

STUDENT HANDBOOK

AFLBS IMPORTANT **APPLY**
Experience **OTHERS** World
Future Achieve **TRAINING**
Athletics **FAITH** **GROW**
Believe Encourage **L** **CHARACTER**
PRIORITY **MUSIC**
YES **GOD** KNOWLEDGE
AWESOME
Goals **YOU** **V** **Academic**
BIBLE **E** **GOSPEL** **Established**
Worship **Yes** **Lifetime**
BLESSING **Academic**
Service **JESUS**
Mission **Truth** **Leader**
Welcome **Friendships** **Eternal**

2011



2012

Welcome to AFLBS!

We are glad you have decided to come to AFLBS this year! You have decided to set aside an extraordinary time in your life to study God's Word that we pray will build a lifelong foundation for your future! As faculty and staff it is our desire and intentional mission to make this time in your life optimal for spiritual learning and growth. AFLBS is unique because of what we teach and the way we teach it. Our entire focus is on God's Word, taught in an environment that is intentionally set up to help you grow in the knowledge of Jesus Christ, and thrive through solid relationships with fellow believers.

At AFLBS, we care about strengthening your faith in Jesus Christ and building character, not just about advancing your academic future. We want to be faithful to Christ's Great Commission – *to make disciples of all the nations!* We want to know Jesus Christ and make Him known to others! We want to train Christians to care about others. The Bible calls it "*honoring all people and loving the brotherhood*" in I Peter 2:17.

In this spirit, we publish this Student Handbook. The information enclosed should help make living here at AFLBS an enriching experience. The Handbook is the product of a committee of staff and students and is revised each spring. Scripture verses are included throughout the Handbook. It is our prayer as the Handbook Committee that we will daily receive God's Word with a teachable heart, and let it do its transformational work within us!

Please read the Handbook carefully, and keep it for reference throughout the school year.

May God Richly Bless You,

The Student Handbook Committee

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The AFLBS

Student Handbook Disclaimer

The AFLBS Student Handbook was written to explain AFLBS services, expectations and policies to all enrolled students. As members of the AFLBS community, all students have agreed to abide by all the expectations and policies of the Handbook upon signing their Association Free Lutheran Bible School application. It is also reaffirmed at the time of registration.

Regardless of when a student enrolls, the most current Student Handbook is the publication by which all AFLBS community members have committed to abide. It is our desire to make this Student Handbook as complete and thorough as possible and the Dean, Student Development Director, and Resident Heads are available to clarify anything that is unclear or perceived as an omission. AFLBS reserves the right to make changes as needed throughout the year. Any additions or changes would be distributed in writing to the AFLBS campus community.

Even though we feel the Handbook is complete and accurate, no authority is above God's Word. With that in mind, the final authority on all issues is the Word of God and the Spirit of God. We will always seek to faithfully and prayerfully apply His rule of law and grace throughout your time at AFLBS.

AFLBS Operations

Facilities and Grounds

All work orders for custodial services, maintenance, and repairs on campus should be communicated through the business office or aflbs@aflc.org. Work order forms are available in the cafeteria to be filled out and brought to the AFLBS office. For emergency maintenance issues (i.e. leaking water pipe) immediately contact Wayne Floan and also notify your Resident Head or Dorm Assistant. All facility and grounds concerns and risk management issues should be reported to the AFLBS Office immediately or to the appropriate staff if the office is closed.

Jarrod Hylden - Men's Dorm Head: 701-331-1963 (cell)

Elizabeth McCarlson - Women's Dorm Head: 605-881-1597 (cell)

Wayne Floan - Head of Maintenance: 612-751-3072 (cell)

Arv Bergstedt - Assistant Head of Maintenance: 612-749-7466 (cell)

Pastor Joel Rolf - Dean of AFLBS: 612-749-6001 (cell)

Chad Friestad - Student Development Director: 612-718-3043 (cell)

AFLBS Business Office

The Business Office takes care of student accounts, payments, and mail. For information regarding payment policies, please visit the Business Office during office hours from 8:00 am to 4:30 pm, Monday through Friday.

Food Services

AFLBS meals are served Monday-Friday

Breakfast	6:30 – 7:15 a.m.
Lunch.....	12:00 – 1:00 p.m.
Supper	5:30 – 6:30 p.m.

These are the normal meal times. Occasional changes may be posted due to campus events.

Employment

AFLBS is specifically structured for students to be able to work part-time and pay for school as they attend. Classes are normally scheduled between 8am-12:00 noon Monday-Friday. Many students work part-time while attending AFLBS. There are many job opportunities in the Twin Cities area and we post many job offers on our main information board in Heritage Hall. ***It is the student's responsibility to arrange work hours so they don't conflict with class commitments or dormitory hours.*** No excused absences will be given for work reasons. Students should not allow part-time work to become more important than class work. Work schedules that extend beyond dorm hours must be approved in advance by the Resident Head. Sunday should be set aside for rest and worship. Sunday work is discouraged.

Motor Vehicles

Students must register all vehicles with the AFLBS office upon arrival on campus. The fee to have a car on campus is \$60 per semester. Students must provide AFLBS with an extra car key, which will be used only by maintenance staff for emergencies. Keys will be kept secure when not in use and returned to students when they leave at the end of the school year. Students may have only one vehicle on campus. If necessary, AFLBS reserves the right to limit the total number of vehicles on campus. Students are cautioned in regard to loaning cars to one another. Insurance and liability concerns must be considered. Public transportation is available near the campus, but service is limited. Students without cars should be mindful of transportation costs when relying on others for rides to work, shopping, social activities, and other events.

Plymouth Transit: Dial-A-Ride and Metro-Link: (763) 509-5521

www2.ci.plymouth.mn.us - click on "Services" then "Transit"

Students are also encouraged to keep their vehicles locked at all times.

