



**COBEAC**

Baptist Bible Institute

2015-2016

# Men's Handbook

A Step in the Right Direction



Dear Student,

We desire to provide a student handbook that is as student-friendly as possible without being unnecessarily detailed. We would like to give out **a piece of paper that says 'Do Right' on it and hope for the best for the** rest of the year. It would be great if all organizations could operate in this fashion! However, while every attempt is made to provide brevity to every situation or rule, there are many areas that simply need greater explanation.

Every situation, whether it is for athletes in a competitive event, lawyers in a court of law, or students in a training institution, should be guided by reasonable boundaries. These boundaries (or rules) should provide our entire student body with a standard operating expectation throughout the year. If we are all on the same page, we will go much further than if **'every man does that which is right in his own eyes.'**

**The key to a student handbook is not clarity alone, it is everyone's** willingness to follow each boundary with a cheerful and cautious spirit. If you make a commitment to love the Lord with all your heart and honor others more than yourself, then your year will be more fulfilling than you could have ever imagined. If you surrender your expectations to run your own schedule and set your own agenda, you will experience the key to personal freedom, that is God gives you more when you surrender all.

Have a great year!

CBBI Administration

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*This handbook is subject to change at any time deemed necessary by the Administration of CoBeAc Baptist Bible Institute.*

# Spiritual Life

## Accountability

Students are responsible for knowing and abiding by the material contained in the student handbook. Students unwilling to abide by these rules and guidelines will not benefit from the program at the CoBeAc Baptist Bible Institute and will be subject to corrective action.

## Bible Version

CoBeAc Baptist Bible Institute and Camp CoBeAc and Retreat Center use the King James Version for preaching, teaching, Bible memory, Institute and Camp presentations, and counseling. We believe that the KJV is the Word of God and is relevant, credible, sufficient, and authoritative. Students are required to use the KJV for these activities and functions. While some campers and different churches that use our facility may use other translations, at no time should any student question pastoral authority and church autonomy or create doubt in the sufficiency, authority, and inspiration of the Scriptures they have chosen to use.

## Chapel

### Attendance Requirements

- Students are required to be in every chapel service unless they have checked into the Health Center.
- Students arriving at chapel after 11:00am will be considered late.
- Three lates to chapel will be considered an absence.

When students miss chapel, they must obtain a copy of the service by submitting a request form to the Office, listen to the service, and turn in notes within one week. This does not apply in case of illness.

### Bible

Students must bring a *printed* Bible to chapel and special speaking events. PDAs, laptops, iPods, and cell phones with Bibles on them are not permitted due to their potential for distraction.

### Time and Location

Chapel will take place in the Chapel on Tuesday, Wednesday, and Thursday at 11:00am unless otherwise announced.

## Church

- Students are required to attend Sunday morning and evening and Wednesday evening services at Houghton Lake Baptist Church or Immanuel Baptist Church unless serving in an Extension Ministry elsewhere. CBBI is only able to provide rides to Houghton Lake Baptist Church.
- At each semester, students have two weeks to choose which church they will attend, and that is where they will remain until the end the semester, and students are strongly encouraged to be involved in the ministries of their church.
- Students who wish to change churches mid semester must meet with the Student Life Director with a valid reason for the request.
- Students ministering in churches represent not only themselves, but also their home churches as well as Camp CoBeAc and CoBeAc Baptist Bible Institute. Therefore, please abide by the following guidelines:
  - When in services, sit in the *front* half of the sanctuary or classroom, and listen attentively.
  - Greet the pastor and his wife each week.
  - Be friendly and open with church members.
  - Dress according to CBBI dress guidelines.

## Membership

Due to the length of the program at CBBI and the different churches that students attend, the decision as to whether or not students should become members of their extension churches is between the students, their parents, their home pastors, and the pastor of the churches they are attending.

## Special Meetings

- **Anytime there is a special meeting at a student's church, such as missions conferences, revival meetings, etc.,** students are encouraged to attend if it does *not* conflict with other events and seminars being held at CBBI.
- Special permission to miss a portion CBBI event for one of these meetings may be requested by submitting a pass and will be considered on an individual basis. Do *not* assume your pass will be approved.

## Extension Ministries

CBBI does not place students in Extension Ministries. Churches who wish to have student help in specific ministries must go by the following steps.

- Contact the Office and speak with the Coordinator or Student Life Director explaining the needs/opportunities.
- The Student Life Director will examine the Extension Ministry Questionnaires each student filled out at Orientation and will find out which students have **interests or abilities that fit with the pastor’s request.**
- The Student Life Director will approach students and ask if they would be interested in serving at that church.
- Students who are interested will be connected to the pastor, and the pastor and student will work out details such as rides, compensation, and meals.
- Once details are finalized, the student must fill out a Request to Attend an Unapproved Church Form from the Office to attend the unapproved church. The Student Life Director must approve this request.

