



Student
Handbook
2022-2023

Tri-State Baptist College

Honor Code

Tri-State Baptist College desires to have an atmosphere conducive not only to academic achievement but spiritual growth. For this to occur, the administration has set forth guidelines to help maintain the right environment.

Any action deemed by the administration to be inappropriate or of an immoral nature will be punished by immediate expulsion from Tri-State Baptist College; furthermore, the student may not apply for re-enrollment until one complete semester has passed. (Example: A student expelled in the fall semester may not re-enroll for college until the following fall semester.)

Honor Code

The administration believes that the student should have a part in keeping the school and dorm environment conducive to the goals of academic and spiritual growth; therefore, we believe it is the responsibility of the student to notify the proper authority when inappropriate conduct or conversation has taken place. Any student found to know situations yet not notifying the appropriate authority will receive a minimum of five demerits for allowing the rule violation to take place.

Accreditation

Tri-State Baptist College exists to train young men and women to serve God through the local church. Tri-State Baptist College is a non-accredited institution under the guidelines established by accrediting agencies. A student must realize their purpose for enrolling in Tri-State Baptist College and the purpose of their training. Transfer of credits from Tri-State Baptist College will be at the discretion of the receiving institution.

New Student Enrollment

Any new student enrolling in Tri-State Baptist College will be under a six-week probationary period. During this time, a student's attitude, desire, and actions will be observed. If a student does not have a mindset conducive to the spirit of the college, they will be asked to withdraw from the college.

General Rules and Requirements

General Attitude

1. Students are expected to maintain a proper attitude at all times. Students that criticize the faculty, rules, standards, doctrines, or policies of Tri-State Baptist College will not be permitted to remain in college.
2. Church attendance is mandatory for all students of Tri-State Baptist College. New students who are not already members of a local church in this area must join and attend Bethel Baptist Church while enrolled with Tri-State Baptist College. Faithful church attendance is considered Sunday School, Sunday morning and evening services, Wednesday services, and scheduled special meetings.
3. Students are to sit in the first four rows of the new auditorium and the first seven rows of the former auditorium.
4. Students are to bring a bound copy of the King James Bible to all church services. An "app" on any electronic device is not an acceptable form of the Scriptures.
5. Regular chapel services are held for Tri-State Baptist College students. All off-campus students with a class before or after chapel and every dorm student must attend chapel services.
6. Soulwinning and visitation are required for all Tri-State Baptist College students. All Bethel Baptist Church student members are required to visit for three hours each Saturday and shall attend the 10:00 A.M. bus and visitation meeting. If you cannot visit at the designated time, set a time to fulfill this requirement.
7. All students are to show respect to their college teachers and church staff members at all times. Students are not to refute, critically question, or criticize any teacher at Tri-State Baptist College or Bethel Baptist Church. **Students are never to refer to their instructors or church staff by their first name.**
8. College students are not to be in the Bethel Baptist School classrooms or office areas during school hours. (8:00am-3:00pm)
9. At no time should any college student loiter in staff offices. The staff offices are the workplace of Bethel Baptist Church. If something needs attending to, do it, and leave the office area immediately. There is to be no standing or sitting around in the office areas.
10. Students are expected to practice separation in their life. For example, any student who participates in alcohol, drugs, smoking, or rock music will not continue school.

Dress and Appearance (on and off-campus students)

MEN

1. All college men must wear a tie and suit jackets or sport coats to all church services of Bethel Baptist Church and all chapel services of Tri-State Baptist College. ***This applies to all male students year-round.*** If you wish to wear a jacket in class, it must be a suit jacket or sport coat. Sporting attire or sweaters of any type should not be worn instead of the appropriate suit jacket or sports coat. Traditional men's neckties are the only acceptable ties for men to wear for church, visitation, and chapel. Bowties shall not be worn.
2. Men must wear a dress shirt, dress pants, dress shoes, and tie to all classes and visitation. No casual or sporting attire is acceptable for these activities.
3. Men's hair must be off the ear and collar. Sideburns may not extend past the middle of the ear. No flop-over haircuts are allowed.
4. Male students may not wear hats to church, school, or visitation.
5. At no time may any male student wear a beard or mustache. All students must be clean-shaven at all times.
6. At no time will a male student be allowed to attend class without a dress shirt and tie.
7. Any time you are in the church or college, you must be dressed, at minimum, as if you are attending class. Between 7:30 A.M. and 4:00 P.M. Monday-Friday all full-time male students must wear a tie on campus. Male students must wear a shirt with a collar and dress or casual pants at all other times. No jeans or t-shirts are allowed in the Church, College, School, or Administrative areas except when worn as work clothes for work you are engaged in at that time.
8. Acceptable shoes for college and church are as follows:
 - a. Dress shoes of a conservative style with a finish intended to be shined.
 - b. Dress boots of a conservative style with a finish intended to be shined.
 - c. No lug-soled boots or shoes may be worn.
 - d. No "tennis shoes" or "sneakers" may be worn.
9. Tattoos must be covered at all times. Men are at no time to wear necklaces, bracelets, earrings, or body piercings.