Many children visit or play on the school grounds. Please drive with proper care and caution. Abusive or careless driving on campus will result in disciplinary action.

Bicycle racks will be available outside, and students are urged to provide their own security by cable or chain and lock. All bicycles must be registered with the office and have an identification sticker which will be provided for a small fee. It is recommended that bicycles be taken home during the winter months. Bicycles must be taken home at the end of the school year. AFLBS reserves the right to procure those that are left without proper labeling or permission.

Postings and Solicitation

All postings, flyers, posters, advertisements, etc. should have AFLBS sponsorship or be initialed by a staff person in the AFLBS Business Office. Solicitation of goods or services without prior approval of AFLBS staff is prohibited. It is the desire of AFLBS to limit the proliferation of selling, advertizing and postings on campus.

Support Services

Student Development Office

The mission of the Student Development Office is to provide programs and services that impact the quality of student life by supporting academics, spiritual growth, and commitments to living in community. AFLBS wants all students to grow in their walk with Christ and to become like Him in all aspects of life. In addition to providing essential services, Student Development implements programs with the intent of enhancing the personal growth and spiritual development of students. The student development team is made up of AFLBS administration and dorm staff whose heart is in helping you be most fulfilled in your time at AFLBS. The Student Development Office welcomes your open communication and feedback on any concerns and is always available to meet on an individual basis.

The Student Development Team:

Pastor Joel Rolf - AFLBS Dean

Chad Friestad - Student Development Director

Jarrold Hylden - Men's Resident Head and Athletic Director

Elizabeth McCarlson - Women's Resident Head

Chapel

Chapel Services provide a wonderful opportunity for the campus family to worship the Lord together and be challenged by His Word! AFLBS Chapel is normally held on Tuesdays at 11:10 am throughout the school year. A campus wide chapel is held on Thursdays at 11:10 am. Chapel attendance is required for all AFLBS students at both of these Chapel Services each week. The chapel is normally available for devotions and prayer times during office hours.

Mail Service

Mailboxes will be provided for you on campus in Heritage Hall. All mail can be addressed in this way:

Your Name
3134 East Medicine Lake Blvd.
Plymouth, MN 55441

These mailboxes are provided for your convenience to receive letters and packages. Please do not use these mailboxes as storage bins throughout the school year.

Library

The Francis W. Monseth Library is a great place on campus to study and learn. All library materials must be checked out with proper procedure. Books are loaned for two weeks and may be renewed. A fine of twenty-five cents (\$.25) per day is charged for overdue books at the time the book is checked in. Overdue reserve books will be assessed a fine of fifty cents (\$.50) per day. **A student assumes all responsibility for materials checked out in his/her name. Do not loan your library books to anyone.** Library hours will be posted in the window of the library and will be listed in your registration packet. The Library also has a computer lab and available Wi-Fi.

Bookstore

Instructors supply the Bookstore Manager with a list of textbooks and other items needed for each class. These texts are ordered and kept in the AFLBS Bookstore where students can purchase classroom texts and supplies at the beginning of each semester. AFLBS clothing and other items are available for purchase at the posted times as well.

Email and Internet Service

AFLBS maintains computer labs on the first floors of the women's and men's dorms as well as in the library. These labs are to be used mainly for study purposes. The computer lab is a great resource. More information on internet service is provided at the beginning of each school year during orientation week. Each student will be provided with an email address for important communication with faculty and staff.

Student Council

Student Council is the governing council of the student body. Students can communicate their concerns and suggestions to the Student Council through class representatives or officers. The Student Council also works with the Development Office to help promote events and activities that impact the quality of student life on campus. The Student Council seats student representatives on a variety of campus committees. All students are voting members and elections occur annually during the Fall Semester.

Scriptural Principles for Growth

AFLBS believes that the Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior. ***“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.”*** II Timothy 3: 16-17.

We expect that believers who voluntarily join the Christian community at AFLBS will, with God’s help:

1. Deepen spiritual commitment and develop moral character by applying God’s Word in one’s daily life, practicing Biblical principles. ***“But prove yourselves doers of the word, and not merely hearers who delude themselves.”*** James 1:22.
2. Develop intellectual and creative powers by thorough academic work. ***“Now these were more noble-minded than those in Thessalonica, for they received the word with great eagerness, examining the Scriptures daily, to see whether these things were so.”*** Acts 17:11.
3. Participate constructively in the life of the campus and local communities, observing their rules and helping them achieve their goals. ***“And seek the welfare of the city where I have sent you into exile, and pray to the Lord on its behalf; for in its welfare you will have welfare.”*** Jeremiah 29:7.
4. Be active in a local congregation. Bible School is not a church fellowship, but a training center for building effective disciples for congregational life. Bible School studies should bring a desire for Christian service and spreading the gospel. For those reasons, AFLBS requires students to attend Sunday AM worship services and to consider using his or her spiritual gifts in a church. ***“And let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some, but encouraging one another; and all the more, as you see the day drawing near.”*** Hebrews 10:24-25.

The Bible school requires that every student seeks to make a vital contribution to a local congregation. Students and congregations alike will be blessed when young adults like you become active in a single congregation. Students can earn one Christian Service credit per semester for a minimum of at least 12 volunteer hours of service in a congregation or ministry. Christian Service credit forms are available in the AFLBS office and need to be completed by December 1 or May 1 to receive credit for the Fall or Spring semester. **One of these credits is required for graduation from AFLBS.**

There are at least 14 AFLC churches in the metro area.

