

# CALVARY BAPTIST BIBLE COLLEGE

STUDENT HANDBOOK | 2025 - 2026



# Calvary Baptist Bible College

## Student Handbook

### Mission Statement

The mission of *Calvary Baptist Bible College*, through the ministry of *Calvary Baptist Tabernacle*, is to provide an educational environment for the development of servant-leaders who will lead Christ-centered lives as they seek to carry out the Great Commission of planting New Testament local assemblies by evangelizing, immersing, and instructing converts using the preserved Word of God.

### Purpose Statement

*“Training servant-leaders by teaching the preeminence of Christ through the Local New Testament Church.”*

### Verse

*“And he is the head of the body, the church: who is the beginning, the firstborn from the dead; that in all things he might have the preeminence.”*

(Colossians 1:18)

Dear Students,

Welcome to Calvary Baptist Bible College. The faculty and administration want to welcome you to an exciting year of academic and spiritual growth. Your development here depends upon your willingness to experience the “heartbeat” of Calvary. This “heartbeat”, reflected in our mission statement, is a willingness to become a servant to those around you including your peers, members of Calvary Baptist Tabernacle, and those who have authority over you. When you leave Calvary, your success in the ministry will be based largely on how firmly this principle grips you.

Despite the growing size of Calvary, you can be comfortable in our family atmosphere. Because of this atmosphere, we must outline certain guidelines to encourage unity in our student body. As a student, you are a vital part of protecting this unity. A well-disciplined life will be an effective and productive life. This handbook is not designed to make life unpleasant. Rather, it is given in your best interest and with a genuine concern on the part of the college faculty and staff for the development of your spiritual character and Christian testimony. As we work together, we will provide an environment that encourages learning and exalts Christ.

Your Student Handbook should be accessible to you at all times. You will be required to read it at the beginning of each fall semester. Make yourself familiar with its contents and your official contact with the Dean of Students will be kept to a minimum.

The faculty and administration are always available to be of assistance in any way possible. Do not hesitate to make an appointment with me, your faculty advisor, or any other administrator who can be of help. Let us work together to glorify Christ through our actions as we strive to prepare for His service.

In Christ,

Rev. Billy White,

*Pastor, Calvary Baptist Tabernacle*

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# Christian Life

*“Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.”*

(Hebrews 10:25)

Calvary Baptist Bible College (CBBC) is a ministry established and operated by Calvary Baptist Tabernacle. We believe that Calvary Baptist Tabernacle is our largest classroom. One of the great distinctives of CBBC is an education offered in the environment of a local New Testament Baptist church. You are **required** to join and attend all services at Calvary Baptist Tabernacle. Any exception must be approved by the Senior Pastor.

## Services

### Chapel

Chapel services are held regularly each week. Dormitory students must attend all chapels even if they do not have classes on those days. All town students must attend any day that they have a class before or after chapel. Otherwise, they must attend a minimum of one per week. An unexcused absence from chapel the day before or the day after a vacation period will result in double demerits.

### Church Attendance

Faithfulness in church attendance is expected of all students enrolled at CBBC. Attendance will be monitored for Sunday School and all church services. In case of absence because of illness or work, you must fill out a Student Attendance Form. No one is permitted to miss both Sunday morning and Sunday evening worship services for work. If you go home on the weekends, your pastor must complete an attendance form indicating your faithfulness to your local New Testament Baptist church. If you are absent from chapel, church, or a special service, follow the same procedures as a class absence.

### Special Services

For any special services, you must check in with the person taking attendance at the back of the auditorium. Demerits are assigned for failure to check-in. From time to time, special conferences will be arranged to include the entire college family. Students are required to attend all services, including any evening meetings, of these conferences.

## Ministries

Each student in CBBC should consider his life as a life of service to the Lord. While your schedule may be rigorous and seem to occupy every minute of your time, you should not neglect your service to the Lord. This cannot be overemphasized. The spiritual student will find his academic work to be of a higher quality. Opportunities for service at Calvary Baptist Tabernacle should be regarded as opportunities to serve the Lord and develop abilities and talents.

### Required Ministries

- Children's Ministry, Junior Church, or Sunday School.

### Additional Opportunities

- Media Team – audio/visual
- Music – students may only play school or church instruments with approval
- Translation – ASL, English to Spanish
- Nursery worker – females only

# Academics

## Classroom Ethics

The ethics of the classroom are simply an extension of Biblical principles of honesty and courtesy. Most of the following offenses are punishable by academic penalties, disciplinary action, or both.

### Dishonesty/Cheating

- Examinations and quizzes
  - Copying from another student's paper
  - Unauthorized use of class notes, books, or cheat sheets
  - Receiving credit for answers changed or submitted during or after grading
- Papers and written assignments
  - Copying – submitting all or part of someone else's paper as one's own.
  - Unauthorized submission of an old paper, or a paper written for another teacher in place of a present assignment.
  - Using any form of artificial intelligence to complete an assignment without prior permission.
- Plagiarism: the intentional or unintentional use, to any degree, of the ideas or words of one's source material without the proper acknowledgment of indebtedness (i.e., footnote or reference in the text in the case of ideas; quotation marks also in the case of works).
- Reports: giving false information about the performance of requirements.

