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INFORMATION DIRECTORY

- Bible Institute Switchboard: (518) 494-1427. An automated attendant operates during off hours.
- Regular office hours are 8:30am to 5:15pm, Monday through Friday.
- All numbers, unless otherwise indicated, begin with 518-494-????

Administration

President/Executive Dean	Mr. Mark Strout	Admin. Bldg., Ext. 1433
Associate Executive Dean	Mr. Dick Dray	Admin. Bldg., Ext. 1404
Executive Assistant	Mrs. Debbie Wallace	Admin. Bldg., Ext. 1432
Alumni Director	Mr. Mike Bush	Ext., 2285

Academic Department

Academic Dean	Dr. Tom Davis	Admin. Bldg., Ext. 1434
Associate Academic Dean	Dr. Paul Weaver	Admin. Bldg., Ext.
Librarian	Mr. Alan Cappella	Library, Ext. 1401
Registrar/transcript requests	Mr. Adam Cook	Admin. Bldg., Ext. 1454
Academic Secretary	Miss Shirley Richards	Admin. Bldg., Ext. 1430
Academic Secretary Grades	Miss Michelle Alexander	Admin. Bldg., Ext. 1478
• <i>Course make-up/ elective questions</i>		
• <i>Study helps</i>		

Student Life Department

Dean of Students	Mr. Joe Schenke	Admin. Bldg., Ext. 1437
Administrative Assistant	Miss Julia Amesbury	Admin. Bldg., Ext. 1515
Dean of Men	Mr. Randy Curtis	Admin. Bldg., Ext. 1420
Assistant Dean of Men	Mr. Chris Dreger	Admin. Bldg., Ext. 1520
Dean of Women	Mrs. Karen W. Smith	Admin. Bldg., Ext. 1476
Assistant Dean of Women	Mrs. Carla Gray	Admin. Bldg., Ext. 1448
Assistant Dean of International Students	Miss Tricia Hood	Admin. Bldg., Ext. 1406
Assistant Dean of Off-Campus Students	Mr. Scotty Matthews	Admin. Bldg., 518-728-9847

Ministries Department

Dean of Ministries	Mr. Micah Melville	Ministries Ctr., Ext. 1426
Administrative Assistant	Miss Alyssa Korcipa	Ministries Ctr., Ext. 1538
Ministries Coordinator	Mr. Matt Layton	Ministries Ctr., Ext. 1474
Athletic Director	Mr. Bill Bowman	Ministries Ctr., Ext. 1558
Service Assignments Coordinator	Miss Alyssa Korcipa	Ministries Ctr., Ext. 1538
Music Coordinator	Mr. Ryan Arnold	Music Bldg., Ext. 1418

Admissions

Information		Admissions Bldg., Ext. 1400
Dean of Admissions	Mr. Tom Headlee	Admissions Bldg., Ext. 1501

Business office

Business Manager	Mr. Bob Gray	Admissions Bldg., Ext. 1435
Financial Aid Director	Mr. Jim Henson	Admissions Bldg., Ext. 1514
Financial Aid Administrator	Mr. Alex Baird	Admissions Bldg., Ext. 1429
Student Accounts Administrator	Mr. Chris Tompkins	Admissions Bldg., Ext. 1438

Health Center

HC Front desk		Health Ctr. Ext. 1600
Campus Nurse	Mr. Justin Finn, RN	Health Ctr. Ext. 1602
Health Insurance	Mr. Glenn Slothower	WOL Headquarters, Ext. 6302

Other

Bookstore	Mrs. Cristy Henson	Bookstore, Ext. 1412
Computer/Logos help desk	Mrs. Sylvia Eger	Upper Library, Ext. 6238
Chef Manager	Mr. Daryl Jackson	Kitchen, Ext. 1408
Housekeeping/Lost and found	Miss Evelyn LaBarr	Housekeeping, Ext. 1488
Maintenance	Mr. Steve Roskidany	Maintenance, Ext. 1474
Title IX Coordinator	Mr. Adam Cook	Admin. Bldg., Ext. 1454
Veterans Affairs	Mr. Bob Gray	Welcome Ctr., Ext. 1435
Visitors (for students)	Miss Julia Amesbury	Admin. Bldg., Ext. 1515

ACCREDITATION

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools. TRACS is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as a national accrediting body for Christian institutions, colleges, universities, and seminaries.

TRACS can be contacted at: 15935 Forest Road
Forest, VA 24551
Tel.: (434) 525-9539
Web site: www.tracs.org

ACCOMMODATIONS

Requests for accommodations (special arrangements) or auxiliary aids for students with disabilities should be addressed to Mr. Joe Schenke, Dean of Students (Ext. 1437), who will work with the student to assess the need and facilitate the appropriate resource.

HANDICAP ACCOMODATIONS

The Word of Life Bible Institute will work in conjunction with the appropriate local governmental agencies to ensure that public and residential buildings are in alignment with codes to meet the needs of the disabled. The Associate Executive Dean in conjunction with the Dean of Students will work to ensure that special accommodation needs are met for each individual.

PHILOSOPHY, MISSION, AND OBJECTIVES OF THE WORD OF LIFE BIBLE INSTITUTE

PHILOSOPHY

Word of Life Bible Institute as an educational institution has developed its entire program around a particular philosophy of education. This philosophy of education is based on three key words: Know (*study*), Grow (*life*), and Show (*ministry*). These three words characterize our approach to education.

Believers are commanded to study the Word of God, accepting it as their foundation and authority. Since discipleship and character building are the responsibility of godly leadership, we need to build an institution that will educate students in Biblical doctrine and conduct through the classroom and lifestyle of our staff. Our goal is to produce students that practice excellence in the Christian life bringing glory to God.

This philosophy is based on the following principles:

1. We believe that the Bible is not only the foundation for morality, but it is also authoritative in every area that it addresses. It is, therefore, the beginning of wisdom and a prerequisite for any academic endeavor. 2 Timothy 2:15
2. We believe that any area of Bible study must be built on a proper relationship to Jesus Christ. Colossians 2:6-7
3. We believe that intellectual knowledge is only a beginning step and that a student has not learned until he has put this knowledge into practice. 2 Timothy 2:1-2
4. We believe that character development is a legitimate concern of education. Colossians 1:9-11; 2:8-9; Titus 2:7-8
5. We believe that staff and faculty are more than teachers. They are role models and, as such, must display Christian character and commitment before the student. Ezra 7:10; 1 Corinthians 4:15-16; Matthew 28:19-20
6. We believe that doctrine is the foundation of all our endeavors. 2 Timothy 3:16; Titus 2:1

MISSION

The mission of Word of Life Bible Institute is to educate each student within a rigorous academic and structured discipleship atmosphere preparing him or her to live a life of maximum effectiveness for the Lord.

OBJECTIVES

1. Academic Objectives (Study)

The Bible Institute offers only Bible and Bible-related courses in its standard two-year curriculum and in its electives which are designed for those able to handle additional academic work. We seek to instill within students a practical working knowledge of the Bible that will enable them to articulate and defend a biblical worldview. The specific objectives of the academic program are to provide students with:

- a. An understanding of the context, content, and contribution of every book of the Bible.
- b. An understanding of all the basic doctrines of orthodox Christianity.
- c. An in-depth understanding of the major books of the Bible.
- d. Particular ministry skills in evangelism, discipleship, Bible study methodology, leadership, counseling, and biblical communication.

Courses are taught by a dynamic combination of both resident and adjunct faculty who have distinguished themselves in their fields of expertise. Courses are structured to meet high academic standards and are recognized by most Bible colleges so that students can achieve their degree (Bachelor's or Associate's in Bible) from that Institution without interruption.

The above objectives are the specific focus of the Academic Department.

2. Spiritual Objectives (Life)

In addition to the study of the Bible, the Bible Institute seeks to develop students' character and life skills outside the classroom. Programs designed to enhance personal spiritual growth are an important part of the Bible Institute experience. Our specific objectives are to help every student to:

- a. Develop a habit of daily devotional time in the Scriptures.
- b. Pursue personal godly character and corporate biblical community.
- c. Apply biblical principles of physical, emotional, and social wholeness to daily life.

A team of godly, compassionate men and women provide instruction, encouragement, and counsel in both formal and non-formal settings, helping students to deepen their relationship with the Lord and to demonstrate a loving concern for others. The above objectives are the specific focus of the Student Life Department.

3. Functional Objectives (Ministry)

Whether the Lord leads a student to the mission field, the ministry, a trade, a business, a profession, or any other field of endeavor, in the light of eternity, the most important issue is how effective that person is for the Lord. Effectiveness in Christian service is measured by the influence that is exerted in the lives of others to lead them to Christ or to help them toward spiritual maturity. Therefore, the Bible Institute seeks to nurture within students a passion for Christian ministry and to equip them to impact today's society for Christ by involving them in meaningful ministry to others.

Our specific objectives are to give every student the opportunity to:

- a. Share the gospel with someone and/or counsel them to trust Christ as their Savior.
- b. Use their natural abilities and their spiritual gifts in service to others.
- c. Gain first-hand experience in missions.

The above objectives are the specific focus of the Ministries Department.

PROGRAM

Word of Life Bible Institute is a two-year, non-degree granting institution whose high academic standards are recognized by most Christian Colleges. The emphasis of the first year is Biblical Foundation and it is offered at several teaching sites around the world. The emphasis of the second year is Ministry Foundation and it is only offered at the main campus located in Pottersville, New York. Students who complete the first year receive a Bible Certificate. A diploma is awarded for the successful completion of both years of the program. Each year is comprised of two academic semesters followed by a Ministry Practicum (1st year) and a Ministry Internship (2nd year).

Word of Life Bible Institute is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) which is an accrediting agency for Christian post-secondary education that is recognized by the United States Department of Education (USDE). Word of Life Bible Institute is listed in the Accredited Institutions of Postsecondary Education Directory.

It is our desire that, as the student applies himself or herself fully to these programs and activities, and above all, yields himself or herself to the guidance and working of the Holy Spirit, so that his or her life might be molded into a useful instrument for the Lord's service.

CODE OF HONOR

I. STATEMENT OF FAITH

1. We believe that the Scriptures of the Old and New Testament are verbally inspired of God, and they are without error in the original writings, and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, Who is eternally existent in three persons — Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, sinless life, His death to pay the penalty for everyone's sins, His bodily resurrection, His exaltation at God's right hand, and His personal, imminent, pretribulational and pre-millennial return.
4. We believe that all have sinned and are therefore guilty before God and are under His condemnation.
5. We believe that all who by faith receive Jesus Christ are born again of the Holy Spirit, therefore children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.
6. We believe that God gives spiritual gifts to all believers for the building up of the body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.
7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory and the everlasting conscious punishment of the lost in hell.
8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.
9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between one man and one woman. All sexual activity outside of this biblical definition of marriage, including homosexual practices, is in direct contradiction to God's Word and His intention for the institution of the home.

Historicity of Genesis

Word of Life Bible Institute is committed to the historical and factual accuracy of the book of Genesis. Therefore, we teach a recent creation of the entire universe and all forms of life in the six, 24-hour days of the creation week. We believe that Adam and Eve were the first man and woman and that all of mankind has descended from them and has inherited a sin nature from their fall into sin, resulting in a cursed creation. We believe in a personal Satan who led some of the angels to rebel, enticed Eve to eat the forbidden fruit, and continues to oppose God's program for human history. We believe in a worldwide flood which explains the disappearance of certain species recorded in the fossil record, the subsequent development of mankind from Noah, and the creation of language groups and nations from God's intervention at the Tower of Babel. We believe that Satan's attempt to overthrow God is doomed to fail and that the Lake of Fire has been prepared as a place of eternal conscious punishment for him, his demons, and all humans who reject Christ.

II. STANDARD OF CONDUCT

1. Word of Life Fellowship, Inc., including domestic and foreign affiliations under the Word of Life structure, is dedicated to the Lordship of Christ in all areas of life. The distinctives of Word of Life lay in its philosophy and goals. The Word of Life family is a community of a board of directors, staff members and students (hereafter referred to as "associates"). Each associate consequently bears certain responsibilities and obligations within the organization for the implementation of its philosophy and goals. In order that the organization functions efficiently and its goals be realized, it is necessary that there be a mutual commitment to a corpus of standards which involve the willing surrender of certain individual purposes and goals.
2. Word of Life follows specific Biblical principles, which relate to Christian behavior. Therefore, Word of Life prohibits practices, which are clearly forbidden by the Word of God, such as drunkenness, sexual immorality, dishonesty, and the like (I Corinthians 6:9-20). Further, to expect associates to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (Ephesians 4:24-5:8).
3. Word of Life is firmly committed to a literal interpretation of the Bible and rejects any attempt to "reinterpret" Scripture in light of "modern" moral or psychological theories. In the Biblical account of creation, the family was the first societal

institution ordained by God (Genesis 1:27, 2:18-22). Furthermore, Scripture plainly declares that the first two humans created by God were a man and a woman (Genesis 1:27, 2:18-22). God joined the man and woman in the holy rite of matrimony and commanded them to be fruitful, multiply, and replenish the earth (Genesis 1:28). Therefore, the only legitimate marriage is the joining of one man and one woman (Genesis 2:24, Romans 7:2, I Corinthians 7:10, Ephesians 5:22-23).

In both the Old and New Testaments, God has commanded that no intimate sexual activity should take place outside of a marriage between a man and a woman. Accordingly, all forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24, 19:5, 13, 26:8-9, Leviticus 13:22, 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4).

Since Word of Life believes that all sexual activity outside of a marriage, including homosexual practices, are in direct opposition to God's Word and constitute a direct contradiction to God's institution of the home, Word of Life will not employ or continue to employ men or women who promote or participate in homosexual behavior or any other sexual activity outside of marriage.

4. Word of Life recognizes the principles of Christian liberty within the sphere of those things, which are intrinsically innocent. However, Word of Life also recognizes that liberty needs to be restricted in certain instances. Scriptural precedent is found in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community. Verses for reference include:
 - I Corinthians 6:12 — Lawful, but not expedient (not profitable for our good)
 - I Corinthians 10:23 — Lawful, but not edifying
 - I Corinthians 8:9 — Could be a stumbling block
 - Romans 1:32 — Christians are different, and by living like the world, we approve of it. There should be no pleasure in watching sin.
 - Ephesians 5:6-7, 11 — Don't be deceived with vanity and participate in it.
 - Colossians 3:17 — Make sure it pleases the Lord, not the emotions-flesh or self.
 - Hebrews 12:1-2 — Lay aside weights as well as the sin.
5. Certain principles of conduct are a necessary part of the effort to establish an atmosphere within which the goals of Word of Life can be realized. For this reason and in an effort to maintain a consistent and above-reproach testimony to youth, Word of Life requires associates to refrain from the possession or use of alcoholic beverages, all smoking products, recreational and illicit drugs, from gambling, and from social dancing. Ceremonial dancing at special family events such as weddings and anniversaries is permitted. Biblical discretion and restraint will be exercised in all choices of entertainment, including radio, television, all forms of audio and visual recordings, movies, stage productions, computer and video gaming, various forms of literature and social media (Psalm 101:3, Romans 14:13-17, I Corinthians 9:22-23, I Corinthians 10:31, 2 Corinthians 6:3, Philippians 4:8, Ephesians 5:3-4, I Timothy 4:12, Titus 2:12). Furthermore, it is expected that associates will actively support a local Bible-believing church through service, giving, and allegiance (Hebrews 10:24-25).
6. Word of Life rejects the principle that exposure to and/or experimentation with doubtful and objectionable practices is essential to the development of moral or intellectual discernment and/or discrimination. Word of Life reserves the right to make the final decision in any questionable area.
7. Word of Life recognizes that observance of Word of Life standards does not comprise the whole of an individual's responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of Word of Life, however, maintains that willingness to obey these standards shows a maturity and spiritual concern for the whole Christian community (Galatians 5:13-24).
8. Conduct that is an offense to good taste, sound morality, or Christian propriety will not be acceptable. While some may not have personal convictions wholly in accordance with Word of Life standards, the purpose underlying them necessitates the honorable obedience to them. If an individual can no longer in integrity conform to them, that person should withdraw from Word of Life. Willful disobedience of these standards will bring about dismissal from Word of Life immediately.

9. To insure that the position of Word of Life will be maintained in an uncompromising manner and believing that a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that associates shall individually affirm by signing the following at the time of initial association and shall so reaffirm at such time as determined by Word of Life.

III. GRIEVANCE POLICY

We believe that the first step in resolving any dispute, whether interpersonal or organizational, is to invoke the principles outlined in Mathew 18 and to directly address the party (or office) with whom a problem has arisen in order to seek a resolution. It is our sincere hope that as two believers openly seek the mind of the Lord in regards to their concerns, the Holy Spirit will bring peace to the situation. As this may not always be the case, human intervention may at times be required.

If, in spite of all sincere attempts, a matter remains unresolved, the next step may be to file a formal grievance. A form for such purpose is available from and should be submitted to the Associate Executive Dean in Schroon Lake, New York who will address the matter with all appropriate personnel within 14 days. Every effort will be made to resolve all issues in writing within 30 days or less. One must recognize that solutions may not be deemed satisfactory by all concerned parties. However, the administration will seek a resolution that is fair, practical, and based on the authority of Scripture.

If after following through on the above, a student believes his/her grievances were not satisfactorily addressed by the administration of the Word of Life Bible Institute, he or she may contact the Transnational Association of Christian Colleges and Schools (TRACS) at: 15935 Forest Rd., Forest, VA 24551, or by telephone at (434) 525-9539. tracs.org

IV. CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

Privacy Information

The Family Educational Rights and Privacy Act of 1974 and its amendments give schools clear guidelines on the privacy of student records. This notice is given to inform you of your rights as a student and to help you understand how to access and disclose information from your educational records.

Definitions

- Educational Records: With certain exceptions, educational records are those records, files, documents and other materials that contain information directly related to the student and are maintained by an employee or representative of the school.
- School Official: A person employed by Word of Life Bible Institute in an administrative, academic, research, or support staff position; a member of the board of directors; or a student serving in an administrative support role or on an official committee, such as a disciplinary or grievance committee.
- Legitimate Educational Interest: A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Word of Life Bible Institute.
- Directory (public) Information: In accordance with the Act, Word of Life Bible Institute designates the following information as directory information: student name, address (home, current and email), telephone (home and current), photo, student ID, program of study, awards, recent school attended, enrollment status, dates of attendance, participation in official organizations and sports, and height and weight of sports team members.

Students' rights under FERPA

1. You have the right, with certain exceptions, to inspect your educational records. Requests should be made to the Registrar's office or to the Associate Executive Dean's office and will be granted within a reasonable timeframe not to exceed 45 days from the original request.
2. You have the right to request the amendment of your educational record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You must make a written request including signature and date to the Registrar's office or to the Associate Executive Dean's office for an amendment to be considered. Additional information regarding the request process will be provided to you at the time the initial request is made.

