



Oklahoma Academy



Student Handbook

Oklahoma Academy
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Harrah, OK 73045

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www.oklahomaaacademy.org



School Calendar '10 - '11

Staff pre-week	August 16-20
Registration	August 22 (9:00 - 3:30)
Sabbath retreat	August 28
Mid-quarter	September 23
School on Sunday	September 26
Fall Break	Sep. 29 at noon - Oct. 3
Fall Camp Out	October 8-10
Alumni Weekend	October 22-24
End of 1st Quarter	October 25
Thanksgiving Program	November 13
School on Sunday	November 21
Thanksgiving break	November 23 noon - 28
Mid-Quarter	November 23
Christmas Break	December 16 noon - Jan. 2
Biology Fair	January 9
End of 1st Semester	January 13
Formal Dinner	January 30
School on Sunday	February 6
Winter Break	February 9 noon - 13
Mid-Quarter	February 15
End of 3rd Quarter	March 18
Spring Break	March 22 noon - 27
Mid-Quarter	April 22
Spring Camp out	April 29 - May 1
Spring Retreat	May 21
Elementary Graduation	May 25
End of 2nd Semester	May 26
GRADUATION!	May 29

Schedule is subject to change.



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The Spirit of OA

In seeking to uphold the distinctive message of the Seventh-day Adventist Church and the purpose of its educational institutions, Oklahoma Academy will promote among its staff and students:

A respect for Scripture as the foundation and test of all teachings and practices;

An appreciation for the Spirit of Prophecy as an authoritative source of instruction, comfort, and warning;

A quest for Biblical holiness through a daily prayer and devotional experience with Jesus and a commitment to following His word;

A vibrant worship experience characterized by principle, reverence, and decorum;

A passion for lost souls animated by a personal experience in the saving love of Jesus and a desire for His imminent return;

A cultivation of godly relationships preserving purity, promoting harmony, encouraging accountability, uplifting each other;

An exemplary and abundant lifestyle in recreation, entertainment, dress, and healthful living;

An enthusiasm for service through care for the needy, and service to the community;

A commitment to the Seventh-day Adventist Church as God's remnant church by supporting and upholding its principles, organization, and leadership;

An attitude of humility and cordiality as we seek to clarify, articulate, and defend the Biblical teachings of the Seventh-day Adventist Church.

A striving for excellence in academics, work, and service to God's Glory.



Introduction

About Us

Located twenty miles east of Oklahoma City, Oklahoma Academy exists to provide a quality, Christian education for today's teens.

It is important to know the values, mission, goals and guidelines of any school before attending. The purpose of this handbook is to outline these policies and procedures of Oklahoma Academy (OA) to the prospective student.

OA is a unique high school operated by Seventh-day Adventists, and is designed to provide serious-minded young people with a professional, high-quality education. In all matters, our primary objective is to fully equip our students to participate in finishing the work that God has called our church to do and to challenge them with an education that will prepare them for the "Race of a Lifetime." Hebrews 12:1

What makes us different

The focus of our school is targeted towards students who are excited about their personal role in our church's commission to a world-wide work. We see that world as a new place for today. The work of God is opening up in a greater, bigger, and more tremendous way than ever before. We have the possibility of finishing the work in just a few more years. Our goal is to prepare students to meet that need, whether here in the US or abroad.

Spirituality – Developing a student's personal convictions and standards based on the Bible and Spirit of Prophecy.

Mission – Instruction designed to meet and understand other people so that they can be drawn to their own personal relationship, with Jesus Christ.

Music – Allowing the student to acquire a wide variety of music skills which will enhance an appreciation of music ministry, develop excellence in performance, and lead to a greater understanding of music as a tool for mission.

Introduction

Christian Values — Provides an encouraging and nurturing environment for Christian youth who are excited about living out God's call to a higher standard.

Leadership — Prepares young people to meet the demand for consecrated leaders by supplying them with the information and experience needed to develop leadership abilities.

Home-schooler friendly — Seeking to cater to the needs of previously home-schooled students is one of our top priorities; a large percentage of our students have been home-schooled at some point in their education.

Family Atmosphere – Love, warmth, and mutual respect from the basis of relationship between the staff and students.

Our Goals

- To fully equip students to participate in finishing the work that God has called the church to do.
- To create a haven where students who are seeking to have moral integrity in the midst of a demoralized world can practice their God-given convictions without the hindrance of criticism, ridicule, or negative peer pressure.
- To focus on providing a general academic curriculum that will prepare the students for further education on the collegiate level.
- To provide vocational training that will instill in the students a valuable work ethic and equip them with practical skills that will be valuable in their life mission.

Our Story

In 1980, Elder Robert Rider, then President of the Oklahoma Conference, called Elder Jim Hiner to be the Conference evangelist and asked him if he would start a self-supporting academy. An 80-acre wheat field owned by Herb Birth was

purchased for its strategic position on the highest spot in the county – a hill overlooking Oklahoma City and just down the road from Summit Ridge SDA Retirement Center.

You Should Apply If...

- You have accepted Jesus Christ as your personal Savior and friend or are actively seeking such a relationship, and have made a commitment to learn more about Him so that He can become the guiding influence in your life.
- You are ready to apply yourself to academic excellence.
- You believe in vigorous, productive labor as demonstrated in active outreach and work programs and are willing to serve cheerfully in whatever capacity you are assigned.
- You are willing to abide by the standards of Oklahoma Academy, as stated in this handbook, even though your personal preferences may vary, and you will make a conscious effort to be open to counsel and advice from the academy staff in these areas.
- You are willing to accept some personal restrictions in order to accommodate the program, and to use your influence in a positive manner.
- You are ready to take accountability for your own success.

Experience has shown that **ONLY** those answering the above questions in a positive and supportive manner should apply.



Chapter 1: For the Parents

While this is a student handbook, we also recognize how vital it is for the parents, as well as the students, to understand the rules and regulations of the school. Therefore we ask the parents to thoroughly read the whole book. Because we believe that our relationship with the parents is vitally important to the success of their child, we have dedicated a portion of this hand book to information which is geared exclusively to the parents.

Cooperation

The success of the school depends in a large measure upon the fullest cooperation between parents and staff members. Parents are asked to sign a statement on the application indicating that they have read, understood, and will cooperate with the philosophy of Oklahoma Academy, where they are agreeing to send their child. If a student makes complaints to his parents concerning school matters in which he feels he was mistreated, parents are asked to notify the administration. In these situations, we request that parents withhold judgment until proper investigation can be made.

Letters or phone calls from the school indicate a desire to counsel together before a student faces a serious difficulty. Parents sometimes have questions concerning the school program of their youth, and inquiries are always welcome. It is essential to maintain a positive relationship between the school and parents, guardians, and others responsible for the student; therefore, every attempt will be made to achieve harmonious solutions to differences and misunderstandings. Failure to reach and receive positive support may result in a request that the student be withdrawn from the school program.

Philosophy of Education

Oklahoma Academy is a coeducational, secondary boarding school founded on the principles held by the Seventh-day Adventist Church as outlined in the writings of Ellen White with an emphasis on a college preparatory curriculum.

Missions Unlimited of Oregon, Inc., is the holding corporation of Oklahoma Academy. It is a non-profit organization that has been in existence since 1966 and is supported by lay members of the Seventh-day Adventist Church and other interested parties. Through the years it has built medical and dental clinics and churches, and has sponsored many mission projects. In 1981, Oklahoma Academy became one of its projects. OA is operated for high school students who choose to have a growing relationship with Jesus Christ.

