



Student & Parent Handbook 2025-2026

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Outstanding. Bold. Inspiring.

Welcome

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

OBI is fully accredited by the Kentucky Department of Education and offers a curriculum that is designed to encourage, challenge and prepare you for college, the military, vocational training and life. In addition to academics, we greatly encourage involvement in the many cocurricular activities on campus as well as our numerous clubs and organizations.

Commuting, day students are the heart and heritage of OBI. We offer tuition-free Christian education to give the students of Clay and surrounding counties access to opportunities you may not have otherwise. One-on-one help from teachers, Christian coaches, no try outs to join sports, hearing the word of God taught in chapel services, quality facilities and programs, and meeting students from around the world are just a few reasons why OBI is a great choice!

Dorm life also provides a multitude of learning opportunities. You will need to develop good social skills as you cooperate with roommates, neighbors, dorm aids, and houseparents. Everyone living in the dormitory has daily chores that are an essential part of the Oneida tradition. Your daily chores will challenge you to balance time between school, work and other activities.

The lessons taught in OBI's living, learning and working environment are important, but our highest calling is to exhibit the love of Jesus Christ. We want you to know that you are a creation of God, and He has a specific purpose for your life. That purpose will be found most completely when you know Jesus Christ as your Lord and Savior.

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



OBI Dress Code

Dress code and clothing guidelines reflect OBI's Christian beliefs. Students are to come to school clean and properly dressed. The following are general guidelines. The discretion of the school administration will be final when determining if a student's clothing or appearance is inappropriate or a distraction to the educational process.

General Attire and Grooming Guidelines—All Students

1. Clothing is to be appropriately sized and provide appropriate coverage.
2. Pants, shorts, or skirts must be worn at the waistline.
3. Undergarments may not be visible.
4. No holes or rips in pants above the knee.
5. Hoods must be removed upon entering any building. Hats must be removed in the chapel.
6. Hair must be kept clean, trimmed, and neatly combed. Please note the following:
 - All hair must be a natural hair color and style.
 - Bonnets, do-rags, wave caps, and stockings are permitted in the dormitory only.
7. Sleeveless shirts may only be worn at athletic practice.
8. Shorts must be fingertip length.
9. Clothing with inappropriate writing is not allowed.
10. Houseshoes/slippers and night clothes are not allowed at school.
11. No nose rings or studs.

For Boys

1. Hair, mustaches, beards and goatees must be neatly cut/trimmed/combed.
2. "Man buns," tails, ponytails, and mohawks are not allowed.
3. Body piercings are not allowed.
4. Boys are not allowed to wear nail polish.

For Girls

1. Bras must be worn at all times, except in dormitory rooms.
2. Clothing that is deemed too tight or conforming may not be worn outside of the dormitory.
3. No leggings allowed.
4. Tank tops may only be worn in the dormitory.
5. Shirts/tops must not reveal midriff or be too low cut. No crop tops.
6. Dresses must be no shorter than two inches above the knee.

Dress Code for Athletic Practices

1. Shorts worn to athletic practice must be finger-tip length long.
2. Sleeveless tops are allowed but **no tank tops**.

Dress Code for Sunday Morning Church

1. Prohibited items: Shorts, hoodies, slides, sweatpants/joggers, leggings and jeans.
2. Boys: Must wear a shirt with a collar and ankle-length dress pants or khakis.
3. Girls: May wear a dress, skirt or dress pants and blouse that follow above guidelines.



Dress Code Examples—GIRLS

Shorts for sports

In dress code for athletic practice and after school (the spandex shorts under the athletic shorts count toward the finger-tip length):



Out of dress code for athletic practice:



Shorts for school

In dress code for school:



Tops for sports

In dress code for athletic practice:



Out of dress code for athletic practice:



Tops for School

In dress code for school (tops):



Out of dress code tops for school:



Dresses and Skirts

In dress code dresses and skirts:



Out of dress code dresses and skirts (too short or too tight):



Prohibited Items

The following items are prohibited and should not be brought to our campus. If you possess these items, they must be turned in to the dorm/principal's office immediately. If items are discovered having not been turned in, they will be confiscated, and the student may be subject to disciplinary actions and may be subject to a fine.

1. Prohibited items and/or clothing with references or subliminal messages related to:

- alcohol
- drugs and/or drug paraphernalia
- excessive body exposure
- explicit lyrics
- gang culture
- hate/curse words
- parental advisory
- racial remarks
- religious beliefs – non-Christian
- satanism/witchcraft
- sex
- suicide/death
- tobacco
- violence

2. Prohibited aerosols and inhalants, including but not limited to:

- compressed air
- gasoline
- toxic glue
- lighter fluid
- permanent marker
- spray starch

3. Any of the following are prohibited:

- bicycles
- chains
- cigarettes, tobacco or nicotine product
- fireworks
- firearms or items resembling them
- intoxicants, illicit drugs and/or drug paraphernalia
- knives
- lighters/matches
- medications
- pepper spray
- vapes or vaping paraphernalia

General Guidelines

The highest Christian character is desired by Oneida Baptist Institute, and we expect that every student who enrolls will abide by all of the prescribed policies and procedures while on campus or in school-related activities. Students are expected to show respect to all adults and peers and to know and agree to the contents of their Student Handbook.

Disciplinary Actions

When students break rules, these are examples of disciplinary actions which may be enacted: verbal warning/reprimand, conference with student, notifying parent/guardian, revoking privileges, writing assignment, detention, taking electronic devices or phones for a specified time period, suspension or expulsion or any other discipline that may be deemed necessary by the School Administration.

The Following is a partial list of behaviors that may subject a student to Disciplinary Action:

1. Using profane or abusive language.
2. Students are expected to use English to express themselves in the classroom.
3. Horse playing (including shaving cream, water, food fights, etc.), wrestling, frogging, etc.
4. Using anyone's belongings without permission.
5. Spitting on sidewalks, floors, walls, windows or buildings.
6. Damaging or destroying school property. The responsible student(s) will be charged for repairs and replacement.
7. Acting as an accomplice or encouraging any item in the Immediate Expulsion list.
8. Engaging in academic dishonesty.
9. Failure to conform to the school dress code.
10. Excessive tardies to school and church services.

The following is a partial list of behaviors that may subject a student to Immediate Expulsion:

1. Promoting any principle, belief, or activity fundamentally contrary to the Christian faith.
2. Engaging in gang-related activity including dress, conversation, writings, music, symbols, gestures, etc.
3. Possessing or using any type of intoxicants, illicit drugs or drug paraphernalia.
4. Leaving campus without permission.
5. Promoting harm or engaging in physical or verbal violence, including abuse, bullying, harassing, hazing or fighting.
6. Engaging in inappropriate conduct with other students, including being with the opposite sex without adult supervision, being sexually involved with another student, inappropriate touching, writing or talking about immoral behavior.
7. Not following the rules for school-related off-campus trips.
8. Riding dirt bikes, ATV's, motorcycles, and other unauthorized vehicles on campus, or riding in the back of a pickup truck on campus.
9. Refusing to follow directions or accept discipline.
10. Causing body disfigurement, including knife or razor cuts, piercings, tattoos, eraser/cigarette burns, etc.
11. Inappropriate use of electronics not limited to but including inappropriate pictures.

Bullying & Cyberbullying

“Bullying” is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students. The term “bullying” implies prolonged and repeated behaviors. Students should notify a member of the administration immediately when there is a suspicion or report of ongoing activity. Wrongful or untrue claims of bullying, harassment, threats or assault are strictly prohibited. The administration reserves the right to use any disciplinary action up to and including expulsion for this type of behavior.