3. You have the right to provide written consent before the Bible Institute discloses elements of your educational records except to the extent that FERPA authorizes disclosure without consent. The Bible Institute may disclose information without consent to school officials with legitimate educational interest and information that Word of Life has identified as directory information. A complete list of FERPA allowable disclosures without consent may be obtained from the Registrar's office or the Associate Executive Dean's office
4. You have the right to withhold the disclosure of directory information. If you exercise this right, Word of Life Bible Institute will not disclose any directory information to parties that may be seeking this information without your written consent. Withholding of this information may cause delays in maintaining insurance coverage and applying for transfer to other institutions and must be exercised with great caution. Written requests to opt out of directory information disclosure must be made to the Registrar's office or to the Associate Executive Dean's office.
5. You have the right to file a complaint with the US Department of Education concerning alleged failures by Word of Life Bible Institute to comply with the requirements of FERPA. Complaints should be sent to:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave SW
Washington DC 20202

V. TITLE IX POLICY

Word of Life Bible Institute is committed to providing a safe environment free from discrimination. We believe that all people are created in the image of God and are equal. With this in mind, the Bible Institute does not discriminate on the basis of sex in our education programs or activities including recruitment, admissions, distribution of financial assistance, hiring practices, employment or promotion. This echoes Title IX of the Education Act which states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subject to discrimination under any education program or any activity receiving Federal financial assistance."

The following seeks to clearly define terms and set forth policies to educate our campus community and help ensure that our campus remains a safe environment for all to learn and grow in their walk with the Lord. The Bible Institute has designated the following individuals to coordinate our efforts in this area:

Mr. Adam Cook
Title IX Coordinator & Registrar
4200 Glendale Rd
Main Administration Building
(518) 494-1454 | adamcook@wol.org

Mrs. Karen Smith
Title IX Investigator & Dean of Women
4200 Glendale Rd
Main Administration Building
(518) 494-1476 | karensmith@wol.org

Miss Alyssa Korcipa
Title IX Investigator & Service Assignments Coordinator
4200 Glendale Rd
Ministries Center
(518) 494-1538 | alyssakorcipa@wol.org

Definitions

Title IX Coordinator: An employee of the school designated to ensure compliance with Title IX regulations and investigate all allegations of sex discrimination.

Sex Discrimination: Discrimination in employment, admission, and/or participation in sports or school organizations on the basis of one's sex. Under Title IX, sex discrimination also includes, but is not limited to, any type of sexual harassment, sexual violence and sexual assault.

Sexual Harassment: Includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, insulting or degrading remarks or conduct, any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's education, work performance, or create an intimidating, hostile or offensive environment.

Sexual Violence: Any sex act committed against a person's will or where the person is incapable of giving consent.

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

Sexual Contact: The intentional touching of a person's intimate parts (including genitalia, groin, buttocks or breasts) or the clothing immediately covering a person's intimate parts for the purpose of sexual gratification or using force to cause a person to touch his or her own or another person's intimate parts.

Consent: All school standards prohibit sexual contact outside of marriage. In addition, sexual activity requires consent from both parties involved as a matter of state and federal law. Consent can never be assumed and must be voluntary, clear and unambiguous between both parties. Consent cannot be obtained from someone who is a minor, asleep, unconscious or otherwise mentally or physically incapacitated. Consent cannot be given under coercion, threat or force.

Complainant: A student, employee or other school community member who considers filing or files a complaint regarding sex discrimination.

Respondent: A person alleged to have committed a violation of the school's policy regarding sex discrimination.

Mediation: In certain instances a complainant may choose to have the Title IX coordinator mediate a peaceful resolution to certain sex discrimination allegations between the complainant and the respondent before an official Title IX complaint is filed. This is the choice of the complainant and cannot be forced by the school. In cases involving sexual violence or sexual assault, mediation is not appropriate and a full Title IX investigation will be opened even if mediation is requested.

Confidentiality

Parties who wish to submit a confidential complaint of sex based discrimination, harassment, violence or assault which does not include the complainant's name must know that this may limit the institution's ability to fully resolve the complaint. Complainants should know that the Bible Institute will take necessary measures to protect the complainant from retaliation on the basis of making a complaint and will put measures in place to allow the complainant to continue to work or study in a safe and supportive environment without the threat of retaliation or further discrimination. A full complaint will still be handled with the utmost of care but will allow the Bible Institute to completely investigate the complaint and issue sanctions against the respondent if a violation of this policy is found. Staff, including resident assistants, are responsible to report all claims of sex based discrimination to the Title IX coordinator while maintaining confidentiality, if requested.

Discrimination and Harassment

If an individual believes that they have been denied admission, employment, or participation in a school program or sport based on their sex or has experienced sexual harassment as defined above, they should contact the Title IX Coordinator immediately. The Title IX coordinator will discuss the nature of the discrimination with the complainant, provide the complainant with a copy of the Title IX policy, and help the complainant understand the investigation and resolution process. If desired, the complainant may elect to have the Title IX coordinator act as a mediator to bring peaceful resolution to the situation, or to forgo mediation at any time and file an official Title IX complaint.

If a complaint is filed, the Title IX Coordinator will open an official investigation. During the investigation, measures may be put in place to ensure the complainant is able to continue their education or employment without threat of reprisal or intimidation as a result of the complaint. Both the complainant and the respondent will be able to submit evidence and produce a list of witnesses that may be able to support their claims. The Title IX Coordinator will report the findings of the

investigation to the Dean of Students (in the case of a student or third party) or Human Resources Manager (in the case of an employee or contractor) in the most prudent time frame possible, generally within 60 days of the complaint, for action. Findings will be based on the preponderance of the evidence standard. Once a course of action is determined, the outcome will be officially communicated to the complainant and the respondent in writing. Both parties involved have the right to appeal the decision. Appeals will be considered by the Executive Dean, must be submitted within 15 days of the written notification, and will be based on one of the following factors:

- 1) Procedural misconduct during the investigation.
- 2) The discipline does not seem to match the infraction.
- 3) New evidence, which was not previously available during the investigation, which may shed new light on the investigative findings.

Disciplinary action may be suspended during the hearing of the appeal at the discretion of the Executive Dean in consideration of the safety of the campus community. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation during the appeal process. In the case of an appeal, a final decision will be issued in writing to both the complainant and the respondent.

Sexual Violence and Sexual Assault

If a student or employee is the victim of sexual violence or sexual assault, they should seek medical attention immediately to ensure their personal safety and to help aid any future investigations. Once their safety is secured and they have been treated for any medical injuries sustained, the victim should not hesitate to contact a member of the school's Student Life Department or the Title IX Coordinator to report the crime, regardless of the circumstances. If any student, staff member, or other member of the school community is made aware of sexual violence or sexual assault, they should report it to the Title IX Coordinator immediately.

Once a report has been made, the Title IX Coordinator will put measures in place to secure the complainant's safety and ensure that they are able to continue with their school or employment. If accommodations need to be made, the Title IX Coordinator will work with the Student Life, Academic and Ministries departments to ensure that appropriate accommodations for transitioning back into campus life are put into place.

The Title IX Coordinator will investigate the complaint independent of any external law enforcement investigations that may be ongoing. Title IX investigators may need to postpone the investigation until law enforcement has concluded the evidence gathering portion of their investigation, but will resume the investigation as quickly as possible. Both the complainant and the respondent will be able to submit evidence and produce a list of witnesses that may be able to support their claims. The Title IX Coordinator will report the findings of the investigation to the Dean of Students (in the case of a student or third party) or Human Resources Manager (in the case of an employee or contractor) in the most prudent time frame possible, generally within 60 days of the complaint, for action. Findings will be based on the preponderance of the evidence standard. Once a course of action is determined, the outcome will be officially communicated to the complainant and the respondent in writing. Both parties involved have the right to appeal the decision. Appeals will be considered by the Executive Dean, must be submitted within 15 days of the written notification, and will be based on one of the following factors:

- 1) Procedural misconduct during the investigation.
- 2) The discipline does not seem to match the infraction.
- 3) New evidence, which was not previously available during the investigation, which may shed new light on the investigative findings.

Disciplinary action may be suspended during the hearing of the appeal at the discretion of the Executive Dean in consideration of the safety of the campus community. Appropriate measures will be taken during the appeal process to ensure an environment free of sexual discrimination and retaliation during the appeal process. In the case of an appeal, a final decision will be issued in writing to both the complainant and the respondent.

Other Related Misconduct

Word of Life Bible Institute takes the safety of its students, employees and all members of its school community seriously and desires to create an environment where all feel free and safe to report issues in regards to any form of sex discrimination. As such, the school reserves the right to extend grace to complainants and witnesses of alleged sex discrimination in the form of mitigation or avoidance of discipline in regards to the use of alcohol or drugs, provided that the individuals are acting in good faith as complainants or witnesses.

Retaliation; False Complaints

Word of Life Bible Institute prohibits retaliation against anyone for having raised a complaint under this policy in good faith or for cooperating with an investigation of a complaint. Any instances of retaliation should be reported to the Title IX Coordinator immediately and may result in appropriate disciplinary action or sanctions independent of other sanctions already implemented under the policy. Fabricated complaints, i.e. not made in good faith, alleging a violation of this policy will be subject to disciplinary action.

SECTION ONE
STUDENT LIFE
HANDBOOK

I. STUDENT LIFE PURPOSE AND STRUCTURE

The purpose of the Student Life Department is to provide the leadership and atmosphere so that each student can be biblically disciplined and encouraged to “bear fruit” (Gal. 5:22-24) in their relationships with one another and with Christ.

A. Objectives

The specific objectives of the Student Life Department are to help every student to:

1. Develop a habit of daily devotional time in the Scriptures.
2. Pursue personal godly character and corporate biblical community.
3. Apply biblical principles of physical, emotional, and social wholeness to daily life.

B. Structure

The Dean of Students, under the authority of the Executive Dean, leads the Student Life Department including the Dean of Men, Dean of Women, and Assistant Deans. They minister together, overseeing all aspects of campus life including housing, spiritual and social activities or events, counseling, discipleship, discipline, and health services.

The Health Services Coordinator is a New York State Licensed RN and supervises the Health Center facility that provides assistance with the health care concerns of students, including access to physicians and health education. (See Health Center section).

The Assistant Deans for of International Students and Off Campus Students assists those students with their specific needs.

Discipleship Coordinators are selected to assist the Deans in the management of Student Life programs and the training, oversight, and discipleship of the Resident Assistants. Each Discipleship Coordinator reports directly to a Student Life Dean.

Student leadership (Residents Assistants) is comprised of students selected by the faculty and staff who have demonstrated leadership potential and personal responsibility. They serve to facilitate and maintain the standards of the Bible Institute as set forth in this Handbook. Dorm Resident Assistants assist with the oversight of dorm life and Service Resident Assistants assist with oversight in various service areas. RAs exercise vital leadership roles in the dorms, in service areas, in the classroom, and on ministry teams. They also serve to encourage students in their walk with the Lord.

II. STUDENT LIFE CORE VALUES

The Christian life is a walk of faith. Without faith, it is impossible to please God (Heb.11:6). Unbelief turns us away from the Lord, hardens the heart, and neutralizes the benefits of hearing the Word of God (Heb.3:12-4:2) whereas faith energizes the work of the Holy Spirit in our lives. Therefore, we want to help students to learn to walk by faith and not by sight (2 Cor.5:7). As we seek to encourage this, it is our desire that the following biblical values guide our approach.

A. The sufficiency of Christ through His Word. Colossians 2; 2 Timothy 3:16-17; 2 Pet.1:1-4

Sanctification is the process by which believers change to become more like Jesus Christ. Salvation and sanctification are both of the Lord, unmerited favors that we access by faith. As we trust and obey God’s Word, the Holy Spirit transforms us through the renewing of our minds (Romans 12:2). Scripture alone can accurately evaluate every situation and provide effective guidance for authentic life change. When external checklists, programs and policies claim to prescribe a cure for the human condition or to generate spiritual growth on their own, they compete with the sufficiency of Christ through His Word. Therefore, our focus will be to constantly direct students to the Scriptures and help them to internalize Truth.

B. The reality of new life in Christ. 2 Corinthians 5:14-19; Galatians 2:20; Colossians 1:27; 3:1-4

The Christian life is not a matter of doing all that we can to become like Christ. It is responding by faith to the truth that Christ is now our life and allowing Him to live through us! Since all students who come to WOLBI profess new life in Christ, we take them at their word. In the words of Paul, “*Therefore from now on we recognize no one according to the flesh even though we have known Christ according to the flesh, yet now we know Him in this way no longer. Therefore if anyone is in Christ, he is a new creature; the old things passed away behold, new things have come.*” (2 Corinthians 5:16-17) Therefore, in matters of behavior, personal responsibility and community life, we appeal to a student’s new identity in Christ and call him or her to live in a manner that is worthy of their calling (Eph.4:1; Phil.1:27); no longer for self but for Him who died and rose again on their behalf.

C. Heart transformation. Romans 12:1-2; Ephesians 4:17-24; Colossians 3:15-16; Hebrews 4:12-13

The Word of God makes it clear that our fundamental problem is deeper than a lack of information or of skill. It is in fact, our hearts which are easily led astray from faith to unbelief (Heb.3:12-13). Scripture teaches that the goal of instruction is a pure and a sincere heart (1 Tim.1:5; Heb.10:22). Therefore, in each of the processes of instruction, admonition, correction, and restoration we aim to deepen students' understanding of how behavior originates from the heart and is ultimately linked to faith and unbelief. Our goal is to allow the penetrating light of God's Word to examine their hearts, fill them with Truth (Phil.4:8), and transform them by the renewing of their minds.

D. Edifying relationships. Hebrews 3:13; 10:24-25; Galatians 6:1-5; Ephesians 4:14-16, 25-32

God has placed believers in a community, the Church, which is described as Christ's *flock*, His *body* and His *building*. These metaphors indicate that God never intended believers to function in a vacuum! Paul compares us to the interdependent parts of the human body (1 Corinthians 12:12-31) and reminds us that we are actually "*members of one another*" (Ephesians 4:25) and are to build each other up in love as we minister to each other (1 Peter 4:8-10). The New Testament employs the phrase "*one another*" over 56 times in order to express the shift from the self-interest of the unbeliever to the gracious humility of the believer who now expresses love and concern for others. This is not accomplished by simply deploying a program but also by spending time listening to and building relationships with one another. Realizing that we are all tempted by sin, believers can move toward one another with understanding and humility, calling each other away from the dangers of sinful choices and pointing one another back to the truth of God's Word. Scripture teaches us that the end goal of all discipline is restoration of freedom, fellowship with God, and fellowship with one another. In this way, the loving pursuit of a brother or sister in sin becomes an act of compassion.

E. A compassionate environment. Colossians 3:12-14; Philippians 2:1-4

We want to provide a nurturing community where we walk with students through the issues they are struggling with. We desire to show them how to live in fellowship with other believers and what it means to walk in relationship with the Lord and to experience His grace together. The Word of God instructs us that it is the grace of God, rightly understood, which teaches us to "*deny ungodliness and worldly desires and to live sensibly, righteously and godly in the present age.*" (Titus 2:11-12) This does not imply an absence of rules nor of correction. Rather, a compassionate environment provides the right context within which to:

- Function with the understanding that no one is perfect though we are all accountable (Phil.3:12-16).
- Deal appropriately with sin and to pursue authentic biblical freedom (Gal.6:1-5).
- Forgive others freely from the heart (Matt. 18:35).

III. STUDENT LIFE PHILOSOPHY

At WOLBI we pursue life change! The Student Life Department facilitates this by maintaining an atmosphere conducive to growth in faith, hope and love. This atmosphere is cultivated in the dorms, in co-curricular activities, in campus service assignments, and while ministering together. Our philosophy describes the approach we take and is well summarized in the following verses: "*We proclaim Him, admonishing every man and teaching every man with all wisdom so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me.*" (Colossians 1:28-29) To that end, the philosophy of the Student Life Department centers around three concepts:

A. Christ-Dependent - because we tend to depend on ourselves.

(1 Corinthians 1:30-31; 2 Corinthians 12:9-10; Galatians 2:20; Philippians 3:1-16; Colossians 2:1-23; 3:1-3)

Scripture teaches that Christ is our wisdom, righteousness, sanctification, and redemption. He is our life, our hope of glory, and the one in whom we are now hidden in God. Every day we are called to live out these realities by faith. We share the same concern as the apostle Paul who said, "*But I am afraid that, as the serpent deceived Eve by his craftiness, your minds will be led astray from the simplicity and purity of devotion to Christ.*" (2 Corinthians 11:3) Therefore, we desire to continually point students to Christ who is the object of our faith and away from a dependence upon themselves and the tendency to pursue self-righteousness in one's own strength by the keeping of rules. True righteousness is through faith in Christ. Though rules are important for worship and fellowship, they can never produce genuine godliness since they are powerless in dealing with the weakness of the flesh. Therefore, we seek to encourage students to keep their focus on Christ not on themselves nor on other people (Heb.12:1-2) and to rejoice in Him, not in their own accomplishments.

B. Love-Driven - because we tend to neglect others.

(Matthew, 22:36-40; Ephesians 5:1-5; Galatians 6:1-5; 1 Peter 1:22; 4:8-10)

One of the characteristics of an authentic Christian community is love for others that is the result of having experienced God's grace and love for oneself (John 13:34-35; 1 John 4:19). Humility, a teachable heart, and a desire to seek the best interests of others are hallmarks of sincere love. This often involves setting aside personal preferences in order to serve others or help those who may be struggling in some area of life. In cases where a brother or a sister is struggling with sin, loving them enough to walk with them through the process of repentance and restoration provides a radically different motivation for dealing with the issue. No longer is the goal to simply ignore the problem, maintain appearances, or to ensure that offenders somehow pay for their sin in order to balance the scales. Instead, the intended goal is restored fellowship and joy. Therefore, it is our desire to model genuine peace-making and burden-bearing and to pursue forgiveness and restoration whenever sin has been uncovered in someone's life by the Holy Spirit.

C. God-Glorifying - because we tend to live for self.

(Romans 8:29; 1 Corinthians 6:18-20; 10:31; 2 Corinthians 5:14-15; 1 Peter 2:11-12; 4:10-13)

The end goal of all spiritual growth is to be conformed to the image of Jesus Christ, reflecting Him to the world rather than pursuing our selfish desires and drawing attention to ourselves (Rom.13:14). Therefore, we encourage students to view every dimension of life as a forum for putting Christ on display and to allow Him to live through them. Seeing all of life as a platform to glorify God rather than self makes the classroom, the dorm room, and one's ministry or service assignment places where God is to be honored rather than ignored.

Compassion and Discipline

It is our desire to provide a compassionate, nurturing environment at the Bible Institute that is more like a walled garden than a fortified compound! This does not imply an absence of rules or discipline. Love does not ignore truth nor does truth override the need to be loving (Eph.4:15). Compassion does not preclude giving directions, issuing warnings, and providing correction and training that is consistent with truth. Discipline proves relationship. Instruction demonstrates love (Hebrews 12:8). Furthermore, biblical discipline is not heartless nor does it follow a predetermined set of responses. The Word of God exhorts us to "admonish the unruly, encourage the fainthearted, help the weak, and be patient with everyone." (1 Thess.4:15). This implies a need to exercise discernment in choosing an appropriate course of action in response to misconduct rather than dealing exactly the same way with everyone regardless of their response to correction. Therefore, in all discipline situations, we will seek to choose a response that is in a student's best interest and which is appropriate to his or her particular circumstance.

Biblical Mandates and Institutional Policies

The administration of WOLBI recognizes that there is a distinction between *Biblical Mandates* and *Institutional Policies*. Both can be found in our Standard of Conduct as well as in this Student Handbook. *Biblical Mandates* are specific commands from God's Word directed to all believers at all times in all places such as the command to abstain from sexual immorality (1 Thessalonians 4:3). *Institutional Policies* such as specific dress code expectations are best viewed as "house rules" intended to maintain an environment most conducive to the realization of our goals (no one appreciates chaos). As a spiritual as well as an academic community, we ask students to adhere to both *Biblical Mandates* and *Institutional Policies*.