Admission Requirements

Oklahoma Academy admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate because of race, color or national or ethnic origin in the administration of its educational policies, admission policies, scholarships, or other school-administered programs.

A student need not be a Seventh-day Adventist to apply; however, the academy is a Seventh-day Adventist Christian school and has as its definite purpose the development of these spiritual ideals. Therefore, students who are irreligious or make light of religious matters, have atheistic tendencies, or do not plan to come for the purpose of developing their spiritual qualities, should not apply for admission. Students of other religions are welcome provided they will show due respect for the Word of God, maintain a reverent attitude during religious exercises, and observe all the regulations of the school.

Health Records

Parents must complete the Consent to Treat form for each child enrolled. Also, Oklahoma law requires that all students have their immunizations up to date unless the parents or guardian has filed a form with the school administration stating that such immunization is contrary to their convictions, or there is a medical reason for not immunizing that has been signed by a medical doctor. This form may be obtained from the registrar's office.

Student Accident Insurance

Accident insurance coverage is paid by your \$75 insurance fee which is to be paid by registration day. This insurance covers accidents that occur while the student is under OA supervision. The maximum insurance benefits are at an 80% coverage rate. You will be responsible for the other 20%. This insurance is a secondary insurance policy, so if you have other insurance your insurance is primary.

Illness

If your child has an illness or injury that is of a serious nature, the Dean or nurse will notify the parent(s) or guardians(s) immediately, or as quickly as possible, and make arrangements for transportation to the nearest medical facility. See Doctor Appointments on page 40.

Revision of Rates

The board of directors reserves the right to change the school rates at any time in order to meet changes in economic condition. You will receive written notification should this occur.

Visiting

Please come and visit us and your children. It makes you a part of the great Oklahoma Academy family! See Guests on page 41.



Chapter 2: Financial Info.

Worthy Students:

Worthy student money may be available if the student maintains at least a 2.0 grade point average; a satisfactory citizenship grade; and the student canvasses during breaks, providing some funds. Apply for this at the business office.

Matching Funds:

Oklahoma Academy will match funds earned for service opportunities in the summer up to \$1,500.00. These include programs such as canvassing, Messiah's Mansion, and summer camp counseling. All funds will be applied to the student's account on a monthly basis and have no cash value.

Unpaid Accounts:

If you are unable to care for your account, please contact the business office and make financial arrangements to pay off the balance owed on the account. We are willing to work out a financial plan if desired. Any delinquent account will necessitate having grades, diploma, and/or transcripts withheld. Students who have not made arrangements for delinquent accounts at the semester break will not be allowed to return for the next semester. Also, there is a finance charge of 1.5% on all past due accounts.

Student bank:

OA provides a student bank in the registrar's office to safeguard your money. Your money may be withdrawn only under your signature. We cannot assume responsibility for lost money or other articles in or around campus. Keeping money in your room is not advised.

Check Cashing:

Students may take checks to the business office to be cashed at the bank. Usually the money is back the next day. The Country Store is not a check cashing service. You will

Chapter 2: Financial Information

need to pick your money up at business office also. It is not sent to the school office. We cannot cash checks for a student that are made out to Oklahoma Academy.

Guest Meals:

When your parents, family, or other guests come to visit they are welcome to eat with you in the cafeteria and may charge their meals to your account if it is current. See Guests on page 40 for meal charges.

Irregular entry and departure from school:

Students who enter late or are absent for a time, but make up back-work and receive full credit, will be charged full tuition. Charges for students who enter or leave school at irregular times will be pro-rated from the beginning of the week of entry or the end of the week of departure. No rebates are made for vacations or times off campus due to discipline.

There will be an additional \$200 late fee charge for those registering after registration day.

See Vacation on page 38 and 39 for additional, potential fees.

See the student application for tuition and fees.



Chapter 3: Academic Info.

Graduation requirements to prepare for college

Bible – Every year attending
English – 4 units (English, Bible/English, Research Writing)
Math – 3 units (Algebra I, Algebra II, Geometry)
Personal Finance – 1/2 unit (or Accounting, 1 unit)
Science – 3 units with lab (Biology, Chemistry & A&P)
History – 2 units (World History, American History)
Social Studies – 1 unit (Cultural Geography for Missions)
Foreign Language – 2 units (Spanish)
Music Theory – 1/2 unit (if you come as a Freshman)
Health – 1 unit
Typing/Computers – 1/2 unit
Music—Two classes during the four years at Oklahoma Academy
P.E. – Every year in attendance

Class Schedule for each year

Freshmen

Algebra I (or 1/2)
Bible I
English I
Spanish I
Keyboarding/Music Theory

Sophomores

Biology
English II/Bible
Spanish II
Geometry
World History

Juniors

Algebra I or II
Chemistry
English III
Health/Bible
Anatomy and Physiology

Seniors

American History
Research Writing/Bible
Geography for Missions
Personal Finance/Marriage and the Family
Electives

Electives

Algebra III
Calculus
Nurse Aid
Church History
Physics
Chorale
Bell choir
Choir
Piano and organ lessons
Instrument lesson (as available)
Voice lessons

Massage

For a complete explanation of this course, see pages 53-55.

Transcripts

It is impossible for us to register you as a student and plan a program which will successfully lead to graduation, without a transcript from all high schools or programs that you have attended previously. Please have transcripts sent to the Registrar at the school's address.

If a transcript is held by a previous school because of an outstanding account, the student will not be able to participate in our graduation exercises.

The Registrar's office issues a transcript of the student's academic records upon receiving a written request from the student or from the school that the student wishes to attend. The first transcript is issued without cost. There will be a \$5.00 charge for each additional transcript. Please note that transcripts will be issued subject to student account clearance by the business office.

Grading system:

Each school year is divided into four quarters. At the end of each of these periods, provided that your tuition payments are up to date, your grades will be given to both you and your parents. (No grade report is given out to you or your parents unless your account is paid in full.) In addition, midterm reports are issued at the middle of each quarter for any student who is making a C- or below in any class or work station. These are signed by the student and sent to the parents. Semester grades are placed on your official transcript.

Oklahoma Academy uses a standard grade point average (GPA) system. Letter grades for classes have the following numerical values in computing grade point averages:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Oklahoma Academy accepts transcript credits of a D or higher from other schools at face value, but a D made in a class here will not be considered a passing grade and therefore no credit will be given for that class. Other designations are I=Incomplete; P=Passing; S=Satisfactory; WP=Withdrawn Passing; WF=Withdrawn Failing.

Incomplete:

Incompletes are given for missed classes for illness or extenuating circumstances, not because a student fell behind because they failed to get the work done. When an incomplete is given, the teacher and student will agree upon a schedule for completion of unfinished class work, the deadline being no later than the end of the next quarter. At this deadline, a grade will be given with a score of zero for any uncompleted class work.

Academic probation:

Students with mid-term reports will be required to have greater accountability for their study time and may have certain free-time privileges taken away.

International Students – ESL:

Oklahoma Academy welcomes international students who understand the unique mission of this school. OA has places open to international students within our regular class structure.

English must be learned before beginning regular classes. Be prepared to study longer at OA than your native English speaking class mates.

The official language at OA is English. No other language is to be spoken while in the Ad. building, Music building, cafeteria, or in the work areas. Demerits will be given for violation of this policy.

Correspondence or summer school work:

If you desire to take correspondence courses or summer school classes to apply toward graduation you must submit a written request to the Academic Standards Committee

Chapter 3: Academic Information

before applying for such work. A maximum of two units of credit may be accepted from an accredited correspondence school; however, due to extenuating circumstances, the Academic Standards Committee may accept additional units.