“Cyberbullying” is bullying that systematically takes place using electronic technology. Electronic technology includes any and all communication devices and equipment such as cell phones, computers and tablets, as well as communication tools including social media sites, text messages, chat and web sites. Examples of cyberbullying include: mean text messages or emails, rumors sent by email or posted on social networking sites and embarrassing pictures, videos, web sites or fake profiles. The administration reserves the right to use any disciplinary action up to and including expulsion in such cases. Kentucky law KRS 525.080 includes electronic communications within the definition of harassing communications, a Class B misdemeanor.

Drug & Alcohol Testing

All students will be subject to drug/alcohol testing. Any student who is asked to be tested and refuses will be expelled.

Technology Use at OBI

Oneida Baptist Institute provides internet access to students. All internet activity, including app usage, is filtered and monitored. Wireless and wired internet access at OBI requires signing in with a school-issued user ID and password. Abuse of internet access privileges may result in loss of privileges, and other consequences as determined by the Administration. All students must sign an Acceptable Use Policy and Agreement form at the start of every school year before they can use any school technologies. See the Academic Office for assistance with technology and internet issues.

Effective June 27, 2025, a new state law regarding communication between school staff and students has gone into effect. In accordance with this law, *all communication must take place through a school-designated, traceable communication system*. Our school will exclusively use FACTS, our official communication platform, for all staff–student interactions. Accordingly:

- Staff members will not text, call, or use any social media platform to communicate with students.
- Staff may not be friends with students or belong to shared social media groups with them.
- Students are asked to remove any school staff from their social media contacts.
- All communication must occur through school email or FACTS messaging.

Security Cameras

For the safety and security of students, staff and visitors, OBI utilizes security cameras in public areas on campus and common areas in the dormitories.

Search and Seizure

All personal belongings such as bookbags, phones, lockers, vehicles, and anything the administration deems necessary are subject to search and seizure.



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

If you believe you have been physically or sexually abused or sexually or racially harassed during the school day, you are to report the alleged incident to a teacher or principal. If you believe you have been physically or sexually abused or sexually or racially harassed after school hours, you are to report the alleged incident to a houseparent or the Residence Life Director.

In-School Suspension (ISS)

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

Out-Of-School Suspension (OSS)

1. Parents will be notified.
2. It is the student's responsibility to make up his/her assignments.
3. When suspended, students should pick up daily assignments from the academic office by 3:05.
4. All students – commuting or dormitory – serve their OSS on campus and will be required to participate in indoor or outdoor chores on the main campus or on the farm. Students should come to their OSS in clothing/shoes that is appropriate to their assigned chores.
5. Students are campused when suspended. They may not attend any co-curricular event or activity, including campus-free events.

Expulsions and Withdrawing

1. Students are responsible for their own clothing and other possessions at all times, including taking EVERYTHING with them when they cease to be students at Oneida Baptist Institute. It is NOT the responsibility of staff to search for articles after the student leaves. OBI does not assume/accept responsibility for the loss or damage to personal property. **Parents or guardians should be certain that the child's property is covered by a homeowner's policy or other personal insurance which covers theft, vandalism, fire, flood, etc.**
2. Dormitory students must return all textbooks and their room key to the dormitory office.
3. A student who is expelled may not return to the campus without administrative permission.
4. After completion of two full quarters in another school, OBI will consider a request for readmission after receiving the following documents from the student: an application for admission; a handwritten letter stating why the student wishes to return to OBI, how their behavior has changed, what the student has learned during the absence, how the student plans to behave if accepted for readmission; a transcript, all disciplinary records and a letter of recommendation from the principal of the current school. Upon receiving these documents, the OBI President will review them with the Principal and Residence Life Director. If the review is favorable, the student and his/her custodial guardian will be invited for an interview before the final determination is made.

Public Display of Affection

1. Holding hands between students of opposite sex is permitted. Kissing, hugging and all other physical contact is prohibited.
2. Students are "social campused" (grounded) if they violate rule #1 above. This means that the students



cannot be together or have any form of contact for a specified number of days or weeks, including social media contact.

3. If students do not adhere to the rules of their social campus, their social-campus time will be increased. If they continue to ignore the rules, the students may be subject to expulsion.

“Social Campusing” Procedures

- 1st incident: Parents will be notified, and the students will be social campused for three days.
- 2nd incident: Parents will be notified, and the students will be social campused for seven days.
- 3rd incident: Parents will be notified, and the students will be social campused for 14 days.
- 4th incident: Parents will be notified, and the students will be suspended at home for two weeks on separate weeks (a total of four weeks apart).
- 5th incident: Expulsion

Grievance Procedures for Students

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

1. If comfortable, the student should meet with the teacher, coach, or houseparent to discuss the issue.
2. If still unresolved, the matter should be referred to the Principal for school day issues, or to the Residence Life Director for non-school day issues.

Gymnasiums

1. Baseballs, softballs, tennis balls, soccer balls, footballs are prohibited from being thrown or kicked in the gym during “free time.”
2. Hanging on the basketball rims or nets is prohibited.
3. Cleats and any shoe that could cause damage to the gym floor are prohibited.
4. Food and drinks are prohibited (except water).

Cafeteria

1. Students are expected to be good stewards and not take more than a normal serving of any food item.
2. Students are expected to practice good manners.
3. Upon finishing the meal, students are required to take their trays to the receiving window and sort the silverware, cups, dishes, paper and remaining food. Students must also clean their table and the area around them after eating.
4. No dishes, silverware, milk, tea, coffee, or paper cups are to be taken from the dining hall or kitchen.
5. Cleats are prohibited.

School-Related Off-Campus Trips

The following misbehaviors during a school-related off-campus trip will lead to disciplinary action or immediate expulsion of the student(s) involved.

1. Theft—including but not limited to shoplifting.
2. Inappropriate sexual activity or lewd behavior.
3. Possession, purchase or use of an alcoholic beverage, illegal drugs or tobacco products.
4. Deliberate disobedience or defiance of the instructions by the chaperones or driver.

School Bus Rules

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules. A School Bus Rider Agreement is required of any student who will ride any OBI bus. Proper authorization is required for any student to be dropped off at places other than his/her regular bus stop.

While Waiting to Board the Bus

1. Wait for the bus where you can be seen but away from the edge of the road.
2. Wait for the bus to come to a complete stop and the driver signals that it is safe to board before you move toward it.
3. Move quickly to your seat and be seated.

While Riding on the Bus

1. Obey the driver's instructions.
2. The driver or chaperone has the authority to assign seats to riders. In general, boys should sit in the back and girls in the front.
3. Stay seated while bus is in motion. Keep the aisle clear.
4. You must be quiet at railroad crossings.
5. All music must be played through headphones.
6. Make sure all light sources are not distracting to the driver.
7. Refrain from talking to the driver except in an emergency.
8. Refrain from eating or drinking on the bus.
9. Keep all parts of the body inside the bus.
10. No student shall tamper with any equipment or operate any part of the bus.
11. Do not mar or deface the bus. Damage to seats, etc., will be paid for by the offender.
12. There is to be no fighting, profanity, horse play or any loud disturbance on the bus.
13. Students must not wave or shout at pedestrians or occupants of other vehicles.
14. Do not throw objects from the bus windows.
15. Items prohibited at school are prohibited on the bus.

