. This counsel outlines a broad educational model that balances 1) academic excellence, 2) manual training in various vocational arts, and 3) spiritual development and growth. It focuses on the harmonious development of the entire being by cultivating the social, emotional and physical capacities so that the student develops a well-balanced character, capable of serving in any capacity to which God will call him/her.

## Objectives

It is the objective of Ouachita Hills Academy to provide:

- A Bible based education that focuses on experiencing practical godliness through “righteousness by faith.”
- A nurturing, spiritual environment which encourages students to dedicate their lives to Jesus Christ.
- Tools to use in developing students’ personal devotional lives.
- A thorough education which will prepare the students for college.
- Service opportunities in our local community as well as abroad.
- Training and participation in a planned, healthful lifestyle.
- Enjoyable, noncompetitive recreation.
- Wholesome Christian friendships.
- A framework for developing personal values based on inspired counsel.
- Vocational training with an emphasis on skill development and Christian work ethics.
- A family-oriented environment that encourages respect for each other and appreciation for cultural and racial diversity.

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## Academic Information

**NON-DISCRIMINATION POLICY.** Ouachita Hills Academy admits students of any race or color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. No discrimination in the administration of educational policies, scholarships, vocational training, extracurricular activities or other school administered programs is allowed.

**ACCREDITATION.** Ouachita Hills Academy is accredited through the I.S.E.I Educational Association, a nationally affiliated accrediting body whose purpose is to facilitate the development, improvement and propagation of lay-operated Seventh-day Adventist schools. Members schools are given support for a continuous process of self-evaluation and improvement while faithfully adhering to a distinctive Seventh-day Adventist educational philosophy.

**EXCESSIVE ABSENCES.** Students who are more than 10 minutes tardy to class will be marked absent. Three unexcused tardies of 1-10 minutes will be the equivalent of one (1) unexcused absence.

Students with unexcused absences equaling more than 15% of any class over the course of a semester will receive an "FA" (failure due to absences). Removal of this grade and reinstatement of the earned grade will require a written request to and approval BY the Academic Affairs Committee. Exceptions for extenuating circumstances such as extended illnesses must be made in advance so that approved arrangements may be made to complete the course work in a timely manner.

**TRANSCRIPTS.** Ouachita Hills Academy issues transcripts of a student's academic records upon receiving a written and signed request from the student or the school the student wishes to attend. Telephone requests cannot be honored. The first transcript is issued without cost, but there will be a \$10.00 fee for each additional transcript. Transcripts are not issued for students with unpaid accounts.

**HOME SCHOOLERS.** Ouachita Hills Academy welcomes applications from young people who have been properly homeschooled. Standardized test scores are required for students lacking official transcripts from recognized educational programs. Home school classes and grades, when recognized and accepted upon admission to Ouachita Hills Academy, are credited towards a Ouachita Hills Academy diploma; however, the grades are not used in calculating a cumulative GPA.

**ACADEMIC PROBATION.** Students who have a grade less than a “C–” in any class will be placed on academic probation.

**WITHDRAWALS—ADD/DROP.** Permission to enter or discontinue classes must be obtained from the registrar and approved by the teacher. A student may withdraw from a class with no withdrawal being part of his permanent record during the first three weeks of the semester. Withdrawals from classes during the fourth or fifth weeks of a semester are recorded as “W” on permanent records. Withdrawals from classes from the sixth to ninth week of the semester will obtain a “WP” or “WF” on the student’s record. No withdrawals are permitted after nine weeks, and students not attending during that period will receive a grade based on the entire semester. Students may not enter a new class after the first two weeks.

**GRADUATION ACCELERATION.** Younger students will be strongly discouraged from acceleration. Students desiring to complete their high school work in three years will be considered a candidate for acceleration providing they:

- Have a 3.5 cumulative GPA.
- Meet all Ouachita Hills Academy requirements for graduation. This includes one year of Bible class credit for each year in attendance in an academy, plus one additional year of Bible class.
- Complete a six-week agricultural summer session of vocational training at Ouachita Hills Academy preceding the year of graduation.
- Have written parental permission.
- Have written permission from the Academic Affairs Committee by the second semester of the student’s sophomore year.
- Have a composite score at the 85th percentile or above on a standard achievement test battery.

**CORRESPONDENCE WORK/SUMMER SCHOOL.** Students desiring to take correspondence or summer school courses must submit a written request to the registrar prior to enrolling in the course. Credits from unapproved schools or for unapproved courses will not be accepted. All correspondence courses required for graduation must be completed prior to senior mission trip.

**CLASS LOAD.** A student must be enrolled in a minimum of five classes at all times (excluding choir, music, and vocational training) and may enroll in a maximum of six. Any exception to this policy will need to be petitioned by the student to the Academic Affairs Committee.