If permission for correspondence work is granted, it will be considered as part of the class load. Seniors who start correspondence during the summer must complete the first semester by registration day. Seniors may not take correspondence during the final semester. All correspondence courses must be completed by the beginning of the second semester of the senior year.

Graduation Policy:

If you are a senior, you will receive your diploma when you have satisfactorily completed all of your required scholarship units, and your account is paid in full. You are expected to be present for the commencement exercises. Permission to graduate in absentia is granted by the Academic Standards Committee only in special circumstances. Requests should be in by April 20. There is a \$50 fine for anyone who leaves early. Also, if you are in any musical organization, you will forfeit your grade for the semester in that area because you will miss the final music programs of the year.

Cheating:

Any student caught cheating in any form may receive a “zero” for the assignment. The second offense of cheating in the same class may result in an “F” for the semester. The third offense may result in withdrawal from school.

Attendance:

Regular attendance is expected of all students. This is an important factor in enabling the student to keep academically current, and it also encourages habits of responsibility and discipline. (See attendance policy page 43)

Student load:

You are required to take a minimum of four classes per semester not including work experience and music. Students desiring to take more or less than this per semester must have the Academic Standards Committee's approval to do so. The school reserves the right to adjust your class load due to low grades, academic impediment, or other factors.

Dropping and adding classes:

Only elective classes may be dropped. Students must use the following procedure:

- Obtain an add/drop slip from the school office.
- Fill out the slip and obtain the signatures of the teacher, registrar, and principal, in that order.
- Have your parents send the school a written note of permission.
- Your request will be taken to the Academic Standards Committee and you must continue attending the class until you have received approval. At the discretion of the committee you may receive a WP/WF on dropping a course.

Making up work:

Work missed because of absence can be, and often needs to be, made up upon the student's return to school. Make-up provisions vary depending on the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

Unexcused absence – All work missed for this reason may be entered as zero credit. If make-up work is required in any class, the deadline may be set at whatever time the teacher feels is appropriate.

Excused absence – It is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first absence to hand in the make-up work. Example: If students are absent one day, they have the day of their return and the next day to make up the missed assignments. If they are

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absent two days, they will have one more day to complete the missing assignments.

Note: Students must get a “medical appointment permission slip” from the school office and obtain their teachers’ and the principal’s signature previous to leaving for their appointment.

Computer lab:

The computer lab is for serious work with the computers. Students who need use of the computers for assignments have priority over those desiring to write or read their email. Game playing is not allowed.

The use of computers is a privilege extended to every student. However, if any students engage in an inappropriate use of the computers, they will lose these privileges for a minimum of one week and may be suspended or dismissed. All internet transactions are monitored by logging software.

Transmitting, storing, viewing, or otherwise being involved with materials, programs, or information of the following types constitutes a misuse of equipment:

- Pornography
- Hacking
- Dirty or un-Christian jokes
- Rap/rock/pop/country music lyrics and bands
- Swearing, sexist or racist language
- Occultism/spiritualism/new age materials
- Drugs or drug culture
- Criminal/counter-culture/anti-social behavior
- Gambling or gambling devices
- Internet chat rooms
- Games



Chapter 4: Campus Life

Religious services:

In keeping with our mission to train workers for the harvest we provide a variety of worship services to encourage, inspire, and instruct our students in spiritual things. From staff home worships to dorm worships to church services these times of fellowship are treasured on our campus.

We expect each student to attend all worship services and ask that they maintain a reverent and worshipful attitude without unnecessary visiting, noise, and no gum chewing. When we have opportunity to worship in other churches we ask that the same respect be given to them.

Because this school is a supporting ministry of the Seventh-day Adventist Church, we seek to work with the Seventh-day Adventist denomination in every way possible. Oklahoma Academy, its employees, or students are not permitted to promote ideas, materials, or organizations that, in the opinion of the directors, undermine the Seventh-day Adventist Church.

Personal Devotions:

We do not require our students to have personal devotions. However, as a result of your growing personal experience and relationship with Jesus, we hope you will come to learn the joy of spending personal time with Him every day.

Sabbath:

As a Seventh-day Adventist school, Oklahoma Academy observes the Sabbath as a day of worship from sundown Friday to sundown Saturday. We seek to make this the best day of the week on our campus. Many activities are planned that will help bring you closer to God and nature. Because we set aside this day to spend especially with God we ask that you be prepared for the Sabbath before sundown by getting all your cleaning done, clothes ready, ceasing from secular activities, and meditating on God.

Outreach:

Learning how to share your faith and love for Jesus is what this is all about.

There are a variety of outreach opportunities provided. They include, but are not limited to the following:

- Sabbath Afternoon
- Bible Studies
- Mission Trips
- Canvassing

Our most intensive form of outreach is our sanctuary project with Messiah's Mansion. Most classes will take a 2 week mission trip with Messiah's Mansion every year. Students participate in all aspects of the program from set up to giving tours.

Work experience program:

Oklahoma Academy was established on the premise that learning to work in practical lines is necessary and is as much a part of education as is math, history, and other disciplines. While school is in session, every student is required to work 21 hours a week. This is a part of the work experience program and no remuneration is given. The quality of the work and the worker is evaluated and a grade is given along with one unit of credit per year. Students will be given a Work Experience Certificate upon graduation documenting their work experience while here at Oklahoma Academy. All students are assigned to various work environments based on campus needs and the discretion of the Work Coordinator.

Because Oklahoma Academy is a private school and not subsidized by any conference, we run businesses to help offset our expenses. These businesses cannot be shut down every time we offer a vacation. Since we rely on the student work experience program to operate them, we reserve the right to have students participate in their share of keeping those businesses running during vacation time.

Work Area Guidelines:

- Dress appropriately for each work area.
- Be punctual for all appointments.
- Desire to learn and do the best that you can.
- Never be in someone else's work area without express permission of their supervisor.
- Phones are for business use. Don't make personal calls.

Leadership opportunities:

At Oklahoma Academy everyone is given the opportunity and training to lead out in various areas of the campus. Through our speech class program you will learn to lead out in adult and children's Sabbath School programs. Organizations such as Ad-Com (a student advisory committee) and events like student week-of-prayer, outreach programs, and various work experience areas provide leadership opportunities.

Social life:

When someone thinks of the term social life, one usually think of friends. Friends are a very important part of our lives, especially in academy and college. The friendships you develop in academy are usually some of the deepest and longest-lasting of your life. While we at OA encourage the development of close, strong friendships, we also recognize that this is not all there is to social ability.

In order to reach the world one must be a social being. For some that comes naturally and for some it doesn't, but it is a skill that all who want to serve the Lord need to acquire. Usually anyone can be comfortable with their own group of friends, but not just anyone can walk up to someone and strike up a conversation.

Here at OA, we encourage you to practice your social ability and to form broad friendships with everyone. We do not believe in the world's way of forming intimate relationships with the opposite gender at such a young age. We encourage you to consider God's plan. Study up on the subject from the Bible and the Spirit of Prophecy, because here at OA there is no dating. Our emphasis is on group activities with no two people of opposite genders being largely focused on each other. As stated before, we want our

Chapter 4: Campus Life

students to be friends with everyone, and we ask that you not form an exclusive relationship with a member of the opposite gender.

