



# School Handbook

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Oakdale Christian Academy Handbook is revised as necessary.  
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## A NOTE TO PARENTS

When you select Oakdale for your son or daughter, you become part of a school family that has helped young people from a wide variety of backgrounds for over 80 years.

Today, parents are choosing Oakdale for a number of reasons: a need for smaller class sizes and more individual attention from teachers, the hometown peer group is not positive, or a family situation that requires a temporary "home away from home." The reasons may differ, but we hope that part of the reason you consider Oakdale stems from a desire to have your teen in Oakdale's supportive Christian environment.

Oakdale students develop their talents in many areas due to the small size of the campus family. Living away from home gives a wonderful opportunity to learn personal responsibility and social skills and to grow as young Christians. Paradoxically, becoming a part of the campus family seems to always draw students closer to their own families. Most develop a genuine appreciation for home.

We want to work with you as much as possible during the time you entrust us with the care of your child. This means we hope to visit with you on the telephone or as guests on our campus.

This handbook is intended to introduce you to the general methods and procedures in practice at Oakdale Christian Academy. It cannot cover everything we do as some policies change according to our students' needs.

We pray for God's blessing as you make important decisions regarding this young person so important to you, and look forward to working with you if you choose Oakdale as your school.

Sincerely,

The Oakdale Administration

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## **1.0 MISSION STATEMENT**

*To provide a challenging educational program and a Christ-centered community to students from a broad spectrum of experiences, leading them to lives of learning, serving others and loving God.*

As a nurturing, supportive residential community, Oakdale works to change students' lives spiritually, academically, emotionally, and socially.

Through the Oakdale ministry students

- ♦gain the satisfaction of achieving new levels of academic success.
- ♦develop new skills for daily living, often overcoming obstacles that have hindered them in the past.
- ♦graduate better prepared to live meaningful, productive, satisfying lives.

We welcome students from across the U.S. and abroad representing diversity in cultural, social, economic, religious, racial and family backgrounds.

All that we do is based on a foundation of Biblical principles that includes a life-changing opportunity for students to invite Jesus Christ into their lives to be their Lord and Savior.

## **HISTORY AND BACKGROUND**

In 1921 a one-room elementary school was established under the leadership of Elizabeth E. O'Connor. Miss O'Connor was a graduate of God's Bible School in Cincinnati and a native of Pennsylvania.

Oakdale Vocational School was opened in 1930 in a newly completed dormitory and classroom building now known as Anderson Hall named for Miss Myrtle Anderson, one of the early directors of the school. This building stands on the first piece of ground donated to the mission by Alex Wilson, a leading citizen of the community.

In 1960 the name of the school was changed to Oakdale Christian High School because the various vocations were no longer emphasized and a more strictly academic program was being pursued.

The school had operated for more than 40 years under the Missions Board of the Free Methodist Church of North America when its management was

turned over to an independent Board of Trustees in the mid-1960s and was incorporated in the state of Kentucky.

Oakdale Christian Academy has always been Wesleyan-Arminian in doctrine. Faculty and staff believe and teach the virgin birth and deity of Christ; His death, resurrection, and future return; the reality of salvation from sin and the infilling of the Holy Spirit.

## **2.0 ADMISSIONS**

### **2.1 Admissions Requirements**

Consistent with the requirements and options under applicable law, Oakdale Christian Academy does not discriminate on the basis of race, color, national origin, physical impairment or gender.

Oakdale provides a warm, caring atmosphere for young people who want to make positive decisions and good changes in their lives. Students must be here by choice and have a desire to live within the regulations set up by the administration. In addition, potential students must demonstrate an ability to perform college preparatory academic work as determined by the admissions committee through a review of past academic achievement, an on-campus interview, standardized testing assessment, or any combination of these criteria.

For the acceptance of any student at Oakdale, four principal areas are evaluated:

1. How will Oakdale help the student? This question is primarily answered by the student's desire to be a part of the student body as measured both by expressed intent and discernible commitment to improvement.
2. How does this student affect the rest of the student body? In order to create the best possible environment for all, a student's influence, especially if enrolled in the upper grades, is a strong consideration.
3. How does this student fit into the Oakdale program? While students are sometimes accepted without an established record of exemplary behavior and/or strong academic performance,

Oakdale's primary focus is to help those students who now desire to receive a quality education in a Christian setting.

4. Is the family committed to the child attending Oakdale? In order for a student to be accepted, parents or guardians must agree to pay the tuition amount determined by the business manager based on their financial status. Families must also be supportive of the Oakdale program and willing to work with the academic dean and/or dean of students as they work with their child. An on campus interview is encouraged as a part of the admissions process.

