

Breckbill Bible College

Student Handbook



Where there is no vision the people perish...
Proverbs 29:18a

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Disclaimer

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Table of Contents

Words of Welcome From Our Founder	5
A Message From Our President.....	6
Your Responsibilities	7
Biblical Mandates	8
Spiritual Life.....	9
A. Devotions.....	9
B. Prayer	9
C. Chapel.....	9
Chapel Conduct	10
D. Church Services	10
E. Sunday.....	10
F. Christian Service.....	10
Academic Life	11
A. Class Attendance	11
B. Faculty Late to Class.....	11
C. Classroom Policies	11
D. Research Papers.....	12
E. Plagiarism.....	12
Social Life.....	13
A. Personal Standards	13
B. Media Philosophy	14
Practical Application:	16
C. Music and Performances	17
D. Dress Code.....	19
1. Women.....	20
2. Men	20
E. Borrowing.....	20
F. Calendar of Events	21
G. Drug and Alcohol Abuse	21
H. Emergency Protocol.....	21
I. Firearms and Weapons	21
J. Etiquette and Manners	22
K. Safety Measures.....	22
L. Room Décor	22
M. Maintenance Issues, Damages, Loss	23
N. Dating Standards.....	23
O. Signing In And Out.....	23
P. Heat and Electric	24
Q. Library Rules.....	24
R. Lounge and Recreation Room.....	24
S. Curfew	24
T. Weekends	25
U. Pets	25
V. Discipline	25

W. Demerit System	25
Point Rating Guidelines	26
STUDENT SERVICES.....	27
A. Work Scholarships	27
B. Library Services.....	27
C. Guidance and Counsel.....	27
D. Student Government.....	27
E. Room Assignments	27
F. Book Store.....	28
G. Health Services	28
H. Post Office- Mail	28
I. Recreation and Athletics	28
J. Use of Equipment	28
K. Guests.....	29
L. Laundry.....	29
M. Travel.....	29
N. Automobiles	29
O. Meals	30
P. Volunteer Services.....	30
Q. Telephone	30
R. Off-Campus Work.....	31
WHERE TO GO FOR HELP	31

Words of Welcome From Our Founder

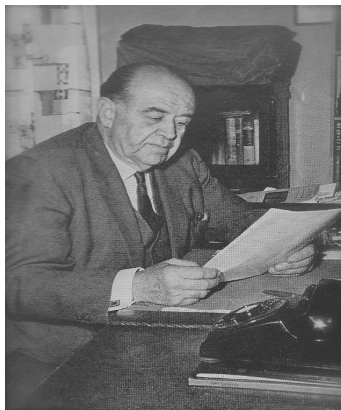
You are here to fellowship. At Manahath Educational Center we have a fellowship together in the study of the Word of God that will influence a life until the Lord Jesus either comes or calls us home. That fellowship will lead into many decisive experiences through many rich testings and trials designed by a loving heavenly Father that He might draw you close to himself and conform you to the image of our Lord Jesus Christ. You are here to study. You are not here to “get by” or be entertained. To fulfill your call to the Lord you must cast all other pursuits into a secondary place. The object of all your contacts must be with this primary purpose in mind. You will find it hard work to study, but the fruit will more than compensate for the sweat and toil.

You are here to build a testimony. In your school life you will be called upon to exercise all the Christian graces. Since Christians everywhere have given liberally and will continue to give as you study, you must keep this in mind, namely that your presence is that of a guest in God’s household. Keep in mind that others have sacrificed that you might be trained to be a better witness. Daily many are praying for your growth and success in the Lord. First, you must not fail the Lord; secondly you cannot fail these friends in the Lord.

You are treated as a Christian Adult here. Obviously there is quite a difference between high school and higher educational institutions. This is the place in which everyone expects you to mature in every area of your being. Responsibility, fidelity, charity and other marks of the Christian adult are expected in every student. We do not desire to increase our regulations to cover non-adult actions and reactions.

You are welcome here. It is my joy to welcome you to our school family. I am glad that you are one with us. May the Lord bless our fellowship together in your stay at Manahath.

W.W. Breckbill



Founder

A Message From Our President

We extend our warmest greetings to each incoming student! We trust that your stay at Breckbill Bible College will be a spiritually enriching experience. We know it can be if you learn the things that the Lord wants you to learn while you are here.

Whenever any group works together, problems arise. How we learn to handle those problems will determine to a great extent what kind of Christian we will ultimately become. How we handle the problems also will determine the quality of our lives while here at Breckbill. We must as Christians learn how to work and live with other Christians. This, believe it or not, is a very basic and important part of our training. To excel academically is laudable but there is more to education than academics. The Christian person must develop spiritually as well as academically. We trust that in your stay at Breckbill Bible College you will begin to learn some of these things.

Remember to study and live at Breckbill Bible College is a privilege and not a right. We expect students to strive to live an exemplary Christian life before his peers, demonstrating to them that Christ is real. Let us make Christ our supreme example and let us give HIM the preeminence in all things. If every student will take care of his or her own personal spiritual experience each day, then God will richly bless our institution. If faultfinding and criticism is our daily fare, then little or no blessing will be evident. Or to the point, our personal and corporate lives become intolerable. So if we criticize ourselves, this will deliver us from criticizing others.

Let us above all ask God to help us. Let us ask God to give us peace amid the spiritual conflict. Let us ask God to give us wisdom and strength, grace and love to do His will above all else. When we do this, God will richly bless us all and make our lives a blessing to others.

Dr. Ronald Cooke
President

Your Responsibilities

“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you” Hebrews 13:17

The policies regarding the conduct of those who choose to be Breckbill Bible College students are divided into two categories. The first category, Biblical Mandates, relates to specific commands or principles from God’s Word which apply to all believers; therefore, they are commands that should be obeyed whether a student remains enrolled at BBC or not. The second category, College Policies, defines responsibilities designed by the college administration to facilitate an educational environment, which honors the Lord.

