



2022 PARENT/STUDENT HANDBOOK



5801 BEATTYVILLE RD JACKSON, KY 41339

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1.0: MISSION STATEMENT

Oakdale Christian Academy seeks to impact student lives through a college and university-preparatory education, a nurturing boarding program, and the life-changing knowledge of Jesus Christ. A **rigorous curriculum** provides for student achievement, and includes strong components in the humanities, history, mathematics and the natural sciences.

The theological orientation of the academy is informed by the teaching of the Free Methodist Church. **Students are pointed to faith in Christ** as the foundation for lives of commitment and service.

Our mission is to change lives by providing a challenging educational program and a Christ-centered community for teenagers from a broad spectrum of experiences, leading them to **lives of learning, serving others, and loving God**.

2.0: ADMISSIONS

2.1 Enrollment Philosophy

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:

- **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.
- **How will 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.
- **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.
- **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.

Additionally, it is not the general practice of Oakdale Christian Academy to serve students who are under age 11 or who will be over age 20 when they graduate.

2.2 Admissions Process

1. Submit the non-refundable application fee along with all application forms completed by parent(s) and student.
2. Have professional recommendation completed and submitted by a pastor, youth worker, counselor or other professional that has worked with the student.
3. Submit school transcript request and principal recommendation to the student's most recent school.

4. Return bottom portion of school transcript request to Oakdale. (An entry exam may also be required.)
5. If requesting financial aid, please fill out the TADS forms located on our website on the financial aid page.
6. Submit medical information forms including physical and immunization certificate.
7. An on-campus interview may be required by the admissions committee prior to an acceptance decision.

For *United States* students: once accepted, the following must be submitted:

1. The non-refundable enrollment fee to confirm student's plan to come and to hold 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.

For *International* students: once accepted, the following must be submitted:

1. The non-refundable international student fee as well as the refundable fee for a student Visa (F-1) is to be submitted to confirm student's plan to enroll
2. Annual student activity fee is covered in the International student fee
3. Health Insurance is also covered in the International student fee
(see current financial information on the school website or in the application packet for fee amounts)

Except for unusual circumstances, the enrolling parent(s) must visit campus prior to enrollment or at the time of enrollment in order to enroll a student.

3.0: THE OAKDALE/PARENT PARTNERSHIP

3.1 Communications Between the Parent/Guardian and the School

Oakdale seeks to keep parents and guardians informed about matters pertaining to the educational, social, physical and spiritual life of their children enrolled at Oakdale. All communications to parents or guardians legally authorized to receive such information will be conducted by the principal and dean of student, or their designee. These means of communication are achieved in the following ways:

Parent Partnership Meetings

Each semester parents are invited to attend a session of parent orientation. During these meetings the dean of students and the principal talk openly 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 3:00 pm.

GradeLink

Gradelink online grading platform provides Oakdale Christian Academy's parents with up-to-date access to their student's progress and other valuable information. By using the parent portal online or the Gradelink app for both Apple and Google Play, parents have instant access to grades, effort scores, GPA, attendance information, teacher information and comments, and student transcripts. Parents can subscribe to email alerts for automatic notification regarding the information they find most valuable. All student grades are updated weekly, providing the parents with the most current information available. Gradelink is also used to provide quick and easy communication of important events.

Emails and Phone Calls

The principal and the dean of students are available to parents by email or telephone regarding academic or student life situations for which the parents seek clarification or assistance. The principal and dean of students will contact parents when situations arise that warrant notification and discussion.

OCA Parent Facebook Page

Parents can be invited to join the OCA Parents Facebook page, where photos of recent campus activities are uploaded frequently.

The Monday Memo

Every Monday, the school publishes an e-newsletter called the Monday Memo which reports on current happenings and informs the reader about various aspects of Oakdale Christian Academy's mission and purpose.

The parents are expected to provide updated contract information to the school. Where applicable, any changes to parental custodial agreements must be reported to the administration, with copies of court orders.

3.2 Home Visits

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. 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. Our general rule is not to do this but there have been rare exceptions. Oakdale's policy does not allow students of the opposite sex to spend vacation or weekends together or in each other's homes.

3.3 Visiting Campus

Parents are welcome to visit campus at any time after having made arrangements with the dean of students and (in the case of joint custody) upon consultation with the enrolling parent. They are welcome to come to meals and to social activities such as ball games or special events. Parents may take their children off-campus for an evening or for the weekend. Giving prior notice of your plans to the dean of students will help with campus activity planning as pertains to your student. In general, students are not allowed to leave campus with the parents of other students. Also, missing class for any reason may impact your student's grade, so careful planning should be done with the principal for any plans you have that would require your student missing class.

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.

3.4 Communicating with your Child

Telephone use is reserved for family to talk with their children on school nights. Students may use the phones to speak with friends on weekends.

International calls require the use of a phone card. Domestic long distance calls do not require the use of a phone card.

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 have up to 60 minutes on the phone each week (with the potential to purchase some extra time with coupons*) out of respect for other students and families.

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. E-mail can be sent to them as well via the school e-mail account (oakdale@oakdalechristian.org) up to three times per week.

3.5 Maximizing the Oakdale Experience

*** Throughout this handbook are references to students redeeming "coupons" to obtain special privileges. Students can earn coupons through academic achievement and effort, Job Training performance, dorm scores, and by earning Honor Code.**

Speaking positively about the rules and guidelines when talking with your child will better their chances of success at Oakdale. When there are conflicts between your own family standards and Oakdale standards, please talk with the dean of students so you can help explain them to your child.

When deans and teachers are working, it is their duty to give direct attention to their students. Questions regarding the progress of your child should be directed to the principal (for academic matters) or the dean of students (for anything outside of the school day) rather than dorm deans or teachers.

