

Oneida Baptist Institute Student Handbook

ONEIDA BAPTIST



MOUNTAINEERS



Education for Time and Eternity

Mission Statement: The mission of Oneida Baptist Institute is to provide a Christian living, learning and working environment in which each of its students, Christian or non-Christian, is diligently challenged to grow mentally, physically, socially and spiritually in order to acquire an *Education for Time and Eternity*.

Table of Contents

| | | | |
|---|-----------|--|-----------|
| Welcome..... | 1 | Policies for Academics | 21 |
| Things to Bring | 2 | Absences..... | 21 |
| Prohibited Items..... | 3 | Classroom Behavior | 21 |
| Policies for All Students | 4 | Detention | 22 |
| Dress Code..... | 6-7 | Quarter Tests/Projects | 22 |
| Drug and Alcohol Testing..... | 8 | Field Placement..... | 22 |
| Gymnasium Rules | 8 | Make-up Work | 22 |
| Dating and “Social Campus”..... | 8 | Medications | 23 |
| Dining Room..... | 9 | School Lunch..... | 23 |
| Swimming Pool..... | 9 | Student Materials..... | 23 |
| Reporting Abuse..... | 9 | Testing and Improvement | 23 |
| Disciplinary Procedures..... | 10 | Tardies | 24 |
| Grievance Procedures..... | 10 | Policies for Athletics/Fine Arts..... | 24 |
| Policies for Day Students | 11 | Eligibility..... | 24 |
| General Guidelines..... | 11 | Disciplinary Action | 25 |
| Vehicles and Driving | 11 | Traveling..... | 25 |
| Policies for Dorm Students | 12 | Injuries | 26 |
| General Guidelines..... | 12 | Suspensions | 26 |
| Dormitory Regulations | 12 | Camps, School Sponsored..... | 26 |
| Campused – Grounded | 13 | Athletic Lettering/Awards..... | 26 |
| Worship Service Behavior | 14 | Athletic Letter Jackets | 26 |
| Dining Hall Hours..... | 14 | Fine Arts Lettering | 27 |
| Fire Drill Instructions..... | 14 | Fine Arts Letter Jackets..... | 27 |
| Leaving Campus..... | 14 | | |
| Required Homegoings..... | 14 | | |
| Non-Required Homegoings | 15 | | |
| Illness | 16 | | |
| Laundry..... | 16 | | |
| Mail and Packages | 16 | | |
| Medications | 17 | | |
| Behavior Modification | 17 | | |
| Suspensions | 17 | | |
| Pets | 18 | | |
| Student Vehicles..... | 18 | | |
| Outdoor Activities..... | 18 | | |
| Telephones | 18 | | |
| Tobacco Products..... | 19 | | |
| Visitors..... | 19 | | |
| Withdrawing/Expulsions | 20 | | |
| Work Program | 20 | | |
| Counseling..... | 20 | | |

Welcome

Founded in 1899, Oneida Baptist Institute has provided a quality Christian education for thousands of students similar to you. It is our belief that regardless of where you came from, God has brought you to OBI in His time. We count it an honor and privilege to be allowed to work with each individual.

Our primary function is as a school, but we have the opportunity to minister to you in many other areas as well. OBI is fully accredited by the Kentucky Department of Education and offers a curriculum that is designed to encourage, challenge, and prepare you for college, the military, vocational training, and life. Using the quarter system, you will receive a grade for each class every nine weeks. In addition to academics, we greatly encourage involvement in the many co-curricular activities on campus as well as our numerous clubs and organizations.

Dorm life also provides a multitude of learning opportunities. You will need to develop good social skills as you cooperate with roommates, neighbors, hall monitors, and houseparents. Everyone living in the dorm has a daily job assignment that is an essential part of the Oneida tradition. These jobs help to develop a sense of responsibility and provide valuable work experience. Most of the jobs take place after school, which will challenge you to balance time between school, work, and play. There is supervised free time each evening before the required study hall. An extra hour of free time is also offered if you are on the honor roll.

The lessons taught in the living, learning, and working environment are important, but our highest calling is to exhibit the love of Jesus Christ. We want you to know that you are a creation of God, and He has a specific purpose for your life.

It is our prayer that you take advantage of the many opportunities at OBI to discover and develop your God-given potential and obtain an *Education for Time and Eternity*.

Things To Bring To Oneida Baptist Institute

What to bring

The following items **ARE** allowed and **SHOULD BE BROUGHT** when enrolling. We want your experience to be positive, and these items will help you make a smooth adjustment to dormitory and campus life.

1. Items you should bring:

| | | |
|----------------------|--|-----------------------|
| alarm clock | hangers | sheets for twin bed |
| appropriate clothing | hygiene items | shoes for work/play |
| backpack | keychain/lanyard | shower shoes |
| bathing suit* | laundry basket | small waste basket |
| Bible | laundry detergent** | towels and washcloths |
| blankets | pillow w/ cases | umbrella |
| coat/jacket | school supplies- <i>pens, pencils,</i> | |
| desk lamp | <i>notebooks, binders with</i> | |
| footlocker & lock | <i>looseleaf paper</i> | |

* bathing suit: girls = one piece; boys = trunks, not briefs

** Washer and dryer use is provided free of charge.

2. Items you may bring:

| | | |
|--------------------|------------------------------------|--------------------|
| appropriate photos | microwave popcorn* | small fan |
| camp chair | MP3 player | small rugs |
| candy | plastic bowls | snack foods |
| CD player/radio | plastic cups | soft drinks |
| chips | plastic forks/spoons | soups/noodles* |
| games rated "EC-T" | postage stamps | sports equipment |
| iPod Touch | skateboard— <i>with helmet and</i> | TVs 19" or smaller |
| microwave foods* | <i>elbow/knee pads</i> | |

* Microwave ovens are available in the dorm office.

ALL personal items should be marked with name or initials.