### Breaches of Etiquette

- Violations include but are not limited to the following:
  - Conversation with other students.
  - Reading or studying materials not associated with the class or meeting being conducted.
  - Interruption of teacher without being acknowledged.
  - Leaving or preparing to leave before dismissal.
  - Insolence or obstinate defensiveness about work.
  - Failure to respond respectfully to faculty or a senior adult.

### Social Courtesies

- All faculty members will be addressed by their title (Mr., Mrs., Miss, and Dr.) and their last name.
- Responses to show respect to faculty members/seniors, are to be “yes sir, yes ma'am”, “no sir, no ma'am.”
- Do not enter any classroom while a class is in session.
- Do not enter another person's office, home, or dorm room. Always knock and wait to be invited in before entering.
- Remain standing in a private office until invited to sit down.
- Acknowledge professors or administrators when passing them.
- Whenever there is a choice, cross behind, not in front of another person. When there is no choice, excuse yourself before crossing in front of the other person.
- Any service, however small, should be acknowledged with a “thank you,” whether or not one has been paid for the service.



## Attendance & Absences

Much vital information is presented at the college level only once. Therefore, you are **required** to attend all classes and college meetings.

The Dean of Students determines whether your absence is excused or unexcused. Demerits will be applied for unexcused absences. Additionally, an unexcused absence will result in zeros on any quizzes, tests, or projects due on the day missed.

- An unexcused absence from a class the day before or the day after a vacation period will result in **double** demerits.
- If you are absent from class other than for a cut, you must complete the following steps:
  - Obtain a Student Attendance Form (forms are located in the area where the student mailboxes are located).
  - Fill out the form and have each teacher sign in the appropriate space.
  - Place the form in the college drop box.
- If your absences exceed the number of times a class meets...
  - in 2 weeks | 3 points per hour missed will be deducted from the final average for every absence up to the number of times that the class meets in three weeks.
  - in 3 weeks | a grade of Withdrawn Failure (WF) will be assigned to your course(s) and you may be subject to dismissal from school.
- Absence from class does not remove your responsibility for the completion of that day's work. You are also responsible for all lecture notes, announcements of future tests, and assignments.
- If you are sick early in the day and feel better later, you may go to classes, work, the library, church services, etc.

## Class Cuts

As a student in good standing, you may cut a class up to the number of times that it meets in a week. Remember, night classes only meet once a week.

- If you want to take a cut, you must complete the following steps:
  - One week **before the cut**, obtain a cut slip (forms are located in the area where the student mailboxes are located).
  - Fill out the form. Then have each teacher and your work supervisor sign in the appropriate space.
  - Place the form in the college drop box. Upon approval, you will receive a signed cut permission slip in your mailbox.
- Students that are minors (under 21), must have their parents send a written permission note directly to the Dean of Students concerning off-campus cuts.
- Your request will be denied if you:
  - are on academic probation
  - do not have a C average in your present courses
  - are not current with your school account
  - are currently working on your student teaching
- Class work **must** be completed in advance, or permission must be secured from the professors to make up the work later. Zeros may be given for any work that is not completed.
- Cuts are not permitted the week before or the week following:
  - The first week of any semester
  - Calvary Baptist Ministry Conferences
  - Final Examinations
  - Spring Break

- The Administration strongly suggests that you do not take cuts. If absence limits are exceeded, you will fail your classes. Cuts are for emergencies.

## Grading System

- The following grading scale is used in every class:

A+ = 97 – 100

C+ = 77 – 79

A = 94 – 96

C = 74 – 76

A- = 90 – 93

C- = 70 – 73

B+ = 87 – 89

D+ = 68 – 69

B = 84 – 86

D = 66 - 67

B- = 80 – 83

D- = 65

F = 64

## Rights & Responsibilities

The Bible teaches that Christian young people should manifest their loyalty to Jesus Christ by separating from conduct condemned in the Word of God. Examples would include but not be limited to adultery, sodomy, sexual perversions of any kind, dishonesty, lasciviousness, the use of illegal drugs of any kind, drinking, gambling, profanity, and obscenity, the use of any tobacco, vaping, dancing, and pornography.

Your conduct off campus is to be compatible with the regulations contained in the Handbook. Any student whose conduct or lifestyle off campus is a contradiction of the Christian standards exemplified by the spirit of the rules for daily living on campus will be disciplined according to the offense.

## Dress Information

The dress code of CBBC is designed for men and women to honor the Lord in their dress. It is not the intention of the administration to be legalistic or use dress as a measure of spirituality. During the school year, while on vacation or cuts, students are subject to the

college dress code. No student is allowed to get any new tattoos after enrollment at Calvary Baptist Bible College.

Men or women who do not meet the dress/hair code standards will not be permitted to attend class. The spouses and children of married students will be expected to adhere to the ministry dress standards prescribed in the following sections.

#### Dress Guidelines (All Students)

- Remain in church clothes one hour after church service ends or until people have left the campus. Exceptions: going off campus, doing work assignments, or remaining in your dorm room.
- Students who participate in the children's programs on Thursday night will be subject to the dress code established by the program leader.

