



PARENT / STUDENT HANDBOOK

2025-26

**5801 BEATTYVILLE RD
JACKSON KY 14339**

WWW.OAKDALECHRISTIAN.ORG

Table of Contents

1.0: Mission Statement	5
2.0: Admissions	5
2.1 ENROLLMENT PHILOSOPHY	5
2.2 ADMISSIONS PROCESS	6
3.0: The Oakdale/Parent Partnership	6
3.1 COMMUNICATIONS BETWEEN THE PARENT/GUARDIAN AND THE SCHOOL	6
3.2 HOME VISITS	7
3.3 VISITING CAMPUS	7
3.4 COMMUNICATING WITH YOUR CHILD	8
3.5 MAXIMIZING THE OAKDALE EXPERIENCE	8
4.0: Student Health & Safety	10
4.1 GRIEVANCE REPORTING PROCESS	10
4.2 URGENT REPORTING PROCESS	11
4.3 POLICY COMPLIANCE OFFICER	11
4.4 MEDICAL AND HEALTH CARE	11
4.5 MEDICATION ADMINISTRATION POLICIES AND PROCEDURES	12
4.6 PROCESS FOR EMERGENCY MEDICAL EVENTS	14
4.7 STUDENT ILLNESSES AND NOTIFICATIONS	15
4.8 POLICY ON SELF-INJURY, SUICIDAL IDEATION, AND VIOLENCE	15
5.0: Academic & Curriculum Information	15
5.1 GRADUATION REQUIREMENTS	15
5.2 ACCREDITATION	16
5.3 GRADING SYSTEM	17
5.4 GUIDANCE	17
5.5 ACCESS TO RECORDS	17
5.6 SCHOLASTIC AWARDS	18
5.7 ATTENDANCE	18
5.8 MISCELLANEOUS CLASSROOM RULES	18
5.9 CAMPUS NETWORK AND INTERNET ACCESS	19
6.0: Dorm Life	19
6.1 DORM ROOMS	19
6.2 ROOM SEARCHES	20
6.3 CAMPUS AREAS	20
6.4 DORM SCHEDULE	20

6.5 JUNIOR HIGH	21
6.6 COMPUTER AND INTERNET USE	21
6.7 ELECTRONIC EQUIPMENT POLICY	21
6.8 TV AND MOVIES.....	23
6.09 MAGAZINE AND BOOKS.....	23
6.10 MEALS	23
6.11 SPECIAL DIETARY NEEDS POLICY	23
6.12 LAUNDRY	23
7.0: Religious Life.....	24
7.1 CHURCH ATTENDANCE	24
7.2 CHAPEL AND BIBLE CLASS	24
7.3 BIBLE TRANSLATION	24
7.4 CHRISTIAN MINISTRIES	24
7.5 BIBLE QUIZZING	Error! Bookmark not defined.
8.0: Standards of Conduct.....	24
8.1 HONOR CODE.....	24
8.2 CONDUCT AND DISCIPLINE.....	25
8.3 CO-ED RELATIONSHIPS	25
8.4 EXPULSION POLICY.....	25
9.0: Dress Code.....	26
9.1 GENERAL GUIDELINES.....	26
9.2 SCHOOL DAY DRESS CODE	27
9.3 EVENING AND WEEKEND DRESS CODE.....	28
10.0: Job Training.....	26
11.0: Extracurricular Activities	29
11.1 PHILOSOPHY	29
11.2 STUDENT ACTIVITIES	29
12.0: Financial Information.....	31
12.1 PAYMENT OPTIONS.....	31
12.2 FINANCIAL AID	31
12.3 WITHDRAWAL AND EXPULSION FINANCIAL POLICY.....	31
12.4 ALLOWANCE	32
13.0: Miscellaneous	32
13.1 VACATIONS AND TRAVEL ARRANGEMENTS.....	32
13.2 WHAT TO BRING.....	33

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 structured environment where students can 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 a 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 lead deans 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 administrators 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 administration 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 and January) 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.

Parent/Teacher Conferences

Parents are invited to attend virtual parent/teacher meetings once each semester. Scheduling the virtual meetings is arranged through the principal.