Items available for purchase at the campus store:

| | | |
|-------------------|---------------------|-----------------|
| candy | noodles | school supplies |
| chips | phone cards | soft drinks |
| laundry detergent | postage stamps | toiletries |
| locks | school spirit items | various snacks |

Special note: It is strongly recommended that students not bring expensive items, including jewelry, family heirlooms, MP4, expensive clothing, etc.

Prohibited Items

The following items are prohibited and **should not** be brought to our campus. If you possess these items, they must be turned in to the dorm/principal's office immediately and will be returned at the end of the year.

1. All items with references to:

| | | |
|-------------------------|--------------------|----------|
| alcohol | hate/curse words | suicide |
| drugs | parental advisory | tobacco |
| excessive body exposure | racial remarks | violence |
| explicit lyrics | satanism/withcraft | |
| gang culture | sex | |

2. Aerosols and inhalants, including:

| | | |
|----------------|---------------------|------------------------|
| compressed air | mousse | spray deodorant |
| gasoline | nail polish remover | starch |
| hair spray | permanent markers | toxic correction fluid |
| lighter fluid | shaving cream | toxic glue |

3. Any of the following:

| | | |
|---------------------------|---------------------------|---------------------|
| bicycles | halogen lamps | refrigerators |
| bleach (liquid chlorine) | incense | scanners |
| candles | laser lights | strobe lights |
| communication devices | lava lamps | sun lamps |
| cooking appliances | light bulbs over 60 watts | tools |
| electric blankets | lighters/matches | TVs larger than 19" |
| electric heaters | mouthwash with alcohol | Wi-Fi devices |
| fireworks | movies/DVDs/VHS | |
| games rated "M" or above | paggers | |
| glass containers/bottles | pocket knives | |

4. Students are not allowed to have movies/videos, including those installed on electronics. Electronics containing movies/videos will be confiscated.

5. Digital cameras, cell phones and chargers must be turned in to the dorm office. They will be returned on homegoings. If found, they will be confiscated and the student will be suspended. Confiscated cell phones will be returned only if the student departs using public transportation, withdrawing, or at the end of the school year.

Policies and Procedures for All Students

The highest Christian character is desired by Oneida Baptist Institute, and it is expected that every student who enrolls will abide by all of the prescribed policies and procedures both on and off campus.

The following is a partial list of behaviors that may subject a student to immediate expulsion:

1. Promoting any principle, belief, or activity fundamentally contrary to the Christian faith, including any form of satanic worship, black magic, white magic, witchcraft, etc.
2. Engaging in any gang-related activity, including dress, conversation, writings, music, symbols and gestures, etc.
3. Possessing or using any type of intoxicants, illicit drugs, or drug paraphernalia.
4. Possessing any type of medication including diet aids. (Prescription and over-the-counter medications including Benadryl, Tylenol, vitamins, herbs, etc. must be kept in the dormitory office.)
5. Refusing or neglecting to take required medication as prescribed.
6. Leaving campus without permission.
7. Possessing weapons of any type, including pocketknives, chains, scissors, etc.
8. Promoting or engaging in physical or verbal violence, including abuse, bullying, harassing, hazing, fighting, etc.
9. Engaging in inappropriate conduct with other students, including being with the opposite sex without adult supervision, being sexually involved with another student, inappropriate touching, writing or talking about immoral behavior, playing the "pass out" game, etc.

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The following is a partial list of behaviors that may subject a student to disciplinary action:

1. Using profane or abusive language.
2. Causing bodily disfigurement, including knife or razor cuts, piercings, tattoos, eraser and cigarette burns, etc.
3. Cutting lines, symbols, etc. in the hair or eyebrows.
4. Horseplaying (including shaving cream, water, food fights, etc.), wrestling, frogging, etc.
5. Loaning, borrowing, selling, trading and using anyone's belongings.
6. Spitting on sidewalks, floors, walls, windows, or buildings.
7. Dancing.
8. Damaging or destroying school property. (The responsible student(s) will be charged for repairs and replacement.)

Dress Code

Daily Attire and Grooming—All Students

1. Clothing is to be appropriately sized, buttoned, snapped, zipped and/or buckled. Please note the following: Sweat or pull-away pants are permitted in the dormitory only.
 - Clothing deemed too revealing will be prohibited.
 - Pants or shorts must be worn at the waistline.
 - If the garment has belt loops, a belt must be worn within the loops.
 - “Sagging” is prohibited.
 - Chains hanging from or attached to your clothing are prohibited.
 - Pants and jeans may not drag the ground.
 - Clothing must not be worn inside-out.
 - Gothic-style black attire is prohibited.
 - Dog collars and studded bracelets, necklaces and belts are prohibited.
2. Sweat or pull-away pants are permitted in the dormitory only.
3. Undergarments and sleepwear (including boxer shorts, camisoles and houseshoes) are never to be worn as outer garments outside the dorm.
4. Shorts of modest appearance are permitted for work or play. Shorts are prohibited at school, in the dining hall and at church services.
5. *Clothing with rips, holes or tears that reveal undergarments or skin is permitted in the dormitory areas only.*
6. Sleeveless shirts/tops are permitted in the dormitory areas only.
7. Hair must be kept neat and clean.
 - Markings or designs are prohibited.
 - Grooming combs worn in the hair are prohibited.
 - The head or parts of the head may not be shaved.
 - Do-rags and stockings are permitted in the dormitory only.
 - Hair that is cut, streaked, dyed, bleached or colored in an unorthodox fashion is prohibited.
 - Hair coloring on school property, including faculty/staff homes, is prohibited.
8. Sunglasses, sun visors, caps, hats, headbands or hoods must be removed upon being seated in the classroom, chapel or dining hall. Hats must be worn forward or back—not to the side or upside-down.
9. Sandals may be worn but shower shoes are permitted in the dormitory areas only.
10. Only two bracelets and necklaces may be worn at a time.