As a spiritual and academic community, Breckbill requires students to adhere to both the Biblical Mandates and College Policies while school is in session or any time they are representing BBC in an official capacity (i.e. mission trips, college tours, concerts, sporting events, etc.). During college breaks (Thanksgiving, Christmas, spring break/Easter vacation, and summer vacation), the college expects all students to adhere to the Biblical Mandates.

Students are to take personal responsibility to live within the framework of the college policies while school is in session or while participating in any college-sponsored program. While a student’s personal convictions and standards may differ from the college policies, the choice to become a part of the Breckbill Bible College family involves the commitment to willingly abide by these policies; a commitment that, by virtue of signature, falls under the biblical mandate to submit to authority (Hebrews 13:17). The handbook is not meant to frustrate you. It is meant to guide you into honoring, appreciating, and, hopefully, formulating biblical convictions by which to live.

Biblical Mandates

“But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law” Galatians 5: 22-23

Galatians 5:16-23 reminds us that there is an ongoing struggle in a Christian's life that is characterized by a sinful flesh that wars against the Spirit. The Bible references the evidences of this struggle as fruits of the flesh and the fruit of the Spirit. There are many times when the flesh desires one action or response, but the Spirit desires another. Students at BBC are admonished to diligently study and apply the Word and to earnestly pray for God's enabling grace so that they may walk in the Spirit in a manner that gives outward testimony to inward transformation. The following are a few Biblical Mandates for students to keep in mind as they seek to honor and obey the Lord:

- Love One Another

Students are called by God to love, honor, and respect other members of the BBC family, esteeming them as more significant than themselves. (*Forbearing one another and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye. And above all these things put on charity, which is the bond of perfectness.* Colossians 3:13-14)

- Submit to Authorities

Students are called by God to obey all authorities, including parents, school faculty, staff, and administration, and civil government. (*“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you” Hebrews 13:17*)

- Practice Good Stewardship

God wants believers to honor Him by being good stewards of their own and others' property, talents, and resources such as time and money, as well as good stewards of the college's facilities and resources call students. All are gifts from God. (*“Honour the Lord with thy substance, and with the first fruits of all thing increase” Proverbs 3:9*)

- Possess a Spirit of Modesty

Students are called by God to exhibit modesty that is expressed through an attitude of submission rather than pride, a modesty that is displayed in speech, in action, and in choices of clothing and personal appearance. (*“Finally, be ye all of one mind having compassion one of another, love as brethren, be pitiful, be courteous.”* I Peter 3:8)

Spiritual Life

Breckbill Bible College offers unique opportunities for spiritual growth among the students, faculty and staff. It is an ever-present danger in Christian schools to become involved in the work and service to the neglect of worship. You will have opportunity every day to properly worship our Lord.

A. Devotions

God’s people should have their mind “stayed on Him” for the peace, comfort, joy and love and guidance of each day. Each student should have daily quiet time for Bible reading, meditation of the Word and prayer. Evening devotion times will be scheduled from time to time.

B. Prayer

God tells us to continue instant in prayer. We should begin, continue in and end each day prayerfully. Prayer is your personal communication with God; your time of spiritual refreshing, and the way to be victorious in daily life. Prayer is a privilege only true Christians really enjoy, so exercise your privilege. Weekly prayer sessions will be announced at the beginning of each semester. Wednesday night prayer meetings are required. No employment is permitted during Wednesday prayer meeting hours.

C. Chapel

All students living on campus and students attending a class before or after chapel are required to attend chapel. Chapel meets weekly. Attendance will be taken. Failure to attend chapels will result in discipline. Students with more than two unexcused chapels shall receive a letter grade drop in their highest-class score for that semester.

Excused absences shall be for sickness, emergencies, or other excused absences that have been approved by the Respective Dean. No excuse is given for off campus work during chapel time.

Chapel Conduct

- Respect for the Lord, His Word, and His servants should be evident at all times. Students are expected to give respect to each person presenting during chapel.
- Proper dress for chapel is standard college attire.
- Students are responsible for all chapel announcements.

D. Church Services

It is expected that every Christian will wish to be in the company of fellow believers. All campus residents will attend the Campus Church. Attendance is mandatory for all services and fellowship times. No off-campus employment is permitted on Sunday or Wednesday Night. Students who wish to minister in other fundamental separated churches must have permission from the President to attend that church. Written request from the pastor or board of the Church requesting the student's services will be required.

E. Sunday

At BBC Sunday is recognized as the Lord's Day; a day of worship and rest, not a day for pursuit of one's own interests. Therefore, students ought not to play sports, shop or do laundry on the Lord's Day. The Lord's day should be spent in quiet reflection and peaceful activity.

F. Christian Service

A vital part of training for the student intent on a career in the field of Christian service is practice. Breckbill Bible College endeavors to offer opportunity for Christian service in local churches, nursing homes, jails, transport services, and the Campus Church. All assignments must be approved and arranged with the President.

Academic Life

The academics at Breckbill Bible College are based on and integrated with God's Word and biblical principles. The Bible clearly teaches that everything we do should be done to the honor and glory of the Lord, resulting in the constant improvement of the academic standards and expectations for students at BBC. Students are to be diligent in their course work because each test, project, and assignment is an offering to the Lord.

