



# Welcome!

Welcome! We are excited that you have chosen to study at Arrowhead Bible College, a branch ministry of Beartooth Mountain Christian Ranch (BMCR). It is our hope and prayer that you will receive all that God has for you this year. We are especially concerned with providing the relationships, time, space, and atmosphere that will support your social and emotional well-being and promote your spiritual and academic growth, as you continue your journey as disciples of Jesus Christ here at Arrowhead.

As we work together under God's purposes, you can anticipate meeting God here. You should expect to grow personally, to grow in your love for His Church, and to build anticipation for the coming of His Kingdom.

This Student Handbook is prepared and made available to help give you a better understanding of life at Arrowhead. Herein are the resources, procedures, and expectations that will help you get the most out of your time here. You should familiarize yourself with the handbook. Please give special attention to the expectations and commit yourself to fulfilling those expectations.

May God richly bless you as you are fully committed to Christ and His purposes in your life.

# TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	<b>Pages 3-4</b>
Mission Statement	
Philosophy & God's Commandments	
Our Convictions	
Community	
Personal Standards	
<b>II. SPIRITUAL FORMATION</b>	<b>Page 5</b>
A. Sunday Worship	
B. Mentor Program	
C. Personal Devotions	
<b>III. ACADEMICS</b>	<b>Pages 6-7</b>
A. Payment Policy	
B. Attendance Policy	
C. Course Requirements	
D. Academic Integrity	
E. Use of Computers in Class	
F. Academic Policy	
<b>IV. STUDENT LIFE</b>	<b>Pages 9-20</b>
<b>Services (pg 9-12)</b>	
A. Office Administration (9)	
B. Mail & Telephone (9)	
C. Computers & Wireless Internet (9)	
D. Spending Money (10)	
E. Laundry (10)	
F. What To Bring to Arrowhead (10)	
G. Meals & Dining Hall (11)	
H. Vehicles & Transportation (11)	
I. Medical Needs & Concerns (12)	
<b>Activities (pg 12-13)</b>	
A. On-Campus	
B. Off-Campus	
<b>Lifestyle (pg 14-20)</b>	
A. Relationships (14)	
B. Unacceptable Behavior (15)	
C. Discipline (20)	
<b>V. RESIDENCY</b>	<b>Pages 21-30</b>
A. Fire Safety (21-22)	
B. Dormitories & Furniture (23-24)	
C. Roommates & Personal Space (24)	
D. Maintenance & Damages (25)	
E. Quiet Hours & Curfew (26)	
F. Leaving Campus (27)	
G. Guests & Family (28)	
H. Entertainment (28-29)	
I. Dress Code & Appearance (30)	
<b>Conclusion</b>	

# **I. INTRODUCTION**

## **Mission Statement**

Arrowhead will provide a Biblical foundation for men and women, to prepare them to live the Christian life according to Biblical principles and to equip them to serve Christ and His cause more effectively with their lives.

## **Philosophy**

Arrowhead's philosophy is to maintain a climate promoting spiritual growth, personal development, self-discipline, and maturity. We seek to provide a safe environment in which one's assumptions and convictions are free to be tested, challenged, and solidified—a place where people can live in dignity and realize their greatest potential through the consideration and encouragement of fellow students and staff. Our guidelines and standards come from God's Commandments, our convictions as an educational institute, consideration for our community, and our personal convictions.

## **God's Commandments**

The 10 Commandments are God's expectations found in His Holy Scripture, and He wants us to live in community and harmony with our fellow believers. It is assumed that each student will adhere to the clear commands of God. Our response here should be one of complete obedience, motivated by love for Him who first loved us. Among the principles taught in Scripture, the Ten Commandments and the Great Commandment form a basis for all our relationships—with God, with each other, and with the world around us.

### *Exodus 20:3-17*

You shall have no other gods before Me.  
You shall not make for yourself an idol.  
You shall not misuse the name of the Lord your God.  
Remember the Sabbath day by keeping it holy.  
Honor your father and mother.  
You shall not murder.  
You shall not commit adultery.  
You shall not steal.  
You shall not give false testimony.  
You shall not covet.

The Greatest Commandment -- Matthew 22:37-40

"Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments."

## **Our Convictions**

Each student's unique family, Church, and community upbringing, introduces us to a broad spectrum of personal convictions in the Arrowhead community. Out of respect for one another and the position of Arrowhead and the Evangelical Church that sponsors it, certain standards have been established based on Scriptural principles that all students will live by. This cooperative effort will help maintain harmony and unity with one another.

## **Community**

We face a wide range of issues at Arrowhead—personally, communally, and worldwide. You will discover that what wasn't an issue for you may be highly important to another individual, community, or Church. This handbook serves as a guide to the lifestyle you are undertaking as a student and resident of the Arrowhead Bible College community.

## **Personal Standards**

We ask that you will, while a student at Arrowhead, adapt and comply with our standards and expectations. Your standards and convictions will be tested through your relationships with peers and mentors as they hold you accountable to these expectations.

## **II. SPIRITUAL FORMATION**

It is expected that all students will invest significant time and energy in the cultivation of a personal relationship with Jesus Christ through involvement with us in all of these areas of Christian activities.

- A. **Sunday Worship:** All students are required to attend Sunday services at a local church. You may take the first month of the first semester to attend several of the churches and then make your decision, which will remain in place throughout the rest of the semester. You may change to another church at the beginning of the second semester but you will need to remain at the selected church for the remainder of the school year. The Dean of Students will monitor your attendance at the church of your choice.

**All Campus Praise:** **Thursday mornings at 8:45 a.m.**, students, staff & their children, guests, professors, and the surrounding community members involved in the college ministry will meet for the purpose of spending time in fellowship with Christ & each other.

- B. **Mentor Program:**

Arrowhead Staff families have envisioned ministry to students on different levels of interaction. This will look a little different for each student, but the purpose is for you to be challenged and to grow.

**One on One/Mentoring:** Each student will have an assigned staff member to meet with for encouragement and direction. *Announced during orientation week.*

**Small Group:** May meet weekly separated by gender, led by a staff person for the purpose of spiritual growth and development. *To Be Determined.*

**Family Group:** This will include staff couples, their kids, and all of the students whom that couple is mentoring. This group may gather once per month for the purpose of fellowship and fun.