While Off-loading the Bus (If you are on a bus route)

1. Quickly off-load and move away from the bus. Do not return to the bus unless you have the bus driver's attention. If you must cross the street, wait for the bus driver's okay.
2. Look at the driver once you are in front of the bus. He/she will wave you on if no cars are coming.

A violation of any of the above rules and responsibilities may result in disciplinary action AND suspension of bus riding privileges following the schedule listed below.

- 1st offense warning from the driver
- 2nd offense write-up
- 3rd offense write-up and meets with the principal
- 4th offense write-up meets with the principal and parents
- 5th offense possible loss of bus privileges

OBI Student Code of Conduct

1. Policy Inclusions. Oneida Baptist Institute's code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following: The Ten Commandments (Exodus 20:2-17), The Great Commandments as stated by Jesus Christ (Matt. 22:37-40).
2. Personal Conduct. All students must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of this school, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who attend this school in proper conduct. Any student who fails to maintain reasonable standards is subject to discipline, up to and including expulsion. It is expected that all students conduct themselves in a manner consistent with biblical standards, values, and character.
3. Rules of Conduct. In every school where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all students, and enhance the smooth operation of the school. Students are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a school environment that protects the safety and dignity of each student without placing unreasonable restrictions on anyone. Students are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Students are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Students shall maintain appropriate attitudes of concern for others. In summary, Christian ethics demand that students act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this school.
4. Inappropriate Conduct. Violation of school rules and policies may result in an oral warning, a written warning, and/or expulsion of a student's position at OBI. There is no requirement that discipline be progressive or that a warning be given prior to disciplinary action, including expulsion from the school. Set forth below are some examples of misconduct which will not be tolerated by the school. This list is not exhaustive, and examples are not listed in order of seriousness.
 - a. Falsification of student records and information or other school records.
 - b. Dating, or otherwise becoming romantically involved with, any staff or faculty member at OBI.
 - c. Engaging in any activity which a student knows, or has reason to know, will adversely affect the mission of OBI.
 - d. Engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman.
 - e. Deliberate damage or destruction of any school property or the property of any staff or faculty member.
 - f. Engaging in criminal conduct.
 - g. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other staff member, or the use of abusive or threatening language toward a supervisor, teacher, or other staff member.
 - h. Using abusive language at any time on campus.
 - i. Wearing inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).
 - j. Violation of any safety, health, security or school policies, rules or procedures.
 - k. Committing a fraudulent act or a breach of trust under any circumstances.
 - l. Unlawful harassment including harassment of a sexual nature (with the understanding that this school reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
 - m. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of this school including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one's sex assigned by God at birth.
5. If a student has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the school, the student should ask an appropriate staff member.

Commuting Students' Guidelines

We encourage all day students to fully participate in the many opportunities that OBI offers both in and outside of school hours.

1. Commuting students are allowed on campus between 7:30 AM and 9:15 PM if they are involved in a school-sponsored activity.
2. Commuting students are not permitted in the dormitory without prior approval from the Residence Life Director.
3. All commuting students must park in the Huang Hall parking lot.
4. Students are prohibited from going to any vehicle during the school day, and dorm students are never permitted to be around commuting students' vehicles.
5. Before school starts, students must go to the cafeteria or an assigned location.
6. Day students may not bring any tobacco, vapes, alcohol or drug related products or any material that is negative (pornographic, anti-God, promotes ungodly behavior) to campus.
7. All personal belongings such as bookbags, phones, lockers, vehicles, and anything the administration deems necessary are subject to search and seizure.
8. **Electronic devices and headphones are not allowed to be used or seen during an academic period. If there is a family emergency, parents/guardians should contact the academic office.**

Personal Vehicle Policy:

The term "personal vehicle" will apply to any vehicle driven by an OBI student to/from campus and parked on the OBI campus.

1. The Personal Vehicle Policy and Liability Release form, a copy of the student driver's license and current car insurance must be on file for any personal vehicle brought to OBI.
2. The vehicle must be parked properly in a space designated for student parking.
3. Students may not access their vehicle without permission while it is parked on campus.
4. OBI is not responsible for damages or mechanical problems with any personal vehicle.
5. Student driver must have permission from parent/guardian and vehicle owner (if not the same person) to drive and park a personal vehicle on the OBI campus.
6. Student drivers must remove keys, lock the vehicle and vacate the vehicle immediately upon parking.
7. Student drivers are expected to arrive for first period on time. Excessive tardies will result in the loss of driving privileges. Although student safety is the primary concern, it is the student's responsibility to anticipate poor weather conditions and plan accordingly.
8. When on campus, student drivers are subject to normal highway rules and regulations. All moving violations will result in loss of parking privileges and may be prosecuted under motor vehicle law if applicable. Examples of moving violations include but are not limited to:
 - A. Speeding (max. speed on school property is 10 mph)
 - B. Reckless driving (squealing tires, excessive speed for conditions, horseplay, etc.)
 - C. Truancy
 - D. Riding in any vehicle to or from OBI without parent and school authorization.
9. A violation of any of the above rules and responsibilities may result in disciplinary action AND suspension of parking privileges following the schedule listed below. The principal may also revoke driving privileges due to academic or behavioral concerns.



- 1st Offense - Loss of driving privilege for 7 school days after the offense.
- 2nd Offense - Loss of driving privilege for 14 school days after the offense.
- 3rd Offense - Loss of driving privilege for 30 school days after the offense.
- 4th Offense - Loss of driving privilege for the remainder of the school year.

School Cancellations or Delays

Please be aware in inclement weather that OBI may have classes even if local public schools have canceled. We may cancel OBI bus routes and still have class that day. When bus routes or school is canceled or delayed, the following are the ways OBI will communicate this information:

1. Via email and Parent Alert (texts).
2. Via a recorded message at a campus extension. You must call this number and enter the extension: 606-847-4111 ext. 400
3. Via a post on the private Facebook group: *Current OBI Students & Parents*. If you are on Facebook, request to join this group.

If no announcement is posted to Facebook or recorded on the 400 extension, the buses are running and we are having school.

If you are absent due to the inability to get to campus because of weather and/or transportation issues, contact the school right away. Students are responsible to make up missed classwork even if the absence is excused.

Medications at School

If a day student must take prescription or non-prescription (OTC) medication during the school day, a parent or guardian must turn in the medication to the academic office.

Prescription and non-prescription medications must be in original packaging. Prescription medication must have the original pharmacy label. A student taking non-prescription medications must bring a note from a medical practitioner that includes the student's name and the practitioner's signature.

School Day Policies and Procedures

Education Standards and Testing

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 an EOY Content Assessment for grades K and 1; a standardized test of basic skills for grades 2-6; PreACT for grades 7-10; and the ACT for grades 11-12. This testing is utilized to achieve the goal of academic improvement.

FACTS Family Portal

1. FACTS gives you access to your child's grades, schedule, and attendance.
2. FACTS 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 FACTS go to www.oneidaschool.org. The FACTS icon/link is a graduation cap located at the top, right side of the home page.
4. If you need help with your username and password, contact the School Counselor.
5. You will receive an email about your child's grades weekly and after each marking period.

Attendance

Kentucky Law requires students to attend school regularly. Daily attendance shall be recorded by the high school attendance clerk following the guidelines set forth by the NCPSA, KyNPSC, and KDE.

Excused Absences

Parent/legal guardian notes will be accepted for six (6) absences for lower school and upper school students during the school year. A written or electronic note must be received by the attendance clerk within five (5) school days, or the absence will be unexcused.

