

# Oneida Baptist Institute Parent Handbook



*Education for Time and Eternity*

**2011-2012**

**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."

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Dear Parent/Guardian

Today is a big day in the life of your family and the young person you have entrusted to us. To be successful we must have your help!

The next two or three weeks are going to be very difficult emotionally for everyone. I went into great detail in the video about homesickness. It is real and it will happen! Please remember the things I told you. If you do not help by doing the things I pointed out, your child may not make it through this very difficult time.

- New students (during first 30 days) may make or receive one ten-minute call each Saturday or Sunday to/from their parent/guardian. We know that some new students may make calls we are not aware of; please do not accept calls from them. It is important that telephone conversations be kept short (ten minutes or less) the first thirty days. Please do not accept any collect telephone calls before Sunday of the first week your child is here. Caution grandparents and other family members not to accept collect calls either.
- After the first thirty days, 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. We never recommend that parents provide ordinary calling cards—they may be lost, stolen, borrowed, or sold.
- Remember, I told you that your child is likely to greatly exaggerate most problems. I told you and your child that in fact there would normally be some difficulties adjusting to a boarding school environment. If you did not have confidence in our ability to care for your child, you should never have left him/her here. If your child does call and tells you something that is really alarming, feel free to call the houseparent and share your concern with him/her.
- I did not tell you that Oneida was a perfect school. There are none that I am aware of that are perfect. Our school has 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 thirty days.
- You and your child may write as often as you wish. There is no limit to the amount of mail you may send or receive.

One last word: Your child may call home and tell you we said for you to come and get him/her. That is not true! What we do tell students is that we asked them the day they were interviewed if they wanted to stay or not. Needless to say, your child would not be here if he or she had not agreed to stay. My promise to them was that after thirty days, if they have changed their minds and do not want to be here, then the school would call their parents/guardians. If they decide to go home before the thirty days are up, we will not normally become involved with their decisions. If we feel that it is in the best interest of your child, or if we are convinced that your child is not adjusting as he/she should, we may call you and tell you to come and get your child during the first thirty days. If they call you and convince you to come and get them, it is your decision. If we want you to withdraw your child, we will call!

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!

Sincerely,



W. F. Underwood,  
President

## **STATEMENT OF MISSION AND PHILOSOPHY OF ONEIDA BAPTIST INSTITUTE**

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 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.

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, co-curricular, 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:

- 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. This statement of Goals and Objectives was revised and approved by the accreditation coordinating committee on October 4, 2005.

## Required Homegoings

### GENERAL

1. Students must never leave the campus without being signed out!
2. There are three required homegoings: fall break, December break and spring break. Please refer to the school calendar for dates and times. Do NOT ask to leave early or return late. (Extra copies of the school calendar are available at the main office or at the school website: [www.oneidaschool.org](http://www.oneidaschool.org).)
3. **All students are required to leave the campus** during required breaks because the dormitories are closed. Students are NOT required to take everything home during these breaks.
4. Students and their parents/guardians are responsible for getting themselves to and from the campus for all breaks and when enrolling or leaving at the end of the year.
5. Parents must make arrangements for students to be off campus by 6:00 P.M. the day break begins.
6. Students are requested to return to campus by 6:00 P.M. on the Sunday of return.
7. Students' **homegoing plans must be finalized with the Student Coordinator** on or before the week prior to the homegoing day. Any travel-related questions may be directed to the Student Coordinator.

### Contact the Student Coordinator

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

Fax: 606-847-4496

Email: [susette.clark@oneidaschool.org](mailto:susette.clark@oneidaschool.org)

### SPECIAL PERMISSION

1. If a student plans to ride 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, the student will not be allowed to leave campus.
2. Permission must be given by the Administrative Council for one student to go home with another.

### PUBLIC TRANSPORTATION

**A. Be sure your student has money in the student bank for travel fees (luggage fees, escort fees, transportation fees, unaccompanied minor fees and spending money) seven days prior to departure. Delays and/or long hours of travel make it necessary for your student to have food/emergency money.** A reloadable VISA card may also be used for travel and can be reloaded by phone. Four days before the break the Student Coordinator will withdraw \$10.00-\$30.00 from the student bank, depending on the length of their travel and any required airline or bus fees. The money will be given to the student when he/she is departing campus. If you want your student to take more, you must call OBI's student bank: 606-847-4111, extension 228.