## Christian Service Reports

### General Responsibility

Church attendance and ministry is monitored through the Christian Services Reports. These forms are located on the CBBi Information Desk, and students must turn these in by 5:30pm on every Monday unless they were on break the past week. *All blanks must be filled out.* The Coordinator and Deans will check through these and file them accordingly.

### Dormitory Devotions

Dormitory Devotions take place Monday, Tuesday, Wednesday, and Thursday from 10:00pm—10:30pm.

- Monday: All ladies meet together and all men meet together for a devotional time with one of the staff, interns, or a special guest.
- Tuesday: Dorm Supervisor led
- Wednesday: Room Leader led
- Thursday: Rotated Room Leader Led

### Ministry

- Students at CoBeAc Baptist Bible Institute are required to attend a church and become involved in at least one ministry of that church. Ultimately, students are under the pastoral leadership and should serve wherever requested within reason.

- Students are required to attend all evening services for any CoBeAc sponsored retreat. Some exceptions will apply, but the administration will make you aware of these exceptions.
- All students are required to participate in the CBBI choir.

## Personal Devotions

- While there is not a time set aside for students to do their devotions, it is expected that each CBBI student will spend private time with God on a daily basis.
- There are weekly Devotional Accountability Forms located on the CBBI Information Desk. The students will fill out these forms stating when they had their devotions and what they learned. *All blanks must be filled out.* These are due in the Office every Monday at 5:30pm.

## Soul-Winning

- Students will be trained in the area of soul-winning and will be expected to go regularly with their church if it is offered.
- Students are required to attend all CBBI sponsored soul-winning trips.
- When soul-winning, students must be in class dress.
- Students must always go soul-winning in same gender groups. If there is more than two people, it can be a mixed group.



# Academic Life

## Academic Honesty

For coursework and projects, it is a serious offence if a student is found cheating or plagiarizing. Unless permitted by the Instructor, group collaboration will also be considered a serious offense. This includes copying work from other students or plagiarizing work from the internet or other source. Due to the fact that some projects are based on how a student approaches a situation using the Scriptures, each student must turn in his or her own separate project, and it must be clear **that the words are the student's own.**

### Academic Honesty Pledge

Students are required to write and sign the following statement on each of their assignments.

*I affirm that I will not plagiarize, use unauthorized materials, or give or receive illegitimate help on assignments, papers, or examinations. I will also uphold honesty in the evaluation of my work and the work of others.*

*Name of Student*

## Activity Eligibility

### To Participate in Student Events

Students who wish to participate in society events and student body activities *must* be passing all of their seminars with no outstanding class work.

## Attendance

### Classes

Students are required to attend *all* classes unless there is illness or death in the family. Due to the block class organization, class cuts are not given.

### Electives

Various electives will be offered throughout the year, and students are required to attend the electives.

## Make Up Work

Students that miss any seminar period will be required to submit a CD request form from the Office for the period missed and listen to the CD and complete any notes or homework within *three* days of their absence.

## Tardiness

- Tardiness is a sign of being unprepared and unable to manage a personal schedule.
- Students are considered tardy when they are not in their seats at the scheduled beginning time.

## Grading System

Grades are issued using the following grade scale:

<u>Grade</u>	<u>Letter</u>
90-100	A
80-89	B
70-79	C
60-69	D

## Graduation Requirements

### 2-Year Diploma Requirements

- Complete 4 semesters of CBBI and pass class requirements.
- Fulfill a summer internship
- Agree to the Doctrine and Life Statement of CoBeAc

### 1-Year Certificate Requirements

- Complete 2 semesters of CBBI and pass class requirements.
- Commit to fulfill a summer internship
- Agree to the Doctrine and Life Statement of CoBeAc

## Seminar Room Policies

### Food and Drink

- Students may have drinks in the seminar room only if the drink is in a container with a closeable lid.
- No food or gum is permitted in the seminar room at any time. However, cough drops/mints are allowed.

### Electronics

Students are permitted to use their laptops and tablets for academic purposes only. Students playing games, surfing the internet, checking email, etc., will face an infraction penalty.

### Discussion

Large or small group discussions will often take place during seminars. Students should be sure to maintain courtesy at all times when in these discussions. Interrupting, bad-mouthing, or raising of voice is not acceptable classroom behavior.