**GRADES.** OHA Grade equivalents are as follows:

<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>
A+	4.3	98-100	C+	2.3	78-79
A	4.0	93-97	C	2.0	73-77
A-	3.7	90-92	C-	1.7	70-72
B+	3.3	88-89	D+	1.3	68-69
B	3.0	83-87	D	1.0	63-67
B-	2.7	80-82	D-	0.7	60-62
			F	0.0	59 and below

Choir, music lesson and physical exercise grades are not used in calculating the GPA. These are included in total credits however.

**GRADE REPORTS.** Each school year is divided into four periods of approximately nine weeks each. At the end of each period the student's grades are sent to both the student and his/her parents. Nine-week reports are not official grades, but simply an indication of the student's progress to date. The semester grades are final and will appear on the student's transcript. After the five-week point of each quarter, parents of students with a "D," an "F" or an "I" in any class are notified.

**INCOMPLETE GRADES.** If, because of illness or other extenuating circumstances, a student has not completed sufficient classwork to earn a grade, he may receive an "Incomplete." Incomplete grades incurred in any period must be removed before the end of the following four-and-one-half week period. An Incomplete incurred during the last period of the school year must be removed within three weeks after the close of school. Any Incomplete not removed in the time allowed will become an "F."

**REQUIREMENTS FOR GRADUATION.** A student must obtain 25 units (as listed in the *General Course of Study*) and maintain a GPA of 2.0 in order to graduate.

**FOR A GENERAL COURSE OF STUDY:**

Bible.....	(1 unit for every year at a church school) up to 4	units
English.....		4 units
Math .....		3 units
Pre-Algebra does not qualify as a math credit		
Algebra I & Geometry are required for all		
Either Algebra II or one full unit of Consumer Math		
Consumer Math.....		½ unit
Social Studies .....	(World History & American History)	2 units
Science.....		2 units
Health .....		½ unit
Anatomy & Physiology .....		½ unit
Intro to Computers.....		½ unit
Keyboarding.....	(or 35 WPM equivalent proficiency)	½ unit
Choir .....	(½ unit for each year at OHA) up to	2 units
Vocational Lab .....	(1 unit for each year at OHA) up to	4 units
Vocational Classes .....	(1 unit for each year at OHA) up to	4 units

**The following vocational classes must be included for graduation:**

Foods and Nutrition .....		½ unit
Clothing Construction (girls) .....		½ unit
Carpentry (boys).....		½ unit
Agriculture.....		1 unit
Physical Education.....	(½ unit for each year at OHA) up to	2 units
6 Week Summer Agricultural Lab .....	Following the junior year	

**FOR A COLLEGE PREPARATORY COURSE OF STUDY:**

All Courses.....	Included in the General Course of Study above	
Foreign Language .....		2 units
Math .....	(Algebra I & II, Geometry & Pre-Calculus)	4 units
Science.....	(Science P.C., Biology, Chemistry or Physics)	3 units

**MINISTRY REQUIREMENTS.** Students must also participate in an evangelistic focused mission trip their senior year. Although the school will assist the student in fundraising, the cost of the trip is the senior’s responsibility.

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## Devotional Life

Inspiration tells us, “While a part of each day is devoted to mental improvement, let a stated portion be given to physical labor, and a suitable time to devotional exercises and the study of the Scriptures” (*Fundamentals of Christian Education*, p. 73). Students choose to come to OHA because of the special attention given to spiritual growth. This growth is possible only as personal time is spent in daily devotions. A portion of each morning is scheduled for personal devotional time. Students are encouraged to spend even more time than that which is scheduled.

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## Vocational Training

Ouachita Hills Academy students learn the importance of diligence and perseverance, as well as enjoying opportunities to develop a skill that may help them become economically independent.

The book *Education*, p. 218 states, “Manual training is deserving of far more attention than it has received. Schools should be established that, in addition to the highest mental and moral culture, shall provide the best possible facilities for physical development and industrial training. Instruction should be given in agriculture, manufactures,—covering as many as possible of the most useful trades,—also in household economy, healthful cookery, sewing, hygienic dressmaking, the treatment of the sick, and kindred lines. Gardens, workshops, and treatment rooms should be provided, and the work in every line should be under the direction of skilled instructors.”

“The objection most often urged against industrial training in the schools is the large outlay involved. But the object to be gained is worthy of its cost. No other work committed to us is so important as the training of the youth, and every outlay demanded for its right accomplishment is means well spent.”



Students quickly develop valuable, practical skills through supervised hands-on experience!



At Ouachita Hills Academy, every student is required to participate in vocational training. This is part of our educational program, and no remuneration is given. Vocational training is graded, included in the overall GPA and recorded on the student's official transcript. Unsatisfactory performance in this area is as much grounds for a suspension as is unsatisfactory class work.

