



Ouachita Hills College

Student Handbook

Table of Contents

- SECTION 1 – Daily Life 6
 - Residence Halls and Campus Life 6
 - Consequences for non-compliance.....14
 - Tuition and Finances15
- SECTION 2 – Technology.....16
 - General Usage – Networking and Computing Policy16
 - General Computing Policy16
 - Network Accounts and Security.....17
 - Electronic Mail (Email)18
 - Wireless Technology19
 - New and Emerging Technologies19
 - Social Media19
 - Computers and Devices.....22
 - Violation of this Policy22
 - Student Technology Acceptable Use Policy.....23
- SECTION 3 – Personal Life..... 26
 - Guarding the Body and the Mind..... 26
 - Relations with Students of the Opposite Gender 29
 - Relations with Ouachita Hills Academy (OHA) students 34
- SECTION 4 – Soul Winning 35
 - Receiving from Christ 35
 - Practical Ministry37
- SECTION 5 – Campus Services, Student Safety, and Wellbeing..... 39
 - Cafeteria 39
 - Library41
 - Offices..... 42
 - Airport Transportation..... 42
 - Writing Center and Academic Support..... 43
 - College Days 43

Student Grievance	43
Student Safety and Wellbeing	44
Disciplinary Procedures.....	51
SECTION 6 – APPENDIX	53
Music Further Study	53
Dress Further Study.....	62
Entertainment and Recreation Further Study.....	64
Relations with Students of the Opposite Gender Further Study	65
Work Study Program Further Study	67

Policies in this handbook are subject to change. Students are required to review this handbook prior to each term registration.

Welcome to Ouachita Hills College.



Ouachita Hills College (OHC) purposes that the educational experience of its members be productive of a closer walk with Jesus Christ. A fundamental tenet of the College is that true education is Christ-centered.

To that end, OHC's mission is to provide a character-oriented education that will not only equip individuals to become successful professionals, but also active soul winners.

In accordance with this aim, OHC has developed a core set of value-based goals that assess program effectiveness and guide the College in its focused adherence to its mission. These aims, as outlined in the Scriptures and the writings of Ellen White, are as follows:

Goal 1 – Growing Christians

Students develop a deeper devotional life based upon biblical principles. Such principles, which inspire a dedication to God, are evinced in integrity, ethical behavior, and excellence in all realms of life—ranging from health, to service, to academics, and vocation.

Goal 2 – Committed Seventh-day Adventist Missionaries

Students incorporate the message and mission of the Seventh-day Adventist Church into their personal lives, while leading others to Christ through active, practical ministry (i.e., community service, health evangelism, corporate worship, Bible studies, and public evangelism).

Goal 3 – Integrative Learners

Students embrace the Bible as the ultimate source of knowledge and wisdom, integrating its worldview into their field of study.

Goal 4 – Investigative Thinkers

Students articulate biblically-reasoned conclusions via the careful selection of external sources, as well as the appropriate incorporation of investigative processes.

Goal 5 – Effective Communicators

Students are equipped to successfully plan and share ideas with clarity and precision—whether written or verbal.

Goal 6 – Well-rounded Workers

Students are equipped with the knowledge and resources to effectively interact with other spheres, take personal initiative, and assume responsibility for their actions.

SECTION 1 – Daily Life

A character formed according to the divine likeness is the only treasure that we can take from this world to the next. Those who are under the instruction of Christ in this world will take every divine attainment with them to the heavenly mansions. And in heaven, we are continuing to improve. How important, then, is the development of character in this life.
(*Child Guidance*, p. 161)

Residence Halls and Campus Life

Diverse means have been appointed for character development, fellowship being one of them. In Hebrews 10:24-25, Paul writes: “stir up one another to love and good works, not neglecting to meet together.” Such is the environment OHC aims to foster on-campus: a setting wherein students are enabled to uplift and enjoy the company of one another.

Residing in dormitories is a character-building experience, and it can be challenging at times. Therefore, OHC possess institutes that purpose to ensure students enjoy a productive experience while in attendance of the College. The policies for residence and campus life are as follows:

Residence Halls

Single students are assigned rooms in the campus residence halls. The majority have roommates, although some may be considered for private room. Roommates are assigned at the discretion of the Residence Hall Dean.

Students are furnished with a twin bed, a mattress, a dresser, a desk, and a chair. Responsibility for assigned furniture damage costs rests upon the respective student. No changes in furniture may be conducted without proper authorization, which includes the moving of furniture. Additionally, each residence hall is furnished with a kitchen. This includes stove, oven, microwave, freezer, and refrigerator.

OHC is not liable in any way for theft, damage, or loss of any private belongings pertaining to the individual member for any reason.

Student Bookstore

Beginning in Fall of 2022, all students will be responsible for buying their books online.

The academic dean will work with professors to ensure that the required textbooks are not above an agreed-upon threshold of costs that pertain to affordability, and that professors give the students advance notice to purchase the textbooks online before the semester begins.

Married Students and Living Exceptions

Off-campus living may be considered on the following basis:

- a) Student is married (with or without children).
- b) Student is divorced or widowed (with or without children).
- c) Student is a single parent.
- d) Student is the child of an off-campus faculty member.

Room and board will not be charged in the application of this criteria. Meals taken at the cafeteria will be individually applied to the student account.

What to Bring

Although rooms are furnished, students are to bring their own sheets, blankets, pillows, additional bedding items, towels, and washcloths. Extra shelving for books and personal items may also be brought. As OHC experiences cool autumns and cold winters, students may wish to bring extra bedding and blankets.

Posters and decorations are accepted in each room. These, however, must be in compliance with the spiritual values and principles of OHC. The dean will request the removal of any decorations deemed inappropriate. Making holes in the walls is not permitted. Therefore, the hanging of decorations is to be conducted with materials that do not puncture the structure, or damage the paint, such as tapes or putties.

Some items prohibited are:

- a) Candles and incense burners
- b) Air conditioning units

- c) Video games
- d) Microwave ovens
- e) Mini refrigerators
- f) Additional items may be deemed inappropriate at the dean's discretion.

Care of Housing

In keeping with the principles of stewardship, each student is responsible for keeping the college and its premises clean and organized. The College will consider unacceptable the leaving of books, clothing, and any other personal items in public premises. According with these principles, living quarters are to be kept in order, and periodical room checks may be conducted by the respective deans and residence assistants. The individual may desire to clarify these requirements with the dean.

Residence halls and college premises undergo a special Sabbath cleaning each Friday. Therefore, students work together in preparation of buildings and grounds for the Sabbath. Each Friday, deans and resident assistants (RAs) will conduct room checks in preparation for the Sabbath.

All eating must be done in the kitchen and dining room. In addition, students may store food in the designated areas. Meat and caffeinated beverages are prohibited.

General Policies and Helpful Information for Residence Life

Attendance

It is the policy of OHC that students attend all scheduled assemblies, including morning and evening worships and college meetings. Attendance is taken at each meeting. Any other meeting the appointed time thereof will be announced. Students are permitted 6 tardy entrances (or 3 absences) per semester. Two (2) tardies are equal to an absence. Students are tardy if they are 1-7 minutes late. Students are marked absent if they arrive 7 minutes after the scheduled meeting begins, or if they leave after the meeting begins. This policy does not apply to excused off-campus leaves.

Schedule for General Meetings/Worship

Morning Worship (Auditorium)	8:00 am Monday, Tuesday, Thursday, Friday
Dorm Worship	6:45 pm Mondays and Thursdays TBD Sundays
College Meeting (Cafeteria)	6:45 pm Tuesday
Assembly (Auditorium)	7:45 am Wednesday
Vespers - (Auditorium)	7:00 pm Friday
Prayer Meeting - (Auditorium)	6:45 pm Wednesday
Sabbath sundown worship	TBA

Lights-out Policy

"In regulating the hours for sleep, there should be no haphazard work. Students should not form the habit of burning the midnight oil and taking the hours of the day for sleep. If they have been accustomed to doing this at home, they should correct the habit, going to bed at a seasonable hour. They will then rise in the morning refreshed for the duties of the day. In our schools the lights should be put out at half past nine" (Counsels to Parents, Teachers and Students, p. 271).

Protocol for every night (Sunday – Sabbath)

Every evening, the RAs will ensure that room lights are out by 9:30 pm. This includes personal lamps.

If a student has a walk-in closet, he/she may have a light on in the closet so long it does not disturb the roommate's sleep.

The main lights in the living room and lobby must be turned off. However, lamps may be left on so that students can study in the common area. If the common area noise level affects the ability of the residents to sleep, the RA will remind residents of the protocol, and if necessary, close the common area.

Even if a student is in a room by him/herself, the same 9:30 pm lights-out policy applies.

In the case of laundry being done, machines should not be turned on before 6 am or after 9 pm. If the washer or dryer is still running at 9:30 pm or before 6 am, the RA will turn the machines off.

All school facilities (such as the ad building cafeteria, etc.) must be vacated by 9:00 pm.

Signing Out Policy

Any student under 25 years of age must sign out when leaving campus and sign back in when returning. Contact the respective deans for the location of the sign-in/sign-out sheet. Students who wish to go off-campus and stay overnight must obtain permission from their dean. Once the dean approves the request to stay overnight, the student has permission to depart.

Social Visits in Residence Halls

At times, students may wish to plan social events with mixed groups (men and women). Any events of this nature must have a staff member present and be approved by the dean. Men are not to be in the ladies' living quarters or ladies in the men's living quarters except during such approved activities.

Overnight Guests

In the case of friends and family coming to visit and staying overnight in the dorm (same sex only), students must notify the dean in advance. The dean reserves the right to refuse requests for overnight guests at his/her discretion. Guests must abide by dorm policies.

Guests may also stay in the campus guest room for a fee. Arrangements must be made in advance with the financial office to ensure availability. OHC reserves the right to request any guest to leave if he/she is disruptive in any way to the academic or spiritual environment.

Guests may eat meals in the cafeteria. Purchase of these meals must be made in advance at the financial office.

Mail and Communication

A mail service for is provided for all students through the college address. Letters and packages can be received at the following address:

(Your Name)

C/O Ouachita Hills College

46 Madison Way,

Amity, AR 71921

This may also be used as the return address when sending letters or packages.

At the beginning of the semester, personals mailboxes are assigned to each student. All correspondence will be delivered to these mailboxes.

Packages are delivered to the lobby of the Administration Building. OHC is not liable for any lost mail or packages due to address (or name) errors.

Former OHC students must update their mailing address upon departure. OHC is not responsible for mail forwarding.

Bicycles and Other Human-powered Vehicles

Providing that pedestrians have the right-of way, bicycles, scooters, skateboards, rip sticks, etc. may be used on campus sidewalks. Helmets must always be worn when using any human-powered vehicle of any kind on campus. No unauthorized motorized vehicles of any kind are permitted on campus sidewalks.

Bicycles may be parked in the bike rack at the administration building, or the owner's residence hall. Scooters, skateboards, rip sticks, etc. may be parked in the above-mentioned locations, or kept in one's respective dorm room. OHC assumes no responsibility for damaged or stolen bicycles, scooters, skateboards, rip sticks, etc.

Pets and Animals

OHC recognizes that loving and caring for God's creatures is a part of one's Christian duty. However, pets are proscribed from the residence halls.