3.6 Parent Grievance Resolution Procedure

Misunderstandings and problems sometimes occur between student-enrolling parents/guardians and Oakdale personnel. Because such misunderstandings and problems can have an adverse impact on the quality of service that Oakdale provides its students, Oakdale desires to assist parents in resolving and eliminating misunderstandings and problems.

If at any time a parent believes he or she is not being treated with respect or not being treated fairly, or if a parent suspects that a mistake has been made in the administration of a policy or practice, the parent has the responsibility to inform the administration so that the matter can be resolved promptly and effectively.

Supervisors have the responsibility to address all questions, concerns, problems or grievances raised by a parent no matter how insignificant or trivial they may seem. Supervisors have the responsibility to investigate such matters and to give responses to a parent as promptly as possible.

The proceedings are not intended to be of an adversarial nature. No participant is entitled to representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

No parent shall be discriminated against because that person filed or participated in the grievance procedure, and no reprisals of any kind shall be taken by the school administration against any parent because of participation in the grievance procedure.

Grievances can lead to bitterness and can significantly hinder a ministry, so they should be dealt with in a timely manner. No individual step in the grievance procedure should take longer than ten days.

The parent grievance resolution procedure is grounded in scripture:

⁹ Love must be sincere. Hate what is evil; cling to what is good. ¹⁰ Be devoted to one another in love. Honor one another above yourselves. ¹¹ Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. ¹² Be joyful in hope, patient in affliction, faithful in prayer. ¹³ Share with the Lord's people who are in need. Practice hospitality.

¹⁴ Bless those who persecute you; bless and do not curse. ¹⁵ Rejoice with those who rejoice; mourn with those who mourn. ¹⁶ Live in harmony with one another. Do not be proud, but be willing to associate with people of low position. ¹⁷ Do not be conceited.

¹⁷ Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everyone. ¹⁸ If it is possible, as far as it depends on you, live at peace with everyone.

Romans 12:9-18 (NIV)

The formal grievance procedure is as follows:

- 1) The parent/guardian should discuss the situation with the administrator in the area of the school where there is a concern or grievance. The administrator may offer suggestions or suggest that you speak to someone else. Such suggestions are informal and do not relieve the parent or the administrator from the obligations to the appropriate line of authority. If resolution is not found at this level, step 2 should be followed.

- 2) The parent/guardian should notify the administrator in writing within two weeks that there has not been satisfactory resolution of the situation. This notice clarifies the intensity of the problem and should include the specific details of the grievance. This may include additional grievances which relate directly to the handling of the original grievance. The administrator should respond within two workdays from the actual receipt of this written notice. If resolution is not found at this level, step 3 should be followed.
- 3) The parent/guardian should take a copy of the notice in step 2 to the president. A conference will be scheduled within three days. The purpose of the conference is to explore possible remedies for the situation. Every reasonable effort will be made to find acceptable remedies to the problems presented. If resolution is not found at this level, step 4 should be followed.
- 4) The board of trustees oversees the ministry and is not generally available for general communication. However, if the nature of a particular grievance is a matter of a violation of what is moral, ethical, or legal, the board of trustees may be approached by letter. If resolution is not found at this level, step 5 should be followed.
- 5) The use of a Christian independent arbitrator, mutually agreed upon by both parties, is the final step in the procedure.

4.0: STUDENT HEALTH & SAFETY

Oakdale Christian Academy considers it the sacred responsibility of every person associated with the organization to protect, care for, and nurture the children God has graciously placed under its care. We are committed to providing a safe and nurturing environment. Oakdale has developed child safety policies, procedures, and abuse prevention training to honor the trust given us by enrolling parents and guardians.

Located in a rural setting, our campus is considered a secure campus. Oakdale employs numerous means of ensuring a safe environment for its students:

- School building doors remain locked during school hours.
- Students are not allowed to leave campus with visitors not previously approved by the parents/guardian.
- Visitors are required to check in and wear a visitor pass while on campus.
- Background checks are run on all staff prior to employment; persons with a criminal record are not employed at Oakdale Christian Academy.
- Dorm deans have an ongoing role of helping students be aware of and trained on age-appropriate personal safety.
- Safety Drills: fire, tornado and lockdown, are conducted on a regular basis.
- Staff members are trained in CPR and first aid.
- Security cameras are strategically located in the living spaces, and the exits to the dormitory are alarmed at night.

Additionally, a Grievance Reporting Process exists to provide students with the appropriate method of reporting unsafe conditions.

4.1 Grievance Reporting Process

Students having concerns regarding the application of rules or school procedures, or related to individuals on the staff or among students are urged to employ the following process of reporting:

1. Express the grievance verbally to the staff member whom they regard as having treated them unfairly.

2. If, in the view of the student, the concern is not satisfactorily addressed, the student should put the grievance in writing to that staff member.
3. Having followed step 2, if the student continues to believe that the concern has not been adequately addressed, the student may express the grievance in writing to the person at the next higher level of authority.
4. Grievances related to grades and grading procedures may not be appealed beyond the level of the principal. Neither the president or board will consider student grievances related to those matters.
5. If the student believes that the concern has not been adequately addressed, they can express the concern to the president in writing, retaining a copy.
6. If, to the student's knowledge, the student's report to the president has not been addressed, they should request contact information for the Policy Compliance Officer (PCO, see section 4.3) with a copy of the letter to the president.
7. The PCO does not function in an investigatory role. The function of the PCO is to be aware that, to the student's knowledge, no action has occurred, or the concern expressed has not been satisfied, as a result of that complaint.
8. The PCO will contact the president or president's designee regarding this report, with the expectation of hearing a response from the president or designee within 24 hours.
9. If it appears in the opinion of the PCO that policy was not observed, the PCO shall inform the board chair of the reported concern.
10. The PCO's role is not investigatory; the PCO's role ends when the PCO is convinced that the school/program is following its policy of processing grievances and has reported that assurance to the student.
11. The board chair and board of trustees will use its process for resolution of board/administrative disputes until a resolution is reached and the concern addressed.