Emails and Phone Calls

The principal and lead deans are available to parents by email or telephone regarding academic or student life situations for which the parents seek clarification or assistance. The administration 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

Because the weekend schedule and activities are vital to the Oakdale program, it is suggested that student visits home are limited to a maximum of one per month for those living close to campus. All visits home must be pre-arranged by the parent and authorized by an administrator. Students are generally not permitted to visit the homes of other students during the school year.

Visits that interfere with the school day are discouraged.

3.3 VISITING CAMPUS

Parents are welcome to visit campus at any time after having made arrangements with the administration 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 (see section 3.2). Giving prior notice of your plans to the administration will help with campus activity planning as pertains to your student. Students are not allowed to leave campus with the parents of other students.

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

Student telephone use is reserved for families to talk with their children on school nights. Students may use the phones to speak with friends on weekends. Parents should contact the administration should they desire additional restrictions on telephone use.

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. Please keep in mind that evening activities and study halls may make it difficult to reach your student. If reaching your student is a problem, please email the administration and a call will be arranged.

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.

3.5 MAXIMIZING THE OAKDALE EXPERIENCE

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 administration 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 lead dean (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.^[c] 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 a 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 a 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:

- 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 nor 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

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 with 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 severe or prolonged 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).
- Prescription medications must arrive in their original container with the prescription label intact.
- 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 how and when it is to be given.
 - 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.
- Students 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~~ Medication information is to be logged immediately.
- 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 guidance 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 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 antacids
- Superficial wound treatments such as Neosporin, Band-Aids, and Medical Gauze
- Sore throat and cough lozenges
- Allergy medications such as Benadryl

OTC Medications/Supplements Required by Students on a Regular Basis

Maintenance OTC medications and supplements 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/supplements are subject to previously stated storage and dispensation policies.

Over-the-Counter Medicine

- The health services coordinator will ensure that a sufficient supply of OTC medicines is kept in the office.

Medication Maintenance

- Dorm deans maintain a weekly inventory of student prescriptions. These amounts are recorded in the health services file on Google docs and reviewed by health services personnel.
- On Sunday of each week, the lead deans will ensure that students' medicines for the week are ready for disbursement. The lead dean will also ensure that more than two weeks' supply remains for each prescription.
 - When the amount of a student's medication is less than three weeks of needing a refill, the lead dean will notify the health services coordinator, and the lead dean will email the parents.
 - Within one week of running out, the Sunday afternoon deans will notify the HSC and the administration that a refill is needed, and the administration will email the parents and follow up with a phone call if there has not been a response within a day.
- The day after the last administration of a prescription is given, the student will be taken to a local medical provider for assessment. Medical fees and a \$75 Oakdale fee will be the responsibility of the parent.

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 frequently review 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 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 staff member will notify either an administrator 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 administration, 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 administrators or health services coordinator.
3. The administrators 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 administration 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 administration or health services coordinator will contact the parent.
 - (2) The administrators 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 in the Health Services Binder, which is kept in a designated location in the main office.
 - (4) The administrators or health services coordinator will continue to consult with the student's parent/s either before the child is seen or as they are 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 administrators will make the decision based upon best the best available information.
4. All records regarding the student's 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 administrators 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.

4.8 POLICY ON SELF-INJURY, SUICIDAL IDEATION, AND VIOLENCE

The following policy was approved at the November 2022 meeting of the Oakdale board of trustees, and was developed with the assistance of a medical doctor who is a board-certified adult psychiatrist, a board-certified child and adolescent psychiatrist, and is certified in psychiatric administration:

Oakdale Christian Academy is not a therapeutic boarding school. As such, there are behaviors and conditions that we are not equipped to accommodate. Students who engage in these behaviors will not be admitted to Oakdale Christian Academy.