- Emmaus Lutheran Church - Bloomington, MN**
Pastor Tom Gilman, Pastor Nick Dyrud (952) 884-4751
- Faith Lutheran Church - Shakopee, MN**
Pastor Jim Ritter (952) 496-3126
- Faith Lutheran Church - Minneapolis, MN**
Pastor Jason Gudim (612) 824-5527
- Good Shepherd Free Lutheran Church, Cokato, MN**
Pastor Lyndon Korhonen (320) 286-2861
- Grace Free Lutheran Church - Maple Grove, MN**
Pastor Peter Franz (763) 463-2300
- Hope Lutheran Church, North Minneapolis**
Pastor Tom Parrish, Intern Scott Stroud (612) 521-3547
- King of Glory Lutheran Church - Eden Prairie, MN**
Pastor Les Galland (952) 934-1708
- Living Hope Church - St. Michael, MN**
Pastor Bob Halvorson (612) 267-5757
- Living Word Lutheran Church - Eagan, MN**
Pastor Tim Skramstad (952) 456-0249
- Maranatha Free Lutheran Church - Spring Lake Park, MN**
Pastor Ebassa Berhanu (763) 754-2669
- Minnesota Valley Free Lutheran Church - Lakeville, MN**
Pastor Mark Olson (952) 432-7197
- Solid Rock Free Lutheran Church - Anoka, MN**
Pastor Gary Haug (763) 427-6359
- Sunnyside Free Lutheran Church - Stacy, MN**
Pastor Dave Kieppela (651) 462-4163
- Vision of Glory Lutheran Church - Plymouth, MN**
Pastor Scott McLaughlin & Pastor Phil Dahlof (763) 559-4222

5. Accept and respect the authority that God has placed over you for your spiritual welfare. ***“Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.”*** Hebrews 13:17

A good reaction to discipline benefits all involved. God disciplines His children out of love and concern. ***“...He disciplines us for our good, that we may share His holiness.”*** Hebrews 12:10b. The student who receives discipline receives God’s expression of love. AFLBS is concerned that the profitable results of discipline would be a reality in students’ lives. ***“For the report of your obedience has reached to all; therefore I am rejoicing over you but I want you to be wise in what is good, and innocent in what is evil.”*** Romans 16:19

AFLBS is a school with Christian principles and a firm purpose to bring glory to God in all things. Students are expected to reflect the spirit of Christ in all their living, both on and off campus. Strive at all times to keep your conduct so that it will be void of offense to fellow students, to visitors who come to the school, or to the general public off campus. ***“Keep your behavior excellent among the Gentiles, so that in the thing in which they slander you as evildoers, they may on account of your good deeds, as they observe them, glorify God in the day of visitation.”***

1 Peter 2:12 ***“Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. Therefore, he who resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves.”***

Romans 13:1-2

6. Allow God to mold attitudes as well as actions. A murmuring, critical spirit grieves the Holy Spirit and may easily become a destructive influence within the student body. ***“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others. Have this attitude in yourselves which was also in Christ Jesus.”***
Philippians 2:3-5.

7. Contribute to the growth and health of the AFLBS community as a whole. Living in a family structure like the Bible school community requires positive input from all the members of the family. AFLBS believes that conflicts or disagreements between students should be resolved on the Biblical basis of Matthew 18:15-17: ***“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and tax-gatherer.”*** Prayerful, loving confrontation often will bring a swift resolution to a conflict. Still, confrontation can be averted with consideration and kind words. The steps of resolution Jesus offers in Matthew 18 come after the conflict has begun. It's each Christian's responsibility to avoid letting differences become difficulties and to resolve any problem with love, kindness, and wisdom, before it grows out of control. Gossip and other sins of the mouth have no place in healthy Christian fellowship. When we have hurt or sinned against God and another person, we need to confess it. This means not only to say "I'm sorry for", but also to clearly ask for forgiveness from God and also from the person we have hurt or sinned against by asking, "Will you forgive me for"?

“Therefore, confess your sins to one another, and pray for one another, so that you may be healed. The effective prayer of a righteous man can accomplish much.” James 5:16 ***“If possible, so far as it depends on you, be at peace with all men.”*** Romans 12:18 Be ready and willing to ask for forgiveness when needed and also to forgive others from the heart. ***“And be kind to one another, tenderhearted, forgiving each other, just as God in Christ also has forgiven you.”*** Ephesians 4:32 Work hard at loving one another, as Christ has loved you, and when rebuke is necessary, do it in the constructive spirit of love that builds up each member of the family to which we belong. ***“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.”*** Colossians 3:17

Personal Quiet Time

AFLBS offers you a tremendous opportunity to strengthen your faith in Christ and to learn how to face life with all its realities. The key is always a growing and thriving relationship with Jesus Christ. We encourage students to meet the Lord in the mornings. Daily quiet times will begin the day right and strengthen you for what comes your way during the day. ***“In the morning, O Lord, Thou wilt hear my voice; in the morning I will order my prayer to thee and eagerly watch.”*** Psalms 5:3.

AFLBS Community Lifestyle Expectations and Policies

Why Do We Have Specific Lifestyle Expectations? - AFLBS has chosen to set itself apart from other schools for the purpose of developing Christian leaders who impact the world for Christ. Students, by their voluntary acceptance, assume responsibility to abide by all the regulations of AFLBS, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the AFLBS community. For example: AFLBS expects students to refrain from alcoholic beverages, gambling, tobacco products, intoxicants, illegal drugs, inappropriate sexual behavior, including any conduct of sexual harassment, and pornography.

Students should strive to exhibit the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22, 23); to love what is good and despise what is evil (1Thessalonians 5:22); to seek righteousness and justice (Matthew 6:33); to be servants to each other (Ephesians 4:32); to encourage and support each other (Galatians 6:2); to strive to resolve conflicts with mutual respect and Christ-like love (Romans 12:17-21); to be faithful and trustworthy witnesses and disciples of the Lord Jesus Christ (1 Corinthians 4:1, 2).