A. Class Attendance

Class attendance is essential for academic success. Absences from class are not categorized as excused or unexcused, but rather fall into two categories: personal or college-sanctioned. Personal absences include illness; doctor's appointments, dentist appointments, car problems, as well as other reasons students miss class. College-sanctioned absences include absences required by the college such as administrative requests, Christian service opportunities and class field trips. Students who experience a death in their immediate family will be granted a college-sanctioned absence. For the purpose of this policy, the college defines "immediate family" as spouse, parents (including stepparents), children (including stepchildren), siblings, and grandparents of the student. Students must notify the Office before leaving campus. Students who have college-sanctioned absences must still be aware of the total number of absences from each class (personal and college-sanctioned). Together, these cannot exceed 20% of the total class meetings or the student will be withdrawn from class and receive a grade of "W."

B. Faculty Late to Class

If a faculty member is late to class, the students will wait. If the professor is not going to be in class, either someone will dismiss the class after attendance is taken or a note will be posted that class is cancelled. Breckbill Bible College does not have a ten- or fifteen-minute rule.

C. Classroom Policies

- Before students record any class sessions (audio or visual), they must obtain permission from the class professor.
- Cell phones must be turned off and properly stored in book bags or purses. Having a cell phone out in class is a violation of classroom policy.
- Students are required to have textbooks for each class within the first week of classes.
- Students who wish to drop a class must complete a withdrawal form, have it signed by the professor of the class, and turn it in to the Registrar's Office. Students who are dropped because of absences may appeal to the Registrar.

- Students may seek academic help from their professors, advisors, and tutors. Request forms for tutoring are located in the Administrative Office.
- Students may bring water to class, but no food or other drinks.

D. Research Papers

- The faculty approves the Modern Language Association (MLA) style. Any work utilizing research will be written in this form, unless otherwise specified by the professor. Some departments use APA.
- The MLA Handbook is available in the bookstore and in the library reserve section. The Breckbill Bible College writing manual is available for purchase and in the library reserve section.

E. Plagiarism

Avoid plagiarism. Use proper citations for reworded material and quotes for exact words. If you quote yourself from another paper, cite it. Plagiarism is stealing and lying and carries heavy disciplinary and academic penalties. The following two statements will help clarify.

1. Properly cite all research. Use proper documentation for direct quotes, as well as information restated in your own words. Only general knowledge should not be cited.
2. The student who affixes his or her name to the paper must be the sole author of the paper. Students may consult with the teacher at any point in composing a paper. A typist or significant other may not ghostwrite, proofread, or correct the paper.

Attribution Errors

Papers that have more than two sentence-length attribution errors receive a zero. This severe penalty reflects the moral disgrace of the offense. Attribution errors comprise these wrong practices:

- **Plagiarism:** the presenting, as one's own the words or ideas from a source
- **Misrepresentation:** inaccurately presenting the words or ideas from a source

The following are typical attribution errors:

- Failure to use quotation marks for exact words (with or without citation)
- Failure to cite the words or ideas of a source
- Failure to paraphrase correctly (mixing source and student words without quotation marks around the source's words)
- Failure to give the correct location of a source (wrong source or wrong page number)

Social Life

A. Personal Standards

Attendance at Breckbill is voluntary, and a privilege. You have come to study and learn. When you sign your application you attest to the fact that you are willing to live by the biblical standards as interpreted by the school faculty, and you will be expected to do so. BBC has a definitive Christian emphasis and believes that Christian young people should manifest their loyalty to Jesus Christ by living consecrated lives. Therefore, BBC does not permit the following activities:

- Dancing - The seductive nature and worldly music of most forms of dancing are contrary to biblical principles. BBC wants students to have a wholesome relationship with members of the opposite gender without the temptations that are often associated with dancing. *1 Tim. 4:12, 1 Cor. 7:1*
- Gambling-Christians are called to be good stewards of that which God has given. Gambling is rooted in greed and materialism and against the principles found in the Word of God. Therefore, students should not participate in any form of gambling. (Prov. 13:11; Prov. 28:22)
- Use, possession, or association with alcohol, tobacco, and illicit drugs— As a protection against harmful effects and the controlling nature of these substances, Scripture teaches us to avoid them. In addition, state and federal law prohibits the unlawful sale, use, or possession of drugs and alcohol. (*Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20*)
- Profanity or obscenity— Inappropriate language must be avoided whether it be written, electronic, or verbal. (*Eph. 4:29, Col. 3:8, James 5:1*)
- Movie theater attendance or any such thing that would compromise the testimony of a Christian. The question is not, “what is the harm”? But “what is the profit” of such activities in light of eternity? To provide an atmosphere free from the distraction of prevalent worldly influences and

to encourage academic focus, students may not attend movie theaters (regardless of the movie's rating). Keep in mind that we represent Christ, and our conduct should always glorify the Lord. To help maintain our testimony within the community, college standards should always be upheld, even when students are off campus with guests. BBC students may not go to bars, clubs, casinos, movie theaters, or other questionable places or events. (I Cor 10:23; I Tim 4:12)

B. Media Philosophy

Breckbill Bible College expects students to use discernment in media usage. The choice of TV programs, movies, music, reading material, videos, DVDs, websites, blogs, and social networking sites calls for careful consideration from every Christian. The following questions serve as a guideline for media selection:

How does it affect me?

- Would it harm my body? (I Corinthians 3:16-17; 6:19-20; Romans 12:1-2)
- Would it cause me to think impure thoughts? (Matthew 5:28; Philippians 4:8)
- Will it cause me to form some undesirable habit? (I Corinthians 6:12)
- Does it feed my old or new nature? (Matthew 26:41; Romans 6:19; I Corinthians 6:19)
- Is it something I would like to be doing when Christ returns? (Titus 2:12-14)

How does it affect others?

- Will it cause me to be a stumbling block to another Christian? (Romans 14:13,21; I Corinthians 8:9-13)
- Would it appear to others to be evil? (I Corinthians 10:31; John 2:4)
- Is my witness enhanced or hindered by it? (Philippians 2:15)

How does it affect the cause of Christ?