While a student's personal convictions may differ somewhat from *Institutional Policies*, their free choice to become a part of the Bible Institute community constitutes a commitment to willingly abide by them, both on and off campus, while the academic semesters are in session (Heb.13:7,17). When at home during official school breaks, students are accountable to *Biblical Mandates* but not to *Institutional Policies*. It is expected that they will conduct themselves in a way that will honor the Lord and will not discredit their identity in Christ, their parents, their local church, or the ministry of Word of Life with which they are associated during the time of their enrollment. When determining appropriate responses to misconduct, attention will be given to recognizing the differences between *Biblical Mandates* and *Institutional Policies*. The goal of the administration will always be to restore students to freedom and fellowship.

IV. SPIRITUAL LIFE

The Bible Institute program has been designed to encourage spiritual growth but, in the end, it is the student's responsibility under the guidance of the Holy Spirit to undertake the changes that the Word of God demands in order to grow. In keeping with an environment conducive to spiritual growth, all students are responsible to observe the following:

A. Chapel

Chapel services are held Wednesday through Friday featuring resident and adjunct faculty as well as guest speakers. All students, including off-campus students, are required to attend chapel services. Students are expected to take notes as these are part of their Christian Disciplines grade.

B. Church

Church attendance on Sunday is required. Morning services are conducted at the Bible Institute each Sunday. Students may also attend local churches in the area however; there are times when they must attend on campus due to conferences, snow camp, or special training sessions.

C. Dorm devotions

1. Monday through Thursday evenings, devotions are held in the dorms from 9:15 to 9:30PM (9:45 PM Tuesdays). Devotions are generally led by the Dorm RAs, with students presenting the devotional on a scheduled basis.
2. The Deans may occasionally change the time of dorm devos or schedule special speakers. Dorm RAs must first obtain permission from their DC to have a special speaker in the dorm.
3. All students are expected to participate in presenting devotions periodically each semester.

D. Quiet Time

1. Time is set aside each day for students to have their own personal "Quiet Time" with the Lord.
2. Students must be in their rooms and no other activities are allowed during the Quiet Time period. Students with early morning work assignments must complete their Quiet Times by "Quiet-in-dorms" time that same day.
3. Students are required to use at least the current Word of Life Quiet Time Diary as part of their devotional period and to fill in the comments for each day. As a means of providing helpful accountability, staff, RAs and DCs will periodically check Quiet Time Diaries.
4. On Saturday, Sunday and Monday, students are responsible for scheduling their own Quiet Time period. In each case, they must be completed prior to "Quiet-in-Dorms."

E. Conferences

1. Missions Conference

Several days are devoted to a special mission's emphasis at the beginning of the winter season. Speakers and seminars as well as personal interaction with the missionaries themselves provide valuable insight and motivation. God often uses this conference to dramatically change the direction of students' lives.

2. Founder's Conference

This conference is held in the spring semester honoring the ministry of the founders of Word of Life.

We consider these conferences to be an integral part of the program and all students are expected to attend.

V. ENTERTAINMENT MEDIA

A. Music, movies, and video games are permitted under the following conditions:

1. The student has attended our Source One seminar (fall semester) and has written out their biblical principles for entertainment and had them approved by their DC. An accountability copy must also be given to their Dorm RA.
2. The student is willing to allow the Dorm RA, other students, and staff to ask accountability questions about whether or not their music and movies are in line with their biblical principles for entertainment.
3. When in dorms, music and movies can be played audibly provided each student is careful to honor the biblical principle of "*preferring one another*" (Phil.2:4) in regards to volume, appropriateness, personal convictions, etc.

B. Certain media content may be restricted or limited at times due to content or bandwidth constraints.

C. Music, movies, and video games may not be played during the following times: Quiet Time, dorm devotions, after "quiet in dorms", class hours, service or ministry assignments, or in the dorms during study hours.

D. The Deans will make the decision as to what musical instruments may be used in the dorms. Amplifiers, drums, and keyboards are not permitted in the dorms without the use of headphones.

E. Computer monitors and small televisions (i.e., maximum 32") are permitted for use with game consoles.

VI. RELATIONSHIPS

Marriage and Sexuality:

We encourage men and women to form healthy relationships. WOLBI desires to teach and model an approach to moral purity in relationships that reflects biblical values. We believe that sexual intercourse and many of the acts leading up to it are reserved exclusively for the context of a biblically defined marriage (Genesis 2:22-25; Matthew 19:4-6). Outside this context, sexual activities such as sexual intercourse, oral sex, forms of intimate touching and homosexual behavior violate clear biblical teaching (Romans 1:26-27; 1 Corinthians 6:9-20; Galatians 5:19; 1 Thessalonians 4:3-8) and are prohibited even when consensual. God's design at Creation for both sexual desire and orientation is within the context of the marriage union between a man and a woman. Therefore, gender identity is a feature of God's original creative design (Genesis 1:26-28).

Word of Life believes that the term "marriage" has only one legitimate meaning, which is how marriage is defined, described and illustrated in the Bible: the joining of one man and one woman as their genders were determined at birth, into a single, covenantal union. Whenever there is a conflict between Word of Life's position and any new legal standard for marriage, the ministry's Statement of Faith, doctrines and biblical positions will govern. (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9)

Word of Life requires its students to obey the Bible's teaching that no sexual activity be engaged in outside of marriage as defined above. Word of Life believes that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to the Bible's design and purpose for sexual activity. (Genesis 2:24; 19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4)

Students who are involved in or are pursuing a "dating" relationship are to be guided by biblical principles. Scripture gives us helpful insight on how members of the opposite sex should interact with one another. "Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity" (1 Timothy 5:1-2). In marriage, a husband and wife become one flesh (Genesis 2:24). In a dating relationship, however, a man and woman remain brothers and sisters in Christ. Scripture calls us to treat one another as brothers and sisters, "in all purity."

It is our desire to help students who face all kinds of sexual temptations.

A. Dating, engagements, and marriages

1. Marriage plans made prior to attendance should be communicated to the Student Life Department upon enrollment. Marriages are not allowed during the school year without prior permission from the Executive Dean.
2. We advise that the Student Life Department be consulted prior to any engagement between two current students during the school year and that parental/guardian permission be given prior to the engagement.
3. Divorced or separated students are not allowed to date while enrolled at the Bible Institute.

B. Physical contact

1. For the sake of accountability and testimony, physical displays of affection should be limited to a brief embrace. Holding hands (except for engaged couples), kissing, or any other physical contact is not allowed on or off campus.
2. Physical contact between members of the same sex must be within the bounds of biblically acceptable behavior.

C. Third-party rule

1. Two students of the opposite sex must have a third party with them at all times except while in the central area of the campus. This area extends from the Ranch parking lot to the JWC parking lot and excludes any remote or darkened location within it.
2. When students in mixed company visit, use, or are invited to a home, the owner (or renter) must be present.

VII. OFFICIAL SCHOOL BREAKS

- A. While *Biblical Mandates* apply at all times, students are not held to the *Institutional Policies* of Word of Life during school breaks unless they are on the Bible Institute campus or on a Word of Life ministry trip in which case they are.
- B. Students are expected to arrange their own transportation and housing during official school breaks.
- C. Students are typically not permitted to leave or return early or late for official school breaks. In the case of extenuating circumstances, special permission is required from the Deans Department. Failure to obtain this may result in a zero grade for missed course work.
 1. If special permission is granted to leave early, course work can be made up in one of the following ways:
 - a. Complete the work ahead of time by viewing the previous year's class on the campus intranet.
 - b. Pay \$75 per 10 hours of DVDs to make up the work at home. Arrangements must then be made with the Academic Department to complete assignments and take quizzes and exams.
 - c. Return early to make up the work in the library. Note: summer ministry requirements are not an acceptable excuse for prolonging make-up work.
 2. All make-up work must be completed by the deadline established by the academic office including all assignments, quizzes, or exams. Failure to do so will result in a zero grade for the course.
 3. As per the standard stated elsewhere, no more than 20% of a semester may be made up by video. If illness or other factors result in a student missing more than 20% of the semester, they may be asked to withdraw and then to re-enroll when they are able to complete the program in the classroom.

VIII. ACADEMICS AND STUDENT LIFE

A. Announcements

1. Scrolling announcements will be posted on classroom screens during breaks. These announcements can also be accessed on the intranet at <http://bicampus.wol.org>.
2. The "WOLBI Weekly" information sheet will be e-mailed to all students and posted on the intranet.
3. Evening announcements may be given in dorm devotions Monday through Thursday evenings. For off-campus students, these announcements may be emailed.
4. Students are responsible for any important announcements or meeting requests sent to their e-mail accounts by staff and faculty.

B. Classrooms

1. The use of personal electronic devices of any type is limited to note taking during class lectures.
2. Other than water, no food, beverages, or chewing gum is permitted anywhere inside the *Jack Wyrzten Center* or *Council Hall* buildings. Water bottles, cough drops, breathe mints, and small hard candies not on a stick are allowed during class.

For all other Academic policies see the Academic Section beginning on page 42.

IX. CAMPUS LIFE

A. Care of buildings

1. Students collectively sign a "dorm contract" with their Dorm RA at the start of the year which serves as a reference during room inspections at the end of the year. Damages may result in fines.
2. Screens are not to be removed from windows. There is a \$10 replacement fee for missing screens.
3. Extension cords are not permitted in dorm rooms but power strips are. However, a power strip may not be connected to another power strip.
4. Hot oil poppers, toaster ovens, hot pots (unless a coil is built into the base), hot coils, halogen lamps, and sun lamps are not allowed in the dormitories due to fire hazard. Hot air poppers are allowed.
5. Air-conditioners are not permitted in student housing.
6. Students must not store items in the boiler room or enter it at any time.
7. Tampering with the temperature settings of water heaters and furnaces is not permitted. If there is a problem with furnaces or water heaters, contact your Dorm RA. Please do not attempt to make repairs.
8. It is a violation of New York State law to tamper with, cover, or in any way deface exit signs or fire extinguishers.
9. With the exception of housing during snow camp, all buildings on the north (Ranch) end of campus beyond "Venezuela" dorm are off limits, whether locked or unlocked, until the summer camp season begins. Those with authorized access must check with Property Services personnel to obtain a key.
10. Students are requested to turn off all lights and electrical appliances when leaving dorm rooms.

B. Cleanliness

1. Dorms are to be kept clean and neat and will be inspected regularly at the discretion of the RAs, DCs, or Deans.
 - a. Beds should be made.
 - b. Dirty laundry must be kept in a laundry bag or closed container.
 - c. Food must be kept in sealed containers.
 - d. Rooms, halls, and entryways must be kept free of clutter.
2. Dorm Jobs
Each person will take turns cleaning their dorm building. Dorm RAs will post and maintain a schedule for this. Each student is responsible to conscientiously complete their assigned dorm job daily.
 - a. They are to be done and checked off daily by “in dorms” time.
 - b. If you have a conflict, please check with your Dorm RA about the time your job should be done.
 - c. If you are away when scheduled, it is your responsibility to find a replacement.
3. Students are reminded that personal hygiene is essential, particularly when living in dorms. Students are expected to shower and launder their clothes and linens regularly.

C. “In-dorms” and “Quiet-in-dorms”

1. Please refer to the daily schedule for “In-dorms” and “Quiet-in-dorms” times.
2. During Quiet-in-Dorms, only desk lamps are to be used. An atmosphere conducive for sleeping must be maintained for the sake of others.

D. Study hours

1. Study hours are required for all on-campus students, except for those on the Dean’s Honor List (3.0 GPA). See the student weekly schedule for exact times. See Section Two of Academics for more details.
2. Dorm rooms are to be quiet during the evening study hours with no talking or unnecessary noises. Study hours are for individual studying. Group studying while recommended is for breaks and free time.

E. Pets

With the exception of fish tanks (in which only fish are permitted), pets are not permitted while in residence at the Bible Institute. Fish tanks may not exceed 10 gallons.

F. Posters and pictures

All posters and pictures in the dorm should not be excessive in number and must not conflict with biblical principles or values. Tape is not permitted on painted surfaces, A “sticky tack” type product should be used.

G. Room entry

Authorized personnel of the Bible Institute reserve the right to enter dorm rooms at any time for the purpose of maintenance, inspection, health safety, or to investigate violations of Bible Institute regulations. The exercise of this right will be carried out with restraint and discretion.

H. Cell phones

1. Cell phones are to be silenced during class and other public meetings and are not to be used in the dorms once study hours have begun or after “Quiet-in-dorms” times Monday through Thursday.
2. For legal, safety, and insurance purposes the cell tower site and its access road are off limits to all students. It is fenced and is not the property of Word of Life. Trespassers could face prosecution.

I. Special permissions

1. Philosophy of special permissions
Special Permission is needed from the Student Life Deans for any of the following:
 - a. To miss class, work assignments, study hours, in-dorms, ministry, chapel, church, discipline work hours, conferences, or any other required activities.
 - b. To travel home or anywhere that would involve an overnight stay.“Standing permission” will be handled on a case by case scenario. All special permission policies apply.

2. Procedures for special permissions
 - a. Special permission slips can be obtained online and must be submitted by 5:00 PM on Wednesday to be considered valid for the upcoming weekend.
 - b. Generally, students will not be permitted to miss class, service assignments, or Physical Education. The Ministries Department must approve any requests to miss a service assignment or PE class.
 - c. Special permissions will not be granted until make-up work or outstanding discipline work hours have been scheduled.
 - d. Poor academic or disciplinary standing may limit special permissions.
 - e. During the winter season, students are very involved in snow camp ministry. Therefore, weekend special permissions are only granted in extreme situations.
 - f. Occasionally, due to scheduling constraints, students may be required to apply for special permission earlier. Students will be notified in these cases.

J. Visitors

1. Overnight visitors

Students may have overnight visitors provided they adhere to the following guidelines:

- a. Permission must be granted by a Student Life Dean at least two days in advance.
 - b. A visitor's pass must be obtained from the Student Life Administrative Assistant at the front desk of the administration building during regular office hours. The cost is \$30/day which covers meals and lodging but which remains unchanged if visitors eat off campus.
 - c. Accommodations, if available, will be assigned by the Deans for overnight visitors. Generally this will not be permitted to extend beyond three nights.
 - d. Generally, visitors must be between the ages of 16 and 30.
 - e. We are unable to provide on-campus housing for parents.
 - f. All visitors must notify the office if they have a vehicle on the property and provide the make, model, and plate number of their vehicle.
 - g. In the case of overnight visitors during Campus Days, students must first contact the Admissions Department to see if room is available and then speak with the Student Life Administrative Assistant.
 - h. Generally, visitors will not be permitted during the week which precedes official school breaks.
 - i. The third-party rule applies to students with visitors and guests.
2. Daytime visitors
 - a. All day visitors must sign in and sign out at the Administration Building or at the Command Center.
 - b. All day visitors may purchase meal tickets at the Administration Building or at the Command Center.

K. Vehicle policies

The following policies have been set in place to ensure the safety and welfare of students, employees, and visitors as well as for the protection and maintenance of Bible Institute property.

1. Parking Permits

All persons who bring motor vehicles to campus must register them with the Student Life Department. A display decal will be issued and should be placed on the left hand corner of the rear window behind the driver.

Replacement decals may be purchased at the administration building for \$5. Bicycles, Motorcycles, ATVs and Snowmobiles all require a permit and registration. The permit must be displayed on the left front "fork" of the motorcycle or front handlebars of your bike.

2. Parking Locations

- a. The Bible Institute is a pedestrian campus. All roadways and walkways are considered fire lanes. Parking on grass or along parking lot curbing is prohibited.
- b. Student parking spaces are limited to the Jack Wyrzten Center Lot and Ranch Lot.
- c. Students are not allowed to park in spaces assigned to employees or campus visitors. Vehicles parked in disabled person spaces must display state-issued disabled person identification at all times.
- d. Students may not park in front of or immediately behind the Dining Room and Field House with the exception of off-campus students.
- e. The lots in front of the Administration Building, the Welcome Center, Health Center, Student Lounge/Asia, Italy, Europe, Hungary, and Scotland and the Ministry Center are reserved for faculty, staff, and campus visitors only. Student vehicles parked in those areas will be ticketed.
- f. The Council Hall Lot is reserved for handicap parking and faculty.
- g. Abandoned vehicles are subject to towing at owner's expense unless special arrangements have been made in advance with the Campus Security officer.

3. Driving Regulations

- a. The maximum speed limit on the campus is 15 MPH.
- b. Riding on the hood or trunk of a car or in the bed of a truck is not allowed.
- c. WOLBI is not responsible and assumes no liability for damage or theft of any vehicle or its contents.
- d. Vehicles and operators must fulfill all requirements of the State of New York (e.g., insurance, inspection, registration, etc.) Unregistered or uninsured vehicles are not permitted on property. This includes motorcycles, ATVs (such as 4-wheelers), etc.
- e. Helmet laws for motorcycles and ATVs must be followed on campus.
- f. All vehicles must stay on approved roads.

4. Offenses

There are at least four types of driving offenses a student may be cited for on campus:

- a. Unregistered vehicle (or registration not properly displayed)
- b. Unauthorized parking
- c. Speeding
- d. General violation (reckless driving, disobeying traffic signs, etc.)

5. Fine and Payment Process

Students are required to present the original ticket and fine payment to the Student Life office within 14 days of issuance. Violation records will be maintained and, upon identification of repeated offences in relation to a particular vehicle, the increased penalty will be imposed as set out below:

- a. First through fourth offense: \$10.00.
- b. Fourth offense: \$10 and suspension of parking privileges.

N. **Bicycles**

No bicycles may be kept in the dorms or on the porches. All bikes should be placed in a bike rack when not in use. A bike lock is strongly recommended. All bikes must be properly locked in approved storage areas during breaks.

O. **Dining room**

1. General Guidelines

- a. Students must enter the meal line and present their own student ID before taking any food or drink from the food lines. Students are not permitted to bring food back to a roommate unless they are sick and an excuse from the nurse is presented to the Chef. There is to be no 'cutting' in line.
- b. Off-campus students and all guests must purchase a meal ticket at the Command Center. There is no charge to off-campus students and spouses for school banquets but tickets for children must be purchased.
- c. No food is to be removed from the dining room or picnic table area except that which would be appropriate for immediate personal consumption such as a sandwich or a piece of fruit. No table items (plates, cups, bowls, silverware, salt & pepper, condiments, etc.) are to be removed from the dining room.
- d. Only one temporary meal pass is permitted per week.

2. Special dietary needs

Students with special dietary needs or allergies should bring them to the attention of the Nurse and the Chef at the beginning of the semester. Every reasonable effort will be made to accommodate special needs.

X. **DRESS CODE**

The Bible Institute strives to maintain a standard of dress and appearance that communicates modesty and discretion without magnifying or bringing undue attention to the individual. Modesty is a matter of biblical principle and discipline in the area of acceptable dress is a necessary part of life preparation regardless of a student's future plans.

	Men's Dress Code	Women's Dress Code
General	▪ Men should be modest in their dress and avoid excessively tight fitting clothes or holes in inappropriate locations.	▪ Women should be modest in their dress and avoid revealing, sheer, excessively tight fitting or short clothing.