# Dress and Social Guidelines

## Dress Standards

CoBeAc Baptist Bible Institute wants each student to honor God in every facet of life. Outward appearance is important because it reflects heart attitudes and life values. Our ultimate goal in appearance and dress is to glorify God, not man, and to direct the attention of others to the Christ likeness of our spirit. We should **base our wardrobe choices on Biblical principles, uplifting the Lord's name, and influencing others to godliness.** Realizing that each of us is at a different level of spiritual growth, CoBeAc Baptist Bible Institute provides four basic principles to help you choose your attire:

- Modesty - Means decency - not being showy, not drawing attention to yourself. It means propriety in dress, behavior, and speech - not wanting to offend or lead astray. The person who dresses modestly is conscientious about the influence of his or her dress on others (Proverbs 2:11). Attire **should draw attention to one's countenance and the reflection of Christ's purity and holiness, not to one's physical features. We want our students to be an example in their grooming, dress, and actions, as well as to encourage a lifestyle of godliness in thinking and living to each other, those they minister to, and camp guests.**
- Distinctiveness - **Genesis 1:27 says, "Male and female created He them."** God created two distinct genders. By doing so, He purposefully planned basic differences between each gender. These distinctions should not be altered. **Distinctly feminine apparel enhances a woman's appearance and communicates a sweet spirit. Distinctly masculine apparel communicates the manly role of leader, protector, and provider.**
- Appropriateness - Means suitable, fitting, or compatible. Appropriate attire is modest, suitable, and fitting for the occasion. Certain types of clothing are appropriate for certain activities. The right choice is one balanced by self-control.
- Deference - When we show deference, we have consideration and respect for others, as Jesus says in Matthew 7:12. We all have opportunities to practice deference on a daily basis. Attire is only one of many areas in which we regularly make choices regarding deference. Romans 14 tells us not to judge one another; however, understanding that a weaker brother may judge us, we must be careful not to be a stumbling block. There are times when we must choose to defer, submit, and yield our rights in love and concern for others. Ultimately, we must choose to do what is best to honor God and serve others.

CoBeAc Baptist Bible Institute reserves the right to change the dress status for any activity at any time. While general guidelines may be printed in the handbook, occasions may occur that call for a change in the dress code. Students have the responsibility to be attentive to these announcements and to abide by them.

## General Dress Guidelines

- Men must shave every morning.
- Men may not receive piercings or tattoos, whether permanent or temporary, while enrolled at CBBI.
- Hair must be kept trimmed, with sideburns thinned and not below the middle of the ear.
- Hair should not touch the top of the eyebrow, the tip of the ears, or the back of the collar.
- Clothing should be clean, pressed, and in good repair.
- Pants are not to be overly baggy or long and must be worn at the waist where they are intended to be worn. Skinny pants are also not acceptable.
- Men may not wear T-shirts that are ripped or torn or have worldly sayings or images. Men are not to wear tank tops, ripped blue jeans, tight slacks, short shorts, or any other clothing that would be considered questionable or inappropriate.
- Hats are not to be worn in any building except to athletic events.
- Men must be fully dressed when leaving the dorm room.
- Men may not wear jewelry with the exception of wrist watches.

## Specific Dress Guidelines

- Active Wear - during work projects, summer camp, announced retreats and activities.
  - Jeans, sweatpants or wind pants may be worn. Sweat pants, athletic pants, and fatigues are considered active wear only.
  - Shorts may be worn at the beach front or for athletic competition only.
  - T-shirts or sweatshirts may be worn.
  - Athletic shoes or sandals are acceptable. Shower shoes may be worn during beachfront activities only.

- Casual Wear - evenings, weekends, and activities.
  - Nice, sharp looking jeans are acceptable.
  - T-shirts are acceptable.
  - Casual shoes and socks may be worn, but not sandals.
  - Hoodies are permitted.
- Class Wear - During class days from breakfast through dinner, certain activities, chapel, Wednesday evening services, soul-winning, and specified events.
  - Casual dress pants should be worn. Jeans are not permitted.
  - Collared shirts dress shirts must be worn. Polos are not acceptable.
  - Dress/casual shoes and socks may be worn, but not sandals or athletic/ gym shoes.
  - Hoodies and hooded sweatshirts are not permitted.
- Church Wear - includes Sunday church services, funerals, weddings, banquets, and special services.
  - As a general rule, church wear should be dressier than class wear.
  - Men should wear a suit or sport coat with coordinating slacks to church. Jeans or pants with pockets on the sides (cargo pants) are not permitted.
  - Dress shirts should be worn.
  - Ties should be worn on Sundays.
  - For midweek services, follow the lead of the pastor.
  - Men should wear dress shoes and dress socks.