- C. **Personal Devotions:**

It is expected that each student will have a consistent, daily, meaningful time spent in reading God's Word & in prayer.

### **III. ACADEMICS**

The classroom experience is the foundation of your education at Arrowhead. We are dedicated to providing an education that is excellent in quality, balanced in scope, and spiritual in focus.

#### **A. Payment Policy**

The first half of your tuition is due at the beginning of the first semester. The second half of your tuition is due by the beginning of the second semester; although, it may be paid anytime during the first semester (consider your taxes, as you may wish to pay the tax deductible portion for second semester during the first semester).

Your \$500 Tuition deposit reserve's your place at Arrowhead, with \$100 of that amount going toward a room deposit\*.

TOTAL Tuition, Room & Board for the year is \$7250 + deposit \$100 = \$7350.

First Semester Payment Due: \$3725 - \$500 tuition & room deposit = \$3225

Second Semester Payment Due: \$3625

Books will cost around \$250 for the entire year.

Living Expenses to Consider: Laundry, life skills class costs, special events (Fall Home School Ball), group activities, National Park admittance, gas, etc.

\*At the end of second semester, after room check-out, if there are no damages found in your room, your \$100 room deposit will be returned.

#### **B. Attendance Policy**

You are expected to be in class. Class attendance will count toward a portion of your final grade. It is solely your responsibility to ensure that absences, flights and/or travel arrangements do not conflict with your class and exam schedules. Any exceptions to this policy must be cleared by the professor and the Dean.

#### **C. Course Requirements**

##### *1. Syllabus*

Each Professor will provide you with a syllabus for his or her class. The syllabus details the focus of the class, and the requirements for receiving credit for that class. Follow it and you will do well. Failure to meet the established course requirements will reflect negatively on your final grade.

##### *2. Examinations*

The professor will determine the schedule and exam for his or her class. No exams will be rescheduled for personal reasons (Emergencies are the only exceptions). All final exams are mandatory. Failure to turn in a final exam will result in an "F" (0%) for the class.

##### *3. Excused Absences & Emergencies*

Upon return, any unfinished course requirements must be completed within ten days.

## **D. Academic Integrity and Honesty**

Arrowhead Bible College is committed to high academic standards. We hope to find in you a commitment to achieve these standards with integrity and honesty. Academic honesty is a hallmark of true personal integrity.

### **1. Academic Honesty**

- a. Work submitted by you must represent your own ideas and concepts
- b. Any ideas or concepts borrowed from other sources need to be documented appropriately, including research, papers, or projects that you have simultaneously or previously submitted as coursework for other classes.
- c. Learning progress is measured by course assignments and examinations; therefore, academic achievement cannot be recognized when cheating occurs.

### **2. Academic Dishonesty**

- a. Cheating in any form devalues the credentials of the college and is detrimental to all students; therefore, cheating, plagiarism or any form of dishonesty is unacceptable.
  - i. *Plagiarism* is submission of the work of others—published or unpublished, in whole or in part—without acknowledgment or proper documentation.
  - ii. *Cheating* is the use of crib notes, unauthorized retrieval of information previously stored in a computer, copying from another paper either before or during an exam or coursework, or by any other means.
- b. Theft of examination papers, or buying or using a term paper or project composed by another person and turning it in as your own work, or vice versa (deliberately allowing another student to copy your work) is unacceptable.
- c. Unauthorized collaboration on the preparation of coursework.
- d. Submission of identical or substantially similar papers and/or course projects in more than one class without the prior approval of faculty member(s) involved is unacceptable.

## **E. Use of Computers in Class**

For note-taking ONLY (for academic use), any other use during class hours will result in loss of computer usage during class.

## **F. Academic Policy**

1. Average academy achievement is usually reflected by the grade letter “C “ or the GPA number 2.00.
2. Any given student may at times and for various reasons receive a grade lower than that average expectancy [C]. This should not be considered abnormal nor a reason for immediate concern. If however, there becomes a consistent pattern of poor or failing performance over a length of time, there will be staff involvement to:
  - a. Help with some remedial steps and/or;
  - b. Help change the behavior or deal with the underlying causes that have lead to the poor academic performance and/or;
  - c. Take the proper steps that lead toward academic suspension and/or expulsion.
3. If a consistent pattern of “D’s ” and/or “F’s”, continues after meeting with the appointed individual[s], the student will be put on academic probation at the beginning of the second semester [or after the problem is isolated if that occurs in the second semester] and given a month [four classes] to bring up their grades to at least a “C” level.
4. If there continues to be an attitude of indifference and no measurable effort is evident to change their academic behavior, the student may be asked to leave the school.
5. No refund will be issued for any classes taken or missed, regardless of grades received.
6. Scholarships: Any student receiving a scholarship equal to \$500.00 or more per semester shall maintain a 2.0 (C) average. If GPA drops below 2.0, the student will be notified, spoken to in person by the College President and/or the CEO, and/or the Camp Director and will be placed on a four week probationary period to improve GPA. If GPA remains below 2.0 after the four week probationary period, the student may be sent home for a period of one week, if determined necessary, by the College President, CEO, or Camp Director. Upon return, the scholarship may be cancelled and full payment required to continue.

## IV. STUDENT LIFE

The staff is available to provide leadership, pastoral counsel, and encouragement. The goal is to ensure that life outside the classroom is enjoyable, conducive to the Christian educational environment, and facilitative of personal growth. You are encouraged to seek out staff members for both times of fellowship as well as for sharing needs and concerns.