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## Dress

"In dress, as in all things else, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming" (*Child Guidance*, p. 413). This sums up our attitude toward dress. We encourage our young people to wear clothing that is neat, modest, appropriate and attractive.

"The pure religion of Jesus requires of its followers the simplicity of natural beauty and the polish of natural refinement and elevated purity, rather than the artificial and false" (*Child Guidance*, p. 424). Therefore, we ask our young people to reflect their natural beauty, and not the artificiality of cosmetics and jewelry. We wish to draw attention to Christ, and not ourselves, so we encourage the students to avoid faddish styles. If, however, the world introduces "a modest, convenient, and healthful mode of dress, which is in accordance with the Bible, it will not change our relation to God or the world to adopt such a style of dress" (*Child Guidance*, p. 414.)

The Bible states in Deuteronomy 22:5 that there should be a clear distinction between men's and women's dress. We encourage our young ladies to wear dresses and skirts. We recognize that there are times when pants are the more modest or safe attire, and in those cases loose fitting, feminine-looking pants, with long tunic tops that modestly cover the torso when standing or bending, are to be worn.

"No education can be complete that does not teach right principles in regard to dress" (*Child Guidance*, p. 419). At Ouachita Hills Academy we are striving to do this in balance with an emphasis on our relationship with Christ.

Listed following are guidelines that students at Ouachita Hills Academy follow. These are minimum guidelines. It is possible that some students, because of their build, may be within the guidelines and yet appear

immodest. Therefore, the school reserves the right to modify these guidelines as it sees fit to maintain the modest appearance of all students.

- Shoes are to be worn at all times when outside the dormitory. Shoes that have holes worn in them are not appropriate.
- The wearing of jewelry is not permitted.
- Clothes must be neat and free from rips and tears. Grubbiness in appearance, such as is affected by the wearing of faded, ill-kept, or tight fitting clothing is inappropriate for campus wear.
- Hair should be neat, well groomed, and its natural color not died or highlighted. It should be returned to its natural color if it has been changed.
- Pictures and writing on shirts and other articles of clothing should be consistent with Christian values.
- Certain clothing brands openly promote sexual immorality. Some of the worst offenders include Abercrombie & Fitch, Hollister, Calvin Klein, Guess, Gucci, and French Connection. Nothing with these brand names or logos should be worn.
- Shirts, blouses, and T-shirts should have sleeves and cover the body when standing or bending.

Students and parents should remember that students grow and gain weight and clothes shrink. What is appropriate at one time may at another time become inappropriate.

The school reserves the right to ask a student to change his/her attire. If this causes a student to miss an appointment, the student should be prepared to accept the consequences.

#### **GENERAL GUIDELINES FOR MEN**

- Slacks and jeans need to fit the waist with no more than a one inch excess. They should not be baggy, hang on the hips or have long crotches.
- Shirts with front buttons should be worn buttoned to within one button of the collar. Shirts should not reach beyond the hips and those with “tails” should be worn tucked into slacks and jeans.
- Male students should bring a pair of black dress pants (not cotton type) and a white dress shirt to be used for choir performances.
- Haircuts should be graduated (no line) using a minimum of a #2 guard on the clippers.

**FRIDAY VESPERS, SABBATH SCHOOL AND CHURCH.** Suit or dress slacks and dress shirts with tie or turtle neck shirts are to be worn. No tennis shoes, please.

**PRAYER MEETING AND SABBATH AFTERNOON OUTREACH.** Unless otherwise announced, dress or casual slacks (not jeans), a nice shirt that buttons and dress or casual shoes (other than tennis) should be worn.

**CLASSES.** Nice slacks or jeans and a shirt with buttons or nice sweaters and pull-over shirts with conventional collars may be worn. Jeans worn to class should not be faded, worn-looking or contain holes.

**RECREATION.** Jeans free from holes and raveling may be worn. Dress for off-campus activities is as announced. Neither shorts nor sleeveless T-shirts are appropriate.

**VOCATIONAL TRAINING.** Overalls, jeans or older slacks, T-shirts or other shirts may be worn.

**TOWN.** School clothes should be worn.

#### **GENERAL GUIDELINES FOR WOMEN**

- Garments that are tight, sheer, that cling, or that have low and/or wide necklines are not to be worn. Dresses, skirts, and culottes must be long enough to cover the knee when standing or sitting.
- Slits should begin below the bottom of the knee (regardless of whether the slit is on the side, back or front), and should be sewn to that point, not pinned. Skirts should be loose enough to be able to turn around the body easily. Pencil Skirts are not to be worn. Sleeveless garments are not to be worn.
- No colorful cosmetics, jewelry or wrist bands (including hair bands on the wrist) are to be worn.
- Swimming suits should be modest.
- Shoes: A shoe or boot should not raise the heel more than 2 inches. Warm boots and tights are recommended for winter wear.
- Please bring the following: a black skirt and a white blouse to wear for choir performances; at least one full slip or half slip and camisole to be worn as needed.
- Wearing pants: Feminine slacks are to be worn only when announced. They should not be tight-fitting and should have a feminine cut and style. Loose tunic tops long enough to cover the hips and buttocks when bending over are to be worn over them. Pants should not be worn out of the dorm any time other than when specified. Please do not bring jeans, even to wear in the dorm.