## Extension Ministry Activities

- Often students will be participating in activities with their extension ministries. However, students must still abide by the CBBI dress code. Some churches have rules regarding whether or not shorts or other clothing items are acceptable. As a general rule, students should always take the higher of the two standards.
- Men should take their cue from the pastoral staff. If there are any questions, please see a member of the CBBI staff.

## Tuition Assistance

- After Tuition Assistance, Student Workers are required to change immediately before going to meals or other activities if their clothing is not Casual Wear

## Breaks

- When leaving or returning from a break, all students must be in a minimum of casual wear. Men must be clean-shaven.

*CBBI reserves the right to ask any student to change their dress if it is deemed inappropriate.*

The following section of the booklet is designed to help you. Please do not view this section as a list of rules but rather helpful suggestions to promote consideration and appropriateness.

## Practical Dorm Etiquette

Roommates are a wonderful aspect of collegiate life, and they often turn into lifetime friendships. However, not everyone has had the privilege of having roommates during their high school days. Due to this fact, remembering the following things will help everyone transition into becoming good roommates and will help eliminate potential conflict in the future.

- Please be clean: Remember that several people are living in your room. **Please do not let your possessions overflow into other people's areas.** Please keep your areas neat and tidy.
- Please do your laundry regularly: Dirty laundry tends to make the entire room smell unpleasant. Please be considerate of your roommates and keep this from occurring.
- Please do not "borrow" without asking permission: When several people live together, more than likely, they will want to borrow something. Please remember to ask. If you do not ask, you are not borrowing. You are stealing. Also, remember that not everyone wants to lend their possessions. Be gracious and remember if the answer is no, just accept it and move on.

- Please be considerate with your alarm clock: Please choose pleasant tones for your alarm clock. Also, please do not hit the snooze button more than once. This can be very frustrating to your roommates. Remember, every time your alarm clock goes off, you are waking up the whole room.
- Please be considerate with your phone conversations: Remember that your room is also your roommate's room which means they have the right to be there. Please do not make them feel awkward by talking about private things in front of them. Private conversations should be done in private places.
- Please be considerate while your roommate is sleeping: If your roommate is sleeping, please refrain from loud phone conversations, having visitors over, and doing noisy projects. Also, remember that napping during the day is not an ideal time, and interruptions will inadvertently occur. If you are not feeling well and need to sleep for a long period of time, you should check into the health center.
- Please be considerate while visiting other rooms: Often times, you will visit your friends in their rooms. Remember that other people live there too and be sensitive about over staying your welcome.

## Practical Social Etiquette

God created two gender roles, male and female. Since God created the male to be the leader, there are a couple considerations men should take in order to properly fulfill that leadership role.

- Open doors for ladies: This is an act of common courtesy.
- Let ladies go first: Please be considerate of the ladies, and let them go first when it comes to meals, entering a car, etc.
- Be helpful to ladies: There will be times during the semester when the sidewalks will be icy. Please be a gentleman and help the ladies by letting them take your arm. If a lady trips and falls, please help her up. These situations are rare, but they will come up. Please be a help during these times.

# Student Life

## Daily Schedule

A weekly schedule will be given to all Room Leaders and will also be posted on the bulletin board at the CBBI Information Desk. Students will be held responsible for the contents of this schedule and should check it throughout the day. Students should not depend on what others say to know what the schedule.

## Facility Hours

The building hours will be posted at the various buildings.

## Retreats

During retreats and rental group visits, not all rooms or facilities will be open to students. Whenever there is a visiting group on campus, please check the CBBI schedule and the retreat schedule at the CBBI Information Desk to see which locations are and are not available to students, and be prepared to change any plans accordingly. Remember to be flexible.

## Messes

If you make a mess anywhere on campus, please make sure you clean it up. Do not leave messes for the hospitality crew.

## Lights Out

Saturday—Thursday	11:00pm—5:30am
Friday	12:00am—5:30am

Bed lamps and flashlights may be used between 11:00pm—12:00am each for quiet study, but please be considerate of roommates who would like to sleep.

## Schedule Changes

CoBeAc Baptist Bible Institute reserves the right to change any schedule due to the activities, retreats, and special events which may happen on campus.

## Dating

### General Guidelines

- Students must be 18 years or older to date.

- No physical contact of any kind at all may occur between students of the opposite gender. Physical space must be seen between couples at all times.
- Students of the opposite gender may not be in any room or at any area of the campus without a third person present.
- Students of the opposite gender may not be in a secluded area after dark.
- Students of the opposite gender may not stay in the same home overnight.
- The administration reserves the right to prohibit any couples from dating if their behavior is deemed inappropriate.

### Sexual Misconduct

Any student involved in sexually immoral behavior, including premarital sex, adultery, inappropriate familiarity with the opposite or same gender, and homosexual acts may be asked to leave CBBI immediately upon discovery.