Once enrolled, such behaviors will result in corrective action, up to and including being immediately dismissed from Oakdale Christian Academy without any refund of tuition or fees. These behaviors include, but are not limited to:

- Self-injurious or suicidal behaviors
- Suicidal thoughts
- Alcohol, drug, or tobacco use
- Actions that put others in danger
- Communicating threats to others
- Property destruction
- Sexual behaviors

5.0: Academic & Curriculum Information

5.1 GRADUATION REQUIREMENTS

24 semester credit *hours* (*credits are awarded in ½ credit increments each semester*)

Content Area	Oakdale Graduation Requirements
English	4 credits to include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool (students must be enrolled in an ELA class each semester)
Mathematics	4 credits to include Algebra 1, and Geometry (students must be enrolled in a mathematics course each semester)
Social Studies	3 credits to include U.S. History, Economics, Government, World Geography, and World History (students must pass a civics exam prior to graduation)
Science	3 credits to include the content strands of physical science, biology, chemistry, and earth/space science.
Health	1/2 credit
Physical Ed.	1/2 credit
Visual & Performing Arts	1 credit <ul style="list-style-type: none"> • 0.5 credits of Art History or similar course • 0.5 credits of performing arts (drama, music, debate, dance)
Computer	1/2 credit
Bible	2 credits: (Students enrolled at Oakdale, must be enrolled in Bible each semester.)
Vocational	1/2 credit speech
Foreign Language	2 credits of the same language Or 2 credits of English as a Second Language (ESL)
Electives	4 credits
TOTAL	20 required credits plus 4 credits of electives (24 credits)

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

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

5.2 ACCREDITATION

The Association of Christian Schools International (ACSI) accredits Oakdale Christian Academy. 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.

Since 2012, Oakdale Christian Academy also has received regional accreditation, which is now provided through Cognia, which is the most broadly accepted accreditor of secondary schools.

Since 2018, Oakdale has been approved by the Association of Christian Schools International (ACSI) for reaccreditation also on its boarding program.

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 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 earn 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
- Limited
- Ineligible

5.4 GUIDANCE

Oakdale provides guidance for students as they make decisions regarding summer work and continuing education. The school counselor 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.

Departmental Awards – given to the student elected by the department as most successful in their field.

Huff Bible Award – In honor of alumnus, teacher and principal Tim Huff

West English Award – In honor of alumna Kacy West

Kerr Mathematics Award – In honor of long-time teacher Karen Kerr

Haddock Science Award – In honor of alumna Sarah Haddock Little, M.D.

Sellers Social Studies Award – In honor of former pastor and teacher Les Sellers

Pepper Fine Arts Award – In honor of former music teacher Herbert O. Pepper

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 or family emergencies. 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.

All students are required to attend class on days when mid-terms and final exams are administered. Students missing final exams for any reason other than illness or family crisis will not be permitted to make up for the exam. Early administration of final exams is not permitted.

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, mp3 players, cell phones, video games, digital notebooks or any other electronic devices during the school day, except for watches and calculators. The use of calculators in specific courses will be determined by the teachers and administrators.

Students who are English Language Learners (ELL) may use a pen-style translator as determined by their ESL teacher. Determination of translator use for specific classes will be made through collaboration between the ESL and general education classroom teacher. When not in school, the student is expected to check their device in with the dorm dean. Parameters for use of the device during study halls will be communicated to the dean by the ESL teacher.

Reevaluation of the student's need for a translator will occur on a periodic basis. Any change in status will be communicated to the deans and teachers.

At no time may a translator be connected to the internet.

Violations of this policy will result in:

Failure to return the device to dorm dean:

1. First offense – point loss (1 point)
2. Second offense – point loss (2 points)
3. Third offense – point loss (4 points)

Use of device for unauthorized purposes (example: use in a class or study hall without permission):

1. First offense – write up/point loss (5 points)
2. Second offense – write up/point loss AND translator confiscated for 24 hours (parents notified)
3. Third offense – write up/point loss, translator confiscated for 48 hours and conference with administrator and parents.

Connecting device to internet – first offense – loss of device and possible other consequences.

5.9 CAMPUS NETWORK AND INTERNET ACCESS

Oakdale campus uses only secure, password protected Wi-Fi. Student internet use is only permitted on Oakdale devices. is always monitored and is only available in the classrooms. Classrooms are equipped with LANSchool monitoring software.

Oakdale also has an internal network that does not depend on the internet to function, allowing students to save work on their personal drive and work within the network system without access to the internet. With permission from their teacher or dean, students may use dorm laptop computers to access their network folders in common areas with the screen facing the open room. These laptops cannot be connected to the internet.

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 schoolwork, share free time, listen to problems, and provide a family atmosphere.