**FRIDAY VESPERS, SABBATH SCHOOL AND CHURCH.** Nice Sabbath clothes and dress shoes should be worn. These should not be the same clothes that students wear to class. Denim skirts and dresses are generally too casual for Sabbath wear.

**PRAYER MEETING AND SABBATH AFTERNOON OUTREACH.** Nice school clothes (other than T-shirts, denim skirts, and tennis shoes) and shoes are to be worn.

**CLASSES.** Dresses, skirts and blouses, sweatshirts, sweaters and shoes are to be worn.

**RECREATION.** School or work clothes are generally used. Culottes are acceptable. Slacks are worn only when announced.

**VOCATIONAL TRAINING.** Unless informed otherwise by supervisors, school dress is to be worn. For work in the cafeteria, the shoes worn must have a rubber sole and must not have open toes. Clean tennis shoes are acceptable.

**TOWN.** School clothes should to be worn.

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## Music

We recognize the importance of music in the great controversy now going on, since music is a great tool for either good or evil. We encourage the students to take some form of music every year. With these classes we seek to give proper training not only in the mechanics of making music, but more importantly, we seek to teach the art of making proper choices related to music. All students participate each year in the school choir. A limited number of students may also be part of a smaller chorale, bell choir or orchestra.

“Music forms a part of God’s worship in the courts above, and we should endeavor, in our songs of praise, to approach as nearly as possible the harmony of the heavenly choirs. The proper training of the voice is an important feature of education, and should not be neglected. Singing, as a part of religious service, is as much an act of worship as is prayer. The heart must feel the spirit of the song to give it right expression” (*Patriarchs and Prophets*, p. 594).

But we also recognize that Satan has a strong hold—perhaps one of the strongest—on the young people through their music. “Thus that which is a great blessing when rightly used, becomes one of the most successful agencies by which Satan allures the mind from duty and from the contemplation of eternal things” (*Ibid.*, p. 594). Therefore, we do not allow rock music—soft or hard—on our campus. Nor do we allow much of what is called *contemporary* Christian music to be sung or played.

We encourage the singing of truly sacred music as a means of replacing Satan’s music and of drawing the soul closer to heaven.

In choosing sacred music for our campus we follow these standards:

- Are the words doctrinally correct?
- Is the message clear?
- Does the music fit the words?
- Is it people-oriented or God-oriented?
- Does rhythm or harmony overshadow the message and melody?
- Does it draw attention to the performance and/or performer or to the message?
- In what way will it edify?

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## Recreation

Everybody gets involved with recreation at Ouachita Hills Academy. We specifically choose activities that will allow each person to be a participant rather than merely a spectator. We do many things together as a school family. These activities include such things as camping and backpacking trips, hiking, canoe trips, hobby-night activities, community service activities, traveling and providing musical programs around the country, etc.

Sports and competitive games are not a part of our recreation. We choose not to have them for a number of reasons. First of all, the spirit of heaven is a spirit of cooperation rather than a spirit of competition, and we wish to foster attitudes that will fit us for heaven. In addition, we are told that many sports lead to “the love of domination, the pride in mere brute force, the reckless disregard of life” and that many “stimulate the love of pleasure and excitement, thus fostering a distaste for useful labor, a disposition to shun practical duties and responsibilities” (*Education*, p. 210).

In choosing activities and programs for our school, we strive to meet this criterion: “Any amusement in which you can engage asking the blessing of God upon it in faith will not be dangerous. But any amusement which disqualifies you for secret prayer. . . is not safe, but dangerous” *Adventist Home*, p. 513).

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## Social Relationships

Ouachita Hills Academy encourages young people to form broad friendships while they are here. To promote this, many opportunities are given for group activities and associations. The relationships formed in this way allow for a better view of character and a more natural growth of friendship than does a dating relationship.

“Christian sociability is altogether too little cultivated by God’s people. This branch of education should not be neglected or lost sight of in our schools. Those who shut themselves up within themselves, who are unwilling to be drawn upon to bless others by friendly associations, lose many blessings; for by mutual contact, minds receive polish; by social intercourse, acquaintances are formed and friendships contracted which result in a unity of heart and an atmosphere of love which is pleasing in the sight of heaven” (*Messages to Young People*, p. 405).