“Again and again I stood before the students in the Avondale school with messages from the Lord regarding the deleterious influence of free and easy association between young men and young women. I told them that if they did not keep themselves to them selves, and endeavor to make the most of their time, the school would not benefit them, and those who were paying their expenses would be disappointed. I told them that if they were determined to have their own will and their own way, it would be better for them to return to their homes and to the guardianship of their parents.” *Counsels to Parents, Teachers, and Students page 101*

Engaging in sentimental or regular note passing; practices that indicate a special relationship with a particular individual; forming a focused attachment to a member of the opposite sex; being so close as to be perceived as a couple by other students, such as wearing each other's clothing; violating, ignoring or going around school policies to be together; allowing these relationships to interfere with work or studies in any way; or using emotional pressure or manipulation in order to retain another as a special friend are signs that a relationship has gone too far.

When a particular friendship is improper, staff will seek to understand the nature of the relationship, and when necessary, recommend changes. Students who fail to make such changes will be subject to certain disciplinary actions, including some limiting or restrictive social interaction.

Additional discipline may be considered with each individual. Some good books to read on this subject are “I Kissed Dating Goodbye” by Joshua Harris, “Passion and Purity” and “Quest for Love” by Elizabeth Elliot.

General social rules:

Hands-Off – It is expected that a “hands-off” policy between the sexes be maintained (i.e. holding hands, playing with hair, clinging, etc.) We ask that in harmony with the hands-off rule that displays of affection be not done. (hugging, kissing, etc.)

Mixed Groups – Any time that a mixed group is together, a faculty chaperon is to be present. In all mixed association, students are expected to remain with the group.

Seating – The first four rows on the left side of the music building are reserved for female students and the first four rows of the right side are reserved for male students.

Cafeteria – In the cafeteria we sit segregated for breakfast and supper and there is a hostess at the noon meal that will show you a place to sit.

Vehicles – When we travel in any school vehicle on a school excursion, the boys sit separate from the girls.

Harassment:

No staff member or student may allow or participate in any act of harassment which degrades, injures or disgraces a student or staff member. Harassment includes jokes, intimidation or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features. We encourage you not participate in practical jokes or pranks because of the tendency to take them too far and damage property.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that, by design or innuendo, is sexual in nature.

Incidents of harassment are to be reported to the administration and will be treated with confidentiality as is appropriate.

Healthful living:

Being healthy plays a very important role in your ability to serve others. Your physical health influences your mental and spiritual health. Therefore, here at OA we endeavor to teach you the best and the healthiest way to live. In keeping with the Seventh-day Adventist principles of healthful living, we provide a total-vegetarian diet. We use veggie meats, egg replacers, and dairy substitutes. While on campus, during town trips, or any other time off campus with the school it is expected that you will not consume any meat or any beverage with caffeine in it.

Cafeteria:

We serve three full, well-balanced meals.

The following guidelines need to be followed in regard to the cafeteria:

1. The front doors are for public use. The back doors are for business only. The door closest to the ladies' dorm is for girls to use and the door closest to the Administration Building is for the guys to use.
2. The kitchen part of the cafeteria is off limits unless you are working there.
3. Courtesy and manners are expected in the café and at the table.
4. Please take what you can eat and eat what you take.

Recreation:

In the broad sense of the term recreation is any activity that helps to “re-create” a person’s physical, mental, and spiritual health. Thus we place activities such as hiking, camping, tubing, community service, caroling to the neighbors, and working in the garden, along with playing games, together in this category. The following guidelines will be followed when it comes to recreational activities:

Doing something that will be able to include everyone.
Games will be played in such a way as to not emphasize competition.
Activities which are not violent or dangerous.

You are welcome to bring your bicycle, roller blades, or skateboard, but you need to remember that when you want to ride you bicycle off campus, you need a staff to go with you, and bicycles are not to be ridden on the sidewalks that run next to buildings.

To allow for greater freedom, the pond and park behind the boys’ dorm is for the boys, and the pond and area next to the main entrance road is for the girls.

Extra-curricular Activities:

Students are required to be present for school events including Orientation, Week of Prayer, scheduled outreach, and graduation. Weekend or other leave requests will not be approved during these events and other closed weekends.

School attire:

The way you dress has a profound impact on how other people judge you. Not only that, but how you dress also influences what you think about yourself. We at Oklahoma Academy want our dress to exemplify our Christian faith and values.

As representatives of Christ, we are called to a higher standard in every aspect of life, especially in the area of dress. Our goal for dress should be to develop principles of simplicity, neatness, modesty, dignity, and respect.

Because we live in a community setting, we have to give those principles some definition. Below you will find the OA guidelines for campus attire. It is to be remembered that any time you are on campus this is required of you.

Remember that you will probably grow, gain or lose weight, and what is acceptable today may be unacceptable tomorrow. Also remember that the staff are not interested in being policemen in this area. It is your responsibility to know the dress guidelines and abide by them.

The school reserves the right to ask you to change your attire if it is not according to our guidelines. If this causes you to miss or be late for an appointment, you should be prepared to accept the consequences. If you are asked to change something and you choose to wear it again, it may be confiscated by the dean.

General Guidelines

Shoes – For safety reasons, shoes must be worn at all times when outside the dormitory.

No jewelry – This includes: rings, bracelets (including friendship), chokers, earrings, body piercing of any kind, necklaces (nothing around the neck, please), excessive

Chapter 4: Campus Life

pins, and other things worn for showy ornamentation. Please do not even bring these items to school.

Clothing should be neat in appearance – This means it should fit properly (not sag and drag, or be too tight), have no rips, tears, discoloration, and/or holes.

Shirts – Shirts with pictures or writing either inconsistent with Christian values including Gothic, punk, or anything of this nature are not to be worn. Please do not wear half shirts, sleeveless shirts, or tank-tops.

Shorts – Shorts are unacceptable outside of the dorm. Over the knee shorts may be allowed on occasions such as tubing and other specified activities.

Hats – The wearing of hats and caps in the buildings is inappropriate. The rare exception is for the ladies who are wearing dressy hats that match their outfit, but this never includes ball caps, hoods, men's hats, or beanies.

Off-campus Activities – For outreach, Sabbath hikes, town trips, etc., the school uniform should be worn unless otherwise announced.

Guidelines for the young men:

Morning Worship – Uniform (see website for details of uniform)

Class Attire – Uniform

Vespers – A dress shirt, tie and slacks. No tennis shoes.

Sabbath services – A suit or sport coat with slacks, dress shirt, tie, and dress shoes are required. Tennis shoes are unacceptable at Sabbath services.

Sabbath lunch – Church clothes are required. Please follow the same criteria when visiting other churches.

Recreation attire – Jeans with T-shirts are appropriate. No sweat pants are allowed.

Hair - Should not hang in the eyes when shaken forward and should remain off the collar. There should be no visible distinct lines, shelves, or undercutting in the hair. No trendy or punkish haircuts are allowed.

Beards – No beards (or beginnings of beards) should be worn.

Guidelines for the young ladies:

All Clothes – Garments should be loose and not clingy so as to show the curves of your form.

Morning Worship – Uniform (see website for details of the uniform)

Class Attire – Uniform

Sabbath services – Nice Sabbath clothes, hose, and dress shoes are appropriate. These should be nicer and different than your school wear. Please no jean wear, tennis shoes, or team jackets to Sabbath services.

Dress and Skirt Length – All dresses and skirts should be long enough to cover the knee when sitting or standing.

Slits – All slits should be permanently fixed so that they do not expose the back of the knee. If this causes you not to be able to walk well in that garment, then don't bring it to school.