- Does it please the Lord? (I Corinthians 10:31; Romans 14:12; II Timothy 2:3-4)

- Does this activity assist me in keeping Christ first in my life? (Colossians 1:18)

- Can I honestly thank God for it? (Colossians 3:17)

- Will it involve a waste of God's time, money, or talents invested in me?

(I Corinthians 3:23; 6:19-20)

- Does it violate any plain teaching of Scripture? (II Timothy 3:16-17)

In light of the mission of Breckbill Bible College, students are expected to be careful to represent themselves in media driven atmospheres according to Biblical principles. Since we seek to facilitate a campus climate conducive to our mission, most students will inevitably surrender some liberties for the good of the entire community. The following guidelines exist to provide an optimum focus on academic pursuits, relationship building, and ministry efforts.

1. Students may view streamed television programs, movies, sporting events, or videos on the college campus in designated areas (student lounge). For the sake of accountability, any student(s) who desires to view a PG-13 or above rated movie, MUST get the movie approved by his/her Respective Dean before viewing.
2. Students are expected to use Biblical discretion regarding the viewing of all movies or television programs. Students should seek to honor the standards established by their parents or church.
3. The MPAA rating system can be of some help in making personal choices, but it is never a substitute for the exercise of personal discernment. While the decisions to watch a PG-13 movie requires an extra measure of biblical discernment, even G and PG rated movies call for careful consideration.
4. No matter what the rating, students should avoid any media (computer, video games, movies, literature, etc.) that contains nudity, sexual activity, profane language, or excessive violence.
5. Students should refrain from watching movies in any format with an R rating. NC-17 or X ratings are never allowed.

Practical Application:

General Computer and Electronics Policies

Computer sound equipment should be audible only within the room in which it is being used. Electronic musical instruments using amplifiers are not permitted.

Cell Phones

When in chapel, classes, dining room, church services, fine arts performances, etc., all cell phones must be turned off or silenced. Any student using a cell phone while enrolled at the college must submit the phone number to the Office at the beginning of the semester. The number will only be used by the Office in the case of necessity.

Camera or videophones may not be used in restrooms, showers, or anywhere there is a reasonable expectation of privacy. Pictures or video in residence halls may only be taken with permission from the individual(s).

Internet Use

Students are encouraged to use caution when video conferencing. Please be aware of the setting/location and the content of your video usage. Students are accountable for posted pictures, videos, blogs, statements, and language that could be a detriment to them, BBC, or the name of Christ.

Headphones

Headphone use is only permitted in the residence halls, exercise on the campus and the library. When traveling with a college-sponsored group, the faculty/staff group leader must approve the use of headphones.

Media Legalities

Using P2P or Bit Torrent software to download copyrighted materials of any kind is prohibited. It is illegal to share licensed computer software, copyrighted music, or movie files either physically or electronically.

Televisions, Movies, and DVD's

The television in the lounge is for appropriate programming. Inappropriate programming or commercials should be changed to another channel. Regular television will be available only after class Friday and Saturday all day. Viewing movies in vehicles, local parks, and parking lots is not permitted. Morning (8-9 AM) and Evening (5-7 PM) News broadcasts may be watched on other days. There will be no TV on the Lord's Day until after the evening church service. The Respective Dean may schedule special evenings for Sports or special programs.

Video Games

The Student Lounge is equipped with a Wii game platform. Wii games may be played in the afternoons Mon-Thurs from 1-3 PM and on weekends per the usual television rules. Some M-rated games may be permitted per the discretion of the Dean of Students; however, approved M-rated games will typically be allowed for multi-player usage only. Games must be approved before they are played. A student's Wii privileges may be revoked at any time based on infractions and GPA.

C. Music and Performances

At Breckbill Bible College, we are committed to exposing students to the rigors of biblical discernment in all areas of life. The subject of music is no exception. Music is a powerful force— artistically, spiritually, and culturally— and is a part of a variety of human expressions. In the life of a believer, music, like any form of expression, should glorify God by never contradicting His Word. We are committed to carefully evaluating music by the biblical principles found in Colossians 3:12-17, Ephesians 5:17-21, I Corinthians 6:12-20, Philippians 4:4-5, 4:8, II Peter 2:9- 12, 2:16, and James 1:21.

We recognize that different styles promote a variety of physical, emotional, and spiritual responses that should be carefully evaluated by the discerning believer. It is our goal to promote a climate in the dorms that is conducive to the serious pursuit of spiritual growth, academic studies, and a thoughtful consideration for others and their particular preferences, convictions, and cultural backgrounds.

BBC chooses to establish two categories of music guidelines based upon a distinction between public music and personal music. Public music is any music played in public venues on campus, such as the Lounge, workout rooms, or any music played at official BBC events (athletic events, chapel, concerts, socials, etc.) The Administrative Office makes final judgment regarding the selection and use of any music in a public setting (socials, concerts, athletic contests, etc.) with the exception of the chapel program.

Personal music is any music played in dorm rooms, on headphones, or in cars. We expect students to be eager and willing to dialogue with their fellow students regarding their choices while following these guidelines for personal music:

1. All music should be played softly enough in dorm rooms so as not to be heard outside the room with the door closed. Music played in cars on campus should not be heard outside the vehicle.
2. Music with lyrics containing a clear Christian message— one that is consistent with Scripture and glorifying to God— is allowed.
3. The practice of musical instruments is restricted to rehearsal rooms, although quietly playing an instrument alone or with others is considered appropriate in the dorms.

Secular Music

Possession or use of inappropriate music will not be allowed on devices such as phones, iPods, computers, or laptops. When the music that is being played will hurt the

life of a believer or damage the testimony of BBC, the device may be confiscated and further consequences may be given.