6.1 DORM ROOMS

Students are responsible for their personal belongings, the care of the furnishings and the appearance of their rooms. They will be held responsible for damages to facilities and furnishing. Fines for room, dorm or other facility damage will be added to the student billing statement.

The school does not assume responsibility for stolen or damaged personal items or monies. We discourage students from bringing valuable or irreplaceable items. Students may bring a lock box for storing valuable items that they wish to have at school, but a key or combination must be turned into the dean.

Any personal items left in the dorms for longer than 30 days without prior arrangements with the appropriate dean will be shipped home at the expense of the family, or they will be donated to charity.

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 with permission from the dean on duty.

Students may decorate a room only in such a way that promotes a positive environment that is consistent with the values of Oakdale Christian Academy. Students are provided with space to hang photos and other decor. Nails, staples, thumbtacks, and push pins are not permitted to be in dorm room walls or ceilings.

6.2 ROOM SEARCHES

After a student arrives or returns to campus, the administration reserves the right to perform a cursory search of their room. Searches are to be conducted by two staff members.

If there is reason to believe that a student may be self-harming, engaged in inappropriate behavior, or be in possession of contraband, our deans will do a deeper search of a student's room, including student's writings and notes passed between students.

6.3 CAMPUS AREAS

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

6.4 DORM SCHEDULE

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

7:45	Breakfast
8:15-11:30	Classes
11:30-1:00	Lunch/ Library Time

1:00-3:30	Classes
3:30-4:15	Dorm
4:15-5:15	Job training
5:15-5:50	Dinner
6:15-7:00	Optional social time
7:00-8:00	Study Hall
10:00	Bedtime

6.5 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 using school planners and frequent interactions with the respective dorm parents. Junior high students are sometimes able to earn high school privileges by getting good grades and demonstrating maturity in behavior.

6.6 RECREATIONAL COMPUTER AND INTERNET USE

Computers and the internet are used extensively during the school day. Recreational, supervised use of the internet for recreational purposes must be approved by the parent. Students can use academic coupons to purchase internet time in certain classrooms after the school day before Job Training begins. Violations of the school's acceptable use policy may result in students losing their recreational computer privileges.

6.7 ELECTRONIC EQUIPMENT POLICY

This policy addresses the possession and/or use of electronic equipment by students enrolled at Oakdale Christian Academy. Electronic equipment is defined as devices that are designed/equipped to store, play, or view digital content. Examples include, but are not limited to cell phones, smart watches, computers, tablets, cameras, mp3 players, e-readers, and headphones/earbuds.

Boarding Students

All electronic equipment must be submitted to the residence life staff upon the students' arrival on the day of their enrollment. Students arriving at the Lexington Bluegrass Airport and being transported by Oakdale personnel will submit their electronic devices upon entering the vehicle. Upon receipt of these items, the on-duty dorm dean will record and store the items in a secure location.

The following items are not approved, or are approved for limited student use:

- Cell phones are not permitted on campus or at any time when under Oakdale staff supervision. Once the student returns to campus after a break, the phone and charger must be turned into residence life staff.
- Personal laptops, tablets, and gaming systems (including hand-held devices) are not permitted and should not be brought to campus.

- Mp3 players should be surrendered with all other electronic devices, but are permitted for student use after the device has been checked for content. Students may not possess devices containing unapproved content, (e.g., non-Christian music, indecent photographs, unapproved videos, and games.) Be advised that such devices will then be modified so that other music cannot be added in the future.
- Preloaded Mp3 players will be available at a minimal cost.
 - Students may use external speakers to play their mp3 music.
 - Students with Independent Peer or Peer Leader status may use headphones and earbuds.
- Students may check out their cameras for field trips, special occasions, evenings and weekends. Independent Peers and Peer Leaders may keep their cameras with them in the dorm. All cameras are subject to examination for content at any time.
- 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.

Day Students

The above restrictions for possession of electronic equipment applies to day students while they are on campus, with these exceptions:

- Students driving to and from school each day may carry a cell phone for safety. The device must be locked in the vehicle during the school day.
- Students may carry a USB storage device for transferring student work to and from home. The student must secure permission from the supervising teacher prior to plugging a USB device into an Oakdale laptop.