Daily Attire and Grooming—Boys

1. Shirts are to be worn at all times. The length of your shirt may not extend below thumbs.
2. Earrings are prohibited.
3. Wearing nail polish is prohibited.
4. Hair must be kept neat and trimmed.
 - Hair may not extend below the bottom of the earlobe, eyebrows or below the top of the shirt collar.
 - Tails, ponytails, braiding or dreadlocks are prohibited.
 - Beards and goatees are prohibited.
 - Shaving must be timely.
 - Mustaches must be trimmed.
 - Sideburns may be worn to the bottom of the ear.

Daily Attire and Grooming—Girls

1. Bras must be worn at all times, except for girls in their dormitory rooms.
2. Dark undergarments worn under light-colored clothing are prohibited.
3. Tops are too short if the midriff is exposed when hands are raised above the head.
4. Tight, conforming tops and/or those with a low neckline are prohibited.
5. White shirts are prohibited unless they contain a large imprinted area on the front.
6. Shirts with inappropriate writing are prohibited.
7. Pants, sweats or shorts with writing on the buttocks may only be worn in the dormitory.
8. Tight, conforming pants are prohibited.
9. Dresses and skirts must be worn at or below the top of the knee and may not have slits that
10. extend above the top of the knee.
11. Artificial hair, extensions, weaves, etc. may only be worn if they are a natural hair color.
12. Only two earrings per ear are permitted. They must be worn on the outer ear or ear lobe only.
13. Two necklaces may be worn, but only one may be a choker style.
14. Excessive make-up, black lipstick, black lip liner and black nail polish are not permitted.
15. Hair worn below the eyebrows is prohibited.

Sunday Worship Attire

Students must wear dress clothes to worship on Sunday morning.

Boys must wear dress slacks or khakis, shirts with collars and dress shoes. Shirts with tails must be tucked in.

Girls must wear a dress top and skirt or dress no shorter than the top of the knee and dress shoes.

Drug and Alcohol Testing

We are very much aware of the effects illegal substances have on today's youth. Many young people who currently use illegal substances really do not want to, but seem powerless when they are in and with the wrong peer group. Because of our concern for the destruction illegal substances can bring in the lives of young people, all students will be subject to drug/alcohol testing. Any student who is asked to be tested and refuses will be expelled.

The purpose of this testing is two-fold: First, many of those students who may have been using illegal substances in the past have told us it would give them more courage to say "No" if they could tell their peer group, "I may get tested for drugs/alcohol and I can't afford to get expelled." Second, students who enroll in our school who have had a history of using illegal substances but have promised not to use them in the future will find this measure helpful in motivating them to stay clean.

Gymnasiums—General

1. Chewing gum is prohibited.
2. Frisbees, baseballs, softballs, tennis balls, soccer balls, footballs are prohibited from being thrown or kicked in the gym.
3. Hanging on the basketball rims or nets is prohibited.
4. Cleats and any shoe that could cause damage to the gym floor are prohibited.

Gymnasiums—Gritton

1. Food and drinks are prohibited.
2. The gym is open to non-campused students during "free time" and to non-campused honor roll students during "honor roll free time."
3. Girls going to and from the Gritton Gym for "free time" are to use the gym doors at the bottom of the stairs coming from the faculty dining hall.
4. Boys going to and from the Gritton Gym are to use the doors on Mulberry Street.

Dating and "Social Campus"

1. Holding hands is permitted. Kissing, hugging and all other physical contact is prohibited.
2. A couple is "social campused" if they violate the dating rules. This means that the couple cannot be together or have any form of contact for a specified number of days or weeks.
3. If students do not adhere to the rules of their "social campus," their "social campused" time will be increased. If they continue to ignore the "social campused" rules, or "break campus," the students will be expelled.
4. Students are prohibited from dating faculty/staff. This includes writing notes and letters.

Dining Room

1. Students serve themselves and are expected to eat the food they take.
2. Upon finishing the meal, students are required to take their trays to the receiving window and sort the silverware, cups, dishes, paper, and remaining food. Students must also clean their table and the area around them after eating. After-meal loitering is prohibited.
3. Absolutely no dishes, silverware, food, or drink (including milk, tea, coffee, or paper cups) are to be taken from the dining hall or kitchen.
4. The daily dress code applies in the dining hall. Cleats are prohibited.

Swimming Pool

1. Horseplay is unacceptable at all times.
2. Chewing gum and jewelry is prohibited in the pool area.
3. The pool is to be used only when staff members and life guards are on duty. Students are
4. NEVER to be in the pool or pool area unsupervised.
5. Do not distract the lifeguard and houseparent while they are on duty in the pool.
6. Proper swimming attire: Boys- Swim trunks—no brief styles or cut-offs
Girls- One-piece swimsuits only, and a dark T-shirt must be worn over the swimsuit

Reporting Physical, Sexual, or Racial Abuse, Misconduct, or Harassment

1. If you believe you have been physically or sexually abused or sexually or racially harassed during the school day, you are to report the alleged incident to a teacher or principal.
2. If you believe you have been physically or sexually abused or sexually or racially harassed after school hours, you are to report the alleged incident to one of your houseparents or the dean of boys/girls.
3. The president is responsible for making sure the parents and proper authorities are notified in all cases where there is reasonable suspicion that physical or sexual abuse has in fact occurred.

Disciplinary Procedures for Students

1. Students are responsible for reading their Student Handbook.
2. When students break rules, one or more of the following behavior modifications will take place:
 - conference with student
 - writing assignment
 - detention
 - campused (grounded)
 - assigned specific duties or jobs
 - corporal punishment by authorized personnel
 - suspension
 - expulsion

Grievance Procedures for Students

When misunderstandings arise between students and teachers, coaches, or houseparents, the following grievance process is available to all students to resolve the problem:

1. When feasible, the student should meet with the teacher, coach, or houseparent to discuss the issue.
2. If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher, coach, or houseparent.
3. If still unresolved, the matter should be referred to the principal for school day issues, or to the dean of boys/girls for non-school day issues.
4. In extreme situations, unresolved issues may be referred to the president of the school.