4.2 Urgent Reporting Process

The Urgent Reporting Process exists to assist students who observe or experience an unsafe environment as a result of actions by individuals on the staff or in the student body. If any student feels that an issue rises to the level of concern that warrants immediate reporting beyond the regular reporting process as described above, they are asked to contact any member of the staff and request assistance in reporting the concern to the appropriate authorities.

The staff member will immediately inform an administrator of the student's concern and will ensure that the concern is addressed. If the circumstances warrant it, the staff member will inform the administrator that the student and that staff member will schedule a meeting or teleconference that day with the PCO to process the concern. The president or president's designee will be informed that a report to the PCO will be filed.

The PCO's role is not investigatory; the PCO's role ends when the matter has been reported to the president and the relevant civil authority.

4.3 Policy Compliance Officer

The Policy Reporting Process exists to provide students with a formal avenue for expressing concerns about the program and the issues that might arise related to a sense of fairness and safety. This program involves a Policy Compliance Officer (PCO), who is appointed to assist students who have concerns related to what they perceive as an unsafe environment as a result of actions by individuals on the staff or in the student body. A description of the Policy Compliance Officer role follows.

Relationship to the Institution

The PCO is an unpaid, voluntary role. The PCO is not under the authority of Oakdale Christian Academy, its board of trustees, or the school administration.

Nature of the PCO Role

The PCO role is created to respond to student complaints and to determine if the student advocacy program has been followed. The PCO reports to the president or board chair on the legitimacy of the complaint, but does not have an investigatory role.

4.4 Medical and Health Care

Insurance

Students must provide proof of medical insurance before being enrolled and allowed to move into the dorm.

Doctor Visits

Students should have all possible dental and medical work cared for during vacations. In case of illness, the health services coordinator or another 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, KY. 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.

4.5 Medication Administration Policies and Procedures

Policies for Medication Administration

- Over the counter and prescription medications properly labeled are distributed only by trained Oakdale Christian Academy personnel.
- Students are not permitted to possess or store any medication except for emergency medications.
- Prescription medications must be accompanied by current parental authorization paperwork with complete dosing information (in form of consent releasing the school from liability).
- Dispensing of all medications, both OTC and prescription, are to be recorded immediately.

Procedures for Medication Administration in the Dormitories

Most medications are dispensed while students are in the dormitories. Prescription medications are administered by the residence life staff on duty.

- Documentation is maintained and accessible to deans in each residence dormitory listing the medications prescribed for each student. Included in this document are:
 - The name of the student
 - The name of the medication
 - The prescribed amount of the medication and when it is to be given on a daily basis.
 - Reason for medication.
- Medications are dispensed at the time of day specified by the prescription.
- Students are expected to come to the dean or designee for their scheduled medications.
- Student failing to request their scheduled medication will receive a reminder from the dean.
- Students who have multiple daily medications may have a personal medication dosette prepared weekly by a dean.
- Residence life staff must observe students taking their medication by asking students to drink a glass of water and open their mouth to confirm medication swallowing.
- Students are never permitted to leave the dean's office with their medication prior to ingesting.
- Students will be All distribution of medications is logged in the appropriate documents.
- Medication records are accessible only by authorized Oakdale personnel.

Procedures for Medication Administration Outside the Dormitories

- No member of OCA personnel may dispense medication without prior authorization from the health services coordinator.
- If a student is scheduled to take a prescription medication dose during the school day on a regular basis, the health services coordinator will either dispense the medication or designate a trained staff member to administer the medication.
- Emergency medication documented as medically necessary by a physician and properly labeled, such as albuterol inhalers and epinephrine injectors, insulins and glucagon injections, may be carried by students during the school day. Those medications must be returned to residence life personnel upon check in at the dorm.
- OTC medications are occasionally dispensed by office personnel during the school day. Individual student albuterol inhalers and epinephrine injectors may be stored in the office for quick access as required.
- OTC medications distributed during the school day must be recorded in the medication log.
- OCA personnel traveling with students who require medication distribution will be supplied with all dosing information, instructions and training, and are responsible for safe storage of all medications.

OTC Medications Commonly Kept in the Dormitories and Main Office

- Pain relievers such as Tylenol or Ibuprofen
- Stomach aids such as Pepto-Bismol or antacids
- Superficial wound treatments such as Neosporin, Band-Aids, and Medical Gauze
- Sore throat and cough lozenges
- Allergy medications such as Benadryl

OTC Medications Required by Students on a Regular Basis

Maintenance OTC medications that are to be dispensed on a regular basis must accompany parental authorization and be properly labeled. The guardian/parent is required to provide these medications. All medications are subject to previously stated storage and dispensation policies.

Medication Maintenance

- The health services coordinator will ensure that a sufficient supply of OTC medicines is kept in the office.
- Dorm deans maintain a weekly inventory of student prescriptions. These amounts are recorded in the health services file on Google docs.
- When the amount of a student's medication is within ten days of a refilled, dorm deans will notify the student, the health services coordinator, and dean of students, and the student is asked to notify their parents. Within 5-7 days of running out, the deans notify the HSC and dean of students that a refill is needed, and the parents are notified.

Medication Storage

- Dormitories: All student medications, OTC and prescription, are kept in a locked storage area after checking storage requirements.
- Main Office: Medications, OTC and prescription, are kept in an area accessible only to Oakdale Christian Academy staff.
- Classrooms: Teachers are authorized to provide throat lozenges or cough drops only.

Medication Review

Residence life personnel review frequently the overall health and wellbeing of OCA students. If changes in physical or mental health indicate that medication reevaluation may be necessary, the health services coordinator and dean of student are notified and will contact the parents to communicate that information.

Any information provided by the health services coordinator, dean of students, or any other staff members is only for notification and not to be interpreted as expert evaluation or assessment.

