

Oneida Baptist Institute

Parent Handbook



Education for Time and Eternity

2017 – 2018



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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. 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.
2. Parents may call their child in their dorms. These telephones are limited to 10 minutes per call; two calls per day. Please help to regulate the time.
3. 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.
4. 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](tel:606-847-4111) extension 292.
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 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 will 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.

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.

Deposits to your student's bank account may be added to the payment you send for your bill. If you mail your payment, please write a note stating that the extra funds are to be deposited into your student's bank account. If you pay your bill via RenWeb, make your payment for the amount you owe plus the amount you want added to your student's bank account. You must e-mail Kathy Roughton informing her that the extra funds are for that purpose.

You may request that extra funds be given to your student for special events by e-mailing Kathy Roughton. You must have a credit balance on your account that will cover the extra funds you want us to give to your student.

Store Purchases

A "store" with basic necessities and snacks is provided for students to visit during the supervised evening "free time" in the Gritton Gym, Monday - Thursday. 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

Athletic Eligibility

1. Before a student is eligible to participate in any sports practice or competition, he/she must meet all KHSAA bylaws including but not limited to the following:
 - a) The student must have accumulated the appropriate number of academic credits as outlined for his/her year in high school in the KHSAA bylaws.
 - b) The student must have a transfer form on file as necessary.
 - c) If required for the student's particular situation, a ruling from the commissioner of the KHSAA must be on file.
 - d) The student must have a completed physical exam form signed by a physician on file. The exam is valid for only one year and must be renewed each year.
 - e) The student must have custodial guardian permission to play on file. This form is also valid for only one year and must be renewed each year.
2. Academic eligibility is checked on Monday each week of the season. If a student is failing three classes, he/she will be ineligible that week (Monday-Friday). Academically ineligible students must attend practice and use the time to study. Failure to do so will result in disciplinary action.
3. Seventh and eighth-grade students may join a varsity team—excluding soccer—unless there is limited space, and they may only participate on one team per season.
4. High school students will be allowed to play multiple sports. This must be declared at the beginning of the season, and one sport will be primary and will take precedence over the secondary sport. The secondary coach has the right of refusal. Quitting either sport without the coach's consent will result in loss of a letter for both sports.

Athletic Fees

If a student chooses to participate in the athletic program, the parent/guardian will be responsible for accessory/equipment fees such as cleats, caps, warm-up suits, team shoes, etc. OBI encourages the coaches to keep costs under \$75.00 per sport, per season.

For more information about the Athletic Program, see the Student Handbook.

Transportation-General Rules

Transportation for the next break should be turned in to the dorm office upon arrival from the current break. You may email transportation and/or questions to studenttravel@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.

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 6:00pm at the start of required breaks and not reopen until 9:00am at the end of required breaks. A \$20.00 per hour late fee will be charged for students not picked up by 6:00pm at the start of required breaks.
5. Travel plans for the next break should be presented upon arrival to the school each time. This includes: airline tickets, letting us know a student will be picked up from campus, or met at the airport. Purchasing round trip tickets saves money, and knowing how they will travel will avoid stress for the student.
6. 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 with a signature to the school. Scan your signature into an email to studenttravel@oneidaschool.org, fax (606-847-4496) or send a letter noted as "authorization for pick up." If you want a permanent name listed on the Authorization for Student Sign-Out, you may add it on your RENWEB account.

Current travel options are the following:

1. **Pick Up/Drop Off On Campus** - The school must know who will sign the student out, and they must be on the Authorization for Sign Out section on RenWeb.
2. **Carpool** - This is a great way to transport students. You may email studenttravel@oneidaschool.org and give permission for your name and contact information to be shared with families in your area. An email will be sent to connect any interested, and then it is up to the group to decide who will drive each time, or how you will share in the transportation. You must add each pick-up driver to your student's "Authorization for Sign Out" on RENWEB. This should be done at the beginning to avoid delays and time-consuming communication from the school. If you want your student to have travel money, you should designate the amount to take from their student bank money.
3. **Meet At Airport** - If space is available, we will allow your student to ride to/from the Lexington airport with our students that are flying (required breaks only). You will need to include that choice on your student's travel plans when they arrive from each break. There will not be a sign out process at the airport; your student should know who to expect to pick them up. Students with flights will be assigned buses based on their flight times, and students meeting at the airport will fill in the spaces. They will sign a transportation form on the bus each way, and the fee will be added to your school billing. (See *Transportation Fees* below.)
4. **Cab Services** - There are many cabs that operate out of Lexington and are parked outside the airport. You must prearrange payment and times with them. The following companies have come to our campus, but you may find others:
 - a) Venture Cab in Corbin, KY 888-526-1211
 - b) Airport Shuttle/Cornett Cab in Lexington, KY 859-967-6195
5. **Air Travel** - Transportation by OBI to and from Lexington, KY is available on required breaks ONLY. See *Transportation Fees* below. Please note the following reminders concerning air travel:
 - a) AGE - Each airline has its own rules about minimum age and escort age. If your student is under 16, you need to check this before you purchase tickets. The airline websites have their rules posted. The airline will charge an additional fee if your student must fly as an "unaccompanied minor." You must pay the airline fee before we take your student to the airport. OBI will charge \$50.00 each way to provide the required 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. Be sure you give the correct name for the OBI escort and who is meeting the student on your end.