God is interested in His people having happy homes. He designed marriage as the “frosting on the cake” at Eden, but man has reached the stage where over one-half of all marriages end in divorce. God has given advice that, if followed, will increase young people’s happiness now, and will increase the likelihood of having a happy marriage in the future.

In speaking of the age that is safe to begin courting, God says, “Attachments formed in childhood have often resulted in very wretched unions or in disgraceful separations. The young affections should be restrained until the period arrives when sufficient age and experience will make it honorable and safe to unfetter them. A youth not out of his teens is a poor judge of the fitness of a person as young as himself to be his companion for life” (*Adventist Home*, p. 79).

God has pointed out several problems that can arise from trying to combine schooling and dating. “While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is to be uppermost” (*Counsels to Parents, Teachers and Students*, p. 100). Inspiration also tells us that becoming involved in boy-girl relationships at school may result in mistakes in judgment, and a decline of spiritual interest as well as a loss of interest in studies. This is due to both a lack of parental guidance and an incompletely developed character. (*Fundamentals of Christian Education*, p. 62).

God, years ago, described a typical dating pattern and pointed out the dangers involved: “To trifle with hearts is a crime of no small magnitude in the sight of a holy God. And yet some will show preference for young ladies, and call out their affections, and then go their way and forget all about the words they have spoken, and their effect. A new face attracts them, and they repeat the same words, devote to another the same attentions.

“This disposition will reveal itself in married life. The marriage relation does not always make the fickle mind firm, the wavering steadfast and true to principle. They tire of constancy, and unholy thoughts will manifest themselves in unholy actions” (*Adventist Home*, p. 57).

This counsel is the reason for the “no special friendships” policy at Ouachita Hills Academy. However, we will continue to promote friendly, natural association among all of our students.

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## Speech

The talent of speech is a gift God desires young people to develop for His honor and glory. “Those who are trained for service in the Lord’s cause should be taught how to talk properly in ordinary conversation and before congregations” (*Counsels to Parents, Teachers and Students*, p. 207).

All students develop speaking skills and have the opportunity to use these in the work of the local church as well as in evangelistic activities.

“Common, cheap expressions should be replaced by sound, pure words. By constant watchfulness and earnest discipline, the Christian youth may keep his tongue from evil and his lips from speaking guile” (*Counsels to Parents, Teachers and Students*, p. 238). We want the speech and language used in our vocational training, classes and dorms to reflect that we have been with Jesus.

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## Outreach

In describing the true teacher, we are told that “it is his ambition to inspire them with principles of truth, obedience, honor, integrity, and purity—principles that will make them a positive force for the stability and uplifting of society. He desires them, above all else, to learn life’s great lesson of unselfish service” (*Education*, p. 29-30.)



OHA is known for creating genuine friendships that will last for the rest of your life!



The primary goal of this school is to nurture each student's relationship with Christ, and then equip him/her with the skills, desire, and opportunities to share that relationship with others. For this reason, outreach in many forms is emphasized.

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## Technology Guidelines

Technology is an incredible tool that can greatly increase efficiency, aid in research and learning, enhance communication, enlarge our capacity to share the gospel and benefit almost every area of life. However, every good thing can be perverted. When this occurs, we are told, "the greater the gift, the greater curse it becomes" (*Desire of Ages*, p. 219). There is a growing body of research that is raising concerns over media use and its detrimental effect on mental and moral development. Every day more evidence is found pointing to the negative effects of nearly all forms of media and it is not only the content, but also the medium itself that is a major contributing factor. Many top schools, where technology leaders send their children, do not permit any smart phones, computers or iPads in the classroom. Although we have not arrived there yet, we provide access to technology and the Internet with much caution.

OHA endeavors to use technology for beneficial, school related activities that encourage learning and facilitate communication but at the same time enforce guidelines to guard against its detrimental effects.

Because of the constantly developing nature of technology, our policies are under continual modification as we face new issues. Thus, only a general overview of our technology guidelines is presented here. More details will be given at orientation regarding how the policies apply to each specific school year.

**Technology Program:** All students will participate in the *Apple Computer Technology Program* for school related study and research purposes. This program provides computers for student use, the necessary software, including the *Complete Published Writing of EGW*, Internet service, and I.T. support. As such, students are not permitted to bring their own personal computers or smart electronic devices such as iPods, iPads, wearable technology and the like. Students will receive a log-in account on the school network. Students are not permitted to use other student's, staff or

college computers or their accounts. The technology guidelines apply at all times including during breaks and the summer vocational lab experience.

**FRESHMEN.** Freshmen are limited to using the computers provided in the computer lab and/or those available in the dorms for general student use.