### Decorating / Furnishing

#### Appliances

Refrigerators, space heaters, microwaves, hot plates, grills, and slow cookers are not to be used in the dorm rooms.

#### Displaying Items

- Students may not display posters or photos of any entertainment figures or sports figures.
- Students may not display posters or photos of anything considered inappropriate.
- Students are allowed to use sticky tack to hang pictures. Anything else must be approved by Maintenance.

#### Moving Furniture

- Beds and fire extinguishers may not be moved around the dorms.
- Doors cannot be blocked at any time.

### Dining Hall Regulations

#### Dishes

- Dishes should not be taken from the dining hall for any reason.
- Do not leave gum on plates or cups.

## Kitchen

- No students should enter the kitchen except for their assigned work hours.
- Unless entering the kitchen to work, no students should use the back door into the kitchen.

## Dorm Inspections

### Going into Others' Rooms

Students should not enter the dorm rooms of other students without permission. Students found in another room without permission will be prime suspects if anything comes up missing.

### Room Check

Student will have their room checked Monday through Friday every week, and every student is obligated to meet the Room Check Expectations daily or infractions will be given. Those guidelines will be explained by the dorm supervisors during Orientation, and they will be posted in each room.

### White Glove

- A few times a year white glove inspections will take place. The Administration will notify student of these times in advance.
- Rooms not passing white glove inspection will be re-inspected, and students will *not* be allowed to leave campus until they pass.

## Employment

Students are encouraged to seek employment off campus should do so in a Christ-honoring work environment. They should place themselves in jobs where they will not miss any Sunday ministries. Permission to work on Wednesday evenings will be granted on an individual basis.

Students may not work in an environment where they will be required to serve alcohol.

Students obtaining work off campus need to notify the CBBI Office and must turn in their scheduled work hours at the beginning of each week. To not turn in work hours is an infraction offence.

## On Campus

Any student interested in a Tuitions Assistance Scholarship should fill out an application and submit it to the office before or during Orientation. The applications are available through the Office.

## Student Worker Policies

- Student Workers must show up on time and never leave before checking with their Supervisor.
- Student Workers should make an effort to show initiative.
- Substitutions must be worked out by the Student Worker and not the Supervisors. However, all substitutions must be approved by the Supervisor.
- Each student is responsible to report in sick on their own. It is not the responsibility of the dorm supervisor, room leader, or health services.
- If the Student Worker has a conflict with their work schedule, it is their responsibility to notify their Supervisor as soon as possible. The Supervisor is not required to give their Student Workers time off unless it is a required CBBI event, but even then, the Student Worker should be willing to work different hours to make up for lost time.
- If a student worker is not working up to the expectations of their supervisor, they are given three warnings. If improvement is not seen, the student will meet with the Operations Manager and supervisor.
- If the meeting does not resolve the issue, the Student Worker will lose his scholarship and will have to meet with the Dean.
- If after several counseling sessions the Dean feels that the Student Worker should be reinstated in their position, they may be reinstated, but on a trial basis. If similar problems still persist, the Student Worker will lose his scholarship for the remainder of the year.

## Entertainment

### Cell Phones

While cell phones are widely viewed as a necessity and have proven to be helpful, careful attention should be applied to this piece of technology. Oftentimes, cell phones are allowed to interrupt every situation without reason. This should not be the case at CoBeAc Baptist Bible Institute. Cell phones are tools, not masters.

CoBeAc Baptist Bible Institute reserves the right to check any student's personal phone.

### Curfews and Appropriate Usage of Cell Phones

- Students may not use their phones to ask questions that could be easily answered by looking in their handbook or check the schedule.
- **Students' phones must be turned completely off during church.**
- Cell phones may *not* be used after lights out.
- Cell phones must be turned off during class. Students found using their phone during class will have their phone confiscated.
- Any student found using their phone to access the internet in the dorm room will have his or her phone taken away for one week.
- The camera on your phone may never be used to take inappropriate pictures.
- Students may not have ring tones that violate or bring into suspicion the conservative standards of CBBI and Camp CoBeAc.

### Computers

- Students are allowed and encouraged to have laptops, but due to space, students are not permitted to have desktop computers.
- Students are allowed to use their laptops in the classroom
- **CoBeAc Baptist Bible Institute reserves the right to check any student's personal computer.**

### Headphones

- For Skype, studying (such as listening to sermons, not listening to music), and exercising headphones are allowed outside the dorm.
- Students may use headphones freely inside the dorm for all approved music.