### SERVICES

#### A. Office Administration

1. Office hours are Monday through Friday, 9 a.m. to 3 pm
2. Office Staff are available to assist students with questions pertaining to financial records, transcripts, classes, etc.
3. Students may not use office phones or computers.
4. Copy machine and printers—10 cents per side

#### B. Mail & Telephone

##### 1. *Mail & Postal Service*

- i. Each student will be assigned a campus mailbox
- ii. Students may purchase stamps from the Office
- iii. Students must provide their own stationary
- iv. Office Staff collect mail regularly, letters and packages to students must have the necessary postage applied and be addressed as follows:

Arrowhead Bible College  
ATTN: Johnny Doe, Student  
130 Trinity Trail  
Fishtail, MT 59028

##### 2. *Telephone Use***Mountain Time Zone!**

- i. Students may use the telephone in the Student Lounge (Homestead Lodge)
- ii. Phone conversations are limited to 10 minutes
- iii. Students may use Staff homes for phoning as well
- iv. Students will need a phone card to make long-distance calls (See appendix for a complete Staff phone directory)

#### C. Computers & Wireless Internet

1. Students are encouraged to bring their personal computers with them.
2. Students are allowed limited wireless internet access for e-mail and assignment research, 9:00 pm to 10:00 pm (1 hour, nightly—this may be rearranged with the IT Dept.)
3. Internet is accessible: in the Student Lounge (Homestead Lodge)

## D. Spending Money

Personal spending money is required for: Laundry, Trading Post snacks, movies & other group excursions. Arrowhead/BMCR is not responsible for lost or stolen property, including money. A community guidebook will provide students with info. about local banks.

On occasion, students will need to purchase personal items and school supplies. Arrowhead Staff make regular trips into Billings and surrounding communities for supplies. Students may request to join a shopper or request to have someone make purchases for them from a list.

## E. Laundry \$1 dollar per each wash/dry

Laundry facilities are provided in the West side of the Bear's Tooth Dining Hall, please provide your own laundry supplies (Liquid only. Septic safe.)

## F. What To Bring To ARROWHEAD (backpacking list not included)

Sleeping bag, Sheets, Pillow, Blankets

Towels, Washcloths

Laundry soap & Dryer sheets

Shampoo, Soap

Sunblock

Toothbrush & Paste

Razor & Shave kit

Other necessary toiletries

Medications

Pajamas, Socks, Nether garments

Warm pants (jeans)

t-shirts, Sweatshirts

Rough clothes (for working and hiking/camping)

Sunday clothes (dresses, dress slacks, polo shirts, etc.)

Jacket, Heavy coat

Stocking hat & Scarf, Gloves or Mittens

Boots (can double for work and hiking)

Sneakers or everyday shoes, Other footwear (sandals, loafers)

Swimming Trunks/ Suit

Backpack, clip-on bed lamp is helpful, small bookshelves, etc.

Any Reference Books you find helpful as writing aids

Notebooks, Pens & Pencils

Computers STRONGLY recommended **\*\*Bring your own printer!**

Alarm clock & Watch!

Camera, Binocs

Bible

Photos of friends and family

Some students bring hobbies: firearms, bows, fishing gear, camping gear, books for leisure reading, crafts (crochet, knitting, etc.), CHRISTIAN or instrumental music (no secular), instruments, puppets, Frisbee, etc.

No pets.--Fishing and hunting licenses are available from local authorities.

## G. Meals (Dining Service)

### Mealtime

1. Three Meals are provided daily—Breakfast, Lunch, and Dinner—Students are expected to be ON TIME to meals.
2. Students may purchase their own snack items from a grocery or the Trading Post—No “snacks” from the kitchen.
3. Food is not allowed in the classroom.
4. No food or dishes are to be taken out of the dining room (illness being the ONLY exception) without prior consent from the Food Service Director.
5. All students will take a Food Safety Training Course, as students are assigned dishwashing and clean-up duties.
6. The kitchen is closed between meals and locked after cleanup in the evening.

### Dining Hall

1. The dining room is used for eating, class, and fellowship.
2. Do not leave personal items lying around the dining hall (books, clothing, etc.). Clean up after each class session.
3. Everyone is required to wear shoes in the dining area.
4. No horseplay, and *no food fights or water fights.*
5. No one is allowed in the kitchen, except on clean-up or dish duty.

## H. Vehicles & Transportation

### *Student Vehicles*

Students should refrain from speeding –not to exceed 35 mph on the public road –20 mph on the camp road –and 10 mph on campus. Often there are small children on the Ranch property, including both guests and staff family; these considerations require the slower speed designation on the Ranch property.

1. Register your vehicle with the Office Staff, during check-in the first day.
2. Students may not use Arrowhead/ BMCR vehicles (except as designated).
3. If you ask another student to use their private automobile to provide a ride to Columbus, Billings, or elsewhere, provide them with adequate financial compensation. (*\*See also, “Leaving Campus” under Residency*)
4. If a staff member is driving, the cost for transportation will be calculated at 50 cents per mile, a total cost being divided among the total number of students.
5. Shuttle Service to and from the Airport is \$80.00 per trip.
6. Students may park vehicles in the lot on the South side of the Bear’s Tooth Dining Hall. Parking elsewhere (except for loading and unloading) authorizes Staff to impound your vehicle.

## I. Medical Needs & Concerns

All emergency plans and numbers will be communicated at the time of orientation. We will request your information for records, in case of emergency.

There are medical clinics located in Absarokee and Columbus. Should you need medical attention, we will seek care at the nearest location (Absarokee), and the attending physician will refer special cases to either the Columbus or Billings hospitals. We advise you to be covered by a health Insurance plan—in most cases your parent's insurance will cover this. The office must have emergency information.

## ACTIVITIES

Because of our location and setting we have ample outdoor recreational opportunities; however, each student is reminded that these activities are secondary to the focus of ARROWHEAD. The primary focus is spiritual development and preparation for living life beyond the Ranch setting. We encourage students to explore their new surroundings and try new activities, but to put their studies first.

### A. On Campus

1. Opportunities to serve: Activity Planner, Campus Store/ Trading Post, Photographer, make movies/slideshows (short ones.), etc.
2. Enrichment Classes (Life Skills) may include: Leather working, horsemanship, auto mechanics, cake decorating, and other ideas are welcome! Classes may be cancelled for lack of enrollment.
3. Movies may be shown at staff homes on weekend nights
4. Take advantage of good weather, to participate in outdoor activities (Zipline, pool, Ball field, Sporting clays, paintball, horses, etc.)

### B. Off Campus

1. Church—Students are encouraged to call staff for a ride to Church
2. Skiing & Camping/ Hiking
3. Shopping in Billings & elsewhere
4. Movie Theatre (limited)
5. Ranch experience (branding, etc.)
6. Hunting (license required)

All students must make the staff aware of any weapons or firearms, which will be stored in a common safe area. There are to be no firearms, crossbows, bows, arrows, explosive devices, air guns, paintball guns, spear guns, swords, machetes, military/assault style knives, martial arts paraphernalia, or any other device designed to be utilized as a weapon brought into or stored in the residences.