**SOPHOMORES, JUNIORS AND SENIORS.** Sophomores, juniors and seniors will receive an Apple MacBook Air computer for school related use. These computers belong to the school and should not be considered their personal property.

**INTERNET ACCESS.** Students have very limited access to the Internet at approved times and locations. A filter is in place to limit inappropriate content but it is never possible to filter out everything objectionable. All Internet content and websites visited should fit within the guidelines of Philippians 4:8. Some sites are prohibited and access to them is forbidden at all times. Computer use and/or access to the Internet may be restricted if grades are not adequately maintained.

**COMPUTER CONTENT AND USE.** Students are responsible for all content on their computers and accounts. All computer activity and content as well as Internet activity is potentially viewable and searchable. Never should students engage in covert activity or try to “hide” any content on their computers. We are encouraged that “everything that Christians do should be as transparent as the sunlight. Truth is of God; deception, in every one of its myriad forms, is of Satan” (*Thoughts from the Mount of Blessings*, p. 68). All computer games, including Internet based games, are prohibited. All reading materials and pictures must follow the principles of Philippians 4:8, including personal writings.

**MALICIOUS ACTIVITY:** Any attempt to hack; obtain passwords or escalated privileges; bypass security, filters or settings; engage in any malicious activity or place malicious content on school networks or computers is considered a serious offence. Students involved in such activities can expect to be disciplined and may be expelled.

**VIOLATIONS:** Violations of the technology policies can result in the loss of computer privileges, the loss of internet and/or other discipline. The fee for the technology program will continue to be charged throughout the remainder of the school year even though the student may have lost computer privileges.

**CAMERAS AND VIDEO CAMERAS:** Pictures, videos and music must be limited to that which is taken here at OHA and is limited to recording normal school activities. No videos of acted out scenes, theatrical or foolish actions should be done. Students are allowed to keep one memory card per camera with them. One additional memory card OR one external hard drive may be brought and must be checked in with the students' dean. Memory cards or hard drives should come without any content on them. Cameras found with games, music, movies or video content, other than as permitted above, will be confiscated and not returned.

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## General Policies

**ACTIVITIES.** Participation in all planned activities is required.

**AUDIO-VISUAL EQUIPMENT.** Radios, MP3 players, amplifiers, speakers and CDs or their jackets are not conducive to study or group living. Please do not bring them to school.

**CARS.** Students are not allowed to bring their cars to school.

**CORRECTIVE DISCIPLINE.** Corrective discipline may be assigned, if deemed necessary.

**FOOD.** We serve three, well-balanced, vegan meals in the cafeteria each day. We also provide gluten-free options and are able to accommodate some allergy restricted diets. However, please check with us to see what is possible. Because we believe our bodies are the temple of the Holy Spirit, it is expected that while at school or on school sponsored trips our students will choose only vegan options and not eat in-between meals or drink caffeinated beverages, alcohol or other stimulants. Please do not bring or have parents send food to OHA.

**GRADUATION POLICY.** Unless there is an extenuating circumstance, no one is to leave before graduation. If they choose to leave anyway, there will be a \$50.00 fee as well as a forfeit of their choir grade for not being in the Sabbath afternoon program. Exceptions must be pre-approved.

**GUM.** Chewing gum is not allowed. Please do not bring any to campus.

**LEAVING CAMPUS BETWEEN LEAVES.** We realize that parents may want to take their children from the campus at times other than home leaves. Students may go to their own homes once each quarter for a weekend leave. Certain weekends are closed due to special events planned on campus and students may not leave campus on those weekends. Home leaves should be coordinated with the student's work supervisors and choir directors. A "Home Leave Request Form" must be completed by Thursday noon. If approved, students may leave after classes on Friday and must return by 6:00 pm on Sunday. A \$50 penalty will be assessed for returning past the 6:00 deadline.

**LOST AND FOUND.** After one month in the lost and found, items will be sold, donated or discarded.

**MAGAZINES.** The dean must approve all magazines.

**MAIL.** Personal mail deemed harmful will be given to parents. Magazines and catalogues which are not deemed appropriate will not be given to the student.

**MEDICINE.** Students should bring only prescription medicines, and the dean must be informed of these.

**MUSIC PERFORMANCE.** Only that music which is uplifting in its influence will be played or sung on our campus. Music books and sheet music must be within the above guidelines.



Students have many opportunities to serve God through sharing music.

**READING.** Students are not to bring novels, sports magazines and other questionable literature on campus.

**ROOMMATES.** Rooms and roommates will be assigned to the students according to the counsel given in *Fundamentals of Christian Education*, p. 55. If you know of someone coming and want to room with that individual, let us know. We still reserve the right to place all students where we feel is best.