Policies and Procedures for Day Students

General Guidelines

1. Students are expected to adhere to ALL OBI regulations while on campus (i.e. dress code).
2. Tobacco products are prohibited on campus. Any student breaking this regulation is subject to immediate expulsion.
3. All personal belongings including bookbags, lockers, vehicles, etc. are subject to search and seizure with probable cause.
4. Corporal punishment is permitted when it is felt that it may help a student and when other methods have failed.
5. OBI is not responsible for day students who cannot get to school because of inclement weather. (See absence policy.)
6. Students are allowed on campus fifteen minutes before school/activities begin and fifteen minutes after school/activities end. Examples include: scheduled practices, ball games, plays, "free time" or other special school sponsored events. Only students on honor roll may attend honor roll "free time."
7. Day students are prohibited in or around the dormitories.
8. Day students may not telephone dorm students.

Vehicles and Driving

1. All day students must park in the lot adjacent to the Gritton Gym.
2. Students are prohibited from going to any vehicle during the school day, and dorm students are never permitted to be around day students' vehicles.
3. Dirt bikes, ATV's, and motorcycles are prohibited on campus at any time.

Policies and Procedures for Dorm Students

General Guidelines

1. All dormitory students are required to attend the following worship services: chapel each school day and Sunday morning and evening chapel/worship services. They are invited to attend Sunday school and Wednesday evening prayer service, but these are not required. In order to attend worship services other than those offered on campus, permission must be obtained from the dean of boys/girls.
2. All dormitory students are required to work one and a half hours each day and four hours on weekends. Also, extra hours of work may be assigned in an emergency, a time of special need or as behavior modification.
3. Dormitory rooms and personal belongings are subject to inspection, search and seizure at any time.
4. Visitors are not allowed during the first 30 days of enrollment, which includes parents, relatives and friends.
5. Parents and other visitors must always check in with the dorm office before going anywhere in the dormitory or with the principal's office before going to any classrooms.
6. Parents/guardians are responsible for providing a place for their child(ren) to stay during the fall, Christmas and spring breaks when the dormitories are closed. Parents must make arrangements for students to be off campus by 6:00 P.M. the day break begins. Dormitories reopen at 9:00 A.M. at the end of each break. Students may not leave or return early.

Dormitory Regulations

1. Each student will be assigned to a room. A change of room or roommates must be cleared with the dean of girls/boys.
2. Rooms will be cleaned each day and will be subject to daily inspection by the houseparents.
3. Each dorm student will be issued a room key. Students must keep keys with them at all times and will be charged \$5.00 to replace lost or broken keys. A fee of \$.25 will be charged to have doors opened by a houseparent.
4. Roommates are jointly responsible for any damage in the room and must pay for such damage—unless the guilty party is identified. Light fixtures, smoke detectors, conduit, etc., are not to be tampered with and items should not be hung from them.
5. Entering another student's room is to be by invitation only—with no more than one visitor per roommate.
6. If a non-dormitory person is in the dorm, students must notify a houseparent immediately.

(Dormitory Regulations continued)

7. Students' drapes are to be pulled closed before dusk and are not to be tied in a knot or twisted.
8. Music must be played at a reasonable sound level at all times. Speakers are not to be placed in windows. Stereos are not allowed outside the dormitories. Portable music devices are not allowed away from dorm areas including while working. Portable music devices may be allowed on school trips with permission from the trip sponsor.
9. Students are expected to leave the dorm five minutes before the morning bell. Girls are to leave through the west faculty dining room doors.
10. Students are not allowed in any classroom building after school hours unless accompanied by an adult or working an assigned job.
11. Girls are allowed up to the sidewalk in the center of campus until the time specified each day. Girls are not allowed in the back yard or in the grass on either side of the steps leading to the Gritton Gym at any time. Girls are to be in this area only when using the steps going to and from the Gritton gym for "free time" or class.
12. Marvin Wheeler and Carnahan boys are not allowed past the paved picnic area in front of the dorms. Boys must use the sidewalk between the swimming pool building and the middle school building (Coffey Hall) when going to or from Marvin Wheeler or Carnahan dorms.
13. Boys are prohibited from loitering near Coffey Hall, the concrete steps area of the middle school/pool buildings or the concrete steps area by the Sparks building.
14. Boys are prohibited from being on the road/driveway area in front of the girls' dormitory and the sidewalk in the center of campus.
15. Girls are never to be in the boys' dorms and boys are never to be in the girls' dorm.
16. Only supervised students are permitted to be past the north end of the Gritton Gym or in the Barkley Moore memorial area.

Campused "Grounded"

1. **It is each student's responsibility to check the "Campused List" which is posted by the dorm office on a daily basis.**
2. Being "campused" means you are restricted to the dorm area. The exceptions are:
 - a) To go to work
 - b) To go to school
 - c) Dining hall
 - d) Worship services
3. "Breaking campus" will result in additional consequences, suspension and possible expulsion for repeated violations.

Worship Service Behavior

Students are expected to be attentive and respectful during all worship services. The following behaviors are examples of negative behaviors for which there may be consequences: sleeping, whispering, writing or passing notes, combing hair, chewing gum, reading books, etc.

Dining Hall Hours

Weekdays:

Breakfast: 7:15-7:45 A.M.
Lunch: by school schedule
Dinner: 4:30-5:45 P.M.

Weekends:

Breakfast: 7:15-7:45 A.M.
Saturday Lunch: 12:00-1:00 P.M.
Sunday Lunch: 11:00 A.M.-12 noon
Dinner: 4:30-5:45 P.M.