### C. Work Assignments

- a. Students are assigned various tasks around campus—to encourage a sense of pride and ownership in Arrowhead, and to help defray the costs of running the college facilities.
- b. Duties may include (but are not limited to): Meal setup & Cleanup, Meal preparation, Snow removal, Dorm cleanup, Bathroom & Office Cleanup, Splitting & Hauling firewood.
- c. Some specific projects may be assigned to give students hands-on training in a trade: Basic Residential Wiring, Basic Residential Plumbing, Basic Frame Construction, Automotive Mechanics, Auto body Projects, Advanced Cooking Techniques, & Wrangling or Horsemanship.

### D. Employment Opportunities

Employment opportunities are extremely limited in the surrounding area. Students should arrive at Arrowhead with sufficient funds to cover tuition, books, personal shopping, gas, etc. and not rely on a job to supply their monetary needs.

# LIFESTYLE

## A. Relationships

The development of solid Christian relationships is an important part of a Bible college experience. The separation and seclusion experienced in our wilderness setting are unique in many ways. Our location provides many opportunities and advantages unheard of by our urban friends; however, even in a setting like ours, it is important to realize that healthy relationships don't "just happen." They must be cultivated. Build your relationships wisely and nurture them regularly.

Community plays many different roles in people's lives here. At any given time it may offer healing, support, encouragement, accountability, prayer, assistance, friendship, resources, entertainment, relaxation, involvement, worship, fellowship . . . and the list goes on. It is expected that every student and resident will be a responsible, positive, active member of our greater community – those individuals with whom the students are involved.

It is our desire to establish a safe, comfortable, positive, and supportive living experience that will be enjoyable for all of us who are a part of the college. To facilitate this we have established some common general standards that are applicable to all students. At the heart of these lie Biblical principles (see Eph. 4 & 5), community convictions, and responsibilities within our greater community.

### 1. *Friendships*

Derogatory and offensive behavior is unacceptable. We anticipate that all friendships developed and maintained at Arrowhead will be mutually supportive and positive. They should not become cliquish and exclusive, causing a loss of focus on student life and Christian standards. Healthy friendships can be one of the most positive influences you experience.

### 2. *Dating*

Dating a fellow student is strongly discouraged. Because of the close proximity and mutual activities on campus, it is possible (and 99% of the time actually happens) to become very "exclusive" when a dating couple spends almost every waking moment together. This is not a beneficial situation for anyone. Most people cannot determine if another individual would make a good spouse after only a few months of acquaintance with each other. Should two students choose to date, it is expected that couples will always behave in a responsible manner.

We, as a staff, have seen relationships with friends sacrificed by couples alienating themselves from the student body, as well as couples breaking up before the end of the school year causing much tension not only for the couple involved but for the entire group. Taking the time to cultivate friendships with the entire student body during this unique year of close interaction is a lifelong investment. Getting to know each other without excessive emotional attachment prevents hurt, tension, and regret while fostering a solid friendship of respect, integrity, and purity.

### **3. *Couple Behavior***

NO PDA (public/private displays of affection). It is always inappropriate for a couple (members of the opposite sex, dating or not) to behave in a manner that would make others around them feel as though they were intruding on a private/intimate moment. This means that students must take into consideration the appropriateness of their actions. There are a multitude of open spaces and areas at on campus where couples can find themselves alone and separated from others, and spending time alone and separated from others for long or often repeated times is not healthy emotionally or spiritually and can lead the couple to physical temptations. NO PDA.

### **4. *Engagements***

Students who plan on becoming engaged during the school year are required to talk to a staff member prior to the fact, or after the fact if the engagement timing came as somewhat of a surprise to one of the parties. Getting married is a very important decision with lifelong implications. We realize that marriage is instituted by God and is a natural consideration for many college-aged students. Our purpose here is not to interfere with God's plan for your life or discourage you from marriage.

While it is a personal decision, the staff feels a certain amount of responsibility when the engagement occurs under our jurisdiction. Informing us, allows us the opportunity to address obvious problems and concerns with you (i.e. getting engaged after knowing each other only two weeks). In most other situations it allows us to offer our blessing and a few words of wisdom and encouragement.

## **B. Unacceptable Behavior**

The small size of the student body, coupled with the mentoring process, should eliminate the need for a formal process of complaints and grievances. It is the hope of the staff that most problem areas will be discussed and recognized in the weekly times of interaction with staff members. We also hope an atmosphere exists where students can feel free to share their hurts, disappointments, and concerns with staff members as they arise throughout the year.

### **1. *Sexual Harassment***

Sexual harassment is defined as any unwanted sexual advances, request for sexual favors, or verbal, nonverbal or physical conduct of a sexual nature that creates a hostile, intimidating or offensive environment for work or study. Sexual harassment of a student or an associate of Arrowhead Bible College by other students or associates of Arrowhead will not be tolerated.

Students who believe that they have been sexually harassed are encouraged to approach any of the staff immediately. All reports of harassment will be taken seriously and will be promptly investigated. Care will be taken to protect the confidentiality and privacy of all parties involved.

## 2. *Racial/Ethnic Standard*

It is the expectation that every member of the college community will treat all other residents with mutual respect and in a fair and equal manner. As men and women who have all been created in the image of God, every individual is loved completely by the Creator and is worthy of our love and respect. Under no circumstances will any racist remarks, actions or attitudes be allowed to go unchallenged. Topics of a volatile or divisive nature should be avoided.

## 3. *Addictions*

If you have any difficulty with drugs, alcohol, gambling, or any other addictive behavior, it is imperative that you inform the college President. These problems must be communicated to avoid expulsion.

## 4. *Non Medical (Illegal) Drugs*

The use or possession of these substances is totally prohibited. Violation renders a student liable to immediate suspension or dismissal without reimbursement of tuition or other fees. In most cases where illegal substances are involved, the police will also be consulted.

## 5. *Alcohol*

The use or possession of alcoholic substances on or off campus is totally prohibited. This includes all low-content alcoholic beverages as well. Violation renders a student liable to immediate suspension or dismissal. We acknowledge that some families, church groups, and traditions hold differing standards as to the use of wine and social drinking. Regardless of your family, church or community tradition and standard, we will offer one standard that everyone can embrace at Arrowhead without compromise, which will provide an atmosphere that is acceptable and comfortable for all.

