

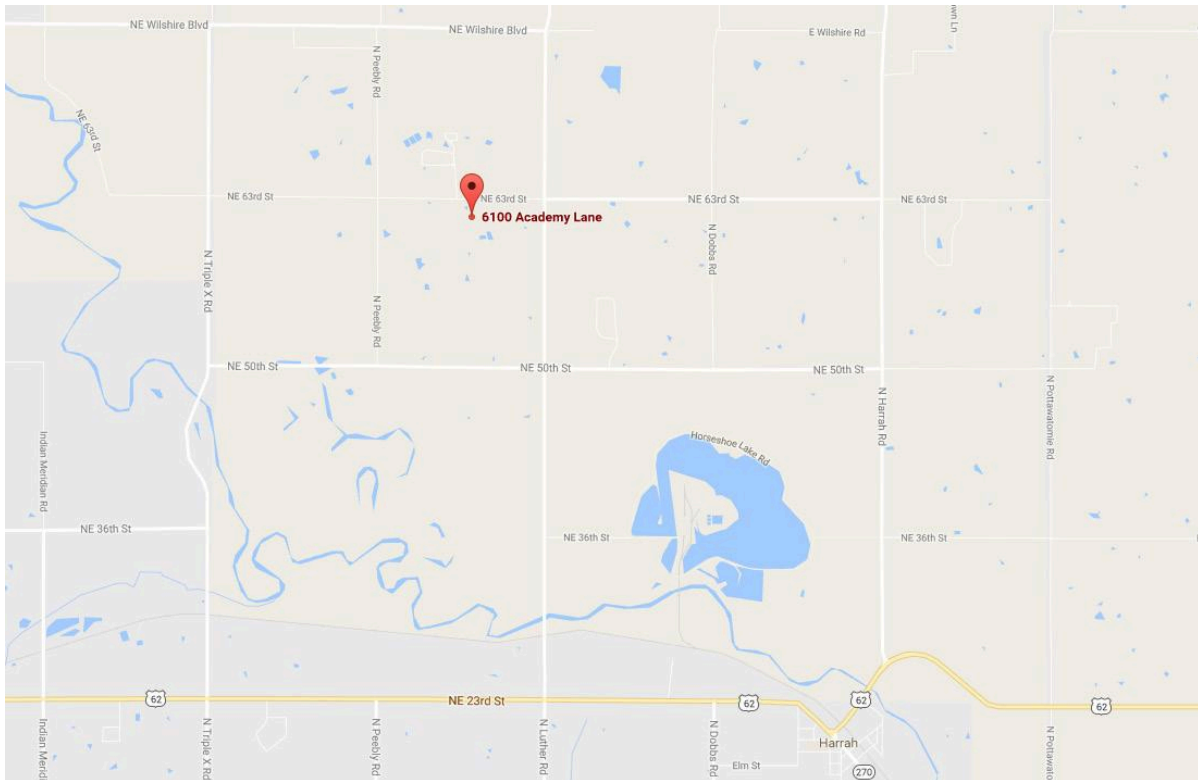


Oklahoma
Academy
Workers for the Harvest

Student Handbook

“The harvest of life is character...”

Directions



From the East:

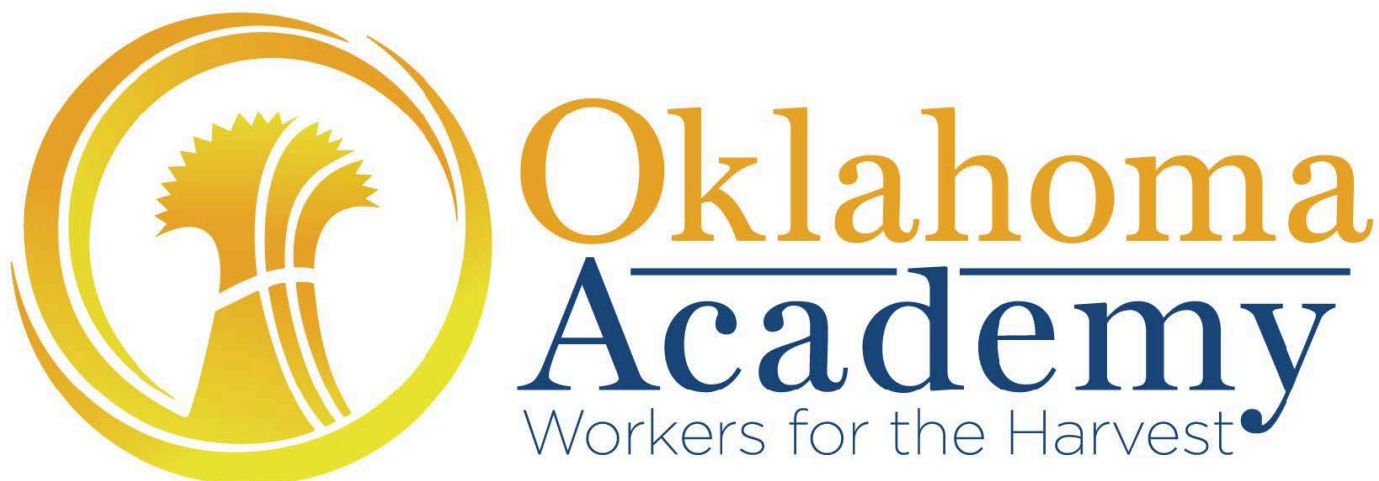
From I-40, take the Kickapoo Turnpike north to 23rd St. Turn left (West) on 23rd. At the traffic light intersection of Luther Road and 23rd St, turn north (right) onto Luther Rd. and drive 3 miles. Turn west (left) off Luther Rd. onto NE 63rd St. Oklahoma Academy is ¼ mile west on NE 63rd on the south (left) side of the street.