Fire Drill Instructions

When a fire alarm sounds, everyone in that building must go to the designated area in a timely but safe manner for roll call and instructions.

Girls' dorm: Go to street/driveway in front of dorm. Third floor girls should stand near Anderson Hall. Second floor girls should stand in the street/driveway on the end closest to Sparks Gym. Hall monitors should keep students quiet and take attendance. In the event of fire, girls should go to the Sparks Gym.

Boys' dorms: Go to sidewalks in front of each dorm. Hall monitors should keep students quiet and take attendance. In the event of fire, boys should go to the Sparks Gym.

Leaving Campus

Students must never leave the campus without being signed out! There are three required homegoings: fall break, Christmas and spring break. Do NOT ask to leave early or return late. Non-required homegoings include scheduled long weekends, days, or afternoons off campus, or any other time not listed as required. Again, do NOT ask to leave early or return late.

Required Homegoings

Students and their legal parents/guardians are responsible for arranging transportation to and from the campus for all breaks and when enrolling or leaving at the end of the year. **OBI provides free transportation to and from the Greyhound bus in London, Kentucky and to the Lexington airport as long as travel time is coordinated with the group.** Parents/guardians will incur transportation fees if individual arrangements must be made by OBI. The Student Coordinator will assist parents/guardians with travel plans.

1. All students are required to leave the campus during these times because the dormitories are closed. Please refer to the school calendar for dates and times. Students are not required to take everything home during these breaks.

(Required Homegoings continued)

(Required Homegoings continued)

2. If a student plans to leave campus with anyone other than the person who enrolled him/her or those listed on the Authorization for Student Sign-Out form, that student's parent/guardian must send written permission or a fax to the student coordinator for approval. If this permission has not been received in writing, the student will not be allowed to leave campus.
3. Students are requested to return to campus by 6:00 P.M. on the Sunday of return.
4. Permission must be given by the administrative council for one student to go home with another.
5. Students returning by Greyhound bus must return at the proper time and wait at the bus stop until picked up by OBI staff. Do not go anywhere else (Wal-Mart, etc.). You must return to campus on the first available OBI bus. Remember, parents/guardians will incur **transportation fees** if individual arrangements must be made by OBI.

Non-Required Homegoings

1. If staying on campus during a non-required homegoing, the regular rules still apply, including worship, dating, campus, social campus, etc. Students may be asked to work the hours they would normally be in class; otherwise, they will work the usual schedule.
2. If a student is planning to leave the campus, he/she must obtain a "Permission to Leave Campus" form from the student coordinator or the dormitory office. This should be done several days prior to leaving.
3. The Permission to Leave Campus form should be completed by the student and signed by his/her work supervisor, coach, etc., and the dean of boys/girls. The form must be placed in the "mail box" in the dormitory office to be approved by the student coordinator and administrative council no later than the Thursday before the student wishes to leave.
4. Students must turn in necessary paperwork on time for permission to be granted to leave campus.
5. All students leaving campus must see the houseparent on duty and have whoever is taking them off campus sign the "Permission to Leave Campus" form.
6. Students may receive day passes (Saturday or Sunday only returning same day by 10:00 P.M.), plus overnight/weekend passes (pick up Friday after 3:30 P.M., return by Sunday 6:00 P.M.), according to the following schedule:
 - One day and one overnight/weekend between the start of school and fall break
 - Two day and two overnight/weekend between fall break and Christmas break
 - Two day and two overnight/weekend between Christmas break and spring break
 - Two day and two overnight/weekend between spring break and the end of the school year
 - One day and one overnight/weekend during summer school.

(Non-Required Homegoings continued)

(Non-Required Homegoings continued)

7. Students must fulfill any commitments to their sport, choir, drama or other activity in which they are involved before permission will be given to leave. Students must make arrangements with their adult work supervisor/coach any time they are going to miss their work or sport.
8. Students may not leave campus the weekend before or after a required homegoing.
9. Upon return to campus, students must report to the dorm office and be signed in by the accompanying adult. Students are requested to return to campus by 6:00 P.M. on the Sunday of return.
10. Excessive discipline problems or other issues may prohibit a student from being allowed to leave campus for non-required homegoings.

Illness

1. A student who is ill should report by 7:15 A.M. to the dormitory office. Do not send a friend or roommate to tell the houseparent you are sick.
2. A student who is too ill to attend school, work, or worship will be put on bedrest until the medical coordinator or houseparent grants permission to leave.
3. No one is to miss school, worship activities, or work because of illness without the medical coordinator or houseparents' permission.
4. When a student has bedrest on Friday, he/she may also be required to remain on bedrest for Saturday and Sunday.

Laundry

1. For best results, do not overload the washers and dryers.
2. Follow directions when using detergent and bleach (powdered bleach only).
3. Dryer lint filters must be cleaned after each use.
4. Do not leave clothes in the laundry room unattended. Each student should stay by the washer and dryer until his/her laundry is finished. This prevents theft.
5. Do not sit on the washers and dryers.

Mail and Packages

1. Student mail will be distributed from the dormitory office. The houseparents will have a "Mail List" posted by the dormitory office for students to check daily.
2. Packages must be opened in the dormitory office in the presence of a houseparent.
3. Any items received that are not allowed at OBI will be held until the end of the year.

Medications

1. Prescription and non-prescription medications are not to be kept by the student in his/her room at any time. This includes all medication—aspirin, vitamins, cough syrups, hydrogen peroxide, alcohol, ear and eye drops, herbs, etc. Exception: prescribed asthma inhalers if a signed permission form is on file.
2. All medicine will be kept and distributed by the houseparents at specified times, with the exception of prescribed asthma inhalers.
3. Students should see the houseparent on duty in a timely manner to obtain medications.