	Men's Dress Code	Women's Dress Code
Hair	<ul style="list-style-type: none"> ▪ Hairstyles are to be conventional and moderate in length (not to hanging down over the eyes, ears or top of the collar). ▪ Extreme styles and coloring (other than the realm of natural colors) are not allowed. ▪ "Mohawks", "man-buns" and dreadlocks are not permitted. ▪ Facial hair, if worn, must be intentionally grown, neat, and closely trimmed. If not worn men are to be clean-shaven for class, service assignments and ministry. ▪ Off campus platform ministries require students to be clean shaven. ▪ Students are required to be clean shaven for WOL Missions Reality and Student Fusion trips. 	<ul style="list-style-type: none"> ▪ Hairstyles should reflect a feminine appearance and should not be distracting. ▪ Extreme styles and coloring (other than the realm of natural colors) are not allowed. ▪ Dreadlocks are not permitted.
Jewelry	<ul style="list-style-type: none"> ▪ Earrings and body-piercing jewelry are not permitted. ▪ Spacers will be allowed when appropriate to help cover the large holes for those who have "gages". 	<ul style="list-style-type: none"> ▪ Body piercing jewelry other than earrings is not permitted. ▪ Small, discrete nose stud piercings are allowed. ▪ Spacers will be allowed when appropriate to help cover the large holes for those who have "gages".
Special Events Dress (required on an occasional basis)	<p><u>Graduation</u></p> <ul style="list-style-type: none"> ▪ Appearance is to be neat, clean, and unwrinkled ▪ Dress slacks and dress shirt, socks, dress shoes <p><u>Conferences and Ministries</u></p> <ul style="list-style-type: none"> ▪ Dress pants, no t-shirts, no jeans 	<p><u>Graduation</u></p> <ul style="list-style-type: none"> ▪ Appearance is to be neat, clean, and unwrinkled ▪ Dresses or skirts, tops or sweaters ▪ Dress shoes or dress sandals <p><u>Conferences and Ministries</u></p> <ul style="list-style-type: none"> ▪ Dress, dress pants, no t-shirts, no jeans
Class Dress	<p><u>Proper attire</u></p> <ul style="list-style-type: none"> ▪ Appearance is to be neat, clean, and modest Collared shirts, WOL branded T Shirts, pants and jeans with no holes. ▪ Sweatshirt hoods must not be worn over the head while in class. <p><u>Not permitted</u></p> <ul style="list-style-type: none"> ▪ Slipper, beach style flip-flops ▪ T Shirts, Tank top, Shorts ▪ Sweatpants and athletic pants, or hats ▪ Tattered, torn or work clothing of any type ▪ Clashing clothing 	<p><u>Proper attire</u></p> <ul style="list-style-type: none"> ▪ Appearance is to be neat, clean, and modest. ▪ Dress or skirt. ▪ Collared shirts, WOL branded T Shirts, pants and jeans with no holes. ▪ Sweatshirt hoods must not be worn over the head while in class. <p><u>Not permitted</u></p> <ul style="list-style-type: none"> ▪ Slippers, beach style flip-flops ▪ T Shirts, Tank tops, Shorts ▪ Sweatpants and athletic pants, or ball caps ▪ Tattered, torn or work clothing of any type ▪ Clashing clothing ▪ Off-the-shoulder shirts
General Dress	<ul style="list-style-type: none"> ▪ Neatness and modesty are important. ▪ Shorts must be long enough to reach the extended fingertips. ▪ Tank tops and T-shirts should not be extremely tight or excessively loose fitting around the arms. ▪ Anything torn or tattered is not to be extreme and must be modest. ▪ Pajama bottoms are not permitted outside of dorms. ▪ Bicycle shorts (lucre spandex) may be worn underneath shorts that meet finger-tip length. ▪ Shoes are required at all times. ▪ Undershirts are not to be worn except as an undergarment. ▪ Clothing which displays inappropriate messages, including those that contradict the 	<ul style="list-style-type: none"> ▪ Neatness and modesty are important. ▪ Shorts must be long enough to reach the extended fingertips. ▪ Boxer shorts, cutoffs or midriffs are not allowed. ▪ Anything torn or tattered is not to be extreme and must be modest. ▪ Pajama bottoms are not permitted outside of dorms. ▪ Bicycle shorts (lucre spandex) may be worn underneath shorts that meet finger-tip length. ▪ Shoes are required at all times. ▪ Clothing which displays inappropriate messages, including those that contradict the philosophy, goals and spirit of the B.I. and controversial issues should not be worn.

	Men's Dress Code	Women's Dress Code
	<p>philosophy, goals and spirit of the B.I. and controversial issues should not be worn.</p> <ul style="list-style-type: none"> ▪ Extremes in fashion and hairstyle as well as an unkempt or sloppy appearance are inappropriate and will be discouraged and addressed. 	<ul style="list-style-type: none"> ▪ Extremes in fashion and hairstyle as well as an unkempt or sloppy appearance are inappropriate and will be discouraged and addressed.
Swimwear	<ul style="list-style-type: none"> ▪ Modest ▪ Fingertip length, not tight fitting ▪ Shirts must be worn to and from swimming and sunbathing areas 	<ul style="list-style-type: none"> ▪ Modest, one-piece ▪ Tankinis are not permitted ▪ Cover-ups and shorts must be worn to and from swimming and sunbathing areas.
Physical Education	<ul style="list-style-type: none"> ▪ Appropriate, modest, class-specific dress is expected 	<ul style="list-style-type: none"> ▪ Appropriate, modest, class-specific dress is expected <u>Not permitted</u> ▪ Tight-fitting yoga pants ▪ Sweatpants with writing on the backside

WORD OF LIFE reserves the right to determine what is or is not appropriate in keeping with its ministry goals.

XI. DISCIPLINE

The Student Life Department desires to provide students with leadership and an atmosphere suitable for discipleship. Staff will seek to help students to mature and to develop self-discipline. Throughout the school year, discipline may become necessary to assist in this growth process. Discipline may be preventative or remedial, depending upon the nature of the offense and the attitude of the student. Disciplinary action may include campusing, work duties, accountability, counseling or other measures deemed appropriate. In some cases, it may become necessary to suspend or dismiss students.

It is important to realize that our desire is to help students grow into conformity to Christ. One indicator of a genuine desire to change is whether or not a student comes forward on their own or is caught. Another indicator of a genuine heart is whether or not they tell the truth. These indicators, as well as others, will be taken into consideration when taking disciplinary action.

As stated earlier, Scripture teaches us that punishment and discipline are not end goals when dealing with sin. Our objective must be biblical restoration as stated in Galatians 6:1. Realizing we are all tempted by sin, the believer can move towards another with understanding and humility, calling them away from the dangers of sinful choices. In all disciplinary matters, the staff will seek to pursue an approach that harmonizes both compassion and correction seeking what is deemed to be in the best interest of both the individual and the wider Bible Institute community.

A. Disciplinary objectives

1. To teach obedience to the Word of God. God holds us accountable for obedience to the standards that He has revealed to us in His Word. We believe that discipline should cause students to consider their actions and attitudes and to bring them into alignment with biblical directives. Hebrews 12:10-13
2. To promote harmony. As in any community, certain "house rules" must be established to avoid chaos. In some cases, individual liberties have to be limited if this is to be accomplished. Romans 12:10; Philippians 2:3-4
3. To teach self-control. One of the characteristics of spiritual maturity is self-control. Not all offenses are the result of sinful actions on the part of the student but may be a matter of the student learning and growing in certain areas of his or her life. Galatians 5:23; Titus 1:8; 1 Corinthians 9:25
4. To model restoration as we seek to help students abandon sinful or destructive attitudes and actions (1 Thessalonians 5:14), be forgiven, and restored to a right relationship within the Body of Christ.

B. Biblical confrontation

The purpose of confrontation is to direct students' attention to a particular problem in order to help them make the necessary changes in keeping with *Biblical Mandates* or *Institutional Policies*. The course of action taken will be based on the principles set forth in 2 Thessalonians 5:14, which include correcting the unruly, encouraging the fainthearted, and helping the weak.

1. Even though misconduct is addressed by staff, Resident Assistants or others designated by the Deans, we encourage students to respectfully confront one another and encourage one another toward "love and good works" as is biblically appropriate. Galatians 6:1; Hebrews 3:13; 10:24
2. Confrontation should first be handled privately and in person rather than bringing others into the picture who are not involved. If resolution is not achieved, you should follow the guidelines for appeals.

3. Recurring disciplinary problems, uncooperative and/or critical attitudes may result in disciplinary probation, dismissal, or inability to enroll for the following semester.

C. Discipline point system

Violations of *Institutional Policies* may result in discipline points. The primary consequence for discipline points is work hours served on Mondays. The following is a general description of the discipline point system.

1. Warnings

RAs are permitted to distribute warnings for cleanliness violations and other violations of a minor nature. The following is a list that includes, but is not limited to, rule infractions for which students may receive warnings:

- a. Cleanliness of personal area (bed, desk, closet, etc.) – not including dorm job (see one pt. violations.)
- b. Quiet-in-dorms violation
- c. Study Hours violation

2. One D-point violations

The following is a list that includes but is not limited to infractions for which students may receive one D-point:

- a. Accumulation of three warnings.
- b. Tardiness. Being late to class, church, work, ministry or service assignment, required meetings, Quiet Time, study hours, devos, curfew, etc. Points may vary based on the extent of the tardiness.
- c. Failure to do dorm job.
- d. Failure to do Quiet Time.
- e. Food, drink (other than water), or gum in the classroom.
- f. Inattentiveness or disruption in class or meetings.
- g. Dress code infractions.
- h. Entertainment policy infractions.

3. Five D-point violations

The following is a list that includes, but is not limited to, infractions for which students may receive five D-points:

- a. Skipping any required meetings or assignments (class, chapel, church, devos, conferences, study hours, ministry or service, discipline work hours, etc.)
- b. Hosting unauthorized visitors overnight in the dorms.
- c. Moving, disassembling, or removing dorm furniture.
- d. Failing to have a third party.
- e. Being late for curfew beyond 30 minutes.

4. D-point work hours

Accumulated D-points can result in a variety of consequences with work hours being the most common. Two work hours will normally be assigned for every five D-points accumulated. The following is a description of how the discipline work hours function:

- a. Notices for students having required work hours are emailed to students.
- b. Students receiving notices have until Friday of the same week to see their Discipleship Coordinator and schedule their work hours.
- c. When work hours conflict with approved special permissions, students are expected to work their hours. Students with outstanding work hours will be denied special permission applications.
- d. In general, discipline work hours occur on Mondays. Students may choose to work beginning at 9:00AM or at 2:00PM (or both if necessary). For example, if a student's regularly scheduled service assignment occurs on Monday mornings, they are expected to report at 2:00PM. However, if a student has a school-mandated responsibility that prevents them from working on Monday **OR** if the student worked on a Monday but still owes work hours, they are expected to request of their Discipleship Coordinator to work on another/additional day(s) of the week.
- e. All students assigned discipline work hours are to report to the maintenance shed at the selected time. Skipping assigned work hours will be considered the equivalent of skipping a required activity.
- f. Discipline work hours may not be rescheduled. Those who are sick should follow the same procedures as they would for missing class.

5. Campusing

At times, students may be campused in addition to serving discipline work hours.

- a. A student who is campused is not permitted to leave campus without permission from the Deans.
- b. Campusing cancels out any previously granted special permission.

6. D-point appeals

All disciplinary actions may be respectfully appealed as follows:

- a. Appeals must be made within 48 hours of receiving the D-point slip.
- b. Appeals related to dorm life and classroom matters are to be brought to your Discipleship Coordinator.
- c. Appeals related to Service or Ministry Assignments are to be brought to the Ministry Department.
- d. Appeals denied by your Discipleship Coordinator can be brought to the Deans if necessary.

D. Dismissal

Students dismissed for disciplinary reasons...

1. Will be required to leave campus as soon as possible and may not be permitted to mix with other students.
2. May not be permitted to return for a period of time in order to provide an opportunity for growth under the ministry of their local church.
3. May have to sign an agreement that outlines the conditions for re-enrollment. In each case, a student must reapply. Conditions to re-enroll may include but are not limited to the following:
 - a. Engage in biblical counseling. A positive recommendation will be required from the counselor.
 - b. Demonstration of the fruit of repentance by a change of lifestyle and/or attitude.
 - c. Active involvement in a local church and regular time in the Word of God.

The following are examples of the types of behaviors that may result in disciplinary action or dismissal:

- Violations of *Biblical Mandates*.
- Sexual immorality.
- Harassment, including sexual harassment and assault.
- Possession and/or consumption of alcohol, use of tobacco, use of drugs or abuse of a substance otherwise legal or association with those doing the same.
- Theft or possession of stolen property.
- Violence or threat thereof to others or to oneself.
- Hazing.
- Unauthorized possession or use of a weapon (see WOL Fire Arms Policy).
- Violation of New York State or Federal criminal codes. This would include the possession of, trafficking in, or distribution of illegal drugs or alcohol.
- Willful propagation of doctrinal error or teachings which are contrary to Word of Life's Statement of Faith.
- Failure to comply with written or verbal directives from staff or faculty in the performance of their duties.
- Dishonesty including but not limited to cheating, plagiarism, falsification of information on official documents, lying to a staff member during an inquiry, and forgery.
- Frequent disciplinary problems or an uncooperative/critical spirit.
- Unauthorized possession, duplication, or use of keys to any campus or camp premises or buildings.
- Academic deficiency as described in the academic section of the Handbook
- Failure to attend classes, service assignments and/or ministry.

Students who are dismissed are responsible for getting their personal belongings home within two weeks. Word of Life staff and students are not responsible for packing and shipping their belongings. After two weeks, all belongings that remain on Word of Life property will be considered abandoned and will be donated or discarded.

E. Communication with parents

We encourage students to maintain regular communication with their parents. The preferred form of communication is when students assume responsibility for themselves as adults by contacting their parents regarding their own personal circumstances whether they are related to academics, health, or discipline. Under certain conditions, the Student Life Department may ask students to contact their parents.

XII. COMPUTER USAGE POLICIES

Word of Life Bible Institute provides students with access to network and computing resources as an integral part of the educational environment. Students using these resources should do so responsibly in ways that are consistent with the school's mission and objectives. WOLBI reserves the right to mandate and enforce appropriate regulations to that end. Enforcement of these regulations may involve the monitoring of stored files and electronic transmissions such as e-mail and website accesses. Use of Word of Life's network and computer equipment constitutes agreement with these regulations and monitoring activities.

A. Definitions

For the sake of objectivity, the following definitions and descriptions will be considered the standard by which acceptable computer use will be judged.

1. Word of Life Computer Network: This is a network of computers tied together for several purposes including e-mailing, sharing information, fulfilling academic coursework requirements, Internet access, etc. This network can be accessed by faculty, staff, and students when authorization is granted.
2. Word of Life Intranet: The intranet is a resource that gives much information about the Bible Institute, including daily scheduling, meal menus, class notes, etc. It is a valuable tool for keeping up to date on the happenings around the Bible Institute.
3. Privacy: Each student's account is as confidential as the student mandates through his usage practices. Since Word of Life owns the network equipment, WOL reserves the right to examine any and all information accessed by the student. This includes e-mails, anything saved on any hard drive, Internet sites visited, etc.
4. Firewall and Content Filtering: Word of Life uses a filtering and firewall system to prohibit access to content that does not fit the biblical standard of being "true, honest, just, pure, lovely, and of good report" (Phil. 4:8). All activity is logged and monitored by the Student Life Department.
5. Objectionable content: This includes but is not limited to the following:
 - a. Pornography. So-called "adult content" depicting or describing sexual acts, erotic material, nudity, etc.
 - b. Violence. Graphic depiction of violent acts including murder, rape, torture, and/or serious injury.
 - c. Drug use. Material encouraging the use of recreational drugs including tobacco and alcohol advertising.
 - d. Gambling. On-line gambling and gaming services.
 - e. Offensive language and tasteless subjects. Crude, vulgar language or gestures. Such material includes tasteless humor (e.g., excretory functions), graphic medical photos outside of a medical context, and some forms of body mutilation such as cutting or branding.
 - f. Crime. Encouragement of tools for, or advice on, carrying out criminal acts. This includes lock-picking, bomb-making, and hacking information

B. General policy

1. Students are responsible for the use of their own network account. They must take reasonable precautions to safeguard their passwords and are not allowed to share access with other students.
2. Transferring copyrighted materials to or from any system or via the Bible Institute network without the express consent of the owner is a violation of Federal and State laws. Examples of illegal copying include:
 - a. Making a personal copy of software licensed to the school.
 - b. Copying files created by another person without obtaining that person's permission.
 - c. Installing software on a computer without first obtaining a license for that software.
3. Browsing, exploring, or making unauthorized attempts to view data, files, or directories belonging to the Bible Institute or to other users is forbidden. It is also unacceptable to corrupt files, introduce deviant software (worms, viruses, etc.), or interfere with someone else's legitimate computer use. Possession of a program designed to gain unauthorized access will be deemed to constitute an attempt at breaking computer security.
4. Your computer should not be set up as a server that will in anyway interfere with the normal operation of our network. This includes dhcp servers, dns servers, etc.
5. "Bursty" protocols such as NetBEUI or AppleTalk are not permitted. These are unnecessary for operation on the Word of Life network and simply degrade performance for all other users.
6. Word of Life reserves the right to update or change this policy at any time without notice. Effort will be made to notify students of all changes.

C. Hardware policy

Students are expected to treat Word of Life equipment with appropriate care.

1. The network, wireless, and computer equipment installed on campus is essential to providing you with service. It must not be moved, touched or tampered with in any way. If there are problems, or something is not working, please submit a simple help desk request and it will be fixed.
2. Computer repairs and re-cabling must be done by Information Technology staff. Students are not allowed to open the computer cases nor to add or remove memory or other internal features.
3. Adding any equipment to the network including but not limited to hubs, switches, access points, routers, wireless devices of any type is prohibited. These items will be confiscated if found.
4. All computer monitors must face the public and must be in clear view of supervisors.

XIII. EMERGENCY PROCEDURES

- **Text Messages** – WOLBI will send text messages to students and staff to make them aware of emergencies, severe weather, or other important announcements.

Setting up Text Alert

1. Text: 41411
 2. In the message box type: WOLBINY
 3. Hit “send”
 4. You’ll get a text welcoming you to text alert
- **Phones** – WOLBI will send alerts to the campus (Shore-Tel) phones in the event of a major emergency.

FOR ALL EMERGENCIES, CALL 1444 (from a WOL phone) or 518-494-1444 (from a cell phone)

A. Emergency Medical Procedures

1. Determine if the victim is suffering from or appears to be suffering from any of the following:
 - a. Unconscious or unresponsive
 - b. Trouble breathing or not breathing
 - c. Chest or abdominal pain or pressure
 - d. Bleeding severely or passing blood
 - e. Seizures, severe headaches, or slurred speech
 - f. Possibly poisoned
 - g. Injury to head, neck, or back
 - h. Possible broken bone
2. **If so, call 911 before** calling the WOLBI Emergency Line.
 - a. Give EMS as much information as possible, including which WOL entrance to use **based on the location of the emergency.**
WOLBI, 4200 Glendale Rd., Pottersville, NY 12860 **or**
WOL Ranch, 8192 Rt. 9, Pottersville, NY 12860
 - b. Stay with the victim and assist as needed.
3. **After** calling 911 (or if 911 does **not** need to be called) **call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - a. If you do call 911, **inform the Emergency Line** that you have done so and **where EMS will be coming to on campus.**
 - b. Stay with the victim and assist as needed.