From the Tulsa direction:

From I-44 take the Kickapoo Turnpike South. Take the NE 93rd/E. Britton Rd exit and turn left (East). Turn right (South) on Luther Rd. Travel two miles to N.E. 63rd St. Turn right (West) on 63rd. The school is on both sides of 63rd St, but turn left (South) on Academy Lane.

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. Turn north (left) onto Luther Rd. and drive 3 miles. Turn west (left) off Luther Rd. onto NE 63rd St. Oklahoma Academy is ¼ mile west on NE 63rd on the south (left) side of the street.



Student Handbook

Oklahoma Academy
6100 Academy Lane
Harrah, OK 7045
(405) 454 - 6211
www.oklahomaacademy.org
info@oklahomaacademy.org

Member A.S.I.
Member O.C.I.

Last revised: 8-14-2022

Business Office Hours

8-12, 1-5 M-Th

8-12, 1-4 Fri

8-12 Sun

Closed for Sabbath

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General Information



Who We Are

Located twenty miles east of Oklahoma City, Oklahoma Academy exists to provide a quality, Christian education for today's youth. We seek to impress upon our students' minds that "the harvest of life is character, and it is this that determines our destiny, both for this life and for the life to come" (Ed p. 109). 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.

Oklahoma Academy traces its beginning to the year 1980, when Elder Robert Rider, then President of the Oklahoma Conference, called Elder Jim Hiner to be the Conference evangelist. Along with the role of conference evangelist, Elder Hiner was asked to take on the task of erecting a self-supported academy. In 1981, Oklahoma Academy was established on 80-acres of what was once a wheat field.

Our Philosophy

"The harvest truly is great, but the labourers are few: pray ye therefore the Lord of the harvest, that he would send forth labourers into his harvest." These are the words Jesus spoke to his disciples before sending them forth to spread the good news of God's kingdom of grace. John, the Revelator saw in vision, Jesus coming in the clouds of glory reaping the harvest of the earth. At Oklahoma Academy, we believe that coming to be imminent, and that we may have a part in preparing youth in these last days to be workers for such a

harvest. We understand that this preparation "means more than the pursual of a certain course of study." "It is the harmonious development of the physical, the mental, and the spiritual powers." (Education p.13)

We seek to work with young people who are excited about their personal role in fulfilling the great commission. Our mission is to help them grow physically, mentally and spiritually to be prepared to take up the work God calls them to do.

A Word to Parents

Dear Parents, it is a great responsibility to be entrusted with the education and care of your son and/or daughter. We recognize and value the trust you have placed in us and we want to carry out this responsibility with excellence. In order to do this, we endeavor to develop a cooperative relationship with you as the parent(s).

It is important that you read through the student handbook completely so that you understand what is expected of your child. We need to know that you understand and can uphold the expectations we have outlined as you communicate with your child. Your signature on the student's application indicates your commitment to foster this cooperative relationship.

We recognize that we are human and may make mistakes, and that there may be times when you will disagree with how we handle situations. In these cases, we invite you to communicate with us so that we can maintain a united stand and work things out in a harmonious way without creating differences or misunderstandings. If issues arise regarding your child's grades, behavior or health, we will communicate with you to seek your assistance in reaching a solution.

Your young person's success is very important to us and therefore we do all in our power to preserve the cooperative relationship between us as staff and you as parent(s).