- b) TICKETS - Check various websites to compare ticket costs and times. Be sure to check the OBI School Calendar and Transportation Fees section to save you money on transportation costs. Email the airline name and the confirmation number to studenttravel@oneidaschool.org. The itinerary, travel money/credit cards and IDs are given to the student when they board transportation to leave campus.
- c) CHANGES - Many times there are flight delays and sometimes cancellations. If your student rides our transportation we will help your student check in at the airport. After that, if there are flight changes, they will need to contact their parent/guardian for direction. (In the case of unaccompanied minors, we will still have the escort with them and notify you of the change.) On return flights, please call the dorm with any delays or cancellations.
- d) LUGGAGE - Most airlines will let you pre-pay luggage either when you purchase the ticket or before checking in. Most are trying to go “cashless” at the airport and will only accept a credit/debit card to pay for luggage at check-in. Some charge extra if paid at departure. Most students should be able to travel with only a carry-on, since they are not required to take everything home.
- e) 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 remotely would be the best. Airlines no longer take cash on board for food or drink and most prefer luggage be paid with a card. The card is not usable on our campus. It could be turned in with their ID and kept with their travel papers if you so choose. If you prefer your student travel with cash, you should deposit and designate an amount to his/her OBI student bank account. This would be helpful if it was completed upon return from each break for the next break. We require students who are flying to travel with a minimum of \$25.00—this does not include luggage fees.
- f) ID - TSA requires persons over 18 to have a government-issued ID. This can be a passport, state ID or driver’s license. OBI can provide student IDs for those under 18, but they must be turned back in upon return to campus. There is a charge for reprinting lost ID cards.
- g) SCHEDULES - Students should not leave before school is dismissed. If leaving early is necessary because of their flight, they must get prior approval from the principal. The parent/guardian will need to arrange transportation with a cab/limo service. OBI transportation leaves after school is dismissed. See *Schedule* section and *Fees* section.
- h) TERMINAL – The Lexington airport is relatively small and is easy to navigate. On outgoing flights, the student should go through security about one hour before their scheduled flight departure. There are food services upstairs at the intersection of the 2 wings for flights. Downstairs has seating areas, a gift shop, and some light food. Food and drinks are expensive at the airport, thus the minimum \$25.00 for travel. Upon return from break, students should go straight to baggage claim and wait in the seating area closest to baggage for OBI transportation. See *Drop-Off, Pick-up Schedule* section below.
- i) 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. Security at the airport takes behavior very seriously. Whether your student is flying or being met at the airport they should know how to behave to avoid problems.

OBI Transportation Drop-off, Pick-up Schedule

OBI has limited transportation available at specific times and is billed according to our fee schedule. If your student’s travel does not fall in our transportation schedule you will need to arrange pickup by personal car, cab or limo service. Be aware few cabs will provide escort service for minors. 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 date of break

Lexington Bluegrass Airport- Flights after 2:30pm

The number of buses will depend on the number of students traveling to the airport.

If there are less than 5 students a local cab service will be used.

Return from break

Lexington Bluegrass Airport- Flights morning until 6:00pm

The number of buses will depend on how many returns we know about in advance.

Note: Arrivals other than these times will need to have money for cab fare, which could be up to \$400.00.

Transportation Fees

All transportation of students is based on the number of students being transported together (minimum and maximum are shown). Transportation is billed to the custodial account. All fees are subject to change.