Reasons for excused absences or tardiness include the following:

1. Illness, with a doctor's excuse—up to ten (10) total; 2 notes per semester can be a parent note
 - a. **After ten (10) medical excuses, a written explanation from a doctor concerning the student's reason for being absent will be required for it to be excused.**
2. Emergency in the family with written explanation
3. Death or severe illness in the student's immediate family
4. One-half (.5) for driver's permit test or driver exam
5. Absences approved by administration

Any absences other than those listed above will be unexcused. Once a student has sixteen (16) unexcused absences, documentation will be submitted to the county attorney.



Make-up Work When Absent

1. Regardless of the reason for a student's absence, he or she will be responsible for all make-up work. Students will be given the number of days missed plus one to complete the work they missed. For example, if a student missed three (3) days, they will have four (4) to complete the missing work. Additional days may be given at the teacher's discretion.
2. Upper School (9-12): Attendance is recorded for EACH class period. Total absences exceeding eight (8) per semester may result in the loss of the credit for that course.

Tardies

A tardy is defined as not being in the classroom when the bell rings. OBI will adhere to the following guidelines for students who are late to class during the course of each quarter.

- Three unexcused tardies are allowed per quarter
- Every unexcused tardy after three will result in disciplinary action.

Detentions

Detentions are one of the possible disciplinary actions which may be utilized during the school day. Students are notified in writing if they have been given a detention as well as the date, time and location of their detention. If a detention is given, it must be served. It is up to the teacher and the administration what type of detention (morning, lunch, after school) and for what amount of time. Students will be given instructions to follow at their detention (i.e. where to sit, what to work on). Failure to serve a detention will result in additional detention time or further disciplinary action at the Principal's discretion.

Medications

Medications will be dispensed only by the medical coordinator during the school day. Medication will not be given during first or seventh period. Students must go to the Academic Office to get permission to see the medical coordinator.

If a day student must take prescription or non-prescription (OTC) medication during the school day, a parent or guardian must turn in the medication to the academic office.

Prescription and non-prescription medications must be in original packaging. Prescription medication must have the original pharmacy label. A student taking non-prescription medications must bring a note from a medical practitioner that includes the student's name and the practitioner's signature.

Classroom Behavior

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

1. In order to gain respect, students are expected to show respect to their teachers and fellow classmates.
2. Students are expected to use English to express themselves.
3. Students are not to use profanity or abusive language toward anyone.
4. Students are not to use racial, ethnic or other slang terminology.
5. Students are never to deface desks, walls, maps, bulletin boards, books, etc.
6. Returning to the dormitory during the school day is prohibited.
7. **Electronic devices and headphones are not allowed to be used or seen during an academic period.** Calculators and translators may be used in class at the teacher's discretion.

Chapel Service Attendance & Behavior

1. Students are required to attend school day chapel services. They are expected to be attentive and respectful.
2. The following actions may lead to behavior modification: sleeping, whispering, writing or passing notes,
3. combing hair, chewing gum, reading books, being on phones or electronic devices, etc.
4. No gum, food, drinks, hats or headphones are allowed in the chapel.

Student Materials

1. Students are required to bring textbooks, writing materials, and homework assignments to class.
2. Students are responsible for all textbooks and will be charged for damaged and/or lost textbooks.

Academic Dishonesty

If a student accumulates four or more Academic Dishonesty infractions, it may result in loss of credit and/or loss of honors recognitions including top honors and class ranking status.

Academic dishonesty is defined as:

- Using a “cheat sheet”
- Sending answers via cell phone
- Stealing a test and/or the distribution of a stolen test
- Letting another student use your work
- Doing/copying another student’s work
- Using AI in an inappropriate manner

Plagiarism is defined as:

- The theft and use of another person’s ideas or writings as one’s own, with or without the knowledge of the other person. This includes not properly citing sources (including online, databases and AI) in a written work. Plagiarism will be dealt with on an individual basis.

Consequences for Academic Dishonesty

- 1st offense—1st Offense-Student will receive a disciplinary action and may redo the assignment for no more than 50% of the grade.
- 2nd offense—Student receives a 0% on the assignment and a disciplinary action. If appropriate, the teacher may require the student to redo the work. A Saturday school may be assigned. The student’s nine-week final grade is reduced by 10 points. The student will meet with the principal for a conference.
- Continued offenses—Student receives a 0% on the assignment and a disciplinary action. If appropriate, the teacher may require the student to redo the work. The student’s nine-week final grade is reduced by an additional 10 points. A Saturday suspension may be assigned and a meeting with the principal will take place. The student may fail the course or be expelled for continued offenses.

Final Exams

- Attendance is required on the day the assessment/project is scheduled to be administered or turned in. Students will receive a 0% on each final not taken, which may result in receiving no credit for the class. A \$100 fee per final will be assessed for scheduling early finals.
- End of the semester assessments and projects may count no more than 10% of a student’s grade.
- Students should consult with the teacher if they feel a grading error has occurred or a grade has been misrepresented.



Summer School

High school students will be required to complete an online course for each subject they fail per semester.

Advanced Placement

Advanced Placement (AP) is designed to provide a challenge for the students who are above average in specific academic areas. Students are selected for the AP program by achievement test scores, grade point average, performance in subject areas, and teacher recommendations. The student must have the approval of the AP teacher and/or the principal before final placement can be made.

Students who exhibit outstanding academic ability are identified as candidates for this program as early as 8th grade and are encouraged to take AP courses and to prepare for the standardized AP exams.

The program not only provides a challenge for the gifted student, but also provides the opportunity to earn college credit for the designated courses while still in high school. Credit is earned through the AP exam given by the College Board in Princeton, N.J. A grade of three or more on a scale of one to five earns credit of three or more hours in nearly all colleges across the U.S. A score of two will sometimes earn partial credit in many colleges. Any student who has been enrolled in an AP course for the entire year is encouraged to take the AP exam. **Some courses require the exam. The student will pay for all AP exams.**

Advanced Placement Grading Policy

All Advanced Placement classes will be weighted on a 5.0 scale. Teachers will cover the material on an advanced placement college level. Each teacher will grade the student with the understanding that the grade will be weighted on the following scale:

- A - 90-100%
- B - 80-89%
- C - 70-79%
- D - 60-69%
- F - 0-59%

Dual Credit

The opportunity to earn dual credit with a college/university is available to students who meet the criteria of the institute in which the dual credit is earned. Different qualifying scores on the ACT are required by different colleges in order to be eligible to take a dual credit class. See the School Counselor for more information.

Graduation & Senior Information

1. To qualify for Valedictorian, Salutatorian, and top ten the student must attend OBI for two full years. Any exceptions are at the discretion of school administration.
2. For a senior to go on the senior trip and be involved in other senior class activities, they must have passing grades and have not exceeded the number of allotted absences or received excessive disciplinary referrals.
3. In order for a senior to participate in graduation ceremonies, they may not be short more than two credits. If a student is short two credits or less, they may “walk,” and then finish the classwork during the summer.
4. The academic Latin honor system (*cum laude*, *magna cum laude*, *summa cum laude*) is based upon GPA, attendance, test results and overall academic record.