Christian Music

BBC encourages students to listen to music, which is spiritually and biblically uplifting – a benefit to one's walk with God.

Students are expected to listen to music in which text, music, performers, and performance practices are Scripturally driven in word and in practice.

Students are encouraged to use a biblical guide in music selection. Music that is coined "Christian" may not direct a person to Christ; therefore, discretion is needed in navigating what is acceptable to the Christian's walk with God.

Questionable music may be subject to review by the Dean of Students and music faculty.

Because of the diverse music tastes of our students, music may not be played on speakers in the rooms or in vehicles unless agreed upon by all students present. Music being played in a room should not be heard in the entrance to any of the dorms.

When on or off the campus, students should not be blaring music so that it imposes on other drivers or pedestrians, and should not be heard outside the confines of the vehicle.

Concerts

Students may attend concerts that are qualified as Christian and Cultural.

Christian concerts are those which are distinctly Christian; having biblical soundness and meant for the exhortation of Christ and His glory. Concerts that are pinned as Christian and yet are secular in presentation (i.e. dancing) should not be attended.

Cultural concerts are those that are distinctly recognized for the arts; plays, musicals, symphonies, etc. that have roots in the arts are acceptable. Concerts that involve pop culture music (rap, hip-hop, techno, country, rock, emo, etc.) are unacceptable venues to be attending.

Of course, every believer will give an account for their artistic choices and biblical discernment is a necessity in the life of those seeking to follow Christ. Therefore, just because a concert is characterized by Christian or Cultural does not make it right if it violates Scriptural principles.

Music/Speech Checks

All music and speech performances performed while officially representing BBC must be approved by the Administrative Office one week in advance of the performance. This includes performances in Student Body assemblies, Club meetings, banquets, and all off-campus performances.

D. Dress Code

Every culture (work, recreation, worship services, concerts, etc.) carries certain expectations as to what is appropriate for specific occasions. While we all possess differing tastes and personal standards of dress, there are specific biblical principles which apply to every believer. Breckbill Bible College has chosen to focus on two key principles, modesty and propriety, in establishing its dress expectations.

Modesty

What exactly does it mean to be modest? Modesty involves choosing clothing that reflects a humble spirit rather than wearing clothing that is designed or worn to draw attention to ourselves or our bodies. A Christian should always give thought to what he/she is wearing and how others will respond. Because we know Christ, our personal preferences for clothing must be secondary to our concern for others, just as our desires to be fashionable must be subject to the Word of God. Proper clothing draws attention to a humble spirit and godly character, not to the physical body. The teaching of Paul is very clear that modesty is a command to all believers (men and women) to direct attention to their Lord rather than to their bodies. As members of a college and community of believers, our students are called to modesty in dress, appearance, and actions.

Propriety

There are multiple factors that can be considered when determining proper clothing for various occasions. The administration considers setting, representation of the college, modern culture, climate, and occasion. Students are not asked to agree with these determinations, but they are asked to honor them while school is in session. We seek an atmosphere in dress that promotes the spirit of unity in Christ.

Finally, it is always best to “err” on the side of modesty. For the sake of love and respect for one another, clothing that has the potential of being a stumbling block to another individual or of offending another believer should be avoided.

1. Women

Good grooming greatly enhances one's appearance. We expect the student to be neat, clean and properly groomed at all times. Hemlines of dresses and skirts are to come below the knee. No tunics with leggings will be permitted. Blouses will be modest at the neckline. Skirts or dresses are required for classes, church, chapel, and Christian Service activities as well as meals beginning immediately after class or church. Exceptions will be made for students going or coming from outside employment. Please note that the dining room is a public area of the campus; please dress accordingly, no pajamas outside dorm rooms. Loosing fitting slacks or knee-length pants are permitted for leisure. No tank tops or shorts will be worn. T-shirts are not appropriate for classroom attire. Modest one-piece bathing suits will be worn at the community swimming pools. Black skirts and matching shirts (determined by music faculty) will be required for participation in the chorus or other church presentations. Jewelry and makeup should not be excessive. Only one set of earrings please. Getting a tattoo during the semester is not permitted. No extreme hairstyles are permitted (per discretion of the Dean of Students). Extreme hair color and bleaching (streaking) is not permitted. Knee-length pants or loose sweat pants are permitted for gym class and sports.

2. Men

Adult men's attire should be in keeping with a good Christian testimony. A dress shirt and tie will be worn to all classes; church, chapel and Christian service activities as well as meals beginning immediately after class or church. Exceptions will be made for students going or coming from outside employment. Please note the dining room is a public area of the campus, please dress accordingly. A suit coat should be worn when participating in church services. Knee Length pants may be worn for leisure. No shorts or tank tops will be worn. Blue jeans and denims usually associated with leisurewear are not appropriate for church or class. Modest swimming trunks will be worn to the community swimming pool. It is expected that men will not wear jewelry other than a watch and a ring. Hair should be well groomed, above the ear and off the collar. Beards must be full neatly trimmed and well groomed. Facial hair must be fully grown by the start of each semester; otherwise, being clean-shaven daily is required. The administration reserves the right to ask any student to trim or shave his beard. Hair must be above the eyebrows, ear and collar. Sideburns must be no lower than the bottom of the ear. No extreme styles, as determined by the Dean of Students, are permitted. Extreme hair color and bleaching is not permitted. Getting a tattoo during the semester is not permitted. Knee-length pants or loose sweat pants are permitted for gym class and sports.

E. Borrowing

The college assumes no responsibility for items loaned or borrowed. Items borrowed without permission of the owner is a violation of college policy. Due to insurance issues, the college strongly urges students not to loan vehicles.

F. Calendar of Events

The official school calendar is posted on the BBCWeb. Rooms for college-approved activities must be reserved through the Office. Students are responsible to have a working knowledge of upcoming events.