Confiscation and Permanent Loss of Electronic Equipment

Failure to comply with the Oakdale Electronic Equipment Policy will result in confiscation of the device and a \$200.00 administration fee. The possession of unapproved electronic devices or the discovery of unapproved content on a device will result in the following consequences:

- First offense: Confiscation of all devices until the end of the school year. A \$200.00 administrative fee will be added to the student's tuition and boarding fees. Other consequences for the student can include, but are not limited to, point loss, room restriction, detention, suspension and/or expulsion.

- Second offense: Confiscation of all devices until the end of the year and **permanent loss of the device in violation**. The device will be donated to the charity of the enrolling parent's choice. A second \$200.00 administrative fee will be added to the student's tuition and boarding fees. Other consequences for the student can include, but are not limited to, point loss, room restriction, detention, suspension and/or expulsion.
- Third offense: Confiscation of and permanent loss of the device. A third \$200.00 administrative fee will be added to the student's tuition and boarding fees. The student will be referred to the administration for possible suspension/expulsion.

The logging of student offenses of the electronic policy is cumulative and spans the entire time a student is enrolled at Oakdale.

6.8 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 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.

6.09 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 administration 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 administration. All reasonable accommodation 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. Generic powder laundry detergent is supplied. Students desiring other laundry products may purchase them.

7.0: Religious Life

7.1 CHURCH ATTENDANCE

Residential students attend the Free Methodist Church on campus. Oakdale students can 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

Chapel, typically held on Friday, often involves student participation, worship time, prayer, guest speakers, Christian videos, etc.

Bible classes are designed to help students learn more about the Bible and Christian living. Each student is required to be enrolled in a Bible class every semester.

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.

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.

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 – or full summer and one quarter – 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.

Students are evaluated by the residential and academic staff in the seven areas honor code. Discussions are held with additional staff regarding their evaluation as needed. Honor code is presented by the president at the last chapel or final event at the end of each quarter.

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 stricter 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 individuals. It takes special effort to live together under these circumstances. Often, parents and students will find the rationale behind some rules is not based on moral norms, but the standards required for community.

Since the rules at Oakdale are different than most homes, parents are encouraged to discuss questions with the administration 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 diverse relationships with many rather than investing solely in one exclusive relationship. Oakdale does not allow dating.

Oakdale maintains a "hands-off" policy between genders, which includes (but is not limited to) the holding of hands, embracing, kissing, etc. This is not a "no touch" policy that restricts normal behavior.

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 in a manner that causes the least disturbance to the program and to other students.

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 administration. If a student dyes their hair a non-natural color over a break and returns to Oakdale with 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.

9.1 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. Exceptions may be made for temporary hair color for special events such as spirit week. Parental and administrative permission must be obtained for these exceptions.

9.2 SCHOOL DAY DRESS CODE

Oakdale has established a varied level of dress code to train students in the practice of matching appropriate dress to the standard of the occasion/event. All dress code levels reflect the minimum standard for the occasion/event.

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 always apply.
- 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 holes and stains.
 - Fitted to accommodate a student's body type (neither excessively baggy nor form-fitting).
 - Designed to cover the waist while stretching.
 - Accompanied by an appropriate under shirt when material is sheer or shirt does not cover the midriff.
- 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.
- Long and short-sleeved T-shirts must not have unapproved/offensive characters or messages.
- Hooded sweatshirts are permitted. Hoods must be kept down in all buildings.
- The wearing of hats in most buildings is permitted. The wearing of hats in the classroom is determined by the individual teacher. Hats must always be removed during prayer.
- Hats are not to be worn in the church building.
- Nightwear caps are not permitted during the school day.
- Shorts may be worn prior to October 1 and after March 31 if they fit within the stated parameters.

School-Day Casual

Girls:

- Pants (Khakis, dress slacks, capris, blue jeans, loose-fitting jeggings)
- Shorts designed with zipper/buttons having a minimum of 5 in inseam and straight hemline when standing, walking, and sitting.
- Polo or button-down Oxford style shirts
- Long or short sleeved T-shirts (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 fingertip lengths or less above the knee (with appropriate leggings)

Boys:

- Pants (Khakis, dress slacks, blue jeans)
- Shorts designed with zipper/buttons.
- Polo or button-down Oxford style shirts

- Long or short sleeved t-shirts; sleeveless shirts are not permitted.
- 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 to fingertip lengths (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 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 with belt.
- Collared shirts
- Dress shoes
- Jackets and ties (optional)

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 different from Oakdale's values.