#### Dress Guidelines (Male Students)

- Suits or sports coats with dress shirts and ties are to be worn to Sunday school, Sunday morning services, and all special meetings or conferences. It is also required when participating in any service (usher, Bible reading, prayer, special, etc.)
- A collared dress shirt, tie, dress shoes, dress pants, and belt (if pants are so designed) are required for all daytime classes, Sunday night services, and Thursday evenings.
  - Flannel material shirts and pants with sewn-on pockets are not considered dress attire and should not be worn to classes or church services.
  - All shirt tails must be tucked in.
- A collared shirt, dress shoes, dress pants, and belt (if pants are so designed) are required for evening classes, the office, library, or commons.
- After 6 p.m. Monday – Friday, all day Saturday, after services on Sunday, and holidays the following items are allowed:

- sweatshirts, T-shirts, blue jeans, jean jackets, sweatpants, loose knee-length shorts, and tennis shoes or sandals.
  - Work assignments may require an exception to this policy. However, the exception only applies to the work area.
  - Attire for college social functions will be announced.
- Hats and caps must be removed when entering any building.
  - Tight-fitting pants, necklaces, bracelets, and earrings are inappropriate men's attire on or off campus.

#### Grooming Guidelines (Male Students)

- Hair
  - Must be neatly cut, tapered in the back, and combed above the eyebrows.
  - Shaved heads are not permitted without permission from the Dean of Students.
- Facial Hair
  - Sideburns are not to extend below the middle of the ear.
  - You must get permission from the Dean of Students to grow a mustache, goatee, or beard.
  - Mustaches must be full and not overlay either the lip or the end of the mouth.
  - Goatees, if worn, must be full and no longer than one-quarter inch in length and must be filled in on both sides.
  - Beards must be kept neatly trimmed and clean.
- Continual changing of facial hair growth is not permitted. If you choose to wear a goatee or mustache, wear it for the duration of the college term.

### Dress Guidelines (Female Students)

Female students are expected to dress neatly and modestly at all times. Clothing should never accentuate the bust, tuck in under the seat, hang tightly around the hip area, or expose the midriff area. This means that clothing should meet at least four criteria: high enough, long enough, thick enough, and loose enough.

- Dresses, dress skirts, and dress tops are required for all classes, and church services. Dresses and skirts must touch the floor when kneeling.
  - Tops that have written slogans on them and skirts with patch pockets or other “casual styles” are not permitted for church or class.
  - Low-cut necklines and/or backs, immodest slits (extending above the knee), see-through apparel, short shorts, and tight-fitting apparel are not permitted.
- Dress shoes are expected in all classes and church. Shoes must have at least a one-inch heel without any straps between the toes.
- After 6 p.m. Monday – Friday, all day Saturday, after services on Sunday, and holidays the following items are allowed:
  - Pants (any sort), jean skirts, jean jumpers, jean jackets, sweatshirts, T-shirts, and tennis shoes or sandals.
  - Work assignments may require an exception to this policy, but pants will not be part of that exception. However, the exception only applies to the work area.
  - Attire for college social functions will be announced.
- Cosmetics
  - Makeup should be used in a way that is not excessive or unnatural. This applies to the color and amount of makeup used, especially eye shadow and nail polish.
  - Only natural hair colors are allowed. This includes dyeing and/or braiding.
  - Only one piercing, located in the ear lobe is permitted.
  - Hair curlers may not be worn in public.

# Entertainment

## Phone Use

Students may not take cell phones to class or to work without pre-approval. They are also not to be used after lights out until 6:00 a.m.

## Magazines/Books/Software

No believer can maintain a fervent love for Christ and a holy lifestyle if they subject their mind to the ungodly philosophy and sensuality of today's magazines. Magazines and catalogs of this nature will not be permitted in the dorms or on campus.

- Books, magazines, videos, and computer software with sexually **explicit scenes** will be considered pornographic and will be dealt with as such by the college.

## Music

The position of this ministry is that all music must glorify the Lord Jesus Christ. It must enrich the student's Christian life and enhance his personal walk with the Lord. Any music that does not meet this criterion is unacceptable.

- The following stipulations apply to individually owned music:
  - All music is subject to approval by the Dean of Students. You may be subject to demerits if you listen to music that does not follow the ministry's standards.
  - Headphones are only permitted to be used on campus in the dorm area.
- The following stipulations apply to music performed by individuals or groups:
  - All numbers, no matter who will accompany them, must be approved by Friday of the week before the number is to be sung.
  - All musical groups, ministering on or off campus, must have permission from the Dean.

## [TV/Videos](#)

During the semester, TV/Videos may be viewed on Friday evenings, Saturdays, and holidays after 1:00 p.m., and Sunday after the evening service. All videos and TV shows must be pre-approved by the Dean of Students. Between the semesters and during the summer, TV/Videos may be viewed according to the posted times. TV programs may only be viewed with prior permission. This includes sporting events.

## [Copyright Violations](#)

As a Christian institution, we do not condone the unauthorized copying of music, audio recordings, or computer software. Authorization to copy must come from the publishing agent of the copyright owner, not from the user who purchased the recording, video, or software. Unauthorized copying is theft. Failure to observe copyright and/or license agreements of materials purchased and/or licensed by the college is not permissible and could result in legal action by the copyright owner.

## Social Life

Mixed fellowship is allowed between students between these posted times.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
until 10p	9:30-10p	9:30-10p	9:30-10p	9:30-10p	until 10:45p	until 10:25p

- Sundays mixed fellowship is allowed after the morning service in the dorm gazebo only.
- Mixed groups of any size must remain outside of the dorm area or the dorm gazebo.
- Two members of the opposite sex **may not** be alone at any time on campus.



