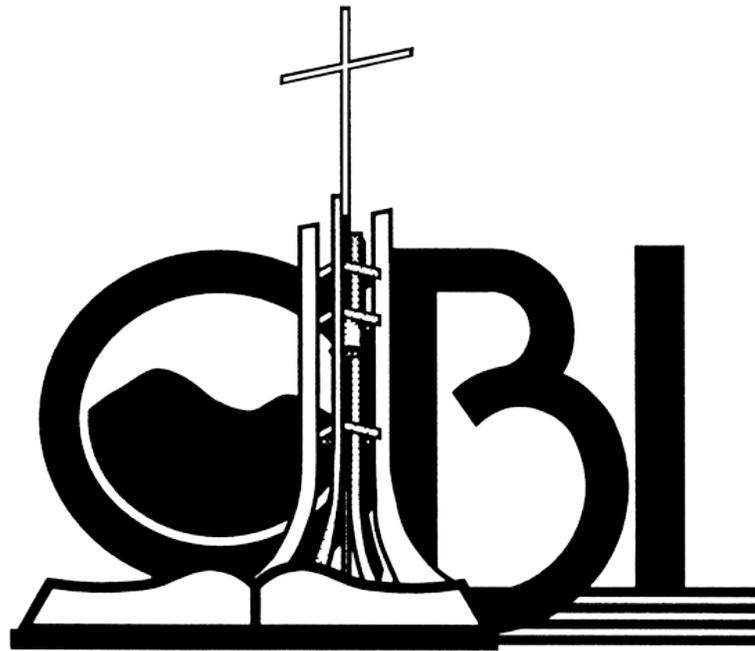


Oneida Baptist Institute

Parent Handbook



Education for Time and Eternity

2016 – 2017



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Welcome to OBI

Thank you for entrusting your child to us, and for allowing us to minister to them. Please join with us in praying that your child may succeed at Oneida Baptist Institute, and that they might truly receive an “Education for Time and Eternity.”

Here are a few helpful hints to help you understand and have a better experience with OBI.

1. Please realize that churches and individuals have been supporting OBI since 1899. Your tuition only covers about 33% of the actual cost. We will do our best with the available funds to help your child succeed.
2. Please be aware that in our dorm setting there are many students from many different backgrounds and value systems, therefore there are plenty of opportunities for student growth as they deal with good and bad situations. We will do our best to promote the good and hinder the bad.
3. Please do not send your child to OBI with expensive electronics, shoes, clothes, jewelry, or other items. This is for your child’s benefit and to not tempt other students.
4. Please encourage your child to get involved in extra-curricular activities. Students typically do better at OBI when they are involved in a variety of activities.
5. If you think your child is in need of a Christian counselor, please contact Dr. David Price at david.price@oneidaschool.org
6. Read the student and the parent handbooks carefully and contact the appropriate personnel as questions or concerns arise. Remember, we don’t believe everything your child says about you, so please be careful in believing everything that your child says about staff. A few good responses for parents are below.
7. Recommendations on how to respond to your child on the phone.
 - a. If you are going to give your child upsetting news, please let the houseparent know ahead of time so they can be prepared to help your child process the information.
 - b. When your child complains about an unfair situation, ask, “**So, what can you do?**” This puts the situation and the growing experience back on the child and addresses the issue. You may need to give them some helpful hints.
 - c. Another wise response is, “**So, how did that work out for you?**” Once again this keeps you out of an emotional trap and forces your child to learn how to handle difficult situations.

Mission Statement and Philosophy

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.”

The purpose of OBI is to provide young people with a high quality Christian education. Oneida accepts boarding students in grades 6-12 who are emotionally, mentally, physically and socially competent to be away from their families and have a sincere desire to attend OBI. Enrollment will not be affected by race, nationality, religion, or genuine financial needs. OBI also offers a K-5 education for commuting students.

We believe that God sends each of our students to us. We generally accept them as they are because a

student's past cannot be changed. We concentrate our time, effort, thought, and money on the possibilities of the child now and in the future.

The academic, athletic, cocurricular, and spiritual programs of Oneida, as well as the student work program, are all predicated on our belief that everybody is a somebody! Whether a student is academically gifted or challenged, each is precious in God's sight, and each has been created for a purpose.