B. Emergency Fire Procedures in the Dorms

You should become thoroughly familiar with specific details of the emergency fire procedure in your dorm. While the following applies to the Bible Institute in general, there may be specific procedures to follow in each dorm. Remember that the most important objective is for everyone to safely exit the dorm.

1. If there is **NOT** a fire, but the fire alarm is going off:
 - a. **Call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - i. Explain where the fire alarm is going off.
 - b. Evacuate the dorm.
 - c. Gather in the staging area for your dorm. Each dorm is assigned a staging area where you should join with your roommates immediately upon leaving the dorms. This is necessary so attendance can be taken and determination made if anyone is still in the dorm.
 - i. All guys, and the girls from North and South America – **Council Hall**
 - ii. All other girls – **Field House**
 - iii. **Alternate location if fire is in either one of these buildings – JWC**

2. If there **IS** a fire:
 - a. Sound the alarm by pulling the alarm box in your dorm or by shouting.
 - b. Leave the dorm immediately. If conditions permit, secure the dorm as follows:
 - i. Close all windows.
 - ii. Keep all lights on.
 - iii. Close room doors.
 - iv. Last one out of the hallway closes the hallway door.
 - v. Last one out of the dorm closes the building door.
 - vi. When exiting a dorm, wear hard-soled shoes and carry a towel for the purpose of breathing when heavy smoke is present.
 - c. **Call 911 before** calling the WOLBI Emergency Line.
 - i. Give EMS as much information as possible, including which WOL entrance to use **based on the location** of the emergency.
 WOLBI, 4200 Glendale Rd., Pottersville, NY 12860 **or**
 WOL Ranch, 8192 Rt. 9, Pottersville, NY 12860
 - d. **After** calling 911, **call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - i. **Inform the Emergency Line** that you have called 911 and **where EMS will be coming to on campus.**
 - ii. Give **as much information as possible.**
 - e. Gather in the staging area for your dorm. Each dorm is assigned a staging area where you should join with your roommates immediately upon leaving the dorms. This is necessary so attendance can be taken and determination made if anyone is still in the dorm.
 - i. All guys, and the girls from North and South America – **Council Hall**
 - ii. All other girls – **Field House**
 - iii. **Alternate location if fire is in either one of these buildings – JWC**

3. Fire Drill Procedures

Occasional fire drills are arranged and all students must report to their dorm's staging area (see above). Instructions are posted on the floors of your dorm. Students should follow the following procedure:

 - a. Close all windows.
 - b. Keep all lights on.
 - c. Close room doors.
 - d. Last one out of the hallway closes the hallway door.
 - e. Last one out of the dorm closes the building door.
 - f. Move quietly out of the building and gather in the assigned staging area.
 - g. Wait for instruction from a Bible Institute staff person.

4. Halls and Stairways
 - a. Obstructions in hallways and personal belongings stored in stairwells are not permitted. These have been designated as fire/safety hazards by the Fire Marshall. Please keep these areas free from all furniture, luggage, clothes, boxes, appliances, etc.

C. Emergency Fire Procedures in the Classrooms

1. If there is **NOT** a fire, but the fire alarm is going off:
 - a. **Call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - i. Explain where the fire alarm is going off.
 - b. Evacuate the classroom.
 - c. Gather in the staging area for your classroom. Each class is assigned a staging area where you should join with your seating section immediately upon leaving the classroom. This is necessary so attendance can be taken and determination made if anyone is still in the classroom.
 - i. 1st Year students – **Jack Wyrzten Center parking lot**
 - ii. 2nd Year students – **Council Hall parking lot**
 - iii. **Alternate location if there is bad weather – Field House**
2. If there **IS** a fire:
 - a. Sound the alarm by pulling the alarm box or by shouting.
 - b. Leave the dorm immediately. If conditions permit, secure the classroom as follows:
 - i. Close all windows.
 - ii. Keep all lights on.
 - iii. Close room doors.
 - iv. Last one out of the building closes the doors.
 - c. **Call 911 before** calling the WOLBI Emergency Line.
 - i. Give EMS as much information as possible, including which WOL entrance to use **based on the location** of the emergency.

WOLBI, 4200 Glendale Rd., Pottersville, NY 12860 **or**
WOL Ranch, 8192 Rt. 9, Pottersville, NY 12860
 - d. **After** calling 911, **call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - i. **Inform the Emergency Line** that you have called 911 and **where EMS will be coming to on campus.**
 - ii. Give **as much information as possible.**
 - e. Gather in the staging area for your classroom. Each class is assigned a staging area where you should join with your seating section immediately upon leaving the classroom. This is necessary so attendance can be taken and determination made if anyone is still in the classroom.
 - i. 1st Year students – **JWC parking lot**
 - ii. 2nd Year students – **CH parking lot**
 - iii. **Alternate location if there is bad weather – Field House**

D. Crime Procedures

1. **If there is imminent danger**, call 911 before calling the WOLBI Emergency Line.
 - a. Give EMS as much information as possible, including which WOL entrance to use **based on the location of the emergency.**

WOLBI, 4200 Glendale Rd., Pottersville, NY 12860 **or**
WOL Ranch, 8192 Rt. 9, Pottersville, NY 12860
2. **Call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.
 - a. **Inform the Emergency Line** that you have called 911 and **where EMS will be coming to on campus.**
3. **Campus Security**
 - a. **Campus Security Team**

Comprised of students under the supervision of the Safety & Security Coordinator. Campus security team members are licensed by New York State as security guards and work in coordination with local law enforcement authorities. The campus security team is responsible for:

- > locking and unlocking buildings
- > responding to emergencies
- > reports for theft and incidents
- > enforcing parking and other vehicle regulations
- > patrolling the campus

b. Emergency Response Team

WOLBI also has an Emergency Response Team comprised of full-time staff members. Each member of this team is licensed by New York State as an armed security guard. Additionally team members undergo regular firearms training and qualification and are specifically trained to respond to violent situations.

c. Contacting Security

To contact the Security office, call extension 6200 from any campus phone, (518-494-6200 from non-campus phones) or by email at security@wol.org. For emergencies, call 911 and 1444 (518-494-1444 from non-campus phones).

d. If You See Something, Say Something

Fortunately, WOLBI has almost no crime. Everyone on campus must work together to help keep it this way. If you see a crime committed, observe suspicious activity, or have information about an incident, please contact Campus Security. Please do your part to keep our campus safe.

4. Annual Crime Report

a. In compliance with federal laws, Word of Life Bible Institute publishes an annual crime report containing campus crime statistics for the most recent three-year period. The Student Life Department can provide a printed report upon request or the information can be accessed online as follows:

- i. Go to www.ope.ed.gov/security.
- ii. On the right, click "Get data for Institution/Campus".
- iii. Search for "Word of Life Bible Institute".
- iv. Select the desired campus, either Main Campus (NY) or Florida.

5. Theft

a. Students should take precautions against the possibility of theft of personal items. The Bible Institute recommends the following guidelines for theft prevention:

- i. Always keep room doors locked when the room is empty or occupants are sleeping.
- ii. Never keep large sums of money in your room. Students should keep their money with them or else deposit it in the bank.
- iii. Don't show off or announce to your dorm that you received a sum of money.
- iv. Do not leave purses or wallets unattended.
- v. Always lock your bicycle when not in use.

b. If a student believes that they may have had something stolen, they should they should contact Security by phone at 518-494-6200 or email security@wol.org.

- i. While the Bible Institute assumes no responsibility for stolen money or property, it will assist students in attempting to recover stolen articles and in the apprehending suspects when possible.
- ii. In the event of any theft or vandalism involving automobiles, Security should be contacted immediately so that local law enforcement authorities can be contacted.

6. Active Shooter/Hostile Intruder

- a. If you observe a shooting or hear gunfire, call 911 and 518-494-1444. Provide as many details as possible.
- b. Observe where the danger is coming from.
- c. If possible, run away from the shooter or dangerous person. Run to a safe location on campus and hide there.
- d. If you can't escape, hide from the shooter or dangerous person by taking refuge in an inner room and locking the door. Turn off the lights and silence mobile phones. Do not come out until WOLBI staff or law enforcement instructs you to.
- e. If you can't escape or hide effectively, fight to incapacitate the violent person. Work together with others as a team, using whatever you can as a weapon, and commit to your actions.
- f. Comply with directions from Security and Law Enforcement. Their first objective will be to stop the violent person. You maybe be searched and questioned. Lay on the ground with your hands and fingers outstretched and do not make any sudden movements.

E. Off-Campus Emergency Procedures

1. **IF IT IS A MEDICAL EMERGENCY, CALL 911.**
2. If it's **NOT** a medical emergency, **call the WOLBI Emergency Line at 1444** (from a WOL phone) or **518-494-1444** (from a cell phone). This call goes to the **Command Center** during the day and to the **on-call Student Life Rep.** at night.

XIV. HEALTH CENTER

The mission of the Word of Life Health Center is to provide excellence in ambulatory care that promotes a healthy student population in keeping with biblical principles.

A. Hours of operation

Monday-Friday, 8am-5pm. Closed during all official school breaks.

An RN, EMT, or First Aid staff member will be in the Health Center during office hours listed below. Students need to make appointments during office hours for nurse evaluation and consultation.

After hours

For urgent medical care (non-life threatening), call the campus emergency line at 1444.

Students can receive care at the following locations. Transportation is the responsibility of the student.

Warrensburg Health Center

3767 Main Street

Warrensburg, NY 12885

Phone: (518)623-2844

Hours: Monday-Saturday, 8am-8pm; Sunday, 9am-5pm

Glens Falls Hospital

100 Park Street

Glens Falls, NY 12801

Phone: (518) 926-1000

B. Transportation

1. In emergency situations, an ambulance will be called to transport students.
2. In non-emergency situations outside of regular office hours, transportation is the responsibility of the student.
3. For regular (non-emergency) doctor's appointments, the Bible Institute provides transportation for a fee to our local health centers in Schroon Lake, Chestertown, Warrensburg, and Glens Falls. This is available on Monday and Thursday afternoons departing from the WOLBI Health Center at 1:45 PM. Fees can be paid at the Command Center and are as followed:
 - \$15.00 to Schroon Lake, Chestertown, Warrensburg, and Glens Falls
 - \$75.00 to Albany

C. Missing required activities due to illness

If you are too ill to attend class, please call the Health Center between 8:00 AM and 12:00 PM at Ext.1600. We will put your name on the absence list along with the reason you provide. You are responsible to make up the classes (see page 34). If you are too ill to complete your service assignment, you are responsible to find a replacement and communicate that replacement with the Command Center (Ext. 1471).

Please make an appointment at the Health Center if you:

- require evaluation or assistance
- need any accommodations due to illness or injury
- have a severe or prolonged illness (please bring in your paperwork from the doctor / hospital)
- have missed more than two days of classes / service assignments in a row

D. Medication

1. Non-prescription medication

Students can obtain non-prescription medication at the campus Health Center free of charge (Tylenol, Ibuprofen, cough syrup, etc.) until they can obtain their own supply. Students are encouraged to keep a small supply of non-prescription medication in their dorm room for times when the Health Center is closed, some over counter medicine is available at the BI Bookstore. They will need to purchase these items on their own as the Health Center does not sell any medication. (Some OTC medications are available at the campus bookstore).

2. Prescription medication

- a. Students may keep prescription medication in their room. A lock box is highly recommended.
- b. There is to be absolutely no sharing of prescription medication with other students.
- c. Students may also keep any and all prescription medication at the Health Center.

E. Health forms

If you need a copy of your health form sent to another school, please submit a written request along with a \$2.00 fee to have it sent either by fax or by mail.

F. Health Center regulations

1. Students seeking medical attention are asked to wait in the lobby area until called into the office by the nurse or student receptionist.
2. Students who require extensive and/or extended nursing care may be hospitalized or sent home until they fully recover. It may become necessary for a student to withdraw from school if illness or recovery hampers his or her ability to complete school requirements.
3. Students are not permitted to call the Health Center to check on someone who is ill. Students who are sick are entitled to their privacy and no information will be given out. This also keeps the phone available for those who need to contact the Health Center.

G. Sexually-transmitted diseases

In the event that a student is discovered to have the HIV virus (the cause of AIDS) or any other sexually-transmitted disease, every effort will be made by the administration to determine a course of action that will be in the best interest of the student and the Bible Institute community. In all cases, confidentiality will be adhered to as permissible by law.

H. Student Accident Plan

1. All full-time students are eligible for coverage under the Student Accident Plan and will be enrolled in the Plan regardless of any other coverage they may have personally or have provided by their parents. The cost of the Plan is \$45 per semester and is automatically included in their student fees as billed by the Business Office. Premiums are non-refundable. Coverage under the plan terminates when the plan terminates or when the student is no longer enrolled, whichever occurs first.
2. The Student Accident Plan is a secondary policy. Therefore, all claims must first be submitted to the student's primary health insurance carrier. Any unpaid portions or deductible may then be submitted under the Student Accident Plan. Policy guidelines for eligible charges and claims procedures are outlined in the brochure.
3. Because this is a student insurance plan, COBRA continuation is not available.
4. In the event of an accident:
 - a. If at the Bible Institute, report immediately to the WOLBI Health Center so that proper treatment can be administered or approved and, if applicable, an accident report can be filled out.
 - b. If away from the Bible Institute, consult a physician and follow his advice.
Treatment of any accidental injury must begin within 72 hours of the injury in order to be considered for coverage. You must report to the Health Center upon returning to the Bible Institute where assistance will be provided in completing the required forms.
5. Students must submit claims to the Contract Administrator. This will result in reimbursement to the student or direct payment to the service provider. If there is dual coverage, the student must first submit to their primary health insurance carrier but may also submit to the Student Accident Plan to have the claim on file within the six-month deadline for secondary coverage. Student Accident Plan coverage is secondary.
6. If students provide proper information to the doctor or hospital, most area providers will bill insurance companies directly. It is the student's responsibility to ask if fees will be billed directly to insurance companies or if they must submit a claim. Written proof of treatment (itemized bills) must be furnished with the claim within six months of the date of treatment in order to be considered for coverage. It is the student's responsibility to inform providers of this deadline. The claim should provide sufficient information including the student's name, address and social security number to allow processing of each claim. Additional forms or information may be requested by the insurance company to assist them in this process.
7. The Student Accident Policy does not provide coverage for accidents that occur while students are using skateboards, long boards, razor scooters and variations thereof outside of our authorized skate parks. Coverage is only provided to riders using our skate parks under approved supervision and who are wearing appropriate safety gear: helmets, wrist and knee pads.

I. Health Campusing

The purpose of health campusing is to provide the opportunity for students to get needed rest and to benefit from a time of recovery from sickness or injury.

1. Students may be campused to their room at the discretion of the Health Center staff. They may schedule an appointment with the Health Center for evaluation.
2. Students who are campused to their room must observe the following:
 - a. Meals are limited to 30 minutes.
 - b. Participation in intramurals sports is not permitted.
 - c. Any previously granted special permissions will be cancelled.
3. If a snow camp assignment is missed due to health reasons, the student will be campused at the discretion of the Health Center staff and will remain so until released by the same.
4. If any part of a weekend ministry is unexcused, the student will be campused for the remainder of the weekend through Tuesday morning, 6:00 AM.

XV. GENERAL GUIDELINES

A. Bookstore

The campus bookstore offers textbooks, Christian books, gifts, cards, personal necessities and Word of Life signature clothing. Postage stamps, phone cards, USA Today newspapers, and dry-cleaning services are also available. Enrolled students receive a 10% discount on all books provided that they show their student ID.

1. Charges: The bookstore accepts personal checks, Visa, MasterCard, Discover, and Debit cards.
2. Returns: Defective merchandise may be returned for a full refund or exchange. Exceptions include sale merchandise and textbooks which are not returnable once class has started.
3. Buy backs: Buy back days are for hard cover textbooks in good condition during the last week of class.
4. Check cashing: Checks up to \$30 may be cashed at the bookstore only as funds are available. If larger sums are needed, checks will need to be co-signed by Word of Life prior to cashing them at Glens Falls National Banks in Schroon Lake or Chestertown. Approved co-signers are Mr. Bob Gray and Mr. Jim Henson whose offices are located in the Admissions Building. Once endorsed, checks can only be cashed at the bank. All checks must be payable to the student or to CASH and NOT to Word of Life. Checks must be written in US funds. Checks returned for insufficient funds may result in a \$15 fee. An ATM machine is available on campus.

B. Campfires

Camp fires are permitted on campus only at approved fire rings and must be signed out at the Command Center prior to use.

C. Camping

Over-night camping on or off campus is only allowed with permission from the Student Life Deans. Camping in mixed company is not permitted.

D. Equipment

All Bible Institute equipment is to be treated with respect as belonging to the Lord. Students are responsible for damage due to neglect or abuse. All equipment is to be returned to its proper storage location.

E. Financial Services

Business and Financial Aid Offices are located in the Admissions Building. Check with them regarding all applications for financial aid and specific deadlines. "Professional judgment" decisions for students enrolled in September must be completed by May 30th of their enrollment year. February students must contact the Financial Aid Office for specific deadlines. All students are expected to respond promptly to requests from the Business Office or the Financial Aid Office regarding their accounts or needed Financial Aid documentation.

F. Fitness Center

1. Please observe posted hours. A supervisor will be on duty during the afternoon hours Monday through Friday. There will be no supervisor on duty on the weekends.
2. Two people must be present in the Fitness Center whenever bench press equipment is in use in order to prevent potentially serious injuries.
3. While using the Fitness Center, students must follow the Physical Education dress code.
4. Questions on policy and procedures should be directed to the Athletic Director.

G. Fireworks

New York State law prohibits the use of fireworks of any type including smoke bombs.

H. ID Cards

Students are issued ID cards as meal passes, for checking material out of the library, and for bookstore discounts. Cards must be presented when cashing checks. Lost cards may be replaced in the Administration Building for a \$10.

I. Intramural sports

All students are eligible to participate in intramural sports. Students may not be allowed to participate for disciplinary or health reasons.

J. Keys

Dorm room keys are provided for your security. Duplication of these keys is prohibited. Lost keys may be replaced at the Student Life Office for a \$10 fee. Failure to return your dorm key at the end of the year will result in a \$10 fee.

K. Laundromat

The Laundromat is located below the Administration Building and is open from 8am until "in-dorms" time. Please keep the Laundromat clean. Items, including soap products, are removed daily.

L. Lost and Found

Found items are to be turned in to the housekeeping shed where they can be claimed (Mon-Fri, 2:30-4:30 PM). Clothing, books, and personal items left in any public area will be taken to the lost and found. Attempts will be made to contact students whose items are clearly labeled. The Bible Institute assumes no responsibility for lost or stolen property. Lost and found items are disposed of every two weeks.

M. Mail Room

Mail will be picked up from the US Post Office and distributed daily to student mailboxes located next to the Laundromat. Incoming mail is usually available by 4:00 PM.