LADIES

1. Ladies are to wear skirts and blouses or dresses to school, church, and visitation. (No T-shirts or hats).
2. At all times, a lady should be modest in her appearance. **All skirts must be 3 inches below the knee when standing.** Denim is allowed for off-campus activities, but it may not be faded, worn, or torn. No denim tops or skirts may be worn for class or any church services.
3. Dress shoes must be worn to church and classes. No tennis shoes, backless shoes, or platform-style shoes are to be worn. Traditional styled, ladies dress shoes may have no more than a 2-inch heel.
4. Ladies may only have one earring per ear. No body piercings are acceptable. Tattoos must be covered at all times.
5. All ladies must wear hose to church services. No knitted or printed hosiery is allowed.
6. Culottes may be worn only in the dorm or activities requiring culottes. Culottes must be below the knee when standing and have the appearance of a skirt. No gauchos, basketball shorts, or walking shorts will be permitted.
7. No students may fully bleach their hair. No worldly hairstyles are allowed. Hair color and all highlighting/lowlighting should be natural-looking.
8. No ladies are to wear toe rings or ankle bracelets at any time.
9. Skirt slits are to be sewn below the knee. Slits are not to be pinned or stapled.
10. No hip-hugger skirts are to be worn at any time.
11. Necklines – A proper neckline is defined as no more than three fingers spaced from the base of the neck.
12. Ladies are not to wear any form-fitting or sheer clothing. Clothing must be loose-fitting.
13. Lady students may not wear any men's jackets or coats at any time. If you feel there is a circumstance where you may need a jacket, please be prepared by bringing your own.
14. No flip-flops may be worn for church, classes, or visitation.
15. No camouflage clothing may be worn for church, classes, visitation, or activities.

Dress Code Checks

Every Wednesday, there will be a dress check for all students.

Men will meet in the Men's Prayer Room at 8:00 A.M. for inspection by the Administrative Dean. Preaching Lab will follow inspection.

Ladies will meet at the discretion of, and as directed by, the Lady's Dormitory Supervisor.

Staff may perform dress checks anytime during the school year. Any student failing dress check is required to correct the violation before classes start. All tardies or absences due to dress code infractions are unexcused absences.

General Dress Policies

1. Any college student required to leave the church to work must come to church dressed according to the church dress code. If you are leaving for work, you will be excused from the church service in time to change for work.
2. Any college student coming into the church following work must change for church if time allows. If changing will cause the student to be late (or later) for the service, then the student may attend the service in work clothes.
3. Any student violating the dress code will be immediately dismissed from class and not return until the issue has been corrected.

Ministry Involvement

1. Full-time students are required to be involved in the outreach ministry of Bethel Baptist Church. Local area students are required to be a part of the outreach of their local church. All students must witness at least one person per week or make two Bus Ministry and/or Sunday School visits per week. Report your ministry involvement on the weekly Christian Service Report.
2. Every student of Tri-State Baptist College must spend a minimum of two semesters in the bus ministry before graduating.
3. Every student of Tri-State Baptist College is required to work in the Sunday School for a minimum of two semesters.
4. Any male student must notify the college administration if they have been asked to preach in a church. One-day notice is the minimum time. Students may be denied the privilege to speak at a church at the discretion of the administration.
5. No college student may work on Sunday morning. Sunday night work is only allowed with administrative approval.
6. All college ladies must be present at the Tuesday night ladies' meeting unless they are working.

Church Activities

1. All unmarried student members of Bethel Baptist Church must attend all the College and Visionaries Sunday School class activities unless they are at work.
2. All college dorm students are to attend College and Visionaries Sunday School activities unless they are working.

Tithing

All Tri-State Baptist College students must be faithful to tithe (10%) of their gross income to the local church of which they are a member.