Understanding that each individual has certain strengths and weaknesses, it is the goal and objective of OBI to develop the God-given potential of each student in our school.

It is the purpose of OBI to provide a climate for youth that is conducive to the development of the following:

- respect for authority
- honesty in word and action
- the highest moral Christian behavior
- well-adjusted and responsible personality
- strong physical vigor
- an appreciation of the value of education
- the attainment of each student's highest intellectual potential

These goals are attained by giving proper attention to the disciplines necessary to develop the mental, physical, social and spiritual capacity of each individual. OBI welcomes the involvement of parents/guardians, friends and alumni.

Standards and Testing for Education

1. OBI strives to meet or exceed all standards for Evaluation as specified by National Council for Private School Accreditation (NCPSA), Kentucky Non-Public School Commission (KyNPSC), and the Kentucky Department of Education (KDE).
2. We follow the state of Kentucky school guidelines and exceed the minimum of days (170) required by law. See KRS 158.070 and 702KAR 7:130.
3. OBI complies with Title IX in academics and athletics.
4. OBI students are annually assessed using the Iowa Test of Basic Skills (K-8th grade), Iowa Test of Educational Development (9th-12th grade), and the ACT. This testing is utilized to achieve the goal of educational improvement. The SAT and the TOEFL can be scheduled through the Guidance Office.

Billing Statements

The cost of caring for your child is much higher than the entrance fee and room and board you have agreed to pay. The support of our many donors and volunteers makes this possible.

1. As long as your child is enrolled, the room and board charge will remain the same even when your child is absent from campus or away on break.

2. Your billing statement will be e-mailed to you on the 15th of each month and payment is due by the end of the month. If you do not have an e-mail address, please contact the Student Billing Office to request that your statement be mailed.
3. Payments can be made on-line or by mailing us a check or money order. To pay on-line, log in to your RenWeb account and follow the instructions. If you are mailing us a check, please make it payable to Oneida Baptist Institute and write your Family ID on the “for” line of the check. (Your Family ID is located near the top right of your statement.) Please mail the check to the following address:

Attn: Student Accounts
Oneida Baptist Institute
PO Box 67
Oneida, KY 40972

4. No transcripts or other records will be sent to another school until you have met all of your financial obligations to us and all payments have cleared your bank. Please be advised that we are not governed by the Federal Educational Rights and Privacy Act since we receive no funding from the U.S. Department of Education.
5. If you fail to meet your financial obligations to us, you may be asked to remove your student once your account is 30 days past due.

New Students – The First 30 Days

1. No student is allowed to have visitors for the first 30 days, so that the student has enough time to adjust to being away from home and to get used to OBI.
2. Your child’s adjustment to OBI:
 - a. Remember, there will normally be some difficulties adjusting to a boarding school environment. Your child, however, is likely to greatly exaggerate most problems. By leaving your student with us, you have demonstrated that you have confidence in our ability to care for him/her. If your child does tell you something that is really alarming, feel free to call the houseparent and share your concern.
 - b. Oneida is not a perfect school. We have, however, been taking care of students since 1899—we do have some experience in this area. We want your child to be a success here, and we want Oneida to be a success for your child, but you must do your part! Do not let your child even think that you are considering coming to get him/her during the first 30 days.
 - c. The decision to bring your child was not an easy one, but you have now made that choice. Please do not forget the reasons your child is here.
 - d. Your child may call home and tell you that we said for you to come and get him/her. That is not the case. If they call you and convince you to come and get them, it is your decision. But please know that if *we* want you to withdraw your child, *we* will call.

Telephone Calls

1. You may want to provide your child with a restricted telephone card, (also known as a Phone Home Card), a pre-paid calling card or speak to your long distance provider about acquiring an 800 number.

2. Students may make or receive two 10-minute calls per day.
 - a. Calls after bed check are prohibited.
 - b. Boys and girls are prohibited from calling other dormitories.
 - c. Profanity, abusive language, or yelling is prohibited.
3. Parents may call their child in their dorms. The school has two in-coming lines for parents, relatives or friends. These telephones are limited to 10 minutes per call; two calls per day. Please help to regulate the time.
4. The dormitories normally accept calls until about 15 minutes before bed check. Students soon establish a routine and tell parents the best time to call.
5. Please be patient when calling. If there is no answer, remember that houseparents are attending to the needs of students.