**Oakdale Christian Academy Application Process:**

1. Submit the non-refundable application fee along with all application forms completed by parent(s) and student.
2. Submit medical information forms including physical and immunization certificate.
3. Have professional recommendation completed and submitted by a pastor, youth worker, counselor or other professional that has worked with the student.
4. Submit school transcript request and principal recommendation to the student's most recent school. Return bottom portion of school transcript request to Oakdale. (An entry exam may also be required.)
5. If requesting financial aid, submit completed school lunch form, a copy of last year's IRS 1040 and proof of household income (ie: most recent pay stubs, social security, etc.)
6. An on-campus interview may be required by the admissions committee prior to an acceptance decision.

**Once accepted, the following must be submitted:**

1. The non-refundable enrollment fee to confirm student's plan to come and to hold a space on campus until date of enrollment
2. Annual student activity fee

*(see current financial information on the school website or in the application packet for fee amounts)*

**The enrolling parent(s) must visit campus prior to enrollment or at the time of enrollment in order to enroll a student.**

## **3.0 OUR PARTNERSHIP TOGETHER**

### **3.1 Parent Orientation**

Each semester parents are invited to attend a session of parent orientation. During these meetings the dean of students and the academic dean talk candidly with parents regarding the philosophy and mission of the Oakdale program and the rationale for specific policies.

These sessions are held at the beginning of each semester (August, January and June) on the Sunday of registration at 2:00 pm. A grant toward the student bill is provided each time a parent attends this meeting.

### **3.2 Communicating with your Child**

Telephone use is reserved for parents to talk with their children on school nights. Students may have phone calls with friends and extended family members on Fridays and Saturdays. Students may only call collect or with a phone card; therefore, they need to have specific guidelines regarding their financial limitations. Making extended family members aware of the phone policy is also helpful.

Other than emergencies, parents should call on school nights between 6:00 pm and 9:30 pm; on Saturdays between 1:00 pm and 10:00 pm; and on Sundays between 4:00 pm and 9:30 pm. Students may take or receive up to 3 calls a week, and all phone calls are limited to 20 minutes.

Remembering that students often call home when they are upset will help you to put your child's phone conversations in perspective.

It is important that students know that they are in the minds and hearts of their families. Please send mail frequently, as packages and letters send a very important message to your child. (Please do not send students junk food.) E-mail can be sent to them as well via the school e-mail account ([oakdale@oakdalechristian.org](mailto:oakdale@oakdalechristian.org)) up to three times per week.

### **3.3 Maximizing the Oakdale Experience**

Speak positively about the rules and guidelines when speaking with your child. When there are conflicts between your own family standards and Oakdale standards, inquire into the rationales for the rules so you can help explain them to your child.

Special privileges are rarely granted. If your child were the only one involved, extra requests would often be reasonable, but the entire community always needs to be considered.

Questions regarding the progress of your child should be directed to the principal and/or the dean of students and never to the respective dorm deans or teachers. It is especially important to communicate with the administration regarding reasonable standards of expectations for your teen since these are significantly different in the Oakdale boarding environment than a public school setting. Expectations that are either too high or too low often make it difficult for students to do their best.

## **4.0 ACADEMIC & CURRICULUM INFORMATION**

### **4.1 Accreditation**

Oakdale Christian Academy is accredited by the Association of Christian Schools International (ACSI). Accreditation affirms that the school has met the standards established by ACSI in such areas as administration, instructional program, faculty preparation and proficiency, media services, finances, student activities, budget, facilities and other services.

ACSI is a premiere accrediting organization serving Christian schools and colleges in the United States and around the world. ACSI presently has a membership of over 5,000 schools and a student enrollment of over one million.

In conjunction with its accreditation, Oakdale is a member in good standing of the Kentucky Non-public School Commission and is recognized by the State of Kentucky as a fully-accredited institution.

### **4.2 Graduation Requirements**

#### **22 semester credit hours**

#### **Required courses include:**

- ♦ 4 years of English, including English 3 and English 4 at Oakdale
- ♦ 3 years of math, including Integrated Math A1 at Oakdale
- ♦ 3 years of science, including 1 year of biology and one semester of space science
- ♦ 3 years of social science including 1 year of U.S. history and 1 semester of civics

- ♦ 2 years of Bible
- ♦ 2 years of the same foreign language or equivalent proven by proficiency exam
- ♦ 2 years of business to include 1 semester of computer and 1 semester of economics
- ♦ 1 year of health
- ♦ 1 year of physical education or equivalent
- ♦ 1 semester of art history
- ♦ 1 semester of drama

**Examples of electives include:** art, botany, chemistry, geography, music, physics, psychology, sociology, typing, world history, and yearbook.

**An Honors Diploma** is available for superior students who want to prepare more thoroughly for college. Additional requirements for an honors diploma:

- ♦ A cumulative GPA of at least 3.0
- ♦ Integrated Math A2 and A3 taken at Oakdale
- ♦ 1 year of honors science
- ♦ 1 year of Honors English 4 taken at Oakdale
- ♦ 1 year of honors U.S. history taken at Oakdale
- ♦ 1 year of world history
- ♦ 1 year of typing or a 50 wpm proficiency test

Schedule changes need to be made within the first 2 weeks of each semester.