## Student Assemblies

- **Activities** – All activities except those scheduled in the Calendar of Events must be approved by the Dean of Students before their announcement.
- **Organizations** – No clubs or groups may be organized at CBBC without authorization from the Administration Committee. All groups, programs, and outside speakers invited by individual students or student groups must be approved by the Dean before issuing an invitation. Any expenses or honoraria relating to outside speakers must be approved by the Dean.
- **Fundraising** – Any fundraising effort on the part of any student organization, student group, or dormitory must have the approval of the Administration Committee.

## Couples and Dating

Dating at CBBC must be above reproach and in every way honor the Lord Jesus Christ and the reputation of the school.

- Off-campus dates may be any day of the week. Men and ladies must have **at least** six inches separating them when sitting together (this includes church).
- Students must be chaperoned on off-campus dates. They may not be in a car with the opposite sex unless accompanied by the young lady's parents or an approved college chaperone.
- Any off-campus dates must be cleared with the Dean of Students forty-eight hours in advance of the anticipated date. Approved chaperones will be assigned.
- No dating is permitted between CBCS students and college students.
- In order to date, students under the age of 21 must have written permission from their parents. Parents must also include permission for the Dean of Students to assign chaperones.

- Parents or pastors may chaperone their students following the time limitations stated above.

### Weddings

You may **not** marry at any time during the school year except during the Christmas vacation. You may not marry while enrolled in a summer session. To ensure that the policies regarding weddings are carried out, any student who plans to marry and return as a married student must submit a marriage information form obtained from the College Office.

## Discipline

It is understood that attendance at CBBC is a privilege and not a right. This privilege may be forfeited by not conforming to the standards and regulations of the college. If you encourage or aid others to violate the college's rules, you may be subject to expulsion. Furthermore, if your response, character, or conduct is considered to be so spiritually deficient as to make you unworthy of the privilege of holding a degree from this school, the college reserves the right to request your withdrawal and to deny the granting of a degree. The doctrinal position of Calvary Baptist Bible College emphasizes the fundamentals of the faith and strives to maintain biblical unity among the student body based on these essentials. In the interest of that unity, CBBC will terminate your enrollment if you propagate doctrine contrary to the ministry's doctrinal position such as the practice or promotion of speaking in tongues.

The college is not required to impose the same discipline in all situations involving the same standard. However, the Administration will strive to be utterly consistent in its adherence to the rules in this student handbook. Consideration will be given to the specifics of an incident, the record, and the previous behavior of the student(s) involved. Demerits may be increased for repeated offenses: doubled for the second, tripled for the third, etc.

### Off-Campus Students

Students living at home may not be subject to all the regulations governing dormitory students, however, all off-campus students are subject to all the guidelines which govern dormitory students. Any off-campus student who deliberately influences a dormitory student to disregard any college regulations may be subject to dismissal.

### Demerits

The demerit system has been established to assist and encourage acceptable student conduct and develop strong Christian characters. CBBC maintains a firm, reasonable, and just system of discipline. Failure to observe policies or an infraction of a regulation will result in a measure of discipline stipulated as a “demerit.”

The goal of this system is to encourage self-discipline. Demerits are given for violation of college policies or standards of conduct. If you knowingly conceal another student’s violation, you may be subject to the same disciplinary actions given to the offender. Demerits are determined on a consistent basis with consideration given to the seriousness of the offense. Demerits can be viewed weekly by request. You may make an appointment with the Dean of Students to discuss questions about demerits.

### Appeal Demerits

If you feel that the demerits issued for a particular infraction are in error, you may appeal in person to the Dean of Students within **one week** of the date the demerits were given. This ensures that all extenuating circumstances can be considered.

### Accumulation of Demerits

#### ➤ 50 demerits – **Campused**

- If you accumulate 50 demerits during a semester you will be campused. This means that you may not leave campus until the end of the semester unless specific permission is obtained in writing from the Dean of Students. Students will only be allowed to leave for medical reasons.
- Students who are campused or socially restricted must attend mandatory functions but cannot violate the terms of their restriction.

- 75 demerits - **Socially Restricted**
  - If you accumulate 75 demerits in a semester, you will be socially restricted as well. This means the loss of all social privileges including communication with members of the opposite sex until the end of the semester.
  
- 150 demerits – **Expelled**
  - If you accumulate 150 demerits in one semester you will be expelled.
  - If you have a difference of opinion with the Ministry of CBT, you should contact the Dean of Students immediately. Do not talk about your concerns with other people.
  - Do not accept mail or phone calls from expelled students.
  