RenWeb

1. RenWeb gives you access to your child's grades, schedule, and attendance. You can also see the school calendar, a staff directory and other information.
2. RenWeb may also be used to update contact information, make changes to your emergency contact and pick up lists and pay your bills on-line.
3. To sign up for access to RenWeb go to www.oneidaschool.org. It is located under the Parent/Student tab.
4. If you need help with your user name and password, contact OBI Registrar Jennifer Monday at: registrar@oneidaschool.org or [606-847-4111 extension 292](tel:606-847-4111).
5. You will receive an email about your child's grades weekly and after each marking period.

Lost/Stolen Items

1. **We do not recommend your child bring expensive jewelry, clothing, shoes, or electronic items** to the dorm, as theft and/or student irresponsibility can be an issue.
2. If you do send your child to OBI with expensive items, we strongly advise that the items be covered by the parent's/guardian's homeowners' insurance.
3. Parents/guardians should retain a copy of all serial numbers and serial numbers of all electronics must be recorded in the dorm office.
4. We will not be responsible for lost, stolen, or damaged items.

Student Store and Bank

The purpose of the Student Bank is to provide a safe place for the student's daily money and to teach students how to handle their money and interact with a "bank." It is never a good idea for students to have large amounts of cash in their possession as it makes them a target for a thief and encourages them to be wasteful. A student presenting a check or money order will not be allowed to cash it—they will only be allowed to deposit it into their bank account. Each student will be assigned an account number. No loans or advances will be given.

The store carries hygiene needs, snacks, drinks, school supplies, and laundry supplies. If you desire to have a list of what is carried and the prices, email OBI student store manager Kathy Roughton at kathy.roughton@oneidaschool.org and she can send you a price list.

Weekly Allowance

Parents/guardians decide how much weekly spending money their child should receive in increments of \$7.00, \$10.00, \$15.00 or \$20.00 (maximum) per week. Students may withdraw their entire weekly allowance at once or they may divide the weekly allowance between the two days the student bank is open. Students who are on scholarship should not be given more than \$7.00 per week. We recommend allowing an additional \$10 per month spending money to be used for hygiene items.

Withdrawals

To withdraw their allowance from the student bank, students complete a “bank note” and turn in to their dorm office. The students pick up their cash in their dorm office any time after school the following day.

Phone Cards, 4G USB Drives & Stamps

Students may buy one (1) 100 minute card per month for \$10.00 or one \$25.00 international card. Phone cards, USB drives and stamps must be requested on the bank note and will be supplied by the Student Bank, not the Store. Parents/guardians must designate whether a phone card, USB drive or stamp(s) is to come out of a student’s allowance or whether their account can be charged for these items above their designated weekly allowance.

Depositing Money to the Student Bank

For all questions related to the Student Bank, contact Kathy Roughton

E-mail: kathy.roughton@oneidaschool.org

Telephone: 606.847.4111, ext. 206.

Parents or guardians may request extra money to be given to their child(ren) at any time by contacting Kathy Roughton. The request needs to be made before the day the extra money is needed. Deposits into your child’s Student Bank account can be made when you pay your student’s bill. If you pay on RenWeb, just pay more than you owe and email Kathy Roughton as to how much you want transferred to your child’s Student Bank account. You may also write a check to the student which they will endorse and have deposited into their Student Bank. Any special instructions need to be added in a note with the check.

Store Purchases

A “store” with basic necessities and snacks is provided for students to visit after school at designated times for girls and boys. Students may not “charge” their purchases. They must plan ahead and withdraw cash from their Student Bank account.

Any items that the students may need that the student store does not stock may be ordered online and shipped to the students at OBI using the package address listed below.

Addresses for Mail and Packages

Address for Mail

Student’s Full Name

Oneida Baptist Institute

PO Box 67

Oneida, KY 40972-0067

Address for Packages

Student’s Full Name

Oneida Baptist Institute

11 Mulberry St.

Oneida, KY 40972-0067

Transportation - General Rules

All transportation of students is coordinated through the Student Coordinator, Susette Clark.