- T-shirts, blue jeans, and warm-up pants may be worn during evenings and weekends.
- Moderate-fitting shorts with at least a five-inch inseam are usually allowed for after-school activities. Shorts must maintain the inseam when walking, sitting, and standing.
- The 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 always be worn at the waist and cover undergarments.
- Girls' skirts must come at least to the tops of their knees both front and back if no leggings are worn.
- Unacceptable dress includes see-through clothing, tight clothing, halters, or midriff apparel.

The deans will guide students on an individual basis to help them understand poise and modesty when sitting, standing, etc.

Ear piercings should be modest and should not be distracting or be a safety issue to the student. Only stud earrings should be worn during recreation/sporting events.

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. **Dresses with spaghetti straps or those which are backless will not be approved for OCA events.**

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 programs, 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.
- Board strategy games** – to provide opportunities for strategy learning skills within social activity settings.
- Chapels** – to enhance students’ intellectual and spiritual development through a variety of speakers, videos, and activities on many topics.
- 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.
- 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.
- 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 Games** – 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.
- 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.
- 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 highlight 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 international F-1 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 on the 15th of each month, August through May. (Final payment is due before May 31, of the applicable school year)

12.2 FINANCIAL AID

Because of the sacrificial support of donors, Oakdale is sometimes able to provide financial assistance to make it possible for students to afford to attend. 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.

Financial aid is awarded in a year-by-year basis and dependent upon available funds. Limited financial aid is available for International Students.

12.3 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.

12.4 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 administration prior to travel days in order to schedule transportation to or from Lexington airport. School personnel, other than administration, may not approve and/or schedule transportation for any students.

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.

Transportation is provided at scheduled times to and from Lexington to assist with student flights. If a student needs to make special arrangements to leave early or late, a transportation fee is assessed. We do not accommodate the pickup of students from any other city's airport.

On Designated Travel Days (*except the day of commencement ceremonies*)

All Flights are to be scheduled to arrive or depart from LEX – Lexington Bluegrass Airport

Students on flights scheduled to arrive or depart between 8:00 am and 6:00 pm on designated travel days will not be charged a fee for transportation.

Students on flights scheduled to arrive or depart between 6:00am and 7:59 am or between 6:01pm and 8:00 pm on designated travel days will be charged a \$50.00 transportation fee.

Students on flights scheduled to arrive or depart prior to 6:00 am or after 9:00 pm** on designated travel days will be charged a \$150.00 transportation fee.

Parents meeting Oakdale staff at the airport for student transportation to campus must arrange pickup with the travel coordinator. Pickup/drop off will be scheduled between 8:00 am and 6:00 pm. No fee will be charged for pickups in this time frame.

Students with excessive luggage will be charged a \$50 per suitcase/item fee.

Non-travel day pickups and drop offs are subject to a minimum \$200 pickup fee and must be approved through the administration prior to scheduling the flight.

End of School-Year Travel:

Flights should not be scheduled prior to 2:00 pm so that staff and students can be present and participate in Oakdale's 10:00 am commencement services.

Departing flights scheduled between 2:00 pm and 10:00 pm** will not be charged a transportation fee.

Flights scheduled prior to 2:00 pm or after 10:00 pm will be subject to a minimum \$150 transportation fee.

Delays and cancellations by the airline will not result in additional travel fees to the parents as long as documentation of the original flight information verifies the flight met the stated policy at the time of booking.

***Unaccompanied minors may not travel on the last flight of the day according to airline policy*

Dormitories close the day vacation begins (see school calendar for vacation dates) and will open at 2:00 pm the day before classes resume. Early check-ins are not accommodated.

13.2 WHAT TO BRING

Essentials: clock, bedding (twin bed) to include pillow, sheets, blankets, school day clothes, work clothes and shoes, church clothes and shoes, backpack, NIV Bible, rain jacket, umbrella, 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, nightlight.

Optional: Sports equipment, items that make it seem like home, preferred brand of laundry detergent. See electronic equipment policy regarding computers, digital cameras, cell phones, and other electronic devices.

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.

Retention of 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.