Shirts – Blouses and tops must not be see through, must have sleeves, and no low necklines or backs, or wide necks. If wearing a skirt with a shirt that does not tuck in, please wear a full slip or an undershirt so as not to expose the midriff.

Recreation attire – Loose-fitting pants or jeans with a long top that easily covers the crotch in the front and back must be worn. A good place to buy these shirts (called tunics) is at www.blair.com. Please avoid using ill-fitting and/or oversized dress shirts with tailor cut tails as a tunic. Long T-shirts or those made of clingy material are not considered tunic tops and should not be worn.

Slacks – You will need a nice pair of slacks for various activities.

Chapter 4: Campus Life

Cosmetics – No make up, including mascara, should be worn, with the exception of clear fingernail polish. Clear means there is no color, tint, gloss, glitter, or any thing else that makes it stand out more. If you feel that cover-up be needed for cosmetic or medical needs, please clear it with the dean. This policy applies to inside the dorm also.

Swimming Suits – Swimming suits should be one piece, and should not expose the stomach or come up high on the hips. If the swimsuit does come up high on the hip, you should wear longer swim shorts with it. If you have a two-piece swimsuit, you will be required to wear a long dark T-shirt and longer swim shorts with it.

Shoes – Shoes should not have a heel that raises the back of the foot off the ground more than about 2.5 inches.

Reading and entertainment material:

What enters a person's mind is extremely important for many reasons. By beholding we become changed, for better or for worse. As Christians, we should want to read only literature that elevates our mind and brings our thoughts into a closer connection with heaven. For that reason, we have established the following guiding principles for appropriate material:

It is true – Books that are fiction, like “The Chronicles of Narnia” and “Anne of Green Gables”, are unacceptable and will be confiscated because they have a tendency to destroy a desire for serious study and create an unhealthy fantasy world in the imagination. Books that are based on true stories, but are mainly fiction, like “Song of Eve” and “Joseph”, will be considered fiction.

It inspires service to God and man – Books which will impel you to use your talents and skills in such a way as to benefit others.

It stimulates deeper thought rather than mere superficial reading only for the story – Books that motivate you to live your life more fully to God's glory and to become more aware of your need of a Savior.

It teaches philosophies that are helpful to the student –

The books should not teach principles that make items such as social drinking, dancing, worldly entertainment, worldly romance, and other un-Christian activities acceptable or desirable. This can be true even of real-life stories.

If material is in accordance with all of the above stated principles, it is acceptable.

These same principles apply to the videos we view on campus. If you have any questions, we strongly recommend that you study the chapter in *The Ministry of Healing* entitled, “The False and the True in Education.”

Music:

We realize that music can be an emotionally-charged issue. It is pretty easy to evaluate the words, but what about the music itself?

“I feel alarmed as I witness everywhere the frivolity of young men and young women who profess to believe the truth... They have a keen ear for music, and Satan knows what organs to excite to animate, engross, and charm the mind, so that Christ is not desired... The introduction of music into their homes, instead of inciting to holiness and spirituality, has been the means of diverting their minds from the truth. Frivolous songs and the popular sheet music of the day seem congenial to their taste. The instruments of music have taken time which should be been devoted to prayer. Music, when not abused, is a great blessing; but when put to a wrong use, it is a terrible curse.” *SD page 179*

The Bible and the Spirit of Prophecy give us clear indication that there is a right and wrong type of music. However, they are a little more vague as to the specifics. Therefore, we have set up the following institutional guidelines, not as moral absolutes, but as safe limits for our school:

Not Rhythm Dominated – Music has melody, harmony and rhythm. The music performed or listened to on campus should be in that order of precedence. Melody first and foremost, harmony second and rhythm least.

Syncopation – Music should not generally have a dominant syncopated beat. There should be a balance between

Chapter 4: Campus Life

melodic, harmonic & rhythmic elements with syncopation being used much like salt is used in food.

Not Minimalistic – That the music played or performed on campus should not employ minimalism, that is, the repetition of a melody over and over, which is commonly associated with New Age music. Minimalism is designed to produce a trance-like or meditative state.

Correct Lyrics – The lyrics should be doctrinally and otherwise correct in their philosophy.

To God's Glory – Performances of religious music should be to the glory of God and not for the glory of the performer. The object of sacred music is to draw the listener closer to God.

We love music here at OA. It is a big part of our program. We encourage you to become involved and develop as much musical proficiency as possible. This is the best time in your life to do so.

Approved Music – All music, written or recorded, that you bring to OA must be approved by the music department.

Note: We ask that when we go on trips you only sing religious music in the bus.

School Property:

Responsibility – You are responsible for any damage you do to school property. There is a \$50 fine plus the cost of repairs for breaking sheet rock panels and doors, tampering with the fire and dorm alarm systems, or tampering with dorm wiring. Free labor or fines may be assigned for any other damage done to school property.

Gum – There is to be no gum chewing in the Missions Unlimited office, the administration building, the music building, or the cafeteria.

Closed Campus:

Oklahoma Academy operates a “closed campus.” This means that no students may leave the campus (meaning the dormitory and front area campus) for any reason without specific permission from the dean or principal’s office. To obtain permission, ask the dean on duty or principal and sign out on the dorm sign out sheet.

If a student absents himself or herself from the campus without permission, endeavors will be made to locate that student. If he or she cannot be found, the parents will be notified and the school cannot then assume further responsibility for the student. It will then be decided if the student can return to school and under what conditions. Obtaining permission first and then signing out in the dormitories will generally eliminate problems.

Colonial and the surrounding area are off limits to academy students.

Vehicles:

You are not allowed to bring your personal motorized vehicles such as a car, or motorcycle, etc. to campus.

Country Store:

We have a Country Store in the Missions Unlimited building to meet your personal needs. Girls’ days to shop are Monday and Thursday and boys’ days are Tuesday and Wednesday. You may buy drinks or non-food items from the store. Those students with a green card may shop any day and will receive a 10% discount on their purchases. See the section on citizenship for more explanation about the green card.



Chapter 5: Dorm Life

Purpose:

One of the benefits of dormitory life is the development of self-reliance and self-control. Dormitory life is a lot of fun. You get to meet all kinds of people and learn to get along with them. Students should be conscious of the complexity of the many personalities in a dormitory and should go the second mile in doing their part in helping make dorm life enjoyable.

Residence:

All students attending OA, with the exception of the staff children, will live in the dormitory.

Your Room:

An attractive room will go a long way in boosting one's positive mental attitude. You will need to bring bedding for a single bed and such things as will make your room comfortable. Remember that space is limited.

Decorations – Please bring those things to decorate your room that will be considered consistent with Christian values.

Room Arrangements – The rooms are approximately 16 feet wide and 12 feet deep, some rooms being slightly bigger or smaller. Each room is divided into 2 sections by a closet wall unit in the center of the room so that each student may have their own semi-private space. Each half consists of the following on each side: a small desk, four dresser drawers, a hanging closet (for dimensions see “things to bring”), an overhead storage area and a three-shelf bookcase.

Room Check – There will be room checks on a regular basis throughout the week. Rooms are expected to be cleaned daily, on Friday before sundown for Sabbath preparation, and before any home leave.

Food in Rooms – For cleanliness and health reasons, there is to be no food kept in your room. If you choose to do so you will receive a “M” and a \$10 fine. (See conduct policy)

Goodies – There is a cupboard kept in the dean’s office where you will be able to put a small quantity of goodies to be accessed periodically through the week. You are encouraged to keep them as healthy as possible and absolutely no meat or caffeine.

Your dorm:

You are expected to respect the dorm facility and take care of its furnishings as you do your own home. Take pride in it and make it look nice.