## 6. *Tobacco Use*

No use of any tobacco products. Violation renders a student liable to probation. Repeated violations render a student liable for suspension or dismissal. Arrowhead's facilities are smoke free, and the use of any tobacco products will not be tolerated. These include: cigarettes, cigars, cigarillos, pipes, chewing tobacco, snuff, etc.

## 7. *Occult Involvement*

Students must not engage in any activities or possess any items or materials that are occult in nature, content, design or implication. This would involve such things as:

- Involvement in witchcraft, wicca, paganism
- Séances (real or pretend), palm reading, fortune or future telling, tarot cards
- Occult symbols—even drawing them
- Quija boards, books/comics/posters that deal with or depict the occult
- Music promoting or describing occult activity
- Dungeons & Dragons-type role-playing games
- Any supernatural-based fantasy computer games, etc.

We live in a day and age where spiritual warfare is "coming out of the closet." Satan, realizing his time is short, has intensified his overt activities. As a child of *The King*, you have nothing to fear, as, "*Greater is He that is in us . . . than he that is in the world!!*" To keep Satan as unarmed as possible, it is important that you not give him even the smallest of footholds in your life or in the school.

## 8. *Gambling*

Students should not engage in activities that involve any form of gambling. It is poor stewardship of the resources entrusted to us by God.

This prohibits the following: the playing of games (cards or otherwise) for anything of tangible value, the purchase of lottery tickets, attendance and/or participation at casinos or bingo halls; sports betting (including Sports Select and horse racing), participation in video terminal gambling, on-line gambling, etc.

## 9. *Dancing*

There will be no social dances held by Arrowhead Bible College. The college is associated with the Evangelical denomination and dancing could offend visitors or damage our relationship with Churches in the denomination.

## 10. *Theft*

The theft of school property or of another individual's property will not be tolerated. Students should respect the privacy and property of others by not taking anything without the express permission of the owner. Discovery of any such activity will make students liable for immediate suspension or dismissal, and possibly involve local authorities. Stealing, by definition, is taking something – without permission. This would include incidents that are often justified as "borrowing."

*Examples:*

- Helping oneself to someone else's food from the residence refrigerator
- Taking a piece of school furniture from a public area to use in one's room or home
- Entering the dining room and grabbing some ice cream during off hours
- Taking extra food out at the end of the meal time
- Removing a book or magazine from the library without checking it out
- "Borrowing" anything without permission.

### 11. *Roommate Conflicts*

It is expected that students will not hastily declare a roommate conflict without first making an effort to communicate and work through existing differences.

- Get potential problems out into the open
- Talk about them
- Deal with small issues immediately rather than letting them fester and grow
- Approach the situation with a tolerant mindset
- Realize that a shared room means compromise and adjustment
- Seek the counsel of a staff member if necessary
- Pray about it and give it a chance
- Having said that, if students encounter something unusual or extreme, they should approach the staff immediately.

Residence living offers a great opportunity to stretch yourselves and broaden your interpersonal experiences. It forces you to associate with people from all types of backgrounds and personalities.

### 12. *Hazing/Practical Jokes*

Under no circumstances are any practical jokes allowed that have even the slightest potential to cause any emotional, physical, or material (property) damage. Practical jokes have the potential to discourage, to injure, or to do even worse. Group initiation or hazing rituals are completely prohibited. This includes the use of fire and/or smoke generating substances or any other potentially dangerous substance. No individual or group is to be singled out as the target of ongoing practical jokes, even if believed to be of the "harmless" variety. If you have too much time on your hands, practice "random acts of kindness."

### 13. *Dishonesty, Fraud, and Lack of Integrity*

It is our expectation that students will be honest and act with personal integrity in all situations. It is our desire that this community be built on the foundations of truth, trust, and reliability. As Christians we must be truthful and "above reproach" in all areas of our conduct. "The Lord detests lying lips, but He delights in men (and women) who are truthful" Proverbs 12:22

### 14. *Swearing and Crude Talk*

Students will refrain completely from the use of profanity or any other form of crude, vulgar, or inappropriate talk or joking. Words have the power to build up or to tear down. Words are an accurate reflection of the current state of your heart.

- "Let no unwholesome talk come out of your mouths, but only what is helpful for building others up . . ." Eph. 4:29
- "Out of the same mouth come praise and cursing. My brothers this should not be." James 3:10
- "Out of the overflow of the heart, the mouth speaks." Luke 6:45
- "You shall not misuse the name of the Lord your God." Exodus 20:7

## 15. *Vandalism*

Students must not engage in any acts of tampering or vandalism. Any intentional action that destroys, damages, defaces, or disables Arrowhead's property or personal property will not be tolerated.

## 16. *Unsafe Activities*

Students are required to refrain from activities that hold any potential for injury to themselves or to others. The wilderness setting and Ranch surroundings, including the horses, wildlife, and other natural features, increases the potential for injury when rules and common sense are not followed. This would include:

*Examples:*

- climbing up on top of building roofs, scaling walls
- sitting in upper-floor windows
- driving recklessly
- riding on the hoods or trunks of vehicles
- sitting on the sidewalls of a pickup bed instead of at the bottom
- skiing on bumpers in the winter
- repairing or altering electrical wiring
- possessing and handling flammable or toxic materials improperly
- using a potentially dangerous item or weapon flippantly
- engaging in unwise and unsafe practical joking
- using or being around the horses when no authorization has been given, etc.

## 17. *Off-Campus Conduct*

All students are encouraged to conduct themselves in a manner that is above reproach and in complete harmony with the teachings of Scripture and of these student guidelines when off-campus, whether for the evening, or for a more extended period of time such as a weekend or a midterm break. You are ambassadors of Jesus Christ and of Arrowhead Bible College when you venture off-campus into view of the public. Public scrutiny offers a good opportunity to model and teach through a positive and consistent example.

### *a. Bars, Lounges, Clubs and Off Campus Parties with Drugs and/or Alcohol*

If there is a question, it should be discussed with a staff member before attending. If there is a reasonable expectation that drugs or alcohol may be present at a party, location, or other activity, refrain from going there. The activities and associations at these locations make them inappropriate for Bible college students.