Behavior Modification

Methods felt necessary for the preservation of proper discipline of students are used including:

- camping (grounding)
- assigning specific duties or jobs
- writing assignments
- suspension
- corporal punishment (swats with a wooden paddle) by authorized personnel with a witness

Corporal punishment is permitted under the school's prescribed guidelines when it is felt that it may help a student, and it is administered and witnessed by authorized personnel only.

Suspensions

When a student receives an In-School Suspension (ISS):

1. Parents will be notified.
2. Students will spend the entire academic day in the Alternative Learning Center (ALC), where they will work on their specific class assignments.
3. Students are responsible for returning/turning in any missed assignments while suspended.
4. After completing the day in ALC, students may resume their normal after-school schedule, including practices, work, etc.

When a student is suspended Out-Of-School (OSS):

1. Parents will be notified.
2. It is the student's responsibility to make up his/her assignments.
3. Students may pick up daily assignments from the high school office after school.
4. Students are required to attend study hall — even if they are on the honor roll.
5. Students are campused when suspended and may not attend sports practices, games, etc.

Pets - For reasons of health and sanitation, pets are prohibited in the dormitory.

Student Vehicles - Students are not allowed to have vehicles on campus.

Outdoor Activities

Boys: With the exception of the designated basketball areas, all outdoor sports activities and recreation including the use of balls, Frisbees, skateboards, roller blades, and scooters are to be conducted on the athletic field.

Girls: Skateboards, roller blades and scooters may be used in the street in front of the dorm up to the loading dock.

1. Protective helmets, elbow pads, and knee pads must be worn by anyone using skateboards, roller blades, or scooters.
2. Tackle football is prohibited.
3. Walking on campus grass, picking flowers, climbing trees, or breaking limbs from trees is prohibited.
4. Students fishing in the farm pond do not need a Kentucky fishing license, but must be accompanied by an adult.
5. Wading or swimming in the river, pond, or reservoir is never permitted.
6. Playing on the swinging bridge is prohibited.

Telephones

1. Use of the telephone in the dormitory office is limited to two, five-minute (incoming) calls per day.
2. Use of the pay telephones is limited to two, ten-minute outgoing calls per day.
3. Calls after bedcheck are prohibited.
4. Boys and girls are prohibited from calling other dormitories.
5. Profanity, abusive language, or yelling is prohibited.
6. New students (during first 30 days) may make or receive one ten-minute call each Saturday or Sunday to/from their parent/guardian.

Tobacco Products

It has been determined scientifically that using tobacco products is very dangerous to one's health. Students who use tobacco will be encouraged to quit while attending OBI.

(Tobacco continued)

(Tobacco continued)

1. The parent/guardian signs a form to make the student a registered tobacco user.
2. There is a designated smoking area for each dormitory.
3. No one is allowed in the smoking area except students who are registered tobacco product users.
4. The use of tobacco products on buses, other school vehicles, church property, or on any school trip is strictly prohibited.
5. Tobacco products will be confiscated and destroyed if seen in any area other than the dorm or designated smoking area.
6. Tobacco products must come from a custodial parent/guardian and be used only by that student.
7. Tobacco products cannot be sold, given, or traded to any student.
8. All tobacco products must be turned in immediately to the dormitory office. All tobacco products not turned in will be confiscated and students will be subject to disciplinary action.
9. Cigars and pipes are not permitted.
10. Loitering, yelling, screaming or very loud conversations are prohibited in the smoking area.
11. Students may not receive more than a 1/2 pack of cigarettes or a 1/2 can of dip every other day.
12. A student's use of tobacco products will be further restricted the longer he/she is enrolled at OBI as determined by the dean of boys/girls.

Visitors

1. A student may have family members visit the campus and stay overnight in guest housing, only if the plans have been cleared with Mrs. Kay Underwood (ext. 203) or Ms. Billie Faye Hoover (ext. 240) prior to their arrival. Students are not allowed to stay or to visit in guest housing.
2. Houseparents must be notified when parents, guardians, or any visitor arrives at the dormitory.
3. Students are not to be in or around any car except when signed out to leave campus.
4. Former students and alumni may not visit the campus on days which are reserved for Fall Festival, Spring Fling and banquets.

Withdrawing and Expulsions

Students are responsible for their own clothing and other possessions at all times, including taking EVERYTHING with them when they cease to be students at Oneida Baptist Institute. It is NOT the responsibility of staff to search for, ask about, mail or ship articles after the student leaves. Oneida does not assume/accept responsibility for the loss or damage to personal property. **Parents or guardians should be certain that the child's property is covered by a homeowner's policy or other personal insurance which covers theft, fire, flood, etc.**

Students must return all textbooks and their room key to the dormitory office.

Work Program

1. It is the student's responsibility to see the houseparent regarding a job.
2. If a student does not report to work, he/she will be given extra hours (of assigned specific duties or jobs) for each day that he/she does not work.
3. If a student is no longer participating in a sport or other activity, it is his/her responsibility to get another job that day.
4. Students must obtain a signed note from their current adult supervisor or houseparent to take to their new adult supervisor or houseparent before a job change can take place.

Counseling

1. Counseling at OBI includes listening to the student without making judgment, helping the student get adjusted to OBI, and working on other issues the student may have including homesickness, substance abuse, spiritual questions, family problems and/or anger.
2. As a Christian school, our counseling is centered around seeing each student as person created by God, loved by God, lost in sin and rescued by Jesus. We do not "force" religion on students, and we completely respect their beliefs.
3. To schedule a time for counseling, students may see the campus minister in chapel any day, ask a houseparent or have a teacher referral.
4. The campus minister will then make an appointment and send the student a note. An appointment usually takes approximately thirty minutes, and the student may see the campus minister as often as they wish.
5. Sometimes a teacher, parent or staff member may refer a student to the campus minister without the student's knowledge. The student will be notified of the appointment time and asked to speak with the campus minister.

Policies and Procedures for Academics

Absences

The official daily attendance is recorded by the secretary in the high school office.