### Internet

#### Access

- Students will have access to the internet on main campus. Students will not have access in the dorms.
- **Students' computers are allowed to be connected to the internet only from 6:00am- 11:00pm.** No student should leave their computer connected to the internet for purposes of downloading after these hours.
- Any student found accessing the internet on his or her computer in the dorm room will have his or her computer confiscated.

## Pornography

- Any students found with pornography or viewing pornography should expect to be dismissed from CBBi immediately.

## Web Forums

- Students having social media such as Facebook, Google+, etc. need to give the staff the privilege of viewing their account through the process of requesting them as friends.

## Movies

### In Dorms

- Students are not allowed to watch movies, DVDs, or videos in the dorms, whether on television screens or computers.
- All movies must be turned into the Dorm Supervisors.
- Students may not rent movies.

### In Homes

- Movies, whether on television or video, with ratings of PG-13, R, MA, or above are not to be viewed at any time by students enrolled in CBBi.

### In Theaters

- Students at CoBeAc Baptist Bible Institute may not attend movie theaters or IMAX theaters at any time during their enrollment.

## Music

- CoBeAc Baptist Bible Institute holds a strong, traditional, conservative position regarding music. We do not allow rock, country, rap, new age, pop, jazz, contemporary Christian music or any other music generally associated with worldliness, liberal or progressive religious groups, or mainstream entertainment entities to be listened to, performed, or promoted by our students at any time.
- The staff at CoBeAc Baptist Bible Institute reserves the right to check music, whether on a computer, cell phone, iPod, mp3 player or CD at any time and ask students to dispose of it, by either sending it home or deleting it, if deemed inappropriate.

- All music played at CoBeAc Baptist Bible Institute and Camp CoBeAc, including chapel services, in the dorms, camp services, homes, banquets, offices, camp events, and in vehicles must reflect our music philosophy.

### Video Games

- Video games having a rating of E are acceptable. Games with a rating of T must be approved by the dorm supervisor. Games with a rating of M are completely prohibited.
- Ratings aside, any game that is morally and biblically questionable, contains foul language, sexual content, or music that does not abide by the standards of CBBI are not allowed. All video games must be shown to the dorm supervisor at the beginning of each semester or when purchased throughout the year.

### Illness

- Students who are ill are responsible to call his or her Dorm Supervisor before 7:45am and inform them of their illness. The Dorm Supervisor will then check the student into the Health Center where the student will remain until curfew. The Dorm Sup will check on the student regularly and bring the student their meals.
- Students may not bring their computer, tablet, or homework to the health center.
- Students may bring their pajamas and bedding (if they wish) as well as their cell phone.
- Students who are ill and will be missing a ministry should also call and alert his or her church and find a replacement if needed.
- Students are allowed five sick days per semester.

### Scheduling Dr. Appointments

- Students who need to schedule doctor appointments should make every effort to schedule them outside of class time. Fridays or non-class weeks are the best options.
- It is the students responsibility to find a ride to their doctor appointments.

### Urgent Care

- For students needing urgent medical care, the Mid-Michigan Medical Facility is located West on M-55 a few blocks before Houghton Lake Baptist Church.

- Whenever a student goes to Urgent Care, it must be approved by the Health Services Manager or the Health Services Assistant.
- Students needing a ride to Urgent Care will be taken by the On-Call Intern.
- Students who are taken to Urgent Care will be charged a \$5 shuttle fee. If there are complications, and they need to be taken to Grayling, they will be charged a \$25 shuttle fee.

## Laundry

- Students may not do laundry for members of the opposite gender.
- Each student must have a laundry basket for storage of dirty laundry.
- Laundry rooms are closed at curfew.
- Students may not leave clothing in the laundry rooms overnight.

## Lost and Found

- Lost and found items are located in the Office.
- At the end of 30 days, unclaimed items become the property of Camp CoBeAc and CBBI.
- Lost and found items may be claimed for \$.50.
- Anything not properly stored at the end of the year school will be considered lost and found.

## Sales

Students may not sell anything in the dorms

## Mail

### Checking Boxes

Staff members may deliver messages to students via the mail system. Students are responsible to check their mailboxes daily. Mailboxes are located in Seminar Room 400.

### Email

- Staff members may deliver messages to students via email. Students are responsible to check their CBBI email daily.
- Unless otherwise stated, all homework must be sent to [homework@cobeac.org](mailto:homework@cobeac.org) via email.

## Magazines

Entertainment, gaming, and other similar magazines considered to have inappropriate material will not be delivered to students. It is recommended that students cancel any magazine subscriptions that they may have.

## Outgoing Mail

- Students may place outgoing mail through the Office
- Stamps may be purchased in the Office.

## Packages

- When students receive packages, a note will be put in their mailbox.
- Packages may be retrieved from the Office.