Goals for Student Growth and Development

At Oklahoma Academy, our goal is to help you as a student learn:

- What it means to be a Christian and how to become a Christian.
- To recognize the scriptures as the Living Word of God and the foundation of our faith, and to appreciate the inspired council of the Spirit of Prophecy.
- To understand God's grace, the need for constant surrender and regular communion with God through personal Bible study and prayer in order to develop a personal relationship with Christ.
- To know, live and share the message and mission of the Seventh-day Adventist church with a passion for reaching lost souls with the Love of God.
- To explain the plan of salvation to others through the sanctuary service.
- To understand and treasure the blessing of the Sabbath.
- To find the joy of service through outreach opportunities in the community.
- To appreciate uplifting music and its use as a tool for ministry by providing the opportunity to learn a variety of musical skills and develop excellence in performance.
- To understand the value and purpose of the Christian lifestyle in recreation, entertainment, dress, and healthful living.
- To strive for excellence in academics, preparing you for further education on a collegiate level and service to God's glory; to become a lifelong learner.
- How to cultivate Godly relationships, preserving purity, promoting harmony, encouraging accountability, regarding each other as brothers and sisters in Christ, and, in humility, showing compassion for each other's mistakes and failings.
- To cultivate personal integrity, honesty, and respect for others.
- To be responsible stewards of all God's gifts including time, health, possessions, talents and resources.
- Practical vocational skills and work ethics that will equip you for your life mission.
- To be a consecrated leader by supplying you with the information and experience needed to become a thinker and not a mere reflector of other's thoughts.

Statements of Commitment

Your Student Commitment

- I have accepted Jesus Christ as my personal Savior and friend or have a desire to do so.
- I desire to grow daily in my walk with Christ and make His Word the guiding influence in my life.
- I see the value of being in an environment designed to help me grow physically, mentally and spiritually, and will cheerfully apply myself to the academic and vocational opportunities given me.
- I will abide by the policies outlined in the OA Student Handbook.
- I commit to actively cooperate with OA in achieving the stated goals for my growth and development and will lend my influence to encouraging my school mates to do the same.
- I will not engage in any behaviors that harm myself or others physically, emotionally, or spiritually.

Each Staff of Oklahoma Academy makes this commitment to you

- I will maintain an actively growing relationship with Christ by prioritizing this activity above all others.
- I will pray daily for God to make me a channel of His grace, so that I will be enabled to love all my students, and to guide them with His divine wisdom.
- I will actively teach students in all settings how to nurture each other emotionally and spiritually and take every opportunity to guide them away from behaviors that would wound themselves and others in any way.
- I will not expose myself or my students to influences that would weaken our ability to discern good from evil or lessen our interest in spiritual things.
- I will incorporate Biblical principles into my teaching in every class or setting.
- I will model in my own life the stated goals for Oklahoma Academy students while understanding that I, also, am growing in these areas.
- I will do everything that lies within my power to develop harmonious, nurturing relationships with my colleagues on this campus.
- I will uphold the policies outlined in the Student Handbook in a spirit intended to reach the heart rather than just effecting outward compliance.
- I know, live, and share the message and mission of the Seventh-day Adventist Church

Application and Admissions



Applying to Oklahoma Academy

Oklahoma Academy admits high-school 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, 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.

Home-schoolers

One of our top priorities is to cater to the needs of previously home-schooled students; a large percentage of our students have been home-schooled at some point in their education. Home schoolers will need to

provide a transcript, or a list of the subjects covered and textbooks used. Placement tests are administered at registration as needed.

International Students

Oklahoma Academy welcomes international students who understand the unique mission of this school and plan to graduate from Oklahoma Academy. Those who do not have English as a first language must Pass an English proficiency exam before receiving an

I-20. To facilitate the continuance of learning the English language, we have made English the official language to be spoken while in the Ad building, Music Building, Cafeteria, and work areas.

Application Process

To apply to Oklahoma Academy, call and request an application or fill out the application interest on our website under Admissions. The registrar will be in touch with you. oklahomaacademy.org/application-process.

Send the following items to our address below:

1. A completed and signed application form
2. Picture
3. Application fee

4. An Official Transcript or your most recent Grade Report Card
5. A copy of your complete immunization card or doctor's records.

Oklahoma Academy Office of the Registrar
6100 Academy Lane
Harrah, OK 73045

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 State of

Oklahoma 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 provided by your 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.

Health Care

If a student 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.

Visiting & Guests

We welcome family and friends to visit our campus. Guest rooms are available in Messiah's Mansion School of the Sanctuary, dorms, and staff homes, as space allows. Rooms in Messiah's Mansion. Please call 405-501-0636 for pricing and to make a reservation. Rooms in the dorms or staff homes are possibly 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.

It is preferred that guests come on the weekends which gives more time for visitation, but family is welcome to visit at any time. Dormitory students are asked to arrange with the dean before sharing their rooms with any 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.

Spiritual Development



Goals

Oklahoma Academy is committed to providing an atmosphere and learning experiences that will enable each student to grow spiritually. Our desire is that you will:

- Want to begin and/or maintain a friendship with Christ.
- Come to understand, by personal experience, salvation by faith.
- Grow in your ability to reflect the qualities of God's character: love for others, kindness, unselfishness, patience, and tolerance.
- Recognize and improve your personal talents for the purpose of helping others.
- Establish the habits of self-discipline necessary for success in all endeavors.
- Grow in knowledge of Scripture.