Stray animals presume upon the campus on occasion. Students are to notify the dean or another staff member when such is the case. OHC asks that students refrain from feeding wildlife or stray animals.

Breaks and Vacations

The OHC schedule is based upon three terms, each consisting of ten weeks.

The fall semester begins in late August and ends in early November; the winter semester begins in early January and ends in mid-March; the Spring Semester begins in mid-April and ends in early June. It is an OHC requirement that students attend a two-and-a-half-week canvassing program conducted between the winter and spring semesters. Such canvassing is immediately followed by a spring break.

Around ten weeks are allocated for summer vacation. Students may opt to join a summer canvassing program during this period.

In some cases students may be granted permission to stay on campus when school is not in session. OHC requires, however, that the residing student work for his/her room and board. The hour-requirement consists of working two hours per day for lodging, as well as another two hours per day if the said student is dining at the cafeteria. Students staying on OHC campus during breaks must abide by all of OHC's policies.

Check out protocol

Before leaving campus for the summer or winter breaks, students must do the following:

- a) Move all belongings out of the dorm room.
- b) Clean room, bathroom, and all kitchen premises.
- c) Place the tote in the designated area.
- d) Set up an appointment with the dean to do a walk-through of the dorm room with the check-out sheet.

Note: If a student is part of an OHC canvassing program, his/her respective room must still be emptied of all personal belongings cleaned before leaving for the canvassing program, and a check-out appointment must be conducted with the dean.

If a student does not check out with the dean, there will be an automatic \$100 charge to their student account regardless of whether the room is emptied and clean.

If a student leaves any personal belonging behind, there will be an automatic \$100 charge to their student account.

All students must be checked out and moved out of the dorms by Tuesday after Finals Week at 3 pm prior to the winter and summer breaks. Any students remaining in the dorms after the aforesaid time will be charged \$50 per day.

Winter and Summer time lodging

If a student would like to stay in the dorms during the winter or summer breaks, the fee will be 50 dollars per night.

OHC canvassers in OHC canvassing programs will be allowed 2 complimentary nights in the dorm and then will be charged 50 dollars per night thereafter.

Personal Items During Winter and Summer Vacations

All dormitory rooms must be emptied of all personal belongings and thoroughly cleaned at the end of each Fall and Spring terms. Failure to empty the room/bathroom/kitchen of all personal belongings will result in a \$100 charge to the student's account with all student's belonging being donated to charity. Failure to thoroughly clean the room/bathroom and have it checked by the respective dean will result in an additional \$100 charge to the student's account.

OHC makes provision for standardized totes. Such totes are provided by the College to be rented by students who wish to store their personal belongings on-campus during the winter and summer breaks. The totes are stored in a designated area when school is not in session. The totes are rentals, remain OHC property, and must be returned to the College at the end of each winter and summer break. Students who do not return their respective totes at the end of each break will be charged 50 dollars per tote, in addition to the rental fee.

The costs for the rental of the tote and the storage space is \$20 per month per tote (partial months will be prorated). The rental fee amount must be paid in advance for the entire length of the break. It must be given in the form of payment or in the form of credit that one already has in the account. (The amount cannot be charged to one's student account unless the student has credit sufficient enough to cover the rental fee). One can choose to split a tote with another student, but one student will have to pay OHC the full amount of the tote and work out the details privately with the other fellow student.

If a student is part of an OHC winter/summer canvassing program, his/her respective room must still be emptied of all personal belongings cleaned before leaving for the canvassing program. The deans will designate an area for students to put their belongings and pick them up after the OHC winter/summer canvassing program. If one chooses to store items in a tote, the same will be prorated from the time one comes back from canvassing and must be paid in advance and packed in the tote before leaving for canvassing.

The deans will manage the totes in coordination with the CFO.

Tote Protocol:

For those who signed up to rent storage totes over break, the process is as follows:

1. Pay OHC CFO. (the 20 dollars per month to rent the tote must be paid in advance.)
2. Take the receipt that the CFO dispenses and set up a time with the respective dean to receive the tote. The dean will only be able to dispense the tote if the receipt is in hands.

Important notes:

- a) The tote will have a number. The number will be written on the receipt.
- b) Names must not be written on the tote.
- c) Places of storage must be coordinated with the respective deans.

Consequences for non-compliance

Consistent and egregious disregard of the aforesaid policies, insubordination to RAs and deans, and absences from morning worships, dorm meetings, student meetings, prayer meeting, and vespers will be documented and reported to the administrative committee. Such conduct will impact the student's eligibility for the worthy student fund scholarship, Sunday canvassing, and leadership roles. It may also impact the nature of recommendations that come to administration regarding future employment.

"The defects cherished in dealing with life's minor details pass into more important affairs. He acts on the principles to which he has accustomed himself. Thus actions repeated form habits, habits form character, and by the character our destiny for time and for eternity is decided. Only by faithfulness in the little things can the soul be trained to act with fidelity under larger responsibilities" (Ellen White, Christ's Object Lessons, p. 356).

Spirit of Prophecy Principles

regarding debt:

“In acquiring an education, many students would gain a most valuable training if they would become self-sustaining. Instead of incurring debts . . . let young men and young women depend on themselves. They will thus learn the value of money, the value of time, strength, and opportunities, and will be under far less temptation to indulge idle and spendthrift habits. The lessons of economy, industry, self-denial, practical business management, and steadfastness of purpose, thus mastered, would prove a most important part of their equipment for the battle of life” (Ellen White, Education, p. 222).

“Debts must not be allowed to *accumulate* term after term” (Ellen White, SpM, p. 128).

Tuition and Finances

Student Tuition

Please visit <https://www.ohc.org/tuition-fees>

Student Scholarship

Please visit <https://www.ohc.org/financial-assistance>

SECTION 2 – Technology

*“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”
(Philippians 4:8)*

The following may also be found at <https://www.ohc.org/its/ncpolicy>

General Usage – Networking and Computing Policy

The mission of **Information Technology (IT)** at **Ouachita Hills College** is to provide emerging, reliable, and cost-effective technology resources and services to enhance student learning and improve teaching, while augmenting the research and administrative functions of the College. OHC maintains policies for the use and security of its IT for the purpose of ensuring that all IT resources are in alignment with the [College's mission](#) as an Adventist institution.

IT secures OHC’s network and computing systems in a reliable and economically feasible manner. This necessarily takes into consideration the proscription of unauthorized access and/or abuse, while making IT resources accessible for authorized and legitimate users. The policies outlined in the following section apply to all electronic records of the College, regardless of form or location. All users of the College are required to adhere to these policies.

General Computing Policy

- a) All computer systems are the property of Ouachita Hills College and should be used for college-related business.
- b) Any unauthorized, deliberate action that violates posted policy, damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is

prohibited regardless of system location or time duration will be taken into account and promptly dealt with.

- c) Only software approved/relevant to the user's College-related duties will be installed on a respective computer system. Please see IT for software approvals.
- d) The copying or sharing of copyrighted materials, software, video and audio files (including MPEG files) without the express written permission of the owner or the proper licensing authority is prohibited.
- e) Due to the increased risk of electronically transmitted viruses, it is suggested that software upgrades, installation files, and other executable files (.exe files) should only be downloaded and installed from the Internet after consultation with IT staff.
- f) Students must have antivirus software on their computers and must update their antivirus program definitions regularly.
- g) Unless advised otherwise, students must update their operating system regularly to ensure system integrity and security.
- h) The use of college technology resources (e.g., computers, computer systems, facilities and/or services) for commercial purposes is prohibited.
- i) The installation of college wired and/or wireless routers, bridges and similar equipment without the expressed consent of IT is prohibited.

Network Accounts and Security

Once a user receives an ID to access network and computer systems, such is responsible for all actions taken while using that ID. Since users of the network may be allowed to access other networks (and/or the computer systems attached to those networks):

Applying for a user ID under false pretenses is prohibited.

Sharing user credentials with any person is prohibited. If another uses a member's credentials, the respective member will be responsible for all usages and actions taken by the unauthorized user. Sharing of user credentials may result in the loss of all College computer accounts.

The use of one's computer as a server on the network (or any directory or file on one's computer) is prohibited unless access is password protected. Any files considered public should be copied to an appropriate directory that is accessible from the network.

Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.

Attempts to evade or change resource quotas are prohibited.

Continued impedance of other users through mass consumption of system resources/bandwidth, after receipt of a request to cease such activity, is prohibited.

Use of systems and/or networks to gain unauthorized access to remote systems is prohibited.

Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote/local system, is prohibited.

Use of systems and/or networks to copy or share copyrighted materials, software, audio and video files (including MPEG files) is prohibited.

Decryption of system or user passwords is prohibited.

The copying and/or modification of system files is prohibited.

Any intentional attempt to "crash" network systems or programs is prohibited.

Any attempt to secure a higher level of privilege on network systems is prohibited.

The willful introduction of computer "viruses" or other disruptive/destructive programs into College or external networks is prohibited.

Any attempt to intercept and/or monitor network traffic is prohibited.

Electronic Mail (Email)

The use of email on OHC's network system is contingent upon the following:

The email system is OHC property and should be used only for College-related purposes.

The College reserves the right to monitor email and Internet usage. (For students and parents, please refer to the [Family Educational Rights and Privacy Act \(FERPA\)](#).)

There are no privacy rights in the creation, sending or receipt of email.

In response to system restrictions and space limitations, pictures, graphics, movies, or any other email file attachments in the system without a valid business reason should be kept to a minimum.

Whenever electronic mail is sent, the sender's name and user ID are included in each message. The sender is responsible for all electronic mail originating from their user ID.

Therefore:

- a) Forgery (or attempted forgery) of email messages is prohibited.
- b) Attempts to read, delete, copy or modify the email of other users are prohibited.
- c) Attempts to send harassing, obscene or threatening emails to any other user is prohibited.
- d) Attempts to send junk mail, "for-profit" or chain email is prohibited.

Wireless Technology

IT is responsible for managing the technology infrastructure of the Ouachita Hills College Data Network, including wireless network access. The following clauses must be taken into consideration:

Wireless access points (WAPs) intended for colleges, departments or divisions of the College must be approved and registered in IT prior to installation. Unapproved WAPs will not be allowed to connect to the campus network.

The installation of non-College wireless access points (WAPs), routers, bridges and similar equipment without prior consent from IT is prohibited.

New and Emerging Technologies

Emerging technologies must first be approved by the College Technology Council and IT, prior to installation and usage. To ensure data integrity/security, efficiency, effectiveness, and compatibility with OHC systems, the non-redundancy of system resources and the strategic alignment of the College mission, technology adoption should follow the aforesaid appropriate channels and the IT Governance structure.

Social Media

Also found at <https://www.ohc.org/marketing/socialmediapolicy>

OHC social media policy constitutes that messages sent out on College social media be consistent with the image and promotion of OHC. The use of social networks, apps, and blogs such as Facebook, Instagram, WhatsApp, LinkedIn, and YouTube are becoming increasingly common among for College communicators. These tools have the potential to create a significant impact on organizational success and reputation. This policy applies to

all social media platforms hosted by Ouachita Hills College faculty, staff, and/or students for official business purposes of the College.

