

CBC Student Policies & Guidelines Handbook

2009-2010 School Year

Preface

The following rules, policies and guidelines are set forth as a necessary tool for maintaining an orderly and disciplined environment. It is the desire of CBC to produce Godly leaders who will be used of God to reach the world in our generation. These policies are not to undermine the maturity or adulthood of the students. Rather, they are to help insure a safe and spiritual environment. Furthermore, they are designed to protect the student, the school, and to provide a security for the parents who send their young people to CBC.

While the leadership will treat the students as adult men and women, each student is expected to maintain a submissive and Christ-like attitude toward the leadership and staff of CBC. Such an attitude must be prevalent in those who would be leaders. It is a basic principle of leadership that leadership is earned by right followship.

Both local and dormitory students are to abide by the general policies. Dormitory students are to follow the dormitory guidelines as stated in the latter part of this handbook.

General Policies

1. All students are required to attend all services of Lighthouse Baptist Church.* The CBC program requires that each student be involved in the ministry of the local church.
 - a. Students must arrive at each service or activity no later than fifteen minutes before time to begin. Leaders always seek to lead by example.
 - b. Proper attire must be worn at all services (as stated in the next section).
 - c. All student meetings (i.e., meetings at dorm or pastor's house), are required attendance. The student can dress casually for these meetings.

* If the student is a member of another fundamental church in the city, they may attend there. However, all special meetings of Lighthouse, such as revivals, mission conferences, etc., are required attendance unless it conflicts with a regularly scheduled service of the student's church. All dress codes of CBC must be adhered to by the student, regardless of where they attend church.

2. Dress Code

All students are expected to use good taste and judgment in their choices of dress at all times. The student should practice avoiding the constant change in fashions and the extremes in accepted dress of today. The administration reserves the right to determine what is acceptable or unacceptable in the matters of dress and appearance.

We believe that dress should always be appropriate for the occasion. While enrolled at CBC, the student will be expected to adhere to the stated guidelines for dress as a matter of life practice. The student must set the proper example of the believer at all times. The following dress standards are applicable on a 24/7 basis (including the mall, Wal-mart, etc.).

Ladies:

a. Clothing for classes and services.

SKIRTS, DRESSES OR JUMPERS: Must be no shorter than the bottom of the knee, when seated. No slits may be above the bottom of the knee when seated. Straight slits must be sewn together to reach the proper length. Overlapping slits may be pinned. It is recommended that a slip be worn at all times (I Pet. 2:9-10).

SHIRT, BLOUSE, and/or JACKET: Nice shirt or blouse. Shirt or blouse must not be sleeveless, sheer or see-through. No see-through jackets are permitted. No shirts or blouses may have a plunging neckline or be more than three fingers distance from the top of the clavicle.

HOSIERY: Hosiery or socks must be worn while in class, in church activities, and in all services. The worship of God is never a casual matter, but it is to be honoring to Him.

APPEARANCE: Outfits must be presentable and neat in grooming. This means attention must be given to pressing the clothing to remove wrinkles.

SHOES: Appropriate dress shoes must be worn to all classes and services. No flip-flops, tennis/canvas shoes, or sandals will be permitted for dress wear.

b. Clothing for casual wear.

- (1) The clothing listed in the previous sections is acceptable. However, for casual wear the women students may also wear flip-flops, tennis/canvas shoes or sandals.
- (2) No pants or shorts (Deut. 22:5) for any activity or event. Culottes are appropriate for outdoor and sporting activities.
- (3) Denim of any kind is not permissible for classes or services. It may be worn as casual wear.

c. Miscellaneous Items

- (1) Only one earring per ear. Earrings must be in the lower lobe only. No pierced jewelry will be allowed anywhere but the lower ear lobe (I Pet. 2:9-10).
- (2) No low-cut necklines or low backs on shirts, blouses, or dresses. Blouses and shirts must come to the neckline in front (to the clavicle bone) and back (no lower than the bottom of the neck). This restriction includes any outfits that hang off of the shoulders, sun dresses, etc. (I Pet. 2:9-10), and no see-through material.
- (3) No tight-fitting blouses, shirts, jumpers or skirts. While clothing does not have to be “baggy,” it should not be designed to attract attention to the form of the body.
- (4) No worldly logos on any shirts (i.e., worldly sayings, logos, slogans, Hollywood characters, etc.) (I Thess. 5:22).
- (5) Ladies are not permitted to cut their hair short. Their hair is not to resemble a man’s cut, and the length should be long enough to clearly establish her femininity (I Cor. 11:15). Hair must be neat and clean by regular washing and brushing or combing.