**SABBATH.** The Sabbath is a special day of worship, set apart by our thoughts, conduct, and dress. Its edges are to be guarded from sundown Friday to sundown Sabbath and closeness to God should be sought. Because the edges of the Sabbath are just as important as the rest of the day, students should be preparing their clothes and room all week, so that they are ready before the Sabbath hours begin. All ironing and other clothes preparation as well as baths, should be completed before Sabbath. Attendance at all Sabbath services is required.

**SEARCHES.** The school reserves the right to search a student or his/her room and possessions if deemed necessary.

**SELF-INJURY.** Self-injury or cutting in the Bible is associated with heathen rituals and demon possession (1 Kings 18:28; Mark 5:5) and though people may not make such associations in our day, we still follow God's counsel in Leviticus 19:28, "Ye shall not make any cuttings in your flesh for the dead, nor print any marks upon you."

Self-injury is not limited to cutting, but includes other forms such as anorexia, bulimia, etc. All are regarded as serious issues needing professional attention. Markings on the body are also not allowed. Our bodies are to be honored as the temple for God's Spirit to dwell in (1 Cor. 6:19), and we desire to keep them beautiful and holy for Him.

**SKATEBOARDS.** Skateboarding and similar recreational activities is permitted with protective gear and staff supervision.

**SUMMER SCHEDULE.** Because our curriculum may include vocational training in industries that may operate year round, the school reserves the right to have each student spend six weeks of summer vacation at Ouachita Hills Academy. Partial scholarships will be granted for summer vocational training if the student returns to Ouachita Hills Academy the following year.

**TELEPHONES.** There are 4 dorms in each dorm with free long distance calling. Students may receive or place calls at any time except before the end of morning devotions, during evening worship and study hall (6:45–8:45 p.m.) and after 9:20 p.m. Students may not call between dorms to visit.

**TOWN TRIPS.** There is not much time in our schedule to take trips to town. Students should purchase needed items during home leaves. Visiting parents may take their children to town if the student has made arrangements with his dean and vocational supervisor to be absent. Students must make up the time missed. Otherwise, staff will purchase items needed for students between breaks.

**VACATIONS/HOME LEAVES.** Several times a year, opportunities are offered for home leaves. Please note the following:

- Mixed groups traveling together must be properly chaperoned. Authorization to travel with anyone other than the parents or to go anywhere other than home must be given by the parents in writing before the vacation. A written invitation is also needed from the home a student is to visit. Students are not allowed to be in mixed groups at homes for breaks.
- Students traveling off campus on breaks should leave campus by noon the day break begins and should not return to campus before 3 p.m. the day break ends. The school must have written, signed permission from the parents for the student to be taken and/or picked up by staff or others at times other than those scheduled by the school.
- A \$50.00 fine will be assessed for leaving earlier than 10 a.m. or returning after 6:00 p.m., and students will not be allowed to make up any classwork missed or turn in classwork due that day. Neither can they take tests early.
- Students should not schedule airline flights to leave before 1:30 p.m. the day vacation begins or return after 4:00 p.m. the day vacation ends. Extra fees will be levied for students needing separate airport pick-up and delivery. (A parent may petition the Academic Affairs Committee for an exception to this policy. These are granted rarely and only for unusual circumstances.)

**VISITORS.** Friends and former students are expected to comply with all Academy regulations while on campus. Overnight visitors are permitted in the dormitories only by permission of the respective dean or principal.

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## Harmful Misconduct Policy

Ouachita Hills Academy is committed to providing a wholesome, safe and supportive environment for its staff and students to learn and grow in. This would include freedom from all forms of harmful misconduct. Ephesians 5:3-5 declares, “But among you there must not be even a hint of sexual immorality, or of any kind of impurity... nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.” (NIV)

Both staff and students are responsible to maintain this safe and supportive environment. Both must abstain from and must not permit any of the following, either by words, deeds or inactions:

**HARASSMENT:** This included such things as derogatory jokes, intimidation, humiliating comments and any physical or verbal attacks directed at a person's race, religion, national origin, age, gender, or physical condition. Harassment also includes “hazing”, which describes various rituals and other activities involving harassment, abuse, and humiliation as a way of initiating a person into a group regardless of the person’s willingness to participate. Practical jokes can also be a form of harassment.

**BULLYING:** This includes any verbal or physical action that can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or causing emotional distress whether conveyed through physical, verbal, technological or emotional means. This can take the form of spreading rumors or derogatory messages.

**SEXUAL MISCONDUCT:** This includes all sexual activity or sexual advances, requests for sexual favors, verbal or physical conduct that are sexual by intent or suggestion, non-sibling related public displays of affection, homosexuality or behavior that exhibits a same sex relationship, and pornography in all forms.

**ABUSE:** Abuse includes any action or failure to act by an individual, or group of people, which intentionally harms or injures another person in any way. Abuse may take many forms such as physical, emotional, social, sexual, verbal, financial or spiritual abuse.