Financial Requirements

1. A vital part of Christian development is learning to pay your bills on time. Your bills are due on or before the first of each month.
2. Students must pay their tuition and dormitory bills on time. A \$10.00 late fee will be applied to both Tuition and/or Dorm bills not paid by the 15th of the month. If a student's Tuition or Dorm bill has not been paid by the last day of the month, the student may not attend class until the obligation is met.
3. If a check is returned for insufficient funds, the student will be assessed a \$35.00 penalty and will not write checks to the college for the remainder of the semester.
4. A student is financially responsible for the entire semester tuition after the first month of school.
5. Students may not attend class once they have fallen 30 days behind on their school bills. Tuition, dorm, and demerit payments are due on or before the first day of the month. A student who falls 30 days behind on paying tuition, dorm, or demerits will not be allowed to attend class. On the 15th day of the month following, a student must withdraw from school and move out of the dorm.

Tuition-Free Scholarship Eligibility and Maintenance

First-year College students committed to attending Tri-State Baptist College for at least one year are eligible for a one-year tuition-free scholarship. Students transferring from another college after the completion of one semester, students seeking a second college degree, and students whose tuition would otherwise be paid by another scholarship or program (i.e., GI Bill) are not eligible and will not be granted this scholarship except by special review and approval of the Tri-State Baptist College Scholarship Committee.

The scholarship student must understand the following minimum eligibility requirements and maintain their testimony according to these minimum requirements, or the scholarship may be forfeited.

1. The student must be recommended by their Pastor for Bible College in writing.
 - Pastor's recommendation is required (Personal Reference Form is appropriate.)
 - Only one student per church per academic year may receive this scholarship.
2. The student must maintain a 2.0 (C) grade point average, or the scholarship is forfeit.
3. The student may not accrue more than 25 demerits, or the scholarship is forfeit.
4. The student agrees to complete two full years of training at Tri-State Baptist College, or the scholarship is forfeit.

If the student fails to complete the required two years, the scholarship is forfeit, and the student becomes financially responsible for the price of the credits earned.

Elective and Core Courses Required for Graduation

1. Tri-State Baptist College offers the following degrees:
 - A. Associate's Degree (two years, 64 credits required to graduate)
 - 1) Associate in Biblical Studies
 - 2) Associate in Secretarial Studies
 - B. Bachelor's Degree (four years, 128 credits required to graduate)
 - 1) Bachelor of Christian Education with the student's major in:
 - a. Pastoral Theology (Preaching)
 - b. Education
 - c. Music
 - d. Missions
 - C. Master's Degree (36 credits to graduate)
 - 1) Ministry (M.M.)
 - 2) Theology (Th.M.)
 - 3) Christian Education (M.C.E.)
2. Required courses for each degree are listed in Table 1 and Table 2 on the following page.
 - A. In addition to earning the total number of credits required to graduate, the student must:
 - 1) Earn a minimum grade of 2.0 ("C") in each course listed in Table 1.
 - 2) Earn a minimum grade of 1.0 ("D") in each course listed in Table 2.
 - B. If the student does not earn a satisfactory grade in a required course, the student may be required to repeat a course or be assigned remedial studies.

Table 1: Elective Courses Required for Graduation (The student must earn a minimum grade of 2.0 ("C") in each applicable course.)

Preaching (4 years)	Education (4 years)	Music (4 years)	Missions (4 years)	Biblical Studies (2 years)	Secretarial Studies (2 years)
KING JAMES BIBLE BIBLE ANALYSIS BIBLE DOCTRINE HOMILETICS CHURCH HISTORY MINISTERIAL PRACTICALITIES	INTRODUCTION TO CHRISTIAN EDUCATION GENERAL TEACHING METHODS CURRICULUM DEVELOPMENT STUDENT TEACHING	PRINCIPLES OF MUSIC CHORUS/ENSEMBLE APPLIED MUSIC SECONDARY MUSIC SENIOR RECITAL SENIOR SEMINAR	KING JAMES BIBLE BIBLE ANALYSIS BIBLE DOCTRINE HOMILETICS CHURCH HISTORY MINISTERIAL PRACTICALITIES	KING JAMES BIBLE OLD TESTAMENT SURVEY NEW TESTAMENT SURVEY	COMPUTERS FOR CHRISTIAN WORKERS SECRETARIAL STUDIES

Table 2: Core Courses Required for Graduation (The student must earn a minimum grade of 1.0 ("D") in each applicable course.)