**B. PLANNING AHEAD SAVES MONEY AND STRESS! OBI provides free transportation to and from the Greyhound bus stop in London, Ky. and to the airport in Lexington, Ky. as long as the travel times are coordinated with the group** (see departure/arrival times in Travel sections below). *Parents/guardians will incur **transportation fees** (see page 9) if individual arrangements must be made by OBI.*

C. Students who will be arriving after 6:00 P.M. or who miss their flight or bus (including delayed schedules) should notify their dormitory immediately.

## **GREYHOUND TRAVEL**

1. Tickets should be purchased at least two weeks before a break. You may purchase them online or from the bus station, but please be aware of our schedules. Mail the tickets to the Student Coordinator. *Confirmation numbers must be given to the Student Coordinator for ticket pick-up.*
2. We will provide transportation to and from the London bus station for the three required breaks and Thanksgiving break. Please make ticket reservations for departures and arrivals on the afternoon schedules only. These change frequently, but usually will be between the hours of 1:30 P.M. and 4:30 P.M. Fees may be charged for other times.
3. Greyhound allows one piece of luggage per passenger. Extra bags will cost \$10.00 each (subject to change), and may not arrive when the student does. Any luggage over 50 lbs. will be charged as freight. **The student must pay any baggage fees IN CASH to Greyhound at the time of loading.**
4. Students returning by Greyhound must return at the proper time and **wait at the bus stop** (Burger King) **until picked up by OBI staff.** They must not go anywhere else (Wal-Mart, etc.) and they must return to campus on the first available OBI bus. Remember, parents/guardians will incur transportation fees (see page 10) if individual arrangements must be made by OBI.
5. The minimum age to travel unaccompanied on Greyhound is 15 years old. When possible, OBI's Student Coordinator may pair younger students with older students traveling to and from the same locations.

## **AIR TRAVEL (Lexington airport ONLY)**

1. Tickets should be purchased at least two weeks before a break and the itinerary with confirmation code faxed or e-mailed to the Student Coordinator.
2. AIRLINE FEES and minor escort fees must be paid in advance. Money sent to campus must arrive seven (7) days prior to departure.
  - a) **Baggage fees-** All airlines charge for checked bags. When purchasing the ticket ask what their fees are, and if you can pay the fee with the ticket purchase. We will not take luggage off campus unless the cash is in the student bank seven (7) days prior.
  - b) **Minors-** The minimum age to fly varies by airline, so be sure to tell them your student's age when purchasing the ticket. If they must fly as an unaccompanied minor, the airline will charge a fee (usually \$100-\$150) which will be paid for at the ticket counter. The airline will require an adult to be with the minor and remain until the plane leaves the ground. The OBI charge is \$50 for our escort service. We will not take a minor to the airport unless the money for the unaccompanied minor and our escort fee are received by the Student Coordinator seven (7) days prior.
  - c) **ID-** Students 18 years old and older **must have a government-issued ID** such as a driver's license, state ID, passport, etc. We will make a school ID for those under 18 who do not already have one.
3. If proper arrangements have been made, we will provide transportation to the Bluegrass Airport (LEX) in Lexington on **required breaks only**. Flights leaving the Lexington airport must depart on the day break is scheduled at a time **after 2:30 P.M.** (Fees will be charged for earlier flight times or for minors requiring escorts.)
4. Returning to Oneida via the Lexington, Kentucky airport after a required break:
  - A. Your student's flight will need to **arrive in Lexington by 12:00 P.M. (noon)\*.**
  - B. He/she will then **take a taxi** (approximately \$20.00\*\*) **to the LEX bus station** in time to...
  - C. **Catch the 1:05 P.M. Greyhound bus to London** (approximately \$30.00\*\*), where he/she will be picked up by a bus from OBI.

*\*Students on flights arriving after 12:00 P.M. (noon) will need to take a cab to Oneida, KY (\$275.00 or more), OR if arrangements were made prior to the break, we can provide an individual pick-up for a fee.*

**\*\*Students must leave home carrying enough money for taxi fare and bus ticket.**

## Leaving the Campus (Non-Required)

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.

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 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 whomever is taking them off campus sign the "Permission to Leave Campus" form.

6. Students may receive day passes (Saturday or Sunday only and return same day by 10:00 P.M.), plus overnight/weekend passes (pick up Friday at the end of the academic day, return Sunday by 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 (Thanksgiving counts as one weekend.)
- 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.