1. If you find mail in your box that is not yours, please put it in the on-campus slot located outside the mail room.
2. There is a slot available for interoffice mail outside of the mailroom.
3. Mail is distributed by box number. All papers and tests must show your box number. Be sure to include it on all correspondence.
4. Mailboxes must be checked daily. Students are responsible for everything distributed by staff and faculty, whether they have checked their boxes or not.
5. Return name and address are required as mail is sometimes returned for additional postage or other problems.
6. Use the following address for all mail and shipping (US Postal Service, Fed-Ex, UPS, DHL):
Student Name
WORD OF LIFE Bible Institute
4200 Glendale Road PMB # (insert your personal mailbox #)
Pottersville, NY 12860-2300
7. When you receive a package, the mailroom will notify you by putting a package slip in your box. Packages may be picked up 2:30-5:15pm Monday through Friday and 9:00 AM – 12:00 PM on Saturday. You must bring your package slip and student ID to retrieve your package.
8. It is a federal offense to tamper with the mail. This includes breaking into the mailroom and/or taking mail that does not belong to you.

N. Medication

Students may keep medication (both over-the-counter and prescription) in their dorm rooms. However, all medication must be in its own separate, original container. Example: ibuprofen must not be placed in the same bottle along with prescription medication.

O. Sunbathing

1. Only women may sunbathe in the area between Asia and Europe dorms. This area is off limits to men when women are sunbathing.
2. Only men may sunbathe on the beach below Kenya Hill. This area is off limits to women when men are sunbathing.
3. Men or women may sunbathe at the beach between Council Hall and the Snack Shack.
4. Chairs and mattresses are not to be removed from the dorms for the purpose of sunbathing.
5. The swimwear section of the Dress Code is to be observed at all times.

P. Swimming and Canoeing

1. Due to Insurance and New York State Regulations Swimming or wading from any area on Word of Life property is prohibited. Jumping off bridges is against NY state law.
2. Canoes may be used by permission only.
3. See the Student Activities coordinator in the Student Lounge for more information.

Q. Transportation

Word of Life Bible Institute is not listed as a bus delivery service with New York State and cannot act as such. Adirondack Trail-ways provides the following services:

1. The bus departs Albany International Airport for Pottersville at 1:50pm daily. Tickets can be purchased at the Adirondack Trail-ways ticket counter.
2. Note also the following if you should choose to take the bus to Glens Falls and arrange for other transportation from there to Pottersville.

Albany bus station to Glens Falls

10:15AM - 12:01PM - 1:30PM - 2:35PM - 7:35PM - 8:50PM

Tickets are \$14.00 one way and can be purchased at the ticket counter

Albany International Airport to Glens Falls

10:35AM - 1:50PM - 2:55PM - 7:50PM - 9:05PM

Tickets are \$11.70 to \$14.00 one way and can be purchased at the ticket counter

If you are unable to work out transportation, WOLBI provides transportation on a limited basis. For arrivals from the airport on the first day after a school break or departures on the last day before a school break, van runs depart at 10am, 1pm, 4pm, and 8pm. There is a fee of \$25 each way to cover costs and must be paid at the time of request. Requests are due one week before each break. Fees are doubled to \$50 each way for late requests

R. Weapons

See Appendix WOL Firearm Policy

S. Yearbooks

Questions regarding yearbooks should be directed to the Registrar, Adam Cook at adamcook.com. Yearbooks will be distributed on graduation weekend in August.

XVI. STUDENT AWARDS

Each year a number of awards are handed out during graduation weekend. Students are selected from the current class by a committee comprised of staff and faculty. Note the following awards and qualifications:

Board of Director's Christian Leadership Award

An award of \$1000.00 each is presented to the first and second year students demonstrating outstanding Christian commitment and testimony in leadership, organization, personal walk and work through involvement in sharing Christ with others and in bringing forth the Word of Life.

Academic Excellence Award

An award of \$500.00 each is presented to the first and second year students who have shown the greatest scholastic ability in his or her studies.

Dean of Women's Award

An award of \$250.00 is presented to the female student showing the most outstanding balance of Christian character.

Dean of Men's Award

An award of \$250.00 is presented to the male student showing the most outstanding balance of Christian character.

Ministry Excellence Award

An award of \$250.00 is presented to the student who has demonstrated an admirable combination of zeal, compassion and productivity in ministry during the school year.

Personal Evangelism Award

An award of \$250.00 is presented to the student who shows effectiveness in the area of personal evangelism.

Musical Vocal Group Award

An award of \$250.00 is presented to the student who has shown the greatest musical proficiency while ministering as part of a vocal group combined with a balance of humility, service and exemplary Christian character.

Musical Accompaniment Award

An award of \$250.00 is presented to the student who has shown the greatest musical proficiency while ministering as part of a musical accompaniment team combined with a balance of humility, service and exemplary Christian character.

Drama Award

An award of \$250.00 is presented to the student who has demonstrated the creative use of drama talents combined with a balance of humility, service and Christian character.

Daren Shilton Scholarship

An award of \$500.00 is presented to the student going into the Second Year Program with the intent of pursuing youth work and has demonstrated earnest effort toward that goal.

SECTION TWO

ACADEMIC HANDBOOK

ACADEMIC MISSION STATEMENT

Word of Life Bible Institute seeks to train each student within a rigorous academic atmosphere to maximize the student's effectiveness for the Lord by the practical application of Biblical truth. The Bible is the primary textbook at WOLBI. By a detailed study of this textbook, students discover how to live, love, and learn like Christ.

The academic goal of WOLBI is for the student to study, learn, and pass the course assignments. To achieve this desired end, the student must master the process of listening, reading, thinking, and note-taking in the collection of the raw facts for a knowledge base. The student must translate, interpret, correlate, and extrapolate these facts for comprehension. The student must learn how to apply the acquired principles to new situations. The student must be able to analyze the individual components of a principle and identify the interrelationships. The student must learn to synthesize principles and life experiences for new applications. Finally, the student must learn how to evaluate the whole academic process and end product.

Certain facts, definitions, and scriptural passages must be memorized. The student must also be able to express information in well-organized oral and written form. To this end, each student will have opportunity of leading devotional Bible studies and writing research essays, consulting both book and journal resources in the Library, complete with proper bibliographic entries.

TOOLS FOR MEASURING ACADEMIC OUTCOMES

1. Individual assignment grades
2. Individual course grades
3. Report cards
4. Cumulative grade point averages
5. Dean's Lists and Dean's Honor Lists
6. Academic Probation and Academic Discipline lists
7. Comparison of beginning and end-of-year Bible Content Test scores
8. Class averages in individual courses, cumulative grade point averages, and Bible Content Test scores
9. Transfer and academic success at other colleges
10. Faculty evaluations
11. Alumni testimonials, references, and job success
12. Employer testimonials, references, and training satisfaction

ACADEMIC STANDARDS AND PROCEDURES

I. CONDUCT

A. **Attendance:**

Attendance is required at all scheduled classes. If sickness occurs, the student must contact the WOLBI nurse prior to noon. Permission to miss class for other reasons must be arranged with the Deans. All missed classes must be made up. See "Make-up Work" below. Certain required courses involve sign-up for a particular time slot (such as the weekly Physical Education class period).

B. **Attention:**

All students are expected to pay attention in class. Students should demonstrate attention by taking notes during lectures, chapels, and preaching services. Disrespectful posture, whispering, passing notes, snacking, and chewing gum are not appropriate. Instant Messaging, Texting, using Facebook, cruising the Internet, etc. during class lectures are not acceptable. The instructor, not the bell, ends the class period. It is impolite to close notebooks and pack up before the instructor dismisses the class. Students should not visit the restroom during the lecture or exam period.

C. **Attitude:**

Students should speak respectfully to both resident and visiting lecturers. Disruptive and annoying noises are not appropriate.

D. **Aptitude:**

Study is hard work. There are no shortcuts. Effort will be required to succeed.

E. **Cheating:**

Confessed cheating will result in a zero for the test or assignment. Students caught cheating may be dismissed. Even though instructors use new tests each year, students are not permitted to use old tests from former students as study aids. Students should not give hints to those who still have make-up work to be completed. All tests are the property of the WORD OF LIFE Bible Institute. When the instructor says to "pass in the exam," there are to be no exceptions. Every exam must be returned or the holder will be open to the charge of potential cheating.

F. **Questions:**

Questions will be limited during lectures due to class size. Students should only ask questions that are relevant to the whole class. Students should be careful not to monopolize class question opportunities. Disrespect to lecturers in any form will not be tolerated. Questions can be directed to the instructors between classes, but students must be sitting in their assigned seats before the second bell rings to start class.

II. **ACADEMIC INFORMATION**

A. **Graduation:**

Attendance at graduation is expected. Students must notify the registrar if they plan to miss graduation. There will be an administration fee of \$10.00 to mail the yearbook and/or diploma.

B. **Electives:**

Each elective meets once a week for one or two hours and runs for nine weeks. There is an additional charge for electives as listed in the catalog. Withdrawals from electives are permitted prior to the start of the second week. Class dress must be worn to electives. First-semester students who take electives should have been in the upper 50% of their High School class for one elective and the upper 25% to attempt two electives. Returning students must have a minimum GPA of 2.50 to take one elective and a minimum of 3.00 to take two electives.

C. **Grades:**

1. **Grade Reports:** Grades may be checked online at: bicampus.wol.org. They are updated daily. Parents can get the username and password from their student to view grades online.

2. **Explanation of Grades:**

Percentage	Letter Grade	Grade Points
93-100	A	4.00
89- 92	B+	3.50
85- 88	B	3.00
81- 84	C+	2.50
77- 80	C	2.00
74- 76	D+	1.50
60- 73	D	1.00
0- 59	F	0

3. **Computation of Grade Point Averages:** Grade point averages (GPA) are determined at the end of each grading period. The cumulative GPA is computed by averaging the work from the beginning of the student's attendance at the Bible Institute through the period covered by the grade report. (Quality points earned divided by hours attempted determine the GPA.)

4. **Distribution of Grades:** Students should share their intranet username and password with their parents, if they desire to have access to their student's grades.

5. **Correction of Grades:** Students have only two weeks to question grades by completing the "Grade Question" form.

D. **Make-up Work:** WOLBI does not allow "skips" from class. D points are issued for unexcused absences and grades may also be lowered. All classes missed due to any absence must be made up by viewing the class on the campus Intranet. Students will receive a make-up slip in their mailbox that day. Unless otherwise communicated, all work must be completed within two weeks of returning to classes. The completed form must be returned to the office as soon as the work is complete. All make-up work must be completed prior to going on vacation breaks. Special Permissions will not be granted until make-up work has been completed. No more than 20% of the work in any semester may be taken as make-up work. If a student misses 24 hours of classes in a semester, that student must petition the Academic Department to continue his/her studies. That petition should include a reason for all the absences and an action plan. Failure to do so could result in academic dismissal.

E. **Overview of the School Year:**

1. The school year is divided into two academic semesters and a required Ministry Practicum (1st year) or Ministry Internship (2nd year).

2. Two special seminars are held during the school year: the Missions Conference and the Founder's Week Bible Conference. Attendance is expected. Those missing conference sessions will be expected to make up the conference videos.

3. Outside Summer Ministries: Only a few non-Word of Life ministries are approved each year for the summer. In order to be considered, the student must have previously worked at this ministry for an entire summer. The ministry opportunity must be similar to that offered at a Word of Life camp. There is a non-refundable outside ministry application fee of \$10.00. The application and fee should be turned into the office no later than Monday of Thanksgiving week. Students starting in the spring semester have until March 1st to submit their application request and fee.

- F. **Registration:** Registration for classes will be held at the beginning of each semester. All students are required to arrive by 5:00 p.m. on the scheduled dates in order to facilitate this procedure. All financial obligations for the semester must be met at this time.
- G. **Textbooks:** In order to insure that all students adequately study for the course work and to encourage students to build a Library covering fundamental areas of Scripture, each student is required to have in their possession textbooks for all courses.
- H. **Withdrawal Procedure:** Students are not permitted to withdraw from the regular scheduled courses of the Institute. Students may withdraw from electives without a penalty before the second class. Students withdrawing from the Bible Institute are required to see the Dean of Men or Women, Business Manager and Registrar for processing. Failure to do this may result in the student being issued F's for all course work taken during the semester. Keys and ID's need to be turned in at this time. Refund policies are stated in the catalog. Students who withdraw at any point during the school year are responsible for getting their personal belongings home within two weeks. Students must contact the Dean of Men or Women to return to campus. Word of Life staff and students are not responsible for packing and shipping the belongings. After two weeks all belongings that remain on our property becomes abandoned property and will be donated to the share shop or discarded.
- I. **Transferring Students:** All students must carry the same academic load. Transfer students may replace particular courses with electives. Students should see the Academic Dean for this approval.

III. ACADEMIC STANDINGS

When grades are finalized at the end of each semester, students are placed in one of several classifications depending upon their GPA for that semester.

A. Dean's Honor List:

Students achieving an average of 3.50 or higher at the end of a semester (not including the Ministry Practicum or Internship), are placed on the Dean's Honor List. Students who graduate with a cumulative GPA of 3.50 or higher for the entire year of the Bible Institute will graduate with high honor. Dean's Honor students do not have required study hours for the entire next semester. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean's Honor students may not enter or leave the dorms while study hours are in progress. The deans may revoke these privileges prior to the end of the semester if the student's grades fall drastically.

B. Dean's List:

Students achieving an average of 3.00 to 3.49 at the end of the semester (not including the Ministry Practicum or Internship), are placed on the Dean's List. Students, who graduate with a cumulative GPA of 3.00 to 3.49 for the entire year, will graduate with honor. Dean's List students do not have required study hours for the entire next semester. However, if students choose to study in the dorm or Library, they must observe the study hour rules. Dean's List students may not enter or leave the dorms while study hours are in progress. The deans may revoke these privileges prior to the end of the semester if the student's grades fall drastically.

C. Academic Probation:

Students who have demonstrated low academic achievement in high school or prior college work may be accepted to the Bible Institute on Academic Probation. Students are placed on Academic Probation when their grades fall below certain minimums. If the student has declining grades, the deans may assign the student to Academic Probation prior to the end of the semester. Special permissions may be limited. Students on AP cannot miss study hours to participate in intramural sports.

1. **Freshmen:** A cumulative GPA below a 2.00 computed at the end of the semester will place the student on Academic Probation. A current semester GPA below a 1.50 at the end of the semester will place the student on Academic Probation regardless of his cumulative GPA. Freshmen will be given a memo stating where they will study for the semester. This may involve spending the first session of study hours in a supervised study hall. Students may be assigned a personal tutor. Students may be offered group tutoring.
2. **Sophomores:** Students whose current semester GPA is below 2.00 at the end of the semester, regardless of cumulative GPA, are required to study in their dorms or in the Library during study hours.

D. Academic Discipline:

Students who have demonstrated low academic performance will be placed on Academic Discipline (AD), according to the following standards. If the student has declining grades, the deans may assign the student to Academic Discipline prior to the end of the semester. Special permissions may be limited. Students on AD cannot miss study hours to participate in intramural sports.

1. **Freshmen** students may spend both sessions of evening study hours in a supervised study hall. Freshmen below the following current semester or cumulative GPA will be placed on Academic Discipline:
First semester GPA: below 1.50
2. **Sophomore** students below a cumulative GPA of 2.00 are placed on Academic Discipline. A current semester GPA below a 1.80 at the end of the semester will place the sophomore student on Academic Discipline, regardless of the cumulative grade point average. Sophomore students on Academic Discipline must study in the dorms, not the Library, during evening study hours.

Study Hours Chart: "Who Studies Where":

- i. Freshmen & Sophomores: 3.00-4.00 current semester GPA have no required study hours.
- ii. Freshmen: 2.00-2.99 cumulative GPA study in their rooms or the Library.
- iii. Sophomores: 2.00-2.99 cumulative GPA study in their rooms or the Library.
- iv. Freshman: 0.00-1.99 cumulative GPA or current semester GPA below 1.50 may be assigned to a supervised study hall. Otherwise they study in their rooms, not the Library.
- v. Sophomores: 0.00-1.99 cumulative GPA may be asked to petition the Administration for permission to continue their studies at WOLBI.

E. Academic Campusing:

Students below a 2.00 GPA who do not appear to be using their time wisely or studying to the best of their ability may also be placed on Academic Campusing. Students will be required to fulfill the Academic Discipline requirements as well as Campusing requirements. Students on Academic Campusing are subject to dismissal at the end of any grading period if their work shows no improvement. (See Disciplinary Campusing).

F. Special Students:

Students with special learning disabilities or handicaps are advised by the faculty on an individual basis. Their continuance in school will be based on their willingness to work up to their ability and maintain a positive spirit while in attendance at the Bible Institute. It will be the student's responsibility to communicate with the Academic Dean concerning any special needs.

G. Academic Dismissal:

Students may be subject to Academic Dismissal on the following basis:

1. Freshman students below a 1.00 cumulative GPA, and sophomore students below a cumulative 1.50 GPA at the end of one semester and who have been on Academic Probation for the previous period may be dismissed.
2. Freshman students below a 1.50 cumulative GPA, and sophomore students below a 1.90 cumulative GPA at the end of two semesters may be dismissed.
3. Failure to attend classes.
4. Exceptions to this policy may only be made by petition to the Bible Institute through the Academic Dean. Students must demonstrate that they have been working at near capacity to qualify for an exception to the above policy.

IV. GRADUATION REQUIREMENTS

- A. Students must complete the core curriculum and obtain a cumulative grade point average of 2.00 or higher.
 1. Students who successfully complete the freshman year and associated Ministry Practicum receive a Bible Certificate.
 2. Students who successfully complete the sophomore year on the main campus in New York and associated Ministry Internship receive a diploma.
- B. Students must be in agreement with the Statement of Faith.
- C. Students will be allowed to participate in commencement exercises but will not receive the diploma/certificate or transcripts until all financial obligations have been met in full.
- D. Freshman students meeting all the requirements but with a cumulative average of less than 2.00 receive a Certificate of Attendance at the commencement exercises.
- E. Sophomore students having a cumulative average of less than 2.00 may elect to participate in commencement exercises but they do not receive a Certificate of Attendance.
- F. Students who begin their academic year with the spring semester and successfully complete their year at the end of the fall semester are eligible to participate in the next commencement exercise.

V. STUDENT STUDY SKILLS ASSISTANCE

- A. **Group Tutoring:** Students assigned to AP/AD may receive group tutoring by the student supervisor of the study hall. Those students not assigned to AP/AD but interested in this tutoring are also encouraged to attend with prior approval from the Study Skills Coordinator.
- B. **Peer Tutoring:** Students can request a personal tutor from the Study Skills Coordinator. This program is limited and will be based on need.
- C. **Casual Tutoring:** Students are encouraged to help each other prepare for quizzes and tests in their free time. No tutoring will take place in the dorms during evening study hours.
- D. **Academic Advising:** Academic advisement is available from the academic staff. Questions relating to specific assignments and instruction can be directed to the resident professors during regular office hours. The Deans are also available to assist students with questions regarding academics or study advice.

- E. **Complaint Policy:** Complaint resolution: In the event that the student is unhappy with the performance of the assigned tutor, the following procedures will be followed:
1. The student should explain in writing the concerns with the tutor and give the concerns to the Study Skills Coordinator.
 2. The Study Skills Coordinator will evaluate the concerns. If correctable, the concerns will be addressed with the tutor and two more sessions will pass before the student can re-submit a written complain requesting a different tutor.
 3. Upon receiving the second written complain, or if the first complaint appears to be irresolvable, the Study Skills Coordinator will appoint a new tutor.