Telephone: 606-847-4111, extension 217 (daytime) or 277 (evening/weekend)

Fax: 606-847-4496 E-mail: susette.clark@oneidaschool.org

Students and their parents/custodial guardians are responsible for arranging transportation to and from the campus for all breaks, and when enrolling or leaving at the end of the school year. Depending on where you live, you may find that transportation will be the most costly part of your child(ren) attending our school. It would be helpful if your child(ren) always arrive with travel plans for the next required break.

1. The three required breaks are fall break, Christmas break, and spring break. Please refer to the school calendar for dates and times. To ensure a consistent education, **please do not ask if your student may leave early or return late.**
2. Students must never leave the campus without being signed out!
3. Anyone picking up a student must have a valid photo I.D. OBI administration reserves the right to deny someone taking a student off campus if safety or security is at risk.
4. The dorms will close at 8:00 PM at the start of required breaks and not reopen until 9:00 AM at the end of all required breaks. Students are not required to take everything home during these breaks. A \$20.00 per hour late fee will be charged for students not picked up by 8:00 PM at the start of required breaks.
5. All students' travel plans must be finalized with the Student Coordinator at least one week prior to the home going day. This includes a student being picked up, traveling by bus or traveling by plane. Purchase tickets early to save money and stress. Any travel-related questions may be directed to the Student Coordinator.
6. OBI administration will not permit Greyhound travel that would be over 48 hours. Airline travel or pick-up would be required in those cases.
7. **Special permission** is needed if you plan for your student to ride with anyone other than the person who enrolled him/her or those listed on the Authorization for Student Sign-Out form. The student's custodial guardian must send written permission (fax or letter) to the Student Coordinator for approval. You can also go into your parent RenWeb account and update the paperwork there if it is a permanent change.
8. Cabs and Greyhound from London, Kentucky, or flights to/from the Lexington, Kentucky airport are the only public transportation available in our area.
9. **Public Transportation**
 - a. **Behavior** - Please talk to your student about how he/she should behave. Their poor behavior could require you to make personal travel arrangements to and from our campus or lead to their expulsion.
 - b. **Travel money** is required for students taking public transportation. Delays and/or long hours of travel make it necessary for your student to have food/emergency money. A credit/debit card that you can reload by phone would be the best. If you prefer your student travel with cash, you should deposit that in his/her student bank account at least 10 days before travel. We do have minimum dollar requirements, but you may designate more. Parents of domestic students should call Kathy Roughton at extension 206 for student bank information. The Greyhound minimum is \$10.00-\$50.00, depending on travel distance. The airport minimum is \$25.00. The travel money will be packaged from their student bank account prior to travel and given to them with their ticket when they

leave campus. To help your student learn to be responsible, they should carry a wallet for their ID and money/credit card. Note: International students need to contact International Admissions at extension 201.

- c. **Luggage** should be marked in some way to personalize it, such as colored ribbons or duct tape. You should keep a detailed description of the luggage at home that would include brand name, size, number of outside pockets, color, trim, and if it has wheels. The student's name and address should be on the inside. Lost luggage, especially through Greyhound, is very hard to find and claim without lots of detail.
- d. **ID** - TSA requires persons over 18 to have a government-issued ID. This can be a passport, state ID or driver's license. We make student ID cards for those under 18. These must be turned back in upon return to campus. There is a charge for reprinting lost ID cards.

Greyhound Travel - To and from London, Kentucky – See Fees on page 10

Age

The minimum age to travel unaccompanied on Greyhound is now 17 years old. OBI will not allow students under 17 to travel by Greyhound except as allowed by Greyhound's rules. OBI will not be responsible for arranging student escorts. Students age 15-16 may travel from some destinations with the following restrictions:

1. The ticket can only be purchased on the day of departure at the station and the parent/guardian will fill out an "unaccompanied minor" form to go with them. You will have to contact the Student Coordinator to find out the name of the person meeting them in London.
2. The route must be in daylight hours only.
3. The route can have no transfers.
4. The trip can be no longer than 8 hours.

These restrictions mean that we cannot send your student (under 17) out from OBI at all; they can only be sent to us. The limitation of not being able to purchase in advance, may mean the route will be sold out when you try to purchase. The only destinations that meet the requirements would be Knoxville, Lexington, Cincinnati, and Chattanooga. Check the website at www.greyhound.com under "manage my trip" for the latest on travel restrictions.