Grading Scale

90-100 = **A** = 4 (3.5-4.0)

80-89 = **B** = 3 (2.5-3.4)

70-79 = **C** = 2 (1.5-2.4)

60-69 = **D** = 1 (0.5-1.4)

0-59 = **F** = 0 (0.0-0.4)

College Preparatory Diploma Curriculum – 24 credit hours

Language Arts

English I 1 credit

English II 1 credit

2 additional Language Arts credits

Social Studies

World History 1 credit

World Geography 1 credit

U.S. History 1 credit

Government 1/2 credit

Economics 1/2 credit

Mathematics

Algebra I 1 credit

Geometry 1 credit

Algebra II 1 credit

2 additional Math credits

Science

Biology 1 credit

Elective Science 2 credits

Additional Requirements

Bible 1 credit

Fine Arts 1 credit

Foreign Lang. 2 credits

Electives 4 credits

20 Service Hours

Health and Physical Education

Physical Education 1/2

Health Education 1/2

There are additional curriculum requirements for the **Barkley Moore Advanced Diploma**. See the School Counselor for more information.

Service Hours

One of the commands of the Bible is to serve others. Serving others helps all of us take our eyes off of ourselves and think about others. Service hours are required for graduation. See the School Counselor for more information.



Activities & Awards

It is OBI's policy to encourage students to participate in a variety of sports and activities according to their individual abilities and interests, recognizing that their academic work is their first responsibility. All students are encouraged and given the opportunity to participate in our interscholastic athletic program. In addition, OBI offers a wide range of clubs and organizations (see list below) which are led by OBI staff. When students are off campus, they must be diligent to represent themselves and OBI in a way that follows school policy and is pleasing to God.

Subject to change. Pay attention to the daily announcement sheet for information about these or other clubs, activities or events you may wish to join.

Drama	Academic Team	Fellowship of Christian Athletes
Baptist Campus Ministry	National Honor Society	National Junior Honor Society
Student Council	Choir (travel on Sundays)	
Pep Club	Student Praise Team	

Athletic Eligibility

- 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:
 - The student must have accumulated the appropriate number of academic credits as outlined for his/her year in high school in the KHSAA bylaws. (10th – 4.5, 11th – 10, 12th – 15.5)
 - The student must have a transfer form on file as necessary.
 - If required for the student's particular situation, a ruling from the commissioner of the KHSAA must be on file.
 - The student must have a completed physical exam form signed by a physician on file. The exam is valid for only one year and must be renewed each year.
 - 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.
- 7th and 8th grade students may join a varsity team—excluding soccer—unless there is limited space, and they may only participate on one team per season.
- 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. If an athlete desires to quit either sport, they must discuss the decision with the Athletic Director. Failure to do so will result in a consequence to be determined.
- Student-athletes will compete on teams of their biological birth gender. An exception within the scope of Title IX is if there are not enough female participants to field a female team for a particular team, female athletes may then participate on male teams.
- Academic eligibility is checked on Monday each week of the season.
 - If a High School student is failing (3) classes and if a Middle School student is failing (2) classes, he/she will be ineligible the following week (Monday–Friday).
 - Academically ineligible students may not compete until academic eligibility is reinstated.
 - Academically ineligible students are allowed to practice and attend games, at home, in the stands for the first week. They are not permitted to travel with the team.
 - If the student is still academically ineligible the second week, they are not permitted to be at practice or games.



- e) If a student is academically ineligible three weeks in one season, he/she may be removed from the team for the rest of the season.

Athletic Attendance Policy

A student athlete must attend at least four periods in a school day or have an excused absence with doctor's note in order to play in their sport that evening unless otherwise approved by the Principal or Athletic Director.

Athletic Fees

If you choose to participate in the athletic program, your 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.

Athletic Disciplinary Action

1. An athlete may be removed from a team by the coach, athletic director, or principal for inappropriate behavior which may include disrespect toward the coach, teammates, opponents, or officials as well as endangering the safety of self or others.
2. Use of tobacco products, drugs or alcohol or suspensions (in-school or out-of-school) or other inappropriate behavior may result in forfeiture of awards/letters.
3. If an athlete is removed from a team for inappropriate behavior or quits a team, he/she may not play a sport the following season without the approval of the Athletic Director.
4. School rules pertaining to dating couples apply at all times. It is the responsibility of the coach to make sure dating couples and all other students conduct themselves appropriately at practice and competitions. If a coach feels he/she cannot adequately monitor dating couples, it is his/her responsibility to remove one or both from the team.
5. Due to the diversity of the sports within the athletic program and the individuality of each coach, each team may have its own unique rules. The athletic director and principal will support each coach's rules as long as they are in compliance with the policies of OBI and KHSAA by-laws.

Athletic Injuries

1. An injured athlete may not practice/compete for the time specified in writing by a physician. He/she is expected to attend practices and competitions with the team as an observer, unless otherwise decided by the physician. Depending on the injury, a written release from a physician may be required before an athlete will be permitted to resume activities.
2. If an injury does not require a physician's diagnosis, it is up to the coach whether an athlete is excused from a practice or competition.
3. An injured athlete remains under the authority of the athletic program until the athlete is officially removed from the team.

Athletic Suspensions

1. Athletes who are suspended in-school or out-of-school during the season must attend practices but cannot attend competitions on the days of their suspension.
2. Athletes who are suspended more than three days (either in-school or out-of-school) during a season are not eligible to receive a varsity letter or team awards for that season. This will be tracked by the Athletic Director.



Athletic Summer Camp

An athlete who attends a sports camp at the school's expense agrees to the following conditions:

- a) Parents are responsible for arranging transportation to and from the camp.
- b) The athlete will participate in and complete the next year's season at OBI for that sport. Failure to do so will result in the student's being charged the amount invested in the camp by the school.
- c) If the athlete is unable to attend or complete a school-sponsored camp after registration has been completed, the student will be responsible for reimbursing the school all fees that were not refunded by the camp.
- d) Coaches may require practices before the summer camp.

Fine Arts Summer Camp

Any fine arts student who attends a camp at the school's expense agrees to the following conditions:

- Parents are responsible for arranging transportation to and from the camp.
- The student will participate in the chosen fine art throughout the next academic session at OBI. Failure to do so will result in the student's being charged a pro-rated quarter-by-quarter amount.
- If the student is unable to attend or complete a school-sponsored camp after registration has been completed, the student will be responsible for reimbursing the school all fees that were not refunded by the camp.

Dormitory Guidelines

Living in a boarding school community provides many enriching opportunities for personal growth while learning to be independent and responsible.

Daily Chores

1. All dormitory students have daily chores in the dorm as well as an after school job/activity.
2. Extra hours of work may be assigned in an emergency, a time of special need or as behavior modification.

Room Regulations

1. Each student will be assigned to a room based on his/her biological sex. A change of room or roommates must be cleared with the Residence Life Director.
2. Rooms must be cleaned each day and will be subject to daily inspection on weekdays by a houseparent.
3. Dorm rooms, personal belongings, book bags, lockers etc. are subject to inspection, search and seizure at any time.
4. Roommates are jointly responsible for any damage in the room and must pay for such damage unless the guilty party is identified. Light fixtures, smoke detectors, conduit, etc., are not to be tampered with and items should not be hung from them.
5. Entering another student's room is to be by invitation only.
6. If a non-authorized person is in the dorm, students must notify a houseparent immediately.
7. Drapes are to be pulled closed before dusk.
8. Music must be played at a reasonable sound level.
9. Students must adhere to dorm bedtimes.