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.

## Visitation

In order that we may provide protection and privacy for all our students, OBI staff must know who is on campus and the purpose of their visit. All visitors must:

1. During school hours, report to the principal's office. Do not go to your student's classroom.

2. After school hours, report to the dormitory office. Visits with your student in his/her room will be limited to ten minutes.

3. Parents/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 and girls are never allowed in the boys' dorm.
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 campus. Reservations need to be made prior to your arrival with the main office (ext. 0). If you are an overnight guest on our campus, your student will not be allowed to spend the night or visit you in the guest house.
6. Parents/guardians must "check out" their student if they wish to go off campus, remembering to "check in" the student when they return.
7. Dorm students are not permitted to visit the homes of day students. Dorm students are not to be in or around any vehicle except when signed out to leave campus.

## **Homesickness**

1. Until your child has enough time to adjust to being away from home and getting used to OBI, we do not want anyone visiting for the first thirty days. It is nearly impossible for a child to get adjusted if the cycle is interrupted by visits of family or friends.
2. New students (during the first 30 days) may make or receive one ten-minute telephone call each Saturday or Sunday to/from their parent/guardian. We are not trying to cut off the line of communication between you and your student, but we are trying to minimize the anxiety that comes with being away from home.
3. Parental cooperation during the first 30 days is most critical. Students may write or e-mail any time and parents may write or e-mail them as often as they wish.
4. Our Campus Minister is available to talk to students who are experiencing homesickness or other school/dormitory related difficulties.

## **Illness**

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.

1. If your student is ill, he/she should go to the dorm office and tell the houseparent of his/her illness.
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. The Medical Coordinator/houseparent will monitor your student's condition while on bedrest.
4. If we feel that professional care is necessary, your student will be taken to a physician.
5. All charges related to medical needs (including transportation) are the parent's/guardian's responsibility (see Transportation Fees, page 10).
6. If your student is very ill or injured and needs emergency treatment, he/she will be taken to the hospital.
7. If your student is taken to the hospital, parents/guardians will be contacted.

## Family Emergency

1. Before talking with your student, we ask that the parent 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 telephone.
2. If the emergency is the death of a family member or friend, please do not tell your student. Instead, notify the dean of girls/boys. When you call, we will discuss the best way to handle the situation.
3. Houseparents are always on duty, but not always in the dorm office. There is no single telephone that is manned around the clock. For telephone numbers, please refer to the telephone list on the last page of this handbook.

## Behavior Modification

1. It is of extreme importance that we have full parental cooperation and support in the area of discipline.
2. It is best to not communicate to your student any reservations about our decisions. Many times the biggest factor in the breakdown of discipline in the home is that the child has broken down the unity between the parents. It will cause serious problems if a student feels that he/she can get you to question our judgement.
3. Parents will not be notified every time students are disciplined.
4. Various forms of behavior modification will be used to correct your student's misbehavior. These may include being campused (grounded), extra hours of work, essays, corporal punishment, suspension, etc.
5. Contact the Dean of Girls (ext. 240) or Dean of Boys (ext. 308) about any concerns regarding the discipline of your student.

## Suspensions

### **When a student is suspended in-school (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. Students are responsible for returning/turning in any missed assignments while suspended to ALC.
3. After completing the day in ALC, students resume their normal schedule including practices/work.

### **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 they are suspended and may not attend sport practices or games.

## **Running Away**

Students occasionally threaten to run away, but few actually do once they think things through. If they do run away, often they return in a very short time.

1. When talking with your son/daughter avoid this type of conversation. It is imperative you disallow your son/daughter to discuss this topic.
2. When you feel the threat is real, immediately call back to notify a houseparent of your concern.
3. Upon verification of a student's running away, the school will notify the Kentucky State Police and the parent/guardian.
4. Please remain in a neutral location where your son/daughter, school or police may contact you. Rest assured that as soon as the student is located you will be contacted.
5. If your son/daughter contacts you:
  - 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 in case they need immediate attention.
  - B. Make sure they are physically OK.
  - 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 they will comply with your request to remain or go to a safe place, please contact the school at the boys' or girls' dorm using the phone numbers on the last page of your Parent Handbook.