Tools for achieving these goals include:

- Personal devotions
- Worship services
- Bible classes
- Modeling of Christ-like characteristics in the lives of committed Christian faculty, staff, and students
- A rural setting in which an atmosphere conducive to quiet time with God may be more readily established.
- Planned opportunities for student ministry to others, including participation in meetings, outreach, mission trips, etc.
- An atmosphere conducive to worship and spiritual growth on the Sabbath and all other days.

A Growth Experience

Being a Christian is accepting a lifestyle committed to continual growth in Christ. All who call themselves Christians will be at different levels of growth. We should be careful not to permit a spirit of criticism or

self-pride to disrupt each individual's personal growth. We must rather encourage one another to keep our relationships with Jesus growing in order to achieve the character development He wants for us.

Personal Devotions

Just as it is impossible to grow physically without proper nourishment, so it is with spiritual growth. Reading from the Bible or a devotional book is spiritual food for the soul and mind. Prayer is the breath to

spiritual life. When we realize the necessity of spending some time each day with God on a one-on-one basis, we will make it our highest priority.

Religious Services

In keeping with our mission to train workers for the harvest we participate in 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 gum chewing. When we have the opportunity to worship in other churches we expect the same respectful attitude.

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, its goals or purposes.

Sabbath Preparation and Enjoyment

The gift of Sabbath carries a very special meaning for those who have experienced the blessings it brings. Creation of an atmosphere which enhances the Sabbath experience is a very important goal at Oklahoma Academy.

We welcome the Sabbath hours with a vespers worship on Friday evening. During these special hours, we put aside all secular activities and devote our energies to developing strong and healthy relationships with God and with the people around us. We do this by attending the services, and participating in Sabbath afternoon activities. These may include a nature hike, informal singing, Bible games, outreach in the community, discussion groups, etc.

Maker in our choice of attire during the Sabbath hours. Guidelines appear in the dress code section of this handbook.

Students are also to guard the sacred edges of the Sabbath by having rooms cleaned and Sabbath attire prepared before sunset on Friday evening.

It is our desire that every student experience the promise found in Isaiah 58:13, 14: "If you keep the Sabbath Day holy, not having your own fun and business on that day, but enjoying the Sabbath and speaking of it with delight as the Lord's day and honoring the Lord in what you do, not following your own desires and pleasures, not talking idly – then the Lord will be your delight."

We also give visible evidence of our respect for our

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:

- Community Service
- Bible Studies
- Mission Trips

- Canvassing
- Sabbath Afternoon Outreach

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.

Physical Development



Goals

Oklahoma Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the physical excellence of which he or she is capable. As a student you will . . .

- Learn to value physical fitness and healthy living.
- Learn how to manage time and prioritize activities so that you can accomplish what you need for all aspects of health.

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 promote the best and the healthiest way to live. In keeping with the Seventh-day Adventist

- Learn to eat at mealtimes and gain experience in selecting a healthy diet.
- Establish self-discipline and sleeping habits that will promote wellness.
- Maintain habits of personal hygiene and grooming that will enhance a healthy lifestyle and an effective Christian witness.

principles of healthful living, we provide a plant-based diet. 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 containing caffeine.

Nutrition

We serve three full, well-balanced meals in the cafeteria. The following guidelines need to be followed in regard to the cafeteria:

- The kitchen part of the cafeteria is off limits unless you are working there.

- Courtesy and manners are expected in the café and at the table.
- Please take what you can eat and eat what you take

Rest

Adequate rest is essential for physical, mental, and Spiritual growth, especially in the teen years. Most students at Oklahoma Academy have very busy schedules. In order to receive adequate rest, students will need to manage their time wisely.

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. During

Exercise

Opportunities are available at Oklahoma Academy for regular exercise. Regular recreation periods are built into the schedule. In addition, students are encouraged to engage in a personal exercise program. An exercise/weight room is available in each dorm. Also, students may walk or jog, play basketball or soccer, or ride bikes for personal fitness. You are welcome to bring your bicycle, unicycle, roller blades, or skateboard. Please do not use any of them on the sidewalks that run next to the buildings on campus.

Illness

If you are sick you need to notify the dean. In the event that the dean can not be located, notify the campus nurse. The dean or campus nurse will then visit you, determine your condition and what steps need to be taken. Do not miss class or work until the dean has put you on the sick list. If you go down without proper arrangements, you may receive unexcused absences.

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 you will be missing school and/or work, you must fill out a

Medicines

You should leave all but prescription medicines at home.

Students who are not getting sufficient sleep are encouraged to talk with a dean or staff member to help them find ways to use their time more wisely to achieve their goals.

recreation, the following guidelines should be considered:

- The activity should include everyone.
- Activities should emphasize cooperation rather than a spirit of competition.
- Activities should not be violent or dangerous.