- Consecutive Demerit Accumulation
  - 75 demerits for two consecutive semesters – will result in disciplinary probation the next semester of enrollment
  - 100 demerits for two consecutive semesters – will result in denied re-enrollment for at least one semester

## **Demerit Listing**

<b>Offense</b>	<b>Demerit(s)</b>
Improper procedures (check-in/out, time card, etc.)	1
Room inspection	1
Tardy (class, chapel, church services, appointments, work, etc.)	1
Littering or damaging property (student must pay for all repairs)	3
Improper conduct (up after lights out)	3
Irresponsible actions	3
Attendance at dances	10
Dress code infraction	10
Employment irresponsibility	10
Unexcused absence (class or place of responsibility)	10
Watching inappropriate videos or TV programs	10
Trespassing* (on or off campus)	15
Hazing (humiliating harassment, especially of new students)	20
Causing another student to violate handbook procedures	20
Displaying a bad attitude	20
Improper language	20
Disrespect to a faculty or staff member	30
Intentional disobedience	30
Direct or indirect involvement in a demonstration without prior permission from the CBBC administration	30
Dishonesty (cheating, lying, stealing*, plagiarizing)	30/E
Gripping or making derogatory statements*	30/E
Propagating doctrines contrary to CBT ministries	30/E
Off-campus without a pass	50
Unauthorized use of a vehicle	50
Fighting	50
Willful destruction of ministry or other student's property*	100
Using or attempting to use another individual's credit card*	E
Accumulation of 150 or more demerits in one semester	E

Disrespect for the U.S. Flag, disloyalty to the United States by involvement in demonstrations, riots, or acts of violence	E
Divorce or immorality	E
Falsifying information on the application	E
Gambling	E
Leaving the island without permission	E
Use of alcoholic beverages, illegal drugs, narcotics, or tobacco	E

### **E = Expulsion**

- **Trespassing** – Students are not to enter upon the private property of any neighborhood resident.
- **Theft** – Stealing and shoplifting are serious offenses that may result in expulsion. Personal items, including books, clothes, shoes, and money, borrowed without permission constitute theft and will be dealt with as such.
- **Gripping** – a critical or cynical attitude that grieves the Holy Spirit and is destructive to both Christian growth and Christian fellowship. Constructive suggestions made to the administration will always be welcomed, but griping at CBBC **will not** be tolerated.
- **Willful destruction** – Results in demerits and restitution
- **Credit Card/Charge Account** – Using or attempting to use another individual's credit card without permission is subject to expulsion. Dormitory students may not have charge accounts with CBCM faculty/staff or local businesses.

The following procedures will be followed if you are expelled:

- All contact with the student body must cease the moment that you are informed of the expulsion and may not resume for one year.
- You will not be left alone at any time.
- Arrangements for immediate departure at your expense will be made.

# Campus Life

CBBC and all of its property belong to the Lord. The way the property is maintained is important since it affects the Christian testimony of both the college and students. It is also important to maintain a high level of cleanliness when people are living in close quarters such in a residence dorm setting.

## Dorm Guidelines

- Willful damage or destruction of property will not be tolerated. Students will be responsible for paying for any damages; other disciplinary actions may follow.
- On-campus housing is required of all single students younger than 25 years of age, or who are not living with their parents or immediate family.
- Prayer Captains are the Dean of student representatives in the residence dorms and should be treated as such. These individuals will enforce rules, inspect dorms, do curfew checks, and act as a referral source for any other resident problem.
- No residence dorm furniture is to be added, removed, or moved without permission from the Maintenance supervisor.
- Items that are placed on the walls must be pre-approved by the respective dorm supervisor and are subject to the following guidelines:
  - No items may puncture holes in the walls (i.e. staples, nails, or screws)
  - Only “sticky tack”, scotch tape, or masking tape may be used
- All students must be fully clothed outside their dorm rooms.
  - The blinds in the ladies’ dorm must be closed. Ladies must be fully dressed, or be wearing a robe when they exit their dorm room.

- You may not enter other students' rooms unless a member of that room is present.
- Quickly report any broken or damaged amenities to the maintenance staff.
- Students who have general questions concerning the dorms should ask their Dorm Supervisor. If additional information or counseling is needed, students should contact their faculty advisor or the Dean of Students.

### Prohibited Items

- The following is a representative, but not all-inclusive, list of items that are **not** permitted in a Residence Dorm.
  - Candles or incense
  - Cooking equipment
  - Electrical appliances or equipment - without prior approval
  - Firearms - including BB guns, are **NEVER** permitted on campus.
  - Fireworks of any kind
  - Furniture - other than provided by the Administration
  - Motorcycles/bicycles
  - Pets - animals, birds, or fish
  - Television sets
  - Weight-lifting equipment

## Facility Inspections

The dorm rooms, kitchen, laundry room, and bathrooms should be neatly organized and presentable at all times. All rooms must be ready for inspection by 8:00 a.m. each weekday. Complete your cleanup assignment.

- You will be required to complete the following:
  - **Dorm rooms** – Straighten your area, make your bed, hang up your clothes (one towel may be hung up at the end of the bed)



- **Kitchen** – clean up after yourself, utilize your designated storage area, and only consume your food items
- **Laundry room** – promptly pick up your laundry when finished, everything should be left neat and organized
- **Bathrooms** – be courteous in keeping all areas clean and organized

### White Glove Inspections

Periodic white glove inspections will be scheduled. All students are **required** to remain on campus and are to be present in their respective dorms during these inspections.

- Any discrepancies must be rectified by the person(s) responsible before they will be granted permission to leave campus.
- If you fail your room inspection, you will be given demerits. If you persist in failing to clean your room, you will be referred to the Dean of Students for further discipline, which may include suspension.