## Ministry Teams

As part of the training and education students at CBBI receive, each student will be required to participate in Ministry Practicum. Here the students will receive hands on experience in the ministry. They will participate in the retreats (not rentals) Camp CoBeAc provides.

## Assignments

- Each society will be assigned certain weekends to serve in CoBeAc sponsored retreats as well as specially designated ministry days.
- During ministry weekends, students will be assigned anything from working in the office, hospitality, the sound board, running activities, skits, special music, program, photography, or helping in the kitchen.

## Musical Instruments

Students should not practice any musical instruments in the dorm building, but rather in the designated practice areas (SR 300 and Chapel).

## Office Areas

### Copies

- Black and White Copies - \$0.10
- Color Copies - \$0.15

## Loitering

- The office is always a busy place at CBBI and Camp CoBeAc. Unless students are taking care of a business matter, they are not permitted to loiter in the Office.
- Never go beyond the front desk without being invited.
- Students are also asked to not loiter in the camp stores.

## Guidelines for Leaving Campus

### Signing Out

All students are required to sign out at the sign-out sheet at the Information Desk any time they leave campus, including going to church.

### Passes

- Passes are *not* required for the following:
  - A same gendered group of two or more
  - Going off campus within 30 miles
  - Going to a staff members home
  - Attending your regular church
- Students *must* obtain a pass and have it approved any time they plan to go:
  - Off campus more than 30 miles away
  - Any mixed group
  - To any non-**staff member's home**
  - For an overnight stay anywhere
  - Attending a church other than your regular church
- No student is allowed to leave the campus alone except when granted permission from the Office.
- Passes for even numbered mixed groups will not be approved. Passes can be obtained from the CBBI Information Desk.
- **Passes will not be approved during a "Closed Weekend".**
- Passes must be turned into the Office during business hours and overnight passes must be turned two days in advance (ex: overnight passes for leaving on Friday must be turned in by 5:30pm on Wednesday).

## Dating Passes

- Students planning on going off campus for a date must have a chaperone.
- Engaged couples need to see the Student Life Director for additional guidelines.
- **Couples are not allowed to go to each other's home unless both parents approve and a parent is always acting as a chaperone.**

## Overnight Trips

- **When staying overnight in a friend or church member's home, please keep in mind that you are still a representative of CoBeAc Baptist Bible Institute and are expected to honor the Lord with your actions and behavior. All school guidelines still apply.**
- Students planning a trip overnight must be sure they have filled out a pass and turned it in at least 2 business days prior to the planned departure.
- Students planning to be at the same house every weekend may submit a cumulative pass but must notify the CBBI Coordinator if there are any changes.
- Be in the home you are staying at no later than 11:00pm.
- Men and women will not be allowed to stay in the same home overnight. In the case of brothers and sisters, one gender of guests can stay in the home overnight, but this cannot include a dating couple.
- Follow the Institute television and movie guidelines.
- Do not expect your host family to do your laundry or clean up after you.
- **Students must have passes for going to each other's homes.**

## Carpooling

- Students are encouraged to carpool to save on fuel.
- **Students should give gas money to help cover the driver's cost. The driver is not expected to always cover the cost.**
- The ratio of guys to girls in a car should never be equal.
- Guys and girls should never share a bench seat in a vehicle.

## Restaurants

Students should not visit any establishments whose main venue is alcohol. This includes but is not limited to any taverns or bars.

## Testimony

- Whenever students go off campus, they should seek to be and appear blameless. Not only are Christians to abstain from evil but also the appearance of evil.
- Students should not put themselves or others into any situation that would give CoBeAc Baptist Bible Institute, Camp CoBeAc and Retreat Center, or Christians a marred testimony.

## Safety & Security

### Doors & Windows

- Air-conditioning / Heating
  - Students may not open windows or prop open doors when the heat or air conditioner is on.
- Blinds
  - Blinds or curtains must be closed after dark if the lights are on in the room.

### Fire Extinguishers & Alarms

Students should not tamper with fire extinguishers or fire alarms. If there is a problem that is not urgent, please fill out a maintenance request form in the Office.

### Inclement Weather & Emergencies

- Fire
  - All individuals should exit the building quickly and calmly.
  - No one should reenter a building until permission is granted by the authorities.

- Thunderstorm
  - In the event of a thunderstorm warning, all students should move into a building.
  - No one is allowed to be in the water or in the boats until the warning has passed.
- Tornado
  - In the event of a tornado warning, seek immediate shelter in the Chapel basement or Fireside Room.
  - Move to the center of the shelter. Do not sit or stand near windows or doors. Do not look out the windows, as flying glass may cause serious injury.
  - **Do not leave your shelter until the “all clear” signal has been given.**

### Practical Jokes

CoBeAc Baptist Bible Institute does not approve of any practical jokes that could damage property or cause any hard feelings.