**NO TOLERANCE:** Harmful misconduct does not happen in a vacuum. All observers become party to it if it is merely overlooked or disregarded. Remaining silent when a harmful misconduct is observed is tolerating it and is in fact supporting and condoning it. Staff and students must actively

discourage and report it when witnessed.

**REPORTING:** Incidents of harmful misconduct must be reported to the administration, and will be treated with appropriate confidentiality, discretion and respect. Any student reporting misconduct should request and complete the “Harassment/Abuse/Molestation Complaint Form” available in the office credenza forms drawer. This form should be submitted directly to the academy principal or academy Administrative Committee who will then ensure that the incident is documented and investigated to resolve any allegations in a prompt, ethical, and legal manner. In dealing with such cases, Ouachita Hills Academy will follow the procedures outlined in its “Policies and Procedures Document” in the section entitled “Anti-Harassment/Abuse/Molestation Policy.” Depending on the circumstances, responses may range from the assignment of written reports to suspension, expulsion, termination and/or legal consequences.

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## Student List of Things to Bring

- Bible and Spirit of Prophecy books. The *Conflict of the Ages* series is required.
- Daily devotional material.
- School supplies: paper, pens, pencils, erasers, 3 x 5 index cards, scientific calculator, 3 ring binder, etc.
- Pillow, blankets, bedspread and sheets.
- Towels and washcloths.
- Toiletries (shampoo, soap, etc.).
- Laundry sack or laundry basket.
- Laundry detergent.
- School clothes and shoes (see *Guidelines* enclosed).
- Clothes and shoes suitable for vocational labs.
- Sabbath clothes—please bring clothes that are solely for Sabbath hours since this is a special time with the Lord.
- Flashlight or headlamp.
- Umbrella or rain jacket.
- Water bottle.
- Wrist watch.
- Sleeping bag and sleeping pad
- Musical Instruments (with a few exceptions including electric guitars)



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## Optional

- Pictures or posters (must be approved before hanging on walls).
- Stationery and stamps.
- Music books (within the guidelines).
- Bicycle.
- Skateboard with helmet, knee pads, elbow pads, and wrist guards.
- Backpacking equipment for optional spring backpacking trip.

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## Things NOT to Bring

- Electronic devices such as radios, CD or DVD players, MP3 players, computers, iPods, iPads, tablets, televisions, etc.
- Two-way radios (Exceptions may be made for those with Ham Radio licenses but must be checked in and used only during approved times.)
- Wearable technology or “smart electronic devices” capable of connecting to a cell phone or the internet such as Apple Watches, etc.
- Headphones, ear buds, amplifiers, speakers.
- Tapes, CD’s & DVD’s (Music, Movie, Media or Data - blank or otherwise).
- Computer games & gaming devices, playing cards.
- All mass storage devices including thumb drives, external hard drives and memory cards (except those permitted under the *Camera and Video Camera* policy explained above).
- Cars, trucks or motorcycles. (Exceptions to the vehicle policy may be considered under extenuating circumstances for students who are 18 years of age or older.)
- Novels or other books and magazines not within the guidelines of Philippians 4:8. This includes Christian based fiction.
- Jewelry, cosmetics or makeup
- Food, gum, candy, caffeinated drinks, alcohol, tobacco or drugs.
- All weapons such as guns, personal knives (pocket or fixed), etc. are prohibited on school campuses and OHA follows this policy. All toy weapons or guns (such as nerf guns) are also prohibited.
- Fireworks, matches or lighters
- Cell phones may be brought for use while traveling to and from OHA but must be turned into the student’s dean upon arrival. They are not permitted to be used while at OHA and should they not be turned in to the dean they will be confiscated and not returned.
- With the exception of cell phones, items on the “Things NOT to Bring” list should not be brought even for travel purposes and then given to the dean or stored at staff homes. These items will be confiscated and will NOT be returned.

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## Looking for a Few Good Men and Women

Ouachita Hills Academy is looking for serious students and consecrated faculty. Please do not hesitate to contact us or to come and visit!

Thank you for taking the time to read this handbook. Our prayer is that the Lord will bless you as you seek to follow Him.

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## Contacting Ouachita Hills Academy

If you are interested in more information about Ouachita Hills Academy, please feel free to contact us in any of the following ways.

**MAIL:** OUACHITA HILLS ACADEMY  
P.O. BOX 35  
AMITY, ARKANSAS 71921

**PHONE:** (870) 342-6210

**FACSIMILE:** (870) 342-9569

**E-mail:** [info@ouachitahillsacademy.org](mailto:info@ouachitahillsacademy.org)



The inviting girl's dormitory – “A Home Away from Home.”

Come join the OHA family! You'll never regret it.