G. Drug and Alcohol Abuse

BBC takes a very clear and unapologetic “no tolerance” stance in the areas of drug and alcohol use. Students using or possessing illegal drugs or alcohol will face suspension. This includes whether classes are in session or not.

Federal, state, and local laws outlaw possession, use, and distribution of illicit drugs. Sanctions for violation of drug laws could include fines, imprisonment, and restrictions of other civil liberties.

Additionally, the law prohibits possession and use of alcohol by underage persons (in Virginia, under twenty-one years of age); distribution of alcohol to underage persons; sale of alcohol without a license; and driving under the influence of alcohol. Sanctions for violation of alcohol laws include, but are not limited to, revocation of driving privileges, fines, and imprisonment.

H. Emergency Protocol

From time to time, emergencies will present themselves on campus that require immediate response from college officials. The following general protocol is for these emergency situations:

A faculty or staff member, (Dean of Students, Resident Directors, etc.), should immediately be informed. If a faculty or staff member is unavailable, Campus Security is to be called.

Students near the situation **SHOULD NOT** call the parents of the student involved in the emergency. It is the responsibility of the Administrative staff to inform and keep in contact with the parents/family members of the individual.

Nearby students and roommates will be removed from the situation to create an on-going healthy environment.

I. Firearms and Weapons

According to Breckbill’s policy, no student may possess or store firearms or weapons anywhere on campus. BBC specifically prohibits students from possessing or storing firearms in their vehicle on campus. Additionally, pursuant to Virginia Statue §790.115, it is unlawful for a student to possess a firearm or weapon on their person, in

their vehicle, or anywhere on campus. Fixed blade knives, swords, air soft guns, BB guns, and pellet guns are considered weapons.

J. Etiquette and Manners

Mature and educated individuals know how to speak and act in an expected way according to what is appropriate for the setting. College life provides opportunities to learn and practice these skills. (1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40) Christians are to actively seek opportunities to show kindness to others. It is a required procedure to address all faculty and staff with respect. No first names should be used. Common courtesy and politeness are qualities to be developed. Good sportsmanship is also expected in all athletic endeavors. (Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15)

K. Safety Measures

For safety reasons no student may walk alone off campus after dark. It is recommended that women not walk alone off campus at any time. Women's dormitory is off limits to men and women and not permitted in the men's dormitory. Men and women are not permitted to knock on each other's dormitory doors. Women are not permitted on the second floor of the men's dormitory building. Men should enter the student lounge from the parking lot and not along the women's rooms. Ladies should enter the exercise room directly from the sidewalk and not walk past the men's dorm rooms. All rooms must be kept locked at all times. All visitors must register at the office and be entertained in the student lounge. Students will be notified of any lock down situation by phone or loudspeaker. Please follow instructions at the time and remain locked in the on location until advised of an all clear. Everyone must respect the privacy of others on campus. The dorms are off limits to everyone except the dorm students and Respective Dean or Resident Assistant. Visitors must have permission from the office to enter any dormitory. Students should not be visitors to the homes of staff or faculty unless they are invited or in cases of emergency

L. Room Décor

Decorations in your room should leave no doubt that you are a Christian student at a Christ-centered institution. The other considerations listed below will be helpful as you plan to personalize your room.

- Pictures may not depict anything contrary to the College Handbook
- Sticky tack and removable, non-marking adhesive strips (e.g., Command Strips) may be used on any surface; however, do not use nails, screws, or tape. Tacks may only be used on bulletin boards.
- Curtains may be hung, but no other decorations or writing should be placed on the windows.
- Battery-operated Christmas lights are permissible.
- Metal hangers should not be placed over doors, hinges, or frames.
- Ceiling tiles are not to be removed or altered.
- Nothing should be hung from the ceiling, smoke detector, thermostat, or light fixtures.

M. Maintenance Issues, Damages, Loss

Students are responsible to protect against potentially harmful conditions and any activity that might result in damage or injury. Since thermostats are sensitive and easily damaged, tampering with the device may result in restitution up to \$700. Leave at least 12 inches of space in front of A / C vents to maintain proper airflow. For room maintenance needs, submit a maintenance request in the College Office. Notify your Respective Dean of damage. Report emergency maintenance situations immediately to the office.

If unreported residence hall damages are found at the end of the semester, all room occupants will share in the cost of the repair. Students should be aware that routine measures are taken to maintain college facilities and to respond to problems that arise. College personnel may enter any college building at any time, including residence halls, to perform routine maintenance, clean, make repairs, respond to an alarm or emergency, etc. To protect privacy and safety, men will be escorted when entering the women's residence halls unless it is an emergency that requires the responder to have immediate access. Notify Security immediately if there is any suspicion of unauthorized access to college facilities.

N. Dating Standards

Breckbill recognizes that campus dating is not typical dating because both parties reside at the same location and have many daily activities together. Education must remain the main focus of campus life. The Respective Deans will monitor dating. A date will be defined as any male and female student alone in any location on or off campus, whether or not those students are a declared dating couple i.e. When one man and one woman are alone dating regulations apply. Only one date per week will be permitted on or off campus. We will expect Christian young people to act with restraint and proper decorum. Couples will be expected to refrain from physical contact and public displays of affection. Couples may sit together in church and chapel, meals and special events on campus but couples may not sit together in class or other educational or Christian service events. Parents or guardians of all dating couples will be contacted for additional dating restrictions at their discretions, parents or Deans may require chaperones. Dating students must make arrangements with the respective deans for dates and sign out per usual instructions. Curfews will be the regular curfew time of the student with the lowest class level. The administration does not favor engagements and marriage until after graduation. Therefore no student may become engaged or married without consultation with the President.

O. Signing In And Out

For security reasons all students will sign out and in when leaving campus.