## Lights Out

- Sunday – Thursday | Lights out are at 11:30 p.m.
  - Friday | at 12:00 a.m.
  - Saturday | at 11:00 p.m.
- With the exception of work, using the restroom, or having received permission to study after 11:00 p.m., you may not leave your room after 11:00 p.m.
- You may not rise before 4:00 a.m. Between 4:00 a.m. and 6:00 a.m. wakeup time, you must remain quiet and lights are to be left off.
- Showers are not to be used between the hours of 10:30 p.m. and 5:00 a.m. except on Friday. Showers may be used until 11:30 p.m. on Fridays.

## Quiet Hours

Quiet hours are to be observed Monday through Thursday from 6:30 - 9:30 p.m. and Sundays from 1:30 - 4:00 p.m. This time is set aside so that you may prepare for your classes the following day. You may talk quietly in your rooms; however, you may not talk or visit between rooms.

## Prayer Meetings

Each dorm will observe a time of prayer from 10:15 - 10:30 p.m. These meetings are set aside for prayer, not preaching or extended testimonies. The following guidelines apply:

- Prayer meetings will start promptly at the appointed time.
  - Room Leader receives prayer requests (5 minutes)
  - Prayer time (10 to 15 minutes)
  - Room Leader closes in prayer
- Unless you have a work assignment, attendance is **mandatory**.
- If you are ill, you may be excused by your Residence Dorm Monitor one time in a week. All absences will be reported to the Dean of Students the next morning. Permission must be obtained from the Dean of Students for additional absences in that week.
- Though not limited to this one night, Friday night prayer meetings should concentrate on the needs of the various missionaries of our church.
- The Dorm Supervisor may permit extended prayer meetings.
- Additional prayer requests will be maintained by the room Prayer Captain.
- If you desire to add requests to the weekly Church prayer list, notify your room Prayer Captain.

## Leaving Campus

- The following policies apply to trips off campus:
  - First-semester students must fill out an “Off-Campus Pass” and have it signed for **any** off-campus activity except the regular Saturday afternoon van run to town.
  - Students who have attended more than one semester may leave campus simply by putting their name on a pass and clocking out.

### Bi-Weekly Shopping Trips

Every other Saturday afternoon a shopping trip is planned to at least one of the local shopping areas. (Wal-Mart or the mall).

### Transportation

- Saturday Shopping Trips - \$2.00 | All other trips - \$6
- A request form for transportation must be filled out at least two days before the date needed. Forms may be obtained from the college office.

### Off-Campus Rules

- Campus parents may sign a pass to take their “Campus Student” to their home.
- While off-campus there must be at least three students of the same sex together.
  - One student must be at least a second-year student
  - Exceptions include doctor appointments or campus parent visits
- The only person who can sign “Off Campus Passes” is the Dean of Students, and in his absence, members of the College Administration.
- First-semester student slips should be submitted by noon the day before leaving and weekend passes should be submitted by noon on Friday.

- Administration personnel **will not** sign your slip if you have not followed proper procedures (i.e. last minute decisions).
- If invited, students may stay overnight off campus during the weekends or holidays; however, they have to be back in time for Sunday morning services. Their responsibilities must be covered or completed before leaving.
- Any mixed group **must** include an approved chaperone.
  - A pass must be submitted to the college office and a chaperone will be assigned.
  - If a group comprised of the same sex leaves campus to meet a group of the opposite sex, this now constitutes a mixed group and a pass must be obtained beforehand.
- You may not travel alone in a car with a member of the opposite sex at any time for any reason.

#### Off-Campus Curfew

- Students may not leave campus before 6:00 a.m., or return after curfew.
- Students must be back on campus at 9:45 p.m. for Sunday through Thursday and holidays when school is the next day.
- Students must be back on campus at 10:45 p.m. on Fridays and holidays when there is no school the next day.
- Students must be back on campus at 10:15 p.m. on Saturday.

## End of Semester

We desire our college students to have a testimony that is above reproach during both the school year and their vacation periods. We do not desire to train hypocrites.

We hope that the standards of CBBC will not just be rules but personal standards that will enable you to be a strong Christian and properly influence others. For this reason, you are expected to observe Calvary Baptist Bible College rules during vacations.

### Vacation Rules

- **Christmas vacation** begins at 6:00 a.m. the day after CBCS dismisses for the Christmas break. Some work scholarship positions may require a later departure. Check with your work supervisor.
  - All transportation must be scheduled after classes and work schedules are completed. The return date for the second semester will be listed each year in the Student Calendar. Plan flights early enough in advance to meet the deadline.
  
- **Summer vacation** begins at 6:00 a.m. on the day after summer school ends or CBCS dismisses for the summer whichever comes later.
  - Order airplane tickets sufficiently in advance so that you may meet your obligations.
  - All personal belongings must be packed in the containers designated by the maintenance department. Items that are left out will be subject to disposal.

The ministry is not responsible for your belongings when you leave school permanently. You are responsible for making all shipping arrangements. Packages must be completely ready to ship - securely boxed and labeled. Otherwise, the items must be picked up. Storage barrels are available at a cost. Because there are reasons for every rule, we ask that you do not request that we break or bend rules governing vacations and breaks. If we do this for one, we must do it for all.