### *b. Trespassing*

Students must respect the fence lines and property boundaries around our campus and in the surrounding area. Private property is off limits. Under no circumstances are students to visit any abandoned farmhouses or buildings in the area or travel across another's property by vehicle or foot without permission. It is our desire to maintain a positive public testimony and to have great relationships with all of our campus neighbors.

## C. DISCIPLINE

Matthew 18:15-18

- 15 If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother.
- 16 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.
- 17 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 a tax collector.
- 18 Truly I say to you, whatever you bind on earth shall be bound in Heaven; and whatever you loose on earth shall be loosed in Heaven.

Hebrews 12:5,11

- 5 . . . My son, do not regard lightly the discipline of the Lord, nor faint when you are reproved by Him;
- 11 All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.

### **DISCIPLINARY ROUTE**

For the Violation of Handbook Policies, the procedure is as follows:

1<sup>st</sup> Violation: A Warning is issued to the student

2<sup>nd</sup> Violation: Meet with a Mentor and/or senior college official (College President, CEO)

- 10 Hours of Community Service
  - Should the student refuse community service, he/she will be sent home for one week.

3<sup>rd</sup> Violation: Meet with a senior college official (College President or CEO)

- 40 Hours of Community Service
- Academic Probation

4<sup>th</sup> Violation: Sent home for one week

- Scholarship Privileges may be revoked
- The student may return ONLY if he/she expresses sincere repentance and makes a verbal commitment to “Walk the Talk” and submit to the authorities God has placed over him/her.

5<sup>th</sup> Violation: The student is Kicked Out and may not return.

## **V. RESIDENCY**

For approximately eight months your room in residence will be your home. It is our desire to offer you a comfortable environment that will aid your success academically, spiritually, and socially.

### **A. Fire Safety**

We take the security and safety of our students and community family seriously at Arrowhead. Running facilities that house large numbers of people carries with it more accountability than the average homeowner faces. Our buildings are subject not only to the evaluation of our own people, but also to outside safety professionals such as the fire marshal. While some requirements may seem strict or excessively cautious, they are binding and nonnegotiable to the college community.

Respect these guidelines and support them in action, common sense, and good judgment in the residence. Students should monitor their own behavior in this area and not hesitate to confront someone else's. Purposeful safety violations will be dealt with in a serious manner.

#### *1. Emergency Procedure in Residence*

Students will immediately contact a staff member in the case of any residence emergency. In the case of a suspected fire contact the Fire Department immediately; activate the residence fire alarm, which is the continual ringing of the large bell, and vacate the building.

#### *2. Flammable Material Storage and Use*

Under no circumstances are any flammable materials to be used or stored (brought into) campus residences, including:

- gasoline, oil, propane, or kerosene
- gunpowder, fireworks, or explosives
- vehicle batteries
- oxygen
- matches, lighters, starter fluids, etc.

The use of these or any other potentially dangerous substances in any prank or unwise activity will be dealt with as a handbook violation.

#### *3. Candle and Incense Use*

The use of candles, oil lanterns, incense, potpourri bowls, etc., that involve flame (open or closed) is completely prohibited in the residences.

While intentions may be good, these activities are just too dangerous to allow in a residence. Accidents do happen, and it is too small a step from an open flame or smoldering material to an unexpected fire that gets out of control.

#### *4. Electrical Appliances*

Electrical appliances that involve direct heat generation may only be used in the main residence kitchens or designated areas. Arrowhead Bible College reserves the right to enforce limitations in this area. These items include:

- irons
- popcorn makers
- electrical frying pans, hot plates, & hot pots
- toasters & toaster ovens
- Coffee makers
- Other electrical appliances must be cleared with Staff before being brought into the residence.

#### *5. Room/Hall Decoration Limitations*

- Nothing is to be posted or suspended from the ceilings of rooms or hallways.
- Flammable wall decorations such as posters must not be excessive.
- Nothing larger than a pin should be used to hang wall decorations. Sticky Tack is a good choice.
- No objects, paint, marker or materials are to be used to cover light bulbs/tubes or fixtures.
- No auxiliary electrical lights are to be left near flammable materials.
- Lights are to be turned off when students leave the room. None of the light/electrical fixtures must be modified or replaced.

Because so many are living in one building, and because the potential for accidents is greater, please use caution.

#### *6. Appropriate Storage Area Use*

- At no time are bulky items (bikes) to be left stored in the residences.
- Hallways and entrances/exits must be left completely clear at all times.
- All items stored in designated storage areas must be properly secured and labeled with the student's name clearly visible.

## B. Dormitories & Furniture

### 1. *Dorms – Female and Male Privacy*

- No one is allowed in the dorm building of the opposite sex.
- Stay out of the yards around the buildings.
- In the case of needed communication use the front door.
- If no one answers: Return later or ask someone who lives in that dorm to find your party.
- Dorm windows are off-limits to members of the opposite sex.
- Dorms are off limits after 10:00. Please don't be near them after this time

### 2. *Use of Lounges and Common Facilities*

Community living brings with it some shared responsibilities.

- All residents will work together at keeping common areas of the residence clean.
- If a mess is made, clean it up. (kitchens, residence lounges, washrooms, hallways, storage rooms, the grounds around the residence, etc.)
- Hallways and entrances *must* be kept clear at all times.
- Common areas of the dorm will be used with respect to others.

### 3. *Care of Student's Rooms*

Students are required to keep their rooms in a state of reasonable cleanliness and order throughout the year. It is in your best interests, as well as other's, if you take some responsibility in maintaining your room. While perfection is not our goal, please show your roommate some consideration.

### 4. *Room Decorations/Alterations*

In the area of room renovations, while this is your home for the next eight months, you are still a temporary occupant. Throughout our existence, many, many students will call that room "home" and enjoy its facilities.

Room decorations must be temporary, tasteful, wholesome, and put up so that they do not cause any damage or potential fire. Refrain from posting anything that violates a Biblical principle or another Arrowhead guideline (e.g. an alcohol or tobacco advertisement, an R-rated movie poster, music group paraphernalia whose music falls into the non-Biblical category, suggestive or crude subject matter, etc.).