4.6 Process for Emergency Medical Events

When a student has a medical emergency, the following process will be followed:

1. The attending staff member will notify either the dean of students or health services coordinator immediately.
2. Depending upon time and nature of the emergency, the student will either be taken to the main office, the dean of students, or the health services coordinator. If the student cannot be moved, the attending staff member will leave the student with another person and get to the nearest phone to contact either the dean of students or health services coordinator.
3. The dean of students or health services coordinator will take necessary steps to determine if the student requires immediate outside medical assistance.
 - A. If the student is deemed to not need outside assistance :
 - (1) The student will be taken back to the dormitory if necessary. The health services coordinator will follow up on the health of the student and determine if outside assistance should be reconsidered depending upon the student's current state of health.
 - (2) The attending staff member on duty when the emergency occurred will write up an account of what happened leading to the emergency. This account will be placed in the student's permanent file.
 - (3) The dean of students will inform the students' parents of the incident.
 - B. If the situation is deemed to be an emergency needing immediate outside medical assistance:
 - (1) As soon as possible, the dean of students or health services coordinator will contact the parent.
 - (2) The dean of students or health services coordinator will arrange for the student to be seen either by a local physician (if during office hours) or at the emergency room.
 - (3) The staff member who takes the student to the medical facility will take with them the student's medical file which is located in the Health Services Binder which is kept in a designated location in the main office.
 - (4) The dean of students or health services coordinator will continue to consult with the student's parent/s either before the child is seen or as they are being seen, depending upon the nature of the accident and its severity.
 - (5) All attempts will be made to work with the local health provider which is the most acceptable to the child's parents; however, if the situation is a true emergency and the child needs to be seen immediately, then the health services coordinator or dean of students will make the decision based upon best the best available information.
4. All records regarding the students injury/emergency and treatment will be placed in the students' permanent file.
5. Any necessary follow-up (such as future appointments to be made or treatments and medications to be given) will be communicated by the staff member who takes the student to the medical provider to the dean of students or health services coordinator.

4.7 Student Illnesses and Notifications

Parents have the option of activating attendance alerts via Gradelink if a student is absent from school. This information is recorded and uploaded by the end of the school day.

This will be the extent of absence notification due to illnesses that are not deemed to require urgent care (a cold or flu, especially if it is a campus-wide, common virus). If the absence from school extends to a second day, notification via personal email will be given.

Regarding extended illness on weekends, a similar process will be used to communicate such information with parents.

5.0: ACADEMIC & CURRICULUM INFORMATION

5.1 Graduation Requirements

22 semester credit hours (*credits are awarded in 1/2 credit increments each semester*)

Content Area	Oakdale Graduation Requirements
English	4 credits (4 years) I,II,III,IV to include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool.
Social Studies	3 credits to include U.S. History, Economics, Government, World Geography, and World History
Mathematics	3 credits (4 years) to include Algebra 1, and Geometry and Algebra 2*
Science	3 credits to include 2 semesters of Biology 1 semester of Earth/Space Science 1 semester of physics 1 semester of chemistry
Health	1/2 credit
Physical Ed.	1/2 credit
Visual & Performing Arts	1 credit History and appreciation of visual and performing arts or another arts course which incorporates such content Art History + Drama
Computer	1/2 credit
Bible	2 credits: (Students enrolled at Oakdale, must be enrolled in Bible.)
Vocational	1/2 credit speech
Foreign Language	2 credits of same language
Electives	4 credits
TOTAL	20 required credits plus 4 credits of electives (24 credits)

Electives include: art, botany, chemistry, geography, music, physics, psychology, sociology, yearbook, computer, robotics and ministry.

Courses that must be taken at Oakdale

- English 3
- English 4
- Algebra 2 or higher
- Biology b
- U.S. History b
- Bible (one credit)

- Senior Drama

Honors Diploma Requirements (all must be completed at Oakdale)

- A cumulative GPA of at least 3.0
- 2 credits of AP, honors or college English
- 1 credit of AP, honors or college history
- 1 credit of AP, honors or college science
- 1 credit of honors math

Classes may be tested out of by scoring a “B” or higher on the High School at Oakdale Placement Exam (HOPE) for that specific class.

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

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

In 2012, Oakdale Christian Academy was approved for accreditation by AdvancED, an arm of Southern Association of Colleges and Schools (SACS). SACS is the regional accrediting agency for schools in the southeast United States and is the most broadly accepted accreditor of secondary schools..

In 2016, Oakdale was unanimously approved by the Association of Christian Schools International (ACSI) for reaccreditation, with term of accreditation is for the longest period given (five years) and was unconditionally granted. Likewise, Southern Association of Colleges and Schools (SACS) issued its reaccreditation in 2016. SACS accreditation was given also without condition and for the maximum period of five years.

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.

5.3 Grading System

Letter grades are assigned based on the following scale:

97.5 – 100	A+		
95.0 – 97.4	A	80.0 – 82.4	C
92.5 – 94.9	A-	77.5 – 79.9	C-
90.0 – 92.4	B+	75.0 – 77.4	D+
87.5 – 89.9	B	72.5 – 74.9	D
85.0 – 87.4	B-	70.0 – 72.4	D-
82.5 – 84.9	C+	Below 70.0	F

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.

In addition to standard report card grades, students receive a weekly effort grade. The combination of these creates a designated classification for each student and determines how many academic coupons they earn each week. Students who are at higher classifications are given extra privileges, and students who are lower classifications are given extra study hall time. The classifications are listed below:

Honor Roll

Eligible
Ineligible
Limited
Restricted

5.4 Guidance

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

5.5 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.

5.6 Scholastic Awards

Valedictorian - Given to the top graduating senior based on cumulative GPA and faculty approval. The award is generally given to a senior who has attended OCA for at least two years.

Salutatorian - Given to the graduating senior with the second highest GPA with faculty approval.

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

5.7 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.

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.