1. Regardless of the reason or excuse, **absences may not exceed eight days per quarter in any class during the regular school year**. Absence on day nine will result in receiving **no credit** for that class unless prior arrangements have been made with the administration.
2. Students attending our summer school program may not miss more than two and one-half days in any quarter. Additional absences will result in loss of credit for the quarter.
3. All absences are unexcused except:
 - Illness, with a doctor's excuse
 - Emergency in the family with a written explanation
 - Death in the immediate family
 - Official school activities
 - Bedrest, home and hospital
 - Suspensions
 - Those approved by the principal (i.e. delayed entrance or early exit)
4. It is the student's responsibility to provide the appropriate documentation (excuse in written form) to the high school office for each absence.
5. Skipping classes may result in one or more of the following:
 - Detention
 - A zero for the class missed
 - Corporal punishment
 - Suspension/expulsion
6. It is the student's responsibility to make up all missed assignments.
7. Parents may be contacted in order to check the validity of any absence.

Classroom Behavior

Appropriate behavior in the classroom is required to insure a safe and orderly climate. Follow these guidelines:

1. In order to gain respect, students are expected to show respect to their teachers and fellow classmates.
2. Behavior modification for disrespect is at the discretion of the principal and administrative assistant.

(Classroom Behavior continued)

3. Students are not to use profanity or abusive language toward anyone.
4. Students are expected to use English to express themselves.
5. Students are not to make any racial or ethnic slurs including use of the “n” word or other slang terminology.
6. Students are expected to keep their desk and the floor around them clean at all times.
7. Students are never to deface desks, walls, maps, bulletin boards, books, etc.
8. Couples are not permitted to sit together in class or chapel.
9. No tobacco products are permitted during the school day.
10. Returning to the dormitory during the school day is prohibited.

Detention

If detention is given, it will be served. Failure to serve an assigned detention will result in one or more of the following:

- Principal/student conference
- Corporal punishment
- Suspension

End of the Quarter Assessments and Projects

Attendance is required on the day the assessment/project is scheduled to be administered or turned in. Absence on this day could result in receiving no credit for the course.

Senior fourth quarter assessments/projects will be given at the discretion of the teacher and the administration.

End of the quarter assessments and projects may count only ten percent or less of a student's grade. Students should consult with the teacher (principal if necessary) if they feel a grading error has occurred or a grade has been misrepresented.

Field Placement

Students earning a standard diploma will receive a school-to-work assignment from two to four periods per day. This is a required class which carries an equal amount of credit to any other class. Students will be taught hands-on skills to prepare them for the working world. Some written work is required such as career research, resume', and a journal of daily work experience.

Make-up Work

Students are required to make up all assignments, assessment(s), projects, etc. regardless of the reason(s) they are absent. Following are the general guidelines:

(Make-up Work continued)

1. When students attend extended school trips or have to go home for any official reason, they should ask their teachers for assignments.
2. For excused absences, students are granted three days per absence to make up assignments. After this grace period, uncompleted work will be recorded as F's.
3. When students are suspended from school, assignments will be collected and placed in the high school office. Students are responsible for picking up his/her assignments after school. Students who are suspended out-of-school, are not allowed in the classroom buildings during the school day.
4. Teachers may not refuse to give make-up assignments, test(s), projects, etc.

Medications

Medications will be dispensed only by the medical coordinator during the school day. Medication will not be given during first or sixth period.

School Lunch

1. Everyone is required to report to the dining room during his/her scheduled lunch period.
2. Students may take their trays to the receiving window up to five minutes before the period ends and then return to their table.
3. Students will be dismissed, table-by-table, by the principal.
4. At no time are students to leave the lunch room without permission from the principal.

Student Materials

Students are required to bring textbooks, writing materials, and homework assignments to class.

Since there are no hall passes, students are not given permission to get materials once class has begun. Failure to bring the appropriate items to class may result in behavior modification.

Students are responsible for all textbooks and will be charged for damaged and/or lost textbooks.

Assessment and Educational Improvement

OBI bi-annually participates in the Iowa Test of Basic Skills and the Iowa Test of Educational Development. Students are assessed in grades two, five, eight, and nine. EXPLORE is given to all students in the eighth grade, the PLAN is given to all students in grade ten, and the ACT is required for all students in grades eleven and twelve.

Tardies

Oneida Baptist Institute will adhere to the following guidelines for students who are late to class(es) during the course of each quarter:

- One = no penalty
- Two = no penalty
- Three = conference with assistant principal or principal
- Four = in-school suspension for one day and parents notified
- Six = in-school suspension for two days and parents notified
- Eight = out-of-school suspension for three days and parents warned of impending expulsion
- Nine = assess total student behavior and may expel

A cumulative tardy list (comprehensive for all four quarters) will be kept in order to correctly “view” the student’s improvement or lack of improvement. This will allow the administration to accurately determine “repeat” offenders who refuse to follow the program guidelines.

Policies and Procedures for Athletics and Fine Arts

It is OBI’s policy to encourage students to participate in a variety of sports and activities according to their individual abilities and interests, recognizing that their academic work is their first responsibility. There are no try-outs for our sports teams. Any student who commits to participate with a team will be on the team.

Our expectations: As a member of an organization (sports, band, drama, choir, etc.), you are a public representative of OBI to your audience, rival competitors/coaches and the public. Therefore, our expectations are much higher for you than for the non-performing student body.

Eligibility

1. Before a student is eligible to participate in any sports practice or competition, he/she must meet all KHSAA by-laws including but not limited to:
 - The student must have accumulated the appropriate number of academic credits as outlined for his/her year in high school in the KHSAA by-laws.
 - The student must have a transfer form on file.
 - If required for the student’s particular situation, a ruling from the commissioner of the KHSAA must be on file.
 - The student must have a completed physical exam form signed by a physician on file.
 - The student must have parental/guardian permission to play on file.
 - Each athlete must be passing four classes (cumulative for the quarter) each week of the sports season.
 - Middle school students may be on a varsity team unless there is limited space. However, they may only participate on one team at a time.