P. Heat and Electric

Individual heat pumps and air conditioning is provided in each room. This heats and cools quickly, so please turn it off when leaving the room for a half hour or more. Turn the lights off all the time when leaving the room. Failure to turn off heat, air conditioning, and lights may result in demerits and/or extra charges for electric use.

Q. Library Rules

The library is for study and reference only, loud talking and noisy behavior will not be tolerated. Food and Drink may not be used in the library. Library books must be signed out. Students not signing out books will lose their library privileges and be subject to a fine. All students will have a scheduled hour of study except upperclassmen with a GPA of 3.0 or above.

R. Lounge and Recreation Room

The student lounge will be open from 7 AM-11 PM. Regular television programs and videotapes will be available only on Friday and Saturday all day. Outside guest must be entertained in the lounge or recreation room rather than the dormitories. The lights must be kept on in the lounge when students are in the room. Students are expected to clean up all trash, food and dishes and leave the lounge in good order daily. Recreation room will be open from 1 PM-Curfew

S. Curfew

Evening hours for dormitory students will be as follows. At the curfew hour, the student should be in his or her room, not coming into the building. Curfew may be adjusted for school authorized activities on or off campus. The entire campus will be in quiet mode from 10 PM-7 AM

SENIORS: 12 Midnight, all other days 11 PM to 6 AM

JUNIORS: Fri-Sat 12 Midnight, all other days 11 PM to 6 AM

SOPHOMORES: Fri-Sat 11:30 PM, all other days 11 PM to 6 AM

FRESHMAN: Sat 11:30 PM All other days 10:30 PM to 6 AM

T. Weekends

One weekend at home per semester will be permitted, if a school scheduled holiday or term break does not already fall in the month. Students may not leave campus the weekend of the Turkey Bowl, Spiritual Life Conference of Missions Conference. All visits off campus for all day or overnight must be cleared by the respective dean before leaving and may require parental permission.

U. Pets

No pets are allowed on campus except fish in portable tanks. Please do not ask permission to bring in hamsters, gerbils, reptiles, parakeets, etc. No Pets!

V. Discipline

At Breckbill Bible College we expect the student to discipline himself in accordance with God's Word. For the student unable to do so the respective Dean will interpret that discipline and reduce it to action. All students will be expected to avoid behaviors and personal attitudes of distrust, selfishness, arguing, damaging criticism, gossip, disrespect, unethical conduct, or irreverence. Such behavior will not be tolerated- the student will be dismissed from the school.

W. Demerit System

A demerit system will be used and administered by the Resident Assistant or Dean. Any faculty member or administrative staff may administer demerits as well. One to ten demerits will be given for minor rule infractions depending on the severity and regularity of the infractions. At least ten demerits will be dropped at the end of the semester if the infraction is not repeated. Major infraction demerits may be carried to the next semester upon the decision of the respective Dean. Demerits reaching 30 and above will result in discipline according to the following schedule and notification of the administration, and review by the college president.

30-49: Curfew Restrictions and /or lounge privilege restrictions

50-74: Campused- may not leave campus without written permission of the respective Dean. Parents will be notified.

75-99: Probation-must be in room at all times when not at class, meals, library or church. Parents Notified.

100: Expulsion-dismissed from school. Parents Notified.

Point Rating Guidelines

For Staff and Faculty

General Examples

- Breaking Curfew- 1 for every minute late
- Dorm Rooms not maintained-1 Point for each infraction depending on severity of problem

Three Demerit Points Examples

- Late to Class-professor has started class
- Late to church or chapel-prelude has begun
- Late to lunch

Five Demerit Points Examples

- Unexcused absence from Class, Chapel, Church, Prayer Meeting
- Dress code violations
- Dating Standards Broken
- Class Assignments late/incomplete

Ten Demerit Points Examples

- Personal Standards Rules Broken-dancing, tobacco, theater attendance, television, videos
- Disrespect-classmates, professors, staff, pastors
- Damaging Criticism
- Gossip
- Irreverence
- Leaving the campus early before breaks or holidays
- Returning late from breaks or holidays

One Hundred Demerit Points Examples

- Intentional Plagiarism
- Immorality
- Cheating on Examinations
- Use of illegal drugs or alcohol-ZERO TOLERANCE at school or away from school

These guidelines are not intended to be all-inclusive. Staff and Faculty may use their own judgment in making adjustments and handling other situations.

STUDENT SERVICES

A. Work Scholarships

Students on work scholarships shall be held accountable to the Director of Operations for the hours of work. A staff supervisor will be assigned. Students on work scholarships must keep careful records of their time. Students on work scholarships must go through proper channels in receiving supplies, moving school property, etc. Failure to comply will result in loss of said scholarship.

B. Library Services

The McCall Library houses Theological, Bible, Educational and reference materials. Students may not take any materials from the library without signing them out. Students found to be taking books with signing them out will be subject to a \$5.00 fine per book. Students utilize the Wytheville Public Library and the Wytheville Community College Library.

C. Guidance and Counsel

One of the advantages of a small school is the opportunity for students to have personal contact with faculty members. Breckbill Bible College encourages its students to seek advice and counsel on personal, spiritual and educational problems. The Respective Deans, Resident Assistants, and other administrative personnel and faculty are available for counseling by appointment.

D. Student Government

The student government serves and leads the student body. Officers are elected by the students. Only upperclassmen are eligible to hold office. Student government helps to plan student affairs and helps to develop leadership training for Breckbill Bible College Students.

E. Room Assignments

Room Assignments are made at the discretion of the Director of Operations. Dormitory students may not remain in residence during vacation or holidays.

Dormitories must be maintained at all times. Beds must be made daily by 12 noon. Bed inspections should be expected daily with "white glove" inspections once a week. All maintenance problems should be reported to the office promptly and a maintenance request slip filled out.