5.8 Miscellaneous Classroom Rules

Students are not permitted to carry headphones, Ipods, cell phones, video games, digital notebooks or any other electronic devices during the school day, with the exception of watches and calculators. Smart watches are considered mini-computers. Students who are not enrolled in integrated math A2 or higher nor in an honors science or economics course do not need to carry a calculator. Calculators are allowed only by approval of the mathematics teachers and/or principal. ESL students may use approved translators with administrator approval. Toys of any kind are not to be brought into classrooms.

6.0: 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.

6.1 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. Fines for room/dorm damage will be added to the student billing statement.

The school is unable to assume responsibility for stolen or damaged personal items or monies. Students are encouraged to be very thoughtful about bringing valuable or irreplaceable items and have the option of bringing a lock box for storing valuable items that they wish to have at school. A key or combination needs to be turned in to the dean.

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 dorm rooms. Fans, alarm clocks, radios are all acceptable electric appliances. Electric heaters, coffee pots, hot pots, mini refrigerators and electric blankets 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.

Nails, staples, thumbtacks and push pins are not permitted to be in dorm room walls or ceilings. Sticky tack is available in the dorm offices for student use in hanging pictures, posters, etc.

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.

6.2 Campus Areas

Campus areas are designated for each dorm (i.e., girls' campus and boys' campus). Students are only allowed to leave their own campus with permission from a dorm parent. All off-campus visitation must be accompanied with a pass from the respective dean unless a student has earned the status of an IP (independent peer) or peer leader.

6.3 Dorm Schedule

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

7:30	Breakfast
8:00-12:00	Classes
12:00-1:00	Lunch/ Library Time
1:00-3:55	Classes
3:55-4:30	Dorm
4:35-5:25	Job training
5:30-6:10	Dinner
6:15-7:00	Optional social time

7:00-8:0	Study hall (longer for those who are ineligible)
10:00	Bedtime

6.4 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 parent. Junior high are sometimes able to earn high school privileges by getting good grades and demonstrating maturity in behavior.

6.5 Computer and Internet Use

Computers and the internet are used extensively during the school day. In order to have supervised use of the internet after school students must have parental permission. Students are able to use academic coupons to purchase internet time in certain classrooms after the school day before Job Training begins. There are frequently times made available on Sunday evening as well. Students use netbooks in their dorms which have access to their academic student folders but not to the internet.

6.6 Electronic Equipment Policy

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.

Any electronic equipment brought to Oakdale must be shown and turned in to the dorm dean upon arrival. The dean will record what you have, store what you are not allowed to have in the dorm (e.g., cell phone, Ipod) and from time to time check to see that you are being responsible with those items you are allowed to have.

Any electronic device that is found and the student has not earned the right to possess it on school property will be confiscated.

Any electronic device that is found with unapproved content on it will be confiscated and not returned. This could include, but is not limited to non-Christian music, indecent photographs, unapproved videos and games.

The abuse of electronic equipment to send messages, speak with or give or receive pictures to other students is prohibited.

Students who earn off the dorm point system and are peer leaders, may have personal computers (with local campus network access only) in their rooms once they have been checked by the dean of students. All students may use school netbooks 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 and is only available in the classroom buildings.

Cell phones may be brought to campus for use on trips to and from home. All other times they will be secured in the dorm office. 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; games rated T are permitted for junior high at the dean's discretion. Deans have the right to disallow games that they find offensive regardless of their rating. Students who are ineligible or above 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 need to be checked in with the deans. Students who are IPs or peer leaders can keep their cameras with them. Others need to check them out for trips or special occasions. Cameras are to remain in the possession of their owners. Pictures taken with these cameras need to comply with Oakdale's standards of decency.

Irresponsible use of a camera may result in the permanent loss of the camera.

Christian music is the standard for personal use in the dormitories. Personal music players with headphones may be used by students who are either an IP or a peer leader. Other MP3 players may not be “docked” in dorm rooms as a stereo system unless the privilege is earned. Students can check out MP3 players from the dorm that have Christian music loaded.

6.7 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 recorded material is available in the dormitories under careful supervision of the dorm deans and generally reserved for the weekends. All movies brought to campus must be labeled with the students’ name and kept in the deans’ office.

6.8 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 dean of students. Any supervising staff member is permitted to have stricter standards than these minimal guidelines.

6.9 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 by dorm deans.

6.10 Meals

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

6.11 Special Dietary Needs Policy

Because of the 24-hour-per-day nature of the ministry at Oakdale, the dietary considerations required for medical or religious purposes are very important. Upon enrollment at Oakdale, any special needs should be made known in writing to the principal and the dean of students. All reasonable accommodations will be made to provide each student with a healthful selection of quality food which meets all specialized individual needs.

6.12 Laundry

Laundry facilities and detergent are available in each dorm for student use free of charge. Students are assigned a laundry day each week.

7.0: RELIGIOUS LIFE

7.1 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 outreach programs and small groups designed for them.

7.2 Chapel and Bible Class

Each school day includes an hour of chapel time or Bible class. Chapel, typically held on Friday, 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.

7.3 Bible Translation

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

7.4 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. Students also have the opportunity to participate in several community outreach programs. Oakdale partners with a local church that does extensive outreach to underprivileged children in the area. Students also may have the opportunity to participate in the nursing home ministry.

7.5 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 awards including first, second and third places in the annual continental competition.

8.0: STANDARDS OF CONDUCT

8.1 Honor Code

Oakdale Christian Academy offers the **Honor Code** designation to students who, during the nine-week marking quarter, have consistently demonstrated excellence in the areas of **respect for authority, kindness, integrity, gratitude, positive leadership, diligence, and serving others**.

Eligibility

Honor Code is given at the end of each quarter. Students who have been enrolled at Oakdale for at least two quarters are eligible to receive Honor Code.