Definitions:

Digital advertising/marketing – All email marketing; search engine marketing; social media marketing; domain names and external websites; more general types of display; and internet and mobile advertising for which payment is made.

Student organization accounts – Accounts of student organizations that are officially registered with the College.

Unaffiliated accounts – Accounts that represent groups of users that may have a common interest and identification with the College, such as students, parents, alumni, and fan groups. These accounts are not officially recognized by the College.

College accounts – Official College social media accounts created and managed by College Marketing.

College-recognized accounts – Accounts of official College divisions, departments, programs, organizations, or official College roles registered with College Marketing.

Types of Accounts:

College Accounts

This section applies specifically to social media accounts created by College Marketing for the express purpose of representing Ouachita Hills College groups, departments, programs, entities, and events, and does not apply to private social media accounts.

Non-College related content, events, or campaigns will not be promoted on College social media accounts.

College-recognized Accounts

College-recognized accounts are those that are created by, and are maintained by, official College divisions, departments, programs, organizations, and/or official College roles. To gain status as a College-recognized account, the account administrator must register with College Marketing.

To be a College-recognized account, the account must meet the following requirements:

Have two employees as account administrators.

Agree to abide by the General Usage–Networking and Computing.

Represent an official College department, program, division, or organization.

Student Organization Accounts

Student organization accounts are those that are created and maintained by organizations or groups of students at OHC. These accounts may or may not be administered by College faculty or staff.

Student organization accounts are permitted to use OHC trademarked logos on their account, but are required to comply with the licensing policy.

Student organizations are required to follow College policies, guidelines set forth in the Student Handbook, and requirements established by the Administration.

Unaffiliated Accounts

These accounts contain subject matter relating to OHC, but are not created by nor administered by the College, its departments/divisions, or affiliated organizations. The College does not manage or control the content posted to these accounts.

Social Media Requirements for College and College–recognized accounts

College Marketing will maintain a list for social media of College accounts and College–recognized accounts, including the sites and the contact information for the relevant administrators, the process for registering to be a College–recognized account, and a link to this policy.

Content posted to, communicated by, or appearing on social media accounts must comply with all applicable federal, state, and local laws and regulations, as well as all College values and policies. The College reserves the right to require removal of content in violation of these standards, including, but not limited to, content that is deemed threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

The Ouachita Hills College name may not be used to promote personal opinions, products, causes, or political candidates. Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. When appropriate, College employees are encouraged to include a statement: “This is my personal opinion and not necessarily that of the College.”

College employees may not profit from a College account or College-recognized account.

The account administrator is responsible for developing, managing, and monitoring the account. This person is also responsible for removing content that may violate this or any other College policy.

Paid digital advertising is not allowed without prior approval of College Marketing and Administration.

Disclaimer

Ouachita Hills College does not endorse any product, service, opinion, or content from third parties that may be published on the social media site.

Computers and Devices

All sections above apply to campus computers and devices.

The College reserves the right to limit the amount of time an individual user can devote to a single session. A given time limit is in effect for users not affiliated with Ouachita Hills College.

Accessing websites displaying information or material in violation of state or federal law, or sites that create a "hostile environment" for other users of the campus is prohibited.

Damaging campus computers, devices, or technology equipment will result in a damage fee plus operational fee. The user will be responsible to pay the original purchase value of the equipment and the operational labor costs.

Violation of this Policy

Users of the College network and systems are responsible for respecting and adhering to local, state, federal and international laws. Users who violate any such laws may be subject to prosecution and/or litigation. The College will fully comply with any complainants to provide any information necessary for prosecution and/or litigation. Activities on the College network may be recorded and may be turned over to the appropriate legal authority.

Deliberate attempts to violate the provisions of this policy may result in immediate disciplinary action, regardless of the success or failure of the attempts. The disciplinary action may include permanent loss of all computer accounts, suspension (for students),

dismissal (for employees), and/or legal prosecution. Disciplinary action may be administered by College Administration and/or State Police.

Student Technology Acceptable Use Policy

Internet access and student portal login are educational tools provided by OHC to facilitate research, communication, and awareness of computer use. To help ensure that these tools are used appropriately and that students have a safe, healthy experience learning and using them, OHC has developed the following acceptable use policy with guidelines and safety measures:

- Personal computers on the network are required to have an active and up-to-date antivirus program. Most default protection software is adequate for normal use. If you have legacy devices or do not know, please see the IT Department.
- Ouachita Hills College provides students with Internet Access that is filtered and monitored to protect and safeguard users.
- OHC provides computers in the Computer Lab for school work, not for entertainment purposes.
- If a website you need to access is blocked or need technical help, connect to our Student Network – OuachitaHills or Cellular Service, go to support.ohc.org, and submit a request. If you can't access support.ohc.org, contact directly it@ohc.org
- Student usage of the Internet may be done at the AD Building (during school hours).
- OHC students are not allowed to unplug or disassemble school computers. If a new keyboard or mouse is needed, contact the IT Department.
- OHC reserves the right to purge user files off the computers in the Library and Computer Lab. This will be done during the summer or at any time deemed necessary, and may be without notice.
- Student use of any staff computer or in a staff member's office is forbidden without the staff member's express permission.
- Installing one's own wireless access point (WAP) to OHC's network is forbidden.
- Installing one's own signal booster on campus property is forbidden.
- Each member will receive a specific username and password through which to access the Internet. Passwords are confidential and are used exclusively by the student to

which they are granted. The owner of the username/password is accountable for all usage under his/her password.

- At no time shall any person make use of a username that was not directly assigned to him or her.
- At no time shall any student log another student onto the network using their login.
- Students are to log off or lock the screen when they are done with their computer or need to leave the computer unattended.
- Sites deemed inappropriate or dangerous to the spiritual well-being of OHC members are blocked.
- OHC Internet system must not be used to visit offensive or inappropriate web sites or to send, display, download, or print offensive materials, pornographic or sexually explicit pictures or any other materials which would be found inappropriate or offensive.
- Internet must be used in a manner that is consistent with other Ouachita Hills College policies, which are found in the Student Handbook.
- The provided Internet access and all associated hardware, software, and services are property of OHC.
- The use of Populi College Management System, Microsoft 365, and Timeclock Systems is under the property of Ouachita Hills College and is to be used for school purposes alone.
- Message and communication must be limited to school purposes and not for any other reason.
- Authorized representatives of OHC intend to and will monitor the use of its systems in its sole discretion at any time with or without notice and may bypass any passcode.
- Use of programs or other tactics to bypass the internet filter or other monitoring software is strictly forbidden.
- OHC reserves the right to suspend or change user accounts or passwords, or remove devices from our network at our discretion at any time with or without notice.
- Any violations of the college's acceptable use policy are traceable and violators will receive discipline. Disciplinary measure may involve, but may not be limited to, verbal

warning, suspension of Internet privileges or revocation of access to school computers, or even suspension or expulsion from school.

- OHC reserves the right to change this policy at any time, as may be required under current circumstances.
- Students who accidentally access inappropriate material on our systems, are required to report it to their instructor, administrator, or the Director of IT.
- In the case of further clarification needed in regard to this policy or in the case of the violation of the same, the Director of IT, Academic Dean, or the President should be notified.
- Academy students have stricter internet regulations than OHC students. Sharing any passwords or personal devices with academy students—such as phones, smartphones, iPads, tablets, computers, etc.—is prohibited.

SECTION 3 – Personal Life

“No matter who you are...the Lord has blessed you with intellectual faculties capable of improvement. Cultivate your talents with persevering earnestness. Train and discipline the mind by study, by observation, by reflection. You cannot meet the mind of God unless you put to use every power. The mental faculties will strengthen and develop if you go to work in the fear of God, in humility, and with earnest prayer. A resolute purpose will accomplish wonders” (Mind, Character & Personality, Vol 1, p. 3).

Guarding the Body and the Mind

“The apostle sought to teach the believers how important it is to keep the mind from wandering to forbidden themes or from spending its energies on trifling subjects. Those who would not fall a prey to Satan’s devices, must guard well the avenues of the soul; they must avoid reading, seeing, or hearing that which will suggest impure thoughts. The mind must not be left to dwell at random upon every subject that the enemy of the soul may suggest. The heart must be faithfully sentineled, or evils without will awaken evils within, and the soul will wander in darkness. “Gird up the loins of your mind,” Peter wrote, “be sober, and hope to the end for the grace that is to be brought unto you at the revelation of Jesus Christ; ... not fashioning yourselves according to the former lusts in your ignorance: but as He which hath called you is holy, so be ye holy in all manner of conversation; because it is written, Be ye holy; for I am holy” (*Acts of the Apostles*, p. 518).

Music

“Music was made to serve a holy purpose, to lift the thoughts to that which is pure, noble and elevating, and to awaken in the soul devotion and gratitude to God.” *Patriarchs and Prophets*, 594.

As the process of Christian growth is an enduring one, disagreements may exist concerning the meaning of making “a melody in your heart to the Lord.” *Ephesians 5:19*.

Students are to therefore show respect to staff members as well as fellow students by refraining from playing any music that might incur upon the consciences of their fellows. If diverging musical tastes that are within OHC guidelines arise between one roommate and another (see Further Study), or if one member prefers silence when studying, OHC asks that the musical member utilize earphones.

There exist musical genres that are conducive to the lower passions of the human nature. Such musical genres are proscribed from the OHC campus. Such genres include, but are not limited to, rock, jazz, blues, salsa, funk, as well as some sub-genres of contemporary Christian music. It is OHC's aim that students be uplifted to heavenly places by music both on- and off-campus.

Further Study – See the [Appendix](#)

Dress

OHC desires that each of its members dress in such a way as to reflect the image of Jesus Christ. Clothing at OHC must therefore be neat, clean, modest, and appropriate. It must also promote that inalienable uniqueness which has been gifted by God to each gender. This necessarily excludes that which borders on unisex identity.

Designs & Logos: In the case of a garment bearing a slogan, such a dictum must be consistent with Seventh-day Adventism's high and holy calling as followers of Jesus Christ.

Tank-tops and Undershirts: Only appropriate when worn under another layer of clothing. If worn under a shirt, the outer layer must be buttoned.

Accessories: Necklaces, rings, arm/leg bracelets, leather strings, elastic bands, earrings and similar kinds of jewelry and accessories are proscribed. Colorful and unnatural makeup, nail polish, and hair styles must be avoided.

Recreational/Fitness Attire: The aforesaid dress principles must be kept in view regardless of relaxing outdoors or being in one's respective residence hall. This precludes fitness attire that may prove a source of temptation. In practice, this means that split skirts, loose-fitting capris, or feminine-style slacks along with blouses may be worn for activities that warrant a danger for the wearing of skirts. While at OHC, shorts must be confined to one's respective dorm.

MEN

Classroom & Ministry Attire: Men may wear dress or khaki-type slacks, lapel-collared shirts, non-collared dress shirts, or sweaters. All pants should be well fitted. They should not be too tight, baggy, or have long crotches. Shirts with buttons must be closed until one button of the collar.

Church Attire: Men must wear dress or khaki type slacks, lapel-collared shirts and ties, or turtlenecks. Suits are strongly recommended.

Swimming Attire: Men must wear swimming trunks and a dark t-shirt.