VI. **STANDARDS OF ACADEMIC PROGRESS**

The following standards apply to any student receiving aid from the Veterans Administration and TITLE IV eligible program. (Pell Grant, FSEOG, Federal Work Study & or Federal Loans)

Word of Life Bible Institute will evaluate a student’s standard academic progress to consider if the student is on pace to complete the two year program within a prescribed timeframe and with a minimum GPA of 2.0 or better. To do this the school reviews various academic benchmarks: Cumulative GPA, Successful Completion of coursework, and the Maximum Timeframe allowable to complete. A student that fails to meet the pace requirements is considered permanently ineligible for further disbursements of Federal Financial Aid in the Word of Life Bible Institute program of study.

Definitions:

Standard Academic Progress: Standard Academic Progress (SAP) refers to the minimum academic benchmarks for progression toward the completion of the program. These standards include a normal time frame to complete and a maximum time frame to successfully complete the prescribed curriculum.

Cumulative GPA: Calculation of the grade point average for all coursework attempted from the beginning of the student’s attendance at the Bible Institute.

Successful Completion- A grade of 1.0 or better for each course taken. A 1.0 is equivalent to a letter grade of D in each course taken.

Maximum Timeframe- In order to improve a grade or replace an incomplete term a student may require additional time to complete the prescribed curriculum. Students must complete each grade level of the program in a maximum of three academic periods.

A. **Normal time frame to complete:**

Students that receive Federal Title IV Aid must maintain a Cumulative GPA consistent with the SAP set forth in the table below. A student must also successfully complete all coursework in a payment period in order to progress to the next period and be eligible for additional Title IV funds. For freshmen students, SAP is evaluated after successfully completing one half of the coursework or 15 weeks of course work (whichever is greater). A student progressing as a sophomore will be evaluated at the greater of 30 weeks or just prior to beginning their sophomore year. Further evaluation will occur at the greater of 45 weeks or halfway through their sophomore year. Summer grades count towards the calculation of the SAP but do not contribute toward the weeks or hours completed. To complete within the normal time frame, the student must complete the following minimum benchmarks:

	1st Semester	2nd Semester	3rd Semester	4th Semester
Instructional Weeks Completed	15	30	45	60
Instructional Hours Completed	515	1016	1531	2032
Cumulative GPA	1.20	1.80	1.90	2.00
Successful Completion	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework

If a student falls behind in meeting any of these benchmarks they become temporarily ineligible for further disbursements of Federal Financial Aid. Additional time is allowed for the student to regain eligibility and have their aid reinstated.

B. Maximum time frame to complete:

A student must successfully complete all attempted coursework with a satisfactory Cumulative GPA within a specified duration of time. The normal time frame to complete academic coursework is 60 weeks of study as outlined above. Similarly, the maximum time frame allowable is 90 weeks. A freshman student has a maximum total of 45 weeks to complete academic coursework in order to progress as a sophomore. A sophomore must maintain a 1.90 Cumulative GPA from 77.5 weeks until completion.

	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Instructional Weeks Completed	22.5	45	77.5	90
Instructional Hours Completed	515	1016	1531	2032
Title IV GPA	1.20	1.80	1.90	2.00
Successful Completion	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework	Minimum of 1.0 or above on all coursework

At any time it becomes evident that a student is mathematically incapable of meeting any of these benchmarks they become permanently ineligible for further disbursements of Federal Financial Aid.

C. Withdrawal / Incomplete / Repeated Courses.

1. Withdrawal: A student who withdraws in the middle of an academic period and returns after 180 days may be required to retake all course work upon readmission. A student is not eligible for federal aid to retake a course that has been successfully completed in a prior term.
2. Incomplete: Coursework that is NOT completed will be graded as “Withdrawn Passing” or “Withdrawn Failing.”
3. Repeated Courses: A repeated course may improve a student’s cumulative grade and replace a previous failing mark.
4. All coursework attempted at the school will be included in the quantitative analysis of a student’s academic progression (maximum timeframe).

D. Appeal Process:

If a student wishes to appeal his/her loss of federal student financial aid eligibility, a student may submit an appeal in writing to the Financial Aid Office. A committee will review the matter and a written response will be filed within 2 weeks of receiving the appeal. Students may appeal their loss based on mitigating circumstances (documented serious illness, immediate family member death, etc.), which must be appropriately documented when submitted to the Financial Aid Office.

E. Reinstatement:

A student’s aid may be reinstated if grades in a particular academic period bring his or her Cumulative GPA into SAP. It is the student’s responsibility to work closely with the Financial Aid Office on his or her intent to reapply for lost aid and to submit new applications as necessary.

A student should recognize that applications for aid must be submitted prior to deadlines imposed by the Department of Education, including submission prior to graduation or withdrawal. Therefore, a student should file the Free Application for Federal Student Aid each year regardless of whether the student is making satisfactory academic progress.

Mitigating Circumstance:

Mitigating circumstances (documented serious illness, death in immediate family, etc.) may be considered in a student’s situation. The student must offer a written appeal that is documented appropriately to the Financial Aid Office for review by committee. A written response will be filed.

SECTION THREE
MINISTRY AND SERVICE ASSIGNMENTS
HANDBOOK

MINISTRIES

Our desire is that this year will be one of the greatest of your entire life as you seek to learn, grow, and serve our wonderful Lord and Savior, Jesus Christ. This handbook will give you an overall view of what the ministries are all about. It is also our desire to help you in your walk with the Lord by equipping you to become the servant that the Lord wants you to be. Remember that the Lord has given us the exhortation in Colossians 1:10 **“That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God”**. We trust that when this year is finished, you can review it and see how you have grown in your knowledge of the Word of God, and also have become fruitful as a servant, well pleasing to God.

**Thank you for choosing the Word of Life Bible Institute as the place of
your Christian education and preparation for a life of service!**

Introduction to Christian Ministry

I. Purpose of Ministry:

The purpose of the Word of Life Bible Institute Ministry Department is to provide training and opportunity for each student to participate in multiple, meaningful ministry opportunities that have the potential to significantly impact the lives of others.

II. Ministry Department Vision Statement

As a result of their ministry and service assignment experience, we want students to understand the importance of excellence in training, communication, coordination and team work. Our desire is that at the end of the year, students feel they had a substantial role in the functioning of the Bible Institute and its impact on our community and the surrounding area.

Ministry should provide the student with many different experiences in which they can demonstrate their faith in a practical and life-changing way. Through serving, the student can experience the joy of being used by God, which brings reality to their Christian life.

III. Objectives of Ministry

- A. To contribute to the total development of the student by teaching them to accept and to be faithful to the responsibility of ministry
- B. Place students in situations that stretch them and expand their vision
- C. To provide opportunities for students to serve together, learning teamwork, mutual dependence and cooperation
- D. To assist the student in the development of a functioning personal faith that discovers Christ is all that is needed for life's changing demands
- E. To promote development of ministry skills and spiritual gifts through actual service
- F. To motivate the student to have a proper attitude toward serving the Lord, a burden for souls and a desire to be used of God.
- G. To give the student practical experience in the how-to of Christian ministry by providing on the job training
- H. To increase the student's effectiveness by: training them to personally share their faith, providing field supervision, by evaluating their service, and by individual counseling
- I. To assist the student in maintaining a proper balance between academic work and Christian ministry
- J. To train and prepare students for current and future ministry

To reach these objectives we use a three-fold approach:

1. **Education...**Early in the school year students will have classes covering different aspects of ministry. Examples are: how to share their testimony, how to do street meetings, personal one-on-one evangelism, etc.
2. **Experience...**Applying the principles of the Word of God is what life is all about. Throughout the school year we will give the students opportunities to use the principles and methods that they have learned.
3. **Evaluation...**A student's ministry is evaluated by a supervisor in the church or ministry. This enables the student as well as the staff to become aware of areas of achievement or areas in need of improvement.

IV. Overview

- A. **Preface:** *Acts 1:8, "But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth."* Following God's command not only to reach the world but also our area through Christian Service has been a very important part of the student's educational program at the Word of Life Bible Institute. Serving Christ is both the privilege and the responsibility of every Christian. Therefore, we consider the practical Christian ministry a vital part of a Biblical education. The student will not only get great Bible truths while he/she is sitting in the classroom but will learn how to apply them. Each student will learn how to share them with a lost and dying world, just as the disciples were taught by Christ to do in His Word. It is the desire of the Bible Institute staff to make each ministry meaningful and profitable. If we can help in any way to do this, we stand ready to do so.
- B. **Ministry Requirements**
1. Every student must participate in a ministry each term they are enrolled. A ministry assigned at the beginning of the term is not completed until the term has ended, even if the student has fulfilled the requirements of the ministry.
 2. In the event of a necessary change, a request must first be made. The Dean of Ministries will review and determine if permission may be granted.
- C. **Request for Ministries**
1. Freshman:
At the beginning of the fall term, first year students will be given an overview of ministries. Unless the student is on a ministry team for which they tried out, first year students will be placed on a ministry team that will be involved with a large teen outreach, campus or community service and one on one presentations of the Gospel or Open Air Evangelism.
 2. Sophomore:
At the beginning of the fall term, second year students are provided with an overview of the many different ministries available to them. Ministries include, but are not limited to: Church Support Ministry, Rescue Missions, Prison, Soup Kitchens, Community Service, and individualized ministry. Second Year students also have the opportunity to try out for ministries such as sports, collegians, music team, etc.
 3. Assigned ministries take priority over employment and extracurricular activities.
- D. **Ministry Reports**
It is the responsibility of each **Ministry Team Leader** to turn in a ministry report to the Command Center before 2:00 p.m. the day after the ministry takes place. It is also the **Ministry Team Leader's** responsibility to make sure that all forms are filled out correctly.
- E. **Absences and Excuses**
1. In order to be excused from one's Service Assignment or Ministry, all the following conditions must be met. Remember, absences are the exception, not the rule!!! Only very special cases will be considered.
 - i. Approved Special Permissions do **not** excuse students from ministry. Students must be aware of their ministry schedule, which is made available at the beginning of each semester, and plan accordingly.
 - ii. If you are ill, you must have a note from the Bible Institute nurse turned in at the Command Center prior to your ministry excusing you from ministry.
 - iii. Approval must be made for a replacement in advance and a notice given to the church/organization accordingly.
 2. Any absences without permission from the Student Life Department, Ministry Department or Health Center will be considered an unexcused absence, resulting in appropriate disciplinary action.
- F. **Dress Code for Ministry**
1. Dress for ministry will be determined by ministry type and will be communicated in advance. Team warm-ups for sports teams are required. Under certain circumstances, women will not be allowed to wear pants during their weekend ministry. Special dress at church functions or other ministries should be approved through the Dean of Ministries.
 2. Students may change from Sunday dress to return to the Bible Institute after all services and meals are completed and only when specific instructions have been given by the staff advisor or supervisor.
- G. **Ministry Transportation**
Vans are to be parked in The JWC parking lot. A vehicle should never be taken to a dorm. All vehicles are to be signed out from the Command Center between the hours of 1:45 p.m. and 4:00 p.m. on Friday unless prior arrangements have been made through the Transportation Department. Vehicles should be returned as soon as you return from the ministry. Returning vehicles should be cleaned out, refueled when possible, and parked in the JWC parking lot. Keys should be returned to the Command Center. The driver is responsible for that vehicle and for the safe operation of it.

H. Driving

1. You may drive a vehicle only if you have been approved and tested by the Word of Life Operational Services Department. Students do not drive personal vehicles to ministries without the permission of the Dean of Ministries.
2. Be aware of what is around all four sides of your vehicle at all times.
3. Obey all speed limits. We will not tolerate any speeding. You are to drive according to conditions - rain, snow, ice, construction, pedestrians, etc.
4. Drive defensively. Watch out for the other guy!
5. Use extreme care in emergency situations.
6. Take care backing up; 75% of all traffic accidents happen while backing up. You have mirrors - use them!
7. Always use turn signals to show your intentions (preferably prior to turning).
8. Use extreme care at all intersections.
9. Keep your loads secure at all times. Make sure there are no loose objects, especially on trucks.
10. New York State law requires anyone in a van to wear a seat belt. This includes all passengers as well as the driver. Wear it!
11. Do not tailgate.
12. Remember that just because you have a Word of Life vehicle does not mean you have a "free" vehicle with which to do personal errands with. (example: running to your dorm for something)
13. Do not haul freight in vans.
14. Passengers will be held responsible for violations as well.

I. Ministry Team Leaders

1. Team Leaders are students appointed by the Ministry Department to provide spiritual and organizational leadership in the various ministries. Some of their responsibilities are the following:
 - i. To make arrangements for team prayer meetings and any other activity associated with the ministry.
 - ii. To be aware of and communicate transportation for their teams in cooperation with the Ministry Coordinator and the Transportation Department.
 - iii. To take attendance and fill out ministry reports for their teams, and report to the Ministry Department concerning their ministries.
 - iv. To give the Ministry Department an evaluation of each team member's involvement and effectiveness in the work and to report any problems that might arise.
2. Team Leaders cannot excuse students from their ministry. Only the Dean of Ministries, the nurse, or the Student Life office can do so.

J. Cancelled Ministries

No student or Team Leader is authorized to cancel any ministry. Any and all cancellations must be run through the Dean of Ministries' office or the Executive Dean's office.

K. Ministry Behavior

1. You are to be punctual at all times.
2. Students may listen to Christian Music in WOL vehicles if it is played by a Christian Radio station. The team leader may approve CD's and/or MP3's to be played through the vehicles speakers if it is similar music that is played at the Word of Life Bible Institute. With the exception of OAE, Students may listen to music on headphones while travelling ONLY, if the trip is greater than 2 hours in distance, but must respect the Team Leaders decision on time off from music for ministry preparation purposes.
3. You are to be prepared to give your testimony on a moment's notice. Your testimony is to be written out in advance.
4. You are obligated to follow the Bible Institute rules and regulations on your weekend ministry. Your conduct is to conform to Christian behavior as outlined in our Standard of Conduct.
5. After dark, girls should sit with girls and guys with guys.
6. You are to complete each decision slip legibly and accurately and turn the white copy to your group supervisor before arriving back to WOLBI.
7. You are responsible for returning all unused literature to your Team Leader or his designated helper before leaving the ministry vehicle on your return trip.
8. You are to be considerate of others at all times and in particular when leaving and returning to your dorm.
9. Ministry locations are off limits to students not assigned to those locations except with special permission from the Dean of Ministries.
10. You are to stay with the group and participate in all activities. Any requests for exceptions should be run through the Student Life Office (Special Permission Slips) 48 hours prior to departure for the weekend.
11. Part of your Christian Character grade will come from your weekend ministry participation. Your Team Leader and/or Pastor will evaluate you.

L. **Special Permission while on Ministry**

Students may receive special permission to go home or visit family while on ministry such as OAE or weekend travel groups. The student must provide the ministry Team Leader a written signed note from the Ministry or Student Life Departments. Students may only leave AFTER their ministry requirement has been fulfilled.

M. **Literature and Follow- Up**

Literature, including Gospel tracts, Gospels of John, and follow-up material, is available at no charge to you for your ministry only. Any tracts or material needed for your own personal use should be purchased at the Bookstore. Occasionally, material is donated to the Ministry Department, and is available in the Ministry Department or at the Command Center.

V. **Ministries Available**

Unless on a ministry that required tryouts, first year students will be assigned a ministry team for the fall and take part in Snow Camp in the winter. First year students may join a second year ministry team in the spring, if space is available. The following are some of the Ministries available:

A. **Adirondack Club Ministry**

This is a ministry that will allow our second year students who are interested in Local Church Ministries to be actively involved in establishing and running a Bible Club Ministry. The student will be involved directly under the leadership of the local Bible Club Director, and will receive training from him in the specific requirements and functions of this ministry. The churches involved will be those that have already had a prior connection with WOLBI. There will be weekly involvement through training as well as the actual ministry at the churches. The students involved will be selected from those applying based on prior ministry experience and performance. The student must be committed to this ministry and will have to follow a standard. The student must be at all club meetings and activities. If classes are missed, all work must be made up as soon as possible. The student must take the course: "Anatomy of a Word of Life Club" as an elective.

B. **Ministry Team**

All first year students, not involved in a try-out ministry, such as Collegians or sports have the opportunity to go on a 5 day OAE trip and be on a ministry team that would do a community service project, WOL event and an outreach event. Each 1st year student will fill out a preference form in the fall of which ministry they would like to be on in both the fall and spring semesters.

C. **Drama Ministry Team**

The Drama Ministry Team is one of the exciting ministries that allows a student to take advantage of his or her theatrical abilities and use them for the glory of God by participating in skits and programs that present various aspects of the Christian life in action. It could be missionary or Bible stories, but all are used to preach the Gospel and help others to know Christ and live a more consecrated Christian life.

Each student must try out for the team during the first week. Following the tryouts, the team will be selected. If a student is not selected for the drama team, he/she will then be assigned a ministry. Practices will be held twice a week. The drama team presentations will vary and will be in places such as Christian schools, churches, WOL conferences, and on campus. During the winter months, they will be involved in Snow Camp. *May be selected for tours.

D. **Church Support Ministry**

The Church Support Ministry is limited to second year students and is a great opportunity to serve the Lord on a weekly basis in a particular local church. This gives the student an opportunity to develop the gifts God has given them and to prepare them for future service. The ministry will vary in each local church, but the student will learn to win souls and disciple them, teach in Sunday school classes, and be involved in the overall projection of the Church Support Ministry.

E. **Open Air Evangelism Ministry**

Every first year student will have the opportunity to one 5 day trip of Open Air Evangelism in New York City. Students will receive training on how to personally share their faith and then be given hands on opportunity to make it practical. This ministry goes directly onto the streets to reach the unsaved on the very grounds where they work and live. Students will be on the streets witnessing and helping churches in the area to reach out to their neighbors who need Christ. You will learn how to win souls using a variety of methods that have been time-proven. The leadership of this ministry are men who are experienced with open-air work and have a passion for winning the lost. The students will go to the New York City metropolitan area and present the Gospel in public places under the direction of a Word of Life staff member. The effective tools of the open-air ministry are music, drama, surveys, sketch boards, tract distribution and counseling.

F. **Open Air Evangelism Team Leader (Fall and Spring; Second Year Students only)**

You will travel with the first year students to NYC on one 5 day trip in the fall, as well as one 5 day trip spring semester. Working closely with Sam Frey, you will have extensive opportunities to share your faith as well as encourage the first year students throughout the trip. It will be necessary to make up the missed classes while on OAE.

G. **Spanish Ministry**

Fall: This ministry has the goal of going into areas where Spanish is known and used. This will usually be the metropolitan New York City area. The ministry there is a five day long trip with the privilege of going into Spanish churches and from there reaching out to the neighborhoods and winning souls. There are times when the team members will participate in other Spanish-related ministries in and around the Word of Life Bible Institute area. The students should know Spanish, but it is not necessary.

Spring: The students go on a five day trip during the spring semester. They may also be involved in teaching Sunday school and participating in inner-city church services. The students will need to make up the classes and assignments which they have missed. The students will be involved in Snow Camp during the winter.