Community standards and lifestyle expectations are in place to help move students toward Christian maturity and service. This will help create an environment that is conducive to academic learning and personal development. Some of these standards and expectations are based upon Biblical Absolutes (i.e. refraining from inappropriate sexual behavior), (II Timothy 2:22) others upon Biblical Principles (i.e. use of tobacco products) (1Corinthians 3:16,17, Romans 12:1,2) and others reflect shared community standards. (i.e. parking regulations) (Romans 12:18), but all are expected to be upheld.

Failure to abide by AFLBS lifestyle expectations will result in disciplinary action. Not every possible community standard and lifestyle expectation can be listed or clarified in any one document. Therefore, the Dean and Student Development Director will be available to answer questions and provide clarity in interpreting any particular issues.

Philippians 4:8 summarizes the spirit behind these standards and expectations: **“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.”**

When Do Lifestyle Expectations Apply? Students are responsible to abide by the Student Handbook and Lifestyle Covenant starting when they enroll at AFLBS through graduation day, whether on or off campus including all AFLBS breaks (i.e. Spring Break), summer break, holidays and any other time including, but not limited to, any off-campus events such as mission trips, summer teams, choir tours, and athletic events.

Specific AFLBS Lifestyle Expectations

Honesty and Integrity - Members of the AFLBS community are expected to live lives of personal honesty, holding to high standards of integrity academically and in their personal lives.

Alcohol/Tobacco/Drugs - The use, possession or distribution of alcoholic beverages (including non-alcoholic or “near” beer), tobacco in any form (or any non-medicinal substance inhaled into the lungs), non-medicinal drugs (including marijuana) or paraphernalia are prohibited for any reason.

Gambling – Activities involving betting, wagering, games of chance involving money or lotteries, are not acceptable.

Social Dancing - AFLBS does not permit social dancing on or off campus as an AFLBS sponsored activity, nor may the school’s name be associated with such activity by any student, staff or group. Dancing that violates Biblical

standards of morality is not permitted, and environments that promote the violation of such standards in dancing including, but not, limited to bars, dance clubs, night clubs, etc., should be avoided.

Stealing/Theft - Taking anything that does not belong to you is unlawful and unacceptable. Students should keep doors locked at all times. Valuable items and money should not be on display in rooms.

Entertainment - Members of the AFLBS community are to use discernment in all forms of entertainment such as music, TV, video/computer games, movies and theatre. AFLBS endorses entertainment that honors Jesus Christ and does not distract from the pursuit of holy living. With this in mind, entertainment whether in individual rooms, public or common areas of the campus, that contains excessive levels of violence, profanity, and sex is prohibited. AFLBS reserves the right to rule on the suitability of any entertainment played or performed on campus or at AFLBS events.

Hazing/Pranks - Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. A prank is a willful act by one or more students directed against others that could endanger their emotional health and/or physical safety, or one that damages, destroys, or removes property, or which involves the misuse of access privileges, keys, intellectual property, or confidential information. Hazing and pranks are prohibited.

Fighting and Violence - Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself or any threatening or intimidating actions and/or language whether acted upon or not is not tolerated.

Pornography/Unwholesome Media - AFLBS forbids the viewing, exhibition, possession, or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of AFLBS, including, but not limited to, sexually explicit material and pornography. The use of institutional or personal computers for the viewing, transmitting, retrieval and/or storage of such material is a violation of AFLBS policy and may result in disciplinary action and the possible loss of the privilege to have access to the internet and/or a computer on campus. Note that certain forms of pornography are illegal (e.g. child pornography) and will be reported to the proper legal authorities.

Harassment - Harassment occurs when someone intimidates another person through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet

message, etc. Harassment in any form is unacceptable. Continued harassment may be considered “stalking” and be subject to criminal charges under Minnesota law.

Sexual Harassment - It is the policy of AFLBS to maintain a working and learning environment free from the sexual harassment of its students and employees. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action. AFLBS recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship, or academic association. Sexual harassment may be verbal, graphic, written, or physical in nature, any of which may be grounds for disciplinary action.

AFLBS defines sexual harassment in the following manner: Sexual harassment includes behavior such as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed inappropriately towards an employee, student, or applicant. For example: Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. Written examples would include: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, and name calling. Physical examples: assault, touching, impeding movement, or blocking movement. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

Dress Code

Modesty Standard - Regardless of the profession they choose, all students are preparing to be examples in their family, community and church. With dress standards, our specific interest is to create an environment that promotes a Christ-centered community and a Christian witness to the world and AFLBS community. Hygiene and dress should emphasize cleanliness, neatness, maturity, modesty, and consideration for others.

As adults, there is freedom for personal choice; however our commitment to this community should reflect our pursuit of modesty in dress - that is, dressing in such a way to not draw attention to one’s self inappropriately. Regardless of motivation or intent, the following guidelines, although not exhaustive, are to be followed:

Business casual attire is expected for classes, chapel and all other school sponsored services. *Jeans, shorts, and sweatpants are not proper dress for classes, chapels and all other school-sponsored services.*

Casual attire for men include khakis, dress pants, polos, and collared or buttondown shirts.

For women, attire includes khakis, dress pants, skirts, blouses/shirts and dresses. *Avoid revealingly tight or form fitting clothing.* Shirts should always be modest and not “revealing” in any way, *also including: exposed midriff and/or undergarments, cut-off shirts, strapless shirts, halter tops, and shirts with straps that are less than two inches wide, skirts that do not touch the floor when kneeling or cover the knees when sitting (including those worn with leggings and slits above the knees).*

Earrings and other body piercings are not permitted for male students on or off campus while enrolled; similarly, females may not have body piercings other than earrings. Male students should wear shirts on campus at all times. *Any offensive tattoos must be covered at all times.*

Sun-bathing is limited to public beaches.