### Dorm Check Out

No student will be permitted to check out of the dorm until their room has been checked by the Dorm Supervisor. All rooms must be thoroughly clean, and all furniture must be in place. Students living in the dorm during break or for the summer must observe all college rules. The following exceptions apply:

- Due to various work schedules, you may sleep past the designated time to rise. However, you are still responsible for room inspection at noon.
- You may sign up for dating on the sheet posted in the College office. Requests must be submitted 48 hours in advance. Dating hours begin the Monday after the last chapel or summer school class and are at the following times.
  - Monday - Friday | 6:00 - 9:00 p.m.
  - Saturday | 2:00 - 9:00 p.m.
- Off-campus passes must be in by 8:30 a.m. They will be signed and returned each day.
- If you get campused during the summer, you will remain campused until the dormitories officially open for the first semester.

### Exam Permits

Exam permits are issued the week before examinations. You will not be permitted to sit for final exams without an exam permit. To receive a permit, your college account must be current, your book bill must be paid off, and any other fines or monies owed must be paid.

# Student Services

## Facilities

### Buildings and Grounds

With the exception of designated living and study areas, you are not allowed in any area (including behind the church or school buildings) except when assigned there in connection with your studies or work. After sunset, students are to remain in the area of the dorms except when assigned elsewhere in connection with work scholarship responsibilities.

- You must enter and exit the campus through its main entrance. If you are observed entering the campus via unauthorized means (e.g. jumping the fence), you will receive a minimum of 50 demerits.
- Sleeping is only permitted in your dorm room
- Keep the following areas neat and orderly: kitchen, laundry room, library, dorms, classrooms, and gazebo area.

### Library

The operating hours for the library are posted in the library. No one is permitted in the library except during the posted hours, or when on assigned work scholarship duties. Library policies are also posted in the library. Students are not to be in the library without supervision.

### Commons

Some classes require the use of computers for papers and research. You are permitted to use the Commons for personal and class-related assignments according to the scheduled hours of operation. Use of the Commons is a privilege. Posted regulations and the instructions of the lab monitor are to be strictly observed.

### Conservation of Energy

CBBC operates as a ministry of *Calvary Baptist Tabernacle*. Therefore, we must have your cooperation in conserving electricity, water, and gas. Please make the following actions part of your everyday routine:

- Turn off all lights when leaving a room.
- Immediately report leaking plumbing, or any other maintenance discrepancy to the college office
- When the air-conditioning is running, windows and doors must be closed.

### Keys to Ministry Buildings

You may not have keys (conventional or electronic) to any ministry building unless that specific key has been issued to you. No reproduction or copy may be made of any keys issued by the College. **A fee will be charged for lost keys.**

### Care of Property

Willful damage to or destruction of college property will not be tolerated. Damage of any intentional nature will be considered a disciplinary offense. You are expected to immediately report any damaged property to the appropriate person. No signs, banners, plaques, pictures, or other objects may be hung on the walls of any campus buildings including the dorms without permission. **DO NOT** tamper with electrical bells, doors, official timepieces, or electrical equipment.

### Damage Liability

In the event of a catastrophe such as, but not limited to, fire, windstorm, hail, explosion, riot, attending a strike, civil commotion, aircraft, vehicles, and smoke, CBBC is not liable for either personal injuries or damages to any personal belongings of students. Neither is CBBC liable for theft of personal belongings.



# Employment

## Work Scholarships

There are many opportunities for students on work scholarships. At the beginning of each school year, jobs are posted and appointments are made with various job supervisors. Job agreements are made between students and their supervisors.

- You may not quit your work scholarship job without submitting a two-week notice in writing to your supervisor. If you are planning to quit your job, you must see the Work Scholarship Coordinator before notifying your supervisor of your intentions.
- As a general policy, jobs are assigned for the academic year. Changing jobs may not be permitted.
- You must contact your supervisor and obtain his approval to miss work. Any student who misses work without the supervisor's approval will be assessed 10 demerits.
- **Time Cards** – You will be issued a new time card each week. You are to clock in and go directly to your job.
  - As a general rule, you should clock in 3-5 minutes early to be on the job at the assigned time. Once your job is completed, you must clock out. You are **not permitted** to clock in or out for another student.
- **Uniforms** – Some work scholarship jobs require the wearing of uniforms. These will be issued from and returned to a designated location. A cash payment will be levied for damage other than normal wear and tear and uniforms that are not turned in at the designated time.
- **Ministry-Owned Vehicles** – Students using Ministry vehicles as part of their work responsibilities are required to obtain a driver's license recognized by the government of Puerto Rico. In case of an accident, drivers may be responsible for the deductible

portion of damages, unless the accident was a result of a mechanical failure, or another driver. Work scholarship students should see their work supervisor for specific liability amounts.

### [Off-Campus Employment](#)

F-1 visa students may not work off campus without a USCIS-issued Employment Authorization Card, except in the homes of members of Calvary Baptist Tabernacle. No student is to accept a job requiring them to participate in producing or serving alcoholic beverages. Students should not accept employment in any place where their personal testimony or the testimony of CBBC might be compromised.

## Office

### [Office Hours](#)

Faculty and staff members will set their hours to meet with students. You should inquire with the individual faculty or staff member for appointments.

### [Finances](#)

At the beginning of each month, your total hours are calculated and the corresponding dollar value is sent to the finance office. Your account will be credited and you will receive a physical copy of your statement. Unless otherwise designated, all gifts received in your name will be deposited against your account.