### Prohibited Items

- Firearms, BB Guns, knives, ammunition, and fireworks are not permitted on campus.
- No weapons of any kind are allowed in the dorms. This includes any knife with a blade larger than three inches.
- Paintball and Air soft guns may not be stored in dorms but must be stored in the Office.

### Storage of Valuables

Students are responsible for their own valuable items. Anything missing should be reported to the Office immediately.

### Vehicle Policies

#### ATVs & Motorcycles

Students are not allowed to have 4-wheelers, ATVs, dirt bikes, snow mobiles, or motorcycles on campus.

## Bicycles

- Students may bring a bicycle to CBBI provided it has a lock on it and is stored properly.
- **Students may not ride any bicycle, their own or someone else's, off campus unless they are wearing a helmet.**

## Cars

- Driving Cars: Students driving on campus must never exceed the speed limit of 15 miles per hour. Also, students are encouraged to not let other students borrow their cars
- Non-Working Cars: Non-working vehicles may not be stored on campus for more than four weeks. After four weeks, they become the property of Camp CoBeAc and CBBI.
- Parking: Students will have designated parking available. At no time should a car be parked in a place other than the designated parking spot.
- Required Documentation: Students having a vehicle on campus **must provide proof of a valid driver's license, registration, and insurance.**

## Visitors

### Prospective Students

- Frequently, youth groups or parents with prospective students will visit CBBI. Please go out of your way to be friendly and answer any questions they may have.
- Please be expecting the visitors to stay in your dorm rooms.
- If you know of any prospective students who would like to come and visit CBBI, please let the Office know.

### Visitors

- Any visitors to the Camp or the Institute are required to check in at the Office and receive a guest pass.
- Visitors who are staying for meals are required to purchase a meal ticket at the Office.
- Any visitors wishing to stay overnight need to make arrangements with the Office ahead of time.
- Accommodations are not always available, but will be made available when possible.
- Lodge rooms are \$35.

- Guests who are staying for meals are required to purchase a meal ticket.  
Prices are as follows:

Breakfast - \$4

Lunch - \$5

Dinner - \$6

Banquets \$10

# Disciplinary System

## Disciplinary System

- When a student chooses not to abide by the standards, guidelines, and rules, of CoBeAc Baptist Bible Institute, they will receive Infraction Points equivalent to the infraction.
- **Once a student receives fifteen points, they will start receiving “work fines” (see below) for every point they receive after fifteen. Once a student receives twenty-five points, they will meet with the appropriate Dean. At fifty points, they will meet with the Review Board.**
- Infraction Points will turn into financial fines during the last week of each semester.
- Infraction Points will reset each semester.

## Review Board

The Review Board will consist of up to four individuals selected by the CBBI Administration. These members will meet with each student who has reached fifty points. The Review Board is meant to serve as a check point for students who are accumulating points and to encourage them regarding rules.

## Action

Immediate Dismissal/Suspending Dismissal - It is up to the Review Board and the Director as to whether a student will be dismissed for the remainder of the year or for only a few weeks. The following actions will cause a dismissal consideration.

- Immoral or Illegal Action
- An attitude or action deemed dangerous to the student or those around him/her.
- An attitude or action representing a blatant disregard for the rules and standards of CBBI relevant to the infraction

## Work Fines

Students will be required to work up to thirty minutes for every point they receive past fifteen points. These work fines must be worked off within one week of receiving the fine or the work fine may be doubled unless approved in advance by the Administration.

## Infraction Points

Infraction	Points	Final Week Fines
Christian Life and Testimony Violation	1-25	\$10.00
Class Violation	1-3	\$1.00
Curfew Violation	4	\$2.00
Dating Violation	3-5	\$2.00
Disrespect	1-5	\$5.00
Dress Code Violation	1-5	\$1.00
Electronics Violation	2	\$2.00
Failure to Follow Instructions	1-25	\$1.00
Failure to Sign In/Sign Out	1	\$1.00
Hair Violation	1	\$1.00
Kitchen Violation	1	\$1.00
Late Pass	1	\$1.00
Lights Out Violation	1	\$2.00
Missed Required Events/Class	6	\$10.00
Music Violation	2	\$1.00
Parking Violation	3	\$5.00
Pass Violation	3-5	\$5.00
Room Job Violation	1	\$1.00
Tardy	1	\$2.00

*All Infraction Points are subject to change per CBBi Administration. Any actions deemed inappropriate by the CBBi Administration will be subject to review for Infraction Points.*



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