AFLBS and Dorm Staff will politely ask students who are dressed immodestly or inappropriately to change their clothes. Dress code issues often come on a case by case basis. AFLBS also acknowledges that modesty runs deeper than a dress standard, and begins with remaining pure in mind and heart regardless of the way another dresses.

“Likewise, exhort the young men to be sober-minded, in all things showing yourself to be a pattern of good works; in doctrine showing integrity, reverence, incorruptibility...” Titus 2:6-7 ***“Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly...as befits women making a claim to godliness.”*** 1 Timothy 2:9,10 ***“To the weak I became weak, that I may win the weak; I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the Gospel, that I may share in its blessings.”*** 1 Corinthians 9:22, 23

Friendships, Relationships and Dating

Genuine friendships are an important part of life at Bible School. A student who is committed to others will be well rewarded with meaningful relationships. Many students find great satisfaction through the friendships that exist between brothers and sisters in Christ. You are encouraged to be mindful of meeting the needs of all other students in a caring, Christ-like way. ***With humility of mind let each regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others.*** Philippians 2:3,4

Those who enter into a dating relationship are urged to continue to foster other friendships as well, since this is a vital part of a Christian walk. Couples must demonstrate proper modesty, posture, and decorum in all their contacts with each other, and yield to the counsel of their supervisors in these matters. ***Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.*** | Timothy 4:12

It is expected that couples conduct themselves as Christian men and women at all times. In order to be sensitive and non-offensive to others, public displays of affection other than hand holding are not permitted. ***Finally then, brethren, we request and exhort you in the Lord Jesus that, as you received from us instructions to how you ought to walk and please God (just as you actually do walk), that you may excel still more.*** | Thess. 4:1

Safety and Security Issues

The dorms on campus have electronic locks for the security of all residents. Each student residing at AFLBS is given a key fob which gives access to the dorms. The entrance doors to the dorms are not to be left open (propped) as this will compromise the security for the whole dorm. If you see any suspicious activity on campus please report it immediately to the AFLBS office, or your Resident Head if after office hours. If a situation demands immediate response call 911. Student fobs are not to be given to any other individual. Failure to comply with this will result in fines and disciplinary action.

Community members are expected to evacuate a campus building immediately upon the sound of a fire alarm and to follow specific procedures during severe weather. Tampering with any fire safety equipment (alarms, extinguishers, etc.) will result in fines and possible disciplinary action. The possession or use of fireworks or possible explosives of any kind are prohibited on campus.

No one is to enter, use or misuse the property of the AFLBS or others.

Weapons of any kind are not allowed on AFLBS property or at AFLBS functions. This would include but not be limited to any type of gun (real, BB, airsoft, pellet, etc.), knife with a blade over four inches, dagger or switchblade, any object associated as a weapon such as a club, sling shot or unguarded razor, recreational weapons such as bows and arrows, other dangerous sporting equipment or martial arts weapons. Contact your resident head to make provision for hunting weapons.

Throwing, dropping or causing objects to fall from any window, building or structure is prohibited.

Housing Policies and Procedures

Dorm Life

The following guidelines are given to provide for orderliness in our dormitories. Some of them may not necessarily apply to general Christian living outside the framework of AFLBS. However, all students who join the campus family are expected to abide by them.

Each student room is equipped with twin size beds, dresser, bookcase, desk and chair for each student. Mattress pads are required on all beds; students must bring their own mattress pad and bedding. All floors are carpeted.

1. The **dormitory curfew** is at 10 p.m. Monday through Thursday; 1 a.m. Friday; and 12 a.m. Saturday and Sunday. Any guest who is not staying overnight must leave the building at this time. Each student is responsible to arrange work schedules to comply with the school schedule. If you find a conflict between your job and curfew hours, you must talk with your Resident Head right away. Students are not allowed to leave the dorm after curfew unless securing permission from the Resident Head or a Dorm Assistant.
2. **Monday night full dorm devotions and other dorm meetings** are required attendance. Dorm devotions are typically held Monday from 10:00-10:30 p.m. If you miss because of an excused absence, we ask that you maintain responsibility for material covered and any announcements made at the missed dorm meeting.
3. Students are encouraged to attend **mid-week devotions** faithfully and diligently during the school year. **Weeknight prayer and devotions** are held Tuesdays and Thursdays, 10:05 to 10:25 p.m. and will be limited to 20 minutes. **Devotions with your roommate(s)** are encouraged on Wednesday nights.
4. Permission must be secured from your Resident Head (R.H.) before **staying off campus Sunday through Thursday**. This includes working off-campus overnight. Please contact the R.H. in person before leaving. A check-out sheet must be signed upon leaving and returning for any overnight absence from the campus including weekends; for late hours, students must also use sign-in sheets located by the entrance doors. AFLBS Students are expected to use Christ-like discretion when arranging overnight stays outside the dormitory. The Lord calls us **“to abstain from even the appearance of evil.”** (I Thessalonians 5:22) This includes lodging at the house of someone of the opposite sex without parents present. Students are urged to maintain a pure, upright witness while planning housing, hotel and apartment overnight stays. Dorm room guidelines apply throughout the school year, both on and off campus.