### **4.3 Grading System**

Report cards are issued quarterly. These grades are given to the students and mailed to the parents or guardian. A “C” grade average with no “F”s is required for academic eligibility.

Honor roll students (those with a “B” average and no “F”s) can earn extra privileges. In addition to standard report card grades, students receive a number rating that represents their class effort.

Grades and effort marks are calculated weekly. Students who stay eligible have more privileges than those who are ineligible.

#### **4.4 Guidance**

Oakdale provides guidance for students as they make decisions regarding summer work and continuing education. The dean of students and principal are responsible for talking with students and their parents about available opportunities, scheduling visits to colleges, and arranging for college and military representatives to visit campus.

#### **4.5 Access to Records**

Access to records is in accordance with FERPA guidelines. Parents or legal guardians of students under the age of 18 have the right to inspect and review all academic records within 45 days from the day the school receives a request for access. The request should be submitted to the principal as a written request that identifies the record(s) to be inspected.

Additional questions regarding access to student records can be addressed to the school principal.

#### **4.6 Scholastic Awards**

**Valedictorian** - Given to the top graduating senior. A grade average of at least a “B” is required. The award is generally given to a senior who has attended OCA for at least two years.

**Salutatorian** - Given to the senior with the second highest academic standing. A grade average of at least a “B-” is required.

**Anderson Academic Award** - In honor of former principal Myrtle Anderson, this award is presented in the spring at the annual awards banquet to a student who consistently excels in the classroom. (Chosen by faculty selection)

#### **4.7 Attendance**

Attendance in all classes is expected. Absences will be excused in case of sickness or when pre-arranged with the principal for medical appointments. Any other circumstance requiring absence from school needs to be cleared through the principal. Students with an excused absence will still be counted absent, but will be given one school day for each day missed to complete make-up work. Zeros will be given for unexcused absences. Recognition is given for perfect attendance.

A fine of \$10.00 per class period will be assessed students who leave early or return late at vacation times.

Tardies: Actual time spent in class is an important part of a high school education; consequently all class tardies bring consequences, and excessive tardiness may affect a student's grades.

All questions about grades, classroom behavior, discipline, etc. should be directed to the principal.

## **4.8 School Dress Code**

**(for other dress code information see section 10.1)**

The primary purpose of the school day dress code is to ensure that students are dressed in a manner appropriate for a strict academic environment. Students should always appear neat and clean. Students should wear shirts that have sleeves (short or long) and that have buttons and/or collars. Sweaters are also considered appropriate school dress. All clothing must be in good repair.

T-shirts (including long-sleeve) are allowed only for the junior high and special occasions including high school shop, home economics, and physical training classes. Students may not wear an unbuttoned shirt over a t-shirt.

Sweatbands, hats, do-rags and similar apparel are not to be worn inside classrooms, the chapel, the dining room, the office, or the library. Girls may wear bandanas, provided they do not remove them during class time.

Clothing must meet at the waist at all times.

Frayed, ripped, tattered, or badly worn clothing is not acceptable.

Sports jerseys, warm-up pants, sweats, pajamas, and similar apparel are not permissible for class.

Final decisions about dress code rest with the principal.

## **4.9 Miscellaneous Classroom Rules**

Students are not permitted to carry headphones, walkmans, pagers, cellular phones, tape recorders, video games, digital notebooks, or any other electronic devices during the school day, with the exception of watches and calculators. Students who are not enrolled in integrated math A2 or higher nor in an honors science or economics course may not carry a calculator. Toys of any kind are not to be brought into classrooms.

## **5.0 RELIGIOUS LIFE**

### **5.1 Church Attendance**

Residential students attend the Free Methodist Church on campus. Oakdale students have the opportunity to participate in a variety of capacities in church services as well as take part in weekly small groups designed for them.

### **5.2 Chapel and Bible Class**

Each school day includes an hour of chapel time or Bible class. Chapel often involves student participation, guest speakers, Christian videos, etc. Bible classes are designed to help students learn more about the Bible and Christian living. Bible quizzing is generally an option for Bible credit.

### **5.3 Bible Translation**

To maintain consistency in Bible classes, church, and chapel, each student should have a *New International Version (NIV)* Bible.

### **5.4 Christian Ministries**

Students frequently have the opportunity to share their talents and Christian testimony with others. This outreach program, referred to as the ministry team, uses the tools of puppets, music, drama, and personal testimony. These performances are shared in the local church, the community, and churches in other states. A "C" average is generally required to be gone overnight or to miss school for ministry team trips.