Tickets

Tickets are for those over 17 or that will be accompanied by a sibling. Seating is by reservation; early purchase will insure a seat. If you wait too long and the route is sold out, you will need to come get your student. The best price is 14 days in advance; they will go up in price at day seven and day three. There are three ways you may get your student's bus ticket:

1. By phone—859-986-5840 Tuesday-Friday, 8:00 AM-5:00 PM, a list of students traveling by Greyhound will be sent to the Berea Greyhound Station. The parent/guardian may call there to purchase the ticket with a credit card. Be sure to tell them it is for an OBI student. Purchase at least 10 days ahead to be able to get it to the school in the mail.
2. By confirmation number— You may go on line and purchase a ticket and get only the confirmation number; do not click the "print from home" button. Email the confirmation number to the Student Coordinator. Your student will get his/her ticket printed in London prior to boarding.
3. Print at home—When purchasing on-line, you may choose to "print from home." If you do that, be sure to put in studenttravel@oneidaschool.org for the email and it will come to the Student Coordinator to print at the school.

Changes

Greyhound does not refund for lost tickets or changes in plans. They will change the date for a fee if the change is made before the travel date. If the student is not going to arrive as planned, please notify the dorm.

Luggage

Greyhound allows one piece of checked luggage less than 50 lbs. Additional checked bags will cost \$15.00 (subject to change) and will only be taken if space is available. Second bags may not arrive when the student does. **DO NOT PACK PRESCRIPTION MEDICATION, CASH OR ELECTRONICS IN CHECKED BAGS.** Lost luggage is common on Greyhound and is often hard to retrieve. If luggage does not arrive with the student, they must report it to the station immediately. The student will need to keep their baggage claim receipt and any part of their ticket they still have. It will be required for a claim. Check Greyhound's web site for more information. You only have 30 days to file a claim so you must act quickly.

Schedules

All students will take routes that leave after school is out for the break. Currently, Greyhound has southbound routes that depart from London at 3:40 AM and 10:05 AM. Since our breaks start at 11:00 AM, those routes would leave the next morning after the break starts.

Bus Station

When departing, students may not leave Burger King (the London bus stop) to go to stores, fast food restaurants, banks, etc. When arriving, students must be at the Burger King when the school buses arrive.

Air Travel - To and from Lexington KY - **Required Breaks Only** – See Fees on page 10.

Age

Each airline has its own rules about minimum age. If your student is under 16, you need to check this before you purchase tickets. Their web sites have their rules posted. The airline will charge an additional fee if your student must fly as an “unaccompanied minor.” OBI will charge \$50.00 each way to provide an escort for that student. The escort will sign the student over to the airline personnel before boarding and stay until his/her flight leaves. On return, the escort will sign for the minor at the gate when he/she arrives.

Tickets

Check various sites to compare ticket costs and times. Be sure to check our Transportation Fee section on page 10 to save you money on transportation costs. You should email the airline name and the confirmation number to the Student Coordinator when you purchase. This will allow us to print the itinerary and check for changes in the flight as they occur. The itinerary, ID and travel money will be given to the student as he/she leaves campus.

Changes

Many times there are flight delays and sometimes cancellations. We will help your student check in at the airport if he/she rides our bus. After that, if there are flight changes, they will need to contact their parent/guardian. (In the case of unaccompanied minors, we will still have someone with them.) On the return, please call the dorm with delays or cancellations.

Luggage

Most airlines will let you pre-pay luggage either when you purchase the ticket or before checking in. Airlines are beginning to go “cashless” and some will only accept a credit/debit card to pay for luggage or

to purchase food or drink on the flight. You may send a card to be held for travel by the Student Coordinator. We will not be packaging luggage money from their student bank account. If we do not hear from you that you pre-paid the luggage or the student does not have a credit/debit card, we will not let them load checked luggage.

Schedules

Students should not leave before school is out. Therefore, if you must get a flight early in the day because of the destination, you will need to get that flight for the next day. (Example: Our bus arrives at the airport at 1:30 PM on Thursday. If the only flight you can get must leave before 2:30 PM, then you will need to schedule that flight for Friday.) See Transportation Fees on page 10.