In addition, any room renovations or building projects *must* be *cleared* with the staff *before* they're started. Painting, construction of bunk beds, platforms, or room-dividing bookcases are not allowed.

Given our context, a Bible college residence, it is completely legitimate for the college to require that materials posted on its walls be in keeping with its standards and guidelines. ABC staff maintains the right to ask students to remove decorations deemed inappropriate.

5. *Pets in Residence* NO PETS ALLOWED.

6. *Energy Stewardship*

Students could help reduce energy costs, in turn keeping tuition down, by getting into the habit of turning off lights, stereos, and other electrical items and closing windows (in winter). Students will turn off the lights and close the windows when they are the last ones out of a common area such as the lounge, kitchen, laundry room, storage rooms, etc.

## **C. Roommates & Personal Space**

1. *Room and Roommate Assignments*

Roommates are assigned at the beginning of the year, roommate changes are allowed only at the Semester. Changes must be made through the Dean of Students.

2. *Privacy and Property of Others*

While a residence is a great social environment, there will be times when you or others need some space. Respect and sensitivity must be shown in the areas of another's time restraints, schedule demands, workload, and desire to study or sleep. It is expected that all students will consistently exhibit respect for the privacy and property of their fellow residents. This respect must be extended beyond the residence to school offices, community homes, and other private properties on campus.

- The personal property of another should never be borrowed or used without specific permission.
- A resident's room should not be entered if no one is there.

3. *Personal Belongings Insurance*

Students will all be responsible for their own personal belongings. Arrowhead Bible College is not responsible for personal property. If someone has personal property of any value, procuring and maintaining adequate insurance for theft or damage may be necessary. The insurance carried by the college on its buildings does not cover your personal belongings being stored within them. It may be wise to check your parents' policy.

## **D. Maintenance & Damages**

### *1. Maintenance Needs*

Students will report any maintenance concerns in their room or in their residence to a staff member immediately. If we do not know it's broken, we can't fix it!

### *2. Water Damage*

At no time are students permitted to engage in water fights in the residence (using containers, balloons, water guns, etc.) or use water/liquids for the purpose of a practical joke or any other potentially damaging or careless activity.

Such activity almost always results in damage of some variety. Musty-smelling carpets, floor rot, damage to paint, wall decorations, and electrical items are all distinct possibilities.

### *3. Unaccounted Residence Damages*

In cases where damage is caused in a residence hall and nobody is willing to step forward and take responsibility for the damage, all the residents of that hall will be jointly responsible in covering the repair costs. The total charge will be divided equally among all residents.

### *4. Year-end Residence Responsibilities*

At the end of the school year, the occupant(s) of each room will be responsible to bring the room up to the cleanliness standard that has been set forth by the staff.

- Each room will be inspected to ensure that it is clean and undamaged.
- Students are responsible to schedule a time with the Facilities Director to have their final year-end room inspection done.
- Transcripts will not be released until student compensates for all damage to facilities caused by them.

## E. Quiet Hours & Curfew

Each residence member should treat other residents and the facility with complete respect at all times and in every situation. A healthy community is built on the foundation of mutual respect, which is the Biblical teaching of "consider others better than yourselves." Phil. 2: 3b

### 1. *Quietness*

Students are expected to observe the designated quiet times in the residence.

- Evening hours between 10:30 p.m. and 7 a.m.
- midnight-8 a.m. on Friday and Saturday nights.

During the 10:30 p.m. - 7 a.m. time period (week nights), your fellow classmates' right to sleep *always* supersedes your right to socialize.

During these times, music must not be audible (Use headphones). Use of the laundry facilities, vacuums, and phones should take place before the quietness curfew. Those who are socializing in someone's room must be responsible and sensitive to the noise they may be generating.

In addition, other times such as the recommended study period and Sunday afternoon snooze time must be kept quiet out of respect for those who choose to participate in these activities. Good communication and respect are the keys here. If a satisfactory resolution cannot be reached, the matter should be discussed with college Staff.

### 2. *Curfew Times*

Due to the size, nature, and location of our community as well as the dynamics of living in shared accommodations, it is necessary to limit late night traffic.

With the exception of previously cleared occasions, all students will be on school property ten (10) minutes before the established curfew hours. If a group activity involving the student body is planned which will exceed these times, permission must be received from the Dean of Students. During Sunday evening through Thursday evening, students will be in their rooms at 10:30 pm.

Friday & Saturday evenings, students will be in their rooms at 12:00a.m.

## **F. Leaving Campus**

### *1. Residence Sign-Outs*

All students who are away from the residence overnight, or who are out of the residence with permission, past curfew must sign out on the courtesy sheets provided. If you do not return to campus at an appropriate time, it is important that the Staff know when you left and where you were heading so help can be dispatched if necessary.

- In case of fire, students can be quickly accounted for.
- Signing out is an act of courtesy.
- If someone phones for you, that person can be informed of when you are expected to return.
- The kitchen needs to know if you are not going to be present for a meal.
- Should you turn up missing, we will begin the search & rescue process. If you have access to a phone, please call and leave a message explaining your whereabouts and situation.

### *2. Mixed-Group Leaves*

Any overnight leave involving a mixed group or couple requires that each student get permission from the staff. In order to avoid even the appearance of wrongdoing, it is important that plans such as these be cleared through the staff. The main concern here is that appropriate accommodation arrangements have been made (i.e. different locations or parents present).

### *3. Time spent with faculty and staff*

We encourage students to get to know the faculty and staff. We want personal interaction to occur, both within and outside the classroom. There will be regularly scheduled times for group interaction in the homes of staff members as well as informal contact on a regular basis. However, we ask that students be sensitive to time restraints of staff members. They still have their regular duties to perform and need time alone with their families. All students are expected to show respect by not presuming on the hospitality of campus residents.

### *4. Extended Breaks*

During extended breaks, the kitchen services and residencies will be closed. Students remaining on campus are subject to all campus expectations during the break, and all guidelines are still in full effect.

Over the Christmas break, the campus will be completely closed and secured. It is our expectation that you will want to be elsewhere during this time. If this is not your situation, then it may be possible to make alternate housing arrangements.

## G. Guests & Family

All guests must be cleared *in advance* with the Office Staff. Visitors will be expected to comply fully with all Arrowhead Bible College guidelines and expectations while a guest on campus. Guests in a residence have an impact on others (i.e. inconvenience to roommate; more demands placed on the showers, washrooms, phones, kitchen, etc.; time needed to entertain and visit with them).