Students wishing to walk or jog must always have permission from their dean and any supervising staff. If you wish to walk, jog or ride a bike off campus, you need a staff member to go with you.

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

Illness Duration —Generally speaking, if you go down sick, 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.

Limiting Exposure —If you are on the sick list, no one is authorized to visit you unless they are directly dealing with your recovery.

medical appointment sheet in the school office. The school is not responsible for any medical bills you acquire. These Payments are generally due at the time of the treatment or 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.

The school dean must be aware of any medications/supplements that you need to take.

Social Development



Goals

Oklahoma Academy is committed to providing an atmosphere and learning experiences that will enable you to:

- Regard others as worthy of respect.
- Manifest Christian attitudes of propriety and respect in all social relationships.
- Consider other points of view.
- Exercise self-control and self-discipline.
- Respect the property of others.
- Conduct social functions which adhere to biblical principles.

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. Events like student week-of-prayer, outreach programs, and various work experience areas provide leadership opportunities as well.

Social life

Oklahoma Academy believes that building friendships and cultivating social skills are important parts of Christian education. God designed us to develop relationships that bring glory to Him, and in order to reach the world one must be comfortable interacting with people of all ages from many different walks of life. Because of this, we encourage students to develop social interactions appropriate for Christian young

people, which will honor God. This calls us to a higher standard than what society and culture may emulate.

We believe that appropriate friendships are best developed in groups; thus, a friendly intermingling of young men and women in group association is encouraged. Outings, social gatherings, and other forms of wholesome association and recreation are planned throughout the year.

We believe that developing exclusive relationships at a young age is detrimental and diminishes broader social development. We encourage students to form appropriate friendships but not exclusive romantic relationships.

“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 ever to be uppermost.” CT p. 100

General Social Guidelines

- Stay with the group during outings or activities. Any mixed group will have a faculty chaperon.
- Avoid exclusive relationships with any one friend. Seek to interact equally with many friends.
- Avoid inappropriate physical contact in general. No holding hands, playing with hair, clinging, hugging, kissing, tickling, poking etc. between genders.

Evidences of an Inappropriate Relationship:

- Spending time almost exclusively with one person, with little time for others (walking/eating/studying/note passing).
- Expressing affection in a physical manner.
- Disregarding Oklahoma Academy’s general social guidelines.
- Being together in an unsupervised area.
- Inappropriate texting/posting on social media.
- Using emotional pressure or manipulation in order to keep a special friend; expressing jealousy or using words intended to wound.

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 “Passion and Purity” and “Quest for Love” by Elizabeth Elliot.

Bullying & 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 to participate in practical jokes or pranks because of the tendency to take them too far and damage both people and 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 immediately to the administration and will be treated with confidentiality as is appropriate.

Vocational Development



Philosophy & Goals

Scripture encourages the development of a personal work ethic. "In all the work you are doing, work the best you can. Work as if you are working for the Lord not for men. Remember that you will receive your reward from the Lord, which He promised to His people; You are serving the Lord Christ" (Col. 3:23, 24).

Learning practical skills, life skills, punctuality, and faithfulness are as much a part of education as any other aspect of school life. The vocational program is a vital part of Seventh-day Adventist education.

Goals of the vocational program are for you to:

- Learn practical and life skills which will equip you for success in life.
- Develop stability of character, perseverance, fortitude and courage to surmount obstacles.
- Learn problem-solving skills, practicality and common sense, self-reliance and resourcefulness.
- Develop the team-work skills to accomplish a goal and, and to develop be accountable.

Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of the academy's vocational program.

Vocational Experience Program

Oklahoma Academy was established on the premise that learning skills 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 assigned 19 hours a week in a vocational area. This is a part of the vocational experience

program and no remuneration is given. The vocational experience is graded and given one unit of credit per year on the transcript. Students will be given a Vocational Experience Certificate upon graduation documenting the experience gained while here at Oklahoma Academy. All students are assigned to

various vocational environments based on their abilities and interests, campus needs and the discretion of the Vocational Coordinator.

As a part of the vocational Experience program every student is required to be present one break a school year for more intense training and experience.

Vocational Opportunities

- Retail Sales
- Canvassing
- Food Service

- Bakery
- Farm
- Grounds upkeep
- Auto-shop
- Maintenance
- Construction
- Teachers' Assistants
- Office Assistants
- Media and Communications
- Publishing
- Janitorial
- Resident Assistant

Vocational Area Expectations

Students are expected to perform duties in cooperation with their vocational supervisors. Vocational supervisors will instruct student workers in the skills needed for their

particular vocational assignment and will assist them in developing a vocational ethic that will lead to success both now and in later years.

Guidelines

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

Intellectual Development



Academics

Goals

Oklahoma Academy is committed to providing an atmosphere and learning experiences that will enable each student to achieve the intellectual excellence of which he or she is capable. Oklahoma Academy's goal is that as a student you will. . .