Campus Boundaries

1. Girls are never to be in the boys' dorm and boys are never to be in the girls' dorm.
2. Students are prohibited from loitering anywhere on campus except the dorm area and athletic field. Anywhere else on campus, they should be walking to and from buildings, gym, athletic field, etc.
3. Tackle football and skateboarding is prohibited.
4. Picking flowers, climbing trees, or breaking limbs from trees is prohibited.
5. Students are not allowed to be at the athletic field after dark.
6. Students are NEVER permitted to go to the creek or get into the creek. The swinging bridge is off-limits unless going to and from work at the farm.
7. Wading or swimming in the river, pond, or reservoir is prohibited.
8. Students fishing in the farm pond do not need a Kentucky fishing license but must be accompanied by an adult.
9. Only supervised students are permitted to be around Baker Hall, around or behind Russell Hall, past the north end of the Gritton Gym or on Cemetery Hill (except for Dollar General trips).

“Campused” (= Grounded)

1. Being “campused” means you are restricted to the dorm area. The exceptions are:
 - a) To go to work
 - b) To go to school
 - c) To go to the dining hall



- d) To go to sports
- e) To attend worship services
- 2. “Breaking campus” will result in additional consequences, suspension, and possible expulsion for repeated violations.

Student Supplies, Spending Money

- 1. Students (or parents/guardians on their behalf) may order supplies to be shipped to OBI from Walmart, Amazon, etc. Students will also have access to a Dollar General near campus.
- 2. We recommend that students do not keep large amounts of cash but instead keep a debit card.

Mail and Packages

Students sign for their personal mail/packages at their dorm office. All mail/packages are subject to inspection by a houseparent in front of the recipient. Any items received that are not allowed at OBI will be held until the next homegoing.

Worship Service Attendance & Behavior

- 1. Students are required to attend church on Sunday. They are expected to be attentive and respectful during all worship services.
- 2. The following actions may lead to behavior modification: sleeping, whispering, writing or passing notes, combing hair, chewing gum, reading books, being on phones or electronics, etc.
- 3. No gum, food, drinks or headphones are allowed in the chapel.

Fire and Other Emergency Drills

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

Required Homegoings & Transportation

- 1. There are two required homegoings: Christmas and Spring Break. Students may NOT leave early or return late.
- 2. Students staying at OBI during Fall Break or Thanksgiving will be charged a fee.
- 3. Parents/guardians must arrange for a place for their child(ren) to stay during the Required Homegoings (Christmas and Spring Breaks) when the dormitories are closed. Students are not required to take everything home during these breaks.
- 4. Students and their legal parents/guardians are responsible for arranging transportation to and from the campus for all breaks and when enrolling or leaving at the end of the school year.
- 5. All travel plans must be coordinated with the Travel Coordinator. OBI offers scheduled specific transportation for a fee that may be requested if it fits your travel plans.
- 6. Parents must make arrangements for students to be off campus by 3:00 PM on the day that break begins.
- 7. Dormitories reopen Sunday at 1:00 PM at the end of each break. Students may not leave or return early without special permission.
- 8. Dormitory students are only allowed to have a vehicle on campus by permission of the OBI administration.
- 9. Notify the dorm of any change in transportation (missed buses, flights, connections; car trouble, unavailable seating; etc.).
- 10. DO NOT ask a staff member to take you for the break.
- 11. Public Transportation—When traveling by airplane or cab you will be expected to behave and be



respectful. Your poor behavior could require your parent/guardian to make personal travel arrangements to and from our campus or could lead to your expulsion.

Leaving Campus

1. Students must never leave the campus without being signed 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.
2. If a student plans to leave campus with anyone other than the person who enrolled him/her or those listed on the Authorization for Student Sign-Out, the student's custodial guardian must send written permission or a fax to the Residence Life Director for approval. If this permission has not been received in writing, the student will not be allowed to leave campus.
3. Anyone picking up a student must have a valid photo ID.
4. If a student leaves campus without permission, OBI will notify the appropriate authorities and the custodial guardian.

Request for Permission to Leave Campus Form

For a student to receive a "pass" to leave campus, a form must be completed by the student or staff requesting to take the student off campus and submitted no later than two (2) days prior to the event. Exceptions are for Fall or Thanksgiving Break or for a club, class or group outing when a group list will be made by the Residence Life Director.

Request to Leave Campus Denied

1. The work supervisor/coach can deny the request if the student is needed for a job/game.
2. The Residence Life Director can deny based on behavior.
3. The student can be denied based on the number of times they have left campus, where they are going, or who they are going with, or for not doing their pass on time.
4. Grades.
5. Administration reserves the right to deny for other reasons.

Passes (permission to leave campus) and Non-Required Breaks

1. Non-required breaks include Fall and Thanksgiving break and home visits for day, overnight, or weekend.
2. Students may not leave early or return late.
3. Students may receive day passes for Saturday or Sunday to 9:00 PM only.
4. Overnight or weekend passes would be for departure after the academic day on Friday and return by 9:00 PM on Sunday.
5. An overnight pass is for you to spend time with your family. You may not stay overnight with any OBI staff.
6. OBI Administration will not approve a dorm student being signed out by a local/day student or a local student's family.
7. Dorm students will not be released to any driver under the age of 21.
8. Exceptions – The OBI Administration has the right to make exceptions as deemed appropriate or necessary.

Illness

1. A student who is ill should report by 7:15 AM to the dormitory office. Do not send a friend or roommate to tell the houseparent you are sick.



2. A dorm student who is deemed (by a houseparent or the Residence Life Director) too ill to attend school, work, or worship will remain in his/her room on bedrest for a minimum of 24 hours.
3. In an effort to contain the spread of virus/germs, students on bedrest are not permitted to have visitors in their room, nor should they be visiting with students outside of their room.
4. No one is to miss school, worship activities, or work because of illness without the Residence Life Director or houseparent's permission.
5. Meals and appropriate medication will be delivered by a staff member to students who are on bedrest.
6. When necessary, the staff member may be away from the dorm. In this case, students on bedrest will be given a two-way radio to reach the staff member on duty if they need something.

Medications

1. Prescription and non-prescription (OTC) medications must be in original packaging. Prescription medication must have the original pharmacy label.
2. Prescription and non-prescription medications are not to be kept by the student in his/her room at any time. This includes all medication—aspirin, vitamins, cough syrups, hydrogen peroxide, alcohol, ear and eye drops, herbs, etc. Exception: prescribed asthma inhalers or epi-pens if a signed permission form is on file.
3. Prescription and non-prescription medications will be kept and distributed by the houseparents at specified times, with the exception of prescribed asthma inhalers/EpiPens.
4. Students should see the houseparent on duty in a timely manner to obtain medications. Refusing to take required medication as prescribed may result in disciplinary action.
5. Any student taking regular prescription medications will be required to have a weekly pillbox organizer. You may purchase it from the link in the [Recommended Products list](#), or one will be purchased and charged to your student's account.

Visitor Guidelines

1. The term "visitor" will apply to anyone who is not a student or staff member of OBI. Any visitor at any time may be required to show a valid government issued photo ID.
2. All visitors must report to the dorm office upon arriving at the dormitory. All visitors should give advance notice and have approval from the Residence Life Director before visiting any student.
3. Students are not to be in or around any car except when signed out to leave campus.
4. All visitors must follow OBI school policies and procedures. Ask a staff member if you are unsure about a policy or procedure.
5. Visitors may only be in designated areas that are open to the public.
6. At no time can a student walk around campus with a non-parent/custodian visitor unless prior approval has been granted by the Residence Life Director.
7. Individuals who have committed a sex crime or criminal offense against a victim who is/was a minor are not permitted on campus at any time without advance written permission from OBI's President.
8. OBI reserves the right to revoke visitation by any visitor who fails to comply with school policies, as well as those visitors who fail to cooperate with OBI personnel or who object to the directives of OBI personnel.