### **5.5 Bible Quizzing**

Students may participate in the Bible quiz program sponsored by the Free

Methodist Church. This involves in-depth study of a portion of the Bible in the *NIV*. Oakdale students have won many trophies including first, second and third places in the annual continental competition.

## **6.0 EXTRACURRICULAR ACTIVITIES**

### **6.1 Philosophy**

The goal of the activities program is to challenge students physically, mentally, socially and spiritually in a way that develops a desire for excellence in every area of their lives including their recreation.

### **6.2 Student Activities**

Highlights of student activities include cultural and social life trips and events, athletic competitions, recreational games, peer leadership program and ministry teams. Participation in some extracurricular activities requires a "C" average.

Weekend activities include talent night, staff open house, picnics, and other interesting events in a wholesome Christian atmosphere to help students broaden their interests and mature socially. The Red River Gorge, a national forest preserve, is close enough to use for camping and outdoor recreation.

Although guy-girl special friendships generally are allowed, co-ed activities are supervised and exclusive friendships are discouraged.

## **7.0 FINANCIAL INFORMATION**

**(Information in this section does not apply to F-1 international students. See International Student Tuition/Fee Schedule.)**

The finances necessary for the operation of the school come primarily through charitable contributions. Collected student fees provide less than one-half of the school's operating expenses. Oakdale maintains a fee schedule well below average for residential high schools in the United States. In addition, a generous financial aid program makes Oakdale more affordable than many day schools where students do not receive housing and food. The current price for tuition and room and board can be found on the school website and in the application packet on the financial information page.

## **7.1 Payment Options**

**Full Payment:** Full tuition, room, board and fees are due on or before fall registration.

**Semester Payment:** Semester tuition, room, board and fees must be paid on or before registration of each semester.

**Monthly Payment:** Balance is divided over ten months. Payments are due by the 20th of each month August through May. (Final payment is due before May 31, of the applicable school year)

## **7.2 Financial Aid**

Oakdale has a firm commitment to offer an educational experience to any teenager who wants to attend regardless of ability to pay. Many families qualify for grants based on financial need. To apply for financial aid please submit a copy of last year's IRS 1040 and proof of all household income (ie: recent pay stub(s) of parent(s) or guardian(s), social security, child support).

## **7.3 Grants and Scholarships**

### **Student Effort Scholarships**

These merit-based scholarships are awarded in the following areas: Honor Code, Academic Effort/Achievement and Dorm Life.

### **Parent Partnership Grant**

A parent who attends an orientation session receives up to \$200 off the student account. This can occur each semester.

## **7.4 School Lunch**

Oakdale participates in the school breakfast and lunch program provided by the state of Kentucky. At the time of student registration, parents need to fill out the required form to determine eligibility.

## **7.5 Withdrawal and Expulsion Financial Policy**

Students who withdraw or are expelled before the end of the first/third quarter will be responsible for three months of tuition, room and board as agreed upon in the billing agreement. Students who withdraw or are expelled after the end of the first/third quarter will be responsible for the full tuition, room and board as agreed upon in the billing agreement.

## **7.6 Allowance**

Parents are strongly urged to provide a minimum of \$5.00 a week for personal allowances. The dorm deans reserve the right to distribute weekly allowance if students need training with personal money management. An additional \$10 per month should be sent for personal hygiene needs and school supplies. Students should not receive large amounts of money in the mail and are discouraged from keeping large amounts in their room. (Suggested limit, \$20)

## **8.0 JOB TRAINING**

Seven and one-half hours weekly, students participate in a campus **Job Training Program** that includes cleaning, maintenance, mowing, typing, cooking, etc. This program is closely supervised and teaches students responsibility and important job skills. Promotions are a highly coveted part of this program as students learn to take pride in themselves, their abilities, and a job well done. Students earn coupons for their job training performance that they may turn in for extra privileges.

## **9.0 DORM LIFE**

The dorm parents try to make "home away from home" as pleasant as possible. In addition to monitoring behavior, dorm parents are available to help with school work, share free time, listen to problems, and provide a family atmosphere.

### **9.1 Dorm Rooms**

Students are responsible for their personal belongings and the care of the furnishings and appearance of their rooms. They will be held responsible for damages.

The school is unable to assume responsibility for stolen or damaged personal items or monies. Students are discouraged from bringing valuable items and to bring a lock box for storing valuable items that they wish to have at school. Deans are also accustomed to holding money for students to prevent loss. Items with sentimental value that can not be replaced should never be brought to Oakdale.

Any personal items left in the dorms for longer than 30 days without prior arrangements with the appropriate dean will be disposed of. Minimum

storage is available over the summer.

The students clean their own rooms daily as well as all common areas of the dorm.

Some electrical appliances may be used in rooms with advance arrangements. Electric heaters are not allowed in student rooms. Cooking appliances may only be used in the dorm kitchen.