In order to receive Honor Code, students must have demonstrated excellence in three of the seven areas if they are in junior high and in four of the seven areas if they are in high school. Major infractions in any one area (cheating, stealing, having contraband, etc.) disqualify a student from Honor Code in the quarter during which the infraction occurred.

Process

Two weeks before the end of the quarter, students are given an Honor Code Self-Evaluation Form, asking them to reflect on how well they embody the standards of the Honor Code. The dean of students uses these evaluations and input from the deans to create an initial list of potential Honor Code recipients, which is then presented to the academic staff.

After the principal and dean of students meet with the academic staff to receive input, specific students may warrant additional input, so they solicit feedback from staff members have interactions with those students in other settings, such as Job Training, the kitchen, in a discipleship relationship, etc. The administrative committee makes the final determination regarding Honor Code recipients and the areas awarded to students.

Honor code is presented by the president at the last chapel or final event at the end of each quarter.

Areas of Honor Code

The student who models ***Respect for Authority:***

- Has learned to accept the correction of adults or immediate supervisors in a positive way, without complaining or arguing. The student asks questions for further clarification, but does so in an appropriate way and at the appropriate time.
- Addresses authority with their proper title of respect (e.g., Mr., Mrs. Miss, Dean, President, Teacher, Coach). They do not use nicknames, other than to abbreviate names which are either very long or difficult to say, which are established with general staff agreement.
- Addresses authority with appropriate body language and tone of voice (e.g., looks at the person in authority as they speak to them, does not roll eyes or show other visible physical signs of disrespect).
- Uses proper method of getting the attention when needed of the person of authority (e.g., raises their hand in class at the appropriate time or in a public situation such as the dining hall). If they need to speak with a person of authority not sitting at their table, they gain permission from the adult at the table to go speak to that person, looking first to see if that person is engaged in another conversation. If so, the student waits until that conversation is done before going to address the person.

The student who models ***Kindness:***

- Has an attitude in which the student seeks to share their time, their help, and (when appropriate) their things with others, not only with their personal friends. Has a general attitude of wanting to reach out to others.
- Speaks well of others when they are present *and* not present; (e.g., is not “two-faced” and does not talk about others negatively behind their backs.)
- Seeks to be encouraging to others by words, support in time of need, and gestures of kindness.
- Extends grace to others when there has been an offense or a difference of opinion expressed and the other person has acted cordially and attempted to make amends.

The student who models ***Integrity:***

- Tells the truth about or to another person in a way that represents a general attitude of kindness and respect and overall concern about the other person’s well-being.
- Tells the truth even when doing so may stand to jeopardize them in some way (e.g., their status as a leader, their friendship with a person, their own reputation).
- Wholly tells the truth when needed; does not seek to tell enough to be seen as being truthful, but still concealing some of the information that should be revealed.
- Does what is right even when no one else is looking.

The student who models ***Gratitude:***

- Expresses their appreciation of others (staff and students) in verbal or written form.
- Holds a general attitude of being grateful for what they have been given (e.g., does not complain about the food being served to them, or acknowledges when someone performs a given task for them, even when that is part of a person’s job.)
- Does not complain, either through words or action.
- Recognizes opportunities they have been given by acknowledging the person responsible or speaking to others in such a way that demonstrates they are grateful.

The student who models ***Positive Leadership:***

- Encourages others to follow the rules at all times, not just when staff are present.
- Demonstrates an eagerness to help others with their homework, dorm jobs, Job Training, room cleaning, etc. in a positive way. These acts would be done when a person is visibly struggling and out of a heart to encourage them to keep on, and not an act designed to get the other person out of doing the work themselves, or in response to the other person being manipulative.
- Reaches out to others to encourage them in their spiritual growth, relational abilities, physical needs, or academic support needs.

- Is recognized by others as a positive leader and has a general positive effect on whomever they are around.

The student who models ***Diligence:***

- Consistently completes homework on time and in a thorough manner
- Demonstrates thoroughness in tasks outside of school; (e.g., dorm work, Job Training, etc.)
- Makes sure that an assigned task is followed through to completion, including putting all necessary tools or materials away, cleaning up after oneself, etc.
- Demonstrates hard work when supervised and unsupervised.

The student who models ***Serving Others:***

- Volunteers to help others before they are asked.
- Uses their gifts and talents for the benefit of others (e.g., finds someone in the dorm who is struggling in a subject area they are doing well in and volunteers to work with them on homework).
- Puts the needs of others before themselves (e.g., does not rush to the front of the line when it is time for “seconds” in the dining hall).
- Deliberately takes steps to push themselves outside their comfort zones for the benefit of others even when that action does not serve to benefit them personally in any way and may come at a personal sacrifice to them.

8.2 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. This is necessary due to the communal nature of living at Oakdale. Many rules are based solely on the needs of community rather than an individual. It takes special effort to live together under these circumstances. Often, parents and students will find the rationale behind many of the rules is not necessarily moral in nature but communal.

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.

8.3 Co-ed Relationships

Oakdale encourages all relationships to be healthy. To support this, students are encouraged to develop relationships with many people rather than investing solely in one.

Oakdale maintains a “hands-off” policy which in effect means that guys and girls are not to hold hands, embrace, kiss, 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. This includes back-rubs, holding hands, braiding hair, leaning against one another, etc.

Guys and girls are encouraged to treat each other with respect and honor, as God’s image-bearers. They are expected to show courtesy and thoughtfulness by not engaging in coarse or degrading speech or gossiping about others. Behavior that is disrespectful, intimidating or sexually explicit will not be tolerated. One of our biggest goals at Oakdale is to provide a safe environment where everyone feels that they are part of the community and have a sense of belonging. Behavior that minimizes the dignity of others will be dealt with appropriately.

8.4 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 in their attempt to be successful; 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 standard of behavior 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, the appropriate staff will review if the student will be able to be successful in the Oakdale program.

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.