(Eligibility continued)

2. A student involved in the work program who chooses to join a sport after the first day of practice must have written permission from the coach, work program supervisor, and athletic director before the change can be made.
3. Students may not join a team after the first game of the season has been played. Students who do not enroll at OBI until after the season starts will have two weeks from the date of their enrollment to join a sport already in progress.

Disciplinary Action

1. All athletes are required to follow all school rules. Failure to do so could result in possible suspension from all athletic teams.
2. An athlete may be removed from a team by the coach, athletic director, or principal for inappropriate behavior which may include bad language towards the coach, teammates, officials, or opponents; fighting; vulgar gestures; aggressive actions toward officials; endangering the safety of self or others, etc.
3. If an athlete is removed from a team for inappropriate behavior, he/she will not be allowed to join another team in the same season until permission is granted by the athletic director and principal.
4. If an athlete is removed from the team by the coach, he/she may not return to that sport until the next year.
5. If an athlete wishes to change sports he/she must confer with both coaches involved before making a decision. The athlete may return to the team they left with the permission of that coach.
6. Due to the diversity of the athletic programs and the individuality of each coach, each team may have its own unique set of rules. The athletic director and principal will support each coach's rules as long as they are in compliance with the policies of OBI and KHSAA by-laws.
7. School rules pertaining to dating couples apply at all times. It is the responsibility of the coach to make sure dating couples and all other students conduct themselves appropriately on athletic trips, during school competition, and practice. If a coach feels he/she cannot control dating couples, it is his/her responsibility to remove one or both from the team.

Traveling

Coaches and athletes are representing OBI any time a team is competing; therefore, all parties are expected to be on their best behavior. Boys and girls may not sit together when traveling on school trips. Any misbehavior will incur disciplinary action from one or more of the following:

- coach
- athletic director
- principal
- president

Injuries

If a physician has ordered an athlete not to practice or compete, the athlete must not participate until the physician has released the athlete in writing. They may continue to attend practices and competitions as a spectator at the coaches' discretion.

Suspensions

1. Athletes who are suspended out-of-school during the sport season may not participate in practices or games during their suspensions.
2. Athletes who serve in-school suspension are expected to attend practices and competitions as usual during their suspension.
3. Athletes suspended for more than three days (either in-school or out-of-school) during the sport season will lose the right to letter and receive awards for that season.

Camps and School Sponsored Activities

If the school sponsors a student to attend a camp or special activity, that student will be expected to finish the current season or participate in the up-coming season. If the student fails to participate, the student will become responsible for reimbursing the school for all fees and charges related to the camp or activity.

Athletic Lettering and Awards

To receive a varsity letter, athletes must participate in at least half of the varsity competitions for that sport.

The following behaviors during the sport season will forfeit the athlete or manager's right to earn a letter and awards:

- Use of tobacco products
- Use of drugs or alcohol
- Out-of-school suspension for more than three days during the season
- Failure to participate in post-season competitions after written commitment has been made.

Athletic Letter Jackets

OBI will provide a letter jacket for an athlete or manager after he/she has earned four letters. Two of those must be from the same sport, or an athlete must have earned a total of five letters. A student who earns a jacket and then later earns a letter in another sport/activity will be awarded the appropriate emblem and/or bars to add to his/her jacket.

Fine Arts Lettering

Requirements for lettering in fine arts at OBI are as follows:

Art

- Complete four quarters of art class
- Must receive an A each quarter*

Band

- Membership in band class or after school band for four quarters
- Participate in ninety percent of all OBI band functions
- Must receive an A each quarter*

Choir

- Membership in choir four quarters
- Participate in ninety percent of all OBI choir functions
- Must receive an A each quarter*

Drama

- Fulfill entire commitment as a cast or crew member in two complete productions
- Must receive an A each quarter*

Guitar

- Complete four quarters of guitar class
- Must receive an A each quarter*

Piano

- Complete four quarters of piano class
- Must receive an A each quarter* (Recital participation will count toward the grade in any given quarter.)

Stagecraft

- Complete four quarters of stagecraft class
- Must receive an A each quarter*

**Quarters do not have to be taken consecutively in order to earn a letter.*

Fine Arts Letter Jackets

OBI will provide a fine arts letter jacket for a student after he/she has earned four letters. Two of the letters must be from the same fine arts area, or the student must have earned a total of five letters. A student who earns a jacket and then later earns a letter in a different activity will be awarded the appropriate emblem to add to his/her jacket. Bars will be awarded for years of service, not the number of letters. For example: A student who has earned a jacket could, the following year, earn several letters in different activities. That student would be awarded one bar for the year, regardless of the number of activities he/she may have lettered in. Students suspended for more than three days during the quarter will lose the right to letters and awards.

OBI TELEPHONE NUMBER: 606-847-4111

Girls' Dormitory - Extension 285

Boys' Dormitory - Extension 272

SCHOOL ADDRESS:

Letters may be sent to students at this address (please use all capital letters):

STUDENT NAME
C/O ONEIDA BAPTIST INSTITUTE
P O BOX 67
ONEIDA KY 40972

Packages may be sent to students at this address (please use all capital letters):

STUDENT NAME
C/O ONEIDA BAPTIST INSTITUTE
11 MULBERRY STREET
ONEIDA KY 40972

Here is an example of how to address an envelope correctly:

| | |
|---|-------|
| STUDENT NAME OBI PO BOX 67 ONEIDA KY 40972 | stamp |
| NAME OF PARENT OR FRIEND 346 MAPLE ST CITY STATE ZIP CODE | |

OBI website: www.oneidaschool.org

The Centre

To access your grades, attendance and other information, log in at

sis.oneidaschool.org

If you forget your user name and password, you may email:
laura.stockton@oneidaschool.org