Terminal

On outgoing flights, the student should go through security about one hour before his/her flight to avoid missing it. On the return, he/she should go immediately to the baggage claim. Students should wait in the seating area closest to the baggage claim with the OBI staff and other waiting students.

Transportation Drop-off and Pick-up Schedule

OBI has limited transportation available at specific times. If your plans do not fall in our transportation schedule you will need to arrange pickup for your student by personal car, cab or limo service. Be aware that cabs will not provide minor escort service. **All outgoing OBI transportation for our breaks are after school is dismissed. All returning transportation is designed to arrive on campus before bed check in the dorms.**

Start of Break

London Greyhound - Afternoon Greyhound Runs Only

Lexington Bluegrass Airport - Flights after 2:30 PM

Next Day

London Greyhound - Morning Greyhound Runs

Lexington Bluegrass Airport - Flights Too Early for Previous Day

Exception-at the end of school these flights will fall on Sunday due to graduation on Saturday. Less students will likely mean a higher transportation fee. If there are fewer than five (5) students a local cab service will be used. See Transportation Fees on page 10.

Sunday Return from Break

London Greyhound - Morning and Afternoon Arrivals

Lexington Bluegrass Airport (2 buses) - Morning to 6:00 PM Arrivals

Transportation Fees

All transportation of students is coordinated through the Student Coordinator, Susette Clark.

All fees are subject to change.

1. **Clay County** - 30 minutes travel time \$8.00 to \$25.00 (Depends on number of students traveling)
2. **London** - 1 hour travel time \$10.00 to \$50.00 (Depends on number of students traveling)
3. **Lexington** - 2.5 hour travel time \$25.00 to \$150.00 (Depends on number of students traveling)
4. **Airport Minor Escort** - \$50.00
5. **Airport Early/Late** - \$50.00 for flights departing or arriving between 6:00 PM and 9:00 AM. Most of these will use a cab service. If the arrival was scheduled before 6:00 PM and we are notified of the delay, we will wait. The early fee would apply to “Next day out” of the break. Flights are preferable after 9:00AM because of our distance from Lexington, therefore flights before that time will incur the early fee. Remember, if there are fewer than five students a cab service will be used to transport, and they will need to have cash in their account to pay the cab.
6. **Late Pick up Fee** - A \$20.00 per hour late fee will be charged for students not picked up by 8:00PM at the start of required breaks.
7. **Emergency Overnight Stay** - \$50.00 per night if the student must be housed overnight other than in the dormitory (i.e. cancelled flights or routes, weather situations, overbooked flights, unpaid fees, or no available flights).
8. **Emergency Room** - \$10.00 per hour
9. **Hospital admissions** - Should a student require hospitalization, the parent/guardian must make arrangements to arrive as quickly as possible to care for their student. A fee of \$20.00 per hour will be charged for staff to stay with a student. We will not leave a student under 18 at the hospital.
10. **Urgent Care** - Students who become ill or have an accident or other emergency will be transported to the appropriate facility and the fee will be billed to the custodial account. The fees apply even if it is a sports injury or accident. **Routine, chronic, or ongoing medical/dental care must be transported by the parent/guardian (orthodontic care, physical therapy, etc.).**
11. **Tests/Tryouts - TOEFL, SAT, ACT**—Tests must be scheduled with the Guidance Office or Athletic Director and will be charged based on the destination and number of students traveling.

Breaks - Non-Required or Day/Weekend Passes

Non-required breaks include Thanksgiving break and home visits for a day, overnight, or the weekend.

- Students may not leave early or return late.
- Students may receive day passes for Saturday to 10:00 PM or Sunday to 6:00 PM only.
- Overnight or weekend passes would be for departure after the academic day on Friday and return by 6:00 PM on Sunday.

Passes Are Allowed by the Following Schedule

- One day and one overnight/weekend pass between the start of school and Fall Break and the same during summer school and work program.
- Two day and two overnight passes between Fall Break and Christmas Break (Thanksgiving counts as one weekend) and between Christmas Break and Spring Break and between Spring Break and the end of school.