Headphones are not permitted except as an earned privilege. Unauthorized headphones will be confiscated and not returned.

Good taste should be exercised when decorating a room, especially when selecting posters, photos, etc. Anything that detracts from a Christian lifestyle is out of place.

When there is reason for suspicion of contraband in any form, the administration has the right to search students' possessions and/or their mail. Items brought on campus that violate policies in this handbook or that are illegal will be confiscated and not returned.

## **9.2 Campus Areas**

Campus areas are designated for each dorm. Students are generally allowed to leave their own campus 5 minutes prior to the beginning of any scheduled activity. Any other off-campus visitation must be accompanied with a pass from the respective dean.

## **9.3 Dorm Schedule**

Below is a sample schedule for an Oakdale student. (exact schedules are posted in dorms)

7:00	Breakfast
8:00-12:00	Classes
11:30-1:00	Lunch/ Library Time
1:00-3:30	Classes
3:45-4:45	Fitness/ Co-ed social/Academic enrichment
4:45-5:45	Job training/Jr. High study hall
5:45-6:30	Dinner
7:00-8:00	In Dorms/Activities

8:00-9:00 Study hall  
10:00 Bedtime

## **9.4 Junior High**

Seventh and eighth graders are considered junior high. Their schedules are monitored more closely to ensure personal hygiene, good use of study time, and maximum social and emotional development. This is facilitated by the use of school notes and frequent interactions with the respective dorm dean. Junior high are sometimes able to earn high school privileges by getting good grades and demonstrating maturity in behavior.

## **9.5 Telephones**

Students must receive permission to use the phone. Dorm students may call parents collect or with a phone card. Other than emergencies, the best time to reach a student is between 6:00 PM and 9:30 PM on school nights; on Saturdays between 1:00 PM and 10:00 PM; and on Sundays between 4:00 PM and 9:30 PM. Telephone use is reserved for parents on school nights. Students may have phone calls with friends and extended family members on Fridays and Saturdays.

Incoming calls should only be from parents except during the weekend. All calls are limited to 20 minutes, and each student may use the phone 3 times a week.

## **9.6 Medical and Health Care**

### **Medication Distribution**

With parental permission on the medical information form, Oakdale staff will provide over-the-counter medications to students as needed to address symptoms such as headache, cough, congestion, sore throat, upset stomach, and minor injuries. If a student uses a particular over-the-counter medication frequently, he/she should bring it from home.

If a student needs medication (prescription or non-prescription) on a regular basis, a parent/ guardian or doctor must complete and sign a medication permission form at the time of enrollment or whenever leaving medication at the school. Without a signed medication form or a copy of doctor's orders, school personnel will not administer ongoing or prescription medication. Medications will be distributed to students as ordered by a physician with instructions and permission from parents.

All medication is kept locked up with the dorm dean. Students may not keep any medication in their own possession.

Parents are responsible to make sure that prescription refills are sent to Oakdale as needed. Parents should not expect notification from the school when students are needing refills. If the school does not have medication from the parents, it can not be administered.

### **Doctor Visits**

Students should have all possible dental and medical work cared for during vacations. In case of illness, a staff member will take students to the doctor as necessary. Parents should be prepared to take responsibility for any medical expenses. Generally, students are taken to a clinic in Jackson. You may contact your insurance provider to determine where your insurance is accepted in this area. If your insurance covers a specific local doctor, inform our Health Services Coordinator and efforts will be made for your child to be taken there if they need medical attention.

### **Attendance Policy Related to Illness**

A student may miss up to 9 days of classes per semester due to illness with approval by the principal or a doctor. After 9 absences the administration will review the situation and determine further necessary actions which may include, but is not limited, to homebound studies or failure.

## **9.7 Electronic Equipment Policy**

The wealth of electronic equipment here to stay includes personal computers, digital cameras, cell phones, play stations, iPods and sometimes several of the above rolled into one. OCA desires to encourage the responsible use of electronic equipment, and we realize the need to monitor this equipment for it to have a positive impact on our students.

Students who earn off the dorm point system and are peer leaders, may have PCs in their rooms. All students may use computers (their own or the school's) in common areas with the screen facing the open room and with permission from their teacher or dean. If a student's grades are poor, computer use may be limited to specific class assignments. Student internet use is monitored at all times

Cell phones may be brought to campus for use on trips to and from home.

All other times they will be secured with the dorm dean. Students who bring cell phones need to label them for easy identification.

Any game systems, whether handheld or console, are subject to approval and individual games need to be approved. Games rated M are never acceptable, nor are games rated T permitted for students who have not completed the eighth grade. Deans have the right to disallow games that they find offensive regardless of their rating. Students who are ineligible may play games on the weekends (Friday after dinner until Sunday dinner), but students who are limited\* or restricted\*\* academically may not play them at any time until their grades improve.