Preaching (4 years)	Education (4 years)	Music (4 years)	Missions (4 years)	Biblical Studies (2 years)	Secretarial Studies (2 years)
ENGLISH COMPOSITION	ENGLISH COMPOSITION	ENGLISH COMPOSITION	ENGLISH COMPOSITION	ENGLISH COMPOSITION	ENGLISH COMPOSITION
AMERICAN HISTORY	AMERICAN HISTORY	AMERICAN HISTORY	AMERICAN HISTORY	AMERICAN HISTORY	AMERICAN HISTORY
INTERMEDIATE MATH	INTERMEDIATE MATH	INTERMEDIATE MATH	INTERMEDIATE MATH	INTERMEDIATE MATH	INTERMEDIATE MATH
BIBLICAL SCIENCE	BIBLICAL SCIENCE	BIBLICAL SCIENCE	BIBLICAL SCIENCE	BIBLICAL SCIENCE	BIBLICAL SCIENCE
BIBLICAL FINANCE	BIBLICAL FINANCE	BIBLICAL FINANCE	BIBLICAL FINANCE	BIBLICAL FINANCE	BIBLICAL FINANCE

Class Attendance

1. Class attendance is imperative in obtaining a proper college education. After two unexcused absences, your final letter grade will be lowered by one-half grade per unexcused absence. Three tardies equal one unexcused absence.
2. A Doctor's Appointment slip, an approved General Pass, or an approved Work Pass excuse an absence. The Administration must approve an unanticipated absence within seven days of returning from the absence; otherwise, the absence will be unexcused and count against the student's final grade.
3. For example, excused absences may be granted for the following:
 - Sickness – with doctor's excuse
 - Funeral - with approval
 - Work – three (3) allowed per school year
4. A student will be given one class period to make up a missed test or assignment due to an excused absence. A score will receive a one-letter grade deduction for each period that the test is not made up. Any assignment missed due to an unexcused absence must be turned in the next class period or a zero will be given. The student's responsibility is to go to the professor and ask for the missed assignment(s).
5. Students are not to eat or drink in the classrooms of Tri-State Baptist College.
6. Any student unable to stay awake during class may be directed to leave the classroom or stand up in the classroom until the student is motivated to stay awake.

Dating

1. College students are expected only to date those whose lifestyle is in agreement with the Bible.
2. You may only date those students who maintain a good Christian testimony.
3. A student's dating life must be above reproach. Students are expected to have no physical contact with the opposite sex.
4. Students dating individuals who do not attend Tri-State Baptist College must have an approved pass and chaperone for all dates, including on-property dates.
5. Only enrolled college students will be permitted on the property during the school week.
6. Students may not date members of Bethel Baptist Church under 18 years of age. Students may not date children who attend Bethel Baptist School. This includes but is not limited to letter writing, text messaging, phone conversing, media, or social interaction. **Failure to abide by this policy can result in expulsion.**
7. Sexual activity with the same or opposite sex will result in immediate expulsion.

Cell Phone Usage

1. Students may not use cell phones in any classroom of Tri-State Baptist College. Any student that uses a cell phone for any purpose inside a classroom will be immediately dismissed from the class. Cell phone usage during school hours will be limited to the recreation room, computer room, or hallways. Cell phones are not to be used in the church auditorium or chapel at any time. If a student is seen with a cell phone in church, demerits may be given.
2. All students are to bring a bound copy of the King James Bible to all church services. Any "app" on any electronic device is not an acceptable form of the Scriptures.

College Building Damage

To keep damage to a minimum and to keep damage from going unreported, the following penalties will be imposed in addition to tiered demerits:

1. Any damage unreported within 48 hours will result in 5 demerits.
2. Any damage unreported and later found out will result in 20 demerits.
3. The guilty party or parties will pay for all damage. The cost will be parts and labor plus 50% paid within 30 days of the incident.
4. Anyone with knowledge of unreported damage will receive five demerits.

Safety

In the event of a catastrophe, such as, but not limited to, fire, storms, hurricanes, earthquakes, explosions, or civil commotion, Tri-State Baptist College is not liable for the damage to any personal belongings of the student. This includes theft of personal property, including clothing, possessions, or automobile.