5. **Any change of rooms or roommates** is made at the discretion of the student development staff and is normally only done during semester breaks. Any change of room must be cleared with the Resident Head.
6. Students are **not allowed to dismantle or move furniture from room to room without permission** of the Resident Head. This includes furniture in dorms, classrooms, lounge and study areas. It is the student's responsibility to see that the furniture is in good condition at the time of check-out. Any personal furniture not moved out at the time of check-out will result in a forfeiture of room deposit and the furniture will be disposed of by the school. No furniture may be stored at the school during the summer months.
7. If a student chooses to make or use their own loft bed instead of the twin bed provided, they assume responsibility for any accidents or injuries that may result from the loft bed. The installation of such must be inspected by Maintenance or your Resident Head.
8. **Students are requested to do their part in keeping all areas of dormitories, classrooms and school grounds in a clean and presentable manner.** Students are expected to keep residence rooms neat and clean. Vacuum cleaners and other cleaning equipment are available on each floor. Please return these to their proper place after use. Garbage and recycling bins are provided outside of the lower level men's dormitory. All garbage and recyclable materials must be disposed of in the appropriate bins, with garbage tied in plastic liners and cardboard boxes flattened.
9. **A room deposit of \$100 is charged at the beginning of the year.** This deposit is refunded if there is no damage to the room, if the room is cleaned and you check out with the R.H. A room checklist will be filled out by each student at the time of occupancy and checked at the time the student moves out of the room. Each room must be checked by the Resident Head before being vacated; if not, the student will forfeit the room deposit. Students are responsible to remove any tape marks from furnishings and rooms. Tacks and small nails may be used with discretion and care. Check with R.H. if you have questions. Windows and window screens must remain intact in the slides. Please report any broken furniture to R.H. Wet clothing is not to be hung in residence rooms on furniture, lights, or drapery rods, and must not drip on furniture or carpeting.
10. **Room inspections** will be conducted by the respective Resident Head, with fines being levied for consistently unkempt rooms. Fines will be increased with persistent disregard (see pages 15-16). AFLBS reserves the right to inspect any room at any time.

11. A **key deposit** of \$10.00 per key is charged each student at the beginning of the year. This amount is refundable when the key is turned in. Students are not permitted to make duplicate keys nor to possess unauthorized keys.
12. **Fire regulations** prevent the use of candles and incense in the dorm. Popcorn poppers and other small kitchen appliances, except for hotpots, may not be used in student residence rooms, bathrooms, lounges or hallways. Kitchen appliances may be used only in the laundry rooms and in the recreation lounge areas. Irons and ironing boards are allowed only in designated rooms. Be sure to unplug irons after use.
13. **Kitchen facilities, refrigerators and microwave ovens** are available for students use in the dormitories. Students are responsible to keep these conveniences clean and pleasant for other students to use. Label all items in the refrigerators; all unlabeled food may be disposed of. All dishes are to be washed and stored in cupboards immediately after use. Food kept in rooms must be kept in tight containers.
14. **Coin operated laundry facilities** are provided in both dormitories. Washing machines and dryers may be used from 6 a.m. to 11 p.m., Monday through Thursday and from 6:30 a.m. to 12 a.m. Friday and Saturday. Use of laundry facilities should be avoided on Sundays unless necessary.
15. Permission must be secured from your Resident Head before having an **overnight guest** in your room. There is no charge for a guest who shares your room. Others pay a fee of \$25.00 per night. Linens are available upon request for an extra \$10.00. The stay of guests in a student's room is usually limited to two consecutive nights, and limited to two nights per semester unless there is written approval from the Resident Head. Guests are subject to the same regulations as the resident students. Guests not staying overnight need to leave by curfew time. No guests are allowed during finals weeks.
16. **AFLBS is dedicated to the glory of God and all music and activities on our campus should lead to this end.** Because of the general negative influence of secular rock music and out of consideration for new believers who may be attempting to pull away from past bondage to sin, no secular music or music with lyrics contrary to Biblical principles is allowed on campus. Student stereos, radios, or musical instruments should not disturb other students or inhibit the quiet needed in the dorms for rest and study. To this end, amplified musical instruments may not be used in the dorm room.
We are destroying speculations and every lofty thing raised up

against the knowledge of God, and we are taking every thought captive to the obedience of Christ. II Corinthians 10:5 ***Therefore let us not judge one another anymore, but rather determine this—not to put an obstacle or a stumbling block in a brother's way.***

Romans 14:13

17. AFLBS wants to encourage students in their studies and in fellowship, therefore, **television and internet access** (including cell phone internet access) are not allowed in students' dorm rooms on campus. For the same reason, DVD, video and computer games, internet media (ie. Youtube and unapproved video broadcasts of any sort) are not allowed in the rooms at any time nor are they allowed in public areas during the week. DVDs and Video games watched/played on the weekends should be honoring to God.
18. **Acceptable movies/video games** may be watched/played in the dorm lobbies or public areas on weekends. These are to be approved by the Resident Head in the dorm beforehand. Any stereo equipment, video game consoles, CDs, DVDs and video games may be retained by the Resident Head as enforcement of these rules. There are three computer labs on campus with internet access available to students - one in each dorm, and one in the student center library. Students should still be judicious in the amount of time spent online and with computer/video games. Use your time to study the Word, build up the fellowship, and serve a world that needs Christ.
19. Because of the rigorous morning class schedule, and out of respect the dorm community, quiet hours begin at 10:30 pm. If class assignments make it necessary to study later, please remember that quiet in the dormitories must be maintained.
20. Students are encouraged to **keep room doors locked** when gone from the dorm. Please respect the privacy of other students' rooms. Students are not to enter another person's room without permission. Resident Heads cannot unlock a room for another student without the occupant's permission. AFLBS insurance does not cover students' possessions. Protection from fire, theft, or other loss is available independently, often through a parent's homeowner's policy.
21. **Boxes, garbage or furniture** are not permitted to be left in hallways or stairwells due to fire regulations. Fines apply.
22. **Please respect the privacy of the Resident Head's apartment.** The dorm assistants on each floor are also available to help answer questions or meet any needs you may have.

23. The **visiting of men and women** in one another's room at any time is strictly forbidden, except for designated times of "open dorms." When visitors are in student rooms, doors must be left open. If family members desire to see a student's room, please secure permission from the respective Resident Head or dorm assistant.