Digital cameras are to be used by the person to whom they belong and must be permanently labeled accordingly. Pictures taken with these cameras need to comply with Oakdale's standards of decency.

Homemade CDs and/or DVDs, whether music or pictures, must also be permanently labeled and follow the standards of decency taught on the Oakdale campus. Christian music is the standard for personal use in the dormitories. Personal music players with headphones, such as a Diskman or iPods, may be used by students who have either earned off the dorm point system or are a peer leader as soon as that student has been at Oakdale for one calendar year with no music infractions.

\*limited - academic standing based on combined GPA and effort score that allows for no participation in extracurricular activities except by supervisor invitation and certain requirements cleared by the academic dean

\*\*restricted - academic standing based on combined GPA and effort score that allows for no participation in extracurricular activities

## **9.8 TV and Movies**

Movies shown on campus are evaluated by staff with an effort to educate students on appropriate viewing habits as well as to inform and entertain. TV and previewed taped material is available in the dormitories under careful supervision of the dorm deans and generally reserved for the weekends. Students may not bring DVD or VCR players. All movies brought to campus must be labeled with the students' name and kept in the deans' office. Movies that would not be approved for showing on campus (R-rated movies are not approved and may not be brought) will be returned to the students to take home at the next break.

## **9.9 Video Games**

Students may bring video games, but content is always subject to approval. The following standards pertain to software rated by the ESRB.

For games with an ESRB rating, games rated K to A, or E are approved; those rated T, T+ or T-13 are approved only for environments where there are no seventh or eighth grade students (for example, a game night in a private home or a high-school-only dormitory). Any software rated M or AO is unapproved. No game, regardless of its rating, is permissible if it is deemed by the administration to oppose Christian values. For example, games that have pervasive violence, nudity, suggestive themes, language warnings, or that promote the occult are not acceptable.

Any software not rated by the ESRB will be evaluated by ESRB standards. The final decision concerning any software's acceptability rests with the administration. Any supervising staff member is permitted to have stricter standards than these minimal guidelines.

## **9.10 Music**

Only Christian music is allowed to be played by students on campus. Exceptions to this policy can be made by the administration. This policy exists in order to create a positive environment for our students. With everyone's music interests, it is too large of a task to weed out all music that contradicts the values that we have for our students.

Students may bring stereo systems with speakers to play Christian music in the dorm. Headphones for music is a privilege that must be earned once students have demonstrated the trustworthiness to follow the music policy.

Students who turn in music that is deemed unapproved will have one week to send it home or it will be thrown away. Unapproved music that is not turned in and is later found will be destroyed.

Radios are allowed on campus for listening to sports, news and Christian radio stations, but not for listening to pop radio stations. Cassette tapes are not allowed.

A CD library is provided by the school for students to check out current Christian music free of charge.

### **9.11 Magazine and Books**

Content of what the students read is important and subject to the discretion of the administration and dorm deans. Books and magazines must be approved.

### **9.12 Meals**

Dorm students must be at all meals unless excused by the dean of students or the dorm dean.

### **9.13 Laundry**

Laundry facilities and detergent are available in each dorm for student use free of charge. Clothing should be marked or tagged.

## **10.0 STANDARDS OF CONDUCT**

### **10.1 Appearance**

**(for school-day dress code information see section 4.8)**

Students are expected to dress neatly and in a manner that will reflect credit to themselves, their families, and the school. Personal appearance and grooming should help to strengthen purity of lifestyle that Oakdale wishes to teach.

No clothing bearing suggestive or derogatory wording or symbols is to be worn. Clothing may not be worn that represents a celebrity that is definitively anti-Christian or that is from a clothing line sponsored by such.

T-shirts and warm-up pants may be worn for non-class/non-church activities. (Junior high students are permitted to wear nice-looking T-shirts to classes.) Moderate-fitting shorts are usually allowed for after-school activities. Unacceptable dress includes see-through clothing, tight clothing, halters, midriff apparel, or clothing with holes. The deans will guide students on an individual basis to help them understand poise and modesty when sitting, standing, etc. Girls' skirts must come at least to their knees and necklines of shirts must be modest and not revealing. Guys will wear shirts when outside their dorm and may only wear tank tops on their campus or with special permission. Pants must be worn at the waist and cover undergarments at all times.

Girls may wear one ear ring per ear. No other piercings are permitted. No piercings are permitted for boys.

More formal attire is expected for Sunday services and other special occasions.

Any matters of appearance not listed will fall within the discretion of the deans and the administration.

## **10.2 Co-ed Relationships**

As teenagers find special friends among the opposite sex, Oakdale encourages an attitude of respect within these relationships. By providing a variety of supervised activities, students learn to feel at ease in mixed company.