WOMEN

Classroom & Ministry Attire: Dresses, skirts, and split-skirts must be long enough to where they cover the knee when standing or sitting. Slits must begin below the bottom of the knee and be sewn to that point, not pinned. The clothing should be loose enough to promote mobility. Blouses or shirts should not reveal cleavage.

Church Attire: Even though the same dress principles apply, OHC expects dress clothes and dress shoes to be worn. These should not be the same clothes as are worn to class.

Swimming Attire: Women must wear board shorts (or long, loose, exercise shorts) and a dark, loose-fitting top.

Further Study – See [Appendix](#)

Entertainment and Recreation

“... whatsoever ye do, do all to the glory of God.” (1 Corinthians 10:31)

OHC members are encouraged to participate in various beneficial forms of exercise. Beyond reaching the objective of self-governance, the College aims to enable its students to distinguish between beneficial and detrimental forms of exercise. Detrimental forms of recreation tend to instigate aggressiveness, competitiveness, and pride.

While OHC does not condemn the simple exercise of playing ball, it must be recognized that even such a simple activity can be wrought in excess, thus leading to the detriment of Christian character. With this in view, OHC aims that each member an uplifting Christian spirit, refraining from placing recreational obstacles in the paths of fellow students.

For further study – See [Appendix](#)

Relations with Students of the Opposite Gender

OHC aims that its atmosphere of social relationships be uplifting and honorable. It is maintained that there is “a time for everything,” which necessarily includes relationships with the opposite gender. OHC encourages the upbuilding of strong friendships among all students; however, OHC’s primary aim is to equip students to effectively serve God and humanity. Therefore, OHC does not permit students to engage in dating/courting, except in the cases delineated below.

In *Fundamentals of Christian Education*, page 62, Ellen White writes about timing in relationships: “When a conference selects young men and women and aids them in obtaining an education for the canvassing field or any other branch of the work, there should be an understanding as to what they propose to do, whether they design to engage in courtship and marriage, or to labor for the advancement of the cause of truth. It is no use to spend time and money on the education of workers who will fall in love before they complete their education.”

Ellen White also received counsel regarding the relationship dynamic within Adventist institutions. When William Clarence White, her son, inquired regarding the validity of making general applications of her respective statements, Ellen White responded with the following (*Counsels to Parents, Teachers, and Students*, p. 101): “In all our dealings with students, age and character must be taken into account. We cannot treat the young and old just alike. There are circumstances under which men and women of sound experience and good standing may be granted some privileges not given to the younger students. The age, the conditions and the turn of the mind must be taken into consideration. We must be wisely considerate in our work. But we must not lessen our firmness and vigilance in dealing with students of all ages, nor our strictness in forbidding the unprofitable and unwise association of young and immature students.”

While some concessions may be given to older students, OHC maintains the inadvisability of conducting studies and relationships concurrently, since both require earnest time, care, and attention. It is strongly recommended that older students remain focused on their studies and preparation as gospel workers among the world church.

Furthering the principle of this policy, a practical rule of associations has been adopted:

A young man and woman must not spend time alone, either on or off campus. In this, travelling to and from OHC is necessarily included. OHC understand that the aforementioned circumstance may arise in an unforeseen incident. In all cases, the principle must be to “avoid the appearance of evil” (1 Thessalonians 5:22).

Students who are pursuing a relationship prior to enrollment at OHC are expected to put their relationship on hold while at OHC. (In cases, where an older student is engaged prior to coming to OHC, the engagement would not be expected to be called off. However, there would need to be discussion before enrollment in regards to logistics if there were plans to be married while enrolled at OHC.)

Handling Premature Attraction

The mishandling of attraction can lead to undue distractions, familiarity, and unfruitful relationships. As such, OHC does not dismiss attractions as inconsequential emotions. Instead, the proper focus lies in the management of said emotions. In the case of attraction, OHC members are expected to cooperate in the following ways:

- 1) Students are not to share an arising attraction with other students. When sharing becomes part of the equation, a plethora of unwanted dynamics arise, including drama, gossip, and awkward situations.
- 2) Prayer—the opening of the heart to God as to a friend—is strongly encouraged.
- 3) Following prayer, comes the submission of the heart to God, coupled with the acknowledgement of divine assistance in the relations of life.
- 4) It bears to internalize the biblical and spirit of prophecy principles concerning dealings with the opposite gender. The thin line resides in the avoidance of undue familiarity while remaining kind, social, and courteous.
- 5) The firm purpose of unwavering fidelity to the aforementioned biblical principles will ensure that God’s purpose is accomplished in the lives of those who allow Him to do so.
- 6) If an individual finds this topic to be a continuous struggle, he/she is encouraged to speak to parents, Godly mentors, or staff. OHC faculty members are present to be an encouragement in one’s spiritual walk.

If undue familiarity, favoritism, or attachment is noticed between two students who are not in an approved courtship, the respective dean will first come alongside the student(s)

and explain the need for caution in this regard. If, after meeting one-on-one with the student in question, the said student is unwilling to change, the case will be brought to the disciplinary committee. This committee is composed of the respective deans and college administrators. Disciplinary actions may include separating the respective students from any shared ministry or work posts (personal and school-related), not allowing any contact with each other, or expulsion from OHC.

Avoid Familiarity

At OHC, focusing on training must not be at the exclusion of social interaction. While one's studies and his/her relationship with Jesus Christ are to be primordial, interpersonal collaboration is an outflow of the abiding Christ.

As the conception of love has been notoriously perverted, all undue activities that lead to the proximation of two individuals of opposite genders are to be avoided. These include flirting, communing about intimate personal issues, spending time alone, sharing personal jokes or sending intimate personal communications (including texts, social media, etc.), as well as inappropriate physical contact—whether on or off campus. This is an important element regardless of marital status; side hugs are permitted for special greetings at the commencement and conclusion of semesters. All of the aforesaid interactions are included in the word 'familiarity.' The avoidance of physical contact is an essential element in the focused perusal of God's calling for one's life.

Process for Courtship Approval

Per the Spirit of Prophecy, the college administration takes age and character into consideration. This means that each case is treated individually. Therefore, those found to be of pertaining age, of strong academic structure, of spiritual and emotional strength and maturity, as well as candidness and openness in counsel, may be permitted to enjoy certain structured freedoms within the context of courtship with an approved individual. Relating to the individual in question, the aforesaid process is as follows:

- a) The individual has given due consideration to OHC's principles outlined in the Social Relationships policy.

- b) Both parties have shown the following qualifications (not at the exclusion of other elements):
- c) Both are mission-minded Seventh-day Adventists who seek to spread the gospel in this generation.
- d) Both have a clear sense of their life calling (whether to spend life in full-time pastoral ministry, educational pursuits, medical ministry, business, etc.).
- e) Both have given prayerful consideration to what personality-type and characteristics would best complement their own.
- f) Both have studied the Bible and Spirit of Prophecy in an effort to develop a correct understanding of the character qualities requisite in a prospective partner.
- g) Both have shown:
 - Self-control in appetites, affections, and passions; exemplified mature judgment, and revealed established character.
 - Both are experienced in the duties of practical life: ability to perform home duties is evinced.
 - Both present stellar academic, social and spiritual standards (integrity and honesty, etc.)
 - Both are in good health and nearly completed training and education for lifework (last year or semester of school).
 - Both have contacted trustworthy mentors. Such contacts must confirm the candidate's suitability (in areas related to maturity, compatibility of personality, as well as personal preparedness).
 - The male student must fill out the Courtship Approval Form and present it to the OHC President for further review and discussion.

The case is then presented to an administrative committee for final review and approval. This committee consists of both deans, the Academic dean, as well as the President. The committee will provide feedback as needed and has the freedom to accept or reject a request. Finally, both parties must contact their respective parents to receive for approval.

Upon the completion of this process, the couple is ready to move into courtship. This includes receiving further guidance from mentors regarding the privileges and challenges of

courtship while in college. The permission to pursue the respective relationship can be retracted if the overall influence is detrimental to the couple or the school body.

For further study – See [Appendix](#)

Foster Godly Relationships

“Blessed are the pure in heart; for they shall see God” (Matthew 5:8). This passage beautifully captures Christ’s desire for all OHC members. God’s purpose is to shine rays of light into the paths of His children. This is to help them see their true condition, thus becoming willing to surrender all things to Him. As the current degenerate age makes a strong push for impurity, God desires to free from Satan’s entanglements those who place themselves in His hands.

A couple can never enjoy a godly relationship until they have found freedom in Jesus from their besetting sins and secret vices of their private life. Adding a partner to the complicated equation of an impure and unconverted life (one that struggles with ‘castle-building,’ pornography, self-abuse, etc.) only distorts the respective relationship into something quite unholy, ungodly, and unopen. OHC therefore aims to help all develop a pure personal life, one that becomes evinced in godly friendships and uplifting relationships. OHC faculty is present to help all who desire to experience freedom in Jesus Christ.

Numerous facets of OHC programs foster good friendships. Dorm life, mealtimes, as well as canvassing programs are well suited to encourage positive Christian friendships with those of both genders. Cross-gender friendships are not only natural, but were exemplified by Jesus, Paul, Peter, among others in the Bible. All these relationships should be characterized by open honesty with oneself, with God, and with OHC staff. As Romans 12:9 puts it, “Let love be without dissimulation.”

Loving God first, best, and last is essential. It is also important to daily worship God in prayer, Bible study, and biblical meditation (Matthew 6:33). All have the privilege of being at peace with God through a relationship with Jesus (Hebrews 13:5-6). To those who live uprightly, no good thing will be withheld from them (Psalm 84:10-12). God’s guidance must have primacy over any emotion in a relationship. Reluctance to surrender a relationship to God comes at the detriment of the respective relationship.

As David says in the first Psalm, it is important to associate oneself with those who love God. "It is the special work of Satan in these last days to take possession of the minds of youth, to corrupt the thoughts and inflame the passions; for he knows that by so doing he can lead to impure actions, and thus all the noble faculties of the mind will become debased, and he can control them to suit his own purposes" (*Child Guidance*, p. 440).

Homosexuality

Concurrent American culture has been perverted through a distorted image of biblical sexuality and home dynamics. The mainstream espousal of homosexuality has, in no way, lessened the Bible's clear and decisive denunciation of such practices. OHC has no tolerance whatsoever for homosexual actions or behaviors. Furthermore, even the appearance of evil in this regard is inappropriate and unacceptable. Still, Scripture speaks of God's reciprocal and volitional love for all mankind. OHC shares this perspective and wants to provide encouragement and help for any who are wholeheartedly fighting any homosexual tendencies.

Relations with Ouachita Hills Academy (OHA) students

One way to connect with academy students is by fellowshipping at meals. However, smuggling food into academy hands is prohibited by the OHA Student Handbook. This includes academy students taking food to their respective dorms.

Visiting academy students in their dorms requires express permission from the respective dean.

Another way to connect with OHA students is by lending a helping hand. It should be reiterated, however, that OHC does not permit college students to lend their phones—or any other electronic device—to academy students.

Although innately-competitive sports are prohibited, playing ball with OHA students may be another opportunity for connection. As Ellen White writes, one must "not condemn the simple exercise of playing ball" (*Selected Messages, Vol. 2*, p. 322).