Evening Study Hall:

The evening study hour is carefully guarded. Music practice, committee meetings, class meetings, or anything of this kind will not be allowed to interrupt this time. Possible exceptions to this will be made by the principal.

Campus Courtesies:

Visiting Staff Members' Homes – Students visiting a staff member’s home should have the permission of the staff they are visiting and their dean. The staff member doing the inviting (or being asked) should contact the dean.

Permission from the Dean – During the time when the student is scheduled to be at the dormitory the dean’s approval needs to be obtained prior to leaving the building.

Signing out – Since students occasionally receive unexpected messages which demand immediate attention, and since the deans have the responsibility of knowing the whereabouts of students in their charge, students must sign out whenever leaving the dorm for reasons other than scheduled school activities. Signing out is not permission, but is merely a record of the destination should someone need to locate the student. Therefore, it is expected that students will obtain permission from the dean on duty and sign out for the unscheduled school activities. This is the student’s responsibility.

Chapter 5: Dorm Life

Dorms – Students are not to visit, or be in the vicinity, of the dormitory of the opposite sex except with permission to visit the dean in their apartment.

Laundry:

Washing machines and dryers are provided in the dorm for your use. The dean will let you know when and how they can be used.

Telephone:

There is a telephone in each dorm for your use. If long distance calls are made you will need a phone card. Certain restrictions will apply to phone usage during study hall and after lights out. Calling the opposite dorm requires permission of the dean. Cell phones are not allowed. Having one will incur a Misconduct and a \$50 fine. Please conclude phone calls by 9:30 pm.

Mail:

Your mailing address will be:

6100 Academy Lane
Harrah, OK 73045.

You can take your outgoing mail to the Missions Unlimited office or the school office in the administration building. Mail deemed harmful to you may be given to your parents. All magazines must be cleared by the deans.

Electronic Equipment:

Computers:

You are encouraged to bring your computer if you have one. We find that word-processors, typing tutors, Bible search programs, and other educational software programs are very advantageous. The school's computer lab is set up with WordPerfect and a variety of other software, and is available for your use.

As with most other technological advances, computers are powerful for both good and bad. We do not want to throw out the good; we do not want to be plagued with the bad. As a result, we have adopted a policy in regard to computers which relies to a considerable extent on the honor of our students. To violate that trust is a serious matter and carries a serious penalty. Because of this, you are only allowed to use your own computer if you maintain a green card (see citizenship grade page 43). Please take careful note of the following guidelines for computer usage:

Must Abide by General School Principles – If it is not approved in other areas of the school, it is not approved for the computer. The same principles apply as in the case of reading and entertainment, and music.

Computer Games – Because of the time they consume and the anti-Christian themes they often promote, we specifically do not allow computer games. Some “edutainment” titles are half education and half entertainment; obviously these pose a gray area. With very few exceptions, however, we would class these as games and consider them out of place on our campus. If you have questions in regard to certain programs, either don’t bring them at all, or ask for clarification from the dean or a staff member specified by the dean.

Violations – Any violation of these guidelines will result in a \$50 fine, an “M”, and the loss of the computer for a period of time to be set by the discipline committee. In extreme cases involving matters such as pornography or blatantly anti-Christian materials, you may be asked to withdraw from school.

Audiovisual Equipment:

The media of our modern age is a powerful force. Experience leads us to believe that music, in particular, exerts a tremendous molding power on our minds and attitudes. For this reason, we direct our students toward that which will be a blessing and draw the listener closer to heavenly thoughts.

While we would gladly eliminate nearly all popular music and entertainment from our campus, we do not want to eliminate all music. Therefore, we ask our students not to bring radios, tape recorders, TVs, tapes, headphones, iPods, mp3/mp4

Chapter 5: Dorm Life

players, palms, and electric guitars, etc. We do allow compact discs and CD players with external speakers. All CDs must be reviewed by the Music Committee. Those which follow the guidelines previously mentioned will be “passed” for student use.

Any “contraband” will be confiscated and not returned, and students who violate this policy will be subject to a \$50 fine and a Misconduct.

Note: Music played in the dormitories is subject to certain reasonable time and volume restrictions.

Time Off

Vacations:

Several times a year opportunities are offered for you to have a home leave. Any mixed groups traveling to and from school must be properly chaperoned. Authorization to travel with anyone other than your parents must be given by your parents in writing before the vacation, and this should be sent directly to the school office. Because so many students would like to leave early and return late at vacation times, it is necessary to regulate departure and arrival times carefully to prevent the disruption of classes and the vocational program. You should not plan to leave the campus before or return to the campus after the announced hours of vacation. A \$50.00 fee will be assessed for leaving the campus earlier than 12:00 noon (or the time announced) and for returning late. In addition, students will be charged for missed vocational time and any academic work not arranged for a head of time will be forfeited.

Weekend Leaves:

We realize that your parents may want to take you home from the campus at times other than your home leave. This should be arranged as far in advance as possible. You will need to pick up a form in the school office, have the appropriate people sign it, and turn it in to the principal. Your weekend home leave should begin after school and work on Friday so that classes and work will not be missed unless by special arrangement. For every hour of vocational training

missed you will be charged \$4.00 on your bill. Also we ask that your parents not take any children other than their own.

Note: The faculty reserves the right to deny any off campus leave, even if all permits are in order, when, in the judgment of the school, circumstances suggest that such leave might be detrimental to the student.

Town Trips:

We do not usually schedule trips to town. Therefore we suggest that you take care of your clothing and other needs while at home. Small personal items may be purchased in our Country Store. If an emergency arises, the dean or the assistant dean will take you to get what you need. Your parents may take you to town when they visit (during your free time), but they cannot normally take other students. The exception to this is if both students have green cards (see the section covering "Citizenship Grade"), and the parents of the other student have mailed or faxed their written permission. Please note that, since this is a legal issue, verbal authorization over the phone cannot be accepted. The fees for the town trip must be paid to the dean before going. See section on "Transportation charges."

Students with green cards are permitted to go to town with staff having sufficient vehicle insurance coverage. This is only permitted during their free time and with the permission of the dean.

During town trips or any other time off campus with the school it is expected that you will abide by the standards of Oklahoma Academy in your choices of food, drink, clothing, and entertainment.

Transportation charges:

Airport - \$25 (one way) for one person and \$20 per person for more than one.

Bus station - \$10.00

Note: There is a \$2.50 charge for putting airport or bus charges on your bill.

School vehicles are used for medical appointments only -

Chapter 5: Dorm Life

\$5/vehicle to Harrah and Choctaw, and \$10/vehicle to Midwest City.

Note: Please plan to arrive at the airport or bus depot at reasonable hours. There is an extra charge for students with a scheduled arrival time after 8:30 p.m. or a flight/bus departure before 8:00 a.m. This charge is pro-rated and will be applied by the school office.

Illness:

If you are sick you need to first notify the dean or the campus nurse in the event that the dean can not be located. The dean or campus nurse will then visit you, determine your condition and what steps need to be taken. Remember that you must let someone know, don't just go down and rely on your fellow students to tell the dean. If you go down without proper arrangements, be prepared to suffer the consequences of unexcused absences.

Illness Duration – Generally speaking, if you go down you are down for the day and should not be up for any of your other appointments. Possible exceptions to this will be made by the dean.

Visiting – If you are down, no one is authorized to visit you unless they are directly dealing with your recovery.