Clay County- 30 minutes travel time	\$8.00-25.00
London-1 hour travel time	\$10.00-50.00
Lexington- 2.5 hours travel time	\$25.00-175.00
Airport Minor Escort	\$50.00 each way
Airport Early/Late	\$50.00 for flights departing or arriving between 6:00pm - 9:00am. Most of these would use cab services; however, <u>if we are notified</u> of a short delay we will have someone wait.
Late Pick up Fee	\$20.00 per hour for students not picked up by 6:00pm.
Emergency overnight stay	\$50.00 per night if the student must be housed overnight other than in the dormitory (i.e. cancelled flights, weather issues, overbooked flights, unpaid fees, etc.
Emergency room	\$10.00 per hr.
Hospital admissions	\$20.00 per hr. until a parent/guardian arrives to take over their care. A student under 18 will not be left alone.
Urgent care	Students who become ill or have an accident not requiring the emergency room will be transported to the appropriate facility. The fee based on the location will be billed to the custodial account. These fees apply whether it is a sports injury, illness, or accident.
Tests (TOEFL, SAT, ACT)	These tests <u>must</u> always be scheduled through the Guidance office. They will be billed based on the location and number of students attending.
College Tryouts/Interviews	These should be arranged by the parent/guardian.

Non-Required Breaks or Day/Weekend Passes (permission to leave campus)

Thanksgiving and home visits are not required breaks. Note that no airport transportation is provided.

- Students may not leave early or return late without permission from the principal.
- Students may receive day passes for Saturday to 11:00pm and Sunday to 6:00pm only.
- Overnight or weekend passes would be for departure after the academic day on Friday and return by 6:00pm on Sunday.

Passes 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/weekend passes between Fall break and Christmas break (Thanksgiving counts as one weekend); and between Christmas Break and Spring Break and again between Spring Break and the end of school.
- Outings with school personnel are counted separate from “home visits.” Students are allowed two day outings per month with school personnel with a limit of one with the same personnel per month.

Permission to Leave Campus Form (“pass”)

- To receive a “pass” off campus for non-required breaks (except Thanksgiving), a Permission to Leave Campus form must be completed by the student and signed by his/her work supervisor/coach, and the dean of boys/girls. It is then given to the Dean of Students who gives final approval. For Thanksgiving break, the student should contact the Student Coordinator if he/she plans to leave campus.
- Denied passes –
 1. The work supervisor/coach can deny the request if the student is needed for a job/game.
 2. The dean of boys/girls may deny a pass because of behavior.
 3. The Dean of Students may deny a student based on the number of times the student has left campus, where they are going, who they are leaving with or if their Permission to Leave Campus form was not turned in on time.
 4. OBI Administration reserves the right to deny for other reasons.
- Sign out - The person taking the student off campus must sign the Permission to Leave Campus form in the presence of a houseparent and must sign the student back in upon return.

Visitation

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 girl’s dorm/area, and girls are never allowed in the boy’s dorm/area.
5. 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 10:00pm, Friday-Saturday 11:00pm).
6. Students who are checked out by a custodial guardian must remain in the guardian’s company.
7. Dorm students are not to be in or around any vehicle except when signed out to leave campus.
8. Any approved 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 & Injury

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. Be assured that we have certified EMTs on call 24-7 and a student healthcare coordinator who oversees all student healthcare needs. Your child's safety and well-being is our top priority. The following is a list of procedures we follow when a student becomes ill or injured.

1. If your student is ill or injured, he/she should go to his/her houseparent before or after school. If the student becomes ill or injured during the school day, he/she should go to the academic office.
2. 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.
3. If a student is placed on bedrest, his/her condition will be monitored by the houseparents with oversight by the health care coordinator.
4. If your student is taken off campus for medical care, the guardian(s) will be contacted.
5. All charges related to medical needs (including transportation) are the custodial guardian's responsibility (see Transportation Fees).
6. 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

Contact the Guidance Office at Kathryn.jaspersen@oneidaschool.org 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 280

Girls’ Dormitory: 606-847-4111 extension 247

Dean of Students: todd.parkhouse@oneidaschool.org 606-847-4111 extension 219

Dean of Girls: ronda.leach@oneidaschool.org 606-847-4111 extension 240

Dean of Boys: richard.brown@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
Principal (K-12)	principal@oneidaschool.org	230
Assistant Principal	connie.belcher@oneidaschool.org	215
Middle School Assistant (6-8)	amy.nelson@oneidaschool.org	
Elementary Assistant (K-5), K-8 Registrar	jennifer.monday@oneidaschool.org	292

Other numbers

Academic Office	kitty.stidham@oneidaschool.org	213
Student Coordinator	studenttravel@oneidaschool.org	217
Student Store/Bank/Billing	kathy.roughton@oneidaschool.org	206
U.S. Admissions	admissions@oneidaschool.org	233
International Admissions	vicky.filiatreau@oneidaschool.org	201