Men:

a. Clothing for classes and services.

PANTS: Nice dress pants must be worn for all classes and services. Pants may be straight or pleated and must have a belt. Pants with multiple, baggy pockets are not permitted for classes or services, but may be worn as casual wear.

SHIRT: Nice dress shirt. Shirt must be tucked into pants at all times. Shirt must be a button-up with a standard collar.

SUIT & TIES: A tie must be worn to all services and classes. Either a suit or sport coat must be worn to all church services. The coat and tie must be on before coming into the building. The student must approach the service as someone who takes their responsibility seriously. The worship of God is never a casual matter, but it is to be honoring to Him.

SHOES: Appropriate dress shoes must be worn to all classes and services. No flip-flops, tennis/canvas shoes, or sandals will be permitted for dress wear.

APPEARANCE: Outfits must be presentable and neat in grooming. This means attention must be given to pressing the clothing to remove wrinkles.

b. Clothing for casual wear.

(1) The clothing listed in the previous sections is acceptable. However, for casual wear the men students may also wear tennis/canvas shoes or other appropriate casual shoe.

(2) No worldly logos on any shirts (i.e., worldly sayings, logos, slogans, Hollywood characters, etc.). The administration will be the final authority on deeming any writing, logos, etc. as acceptable or unacceptable (I Thess. 5:22).

(3) Denim of any kind is not permissible for classes or services. It may be worn as casual wear.

c. Miscellaneous Items.

(1) No “fad” styles of haircuts (bowl cuts, shaved heads, etc.). Hair is to be worn in a tapered or blocked style. The length of the hair must be off the collar, off the ears, and above the eyebrows (I Cor. 11:14). Hair must be neat and clean by regular washing and brushing or combing.

(2) Facial hair is permitted, as long as it is neatly groomed and clean. Sideburns are not permitted to grow below the middle of the ear.

(3) No earrings, bracelets or necklaces permitted. A study of the Bible will reveal only two groups of men who wore earrings. These were the: (1) Backslidden Israelites, when they came out of worldly Egypt (Ex. 32:3), and (2) Ishmaelites, the avowed enemies of the people of God (Jud. 8:24).

(4) Socks must be worn to all classes, services and activities.

3. Relationships with the Opposite Sex

In regards to personal relations with the opposite sex, Biblical standards are to be our sole guide and authority. The testimony of Christ in the life of each student is to be a high priority. Therefore, the following is given in order to assist in preserving and protecting each student's testimony.

- a. No physical contact with members of the opposite sex is allowed (I Cor. 7:1).
 - b. No student is to be alone in any vehicle with a member of the opposite sex unless it is their immediate family member (i.e., brother/sister, dad/daughter, etc.).
 - c. CBC discourages the practice of dating. The relationship between a man and woman must always be Biblical in nature and practice, and we believe that courting is the proper and Biblical method of engaging in a relationship. Each student should seek Biblical and spiritual counsel before engaging in a courting relationship. The Pastor will be available to schedule a meeting for discussion of such a possibility.
 - d. No single-dating is allowed. All couples must have permission to go out together and with another approved couple. Permission must be secured through the CBC office.
4. All students are required to pay their school bills on time. Tuition and room/board is due in the CBC office no later than the first of each month. Late fees will be applied as defined in the CBC Catalog.
 5. All students must maintain a Godly testimony in the community by being prompt at paying any bills due, and displaying Christian character at all times in our local community.
 6. All music, movies and videos must be in accordance with the approved guidelines of CBC.
 7. Each student must have the *Covenant Eyes* (CE) internet accountability software installed on their computer. Each student will be billed \$50 per year for their *Covenant Eyes* subscription. No ministry computer can be accessed with the CE log-on password. No student may share their password with anyone else under any circumstance.
 8. Because of the practical application of the training at CBC, each student will be involved in the ministries of Lighthouse Baptist Church, including those who attend other churches. Therefore, it is necessary that each student be assigned a church key and give the alarm code access. No student may loan his/her key to anyone else, or give the alarm code to anyone else. Violation of this policy will result in disciplinary measures being taken and the loss of key access for one semester.