Doctor Appointments:

If you need to have an orthodontist appointment, or are sick enough to need to see a doctor, you must have permission from your parents and then the dean will make the appointments for you. Appointments will be scheduled during non-work time when possible and the transportation charge will be put on your bill. If it is a routine check-up and you will be missing school you must fill out a medical appointment sheet in the school office. The school is not responsible for any medical bills you acquire. These will be billed from the doctor directly to your parents at home. If you have medical insurance, we need to have a copy of your policy on file in the office.

at home. The school dean must be aware of any medications that you need to take.

Guests

We welcome visitors on our campus. Guest rooms are available in the Colonial Cottage, dorms, and staff homes, as space allows. Rooms in the Colonial Cottage are \$35 per night for two people and \$5 for each additional person, and rooms in the dorms or staff homes are available on a donation basis. Meal charges are \$2.50 for breakfast and supper and \$4.50 for lunch. Meals for children under 12 are \$1.50 for breakfast and supper and \$2.50 for lunch.

As a general rule it is requested that our visitors not come to the campus during the school week. Dormitory students and all dorm residents are asked to arrange with the dean before sharing their rooms with overnight guests.

While on campus, each visitor has the privilege of being a member of the school family and by their voluntary presence should indicate support of all standards of conduct and dress.



Chapter 6: Accountability

It's Your Responsibility

The act of applying for admission and acceptance to Oklahoma Academy is a pledge on the part of the student to willingly observe all printed and orally announced regulations, and to uphold the Christian principles upon which the school operates.

Your Success

We want you to be successful in your experience here at OA and we are here to make that possible. As mentioned before, we, as the staff, do not wish to be policemen. However, we did not just print these guidelines for the fun of it. We believe them and will be expecting that you abide by them or you will be held accountable for your actions. Offense on the following points will render a student subject to serious discipline or to immediate dismissal from the school:

Improper Language or Practices – Undermining the religious ideals of the institution; spreading atheistic, agnostic, or infidel ideas, or tampering with spiritualism or the occult; displaying a detrimental influence or spirit out of harmony with the standards or basic philosophy of this school. Using profane language, possessing or displaying obscene literature or pictures, indulging in lewd conduct, or using suggestive language or behavior.

Harmful Substances – Using, possessing, or supplying tobacco, narcotics, alcoholic beverages, or other harmful drugs in any form.

Sneaking Out – Leaving the dormitory without authorization when the alarms are normally activated.

Gambling – Participating in gambling or possessing playing cards or other gambling devices.

Questionable Amusement – Attending places of questionable amusement, such as movie theaters, dances,

etc. while under the authority of the school.

Secret Meetings – Meeting persons of the opposite sex in any deliberately secretive manner or place.

Violent Behavior – Physical violence either to school property or other persons. Threatening harm to others.

Weapons – Possession or use of firearms or weapons on campus. Also possession of firecrackers, fireworks, explosive devices, as well as unauthorized use of matches or lighters.

Citizenship Grade

Your citizenship grade goes on your permanent transcript and for dorm students is composed of your Conduct grade (50%), your Attendance grade (25%) and your Room grade (25%). For staff students not living in the dorm the grade is composed of Conduct grade (50%), and Attendance grade (50%).

Green Card

This is based on your total citizenship grade. You must have an A or A- to receive a card for the next quarter. You will forfeit your card when your conduct category drops to Satisfactory or your attendance category drops to Unsatisfactory.

Privileges gained by the green card:

- You have access to the Country Store any day of the week.
- You get 10% off purchases at the Country Store.
- You may go to town with staff during free time.
- You receive a \$50 per quarter discount on your tuition.
- You may use your own computer.

Note: You must have the card with you to obtain these.

Attendance Policy:

You will receive an attendance grade every quarter which is 25% of your Citizenship grade. Points will accumulate as you have unexcused absences or tardies to any of your

Chapter 6: Accountability

appointments. Points will be given according to the following system:

Unexcused tardy = One (1) point per class

Unexcused absence = Three (3) points per class

One class absence is defined as missing twenty minutes or more of one class period. An absence will also be given if you miss twenty minutes or more of a work period.

Attendance grades will be awarded according to the following outline:

A = Excellent (0 to 2 points)

B = Satisfactory (3 to 5 points)

C = Unsatisfactory (6 to 9 points)—A letter of warning will be given to your parents, teachers and work supervisors. You will receive personal administrative counsel regarding your program. If you had a green card, you will lose it at this time.

D = Probationary (10 to 12 points)—A letter of probation will be sent to your parents. You will appear before the discipline committee for counsel and discussion of solutions to the problem. Disciplinary measures may be taken.

F = Failing (13 or more points)—Automatic withdrawal from school. Readmittance will be by administrative action only and should not be considered automatic. If the student is readmitted, a \$35.00 reapplication fee is to be paid. From this a \$10.00 registration fee will be deducted. From the remaining \$25.00, \$1.00 will be deducted for each unexcused point received after readmission. The remaining portion may be refunded at the end of the quarter.

Redeeming points – One point can be removed for every perfect week in attendance until you reach a 3 point total.

Conduct Policy:

You will receive a conduct grade, which is 50% of your Citizenship grade. Points are accumulated if you engage in minor or major misbehaviors. Points are given according to

the following system:

One Demerit (D) = One (1) point.

One Misconduct (M) = Two (2) points.

Conduct grades are awarded according to the following system:

A = Excellent (0 to 1 point)

B = Satisfactory (2 to 3 points) – lose green card.

C = Unsatisfactory (4 to 7 points) – You receive counseling and your parents are informed of the situation.

D = Probationary (8 to 9 Points) – You meet with the Discipline Committee. Some form of discipline is given.

F = Failing (10 or more points) – You are suspended or expelled.

New students do not have a category during their first quarter and if they have less than two points at the end of that first quarter they will be in the excellent category starting their second quarter. A student can lose his excellent category, along with its privileges, anytime during a quarter. He can get his excellent category back, but cannot regain its privileges once they are lost until the next quarter. Privileges are renewed or reestablished at the beginning of each new quarter. Points may be redeemed at the rate of one point for two flawless weeks. Students must be notified by a staff member when an M is given. Students may appeal their case to the principal if they feel that special circumstances apply to their situation. Demerits and M's must be turned in by the staff during the same week that they are given.

Demerits – Given for minor offenses, such as wearing makeup, chewing gum in restricted areas, inappropriate clothing, etc.

Misconducts (“M’s”) – Given for major offenses, such as possession of prohibited objects or material, profanity, insubordination, any action causing disciplinary consequences, etc.

School Rights

Attendance at Oklahoma Academy is a privilege and not a right. In order to safeguard the academic and moral atmosphere, the school reserves the right to request the withdrawal of any student whose presence is deemed detrimental. Specific charges may or may not accompany the request for such withdrawal. The school also reserves the right to search a student's room, computer and locker without his/her presence or permission.



Chapter 7: General Info

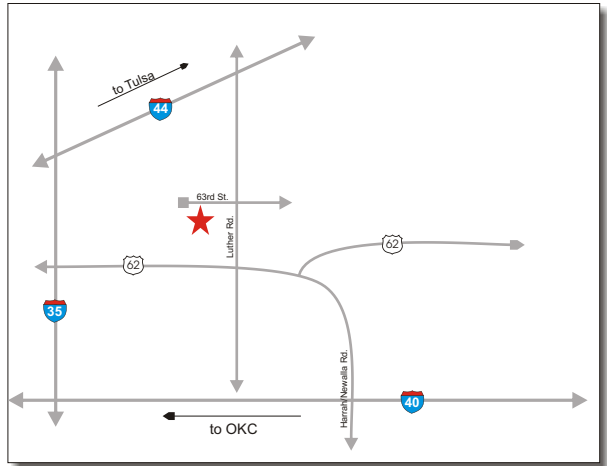
Directions

From the North, West, or South:

From I-35, exit (two miles north of junction with I-40) on to NE 23rd St. (Hwy. 62). Travel east approximately 20 miles. At the intersection of Luther Rd. and 23rd St., there is a traffic light; turn north (left) onto Luther Rd. and drive 3 miles. Turn west (left) off Luther Rd. onto NE 63rd St. Oklahoma Academy is $\frac{1}{4}$ mile west on NE 63rd on the south (left) side of the street.