- Recognize that God is the source of both knowledge and wisdom.
- Become a thinker rather than a mere reflector of others' thoughts.
- Gain a foundation of knowledge and skills that will enable you to excel in various mission settings and at higher levels of education.
- Establish the habits of self-discipline necessary for success in all future endeavors.

Graduation Requirements

A minimum of 22 credits to graduate:

Bible —Every year attending

English —4 units (EMD, Writing Workshop, World Lit, Applied Writing)

Math —3 units (Algebra I, Algebra II, Geometry)

Personal Finance —½ unit (or Accounting, 1 unit)

Science —3 units with lab (Biology, Chemistry, Physics, A&P)

History —2 units (World History, American History)

Social Studies —1 unit (Cultural Geography for Missions)

Foreign Language —2 units (French or Spanish)

Music Theory —½ unit (if you come as a Freshman)

Health —½ unit

Typing/Computers —½ 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 ½)
Sanctuary
English Mechanics and Design
French I or Spanish I
Typing/Computers
Music Theory

Sophomores

Biology
Writing Workshop
French II or Spanish II
Geometry
World History
Electives

Electives

Pre-Calculus
Calculus
Physics
Chorale
French and Spanish
Chemistry

Juniors

Alg II
Chemistry
World Literature
Health/Prophetic Guidance
American History

Seniors

Anatomy and Physiology
Applied Writing
Geography for Missions
Personal Finance/Marriage
and the Family
Electives

Bell choir
Choir
Piano and organ lessons
Instrument lesson (as available)
Voice lessons

Transcripts

In order to register you as a student and plan a program which will successfully lead to graduation, we require 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 or receive our diploma or transcript with graduation date.

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 kept up to date. 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 vocational area and the student is placed on academic probation. 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 will evaluate each transcript received from other schools to determine if it will be accepted. 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 simply 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 incompleted class work. An Incomplete for the last quarter for the last quarter of the school year will need special consideration and arrangements made.

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 suspended.

Correspondence or Summer school

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 before applying for such work. A maximum of two units of credit may be accepted from an approved 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. All students 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)

Class load

You are required to take a minimum of four classes per semester not including vocational experience, PE, and music. Students desiring to take more than five classes or less than four 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. Classes dropped before midterm of the 1st quarter have no record, at or after mid-term in the first quarter the student would receive WP (withdrawn passing) or WF (withdrawn failing) on their official transcript upon dropping the course. Classes may not be dropped after the first quarter.

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 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 prior to leaving for their appointment.

Reapplication Process

Every year students have the opportunity to reapply. This gives them and us the ability to assess how things are going and make any needed adjustments.

Campus Life



All groups of people need operating guidelines to help them work together harmoniously. These guidelines, called protocol, reduce stress and improve communication by providing standardized ways of doing things. This section describes Oklahoma Academy protocol for a variety of needs.

School Dress Code

The way we dress has a profound impact on how other people see and relate to us. It also reveals something about how we view ourselves and others. At Oklahoma Academy we want our dress to exemplify our Christian faith and values.

“No education can be complete that does not teach right principles in regard to dress” CG p. 419

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. These guidelines are to be followed at all times on campus or on school-sponsored trips.

School Uniform

Oklahoma Academy has adopted a school uniform to be worn to class and other school functions. You will find the link for purchasing uniforms, and instructions for what to buy, on our website under Resources - Uniforms.

Remember that you will probably grow, gain or lose weight, and what is acceptable today may be unacceptable tomorrow. As you select your wardrobe, please keep in mind that you are representing Jesus

and a Christian institution. Your dean will be happy to give council in applying these guidelines.

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 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 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.

Guidelines for the young men

Morning Worship — 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.

Guidelines for the young ladies

All Clothes — Garments should be loose and not cling to the curves of your form.

Morning Worship — Uniform

Class Attire — Uniform

Sabbath services — Nice Sabbath dresses or blouses with skirts, 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.

Shorts — Over-the-knee shorts are acceptable to PE and in and around the dorm.

Hats — The wearing of hats and caps to meetings, formal worship and classes is inappropriate. The 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.

Recreation attire — Jeans with T-shirts are appropriate.

Hair — Should not hang in the eyes when shaken forward and should remain off the collar, should keep the natural color with no hair art. No trendy or punkish haircuts are allowed.

Beards — No beards (or beginnings of beards) should be worn. Mustaches are allowed.

Dress and Skirt Length — All dresses and skirts should be long enough to cover the knee when sitting and 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 or wide necklines or backs. If wearing a skirt with a shirt that does not tuck

in, please wear 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 on Amazon.com. Please avoid using ill-fitting and/or oversized dress shirts with tailor cut tails as a tunic.