To help academy students grow in the spiritual, physical, and mental facets, one must encourage them to meditate on those things that are pure, true, virtuous, and praiseworthy (Philippians 4:8).

SECTION 4 – Soul Winning

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen” (Matthew 28:19-20).

Christ’s last words to His disciples compel Christians to fulfill that great bidding. Before one has ought to give, however, it must first be received. For this reason, OHC provides opportunities for students to strengthen their personal walk with Christ beyond the outreach programs.

Receiving from Christ

Personal Devotional Time

“Man shall not live by bread alone, but by every word that proceedeth out of the mouth of God” (Matthew 4:4).

The prerequisite to soul winning is a personal relationship with Christ Jesus. When feeding the multitude, the disciples were to first receive the bread from Christ, then impart it to the multitude. In like manner, one must daily receive instruction from God through prayer and Bible study, then go and share the good news with others. Students are encouraged to read, study, and meditate upon the Bible and the Spirit of Prophecy, spending time in earnest prayer and thoughtful contemplation of God’s immeasurable love.

Due to difficulties that may arise in maintaining a walk with Jesus Christ, OHC encourages students to engage with other members and staff, inquiring on how to develop a deeper devotional life.

Sabbath Observance

“The value of the Sabbath as a means of education is beyond estimate. Since the Sabbath is a memorial of creative power, it is the day above all others when we should acquaint ourselves with God through His works” (*Education*, pp. 250-251).

At OHC, students are to be ready for the Sabbath on Friday evening. Therefore, the week must be planned accordingly. During the Sabbath hours, members are expected to refrain from secular entertainment and music, shopping, business transactions, restaurant dining, scholastic studies, unnecessary work, the use of personal recreational vehicles and other such activities.

Closed Weekends

Closed weekends are special occasions designed for nurturing the OHC spiritual life of both students and staff. Closed weekends may include a week of prayer, a weekend of spiritual emphasis, as well as a college retreat. All students are required to attend these events. So that students and staff make the most of these events, members are encouraged to refrain from inviting family and friends to these gatherings.

College Retreat

At the commencement of the Fall and Winter terms, all OHC members gather together for a spiritual retreat. This retreat is usually led by a guest speaker. It is a time of fellowship and reflection for those preparing for a new semester. Depending on circumstances and availability, this event may be held off-campus.

Week of Prayer

OHC members are privileged to enjoy Week of Prayer sessions throughout the school year. These meetings convene Monday through Friday at 7:45 am and 7:00 pm, and on Sabbath at 9:15 am, 10:50 am, 4:00 pm, and 7:00 pm (at the speaker’s discretion).

Faculty Home Vespers

Throughout the school year, faculty members hold vesper services in their homes. Students will be assigned to a staff home prior to the event.

Practical Ministry

“Give and it shall be given unto you; good measure, pressed down, and shaken together, and running over, shall men give into your bosom. For with the same measure that ye meet withal it shall be measured to you again” (Luke 6:38).

For a disciple of Jesus to grow, he/she must impart the water of life to others. For this reason, OHC offers programs of practical ministry wherein students have the opportunity to uncover effective ways to minister and cultivate spiritual growth.

Canvassing

OHC provides active engagement with evangelism through canvassing. This ministry sees students effectively reaching those in need of the gospel. Beyond ministerial duties, canvassing also provides leadership opportunities, among others.

The OHC Canvassing Program prepares students to serve Christ at home or abroad. “Those who give evidence that they are truly converted, and who take up the canvassing work, will see that it is the best preparation for other lines of missionary labor” (*Colporteur Ministry*, p. 57)

“Those who are fitting for the ministry can engage in no other work which will give them so large an experience as will the canvassing work. All who want an opportunity for true ministry, and who will give themselves unreservedly to the Lord, will find in the canvassing work opportunities to speak upon many things that pertain to the future immortal life” (*Review and Herald*, November 7, 1899).

All students are required to attend at least 10 weeks’ worth of canvassing prior to graduation. All OHC students are required to join the canvassing program for 2.5 weeks every spring. Such intervals will furnish the necessary 10 weeks by graduation.

Some may opt for a deeper involvement in the canvassing ministry. OHC therefore offers a summer canvassing program as well as a Sunday canvassing program. Program availability varies from year to year and students must meet certain requirements. Sunday canvassing counts towards the weekly 16 work hours of the Vocational Scholarship.

For more information, see the Canvassing Handbook.

Mission Trips

Mission trip availability varies from year to year. Interested members must express their desire to join through the sign-up sheet, after which the mission trip committee will review their application. Students must also be in good academic, moral, and financial standing with OHC (see the financial policies section of the handbook). Students are responsible for raising the funds needed for the trip. At least one staff member will oversee the trip logistics and take part in the mission trip.

SECTION 5 – Campus Services, Student Safety, and Wellbeing

OHC strives to give all students the needed support for character development, the achievement of excellency, and the proclamation of the gospel of Jesus. This section describes student services provided by the college, along with procedures to ensure an invigorating learning environment.

Cafeteria

Three meals a day are served in the dining hall. The following conditions must be noted:

Two-meal plan – Students who wish to eat two meals a day are free to skip the last meal of the day. However, this will not be subtracted from the three-meal payment plan.

Breakfast – A good breakfast is strongly encouraged for health and well-being.

Serving Times – Below is a schedule of meal times. Serving lines open for 30 minutes. If a student cannot arrive on time, due arrangements should be made so other students may save food for the absent individual.

Mon–Fri Breakfast	7:00 am
Mon–Fri Lunch	12:45 pm
Mon–Fri Supper	6:00 pm
Sat–Sun Breakfast	7:45 am
Sat–Sun Lunch	1:00 pm
Sat–Sun Supper	6:00 pm

Diet—OHC seeks to provide an optimal diet at the cafeteria for all members. The following passage describes what OHC aims to practice:

“Grains, fruits, nuts, and vegetables constitute the diet chosen for us by our Creator. These foods, prepared in as simple and natural a manner as possible, are the most healthful and

nourishing. They impart a strength, a power of endurance, and vigor of intellect that are not afforded by a more complex and stimulating diet" (*Ministry of Healing*, p. 296).

Plant-based whole foods—Part of the OHC educational process comprehends the promotion of a plant-based, whole-foods diet. Therefore, OHC students are not to bring meat items of any kind to campus. Dairy products should be avoided.

Gluten-free and Allergy-free options — OHC offers gluten-free and allergy-free options at every meal at the cafeteria. To partake of these options, the student must first inform the business office and pay a fee.

Food item requests — Requisitioning special food items or ingredients that are out of the scheduled meal plan delivers undue complications to the serving process. OHC therefore asks that students refrain from making such requests. Helping oneself to the ingredients at the kitchen is not permitted.

Cafeteria courtesy — Hundreds of meals are daily served by the OHC cafeteria to a large body of students and staff. When dining at the cafeteria, students must consider the following:

- a) Hands should be washed prior to entering the buffet line.
- b) Excessive portions must not be taken (especially when at the front of the line).
- c) One should move through the line as quickly as possible.
- d) People with injuries are to be allowed to the front of the line.
- e) Eating utensils should be used, rather than eating with fingers, or licking the same.
- f) Trays must be used to control food spills.
- g) Cafeteria workers must be allowed through line for the completion of their meal and work.
- h) Noise should be kept at a manageable level.
- i) Spilled food should be cleaned, as well as the personal eating area.
- j) An uplifting atmosphere should be kept.

Kitchen courtesy—Within respective residence-hall kitchens, the following practices are essential:

- k) The labeling of personal items.
- l) Respecting others' food and cooking utensils.
- m) Schedule cooking/meal times to according to the punctuality of commitments and kitchen availability.
- n) Kitchen must be cleaned after use. If such is not the case, the kitchen may close at the dean's discretion.

Residence hall kitchens—Although students are encouraged to eat during the cafeteria hours, student kitchens are available in each residence hall.

Library

The Ouachita Hills College Library resides in the Administration Building. Holdings include resources in Religion, Education, History, Health, Science, Adventist History, Missions, journals, etc. Reference materials include Bibles, Commentaries, dictionaries, among others.

Library Hours

The OHC Library is open at the following times:

- Mon-Thurs:** 8:30 am – 1:00 pm
2:00 pm – 6:00 pm
7:30 pm – 9:00 pm
- Fri:** 8:30 am – 1:00 pm

Library Website

OHC Library resources are searchable online: ohc.populiweb.com/library

Online Library:

A catalogue of resources can be accessed through the following websites:

<https://www.ohc.org/library> and <https://ohc.populiweb.com/router/library/links/index>

Thousands of eBooks are available at the aforesaid websites. Access to the eBook library is provided by the Arkansas State Library.

Library Contact

For questions or book recommendations, the library staff may be contact via email:

library@ohc.org

Check Out of Library Materials

OHC students, faculty, and staff may check out books at the library. Students are enabled to check out up to six books at any given time, for a period of up to two weeks. Books can be renewed for another two weeks if there is no demand for the same.

Members are responsible for all materials checked out under their names. Overdue fines will be charged at a rate of \$0.50 per day (fines are not charged for Saturdays, Sundays or any other Holidays when the library is closed). Proper care should be taken to return all materials on time and in good condition. If materials are damaged or lost, the student will be responsible for the cost of repair or replacement. No materials are permitted may be checked out under another student's name.

Offices

The OHC offices are located in the Administration Building. Such offices are work areas for OHC faculty and their respective assistants. Studying should be confined to the library, and not broadened to include the aforesaid offices.

Equipment & supplies — Office equipment (copiers, printers, supplies, phones, etc.) is not available for student use.

First aid — Basic first-aid materials are available at the front-office area. A staff member may be sought to help find the materials.

Airport Transportation

Students are responsible for making due arrangements for transportation to and from OHC. Transportation fees may be shared with other students travelling to or from OHC.

OHC Transportation to airports — Students may request transportation to/ from the Hot Springs or Little Rock airports, respectively, by calling the office (870-342-6210).

Transportation fee to Little Rock: \$80.00

Transportation fee to Hot Springs: \$40.00

These charges are based on one individual. An additional fee of \$20 will be applied for any special requests due to late arrivals after registration day. The aforesaid additional fee will also be applied for special airport trips during normal school terms.

Airport shuttle services – Commercial shuttle services are also available at the airport.

Writing Center and Academic Support

The OHC Writing Center (located at the office area) assists with the writings process. Students can get help with brainstorming, outlining, drafting, formatting, revising, and editing.

Location/hours are subject to change, and are announced at each semester.

Sign-up is done through <https://calendly.com/ohcwritingcenter>

Any requests or inquiries concerning the writing center can be sent to ohcwritingcenter@mail.com

College Days

Every fall, prospective students and their families come to OHC for a weekend. The visit includes attending classes, meeting students and staff, touring the residence halls, and dining at the cafeteria. Prospective students are housed in the residence halls, shadowing current students the weekend of their stay.

Student Grievance

OHC aims to provide an accessible way for voicing complaints concerning any facet of life at OHC.

Students are encouraged to relate their concerns directly to a faculty member. If there is not an acceptable resolution, and if two parties are involved, both parties should agree to bringing in a mediator

Before any formal grievance is entered upon, the parties involved should seek to resolve the issue at the lowest level possible. If the aforementioned process is unsuccessful, students and/or staff must then address the Student Service Committee (SSC) by submitting an anonymous grievance, and a formal process will be carried out.