Dormitory Student Rules and Requirements

Basic Dorm Rules

1. Dorm students are expected to be in class. The only exceptions to missing class are sickness or absences approved by the administration. Students missing classes or church due to illness are to remain in the dorm for 24 hours. If you are more than 10 minutes late for class, it is considered an absence.
2. At no time should a dorm student be critical, critically question, or refute the Dorm Supervisor.
3. Students must fill out the weekly dorm report portion of the Christian service report no later than noon Tuesday of each week.
4. All dorm students are required to attend all services of Bethel Baptist Church. This includes Sunday School, Sunday morning and evening service, and Wednesday evening service. You must also participate in all scheduled special services.
5. Dorm students are required to be at all chapel services, whether or not you have a scheduled class that day.
6. All dorm students must be in the dorm by the listed curfew times. Students are not to leave the dorm before 5:00 A.M.
Monday–Thursday: 10:00 P.M. curfew and all lights out at midnight.
Friday–Sunday: 11:00 P.M. curfew and all lights out at midnight.
7. For students working after curfew, lights out are 30 minutes after arriving back to the dorm.
8. Only college students with permission may be in the dormitories. (3 demerits)
9. There is to be no horseplay at any time in the dorms. This includes wrestling, firecrackers, or personal pranks. The guilty party must pay for any damage. (parts plus labor plus 50%)
10. Dorm students not working on Thursday evening or Saturday morning are required to be on church visitation. Thursday night visitation is from 7:00-8:45. Saturday visitation is from 9:00-12:30.
11. Male students are not to be in the ladies dorm, and female students are not to be in the men's dorm. This includes being on the sidewalk or knocking on the door of the dorm.
12. Students are not to permit anyone to stay in the dorm. Administration only can approve who can stay in the dorm and how long they can stay. During the school year, dormitory guest rooms are only for prospective students age 18 and older.
13. Dorm students are to be enrolled in day classes only. To remain in the dorm, a student must take a minimum of two classes. Administrative approval must be given for any exception to this rule.

Dorm Guidelines for Movies, Music, & Books

1. Dorm students may only listen to Independent Baptist music and/or Independent Baptist music radio stations. No dorm student shall listen to any worldly music at any time (Contemporary Christian music and Christian Rock/Rap fall in this category). The Dorm Supervisor must approve all music in the dorms.
2. No TVs, VCRs, or DVD players are allowed in the dorm or parking lot.
3. No dorm students may attend movie theaters. This includes renting movies or having movies in your possession. (Redbox and NetFlix are included)
4. Anime (of any kind) is not allowed to be looked at, read, or stored in the dorm or vehicles.
5. Only research books may be checked out or purchased from the local public libraries.
6. All secular magazines must be approved.

Dorm Guidelines for Baby Sitting and House Sitting

1. There is to be no babysitting in the dorms. For no reason, may parents drop off their children for you to babysit.
2. Students will not be permitted to stay out of the dorm to 'house-sit' overnight.
3. Students will only be permitted to babysit overnight if it is a paid babysitting job.
4. Students will be not be granted permission to stay overnight with another dorm student to help them babysit.
5. At no time may a member of the opposite sex be permitted to go to the home where a dorm student is babysitting.
6. Passes must be submitted to approve all babysitting and house sitting jobs.

Dorm Cleanliness

1. Dormitory residents are required to keep their personal area clean and in good order at all times. All assigned Dorm Duties are subject to inspection at any time and are therefore to be completed daily before leaving for class.
2. No items may be left on the floor. Trash must be emptied from all rooms and taken to the dumpster daily.
3. Closets are to be kept neat and organized. Clothes must be on hangers. Items stored in the closet must be placed neatly.
4. Chest of Drawers and desktops must be kept neat and clean at all times. These are not

storage areas.

5. All bookcases must be no larger than 24x35.
6. You are not to take, borrow, or use any person's possessions without their permission. This includes food or clothing. This will be considered stealing, and a minimum of five demerits will be given.
7. The dorm supervisor will set thermostats. No student may change any temperature setting. Tampering that causes damage to any thermostat will result in demerits and a \$50 penalty.
8. Beds must be made daily. Anything kept under the bed must be arranged neatly and orderly. At all times, there must be sheets and a blanket or comforter on a bed.
9. Laundry shall be done regularly.
10. No student may do laundry or ironing for students of the opposite sex.
11. When using the kitchen, it is your responsibility to clean up any messes. At no time should any dirty dishes be on the kitchen counters. Food and drinks are to be in the kitchen and dining area only.
12. The living room area is to be free of personal possession at all times. Do not leave any personal items in this area.
13. Dorm devotions will be held at announced times during the school year.
14. The dorm supervisor generally inspects the dormitory on Monday, Wednesday, and Friday afternoons at approximately 4:30 P.M. Please be prepared for inspection.