9.0: DRESS CODE

9.1 General Guidelines

Recognizing that each person is created in the image of God and their body a temple, we also recognize that not all body structures are suited to every style of clothing. We endeavor to teach students to make clothing choices that reflect who God created them to be. Students are expected to dress neatly and in a manner that will reflect credit to themselves, their families, and the school.

Students may not dye their hair at any time or in any way while on the Oakdale campus. Students may not dye their hair an unnatural color over break and leave it that color when they return to Oakdale unless they are an IP or Peer leader who has received prior permission from the dean of students. If a student dyes their hair a non-natural color over a break and returns to Oakdale with it that color, they will need to dye their hair back to its original color and any cost will be passed on to the parents or student. This includes hair tips, streaks, etc. This also includes any dyeing that has been done with a kit, hairspray, or any other type of dyeing technique.

9.2 School Day Dress Code

Oakdale has established a separate dress code standard for the school day with the following goals in mind:

1. Provide an appropriate atmosphere for a rigorous academic environment.
2. Establish a practice of distinguishing casual from professional dress.
3. Allow the students to express their individual style while celebrating the creation they are, beautiful and acceptable to God.

Term definition:

Well-laundered: Free from stains and odor, and not overly wrinkled.

Loose-fitting: Must not conform to the contour of the legs. Loose material must be visible.

General Guidelines:

- Basic Oakdale dress code standards will apply at all times.
- Students may always choose to dress more formally than the school day dress code. These guidelines are the minimum requirements.
- Clothing must be
 - Well laundered, without frays, holes and stains.
 - Fitted to accommodate a student's body type (neither excessively baggy nor form-fitting).
 - Free from slogans and artwork, with the exception of small brand logos.

- Designed to cover the waist while stretching.
- Accompanied with appropriate under shirt when material is sheer
- Health codes require the wearing of footwear at all times. Casual shoes, dress shoes, sandals and athletic shoes are permitted during the school day. Solid shoes are required when working in the kitchen.
- Hooded sweatshirts with full length zippers may be worn for outerwear only. Pull-over sweatshirts with or without hoods are not permitted.
- Non-hooded fleece, knitted or cotton sweaters with buttons or zippers may be worn in the classroom for comfort, and may be worn in the dining hall for lunch.

School-Day Casual

Girls:

- Pants (Khakis, dress slacks, blue jeans, loose-fitting jeggings)
- Capris (girls)
- Polo or button-down Oxford style shirts
- Long or short sleeved t-shirts without logos (not undershirts)
- Sweaters
- Blouses, tops and tunics
- Skirts and dresses with hemline reaching the top of the knee (front and back)
- Skirts/Dresses/Tunics reaching two inches or less above the knee (with appropriate leggings)

Boys:

- Pants (Khakis, dress slacks, blue jeans)
- Polo or button-down Oxford style shirts
- Long or short sleeved t-shirts without logos (not undershirts)
- Sweaters

School-Day Professional

Girls:

- Pants (Khakis, dress slacks)
- Polo or button-down Oxford style shirts
- Blouses, tops and tunics
- Sweaters
- Skirts and dresses with hemline reaching the top of the knee (front and back)
- Skirts/Dresses/Tunics reaching two inches or less above the knee (with appropriate leggings)
- Solid shoes/dress sandals (weather permitting)

Boys:

- Pants (Khakis, dress slacks)
- Polo or button-down Oxford style shirts
- Sweaters
- Solid shoes/dress sandals (weather permitting)

School-Day Formal (for athletes on game day, and special event days)

Girls:

- Dress slacks/Blouses, sweaters, or tunics
- Skirts and dresses with hemline reaching the top of the knee (front and back)
- Solid shoes/dress sandals (weather permitting)

Boys:

- Dress slacks

9.3 Evening and Weekend Dress Code

No clothing bearing suggestive or derogatory wording or symbols may be worn. Clothing may not be worn that depicts a non-Christian cultural or popular celebrity or figure who espouses values very different from Oakdale's values.

T-shirts, blue jeans and warm-up pants may be worn during evenings and weekends. 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 the tops of their knees if no leggings are worn and within two inches of the knee with leggings. 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 up to two earrings per ear. No other piercings are permitted. No piercings are permitted for boys and no piercings are to take place on campus for either gender.

More formal attire is not necessary for Sunday services. However, there are special occasions such as banquets for which a student may want to wear a dress or sports coat and tie.

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

10.0: JOB TRAINING

Five hours weekly, students participate in a campus Job Training Program that includes cleaning, maintenance, mowing, raking, 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 have the opportunity to be promoted to student supervisors. Students earn coupons for their job training performance that they may turn in for extra privileges. Additionally, a Job Training Employee of the Week is highlighted in chapel each week.

11.0: EXTRACURRICULAR ACTIVITIES

11.1 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.

11.2 Student Activities

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

Oakdale offers many activities and programs that enrich the lives of its students. The following list of objective statements shows how the programs and activities are linked to the overall Expected Student Outcomes of Oakdale Christian Academy. Many of these activities occur annually or as resources allow.

ACT Preparation – to prepare students for the ACT

Basketball – to compete in a high pressure situation while learning and modeling teamwork, fairness, graciousness, and how to give your maximum effort.

Bible Studies – to enlighten the minds of OCA student with the truth of God's word in a safe setting in which questions can be asked and discussions can follow.

Bible Quiz Team – to learn and apply the word of God in a fun and competitive context.

Banquets and Dinners – Homecoming, Christmas, Valentine's, Awards to provide students with an opportunity to learn manners and propriety in a formal setting while celebrating traditional holidays and events.

Baking – to expose students to the art of bread making, baking and general culinary skills.

Board strategy games – to provide opportunities for strategy learning skills within social activity settings.

Camping – To expose young people to the outdoors and experiences that help them appreciate the world of nature as well as hard work.

Campus Garden – to learn our relationship as God’s creation to the land that sustains us as well as experience firsthand the effort required to bring food from seed to the plate.