Students and Staff can submit an anonymous grievance by using the Suggestion/Grievance Form found at campus.ohc.org. Alternatively, they may also use the kiosk at the Ad Building.

NOTE: While it is permitted to submit an anonymous grievance, the likelihood of arriving at the root of the issue is far less than if dialogue was had with the person in question. Submitting an anonymous grievance should not be a substitute for facing problem *de facto*. Neither should anonymous grievances be submitted merely for the sake of airing out frustrations or complaints that do not aid in solving real-world problems.

When the SSC meets to take up the respective grievance, investigations will be conducted and appropriate actions considered. A verdict will be reached within 10 days of the initial meeting.

General Discipline (not academic) – If, after investigating, the SSC believes there is no ground for the grievance, the person filing the grievance may appeal to the Disciplinary Committee (DC) within 10 days of the investigation into the grievance by the SSC. Disciplinary action will occur once the Disciplinary Committee has had time to review the complainant make its decision, at which case the verdict will be final.

Academic – Any concerns relating to academic policies/procedures should first be discussed with the Registrar. If the matter remains unresolved, the student should present a written grievance to the Academic Affairs Committee (AAC). The AAC will respond within 10 days of receiving the complaint. The Registrar will then communicate the AAC's decision to the student including a copy of the complaint.

Student Safety and Wellbeing

Fire

Students must be aware of the posted evacuation plans for the residence halls and other campus buildings. If there is a fire, the area should be evacuated immediately. Staff members must be duly notified. Call 911.

Tornado

A tornado watch denominates that conditions are favorable to tornados. A tornado warning denominates the need for immediate action. If a tornado warning is issued, all students must take shelter in the inner storage rooms of the cafeteria basement. If there is not enough time to reach the cafeteria basement, students must take shelter in a culvert, a ditch, or an inner room that is not adjacent to the outer structure of the respective building.

Emergency Preparedness

Refers to emergency evacuation plans posted in the classrooms and hallways. These evacuation procedures will be practiced through monthly emergency drills.

Health Insurance

Students who do not have health insurance may apply for state health insurance upon arrival.

Vaccination Policy

All OHC students are required to have two MMR vaccinations. Students who are unable to provide proof of these vaccinations must complete an exemption form available from the registrar's office. This must be notarized before being signed and mailed to the Arkansas Department of Health. The returned form should be given to the registrar to be included in the respective student's file.

Illness or Minor Injuries

Illnesses or minor injuries must immediately be reported immediately to the residence dean. In the case of the dean being absent, another staff member may be notified. For a student to be excused from classes or work, due reporting must be carried out prior to missing any classes or work. The dean or notified staff member will contact an appropriate medical professional who will then determine whether further help is needed. In the case of divergence of opinion, the student may still seek further medical care.

Students are responsible for notifying instructors and work supervisors concerning arrangements for any missed classes or work time. Advanced notice must be given, as far as possible, for the absence to be excused. Excuse slips should be obtained from the dean upon return to classes or work.

Students who have contagious diseases (coughing, sneezing, rash, fever, vomiting, diarrhea) should avoid contact with others. An excused absence may be obtained from the dean. Students who choose to attend class or work against advice should wear a mask for the protection of others.

Medical Emergencies

Medical emergencies include loss of consciousness, loss of ability to communicate, chest pain, seizure, difficulty breathing, and injury to the head and neck.

Note: The following instructions apply if one has not been trained and qualified as a first aid rescuer.

- 1) Call administrative staff on duty if the status of a medical emergency cannot be ascertained. Staff members have received first-aid instruction, CPR training, and AED training.
- 2) Call 911 immediately if an individual is in a medical emergency. Name, location, and telephone number must be given. As much information as possible should be given regarding the nature of the injury or illness, whether the victim is conscious, breathing, bleeding, etc. Do not hang up until directed to do so by the emergency operator.
- 3) Return to the victim. Keep the victim as calm and comfortable as possible. Remain with the victim until the ambulance or someone with more advanced training arrives and takes over.
- 4) Do not move a seriously injured person unless it is necessary to save his or her life. Transporting an injured person by oneself must not be attempted.

Mental Health

College students experience stress as they navigate campus life and academics. At times, students may wish to seek help with challenges such as anxiety, depression, loneliness, isolation, family or personal conflicts, or academic problems.

Any mental health concerns (including unusual, concerning, or dangerous behavior) should be brought to the student's respective dean. If it is an emergency, call the dean or 911 immediately. The dean will assist the student in selecting appropriate mental health resources and/or connecting with a mental health professional.

Suicide and Self-harm

Any student who engages in self-harm behavior, attempts suicide, or exhibits behavior indicating that they may attempt suicide will be placed on open-ended medical leave. The student's dean will work with the student and may contact the student's family to connect the student with the appropriate mental health resources.

Harassment and Abuse

OHC prohibits all forms of harassment and abuse.

Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, bullying, epithets, derogatory comments or slurs, lewd propositions of any kind, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters, cartoons, or body gestures (Source: definitions.uslegal.com). Harassment is governed by state laws, which vary by state, but is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear for their safety.

Hazing, which employs various rituals involving abuse and humiliation as a way of intimidating a person into a group regardless of their willingness to participate, is also a form of harassment.

Sexual Harassment is defined by law and includes requests for sexual favors, sexual advances, or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed. OHC considers such behavior, whether physical or verbal, to be a breach of its standards of conduct and will seek to prevent such incidents and take corrective action when sexual harassment occurs (Office of Institutional Equity, University of Michigan).

Molestation is the crime of sexual acts with children up to the age of 18, including touching of private parts, exposure of genitalia, taking of pornographic pictures, rape, and various sexual acts with the molester or with other children. Incest by a relative with a minor family member and any unwanted sexual acts with adults short of rape may also constitute molestation.

Abuse includes any action or failure to act by an individual, or group of people, which intentionally harms or injures another person in any way. This includes physical, emotional, social, sexual, verbal, financial or spiritual abuse.

Reporting – Any student who has witnessed acts of harassment, molestation or abuse should immediately report the incident. This should include a concise, written statement of the alleged violation and a detailed statement of the facts supporting the allegation as well

as the name(s) of any witnesses. This should be sent directly to the college president or college administrative committee. Measures will be taken to ensure that the incident is documented and investigated, with the aim of resolving any allegations in a prompt, ethical, and legal manner.

Drugs and Alcohol

OHC expects that all students live free from drug and alcohol use. The use of tobacco and caffeine products, intoxicating substances, alcohol, illegal drugs, or abuse of prescription drugs is prohibited. Disciplinary action may be taken for violation of this policy and the respective student may be asked to withdraw from the college.

Any student who recognizes a need for help in overcoming alcohol or drug use should talk to their dean. The dean will then work with the student and contact the administration to ascertain the best path forward. The student may need to be referred to appropriate substance-abuse resources for external counseling and treatment.

Theft and Property Damage

OHC is not liable for stolen or damaged private property. Incidents of theft, vandalism, or other property damage should be reported to the respective dean who will then investigate the matter. The results of an investigation into personal or school property may lead to disciplinary action and/or notifying local authorities if deemed necessary.

Crime and Violent Behavior

If a crime or other violent behavior is witnessed, 911 should be called immediately. The caller must give a name, location, and phone number. The caller must stay on the line at the discretion of the dispatch.

The caller should remain at the location unless it is not safe to do so.

Firearms and Other Weapons

The possession and use of firearms by students on the OHC campus is prohibited. Other prohibited weapons include BB guns, pellet guns, paintball guns, explosives (including fireworks), bows and arrows, crossbows, throwing knives and other knives larger than a small pocketknife. Hunting is not permitted on the OHC campus.

Active Shooter

If shots are heard on campus, or if an armed person is seen shooting or threatening (active shooter), one should immediately choose the best way to protect one's life. A choice must be made as to "run, hide, or fight."

Run: If possible, evacuate.

- If there is enough distance between the gunfire/armed individual and the threatened person, the latter should quickly move away from the gunfire. If the shots are indoors, and if it is safe to do so, run out of the building and move far away until a secure place is found.
- Personal belongings must be left behind.
- Hands must be kept visible for law enforcement.
- One must not stay in the zone of conflict if others are unwilling to depart.
- 911 must be called as soon as it is safe to do so. Do not assume that someone else has reported the incident. Individual information may be critical, e.g., number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

Hide: Quietly hide in as safe a place as possible

- If the shooter is in proximity and evacuation is unfeasible, hide in an area out of the armed person's view.
- If possible, choose a hiding place with thicker walls and fewer windows.
- Lock doors and create a barricade with furniture.
- Turn off the lights.
- Silence phones and turn off other electronics.
- Close windows, shades, and blinds, and avoid being seen from outside the room, if possible.
- If one is outdoors and cannot run to safety, a place that provides protection from the gunfire should be found, such as brick walls, large trees, or buildings.
- One should remain in place until an "all clear" signal is gotten from the authorities.

Fight: Act to disrupt or incapacitate the shooter

- At the last resort, fight. If evacuation or hiding is impossible, and if life is in immediate danger, taking action is warranted.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Items in reach in reach such as fire extinguishers or chairs may be used.
- If possible, throw items at the shooter.
- Call 911 when it is safe to do so.
- Immediately following the incident
- If indoors, wait for the Police or other law enforcement to open the building and allow traffic.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Note:

- *Gunfire may sound artificial. Assume that any popping sound is gunfire.*
- *If there are two or more people in the same locale when a violent incident occurs, one should spread out in the room to avoid offering an easy target for the aggressor.*
- *Violent attacks can involve any type of weapon—not just guns. Knives, blunt objects, physical force, or explosives can be just as deadly as guns. The aforementioned actions are applicable to any violent encounter.*
- *Plan: Visualize escape routes, including physically accessible routes for students and staff with disabilities or those with limited mobility.*

Source: Henderson State University

Hunting Season

Life in the country includes an annual hunting season. During hunting season, students are discouraged from walking or biking in the woods, especially at twilight and dusk. Anyone walking or biking off-campus must wear a bright orange jacket and hat for safety. The bright orange allows hunters to distinguish a person from a potential target. For more information on hunting seasons in Arkansas, visit the Arkansas Game and Fish Commission's website at <https://www.agfc.com/en/hunting/>

Photo Release

By enrolling at OHC, students authorize the use and reproduction by OHC, or anyone authorized by OHC, of any pictorial images (including conventional, video, and digital photography) taken of them while enrolled at OHC, without compensation. All negatives, positives, and prints shall constitute OHC property, solely and completely.

Disciplinary Procedures

In the case of a student who fails to comply with the OHC policies outlined in this Handbook, or one who chooses to act in a way that is detrimental to the physical, spiritual, and academic well-being of OHC, or threatens his/her own safety or the safety of others, will be taken to the Disciplinary Committee.

Suspension and Dismissal

The Disciplinary Committee will convene and determine what measures are necessary for the upholding of OHC policy, as outlined in this handbook. Once the violation has been evaluated by the DC, the final decision will be put to writing and a copy given to the student. Furthermore, another copy will be placed in the respective student's disciplinary file. Any appeal against this decision must be made no later than 10 days after the DC has communicated its decision to the student. The DC will answer the appeal within 7 days after receiving it. Such decision will be final.