## **Tobacco Products**

The very nature of our ministry requires us to accept many things we do not condone. It is our desire that students refrain from using tobacco products. However, OBI has always held to the belief that the best way to meet the needs of our students is to accept them as they are. Therefore, OBI does accept students who are addicted to tobacco products if:

1. The parent/guardian signs a form to make the student a registered tobacco user.
2. The parent/guardian purchases the tobacco product and sends it to the student.

Students will be limited to a 1/2 pack of cigarettes or a 1/2 can of dip each day. Cigars and pipes are prohibited. Violation of the tobacco rules may result in a suspension.

Tobacco rule violations include:

1. Using tobacco anywhere other than the designated area outside the dormitory.
2. Having tobacco products in any area other than the designated tobacco area.
3. Possession or use of tobacco products on buses, other school vehicles, church property or on any school trip.
4. Selling, giving or trading tobacco products to another student.
5. Being in the designated tobacco usage area if the student is a non-registered tobacco user.

The student handbook covers the use of tobacco products in more detail. We will work with your son/daughter and encourage him/her to consider health concerns and other issues related to using tobacco. We will gracefully support and encourage students who wish to quit.

## Expulsions

1. When a student is expelled, the parent will be notified by a member of the Administrative Council. **That notification is official and final.** Remember, parents/guardians signed an agreement to remove their student from campus within twenty-four 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 parent come and get him/her.
3. When a student is non-cooperative, the administration has no other choice but to expel the student.
4. When a student is asked to be removed, behavior modification at OBI has failed. Many times expelling a student does more to bring about a "willing spirit" than anything else.
5. It is never a pleasant experience to call parents/guardians and tell them their student has been expelled. We know that often parents are frustrated because OBI was not successful with their student. Lack of cooperation by students or parents may prohibit OBI from being able to ever work with this young person again.
6. The school does not tell students they are being expelled because they may create further problems which could prevent them from being re-enrolled. **Do not** notify your child of his/her expulsion.
7. Normally it takes only half an hour for a student to pack his/her belongings. Parents may wish to bring extra containers for packing. **OBI is not responsible for the loss of or damage to a student's personal property. The parent/guardian should be certain that the child's property is covered by a homeowner's policy or other personal insurance which covers theft, vandalism, fire, flood, etc.**
8. Students are responsible for taking everything with them when they cease to be enrolled. It is not the responsibility of the staff to search for, ask about, mail, or ship articles after the student leaves.
9. If there comes a point in time that your student wishes to return to OBI and can convince the administration that he/she is willing to follow the rules and cooperate, then the school **MAY** consider allowing him/her to return.

## Carnahan Store and Bank

1. The Carnahan Store and Bank has most of the items that your student will need in the area of school supplies, snacks, and personal items.
2. Your child may go to the Carnahan Store and Bank and get his/her daily allowance. He/she will only be given the amount parents specified up to \$2.00 a day maximum. Because the store/bank is not open on weekends, students may take out their weekend allowance on Friday.
3. The best way to deposit money into a student's bank account is as follows:
  - A. When parents are on campus, take the deposit to the business office.
  - B. Mail the check or money order, made payable to your student, to the business office.
  - C. You may designate an amount for travel money (spending money and travel fees) to be held in the student bank. This money will be withdrawn by the Student Coordinator four (4) days before departure for a break. It will be given to the student when departing campus.

4. Never send bank money directly to the student.
5. If parents have questions or concerns regarding their student's bank account, they may call ext. 228.

## Transportation Fees

### Homegoings

Oneida Baptist Institute provides free transportation to and from the Greyhound stop in London, Kentucky and to the Lexington airport as long as travel time is coordinated with the group during required breaks. Transportation fees will be charged to parents/guardians if individual arrangements must be made by OBI for their student. The Student Coordinator will assist parents/guardians with travel plans (see pages 3-4).

Charges will be incurred for transportation to doctor visits, dentist visits, individual travel arrangements and other personal business: Manchester, KY: \$25 London, KY: \$50 Lexington, KY: \$150

### Additional Fees

- \$25 if your child must be transported to or from London between 11:00 P.M. and 7:00 A.M., \$50 if he/she must be transported to or from Lexington between 11:00 P.M. and 7:00 A.M.
- \$50 (paid to OBI) for escorting a child to the airline gate.

All fees subject to change. If you have questions about travel arrangements or travel fees, contact the Student Coordinator, ext. 217.