Travel Permission

1. Permission is needed to stay away from the dorm. Twenty-four-hour notice must be given to receive approval.
2. Students may travel out of the area two times per semester with an approved General Pass. Additionally, students may travel out of town during the Thanksgiving Break and Spring Break with an approved general pass. No student may go home during any specified "Big Day" or Stewardship Sunday at Bethel Baptist Church.
3. Students who stay during the summer may travel out of town for two weekends in addition to holidays. All out-of-town travel must be approved by the Administration using a General Pass.

4. Dorm students wishing to go out of town to visit a boyfriend or girlfriend must adhere to the following guidelines:
 - A. Visits will be approved during holiday times. No student will be excused to miss class to visit a boyfriend or girlfriend.
 - B. Couples must follow the college guidelines for dating procedures while on the visit.
 - C. No student may spend the night in the home of their boyfriend or girlfriend.
 - D. Couples will not be permitted to travel together or to ride alone in a car at any time.
 - E. Travel times must be a minimum of four hours apart.
 - F. A General Pass will be approved only if all requirements are followed and satisfied.
 - G. Visits will be limited to one per semester.

Parking Procedures

1. Dorm students must always park in a designated parking area. This designated area is the outside row of the parking lot by your respective dorm. No dorm student is to park in front of the dorm. Students are not to park in the area behind the church or by the buses. No parking in the grass at any time.
2. Dorm students are never to be alone in a car with a member of the opposite sex.
3. There is to be no parking around the church building, including the canopy on the back of the church.

Automobile Procedures

1. All automobiles on the property must be in proper running condition. Any car on the property longer than 48 hours in a non-working condition may be towed at the owner's expense.
2. All maintenance work is only to be done with the approval of a car maintenance request form. No student may work on an automobile on campus without proper authorization. Maintenance requiring more than four hours to complete will not be approved for on campus. Work will only be approved for minor maintenance such as oil change, brake change, etc.
3. Students may only have one vehicle on the property at any given time.
4. At no time are unmarried couples to be standing between cars in the church parking lot. Couples may stand at the end of the sidewalk of the dorms only.

Definition of Dating

Any time members of the opposite sex meet off-campus for any circumstance, it is considered a date. This means you must have an approved pass and a college-approved chaperone. This is to include even "meeting as a group." The only time a pass would not be needed is for Visionaries Sunday School activities open to all students. At no time are dorm students of the opposite sex allowed to meet off-campus without a pass and a chaperone. "Meeting as a group" is not approved dating activities unless the above-listed guidelines are followed. The same procedures must be followed even if you are using immediate family members as a chaperone.

Dating

1. Dorm students may only date those whose lifestyle agrees with the Bible, and all dating is subject to administrative approval.
2. Single dating is not allowed.
3. All dates must have a college-approved chaperone.
4. Meeting away from the college at restaurants or stores is considered a date, including when one party works there.
5. Couples are not to visit their bus routes together.
6. Couples are not to be in the parking lot alone. No couples are to be together without a chaperone after dark.
7. Couples are expected to maintain a 6-inch dating rule.
8. Couples are allowed to be together on the property between the hours of 8:00 A.M. and 4:00 P.M. After 12:30 P.M., and no couples may be in the upstairs college area. During the afternoon hours, from 12:30 P.M.-4:00 P.M., couples may sit on the outside benches by the south entrance of the church or use the church cafeteria. After 4:00 P.M. no couples or mixed groups are permitted together on campus.
 - The computer lab is reserved for Bethel School Monday-Friday, 12:00-1:00 P.M.
 - The computer lab and library are reserved for ladies Monday-Friday, 1:00–2:00 P.M.
 - The computer lab and library are reserved for men Monday-Friday, 2:30–3:30 P.M.
9. Couples will not be allowed to be together on Saturday and Sunday afternoons unless you have an approved chaperone and a pass.
10. Between the hours of 4:00 P.M. and 7:30 A.M., ladies may only be in the south parking lot area, and men are only permitted in the north parking lot area.
11. At no time are couples allowed to ride in a car without a college-approved chaperone.
12. Any student dating a college student living in the local area is limited to be in the home of the boyfriend or girlfriend two times per month.
13. Couples must sit in the first half of the auditorium during the church services of Bethel Baptist Church.
14. Sexual activity with the same or opposite sex will result in immediate expulsion.

Dating Chaperones

1. All chaperones must be married couples who are staff or graduates of TSBC.
2. Parents of dating couples may be approved chaperones.
*Married staff members may chaperone couples even if they do not meet the age requirement.
3. A dating couple may only use a chaperone two times per semester.