OHC administration reserves the unrestricted right to carry out any of the following measures:

- a) Question a student regarding his/her behavior on or off campus
- b) Make arrangements for alcohol and/or drug testing.
- c) Recommend treatment or counseling as deemed necessary. These recommendations may be considered in the process of readmission.
- d) As a last measure, the student may be suspended, expelled, or asked to withdraw from OHC if the his/her conduct, influence, or attitude is not in harmony with the principles of OHC.

OHC Administration may lawfully inspect a student's room for the following reasons:

- a) To investigate breaches of the dorm agreement. Such would include the possession of harmful and illegal substances, including those prohibited in this handbook. Such violations seriously imperil the spiritual life of OHC.
- b) To investigate any potential criminal activity.

In non-emergency settings, the student will be invited to be present during the search. However, during an emergency, administration may enter a student's room at any time during the night or day.

OHC strictly prohibits the use of corporal punishment as a means of achieving compliance with the aforesaid principles of the College.

Incident Reporting

Times may arise when it is necessary to report breaches of OHC policy committed by fellow students. Such breaches of trust may have transpired on or off campus. Depending on the nature of the incident, the student may opt for one of two ways: 1. speak directly to those involved and try to resolve the issue at that level. 2. If no resolution is reached, or if the reporting student is uncomfortable with speaking directly to the parties involved, the incident must be reported to a staff member. The respective staff member will become responsible for bringing about the necessary resolution.

SECTION 6 – APPENDIX

Music Further Study

Guidelines Toward An SDA Philosophy of Music

1972 Autumn Council of the General Conference Committee

October 14–29, 1972, Mexico City

Voted, That the following guidelines for a Seventh-day Adventist Philosophy of Music be adopted:

The Seventh-day Adventist Church has come into existence in fulfillment of prophecy to be God's instrument in a worldwide proclamation of the Good News of salvation through faith in the atoning sacrifice of God's Son and of obedience to His commands in preparation for our Lord's return. The lives of those who accept this responsibility must be as distinctive as their message. This calls for total commitment by each church member to the ideals and objectives of the Church. Such commitment will affect every department of church life and will certainly influence the music used by the Church in fulfillment of its God-given commission.

Music is one of God's great gifts to man and is one of the most important elements in a spiritual program. It is an avenue of communication with God, and "is one of the most effective means of impressing the heart with spiritual truth" (*Education*, p. 168). Dealing as it does with matters of eternal consequence, it is essential that music's tremendous power be kept clearly in mind. It has the power to uplift or degrade; it can be used in the service of good or evil. "It has power to subdue rude and uncultivated natures; power to quicken thought and to awaken sympathy, to promote harmony of action, and to banish the gloom and foreboding that destroy courage and weaken effort" (*ibid.*, pp. 167–168).

Those, therefore, who select music for the distinctive purposes of this Church must exercise a high degree of discrimination in its choice and in its use. In their endeavors to meet these ideals, more than human wisdom is needed. Turning then to revelation for guidance, the following general principles are revealed:

The music should:

1. Ennoble, uplift, and purify the Christian's thoughts (Phil 4:8; *Patriarchs and Prophets*, p. 594).
2. Bring glory to God and assist us in acceptably worshiping Him (1 Corinthians 10:31).
3. Effectively influence the Christian in the development of Christ's character in his life and in that of others (MS 57, 1906).
4. Have a text [words, lyric, message] which is in harmony with the scriptural teachings of the Church (*Review and Herald*, June 6, 1912).
5. Reveal a compatibility between the message conveyed by the words and the music, avoiding a mixture of the sacred and the profane.
6. Shun theatricality and prideful display (*Evangelism*, p. 137; *Review and Herald*, November 30, 1900).
7. Give precedence to the message of the text, which should not be overpowered by accompanying musical elements (*Gospel Workers*, pp. 357-358).
8. Maintain a judicious balance of the emotional, intellectual, and spiritual elements (*Review and Herald*, November 14, 1899).
9. Never compromise high principles of dignity and excellence in efforts to reach people just where they are (*Testimonies for the Church*, vol 9, p. 143; *Evangelism*, p. 137).
10. Be appropriate for the occasion, the setting, and the audience for which it is intended (*Evangelism*, pp. 507-508).

There is much that is spiritually uplifting and religiously valid in the music of the various cultural and ethnic groups; however, the musical tastes and practices of all should conform to the universal value of Christ-like character, and all should strive for oneness in the spirit and purpose of the gospel, which calls for unity rather than uniformity. Care must be

exercised that worldly values in music which fail to express the high ideals of the Christian faith be avoided.

The above principles will serve as effective guidelines in the choice and use of music for the varied needs of the Church. Certain musical forms, such as jazz, rock, and their related hybrid forms, are considered by the Church as incompatible with these principles. Responsible persons involved in the Church's broad-ranging music activities, either as leaders or performers, will find little trouble in applying these principles in some areas. Certain other areas are much more complex, and a more detailed discussion of the factors involved follows.

I. CHURCH MUSIC

Music in the Worship Service. Worship should be the primary and eternal activity of mankind. Man's highest end is to glorify God. As the worshiper comes to the house of God to offer a sacrifice of praise, let it be with the best possible music. Careful planning of every musical element of the service is essential so that the congregation is led to be a participant and not a spectator.

The hymns used for this service should be directed to God, emphasizing praise and utilizing the great hymns of our heritage. They should have strong, singable melodies and worthy poetry. The pastor should take a keen interest in increasing the quality and fervor of congregational singing. "Singing is seldom to be done by a few" (*Counsels on Health*, pp. 481-482). Christian experience will be immeasurably enriched by the learning and use of new hymns.

Where there is a choir, meaningful anthems chosen from master composers of the past and present, sung by dedicated and well-prepared musicians, will add much to the service and assist in elevating the quality of worship.

Instrumental music, including organ or piano, should harmonize with the lofty ideals of worship and be chosen carefully from the best materials consistent with the ability and training of the player. The instrumentalist responsible for accompanying congregational singing has an especially great responsibility to set the right standard in all his contributions, be they preludes or postludes, offertories or other voluntaries, or accompaniment of hymns. He is in a unique position to raise the level of worship music in

his church. If in the service there should be vocal solos or other special music, preference should be given to material with scriptural texts and music that is within the singer's range of ability, and be presented to the Lord without display of vocal prowess. The communication of the message should be paramount.

Music in Evangelism. Music used in evangelism may also include gospel music, witness music, or testimony music; but there should be no compromise with the high principles of dignity and excellence characteristic of our message to ready the people for the second coming of Christ. The music chosen should

1. Direct the hearer to Jesus as the Way, the Truth, and the Life.
2. Prepare the way for the presentation of the message from God's Word, or continue its appeal, evoking a response from the hearers.
3. Be played and sung by those whose lives are consistent with the message they bear.
4. Be a vehicle for the deep impression of Bible truth, which will inspire a positive change in the life.
5. Be presented in a carefully planned, orderly manner.
6. Be simple and melodic and presented without emphasis on personal display.
7. Give precedence to the preaching of the Word, both in emphasis and in allotment of time.
8. Maintain a balanced appeal to the emotion and intellect and not just charm the senses.
9. Be understandable and meaningful in content and style for the largest possible cross section of the audience.

Music in Youth Evangelism.

In the field of youth witnessing, most of the above suggestions apply. Consideration also needs to be given to certain aspects that are unique to this area. Young people tend to identify closely with the music of the contemporary youth culture. The desire to reach these youth where they are with the gospel of Christ sometimes leads to the use of certain questionable musical idioms. In all these idioms, the element which brings the most problems is rhythm, or "the beat."

Of all the musical elements, rhythm evokes the strongest physical response. Satan's greatest successes have often come through his appeal to the physical nature. Showing keen awareness of the dangers involved in this approach to youth, Ellen G. White said, "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 spiritual longings of the soul for divine knowledge, for a growth in grace, are wanting [i.e., lacking]" (*Testimonies for the Church*, vol. 1, p. 497). This is a strong indictment of the way in which music may be put to a use that is in direct opposition to God's plan. The previously mentioned jazz, rock, and related hybrid forms are well-known for creating this sensuous response in masses of people.

On the other hand, we have many traditional folk-music idioms which have been respected as legitimate branches of the musical stream. Some of these are acceptable as vehicles for expressing the Christian witness. Others, which might find acceptance in a Christian secular atmosphere, may be inappropriate for bearing the Saviour's name. Still others may fall completely outside the Christian's experience. It must be clear, then, that any form of "folk" musical expression must be judged by the same general principles as all other types discussed in this document.

"Higher than the highest human thought can reach is God's ideal for His children" (*Education*, p. 18). Those who strive for this high ideal and who lead in youth witnessing will find guidance through prayerful study of music by the aid of the Holy Spirit.

In addition to the problem of rhythm, other factors affect the spiritual qualities of the music:

Vocal Treatment. The raucous style common to rock, the suggestive, sentimental, breathy, crooning style of the night-club performer, and other distortions of the human voice should be avoided.

Harmonic Treatment. Music should be avoided that is saturated with the 7th, 9th, 11th, and 13th chords as well as other lush sonorities. These chords, when used with restraint, produce beauty, but when used to excess distract from the true spiritual quality of the text.

Visual Presentation. Anything which calls undue attention to the performer(s), such as excessive, affected bodily movement or inappropriate dress, should find no place in witnessing.

Amplification. Great care should be exercised to avoid excessive instrumental and vocal amplification. When amplifying music there should be a sensitivity to the spiritual needs of those giving the witness and of those who are to receive it. Careful consideration should be given to the selection of instruments for amplification.

Performances. The primary objective in the performance of all sacred music should be to exalt Christ rather than to exalt the musician or to provide entertainment.

Music in the Home.

1. Music education and appreciation should begin early in the life of the child through (a) The introduction to great hymns and gospel songs in the informal happy experience of family worship; (b) The establishment of right listening habits through home audio equipment, which includes carefully selected music; (c) Attendance with the family at music concerts with standards conforming to those outlined in this document; (d) The proper example and influence of parents.
2. Family singing and participation in family music instrumental ensembles should be encouraged.
3. Experiments in writing poetry and song compositions might be encouraged.
4. A home music library of wisely selected materials should be established.
5. It must be recognized that Satan is engaged in a battle for the mind and that changes may be effected imperceptibly upon the mind to alter perceptions and values for good and evil. Extreme care must therefore be exercised in the type of programming and music listened to on radio and TV, especially avoiding that which is vulgar, enticing, cheap, immoral, theatrical and identifiable with trends in the counterculture.

Music in the School.

In preparing and presenting music for religious functions, school administrators and teachers should work with the students in a way that will uphold the musical standards of the Church.

Witnessing and folk-music groups going out from campuses should receive sponsorship and guidance from those appointed by the administration, be they music-faculty members or others.

Directors of radio stations on Seventh-day Adventist campuses and those who are responsible for the selection of music played over institutional public-address systems should choose music that is in conformity with the philosophy of music as expressed in this document.