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

Cosmetics —No enhancing makeup, including mascara and eye-liner, should be worn, with the

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 sheetrock 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.

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

Vehicles

You are not allowed to bring 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. Those students with a green card may shop any day and will receive a 10% discount on their purchases. The green card must

exception of clear fingernail polish. Clear means there is no color, tint, gloss, glitter, or anything else that makes it stand out. If you feel that cover-up is needed for cosmetic or medical reasons, please clear it with the dean. This policy applies to inside the dorm also.

Swimming Suits —Modest, one-piece swimming suits may be worn for non-mixed swimming. Knee shorts and dark t-shirts are to be worn for mixed swimming.

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

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

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.

Messiah’s Mansion and the surrounding area is off limits to academy students except if assigned to this area during vocational time.

be presented to receive the discount. See the section on Citizenship for more explanation about the green card.

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.

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 ahead 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 vacation time. 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 unless there are proper arrangements made with the dean, both students have a green card and written permission is obtained from the parent not present.

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 your 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.

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 to help 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 promoting a positive mental attitude. You will need to bring bedding for a single bed and such things as will make your room comfortable.

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.

Air conditioning — The dorm is not generally air-conditioned. Students may bring a window A/C unit; however, because of the renovations necessary for installation, you will need to consider it a permanent donation to the room.

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.

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 an invitation from the staff they are wishing to visit and permission from 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.

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.

Prescription Medication

All prescription medication should be checked in with the dean.

Telephone

There is a telephone in each dorm for your use. This is an internet based service and provided by the school. Certain restrictions will apply to phone usage during study hall and after lights out. Calling the opposite dorm

requires permission from the dean. Cell phones are not allowed. Having one will incur a Misconduct and a \$50 fine. All phone calls should be concluded by 8:45 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.

Things to Bring

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

Things NOT to Bring

- Fireworks
- Computers/Computer games
- Cooking appliances
- Cell phones, ipods, mp3/mp4 players, Nooks, Kindles, PDAs, devices that can store or receive media.
- Novels, fiction, questionable magazines
- Regular playing cards, chess, checkers
- Guns, weapons or martial arts books, devices etc.
- Radios, TVs, tape decks, electric guitars, headphones, earbuds.
- Anything concerning rock/pop music (books, music, tape or record jackets, etc.).
- Any fixed blade knife of any length
- Folding knives with blades longer than hand-width.
- Your own vehicle
- Alcohol, drugs, tobacco, etc.

Media and Technology



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 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,” are 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.

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.”

The possession of material that is not in harmony with the above principles will not be allowed and is subject to confiscation.

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 have 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.

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; therefore, we ask our students not to bring radios, tape recorders, TVs, tapes, headphones, iPods, mp3/mp4 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

Syncopation — Music should not generally have a dominant syncopated beat. There should be a balance between melodic, harmonic & rhythmic elements with syncopation being used much like salt is used in food.

Not Minimalistic — 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 correct in their philosophy (doctrinally and otherwise).

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 follow these standards.

the guidelines previously mentioned will be "passed" for student use.

Any "contraband" will be confiscated and may not be returned, and students who violate this policy will be subject to a \$50 fine and a Misconduct. (see Conduct Policy)

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

Computers

Students may **not** bring their own computer to school. The school has a Chromebook available for each student to use.

Must Abide by General School Principles — The same principles apply to programs and media on the computer as have been outlined for reading material, 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. If you have questions in regard to certain programs, either don't bring them at all, or ask for clarification from the dean.

Violations — Any violation of these guidelines will result in a \$50 fine, an "M" (see Conduct Policy), with possible loss of the use of the computer. In extreme cases involving matters such as pornography or blatantly anti-Christian materials, you may be asked to withdraw from school.

Chromebooks

Because Oklahoma Academy owns the Chromebook computer, each student must sign a user agreement. There is insurance that is available to purchase for the computer. Please see the policy for the terms.

The school has the right to cancel this insurance when it becomes evident that the student user is too high a risk to insure.

A complete computer policy will be handed out at the beginning of the school year.

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

- Pornography, Hacking, Games
- Dirty or un-Christian jokes
- Music that does not pass OA standards
- Swearing, sexist or racist language
- Occultism/spiritualism/new age materials
- Drugs or drug culture
- Criminal/counterculture/anti-social behavior
- Gambling or gambling devices
- Movies

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

One of the most valuable skills for success in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make the choices that make life good and will rarely need to be disciplined by others. Those who are unable to discipline themselves will cause unnecessary pain to themselves and to others throughout their lives.

When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school. Oklahoma Academy defines discipline as acts of love taken to bring one who has strayed back into harmony with the body.

Most discipline is accomplished in the ordinary educational environment between the student and the teacher or dean. Discipline may be imposed for inappropriate conduct not listed in the handbook. It is,

however, always administered with these factors in mind:

- Is the student being completely honest and forthright?
- Does the student take responsibility for his/her actions and truly want to change?
- Is the student willing to work with school staff to reach the goals for growth and the student statement of commitment?
- What is best for the student and for the school?