Late Hours

Students participating in activities which extend beyond the normal dorm closing are able to do so with the use of late hours. Each student is given six late hours per semester to be used at his/her discretion. Anybody using late hours must notify the Resident Head before leaving campus and must use the late hour(s) for off-campus activities not extending beyond 12 midnight. Students start over with late hours each new semester. Late hours must not exceed 12 midnight.

Illness

Please report any illness to the AFLBS office, and then your Resident Head **before any classes are missed. If notification has to be done before business hours please leave a message on the AFLBS office voicemail at 763-544-9501 or email the office at afilbs@aflic.org.** Excused absences may be permitted by some instructors to accommodate students with illnesses. If a student uses an absence just to "skip" a class, no further absences for illness should be expected.

Insurance

An annual accident insurance fee of \$60 is charged each student. This gives the student supplemental accident coverage to a maximum of \$5,000. Students must submit claims under their own or parents' insurance first. Any amount not covered under the parents' policy, including deductibles, may be covered under this policy. Please report any accidents to the Business Manager as soon as possible. This insurance is for accidents at official school-sponsored functions only.

Financial Information and Expectations

Paying for School

Part of Student Life is learning to manage what God has entrusted to you. By enrolling at AFLBS, students agree to meet the arranged payment schedule established at registration. All accounts must be kept current with no past due balances from previous semesters. Student accounts are subject to monthly review and failure to make payments may result in early dismissal. More specific financial information is found in the AFLBS Catalog.

Academic Expectations and Policies

Classes and Studies

Students are required to attend all classes in which they are registered, chapel services and all sessions of Revival and Mission conferences, including discussion, prayer and evening sessions. Completion of all class assignments is mandatory for a grade. Students are well rewarded who do not lag but keep their assignments current.

Unexcused absences will result in a lowering of the grade if more than three unexcused absences are incurred in a three credit course, if more than two unexcused absences are incurred on a two-credit course, and so on. An excessive number of unexcused absences or uncompleted assignments may result in the student being required to withdraw from the course.

A student who is **absent from an exam**, unless excused, automatically receives a grade of "F" for the exam. Excused permission to miss a chapel must be obtained from the resident head before the missed chapel period. Unsatisfactory attendance and/or a substandard academic record will result in being placed on probation. A student may be counseled in relation to unsatisfactory progress when his or her transcript shows two or more grades of incomplete (I) or failing (F) in one semester. A student will be contacted and placed in an academic accountability program when his or her grade point average falls below 2.0 for any semester.

Students that are placed on an **accountability program** will meet with the AFLBS Dean or Student Development Director and academic accountability will be set up under the guidelines outlined in the "Disciplinary Situations and Process" section in this Handbook. **The basic three step plan that the development office will use is the following:**

- 1. A personal conversation/coaching/warning about the situation.**
- 2. A written student development plan (s) / family accountability and follow up.**
- 3. Suspension or dismissal if the student development plan is not followed.**

A program of mandatory study hours may be assigned to all students on probation or working on a student development plan. These study hours would be scheduled from 7:00 to 9:00 pm on Monday through Thursday, until the GPA is raised to 2.0 or above. Remember: your first priority at Bible school is to focus on the Word and seek the face of God. To know God and to meditate on the Bible should be your primary pursuit and passion.

“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.” II Timothy 2:15

It is assumed and expected that students are here to study God's Word. In the classroom we seek to provide an environment that is as free from distractions as possible and gives God the honor and reverence His Word deserves. In order to maintain this atmosphere, we ask that cell phones be shut off during classes and chapel services, and that iPods, CD players, and other listening devices are not brought to class or chapel. Notebooks and computers are allowed in class for the sake of taking notes. Students who use computers for internet or other inappropriate uses during class will lose the privilege of having them in class.

Disciplinary Situations and Process

Violations of Lifestyle Expectations

There may be times in the life of the AFLBS community when our standards have been violated and disciplinary action becomes necessary. AFLBS desires for discipline to be used by God for the good of the community and individual. Attending AFLBS is a privilege, not a right. Students applying for admission do so voluntarily and are free to withdraw at their pleasure, subject to the fulfillment of their financial obligations to the institution. It is also understood that the student's enrollment at the institution could be terminated if, through the disciplinary process, the student is deemed not to be in accordance with the rules and regulations of AFLBS. At the discretion of AFLBS, whenever a student is involved in disciplinary action, his/her parents may be notified. In accepting admission to AFLBS, each student agrees to comply with the rules, policies, procedures, and administrative regulations as they exist at the time of admission and as they may be changed, modified, or added to during the time the student is enrolled. The official position of AFLBS is that if a student has violated the Lifestyle Expectations or this Student Handbook, the student needs to come to the Student Development Office to begin the restitution process.

Come-in and Call-in

When a student violates an AFLBS lifestyle policy they may elect to:

“Come-in” – This is when a student quickly and voluntarily contacts a Student Development staff member. This allows a genuinely repentant student to voluntarily discuss their actions. In most of these cases, disciplinary action is kept to a minimum and the student will receive appropriate counsel, support, and accountability for the infraction (including readings, discipleship,

Bible studies, etc.). Should the student not demonstrate a repentant attitude, or should they refuse help, or if the infraction is considered severe, or if the incident is a repeat offence, the student will continue through the normal disciplinary process. We consider the “come-in” an expression of grace to the truly repentant student.

“Call-in” - When a lifestyle violation has come to the attention of a Student Development staff member and the student has not “Come-in” as provided above, the student is called in for the specific purpose of discipline. These students can expect to continue through the normal disciplinary process. **“He who covers his sin will not prosper, but he who confesses and forsakes them shall find mercy.”** Proverbs 28:13

Potential Disciplinary Situations

Regardless if the incident was a “Come-in” or a “Call-in,” each incident is reviewed on a case by case basis, with consideration of:

1. The severity of the violation
2. The context of the incident
3. A history of prior misconduct

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality constraints prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions to the AFLBS community as a whole regarding an outcome. Uninformed community members are asked to extend the benefit of the doubt to AFLBS leadership, knowing that prayerful consideration and fairness has been employed in the proceedings and the subsequent outcome.