Music teachers in school ensembles and in private teaching activities should make positive efforts to teach music literature that may be used in church and in soul-winning activities.

Because one of the primary objectives of school music-appreciation courses is to teach discrimination in the light of divine revelation, instructors in these classes on all educational levels are urged to include information in the art of making qualitative value judgment in the area of religious music.

Efforts should be made by the local church and conference to close the culture gap. To this end the trained music personnel of the schools should be used in musical training and activities so that the lofty ideals of worship be effectively promoted.

Musical presentations in Seventh-day Adventist educational institutions should conform to the standards of the Church. This applies to local talent as well as to visiting artists, ensembles, and music on entertainment films.

II. SECULAR MUSIC

Music "rightly employed, . . . is a precious gift of God, designed to uplift the thoughts to high and noble themes, to inspire and elevate the soul" (*Education*, p. 167).

The Seventh-day Adventist lifestyle demands that the individual Christian exercise a high degree of discrimination and individual responsibility in the selection of secular music for personal use, solo, or group performance. All such music should be evaluated in the light of the instruction given in Philippians 4:8: "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue,

and if there be any praise, think on these things." He will also keep in mind the warning given by Ellen G. White in *Testimonies for the Church*, vol. 1, p. 497:

"I was shown that the youth must take a higher stand, and make the Word of God the man of their counsel and their guide. Solemn responsibilities rest upon the young, which they lightly regard. 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."

The Christian will not sing songs that are incompatible with the ideals of truth, honesty, and purity. He will avoid elements that give the appearance of making evil desirable or goodness appear trivial. He will try to avoid compositions containing trite phrasing, poor poetry, nonsense, sentimentality, or frivolity, which lead away from the counsel and teachings found in scripture and in the Spirit of Prophecy.

He will consider music such as blues, jazz, the rock idiom, and similar forms as inimical to the development of Christian character, because it opens the mind to impure thoughts and leads to unholy behavior. Such music has a distinct relationship to the permissiveness of contemporary society. The distortion of rhythm, melody, and harmony as employed by these styles and their excessive amplification dulls the sensibilities and eventually destroys the appreciation for that which is good and holy.

Care should be exercised when using a secular tune wedded to sacred lyrics, so that the profane connotation of the music will not outweigh the message of the text. Moreover, the discerning Christian, when selecting any secular music for listening or performing which is not included in the above categories [blues, jazz, rock, etc.] will subject such music to the test of the principles given in the general principles outlined in this Philosophy of Music.

The true Christian is able to witness to others by his choice of secular music for social occasions. He will, through diligent search and careful selection, seek out that type of music which will be compatible with his social needs and his Christian principles.

"There must be a living connection with God in prayer, a living connection with God in songs of praise and thanksgiving" (*Evangelism*, p. 498).

Official Action of the Autumn Council of the General Conference Committee, October 14-19, 1972, Mexico City, Mexico.

NOTE: Punctuation slightly altered. Bracketed text supplied.

Note: [General Conference Committee Meeting Minutes transcript](#) of above action can be viewed at the [General Conference Archives](#) (see page 72-1200). In order to view DJVU documents you will need the [DJVU Browser Plugin](#) (currently requires Internet Explorer).

Dress Further Study

“No education can be complete that does not teach right principles regarding dress. Without such teaching, the work of education is too often retarded or perverted” (*Education*, p. 246).

“In dress, as in all things, it is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming...A person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. Chaste simplicity in dress, when united with modesty of demeanor, will go far toward surrounding a young woman with that atmosphere of sacred reserve which will be to her a shield from a thousand perils” (*Education*, p. 248).

“But those who adopt the reform dress should ever bear in mind the fact that the power of fashion is terrible; and that in meeting this tyrant, they need wisdom, humility, and patience, wisdom to speak and act so as not to offend the slaves of fashion unnecessarily; and humility and patience to endure their frowns, their slight, and their reproachful speeches” (*Health Reformer*, September 1, 1868).

“An almost endless train of disease results from unhealthful modes of dress, and careful instruction on this point should be given. Impress upon the pupils the danger of allowing the clothing to weigh on the hips or to compress any organ of the body. The dress should be so arranged that a full respiration can be taken, and the arms be raised above the head without difficulty” (*Education*, p. 199).

“The limbs and feet have large veins, to receive a large amount of blood, that warmth, nutrition, elasticity, and strength, may be imparted to them. But when the blood is chilled from these extremities, their blood-vessels contract, which makes the circulation of the necessary amount of blood in them still more difficult. Good circulation preserves the blood pure and secures health. Bad circulation leaves the blood to become impure, and induces congestion of the brain and lungs, and causes diseases of the head, the heart, the liver, and the lungs. The fashionable style of woman’s dress is one of the greatest causes of all these terrible diseases” (*Health Reformer*, August 1, 1868).

“Of how little value are gold or pearls or costly array in comparison with the loveliness of Christ. Natural loveliness consists in symmetry, or the harmonious proportion of parts, each

with the other; but spiritual loveliness consists in the harmony or likeness of our souls to Jesus. This will make its possessor more precious than fine gold, even the golden wedge of Ophir. The grace of Christ is indeed a priceless adornment. It elevates and ennobles its possessor and reflects beams of glory upon others, attracting them also to the Source of light and blessing" (*Child Guidance*, p. 423.5).

Some Bible verses to consider:

- Deuteronomy 22:5
- 1 Peter 3:3,4
- Isaiah 3:13-26
- Genesis 35:1-4
- 1 Timothy 2:9

Entertainment and Recreation Further Study

"I do not condemn the simple exercise of playing ball; but this, even in its simplicity, may be overdone. I shrink always from the almost sure result which follows in the wake of these amusements. It leads to an outlay of means that should be expended in bringing the light of truth to souls that are perishing out of Christ. The amusements and expenditures of means for self-pleasing, which leads one step by step to self-glorifying, and the educating in these games for pleasure, produce a love and passion for such things that are not favorable to the perfection of Christian character. The way that they have been conducted at the College does not bear the impression of heaven. It does not strengthen the intellect. It does not refine and purify the character. There are threads leading out through the habits and customs and worldly practices, and the actors become so engrossed and infatuated that they are pronounced in heaven, lovers of pleasure more than lovers of God. In the place of the intellect becoming strengthened to do better work as students, to be better qualified as Christians to perform the Christian duties, the exercise in these games is filling their brains with thoughts that distract the mind from their studies" (*Selected Messages*, vol 2, p. 322).

"There are modes of recreation which are highly beneficial to both mind and body. An enlightened, discriminating mind will find abundant means for entertainment and diversion, from sources not only innocent, but instructive. Recreation in the open air, the contemplation of the works of God in nature, will be of the highest benefit" (*Christian Education*, p. 35).

Relations with Students of the Opposite Gender Further Study

“It is not possible for the heart in which Christ abides to be destitute of love. If we love God because He first loved us, we shall love all for whom Christ died. We cannot come in touch with divinity without coming in touch with humanity; for in Him who sits upon the throne of the universe, divinity and humanity are combined. Connected with Christ, we are connected with our fellow men by the golden links of the chain of love. Then the pity and compassion of Christ will be manifest in our life” (*Christ Object Lessons*, p. 384.3).

“The Saviour’s entire life was characterized by disinterested benevolence and the beauty of holiness. He is our pattern of goodness...He was highly social, yet He possessed a reserve that discouraged any familiarity” (*Counsel to Parents, Teachers, and Students*, p. 262.1).

“The subject of purity and propriety of deportment is one to which we must give heed. We must guard against the sins of this degenerate age. Let not Christ’s ambassadors descend to trifling conversation, to familiarity with women, married, or single. Let them keep their proper place with dignity; yet at the same time they may be sociable, kind, and courteous to all. They must stand aloof from everything that savors commonness and familiarity. This is forbidden ground, upon which it is unsafe to set feet. Every word, every act, should tend to elevate, to refine, to ennoble. There is sin in thoughtlessness about such matters” (*Evangelism*, p. 679.1).

“Our sisters should cultivate true meekness. They may be courteous; but they should not be forward, talkative, and bold. To be kind, tender, pitiful, forgiving, and humble is well pleasing to God. If they occupy this position, they will not be burdened with undue attention from the other sex. There will be a sacred circle of purity around them, which will shield them from unwarrantable liberties” (*Christian Temperance & Bible Hygiene*, p. 132.1).

“By being prayerful, tactful, and especially utilizing Christ’s method of reaching people, the student will be successful in making friends and influencing for heaven. “The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me’” (*The Ministry of Healing*, p. 143).

The danger is real that an institution like ours could easily lose its focus. Note the following from Ellen White describing her dealing with this subject at Avondale College in Australia:

“I have spoken and read five mornings in succession in the school, and after talking with the whole school, I then took the girls by themselves and talked with them seriously and charged them to keep themselves sacredly to themselves. We would not, could not, allow any courting or forming attachments at the school, girls with young men and young men with girls. This I said before the whole school, and then to the young ladies. I entreated them to be reserved, to be delicate and refined and not to be forward and bold and inviting the attention of young men; [I told them] that they should consider it an honor to cooperate with their teachers and seek to please them in everything”—Letter 193, 1897 (*Ellen G. White: The Australian Years: 1891–1900*, vol. 4, p. 312.3).

Work Study Program Further Study

The benefit of manual training is needed also by professional men. A man may have a brilliant mind; he may be quick to catch ideas; his knowledge and skill may secure for him admission to his chosen calling; yet he may still be far from possessing a fitness for its duties. An education derived chiefly from books leads to superficial thinking. Practical work encourages close observation and independent thought. Rightly performed, it tends to develop that practical wisdom which we call common sense. It develops ability to plan and execute, strengthens courage and perseverance, and calls for the exercise of tact and skill. (*Education*, p. 220)

“He who continually pores over his books will find, after a time, that the mind has lost its freshness. Those who give proper attention to physical development will make greater advancement in literary lines than they would if their entire time were devoted to study...Again, excessive study, by increasing the flow of blood to the brain, creates morbid excitability that tends to lessen the power of self-control, and too often gives sway to impulse or caprice. Thus the door is opened to impurity. Educate the youth in the different branches of study and labor, devoting a portion of each day to mental improvement and a portion to physical labor, there would now be a more elevated class of youth to come upon the stage of action, to have influence in molding society. (*Counsels to Teachers*, p. 288)

“Physical labor will not prevent the cultivation of the intellect: far from it. The advantages gained by physical labor will balance a person and prevent the mind from being overworked. The toil will come upon the muscles and relieve the wearied brain.... A sound body is required for a sound intellect. Physical soundness and a practical knowledge of all the necessary household duties will never be a hindrance to a well-developed intellect; both are highly important...” (*Counsels to Parents Teachers and Students*, p. 288)

“Many are dissatisfied with their lifework. It may be that their surroundings are uncongenial; their time is occupied with commonplace work, when they think themselves

capable of higher responsibilities; often their efforts seem to them to be unappreciated or fruitless; their future is uncertain." (*Ministry of Healing*, p. 472.3)

"Let us remember that while the work we have to do may not be our choice, it is to be accepted as God's choice for us. Whether pleasing or unpleasing, we are to do the duty that lies nearest. 'Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest.'" Ecclesiastes 9:10. (*Ministry of Healing*, p. 472.3, 4)