The OBI Administration has the right to make exceptions as deemed appropriate or necessary to any of the above-mentioned policies.



Things to Bring to Oneida Baptist Institute

The following items are allowed and should be brought when enrolling. We want your experience to be positive, and these items will help you make a smooth adjustment to dormitory and campus life.

1. Items you should bring

bedding for an XL twin bed	phone charger
Bible	pillow/pillowcases
Chromebook/laptop	school supplies
coat/hoodie/jacket	scientific calculator (high school only)
combination locks	shoes for work/play/church
hangers	shower shoes
hygiene items	towels and washcloths
keychain/lanyard	umbrella
laundry basket	
laundry detergent (<u>High-efficiency required</u>)	

2. Items you may bring

appropriate photos	plastic forks/spoons
camp chair	portable charger for phone
desk lamp	small fan
digital camera/cell phone	snack foods
electronics	soft drinks
—game systems/games rated T and below	sports equipment
hair spray	TV (flat screen 32" or smaller)
microwave foods	wallet
plastic bowls/cups	

3. In addition to the Prohibited Items on page 7, any of the following are also prohibited:

Bleach (liquid chlorine)	lava lamp
candles	LED lights
cooking appliances	light bulbs over 60W
electric blankets	lighters/matches
electric heaters	medications
games rated "M" or above	movies/dvds (except "G" and "PG")
halogen lamp	refrigerators
incense	tools

We do not recommend your student bring expensive jewelry or electronic items to the dorm, as theft and/or student irresponsibility can be an issue. If you do, we strongly advise that **the items be covered by the parent's/guardian's homeowners' insurance**. Parents/guardians should also retain a copy of all serial numbers. We will not be responsible for lost, stolen, or damaged items.

Recommended Products

OBI has an [Amazon Wish List](#) with helpful products for resident life. You don't need to bring these exact items; they are just examples of the types of items that might be useful. You can order and ship these items directly to the school, but please make sure the package is clearly labeled with your student's name.



Parents/Guardians of Dormitory Residents

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 as the parent/guardian understand and have a better experience with OBI.

1. 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.
2. 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.
3. 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.
4. Read this handbook carefully and contact the appropriate personnel with any questions or concerns.
5. 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.

FACTS Family Portal

1. FACTS gives you access to your child's grades, schedule, and attendance.
2. FACTS 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 FACTS go to www.oneidaschool.org. The FACTS icon/link is a graduation cap located at the top, right side of the home page.
4. If you need help with your username and password, contact the School Counselor.
5. You will receive an email about your child's grades weekly and after each marking period.

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 FACTS 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. 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 tells you something that is alarming, feel free to call the appropriate personnel and share your concern.
2. It is natural for both the parent and student to be homesick, and it will take time to adjust. Please communicate with your child that they will be required to wait 30 days before being allowed to go home.

Telephone Calls

1. Parents/Guardians may call their child in the dormitory either on their cell phone or by calling the dorm office.
2. Profanity, abusive language, or yelling is prohibited.
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. Staff are not always in the dorm office to answer the phone.

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.
5. If your student has lost something, he/she should check with the dorm and academic offices in case it was turned in as well as look in any places they have been (i.e. cafeteria, classrooms, chapel, bathrooms, gym, soccer field, bus, etc.)



Visitor Policy

In order that OBI may provide protection and privacy for all its students, OBI personnel must know who is on campus and the purpose of their visit. The term “visitor” will apply to anyone who is not a student or staff member of OBI. Any visitor at any time may be required to show a valid government issued photo ID.

All visitors to OBI must adhere to the following policies:

1. **School Hours:** The school is open for visitors from 7:30 AM to 4:00 PM, Monday-Friday and weekend dormitory sign-outs with prior approval.

Exceptions:

- a. attending a scheduled event as a spectator.
- b. dropping off or picking up their student(s) from an extracurricular event or practice.
- c. picking up or returning their student to the dorm.
- d. pre-approved to visit their student in the dorm.
- e. pre-approved for any other reason.

2. **Sign In:** During visiting hours, visitors must stop at the guard shack and sign in and receive a visitor’s pass. If a visitor is found on campus without a visitor’s pass, they may be asked to leave campus.

3. **Sign In During Closed Hours:** During closed hours, visitors must check in at one of the dorm offices. All visits to campus during closed hours should have been pre-approved with OBI Administration. If a visitor did not have pre-approval, the dorm personnel will have to seek approval from the Residence Life Director. If the dorm personnel do not get approval for the visitor to be on campus during those times, the visitor must leave campus.

4. **Only Visit Public Areas:** Visitors may not be in rooms or other locations on campus that are not open to the public.

5. **Individuals who have committed a sex crime or a criminal offense against a victim who is a minor are not permitted on campus at any time without advance written permission from OBI’s president.**

All visitors must follow all OBI school policies and all requirements that the school in its discretion may impose on campus visitors. OBI reserves to the right to review and change these policies as needed. OBI Administration reserves the right to revoke visitation by any visitor who fails to comply with school policies, as well as those visitors who fail to cooperate with OBI personnel or who object to the directives of OBI personnel.

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. We have 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, activities, church, etc. the houseparent will put your student on bedrest for a minimum of 24 hours.
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 parent/guardian will be contacted.



5. All charges related to medical needs (including transportation) are the custodial guardian's responsibility.
6. The treatment of some medical conditions may necessitate a medical withdrawal for the student, either temporarily or permanently.

Medication

1. Prescription and non-prescription (OTC) medications must be in original packaging. Prescription medication must have the original pharmacy label.
2. OBI is not responsible for the refill of any medication.
3. Acute illness and/or injury medications will be obtained at the time they are prescribed (i.e. antibiotics).
4. The parent/guardian should see that ALL maintenance medication is on campus without interruption. If the student is on maintenance medication and an interruption of more than seven (7) days occurs, we ask that your student be withdrawn from OBI.
5. If the doctor orders a medication to be discontinued or changed in any way, a statement from the prescribing doctor is required.
6. SEE ALSO the Medication section in the Dormitory Guidelines section of this handbook.
7. Any student taking regular prescription medications will be required to have a weekly pillbox organizer. You may purchase it from the link on the [Recommended Products list](#) or one will be purchased and charged to your student's account.

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 Director of Student Services, 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.
4. If your student leaves campus without permission, OBI will contact the custodial guardian and appropriate authorities. Please assist us by doing the following:
 - 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.
 - If your student contacts you, 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. If they can safely remain where they are, encourage them to stay there. Contact OBI immediately.

Discipline

1. It is of extreme importance that custodial guardians cooperate and support the OBI administration in the areas of discipline.
2. Custodial guardians will **not** be notified every time a student is disciplined.
3. Various forms of discipline are used to correct students' misbehaviors. These may include being campused (grounded), revocation of privileges, taking electronic devices or phones for a specified time period, extra hours of work, essays, suspension, etc.



Expulsions

1. When a student is expelled, the custodial guardian will be notified by a school administrator. **That notification is official and final.** Remember, custodial guardians of dormitory students 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.

Travel and Transportation

Dormitory 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 costliest part of your child(ren) attending our school.