From the East:

From I-40, take exit 172 and go north through the town of Harrah. In Harrah the road turns toward the west and joins NE 23rd St. At the intersection of Luther Road and 23rd St. is a traffic light; turn north (right) onto Luther Rd. and drive 3 miles. Turn west (left) off Luther Rd. onto NE 63rd St. Oklahoma Academy is $\frac{1}{4}$ mile west on NE 63rd on the south (left) side of the street.



From the Tulsa direction:

From I-44 take the Wellston exit. Follow Highway 66 west to the turn off for the town of Luther; turn south (left) and go straight through the town. Continue on Luther Road for approximately eight miles. Turn west (right) onto NE 63rd St. Oklahoma Academy is $\frac{1}{4}$ mile west on NE 63rd on the south (left) side of the street.

Chapter 7: General Information

Things to Bring

- | | |
|---|--|
| <input type="checkbox"/> Bible | <input type="checkbox"/> Canteen/water bottle |
| <input type="checkbox"/> Concordance | <input type="checkbox"/> Pillow and pillow cases |
| <input type="checkbox"/> Four twin bed sheets | <input type="checkbox"/> Warm clothing for work and play |
| <input type="checkbox"/> Mattress cover | <input type="checkbox"/> Wind-up or battery alarm clock (without radio) |
| <input type="checkbox"/> Personal effects | <input type="checkbox"/> Curtain (3' x 3' window) or mini-blinds |
| <input type="checkbox"/> Towels | <input type="checkbox"/> Room decorations according to Biblical standards |
| <input type="checkbox"/> Washcloth | <input type="checkbox"/> All available Spirit of Prophecy books (especially the Conflict Series) |
| <input type="checkbox"/> Drinking glass | <input type="checkbox"/> Tension curtain rod and curtains for hanging closet (3' 9" W x 4' 9" L) |
| <input type="checkbox"/> Dictionary | |
| <input type="checkbox"/> Laundry detergent | |
| <input type="checkbox"/> Iron | |
| <input type="checkbox"/> Fan | |
| <input type="checkbox"/> Waste basket | |
| <input type="checkbox"/> Mirror | |
| <input type="checkbox"/> Blankets | |
| <input type="checkbox"/> Bedspread | |
| <input type="checkbox"/> Sleeping bag | |
| <input type="checkbox"/> Flashlight | |

Optional Things to Bring :

EGW Index, if available
Lamp Sewing machine or sewing kit
Bicycle Camping gear - tent, etc.
Computer (PC running WordPerfect® recommended)

Things NOT to Bring

- Fireworks
- Computer games
- Cooking appliances
- Cell phones, ipods, mp3/mp4 players, palms, etc
- Novels, fiction, questionable magazines
- Regular playing cards, chess, checkers
- Guns, weapons or martial arts books, devices etc.
- Radios, TVs, tape decks, electric guitars, headphones.
- Anything concerning rock music (books, music, tape or record jackets, etc.).
- Any fixed blade knife of any length
- Folding knives with a blade longer than your hand is wide.
- Your own vehicle
- Alcohol, drugs, tobacco

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Oklahoma Academy School of Massage

Massage Therapist

This course will cover the necessary information to prepare a student to take the National Certification Exam for Therapeutic Massage (NCETM or NCETMB) and will satisfy the requirement for a minimum of 500 classroom (clock) hours of instruction.

The course of study will cover the following fields of study (hours shown).

375 class hours (content is mandated by NCBTMB)

Anatomy & Physiology (97 hours)

Kinesiology (28 hours)

Theory of Massage and Bodywork Assessment (200 hours)

Pathology (40 hours)

Business and Ethics (10 hours)

125 class hours

Health (49 hours)

Nutrition (25 hours)

Use of Charcoal (24 hours)

Hydrotherapy, Theoretical and Practical Applications (40 hours)

Class hours shown are the minimum required and may be adjusted upward to ensure the student has a practical knowledge of the subject matter being presented. Under no circumstances will the classroom hours be adjusted downward. Any conflict with other classes will necessitate a conflict resolution that ensures required class hours are completed in a timely manner. In addition to these class instructional hours the student will complete at least 40 clock hours of practical applications of massage.

Instruction will be given in a working massage clinic and the student will be familiarized with clinical practices and environment.

A book list will be provided to the applying student and all books must be purchased before starting the course of study.

Students will want to consider total class load when applying for entrance to the school of massage as these hours are required for successful completion. There will be some necessary study time required out of class.

Upon completion of the course a transcript will be issued indicating classes completed and grades received which can be used to qualify to take the national certification test.

Appendix A - from page 15

This course of study is taught to the standards required by the National Certification Board of Therapeutic Massage and in keeping in the moral and social guidelines presented by Oklahoma Academy.

The focus of the individual classes required for the School of Massage are as follows;

Anatomy & Physiology

This course will acquaint the student with the human body from the cellular level up to and including the systems and their functions, culminating in the function of the body as a whole organism.

Kinesiology

Kinesiology is the study of the motions of the human body and the muscles that create those motions. Upon completion of this course the student will have become acquainted with the skeletal structure of the human body, including but not limited to the bones of the body and the types of joints that make up the body, the ligaments, the muscles, their associated tendons and attachment points.

Theory of Massage and Bodywork Assessment

This class will cover the history of Massage and trace it to its modern variants. It will introduce the student to the various disciplines involved in performing a successful massage including but not limited to draping, assessment (determining a patients needs), and performance of massage. The various methods of massage will be introduced to the student in this class and will prepare the student for the practical application of massage.

Pathology

This class will teach the various disease processes a therapist might encounter, how to relate to them, whether or not they are contagious and whether or not they contraindicate massage and to what extent.

Business and Ethics

The Ethics portion of this class will examine the therapist / client relationship in all its nuances, especially examining boundaries (how to set and maintain them), and other significant therapist / client interactions.

The Business portion of this class will teach the student how to setup and maintain a massage clinic, how to operate a clinic, how to write a mission statement, and how to advertise.

Health

This class will teach the student the various aspects of health, how

to maintain their own health, how to assist (both passively and actively) others in maintaining health, and how health affects a person's ability to function.

Nutrition

This class provides specific knowledge of how certain foods can assist the body in its daily functions as well as healing and maintaining a vigorous state of health.

Use of Charcoal

This class will teach the student the history of activated charcoal usage, practical ways of how to use activated charcoal to manage various health issues, when it is appropriate and when it is not appropriate.

Hydrotherapy, Theoretical and Practical Applications

This class will teach the student the history and practical usage of hydrotherapy in the management of health issues, specifically how hydrotherapy can be integrated with massage and be used to bring specific benefits to the massage client. It also will teach the student how hydrotherapy can be used to maintain the personal health, especially in the relief of the stresses brought about by an active involvement in providing massage therapy.

The content of these classes will include additional aspects of instruction not specifically mentioned here.