Television and personal DVD players are not permitted in students rooms. No electronic devices should be used to download, stream or play movies in a dorm room. The use of most electrical appliances' is prohibited in dormitories. Refrigerators are not permitted. No candles or candle warmers may be used in dorm rooms. Respective Deans will check electrical appliances when you arrive at the beginning of the semester as well as taking an inventory of the room. A fee will be incurred for any damages discovered at the end of the semester that have not been previously reported. Students are to shower daily and sheets and clothing should be washed weekly. Individuals should be appropriately clothed at all times so as not to offend others.

F. Book Store

The books required for the various courses and other materials will be obtained from the office. All Textbooks and course supplies are available on a cash basis only- scholarships do not cover these materials.

G. Health Services

The school nurse (RN) is available to the students for emergency medical services, and a doctor is in the immediate neighborhood. Students must notify the Nurse who can direct all the activities to obtain proper care if not attending class due to illness. Students feeling ill or running a fever should not leave their rooms or use the lounge or cafeteria or attend classes. Arrangements will be made for meals in the dorm room as needed.

H. Post Office- Mail

Every student will be assigned a mailbox in the front office. Students should check their mailboxes daily for U.S. mail and pertinent class information. Please allow the office staff to pick up and distribute the mail.

I. Recreation and Athletics

Breckbill Bible College utilizes community sports and recreation facilities. There is an exercise room on campus available for use from 7 AM -10 PM

J. Use of Equipment

The use of school computers, copy machines, printers and other office equipment is subject to approval. School furniture may not be removed from dorms or storage areas without permission.

K. Guests

Potential guests or their parents must make requests to visit. Guests will be permitted a maximum of two nights on campus, and the purpose of the visit must be admissions-related. Guests are permitted only Monday through Thursday nights. Guests may not stay overnight on campus just before or after college breaks, during White Glove or exam weeks. Guests are expected to abide by all chapel and curfew requirements. The Dean of Students must make final decisions on exceptions.

L. Laundry

There are no laundry services available on campus for students. There is a nearby Laundromat in Fort Chiswell, 3 miles from the campus. Please do not hang any laundry over the railings of any dorm.

M. Travel

Students traveling together outside the area must have permission from their respective parents. The Respective Dean will monitor travel.

N. Automobiles

Students may have one automobile on Campus. Auto registration and insurance information must be on file in the office. The county sheriff's department provides nighttime patrol of the parking area and has access to vehicle registration information as necessary. Students may not borrow the school van or other student's vehicles. Students working off campus must provide their own transportation. Transportation to and from work should not be provided by other students.

O. Meals

Meals will be served at 12 Noon and 5:00 PM. No breakfast is served in the cafeteria. Self-Serve continental breakfast is available in the students lounge. Campus students must take meals at the school and will be charged a flat room and board fee regardless of the number of meals taken. Meal tickets are available in the business office for off campus students and visitors. Staff and Faculty may purchase reduced price meal tickets for personal visitors. The kitchen must be notified at least 3 hours in advance if planning to be absent from a meal or purchasing tickets for a meal. A sign up sheet will be routinely used. Students signed up for a meal that are 15 minutes late will have their meal boxed up and taken to the student lounge for later pick up. The serving line officially closes 30 minutes after a meal begins. The dining hall is considered closed to incoming students at that time. Prices for meal tickets are as follows:

Child 3.50

Adult Meal \$5.00

For students with busy work schedules a Grab and Go Lunch option is available. These are deli or peanut butter and jelly sandwich options, which must be ordered in advance (at least 1 hour notice) and may be picked up from the dining hall 30 minutes prior to lunch. No adjustments to room and board fees will be made for meals missed due to outside employment or activities. Students who are ill and confined to their dorm room may have roommates or staff deliver their meals to their door.

P. Volunteer Services

All students are requested to give 1 hour per week in volunteer work service to the school. Assignments and volunteer service time cards are available from the office. Respective Deans and Office Staff will assist with such activities.

Q. Telephone

Telephones are available in each room. Please keep calls through the switchboard no longer than one half-hour. Students are required to use phone calling cards. No tolls can be charged to rooms. Phone messages may be picked up in the office.

Wireless Internet service is available in the college office and dining room and student lounge. No Internet service is available in student rooms. The dining room may not be used as a study room. Cell phones may not be used in classrooms, library. Chapel, church, during Christian Service or other school activities or meal times. Please do not bring cell phones to these locations. Please hold cell-phone use for personal times. Student's cell phone numbers will be requested and maintained in the college office for security use during emergency situations.

R. Off-Campus Work

Students may work a maximum of 25 hrs. off campus dependent upon satisfactory grades. Respective Dean must have a record of outside employment and the weekly work schedule must be posted in the main office. Students must follow sign out and curfew procedures.

WHERE TO GO FOR HELP

This is a brief list giving directions to different resources at the student's disposal.

Academic Information.....	Registrar
Athletics.....	Physical Educations Instructor
Book Store.....	Administrative Office
Buildings & Grounds.....	Director of Operations
Chapel Attendance.....	Respective Dean
Christian Service Opportunities.....	Respective Dean
Curriculum Requirements.....	Registrar
Discipline.....	Respective Dean
Employment.....	Respective Dean
Examinations (late, etc.).....	Course Instructor
Financial Problems (student).....	Director of Operations
Grades (Specific course).....	Course Instructor
Housing.....	Director of Operations
Late Permission.....	Respective Dean
Library Needs.....	Administrative Office
Mail Delivery.....	Administrative Office
Personal Problems/Counseling.....	Respective Dean
Room Inspection.....	Respective Dean
Scheduling Activities.....	Respective Dean
Sickness.....	School Nurse
Work Scholarship.....	Administrative Office