Oakdale maintains a "hands-off" policy which in effect means that guys and girls are not to hold hands, embrace, etc. This is not a "no touch" policy that restricts normal behavior. Although the "hands-off" policy may seem restrictive, it is aimed at encouraging guy-girl relationships that are not centered around physical dependency.

## **10.3 Conduct and Discipline**

In general, school policies are designed to help students prepare for college and the responsibilities of adulthood. They are designed to encourage good manners, thoughtfulness, and responsibility.

Some rules are more strict than those of a typical home. In addition to religious convictions, this is also due to the dynamics created by dozens of people living in very close quarters on campus. It takes special effort to live together under these circumstances.

Since the rules at Oakdale are different than most homes, parents are encouraged to discuss questions with the dean of students regarding rationales behind specific rules.

## **10.4 Expulsion Policy**

Oakdale Christian Academy reserves the right to terminate the enrollment of any student at any time. In some cases a student's negative behavior in one incident is egregious enough to merit expulsion. More commonly, however, expulsion is determined by a student's pattern of behavior.

The residential nature of the ministry creates complex interpersonal dynamics so that it is common for one student's behavior to have significant impact on the experiences of other students. Taking this into account, the administration sees each situation as unique, and considers the following factors when determining the continuance of a student's enrollment: 1) the benefit of the program to the student; 2) the effect of the student on the dynamics of the school, and especially on other students; 3) the resources required to assist the student through difficult situations; 4) and the probability of a satisfactory resolution to problems.

If, in the opinion of the administration, it is determined that it is in the best interest of all involved to no longer allow an individual to remain as a student at Oakdale, the enrollment of that student will be terminated. This process usually takes place over the course of several weeks, and includes communication with both the student and with that student's parents or guardians. However, throughout the process, and especially at the point of termination, the administration reserves the right to manage the situation so as to cause the least disturbance to the program and to other students.

Oakdale students are expected to live up to a high enough behavior standard that they generally earn both their dorm life coupons and their job training coupons. When this does not occur for any student for several weeks in a row, it becomes apparent that this student is either very immature, taking an inordinate amount of supervision time, not trying to be successful within the Oakdale program or any combination of the above.

Any student who does not earn at least one coupon over a four-week period will be reviewed by the administrative committee to see if he/she fits the profile for students who should be enrolled at Oakdale.

Ideally, all students who enroll at OCA will have a successful experience, but should a student's behavior require dismissal from the program, it would normally fall into the boundaries of the Honor Code (12.0).

In the event that a student is expelled or asked not to re-enroll, he/she may not call the students in the dorms after leaving OCA or visit campus without permission from the administration.

## **11.0 MISCELLANEOUS**

### **11.1 Use of Student Vehicles**

Special permission is sometimes given for dorm students to bring vehicles. Generally, dorm students are not allowed to ride in a motor vehicle driven by another student. Motorcycles and bicycles are not permitted. Day students may drive to school with the school's approval.

### **11.2 Parents and Visitors**

Parents are welcome to visit campus at any time and are invited to the dining room. Priority for overnight accommodations is given to families of seniors during graduation weekend.

In general, students are not allowed to leave campus with the parents of other students. Recognizing that parents come to visit their own teenagers, they should not have that time infringed upon by having to supervise another teen.

It is appreciated when visitors comply with the standards of dress and behavior required by the students. The entire campus is a smoke-free zone.

Parents who wish to visit the campus to evaluate the possibility of enrolling their teenager may come on a Saturday if their work schedules prohibit making arrangements for coming during the normal work week.

### **11.3 Vacations and Travel Arrangements**

Parents must do their best to make all vacation travel arrangements to coincide with the specified times according to the school calendar. (See Attendance 4.6 regarding fines for leaving early or returning late.) The school schedule allows for a full day for travel at the end of each semester, summer school and spring break. (Thanksgiving break is optional and there is only a half day for travel.) Please be mindful when arranging transportation that the Lexington airport is two hours away from Oakdale. Early morning and late night flights need to be approved in advance through the dean of students. (We do not make arrangements for students to use any other city's airport.)

Transportation is provided for a small fee at scheduled times to and from Lexington to assist in student flights. If a student needs to make special arrangements to leave early, or late the transportation fee is increased.

Dormitories close the day vacation begins (see school calendar for vacation dates) and open one day before vacation ends. Students who need to remain on campus for any portion of vacation periods need to make financial arrangements with the business office.

Dorm students who live close enough to the campus to go home at times other than regularly scheduled vacations should not request to do so more than once a month. Students may plan for these weekends at home during the months of September, October, January, February, and April in addition to regularly scheduled vacations. Having the majority of the student body present for Saturday housekeeping, Sunday services and extra weekend socialization contributes positively to the overall OCA program.

Requests to spend a weekend at home need to be cleared in advance with the dean of students or the respective dorm dean. Students returning on a Sunday evening should plan to arrive before 8 PM unless special arrangements are made.