Ceramics – to expose students to the arts and develop gifts of creativity and artistic talent

Chapels – to enhance students’ intellectual and spiritual development through a variety of speakers, videos, and activities on many topics.

Choir – to provide students with the opportunity to encounter singing as a means of worshiping God as well to push the limits of the student’s talents and gifts.

Christian Life Weekend – to provide new perspectives of the Christian walk by inviting outside speakers to lead students in a journey of Christian life.

Class Activities – to raise funds, particularly for the junior and senior year, and to have opportunities for bonding and fellowship within each class.

Discipleship Partners – to allow students the opportunity to meet individually with a staff member weekly to discuss life issues and scripture and pray together.

Happy Church Enrichment Night for Children – to provide opportunities for students to share Christ’s love for others by using their own gifts and abilities.

Hiking in the Red River Gorge – to promote wellness and an appreciation for God’s creation.

Intramural Sports – to involve as many students as possible in team sports, facilitating participation, teamwork, fitness, creativity, and fun.

Job Training – to teach students how to work in a real job situation. Students work daily from 4:25 pm - 5:25 Monday through Friday and can receive promotions to supervisors as their skills improve.

Lexington City for the Nations – to provide opportunities for students to be involved in ministry to Middle Eastern refugees.

Nursing Home visitation – to provide opportunities for students to minister to the elderly and gain an appreciation for those whose life experiences are different from their own.

Operation Christmas Child – to provide students the opportunity to reach out to children worldwide.

Peer Leadership Program – to facilitate the growth of the school’s most responsible students so that they may exert a positive Christian influence on the student body.

PR Trips – to provide students with the experience of traveling and sharing with other churches about their Christian life experience and their experience at Oakdale.

Redemption – to engage students in a Bible-based card games for fellowship as well as learning Bible trivia.

School Field Trips – to enhance and enrich the curriculum that is being taught in the classroom through trips that explore government, the natural world, ministry opportunities, spiritual retreats, job and schooling opportunities which span a variety of academic subjects.

Scrapbooking – to create time of fellowship while using artistic talents capturing memories.

Senior Play – to learn about drama through staging a major production at the end of the senior year.

Sewing – to teach students to the practical skills of sewing and mending.

Small Groups – to provide opportunities for spiritual growth among our students in a mentoring relationship with a staff member.

Special Events – 30 Hour Famine, Ichthus music festival to expose our students to a variety of Christian entertainment and ministry opportunities, providing them with teaching and different perspectives on living the Christian life.

Spirit Week – to allow students to express creativity and school spirit in a positive and community-building manner.

Spring Break Missions Trip – to expose students to the needs that exist in the world and the truth that they can be a part of making a difference.

Staff and Student Talent Nights – to highlight a variety of talents on campus while providing creative and wholesome entertainment.

Staff Open Houses – to help facilitate relationships between our staff and students and help foster the family like atmosphere on our campus.

Student Led Worship – to allow students to exercise leadership through their Christian walk and devotion.

Val-a-gram Week – to provide students the opportunity to express appreciation for each other and showcase the creativity of the junior class.

Volleyball – to compete in a high pressure situation while learning and modeling teamwork, fairness, graciousness, and how to give your maximum effort.

Worship Team – to allow student the opportunity to use gifts and talent to praise God by leading the church community in worship.

12.0: 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 annual 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's website and in the application packet on the financial information page. Information about finances for F-1 international students can also be found on the school's website.

12.1 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: A non-refundable deposit of 10% of the total room and board charges plus fees is required prior to enrollment. The balance is divided over ten months. Payments are due by the 15th of each month August through May. (Final payment is due before May 31, of the applicable school year)

12.2 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. Before discussions of financial assistance and financial aid can be discussed, the student application process must be complete, the student must receive notification of acceptance, and the TADS documentation must be completed. Financial Aid forms can be located under our Financial Aid tab on our website.

Limited financial aid is available for International Students.

12.3 Grants and Scholarships

Student Effort Scholarships

These merit-based scholarships are awarded in the following areas:

- Honor Code
- Academic Effort/Achievement
- Dorm Life

12.4 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.

12.5 Allowance

Parents are encouraged to leave money for allowance with the deans with any special instructions. Students are discouraged from keeping large amounts of money in their room. A recommended amount for a weekly allowance is \$5.00 with an additional \$10 for town trips (typically taken every other week).

The dorm deans reserve the right to distribute weekly allowance if students need training with personal money management. Additional money for special events (auctions, valagrams, concerts, trips, Bethel Camp retreats) can also be kept in the students' account.

13.0: MISCELLANEOUS

13.1 Vacations and Travel Arrangements

Parents must make all vacation travel arrangements to coincide with the specified times according to the school calendar. Travel itineraries are received by the dean of students prior to travel days in order to schedule transportation to or from the Lexington airport.

The school schedule allows for a travel day at the end of each semester, Thanksgiving, summer school and spring break. Thanksgiving break is optional; students may travel home during that time or may make arrangements to stay on campus for a hosting fee. 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 modest 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 at 2:00 pm the Sunday before classes resume.

13.2 What to Bring

Essentials: clock, calling cards for international calls, bedding (twin bed) to include pillow, sheets, blankets, clothes to last for one week, work clothes and shoes, church clothes and shoes, backpack, NIV Bible, rain jacket, heavy winter coat and gloves, school supplies, towels, washcloths, soap and other personal hygiene items, wastebasket, fan, laundry basket or hamper and one set of dishes and silverware for use in the dorm.

Suggested: area rug, lamp, hiking boots, sleeping bag, swimming suit (modest one-piece for girls), Christian music.

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

Possession or use of any type of weapon (firearms, knives, clubs, etc.) is not allowed at any time.

Fireworks, matches, lighters, candles, and incense are not to be brought into the dormitories. Students are not permitted to have pets in the dormitory.

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.