General Rules—Transportation

1. The two required breaks are Christmas break and Spring break. Please refer to the school calendar for dates and times. Please do not ask if your student may leave early or return late.
2. For the summer: If your student is playing a spring sport, check with the coach before arranging end-of-year travel plans. Some sports compete beyond the last day of school.
3. **Students must never leave the campus without being signed out!**
4. Anyone picking up a student must have a valid photo ID. OBI administration reserves the right to deny someone taking a student off campus if safety or security is at risk.
5. Dorm students will not be released to any driver under the age of 21.
6. The dorms will close at 4:00 PM at the start of required breaks and not reopen until 1:00 PM at the end of required breaks. A \$20.00 per hour late fee will be charged for students not picked up by 4:00 PM at the start of required breaks.
7. Travel plans that are not completed three weeks before a break will incur a fee. Plans must include the name of the person picking your student up at OBI or at the Lexington airport. If flying, the travel itinerary and the name of a person where the student will be staying is needed.
 - Please email transportation information or questions to: RD@oneidaschool.org.
8. 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.
 - The student's custodial guardian must send written permission with a signature to the school. Scan your signature into an email to the School Counselor, jennifer.monday@oneidaschool.org, fax (606-847-4496) or send a letter noted as "authorization for pick up."

Current Travel Options for Dormitory Students

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 Student Sign Out list.
2. **Air Travel** - Transportation by OBI to and from Lexington, KY is available on required breaks ONLY. See *Air Travel Reminders* and *Transportation Fees* on the next two pages.
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. 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.
4. **Carpool** - You may email the Residence Life Director 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 FACTS. If you want your student to have travel money, you should send money or a debit/credit/gift card to your student for that purpose. The school will not distribute travel money.



5. **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) Airport Shuttle/Cornett Cab in Lexington, KY 859-967-6195
 - b) Khan Russell 859-489-0312

Air Travel Reminders

1. **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 will charge an additional fee if your student must fly as an unaccompanied minor.
 - a. You must pay the airline fee before we take your student to the airport.
 - b. OBI will charge \$50.00 each way to provide the required escort for that student.
 - c. 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.
 - d. Contact the Travel Coordinator for the name of the OBI escort who is accompanying the student at the Lexington airport.
2. **TICKETS** – Check various websites to compare ticket costs and times. Email the airline name and the confirmation number to the Residence Life Director: RD@oneidaschool.org.
3. **CHANGES** – Many times there are flight delays and sometimes cancellations. If your student rides OBI 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. For unaccompanied minors, the escort will notify you of the change. On return flights, please call the dorm with any delays or cancellations.
4. **LUGGAGE** – Check the airline rules about luggage as a few have changed recently. Some airlines will let you pre-pay luggage when you purchase the ticket. Most will only accept a credit/debit card to pay for luggage at check-in. Others 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. However, some airlines charge for carry-ons.
5. **TRAVEL MONEY for food/beverages is required for students taking public transportation. You need to provide a debit/credit card or a Visa gift card with a minimum \$25 balance if flying.**
 - **Some advice as you consider the amount of travel money to provide for your student:**

Delays and/or long hours of travel make it necessary for your student to have food/emergency money. One year, we had a lot of snow, and flights were cancelled until the next day. Most students only had \$25.00 in travel money, which is not enough for multiple meals in an airport. Remember, once your student (non-minor) has been transported to the airport, they are your responsibility. If students must stay overnight in an airport because of missing a connection, the airline might provide a motel, but your student will still need food money.
6. **IDENTIFICATION** –
 - a. TSA requires persons over 18 to have a government-issued ID. This can be a passport or Real ID.
 - b. While the TSA does not require ID for minors, airlines may have their own specific policies, especially for unaccompanied minors.
 - c. 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.
7. **SCHEDULING** – 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.

8. **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. Upon return from break, students should go straight to baggage claim and wait in the seating area closest to baggage for OBI transportation.
9. **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 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.

OBI transportation is only available after school is dismissed (outgoing) and before bed check (returning).

Start date of break

Lexington Bluegrass Airport- Schedule flights to depart after 2:30 PM.

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

Return from break

Lexington Bluegrass Airport- Schedule flights to arrive before 6:00 PM.

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

Transportation Fees

Transportation is billed to the custodial account. All fees are subject to change.

Transport by van or car to Manchester	\$30.00 (divided by number of students but minimum charge of \$10 per student)
Transport by van or car to London	\$60.00 (divided by number of students but minimum charge of \$20 per student)
Transport by van or car to Lexington	\$175.00 (divided by number of students but minimum charge of \$75 per student)
Transport by bus to Lexington	\$75.00 per student
Late travel plans	\$100.00 if not completed 3 weeks before break (includes ticket, travel money, driver name)
Airport Minor Escort	\$50.00 each way



Airport Early/Late	\$50.00 for flights departing or arriving between 6:00 PM and 9:00 AM. <u>If we are notified</u> of a short delay, we will try to have someone wait.
Late Pick up Fee	\$20.00 per hour for students not picked up at the dorm by 3:00 PM on a required break.
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 hour
Hospital admissions	\$20.00 per hour 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 to 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 Sports Tryouts	Must be arranged through the Athletic Director. Fees based on the location and number of students attending.
College Visits/Interviews	Several group college trips are provided by OBI each year for no charge. Individual college visits, including transportation, should be arranged by the parent/guardian without the use of the school staff.

Contact Information

OBI MAIN OFFICE HOURS: Weekdays 7:30 AM to 4:30 PM
Main Office Telephone (606) 847-4111, ext. 100 Fax (606) 847-4496
www.oneidaschool.org

For Weather-Related Delays/Cancellations: 606-847-4111 ext. 400

For School-Day Concerns: Contact the Academic Office at 606-847-4111 ext. 213

Non-School Day/Dormitory Concerns: Boys' Dormitory: 606-707-1786
Girls' Dormitory: 606-707-1785

For Dormitory Discipline Concerns: Residence Life Director, Connie Belcher
RD@oneidaschool.org
606-847-4111 ext. 217

For Healthcare Concerns: Lower School, Whitney Stratton
606-847-4111 ext. 201

Upper School, Allison Smith
606-847-4111, ext. ____

For Questions about FACTS Family Portal: School Counselor, Jennifer Monday
jennifer.monday@oneidaschool.org
606-847-4111 ext. 287

Other Points of Contact:

President Larry A. Gritton, Jr.	president@oneidaschool.org	202
Assistant to the President	angie.gritton@oneidaschool.org	203
Assistant to the President	frank.stratton@oneidaschool.org	297
Assistant to the President	tony.hall@oneidaschool.org	219
Principal	tammy.mason@oneidaschool.org	230
Academic Office	leah.fernander@oneidaschool.org	213
Athletic Director	tony.hall@oneidaschool.org	219
Residence Life Director	RD@oneidaschool.org	217
K-12 School Counselor	jennifer.monday@oneidaschool.org	216
Upper School Student Services	allison.smith@oneidaschool.org	
Lower School Student Services	whitney.stratton@oneidaschool.org	201
Student Billing	julie.tompkins@oneidaschool.org	257
Admissions	admissions@oneidaschool.org	233



School Address

Letters may be sent to student at this address:

Student Name
C/O Oneida Baptist Institute
P. O. Box 67
Oneida, KY 40972

Packages may be sent to student at this address:

Student Name
C/O Oneida Baptist Institute
11 Mulberry Street
Oneida, KY 40972

AHERA Annual Notice

OBI complies with the Asbestos Hazard Emergency Response Act (AHERA-EPA 40 CFR Part 763). Contact the OBI Maintenance Director to view OBI's Asbestos Management Plan.