Dorm Dress Code

1. Dorm students are to follow the dress code in the general section. At no time are dorm girls to wear pants. (This includes pajama pants/shorts or sweat pants.)
2. All students on church or school property must be dressed as attending class from 8:00-3:00 Monday through Friday. This is in effect even if you do not have a scheduled class on a particular day.

Telephone

1. No phone calls are to be made after 11:00 P.M.
2. Camera phones are not to be used in the dorm.
3. No texting after 11:00 P.M.
4. No student is to use internet T.V. or videos via cell phone while in the dorm.
5. No student may use video chat of any type (Skype, Tango, Face Time) in the dorm.
6. At any time, TSBC reserves the right to check content stored on a cell phone.
7. After a student reaches 25 demerits, their phone must be turned in at 11 P.M.

Technology

1. Computers are to be used as a tool to help you with your class assignments. Therefore, students are to limit computer use for this purpose.
2. No movies are to be viewed on computers or handheld devices.
3. Personal computer and phone usernames and passwords shall be disclosed and on file with the Administrative Dean per the Student Technology Form.
4. At any time, Tri-State Baptist College reserves the right to check contents stored on a

computer or phone.

5. Personal computers and phones are to have internet content filters installed and be set appropriately to protect your testimony.
6. All students having a Facebook must become "friends" with Tri-State Baptist College.
7. All materials posted on any social media must be in agreement with the rules in this handbook. Demerits will be issued if violated.
8. All students are to bring a bound copy of the King James Bible to all church services. An "app" on any Android/ iPhone/ iPad etc., is not an acceptable form of the Scriptures.

Dorm Damage

To keep damage to a minimum and to keep damage from going unreported, the following penalties will be imposed:

1. Any damage unreported within 48 hours will result in 5 demerits.
2. Any damage unreported and later found out will result in 20 demerits.
3. All damage will be paid for by the guilty party or parties. The cost will be parts and labor plus 50%. This penalty must be paid within 30 days of the incident.
4. Anyone with knowledge of unreported damage will receive five demerits.

Pass System

1. Anytime a dorm student needs permission for certain activities, a pass will be needed. A general pass is used for dorm students to obtain permission. The following activities need a general pass:
 - A. Staying out of the dorm overnight
 - B. Leaving town for any reason
 - C. Going on a date
 - D. Going to a non-family member's home
2. Dorm students must fill out a general pass and submit it to the administration not later than 24 hours before the activity for approval. Passes will be picked up daily at approximately 9:30 A.M. After this time, only emergency passes will be considered.
3. Students do not need passes for announced Visionaries activities, church activities, the store, and going out to eat.
4. All dorm students must fill out a work pass to show their work schedule. All work passes are good for one semester.
5. Students that change a job or a work schedule must fill out a new work pass.

6. All dorm students are to sign out anytime they leave the church or college campus. You are to fill out the date, place going, date of departure, and time of return upon arrival back to the campus.
7. Sign-out books are to be left on the desk at all times and will be checked by the administration periodically.
8. All dorm students staying out of the dorm overnight must have an approved pass.
9. Failure to not have an approved pass will be a minimum of 5 demerits.
10. A pass must be obtained for going to a staff member's house, relative's house, and adoptive parent's house.

Guidelines for staying in people's homes

1. Dorm students will not be permitted to stay in area homes overnight. Staying in the home of a relative overnight will be allowed with an approved pass.
2. Permission may be granted on an individual basis for those staying in homes to help in an individual's personal care.

Policy for Moving out of the Dorm

1. Students are not allowed to move out of the dorm during the summer months to live in the local area unless they live with their immediate family.
2. Dorm students moving out due to getting married must receive administrative approval before moving out of the dorm.
3. Before moving out of the dorm, students must be 25 years of age to live in the local area.
4. All students moving out of the dorm at any time and for any reason are required to have their room inspected by the administration before departure and have their final move-out slip (issued during registration) signed by the inspector.
5. Failure to follow proper procedures for moving out of the dorm will result in a loss of enrollment in Tri-State Baptist College.

TSBC Demerit Policy

A part of Christian training is discipline and display personal responsibility once one leaves home. The dorm is to be considered your home away from home. Tri-State Baptist College has established guidelines by which all college dorm students are to abide. An infraction of these rules will result in a monetary penalty which the student will pay. No list of possible offenses can be all-inclusive. All things contrary to Scripture, rules, regulations, policies, and good order and discipline are subject to disciplinary action and/or demerits.