Dormitory House Rules: (*Dormitory Students Only*)

1. Each student is expected to maintain a neat and orderly room. Each dormitory student will help bear the responsibility of cleaning and maintaining the dormitory.
 - a. Any property or furniture damage that results from abuse or neglect by the student will have the replacement or repair cost applied to the account of the student responsible.
 - b. Each student will be assigned weekly and daily tasks for the maintaining of the dormitory. These assignments will be made by the house-parents.

- c. Due to the consumable nature of personal toiletry items, each student will be expected to assist in the provision of toilet paper, tissue, and paper towels.
- d. Each student must make their bed, pickup their own clothes, and put away their belongings on a daily basis. Beds must be neat, straight, smooth and clean at all times when not asleep.
- e. No pets, of any kind, are permitted by any student.
- f. No meals may be served in the student's room. All food items must be stored and in their proper place, and properly sealed. The purpose of this is to avoid the attraction of any rodents or insects.

NOTE: Room inspections will be periodic. Demerits will be issued for failure to maintain a neat and orderly room.

- 2. Each student is responsible for their own linens, towels, and toiletry items (i.e., soap, shampoo, etc.). Be sure to identify your personal belongings. CBC is not responsible for the loss or damage of any personal items.
- 3. No student is to wear their nightclothes in the presence of any student of the opposite sex. (i.e., no pajamas, house-coats, shorts, t-shirts, etc.).
- 4. Internet service is not currently provided at the dorm. If the students desire to share the cost of the monthly internet access, it will be provided with the following regulations.

All CBC students, who desire Internet access, must allow the *Covenant Eyes* accountability software to be installed on their computer by the staff of CBC. No computer will be allowed access to the church or dormitory network without the accountability software.

- a. The Internet access will be automatically shut-off each night at 11:59pm.
 - b. Any student who views or downloads inappropriate material will have his Internet privileges revoked, and may be dismissed from CBC.
- 5. No personal furniture items may be brought by any student. CBC will not assume the responsibility or liability for any personal furniture items (i.e., tables, chairs, beds, etc). Unauthorized furniture will become the property of CBC.
 - 6. Student may bring their own computers, small radio, or other personal electronic items. However, all personal items must not interfere with the accessibility and neatness of the room. Neither can they interfere with other student's personal area.
 - 7. Cooking and eating utensils are provided by CBC. Students must clean up immediately after each meal and return the pots, pans, dishes and utensils to their proper place. No dishes may be left out overnight.
 - 8. No male student and/or female student may be alone with each other at time, unless it is a member of the student's immediate family.
 - 9. Any student desiring to travel out-of-town (i.e., the Columbus area), must have written approval in advance. (Forms for this will be provided by the dorm supervisor).

10. CBC men are not permitted to visit the women's dorm at anytime, nor are women allowed to visit the men's dorm, except when there is a meeting of the students that is conducted by the Pastor or his appointed representative.
11. No guests are allowed in the dormitory without the approval and acknowledgment of the dorm supervisor. No overnight guests of students are permitted. All dormitory guests must also abide by the CBC dorm policies and guidelines.
12. In order to be good neighbors, examples and testimonies in the neighborhood, the following guidelines are to be observed:
 - a. No games or outdoor activities are permitted in the dormitory yard after 9:00 p.m..
 - b. Noise and loud sounds should be restricted after 9:00 p.m..
 - c. Each student should look for opportunities to be a good neighbor and help the neighbors when able.
13. All women students must be in the dormitory each night no later than 10:30pm. Exceptions to this are allowed when the student is attending a church function or event.
14. All men students must be in the dormitory each night no later than 11:00pm. Exceptions to this are allowed when the student is attending a church function or event. If the student needs to be later than the curfew time, the student is responsible for contacting the dorm supervisor and getting permission.
15. Lights-out, in the bedrooms, is between 11:30 P.M. each night and 6:00 A.M. each morning. Any student needing to stay up later than 11:30 P.M., for study purposes, may do so in the common area on each floor. No bedroom lights are permitted to be on after 11:30 P.M. The student should keep a small pocket light for the purpose of getting up after-hours, and not turn on the main light before 6:00 A.M.

Discipline & Penalty Policy

1. Any infraction of these guidelines will incur one demerit per offense, and will accrue per semester.
2. Demerits will be billed to the student's account in the following manner:

1-5	=	\$1 per demerit	6-10	=	\$3 per demerit
11-20	=	\$5 per demerit	21-25	=	\$6 per demerit
26-35	=	\$8 per demerit & loss of privileges			
36 or more	=	Dismissal from school for one semester			
3. Any student caught in immoral behavior will be subject to immediate dismissal from school.