The school has the right of a final decision when students request to spend a weekend or vacation in any home other than their own. Oakdale's policy does not allow students of the opposite sex to spend vacation or weekends in each others' homes.

## **11.4 What to Bring**

**Essentials:** clock, long distance calling card, bedding to include pillow, sheets, blankets, clothes to last for one week, work clothes and shoes, church clothes and shoes, NIV Bible, rain jacket, heavy winter coat and gloves, school supplies, towels, washcloths, soap and other personal hygiene items, wastebasket, fan (for non- air conditioned dorms), laundry basket or hamper and one set of dishes and silverware for use in the dorm

**Suggested:** area rug, lamp, ball glove, hiking boots, swimming suit, Christian music CDs

**Optional:** see electronic equipment policy regarding computers, digital cameras, cell phones, and other electronic devices

Firearms and fireworks of any kind are not to be brought into the dormitories. Any personal walkie-talkie systems are not allowed.

### **Personal Items**

The school will keep personal items of a student for a reasonable time after he/she is no longer enrolled. If no financial arrangements for shipping items have been made after 30 days, items will be discarded or disposed of.

## **12.0 HONOR CODE**

An Honor Code coupon is given to students who are selected by the administrative committee as having distinguished themselves among the student body in the areas of **honesty, kindness, respect for authority, positive leadership, and following the rules**. The award includes public recognition, social privileges, and \$125 in scholarship quarterly.

## **13.0 GLOSSARY OF TERMS**

**HONORS DIPLOMA.** Granted to students who complete a significantly more rigorous course of study than is required for standard graduation. It is recommended for the best of our college prep students.

**DEAN OF STUDENTS.** One of five administrative level staff members who reports directly to the president of the school. This person makes most of the decisions regarding student affairs and is the person the parents should contact for all inquiries not related to financial or academic matters.

**ELIGIBLE.** An academic term referring to a student's academic status of a GPA of at least a 2.00 (which constitutes a "C" in a letter graded system) and who is not failing any course. Eligibility determines a student's right to participate in some extracurricular activities such as basketball and releases a student from mandatory evening study hall.

**ESRB.** Entertainment Software Ratings Board.

**FERPA.** Family Educational Rights and Privacy Act.

**SCHOOL NOTE.** A tool used by the academic department to communicate with the principal. The note is generally carried by a junior high student to all classes with a series of positive behaviors and an option for a

teacher to mark YES or NO as to whether or not those behaviors were exhibited by the student in each class period on a given day.

TARDY. A student receives an academic tardy for not being seated when a class period begins.

WESLEYAN-ARMINIAN. Named after John Wesley and James Arminias, this doctrine emphasizes freedom of the human will and the work of the Holy Spirit. It is commonly associated with the Methodist movement.

## **Directions to Oakdale**

### **BY AIR:**

The closest airport is located in Lexington, KY.

### **FROM LEXINGTON, KY:**

- Take I-64 east until Exit 98 (Mountain Parkway)
- Stay on Mountain Parkway until Exit 43 (Highway 15 South)
- Follow Highway 15 South to Jackson, turn right at McDonalds on Highway 30
- Stay on Highway 30 about 1.5 miles, turn right on Highway 52 (Beattyville Rd.)
- Oakdale is about 5.5 miles on the left. The entrance to the school is just after the Oakdale Free Methodist Church.

### **If traveling north from Tennessee on I-75:**

- At London exit 38 from I-75, go east on Kentucky Highway 80, which is also known as the Daniel Boone Parkway. Go approximately 55-60 miles to Hazard.
- At Hazard, go north on Highway 15.
- After going through Jackson, turn left onto Hwy 30, which is at the flashing yellow light just after McDonalds.
- After 1½ miles on Hwy 30, turn right onto Hwy 52 (Beattyville Rd.)
- Oakdale is about 5½ miles on the left. The entrance to the school is just after the Oakdale Free Methodist Church.

### **If traveling through Charleston, WV or Ashland, KY:**

- Take I-77 or I-79 to Charleston, WV and take I-64 west.
- Just across the Kentucky border, take Kentucky Highway 23 south
- Go 50+ miles to Paintsville, where you take Highway 460 toward Salyersville.
- At Salyersville, go west on Highway 402, which is the Bert Combs Mountain Parkway, commonly known simply as the Mountain Parkway.
- At exit 57, take Highway 205 south for 10-15 miles.
- Turn left onto Highway 15 going south toward Jackson.
- Just before going into Jackson, about eight miles on 15, turn right onto Hwy 30, which is at the flashing yellow light just before the McDonald's on the right.
- After 1½ miles on Hwy 30, turn right onto Hwy 52 (Beattyville Rd.).
- Oakdale is about 5½ miles on the left. The entrance to the school is just after the Oakdale Free Methodist Church.