There are times that the school just does not have the resources or ability to meet the needs of some students. In these cases it is best if they find a school that can better meet their needs.

We are here to help you successfully develop physically, mentally/emotionally and spiritually, but there

are many things that can undermine that success. Our goal is to prevent behaviors which can damage yourself and/or others. For these reasons, the following are prohibited:

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 at inappropriate times.

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

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%)

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 if your conduct category drops below Excellent or your attendance category drops to Unsatisfactory.

Privileges gained by the green card:

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

Unexcused tardy = One (1) point per class

Unexcused absence = Three (3) points per class

Questionable Amusement — Attending (or bringing them into the dorm) places of questionable amusement, such as movie theaters, dances, etc. while under the authority of the school.

Stealing

Sexual Experimentation - Between genders or with the same gender.

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.

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%).

- Access to the Country Store any day of the week.
- 10% off purchases at the Country Store. (must present your green card at time of purchase)
- Town trips with staff during free time.
- \$50 per quarter discount on your tuition.
- Levels of usage of your chromebook

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.

Conduct Policy

All students receive a conduct grade, which is 50% of their Citizenship grade. Points are accumulated when students 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) —Students receive counseling and their parents are informed of the situation.

D = Probationary (8 to 9 Points) — The student meets with the Discipline Committee. Some form of discipline is given.

F = Failing (10 or more points) —The student is suspended or expelled.

School Rights

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,

F = Failing (13 or more points) —Automatic withdrawal from school. Re-admittance 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.

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. They can get their 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 must be turned in by the staff during the same week that they are given. Misconducts can be turned in the next week due to the potential complication of the situation.

Demerits — Given for minor offenses, such as not following structure and procedure as asked to do.

Misconducts ("M's") — Given for major offenses, such as sneakiness, insubordination, and things of moral consequence.

computer and locker without his/her presence or permission. Any "contraband" will be confiscated and may not be returned, and the student will be subject to a \$50 fine and a Misconduct. If returned it will be returned to the parents and expected not to show up on campus again.

Financial Information



Financial Costs (U.S. Students)

Tuition	\$9,500	10 payments of \$950 ea
Entrance Fee	\$450	\$200 due upon acceptance
Insurance	\$86	due upon acceptance
Textbook fee	\$275	
<u>Tech fee</u>	<u>\$350</u>	10 payments of \$35 ea
Total	\$10,661	

Due at Registration:

First month's tuition	\$950
Balance of Entrance fee	\$250
Room Deposit	\$50
Textbooks	\$275
<u>Tech fee</u>	<u>\$35</u>
Total	\$1,560

Additional Expenses:

Lab fee	\$25 per semester
Music uniform fee	\$65-\$102
Graduation fee	\$25
Transcripts	\$5
Testing fees (ACT or other)	variable
Music lesson fees	variable
School pictures	variable

Scholarships and Discounts:

\$50 per quarter for maintaining a green card.
 \$50 per month if a sibling is attending at the same time.
 \$20 per month if monthly bill is paid on time
 Up to \$1,500 of the matching funds from a summer outreach program
 2% discount for paying tuition in two equal payments.
 5% discount for paying entire year tuition at registration.

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 prorated 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 Vacations & Weekend Leaves for additional, potential fees.

See the Student Application for tuition and fees.

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 1.8% on all past due accounts.

Worthy Students:

Worthy student money may be available for students who meet the conditions of a worthy student. Families that apply for aid must agree to be actively involved in Worthy Student fund raising programs and students who are accepted into the program must work for scholarship funds during the summer and possibly

during breaks. Scholarships are applied on a monthly basis. The student must maintain at least a 2.0 grade point average and a satisfactory citizenship grade. If needed, please ask for the application 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 summer programs, and summer camp counseling. All funds will be applied to the student's account on a monthly basis and have no cash value.

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 need to pick up your money at the business

office. 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.

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.

Transportation charges

The following rates are when the student leaves campus between 8:00 am to 8:30 pm:

- Airport — \$30 (one way) for one person and \$25 per person for more than one.

- Bus station — \$30.00

Note: Please plan to arrive at the airport or bus depot at reasonable hours. There are additional charges at \$1.25 for every 20 minutes for students leaving campus

before 8 am or arriving on campus after 8:30 pm. There is also a \$2.50 charge for putting airport or bus charges on your bill.

School vehicles are used for medical appointments only — \$6/vehicle to Harrah and Choctaw, and \$12.50/vehicle to Midwest City.

Revision of Rates

The school 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.

Asbestos Statement

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763 - Asbestos Containing Materials in Schools, Oklahoma Academy

has been inspected and an asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Missions Unlimited office during normal business hours.