1. The following list outlines the payment system for demerit infractions.

1-10 demerits:	no financial penalty
11-20 demerits:	\$2 per demerit plus \$10 penalty for the first ten demerits.
21-30 demerits:	\$3 per demerit
31-40 demerits:	\$4 per demerit
41-50 demerits:	\$5 per demerit

2. When a student fails to complete their assigned dormitory duty or fails to maintain their personal dormitory area in a neat, clean and orderly manner, a \$2 monetary penalty will be awarded for each infraction instead of demerits.

3. All payments for infractions are due on the 15th day of the month for the preceding month. If the penalty is not paid on time as directed by the administration, the financial penalty may be doubled, and the student may not attend classes.

4. The accumulation of fifty (50) demerits during a semester are grounds for dismissal from college.

All demerits are subject to administrative discretion. The Demerit Matrix on the following pages provides guidelines for issuing demerits, but all demerits are issued on a case-by-case basis. Failure to admit to and/or accept responsibility for a proven infraction will result in increased penalties. Admitting to the truth may result in a reduced penalty.

Off-Campus Student Demerits

An off-campus demerit penalty system is as follows:

15 demerits:	\$15.00 penalty will be assessed to the student.
20 demerits:	One-day suspension resulting in an unexcused absence.
25 demerits:	Expulsion

Campused Students

Upon receiving 25 demerits, a student will be considered "campused." The following penalties will be imposed when a student is "campused":

25 Demerits: 8:00 curfew and submit phone at 11:00 P.M.

35 Demerits: Loss of Extra-Curricular Activities

1. Sports
2. College Activities

40 Demerits: The home pastor and parents contacted

1. Loss of dating privileges

45 Demerits: Meeting with Pastor Westmoreland

1. Perform 2 hours of Campus Work

50 Demerits: Expulsion

*The "campused" student shall attend all church functions and Visionaries Sunday School activities but may not date during these activities.

School Staff

School staff is privileged to live in the college dormitories with administrative approval. Staff members are under the same rules as all college students, but without monetary penalties being applied. Because you are in a leadership position, the following demerit system applies:

10 demerits: meeting with the Dorm Supervisor

15 demerits: meeting with the Administrative Dean

25 demerits: meeting with the administrative committee to determine whether the staff-member may stay in the dorm.

TSBC Demerit and Monetary Penalty Matrix

The Demerit Matrix is divided into three scaled categories (I, II, III) and may be applied as follows:

- Category I first offense, minor offense, a rare occurrence, etc.
- Category II second offense, serious offense, common occurrence, etc.
- Category III third offense, grave offense, habitual disobedience, etc.

List of Offenses	I	II	III
General Personal Conduct			
Disrespect toward authority (Pastor, staff, teachers, dormitory supervisors, etc.)	10	25	50
Loitering (staff offices, Bethel Schools areas, parking lots, etc.)	2	4	8
Inappropriate or immoral sexual conduct	10	25	50
Dress code violation on or off the property	3	6	12
Unreported property damage (Church, School, College, Dormitory, etc.)	3	6	12
Absent from the appointed place without an approved pass	3	6	12
Weekly Christian Service Report			
Christian service report late	1	2	3
Christian service report not turned in	2	4	8
Inaccurate Christian Service Report	3	6	12
Church			
Absent from church/chapel, Sunday School, visitation, bus route, meetings	3	6	12
Late to church/chapel, Sunday School, visitation, bus route, applicable meetings	2	4	8
Not tithing	5	10	15
Sleeping	1	2	4
College			
Absent from class	3	6	12
Late to class	2	4	8
Absent from dress check	1	2	4
Sleeping	1	2	4
Dormitory			
Failure to use the dormitory sign in/out logbook properly	2	4	8
Failure to comply with the curfew	5	10	25
Failure to comply lights out / quiet hours	2	4	8
Failure to perform assigned dormitory duty satisfactorily	\$2	\$2	\$2
Failure to maintain personal dormitory areas neat, clean, and in good order	\$2	\$2	\$2
Permitting non-college students in the dorm	5	10	15
Watching or listening to inappropriate/unapproved video and /or music	5	10	15
Cellphone use after 11 PM	5	10	15
Camera use inside the dormitory without administrative permission	5	10	15
Wrestling, Horseplay, Pranks, etc.	5	10	15
Contraband (firearms, knives >4" blade, martial arts weapons, etc. in the dorm)	5	25	50
Unauthorized vehicle maintenance, repair, storage on the property	5	10	20

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