### [Student Information](#)

The College office is a service and support area for students. Personnel in the office will assist in providing information concerning finances, charges, fees, visa applications, etc.

### [Lost and Found](#)

Lost and Found is located in the college office. Articles may be reclaimed by paying a \$0.50/per item service charge. At the end of two weeks, unclaimed articles will be given away, sold, or placed in the trash container.

# Communication

## [Mail](#)

Each student will be provided a mailbox in the college hallway. Mailing addresses are:

<b>Regular Mail</b>	<b>Packages only (USPS)</b>	<b>UPS/FedEx</b>
Your Name Calvary Baptist Bible College PO Box 3390 Carolina, PR 00984-3390	Your Name Calvary Baptist Bible College HC 2 Box 14364 Carolina, PR 00987-9715	Your Name Calvary Baptist Bible College Carr. 860 KM 2 (Int.) Barrio Martin González Carolina, PR 00987

Outgoing mail may be placed in the designated area. During the semester, mail will be picked up and delivered to your mailbox Monday through Friday except on holidays. The mail schedule varies during breaks and in the summer. When you leave school (permanently), first-class mail will be forwarded to you, provided you leave an address with the office and funds for postage. Do not remove any item from another person's mailbox without permission.

## [Bulletin Boards](#)

College bulletin boards for administration, faculty, and student announcements are for official use only. You are responsible for keeping yourself informed of all notices. You may submit to the College Office any announcements that you would like posted. Upon approval, they will be posted.

## [Official Call Slips](#)

Upon receiving one of these slips, you must contact the sender of the slip by chapel time of the next day or within 24 hours if there is no chapel. Failure to check your mail does not relieve you of the responsibility, or the liability, of the notice(s).

# General Policies

## Guests

Anyone who wishes to have a guest attend classes must obtain a visitor's pass from the office. This pass should be shown to the teacher of each class the visitor attends. Visitors to the dormitories should stop by the office to receive a pass. The receptionist will notify the dormitory students that visitors are here to see them. Only ladies will be allowed in the ladies' residence. Only men will be allowed in the men's. No **minors** are allowed in the dorm.

- A "Calvary Baptist Ministries Campus Guests" form needs to be filled out for guests requesting to stay on campus.
- The daily cost for guests residing on campus, may be obtained from the finance office. All payments must be in US currency. All arrangements are to be made in advance of the stay.

### Unavailable Guest Dates

- August – September (opening of school)
- Thanksgiving Week
- December (Final Exams, Semester Break)
- January 1<sup>st</sup> – First day of the Second semester (CBBC or CBCS whichever comes later)
- Spring Break
- May (Final Exams, Graduations, Camp)

### Guest Policies

- Campus guests are subject to the dress guidelines, campus curfew, and facility use rules and regulations outlined in the CBBC Student Handbook.

- Towels and bedding may be available upon request. Guests are to provide their own toiletries and laundry detergents.
- Unless an extension is approved, CBBC Prospective Students are requested to limit their visit to a maximum of three nights.
- On-campus family accommodations are not guaranteed.
- No trailer/motor home hookups are available, and such vehicles are not permitted overnight parking on campus.

## Automobile Information

All motor vehicles must be registered with the Administration office. Vehicles parked on College property must also be registered with the Puerto Rican Department of Public Transportation. Any car driven on campus must have liability insurance of at least \$100,000. You may not park in spaces marked for visitors, faculty, etc. Fines of \$25.00 will be issued for violations.

It is expected that you will adhere to any directives concerning vehicles. Notice of any failure to do so will be forwarded to the Dean of Students for disciplinary action. Vehicle parking tickets and other citations issued by the Puerto Rican Police are to be paid directly to the appropriate police office.

If you are an I-20 student, you may only use your car, or those belonging to your immediate family members. You may not use cars belonging to any other individuals. Violation of this stipulation carries a minimum 50 demerit penalty.

Dormitory students may not bring the following types of vehicles to the campus: motor homes, pickup campers, step vans, street vans without windows, ambulances, hearses, or any type of truck larger than a half-ton pickup.

## Medical

It is your responsibility to make your doctor and dentist appointments and to notify the college office as soon as possible in order to arrange for transportation. There are no transportation charges for medical appointments. Care should be taken so that appointments do not conflict with class schedule, work schedule, program or services

You must obtain prior permission from your work supervisor before scheduling non-emergency appointments. In addition, transportation forms must be submitted two working days in advance for non-emergency doctor visits (i.e. eye doctor and dentist).

## Insurance

The ministry does not require students to have health insurance. Plans may be available for students to participate through the ministry. **All** incurred medical expenses are the responsibility of the student.

## Release of Information

- Do not release information of any kind concerning Calvary Baptist Christian Ministries to any local newspaper, radio, or television station. If you are approached for information, about this ministry, by a news reporter you should refer the reporter to the Dean. He is in a position to answer the reporter's questions accurately and speak officially for the College.
- Students leaving CBBC to begin their ministries may not solicit money from individual members of Calvary Baptist Tabernacle.
- Unless you are preaching in your home church, you must receive permission from the Dean before accepting an invitation to fill a pulpit. Permission must be granted before you give the church a yes or a no answer.

# CALVARY BAPTIST BIBLE COLLEGE