Forms

- **Pass** - A Permission to Leave Campus form must be completed by the student and signed by his/her work supervisor/coach, and by the Dean of Boys/Girls. It is then given to the Student Coordinator for final approval on the Thursday before the departure. The only exception is Thanksgiving, when the sign-outs will be done by list form like the required breaks.
- **Denied** - The work supervisor/coach can deny the request if the student is needed for a job/game.
 - The Dean of Boys/Girls can deny based on behavior.
 - The Student Coordinator can deny based on the number of times the student has left campus, where they are going or who they are leaving with, or for not doing their pass on time.
 - OBI Administration reserves the right to deny for other reasons.
- **Sign-out** - The person taking the student off campus must sign the form in the presence of a houseparent and must sign them back in upon return.

Visitation (Does not include pick-up/drop-off)

In order that we may provide protection and privacy for all of our students, OBI personnel must know who is on campus and the purpose of their visit. Any visitor must either be in the company of the custodial guardian or be on the Authorization for Student Sign-Out list. All visitors must show a valid photo ID.

1. During school hours report to the main office for a visitor's badge. Do not go to your student's classroom.
2. After school hours, report to the dormitory office. The houseparent on duty will approve or not approve whether the visitor may go upstairs to the student's room.
3. Custodial guardians and visitors are prohibited from doing their student's laundry or assisting in cleaning his/her dorm room.
4. Boys are never allowed in the girls' dorm/area, and girls are never allowed in the boys' dorm/area.
5. For a \$25 fee to be paid upon arrival, you may reserve a room in the guest house for one night only if you live four or more driving hours from OBI. Reservations need to be made prior to your arrival with the main office (ext. 224).
6. Custodial guardians must "check out" their student if they wish to go off campus, remembering to "check in" the student before bed check time (Sunday-Thursday 10:00 PM, Friday-Saturday 11:00 PM).
7. Students who are checked out by a custodial guardian must remain in the guardian's company.
8. Dorm students are not to be in or around any vehicle except when signed out to leave campus.
9. Any non-parent/custodian visitor may visit with a student in the following areas: lobby of dorm, cafeteria (during meal times), and at free time. At no time may a student walk around campus with a non-parent/custodial visitor unless prior approval is obtained from the Dean of Students.

Illness

1. We know that it is a difficult time for parents when their student is ill. There is no substitute for a parent's tender loving care.
2. If your student is ill, he/she should go to his/her houseparent before school. If the student becomes ill during the school day, he/she should go to the academic office.
3. If the houseparent feels that your student is too ill to go to school, work, church, etc. the houseparent will put your student on bedrest.

4. If a student is placed on bedrest, his/her condition will be monitored by the houseparents with oversight by the health care coordinator.
5. If your student is taken off campus for medical care, the guardian(s) will be contacted.
6. All charges related to medical needs (including transportation) are the custodial guardian's responsibility (see Transportation Fees on page 10).
7. The treatment of some medical conditions may necessitate a medical withdrawal for the student, either temporarily or permanently.

Emergencies

1. Before informing your student of an emergency, we ask that the custodial guardian explain the nature of the emergency to the houseparent so the houseparent will know how to comfort the student once he/she is off the phone.
2. If the emergency is the death of a family member or friend, the student should not be told directly. Instead, notify the Dean of Students, who will discuss with the caller the best way to handle the situation.
3. Houseparents are always on duty but not always in the dorm office. Telephones are not manned around the clock. For telephone numbers, please refer to the telephone list on the last page of this handbook.

Discipline

1. It is of extreme importance that custodial guardians cooperate and support the OBI administration in the areas of discipline.
2. Concerns regarding the appropriateness of a disciplinary action should be discussed with the Dean of Students, not with the student.
3. Custodial guardians will **not** be notified every time a student is disciplined.
4. Various forms of discipline are used to correct students' misbehaviors. These may include being campused (grounded), revocation of privileges, extra hours of work, essays, suspension, etc.