## Mail and Packages

### Address for mail (ALL CAPS)

STUDENT'S FULL NAME  
ONEIDA BAPTIST INSTITUTE  
PO BOX 67  
ONEIDA KY 40972-0067

### Address for packages (ALL CAPS)

STUDENT'S FULL NAME  
ONEIDA BAPTIST INSTITUTE  
11 MULBERRY ST  
ONEIDA KY 40972-0067

## Telephone Calls

Phones are available in each dormitory office.

1. New students (in first 30 days) may make or receive one 10-minute call each Saturday or Sunday to/from their parent/guardian.
2. Students may make or receive two 10-minute calls per day after the first 30 days.
3. Parents may call their student in his/her respective dormitory. The school has two in-coming lines for parents, relatives, and friends. These telephones are limited to five 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.  
Bedcheck: Sunday through Thursday—10:00 P.M., Friday and Saturday—11:00 P.M.
5. Please be patient when calling. If there is no answer, remember that houseparents are attending to the needs of students.

## Contact Information

It is your responsibility to periodically contact the Dean of Girls/Boys 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 once a month to check on your child’s progress.

### TO CHECK ON ACADEMIC PROGRESS

For High School Students: 606-847-4111 extension 216 (Guidance Office)

For Middle School Students: 606-847-4111 extension 230 (Middle School Principal)

You may reach the High School Principal during the school day at extension 214 or email: [principal@oneidaschool.org](mailto:principal@oneidaschool.org)

### TO INQUIRE ABOUT A STUDENT’S WELL-BEING, NON-SCHOOL DAY CONCERNS

Dean of Girls: 606-847-4111 ext. 240 or email: [deanofgirls@oneidaschool.org](mailto:deanofgirls@oneidaschool.org)

Dean of Boys: 606-847-4111 ext. 308 or email: [deanofboys@oneidaschool.org](mailto:deanofboys@oneidaschool.org)

Boys’ Dormitory: 606-847-4111 extension 272

Girls’ Dormitory: 606-847-4111 extension 285

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

## Statements

The cost of around-the-clock care for your child is much higher than the room and board fees you have agreed to pay—each student’s room and board costs over \$1700 per month. No family is asked to pay the full cost. Because we are blessed with many donated items and volunteer labor to offset our expenses, we are able to assist your family by offering you a fee much less than the actual cost.

1. As long as your child is enrolled at OBI, **the room and board charge will not be reduced for any days your child is absent from campus.**
2. Your statement will be mailed about the 15th of each month, and payment is expected within 10 days.
3. If you are sending a check or money order to pay on your child’s school account, make it payable to Oneida Baptist Institute or OBI and **list the name of your child on the “payment for” line.** We have over 300 students, many whose names are different from that of their parents/guardians.
4. Complete details of the items billed for each month will appear on the current month’s statement.
5. OBI will not send transcripts or other records to another school for your child until all financial obligations with us are met as per the agreement signed when the student was enrolled. Please be advised that we are not governed by FERPA.
6. If you do not meet your financial obligations to OBI, you may be asked to remove your child any time after his/her account is thirty days in arrears.

**OBI MAIN OFFICE HOURS:  
WEEKDAYS 8:00 A.M. TO 5:00 P.M.  
SATURDAY 8:00 A.M. UNTIL NOON**

**Main Office Telephone: (606) 847-4111**

**Daytime Telephone Extensions And 24-Hour Voice Mail:**

**Administrative Council:**

Dan Stockton, Principal .....	214
Ethel Bennett, Dean of Girls .....	240
Dean of Boys .....	308

**Other numbers:**

Susette Clark, Student Coordinator .....	daytime: 217
.....	evenings/weekends: 277
Kathryn J. Jaspersen, Guidance Counselor .....	216
Emily Kelley, Middle School Principal .....	230
Carnahan Store and Bank .....	228
Student Billing .....	206
Sharon Grant, Tutoring Lab Director .....	227
Paul Davidson, Campus Minister .....	231
Admissions .....	233
INTERNATIONAL Admissions .....	201 or 267
Dr. W.F. Underwood, President .....	202
OBI FAX (24 hours) .....	(606) 847-4496
Greyhound Bus Station, Berea, KY .....	(859) 986-5840

**Dormitories:**

Boys .....	272
Girls .....	285

***Reminder: At the end of school in May, and the end of summer school in July, your child is required to take everything home.***