The following information is intended for you to be aware of some of the process that will be used to deal with AFLBS lifestyle violations:

Level 1 Violations: Include, but are not limited to, the following examples:

- Violation of “Quiet Hours”
- Missing mandatory Monday night devotions, Chapels
- Violations of curfew
- Unintentional minor damage to property
- Consistently unkempt rooms
- Parking violations and reckless driving
- Throwing things out of windows or off of buildings
- Unwillingness to mediate inter- personal conflicts
- Profanity and obscenity

- Violation of Housing Policies and Procedures, Academic Expectations and Policies, and Financial Expectations and Policies

Possible Disciplinary Response could be a combination of the following: verbal warning, written warning, restrictions, community service, fines, and removal of privilege to participate in activities in which you represent AFLBS.

Level 2 Violations: Include, but are not limited to, the following examples:

- Intentionally causing damage to property
- Lighting/possessing illegal fireworks
- Unauthorized access to Bible School or Seminary facilities or use of equipment
- Misuse of safety equipment
- Intentionally causing physical harm to another person
- Possession of a weapon or firearm on campus or at a sponsored event
- Intentionally furnishing false information
- Sexual misconduct/immoral physical and sexual activity
- Sexually explicit material/Pornography (see “Pornography” section, as this violation carries additional restrictions)
- Violation of alcohol or tobacco policies
- Violation of security issues
- Use of a controlled substance or illegal drug

Possible Disciplinary Response could be a combination of the following: verbal warning, written warning, restrictions, community service, fines, probation, suspension, dismissal, and removal of privilege to participate in activities in which you represent AFLBS.

Level 3 Violations: Include, but are not limited to, the following examples:

- Selling, possessing or distributing a controlled substance or illegal drug
- Rape, sexual assault, or other non-consensual sexual activity
- Arson, grand theft, or intentionally giving false warning regarding a campus emergency
- Repeat or multiple violations throughout students' time at AFLBS
- Disciplinary Response: Immediate dismissal with the possibility of permanent expulsion.

Note: Disciplinary action is cumulative. Once the disciplinary action from one level takes place, then the disciplinary response will be greater the next time

and will likely involve the disciplinary response from the next level. Therefore, if a student has already been disciplined for a level 2 violation, they could be held accountable for a level 3 disciplinary response (dismissal) should there be another violation.

Defining Disciplinary Action and Outcomes

- **Warning** - An official statement (verbal or written) concerning the violation and a warning concerning future behavior.
- **Fines** - Payments imposed to pay for damages or penalties for deliberate disregard for AFLBS policies or property.
- **Written assignments** - Written assignments and readings may be required of students in any disciplinary case. Assignment due dates must be met in order to avoid further disciplinary action.
- **Probation** - Students are placed on probation as a warning that further lifestyle violations will lead to a greater disciplinary response from AFLBS. While on probation, students may be restricted or removed from groups in which they represent AFLBS.
- **Community Service** - A student will be required to perform community service working with specific faculty or staff to complete assigned hours. Failure to complete the required hours by the deadline will result in suspension from classes and withholding of transcripts.
- **Suspension** – When a student must leave campus for a specified number of days and is not allowed on AFLBS property or AFLBS events until the suspension is lifted. This should not be viewed as solely a punishment, but a redemptive time spent away from the campus to do some serious thinking and praying about the compatibility of personal and AFLBS goals. Written assignments are normally part of a suspension. Any costs associated with leaving the campus are borne by the student.
- **Dismissal** - When a student is terminated from AFLBS and restricted from AFLBS premises and AFLBS events for an indefinite period of time. No refund of tuition or fees will be made to those who are dismissed from the AFLBS.

Fine Information

Fines include but are not limited to the following:

DORM LIFE	LATE HOURS	FINES*
Failure to sign in when coming in late _____	-1/2 Late Hour	OR \$3.
Late for curfew:		
1-30 minutes _____	-1 Late Hour	OR \$5.
31-60 minutes _____	-2 Late Hours	OR \$10.
61-90 minutes _____	-3 Late Hours	OR \$15.
91-120 minutes _____	-4 Late Hours	OR \$20.

*Fines or a combination of a loss of Late Hours and fines will be assessed if the student has less Late Hours (LHs) than the penalty requires (i.e. a student with 2 LHs who comes in at 12:00 am without signing up to take LHs will lose those 2 LHs and be fined \$10.).

Unexcused absence from chapel_____	\$10.00
Failure to secure permission to stay off Campus Sun-Thurs_____	\$5.00
Consistently unkempt rooms—after three failed room checks_____	\$5
(Fine increases \$2 for successive failures, \$5., \$7.,\$9., \$11. etc. Chronically unclean rooms will result in loss of security deposit).	
Parking violation (will increase \$5 with each offense)_____	\$10
Boxes, garbage or furniture in hallways or stairwells_____	\$10
Irresponsible or exhibitionist driving (fines increase \$25 with each repeated offense)_____	\$25
Removing windows or screens without permission_____	\$25
Breaking screens_____	\$50
Breaking windows_____	\$100
Possession of unauthorized keys_____	\$100

Summer Departure

All students must sign out with their respective Resident Head. Failure to sign the check out slip and to return keys at that time is an automatic forfeit of room and key refund. Additional check out and departure procedures will be communicated to students prior to the end of the school year.

We are excited to have you as a student at AFLBS and we look forward to a great year of studying God's Word together!

Our prayer is that your time here would be one of tremendous growth and blessing! These guidelines are designed to aid in achieving those ends, and we appreciate your compliance! Please know that we are praying for you!



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