Expulsions

1. When a student is expelled, the custodial guardian will be notified by the Dean of Students. **That notification is official and final.** Remember, custodial guardians have signed an agreement to remove their student from campus within 24 hours after notification of expulsion.
2. If a student says he/she is expelled, disregard those comments until you hear from OBI. Sometimes a student will decide he/she wants to go home and may try to make the custodial guardian come to get him/her.
3. The school does not tell students they are being expelled and they should not know until the custodial guardian arrives to get them. It is imperative that you **DO NOT** notify your student that he/she has been expelled. The student's actions prior to leaving greatly affect whether or not he/she can re-enroll at a future date, and can prevent involvement with law enforcement. Your student will be told immediately prior to his/her departure.
4. Normally, it takes only half an hour for a student to pack his/her belongings. Custodial guardians may wish to bring extra containers for packing.
5. Students are responsible for packing all of their belongings and taking with them as much as possible when they leave. Any remaining items will be boxed and shipped once the necessary

funds have been deposited with the OBI business office. The houseparents are under no obligation to search for items that the student may have loaned out or traded.

6. A student who is expelled may not return to the campus without permission from the administration.
7. After completion of two full quarters away, OBI will consider a request for readmission after receiving the following documents from the student: an application for admission, a handwritten letter stating why he/she wishes to return to OBI, how his/her behavior has changed, what he/she has learned during his/her absence, how he/she plans to behave if accepted for readmission (etc.), a transcript, and all disciplinary records.

Running Away

1. Students occasionally threaten to run away. If your student indicates to you that he/she wishes to run away, discuss his/her concerns and inform him/her that running away is not necessary. Tell them if they wish to leave the school they can inform a houseparent, Dean of Boys/Girls, Dean of Students, or Principal of their desire to leave. A student will not be kept at OBI against his/her will.
2. Any time the threat of running away is discussed, immediately call back to notify a houseparent of your concern.
3. Upon verification of a student's having run away, the school will notify the appropriate authorities and the custodial guardian.
4. Please remain in a neutral location where the student, school or police may contact you. Rest assured that as soon as the student is located you will be contacted.
5. If your student contacts you please do the following:
 - a) Make certain he/she is in a safe place. If not, assist him/her in looking around to see if they can visually see a place of safety. Get the location.
 - b) Make sure they are physically safe.
 - c) If they can safely remain where they are, encourage them to stay there. (Their safety must be our major concern.)
 - d) Once you are certain of their location, please contact the school at the boys' or girls' dorm using the phone numbers below.

Contact Information

It is your responsibility to periodically contact the Dean of Boys/Girls or Principal to see how your child is doing. Do not assume that "no news is good news." We do not routinely contact parents every time their child is disciplined in some way. We recommend that you call or e-mail a staff member periodically to check on your child's progress.

To Check on Academic Progress

Call the Guidance Office at 606-847-4111 extension 216

For Other School-Related Concerns

You may reach the Academic Office during the school day at 606-847-4111 extension 213

To Inquire About a Student's Well-Being, Non-School Day Concerns

Boys' Dormitory: 606-847-4111 extension 272

Girls' Dormitory: 606-847-4111 extension 285

Dean of Students: claudia.kelsey@oneidaschool.org 606-847-4111 extension 286

Dean of Girls: claudia.kelsey@oneidaschool.org 606-847-4111 extension 240

Dean of Boys: jeff.kelsey@oneidaschool.org 606-847-4111 extension 308

Always leave a detailed message so that questions can be answered on the return call/email.

OBI MAIN OFFICE HOURS: Weekdays 7:30 AM to 4:30 PM

Main Office Telephone (606) 847-4111, Fax (606) 847-4496

Administration

President	president@oneidaschool.org	202
Assistant to the President	angie.gritton@oneidaschool.org	203
Special Assistant to the President	jim.kelley@oneidaschool.org	297
School Principal (K-12)	principal@oneidaschool.org	230
Lower School Assistant (K-8)	sheryl.baker@oneidaschool.org	287

Other numbers

Academic Office	kitty.stidham@oneidaschool.org	213
Student Coordinator	susette.clark@oneidaschool.org	day 217 evenings/weekends 277
Guidance Counselor	kathryn.jaspersen@oneidaschool.org	216
Registrar	jennifer.monday@oneidaschool.org	215
Student Store/Bank/Billing	kathy.roughton@oneidaschool.org	store & bank 228 student billing 206
The Learning Center Director	brian.baker@oneidaschool.org	230
U.S. Admissions	admissions@oneidaschool.org	233
International Admissions	vicky.filiatreau@oneidaschool.org	201