### Rates

	Overnight Housing Only (no meals)	Housing & 3 meals	Housing & 2 meals	Individual meals
Adult 12+	\$25	\$36	\$32	\$6
Age 4-11	\$20	\$30	\$26	\$4
Family Rate	TBD			

**These rates apply to all family, and friends (ALL guests).**  
**Use these rates when figuring accommodations and meals at graduation time.**

## H. Entertainment (Computers, Games, Videos, Music)

- We live in a media-saturated world.
- Media, in all of its various forms, serves as one of the most powerful influences on our society and on us as individuals.
- This influence can be both positive and negative.

As such, it is vital that we as Christians are responsible in our involvements and practices in this area—our decisions will most likely affect others as well as ourselves. Contrary to popular belief, it *does* have an impact on us and on our walk with God. For the believer, it is always wrong to entertain ourselves with sin. In addition, it is even more inappropriate to fill our minds with garbage.

### 1. Music

Arrowhead's music policy is: any music that is un-Biblical in its content or focus, or, that has been recorded by an artist who is blatantly promoting a sinful lifestyle by word, deed or image, is not acceptable. Each student must realize that there is no one style of music that is acceptable to everyone. One student may dislike a music style enjoyed by another.

- Each student is responsible to keep the volume of any device used to play music at a level that it is not "forced" upon others.
- No headphones/earbuds at meals, during class, or while working.

## *2. Movie Attendance*

This year is designed to be a year of "spiritual retreat." The isolation of the Ranch will not allow for much movie attendance. However, when in one of the surrounding cities, we ask students to refrain from attending movies that are questionable: rated for nudity, sexually explicit, excessive profanity and/or violence. Students are expected to exercise mature judgment in this area.

Exercising good judgment requires evaluating movies based on biblical principles. "Does this movie violate biblical principles?" Failure to do so not only supports and encourages the industry in their continued development of raunchy films, it will also have negative spiritual implications for you personally.

## *3. Videos, TV's and DVDs*

The wide range of subject matter displayed in many videos, the broad range of personal viewing habits and convictions makes it necessary to govern the use of videos on campus. Watching frequent movies of questionable content does not lend well to building a relationship-based community or to being prepared for the next days class time. The showing of videos that contain questionable material such as: nudity and sexual content, profanity, gore, and other content that is non-Christian, violates the spirit of Arrowhead Bible College.

- Movies are not allowed in dorms or on personal computers (desk or laptop).
- Videos can be used for group activities, but must be cleared with a staff member. All personal movies must be approved by a staff member. Any and all unapproved movies will be sent home at the student's expense.
- Students may not rent videos from stores.
- Movie viewing on campus is allowed ONLY Friday-Sunday as a scheduled group activity.

## *4. Computer Games and Video Games*

Video and computer games can provide a temporary release from the rigors of studies & work assignments (they should not replace your studies and assignments). In addition, like all other forms of entertainment, they cannot be tolerated if they cross the line into what is spiritually harmful or non-Biblical in nature. Games that have occult connotations or that are explicitly violent or sexual in nature are totally inappropriate and are not allowed.

## *5. Reading Materials*

All personal reading material must be wholesome in nature. Anything that promotes or centers around the occult, is pornographic and/or portrays immoral or sexually suggestive content or pictures, contains graphic horror or violence, or focuses on any other non-Biblical material is not allowed.

## I. Dress Code & Appearance

It is a Biblical principle to dress properly. Personal appearance at Arrowhead is an area that requires thoughtfulness and consideration.

### 1. *In general*

Students should dress neatly, modestly and appropriately at all times. Discernment should be used in avoiding clothing of a style or material that draws inappropriate attention to the person -- for example transparent material or extremely tight-fitting clothing. Proper clothing should be worn at all times in the residences as well.

- Dress and skirt lengths would be knee length.
- Shorts should be at least mid-thigh in length.
- Men: Pants/shorts MUST cover your underwear/boxers/trunks.
- Wearing swimwear and/or removing shirts in public areas on campus are inappropriate behaviors.
- Modest swimwear should be worn in the pool area. (Ladies--one piece suits; tankinis are fine if they completely cover the navel at all times and the bottom is modest)

### 2. *Sunday Service Dress*

Students should dress neatly and modestly for Sunday worship times. Wherever students attend, consideration should be given to the unspoken standards of the rest of the congregation, without becoming slaves to fashion and materialism.

Different congregations place different emphases on dress. Historically, dressing up for church often communicated the intent to take worship seriously. In recent years, many churches have come to understand that inclusion and welcome are the most important considerations when it comes to dress.

### 3. *Hair, Body Piercing, Branding, Cutting, and Tattoos*

This is a relatively conservative region of our country. In this rural setting, these kinds of issues are still offensive or uncomfortable to many who have not yet been exposed to them. In an effort to "fit" into our community and be culturally sensitive to those with whom we must live, we ask for your help and cooperation.

The kinds of activities you will be involved with -- backpacking, horses, work assignments on the Ranch, etc.-- do pose a small danger with external jewelry and we ask that it be removed before participating in these and other activities.

- Students are not allowed to engage in any new piercing, branding, or cutting of their bodies; excluding earrings.
- There will be no securing of new tattoos while enrolled at Arrowhead.
- Hairstyles and coloring with unnatural hair colors should avoid the "extreme."
- We request that students remove piercing ornamentation (not including earrings and jewelry generally recognized as acceptable in conservative circles).

# Conclusion

Be Safe – Be responsible and safe in all situations, in your contact with others, and in your use of all campus facilities.

Seek Godly Counsel – You are encouraged to seek the help and wisdom of the college staff and professors. These people are references to a variety of topics such as theology, prophecy, dating, marriage, computers, mechanics, etc. Get to know them and let their experiences blend into your life.

Be Compassionate – Let Christ's love be evident in the relationships you create with other students, the college staff and families, and everyone else you will meet. Your goal should be to Glorify God in all that you say and do.

The staff and many others have already been praying for you and your experience at Arrowhead Bible College, that you will be strengthened in your faith and will develop into a strong, well-equipped servant for Christ. God bless you in this endeavor.