H. **Sports Ministry**

The sports ministry has an incredible opportunity for discipleship and evangelism through the avenue of sports. This ministry is available for those students who have special abilities in the area of athletics. Tryouts are necessary to select the students who will form the teams that represent the Word of Life Bible Institute. A bulk of our games will be played against the secular colleges in the area. Along with the scheduled games that compose the athletic season, there is the opportunity to participate in running various high school tournaments that are held on our campus. These tournaments give our athletes the opportunity to referee, keep score and even have one-on-one input into the lives of the high school athletes who attend. Another opportunity for some of our players is that of going into prisons at various times to play the inmates and have a chance to witness and disciple in this field of evangelism.

Sports Offered:

1. Men's Basketball
2. Women's Basketball
3. Men's Soccer
4. Women's Volleyball

Requirements - The student desiring to be in the sports ministry must first try out for the team. Once on the team, you will have to maintain an acceptable Grade Point Average (GPA) as determined by the Word of Life Bible Institute Administration throughout the athletic season. The students will participate in this ministry in the fall, with the exception of men's and women's basketball, which continues into the winter season. The men's soccer and basketball teams will participate in sports outreach in New York City in the spring. The women's volleyball and basketball teams will participate in Open Air Evangelism in the spring. During the winter season, all men's and women's sports teams will be involved in Snow Camp. The cost for warm-ups and uniforms is \$150. Students may keep their warm-ups

I. **Travel Ministry Team**

Teams will travel to churches and other Christian ministries to assist with a local church in their youth ministry, spend a weekend serving at a local camp or assisting various organizations with operational or maintenance needs. Teams will also provide essential campus support while the second year students are on Missions Reality.

J. **Community Service Teams**

Teams will participate in multiple community service events and meet needs within the local community. These events will take place on various Mondays or Saturdays. Community Service Teams will also be the backbone of on campus support while the second year students are on Missions Reality.

K. **Albany Medical Center**

While serving on the Albany Medical Center team, students will have the unique opportunity to interact with children staying at the Albany Medical Center. Teams will be responsible to plan activities and crafts for the children. You will also have the opportunity to serve at the Ronald McDonald house to be a testimony to the families and employees working there.

L. **Music Teams**

- **Voices of Victory** is a vocal ensemble made up of 7 voices (2 sopranos, 2 altos, 2 tenors, 1 baritone/bass) and 1 tech member. The ensemble travels periodically to minister in schools and churches in New York and in surrounding states, especially when traveling on the Magi tour. VoV members must be able and willing to fulfill the entire eight weeks of summer ministry with Word of Life New York and then sing at graduation.

- **Praise Bands** are made up of bass, acoustic and electric guitarists, a drummer, keyboardist and vocalists. Teams will assist in Sunday Worship Services, Chapels, Snow Camp and several outings at various churches or Christian ministries. Bands will also be selected for tours.

M. **Public School Release Time**

Release Time is an established after school ministry in the Schroon Lake Central School. Each week teams will have the opportunity to lead games and songs, teach a lesson, or help review the memory verse. Be prepared to use the gifts and abilities God has given you, as well as step out of your comfort zone to participate in sharing the Gospel each week, Thursday, 2:00-4:00PM.

N. **WOL Inn Ministry Team**

The Inn Ministry team will travel 9 miles up the lake to Word of Life Inn and spend multiple weekends ministering to the guests. While staying up at the Inn, involvement will include childcare, guest hosting, serving, and event programming. This ministry has a wide range of opportunities.

O. **Open Door Soup Kitchen**

Students serving at the Open Door Soup Kitchen will travel every other Monday to serve meals and interact with those in need in the Glens Falls area.

P. **Albany Rescue Mission**

The Capital City Rescue Mission of Albany, NY will provide students on this team with the opportunity to serve through a work project, leading chapel services, and serving the guest dinner.

Q. **STORM/FASCAR Team**

Also known as "Fusion", these teams will work closely with the team of IDP students assigned to coordinate local STORM and FASCAR rallies. These events are operated through the local church and will provide exciting opportunities to interact with both teens and children with the goal of presenting the Gospel in a rally type setting. Your team will be on the road multiple weekends each semester.

R. **Individualized Ministry (Second Year Only)**

As a second year student, you have the opportunity to tailor a ministry to your specific interests and abilities. This will require a detailed ministry proposal to be approved through the Student Ministry Department. Forms are available at the Command Center. Depending on the nature of your ministry proposal, you may be required to provide your own transportation.

S. **Tour**

Select groups will travel during the Christmas and or Spring break performing various programs in different areas of the country sharing the gospel in local churches, schools and other venues. Tours are approximately 10 days in length.

VI. Service Assignments

A unique aspect of the Ministry Department is the area of Service Assignments. Service Assignments provide each student the opportunity to develop: team work, a godly work ethic and hands on training in various areas. Service assignments cover every area from maintenance to housekeeping and from food service to administration. Each individual student is key in ensuring the operation of the Bible Institute as a whole. Word of Life is committed to the evangelism and discipleship of youth. *Manthano* a derivative of the Greek means "to learn by putting what one learns into experience." Perhaps one of the greatest lessons that we teach others is not so much in what we do, but in how we do it.

There are two types of service assignments that are scheduled throughout the year: regular service assignments and Sunday service assignments. Here is a specific definition of each:

Regular Service Assignment: This is the 6-8 hour-per-week assignment that each student is expected to fulfill during the academic year. This assignment has been determined in part by the Form W that was filled out by the student as well as the student's assigned ministry and by the needs of the Bible Institute.

Sunday Service Assignment: There are no regular service assignments scheduled on Sundays. Therefore, a system has been implemented that tries to be fair and ensure that all students have the same amount of Sundays off. Thus, each student should expect to work several Sundays per semester. Sunday service assignments will be posted at the beginning of each semester on the bulletin board in the Field House. As this schedule is subject to change, every student is responsible for checking the board as well as the WOLBI Weekly each week for his/her assignment. Students are required to attend church services as required by the stated dress code, even if they work on that day.

- A. Absence/Late: Students must notify their supervisors or the Command Center prior to any absence from a service assignment. Voice mail notifications do not count as we may need to find an immediate replacement. Health Center and Dean's excuses as well as ministry assignments scheduled by the Ministry Department, serve as valid excused absences. Staff appointments are not considered valid reasons and should be scheduled around service assignments. Any student missing his/her service assignment without an excused absence must make-up the missed hours in addition to any discipline work hours incurred through D-points. The make-up hours will be scheduled by the service assignments Resident Leader.
- B. Breakfast Service Assignments: Those working breakfasts must come prepared to go to class immediately after being dismissed from the service assignment (i.e., bring a change of clothes to work). Students are not allowed to be late for class or chapel in order to change.
- C. Lunch Service Assignments: Students working lunch Food Service assignments Tuesday through Friday will be dismissed first from class and are required to report for work directly after dismissal. No student is allowed to return to the dorm to change for work; therefore a change of clothes, if desired, should be taken to class. Students may change in the restroom facilities in either Council Hall or the Field House.
- D. Special Permissions: Special Permissions do not excuse a student from a service assignment. A student with a service assignment that is scheduled during special permission will need to arrange with another student to trade shifts within the same work week by submitting a completed Temporary Service Assignment Switch Form. These forms can be picked up at the Command Center and must be turned in 48 hours before the first affected shift. When reporting to work for another student, sign in under their name on the timesheet.
- E. Timesheets: Students are required to personally sign in and out for each shift on the time sheet provided and they are to total the work hours at the end of the week's final shift.
- F. Changes/Notifications: During the school year we may need to facilitate special events and schedule changes, therefore rearrangement of student service assignments will be necessary. Students should be alert to notification via their email, notices in mailboxes and/or the WOLBI Weekly as well as be attentive to class announcements which will take precedence over the regular service assignment schedule.

STUDENT COUNCIL OVERVIEW

What is Student Council?

Student Council is a group of students who represent and serve the entire student body. Second year Student Council members will be selected for leadership positions and will serve in these positions as their service assignment.

What does everyone do?

All Student Council members act as representatives to the Student Life Department (the Deans and Discipleship Coordinators). Student Council representatives meet regularly with the Student Life Department and have the opportunity to bring up issues concerning campus life. The Student Council also serves the student body by assisting in creating and running campus activities and service projects.

What do specific positions do?

President and Vice President - responsible for organizing Student Council meetings, representing student body concerns and needs to the Student Life department, and organizing campus activities.

Chaplain – responsible for assisting in organizing and leading chapels, campus worship services, and devotions.

Secretary – responsible for taking notes during meetings and providing other administrative assistance.

Firearms and Weapons Policy

Word of Life is committed to maintaining a safe and secure environment in which to conduct ministry activities for its students, staff, campers, and guests. Limited weapons on campus is one step towards reducing risk and keeping our facilities safe and secure. This policy applies to all students, staff, campers, guests, volunteers, visitors, and contractors. WOL reserves the right to evaluate any potential weapon and deem it unacceptable.

The following weapons are prohibited on Word of Life property.

- **Firearms** (pistols, revolvers, shotguns, rifles, muzzleloaders, BB/pellet guns, paintball guns, starter pistols)
- **Bows or hand powered weapons** (crossbows, bows, arrows, dart guns, wrist braced slingshots)
- **Batons** (clubs, nightsticks, Billy-sticks)
- **Knives** (longer than 4 inches, switchblades, butterfly knives, gravity knives, daggers, swords)
- **Stun Guns** (Tasers, electric dart guns)
- **Fighting weapons** (metal knuckles, chukka sticks, sand-clubs)
- **Bombs** (improvised explosives, grenades, Molotov cocktails)
- **Fireworks** (pyrotechnics)
- **Homemade weapons** (potato guns, chemical based weapons)
- **Ammunition**
- **Replica, antique, training, or toy** versions of any of the above

This prohibition includes openly carried and concealed weapons, and includes individuals with permits to carry concealed weapons. This prohibition includes all buildings, dorms, grounds, parking areas, and other property at all times and seasons. Staff and families residing in houses owned by WOL and located on WOL camps, campuses, or other properties are prohibited from keeping weapons at their residences. Violation of this policy will result in dismissal and notification of law enforcement authorities.

Additional note for the Florida campus: According to Florida Statutes 790.115 and 790.251, students and staff are prohibited from possessing firearms on Word of Life property except as provided by Florida law and statute 790.25.

Exceptions may include the following.

- Law enforcement officers on official duty.
- Active and retired law enforcement officers, with written permission. (See section 1 below.)
- Licensed security guards on official duty, with written permission. (See section 2 below.)
- Word of Life Emergency Response Team members, with written permission. (See section 3 below.)
- Weapons used as dramatic or thematic props, with written permission. (See section 4 below.)
- Weapons used as training aids, with written permission. (See section 5 below.)
- Weapons used in activities (archery, riflery, paintball), with written permission. (See section 6 below.)
- Owners of homes on WOL property may possess weapons in their private residences. (Florida RV park)
- Toy pistols sold at WOL Ranch may be possessed by Ranch campers during their camp week.

Additional Information

1. Active and retired law enforcement officers – Retired law enforcement officers who maintain their annual certification to carry a firearm may do so on Word of Life property after registering with the Security Coordinator.
2. Licensed armed security guards – While performing official duties, licensed armed security guards may carry a firearm on WOL property after registering with the Security Coordinator.
3. Emergency Response Team – Members of the WOL Emergency Response Team who maintain training and qualification requirements may carry a firearm on Word of Life property after receiving approval from the Security Coordinator.
4. Dramatic or thematic props – Weapons used in dramas or as part of program at a camp may be used with permission of the Camp/Campus Director and the Security Coordinator. In most cases, non-functional replicas will be used. Weapons will be registered and the Security Coordinator will approve the storage and usage plan.
5. Training weapons – Weapons used in training or educational activities may be used with permission of the Camp/Campus Director and the Security Coordinator. Weapons will be registered and the Security Coordinator will approve the storage and usage plan.
6. Activity weapons – Weapons used in camp activities such as archery, riflery, paintball, or other such official activities may be used with permission of the Camp Director and the Security Coordinator. Weapons will be registered and the Security Coordinator will approve the storage and usage plan.

STUDENT AGREEMENT

1. *I have read the Word of Life Bible Institute Student Handbook in its entirety.*
2. *I will continually seek the guidance of the Holy Spirit and allow Him to help me cheerfully obey the standards therein, as well as the authority of Word of Life Bible Institute under which I have placed myself.*
3. *I understand that any Student Handbook cannot possibly address every issue and detail pertaining to student life. Therefore, I will strive to conduct myself not only according to specific rules, but also according to the spirit of what is trying to be accomplished.*
4. *I have read and am willing to submit to the Statement of Faith of Word of Life. I have read and am willing to submit to the Standard of Conduct. I will seek, with the help of the Holy Spirit, to live an exemplary Christian life as an example and encouragement to others within Word of Life and before the world. If at any time during my association with Word of Life I am no longer willing to submit to the Statement of Faith or Standard of Conduct I will withdraw from Word of Life.*
5. *I will seek to maintain the utmost honesty and integrity in the classroom, on the campus, throughout the community and at home, knowing that my life is a testimony of our Lord Jesus Christ.*
6. *I have read the Computer Usage Policies, agree to it in its entirety, and will abide by it while using any computer while at Word of Life.*
7. *Illegal drugs, weapons, and other such items are not permitted at Word of Life, and I understand that Word of Life reserves the right to search for and remove such items from anyone suspected of possessing them.*
8. *I understand that Revisions to the Student Handbook will be made by the Deans from time to time, as needed. Changes that go into effect will be immediately announced to students.*

**REFERENCE
COPY**

Please keep for your
records

LOCAL DIRECTORY

ADIRONDACK ATTRACTIONS:

Adirondack Mountain Club: 814 Goggins Rd, Lake George) 518) 668-4447

Gore Mountain Mineral Shop & Garnet Mine Tours: 45 min. guided tour ; Garnet Jewelry & cut gem stones in Mineral Shop; 9:30 AM – 5:00 PM M-F, 11 AM – 5 PM Sun.; Tours leave every hour on the hour; Weekends through Columbus Day. Barton Mines Rd; North River (518) 251-2706

Natural Stone Bridge & Caves: self-guided tours of caves, gorge, falls; picnicking (M-Sat), 10AM – 6PM (Sun) thru Labor Day. Stone Bridge Rd, Pottersville (518) 494-2283

White Water Challengers: 20 min. away; white water rafting on the Hudson River; open Fall & Spring; North River (518) 257-3746

AUTOMOBILE REPAIRS:

AAA: Glens Falls, (518) 792-0088/ 1-800 222-4357

J&L Automotive: general auto repairs; Open 8-5 M-Th., Fri 8-8; Rt. 9, Schroon Lake (518) 532-0253

Pottersville Garage: general auto repairs; AAA wrecker & tow service, Rt. 9, Pottersville, (518) 494-3631

BANKS:

Glens Falls National Bank: Schroon Lake – (518) 532-7121; Chestertown – (518) 494-2691

Open 9AM-3PM (M-W, F); 9AM-6PM (Th.)

TD Bank: 3852 Main St, Warrensburg, NY 12885 – Phone: (518) 623-2666

Ticonderoga Federal Credit Union: (518)-585-6725

CHAMBER OF COMMERCE:

Adirondack Regional Chambers of Commerce: Info center for NY State's southern Adirondack Region. 5 Warren St, PO Box 158, Glens Falls, (518)798-1761

Chestertown/Pottersville/Brant Lake: serving the Adirondack lakes area (I-87 exits 25-26), area brochures; new info center, Dynamite Hill, Rt. 8; Chestertown, (518) 494-2722

Gore Mt. Regional Chamber of Commerce: Home of Gore Mt. Ski Center, Hudson River White Water Rafting – free brochures; Main St, North Creek, (518) 251-2612

Indian Lake Chamber of Commerce: open daily; info center, Routes 28 & 30, Indian Lake, (518) 648-5112

Lake George Chamber of Commerce: fine dining, sightseeing, outlet & village shopping; amusement parks, cruises, all sports; Lake George, (518) 668-5755

Lake Luzerne Regional Chambers of Commerce: experience the charm of a turn-of-the-century Adirondack village, pristine lakes, Mt. scenery, snowmobiling, white water rafting, info center – brochures; Bridge St, Lake Luzerne (518) 696-3500

Schroon Lake Chamber of Commerce Main St., Schroon Lake (518) 532-7675

CHURCHES:

Faith Bible: Chestertown (518) 494-7183 – Services: Sunday school 9:00 AM Morning Worship 10:00 AM

Grace Bible Fellowship: Olmsteadville, (518) 251-3290

Horicon Baptist: Brant Lake, (518) 494-2584

Lighthouse Baptist: Pottersville, (518) 494-2862

Mountainside Bible: Schroon Lake, (518) 532-7128 – Services: Sundays 10:00 AM

New Hope Community Church: 454 Corinth Road, Queensbury, NY 12804 (Exit 18) Services: Saturdays 6PM & Sundays 9:30 & 11:15 AM. Church Office: (518)-798-5778

CONVENIENCE STORES/GAS/FOOD:

Stewarts Shops: Schroon Lake, Rt. 9, 532-9095; Chestertown, Rt. 8, (518) 494-3208

Pottersville Market (@ the Mobile Station): Pottersville, across from Post Office. (518) 494-9600

DENTIST:

Hudson Headwaters Health Network: (518)-623-2844

Dr. Ida: Lake George, (518) 464-5457

Dr. Sandler: Warrensburg (518) 623-3188

Dr. Cook: Ticonderoga (518) 585-2864

DRY CLEANING:

BI Campus Bookstore

FACTORY OUTLET CENTERS:

The Adirondack Outlet Mall: only enclosed outlet mall in the region; save up to 75% at stores offering brand name clothing; house wares, toys, books, clocks, watches, linens, collectibles, etc. and food court; Rts 9 & 149 (I-87, Exit 20) Lake George (518) 793-2161

French Mt. Commons Outlet Center: savings of up to 70% at factory outlet stores; deli; Rt. 9 (I-87 Exit 20) Lake George (518) 792-5316

Log Jam Factory Stores: outlets; Rt. 9 & 149 (I-87 Exit 20) Lake George (518) 792-5316

FLORIST:

Becky's Bloomers: Chestertown (518) 494-5416

Rebecca's Florist & Country Store: (518) 623-2232

GENERAL STORES:

Adirondack General Store: a true Adirondack general store: groceries, supplies, unique gifts, deli-eat in/take out – great breakfast & lunch; East Shore of Schroon Lake – open year round, opposite Post Office, Adirondack (518) 494-4408

GOVERNMENT REPRESENTATIVES:

24th Congressional District Offices: Elizabeth Little, Representative, 21 Bay St. Glens Falls

GROCERY STORES:

Top's Markets: Chestertown (518) 494-7111; Schroon Lake (518) 532-7885

Price Chopper: 16, Lake George Plaza Rd, Warrensburg, NY 12845 (518) 964-6500

HOSPITAL:

Glens Falls Hospital: 100 Park St. Glens Falls (518)792-3151

LIBRARIES:

Chestertown Library: limited hours; (518) 494-5384

Crandall Library: Glens Falls; M-W 9AM-9PM; TH-F 9AM-6PM; SAT 9AM-5PM; SUN 12-5 PM; City Park, Glens Falls (518)792-6508

Schroon Lake Library: limited hours; located in Town Hall

MEDICAL CENTERS:

Hudson Headwaters Health Network: primary medical care (walk-ins); office hours vary

Chestertown – Rt. 9 – (518) 494-2761 Schroon Lake – South Ave. – (518)532-7120

Warrensburg – Main St – (518) 623-2844 **Urgent Care Facility**

MINIATURE GOLF:

Pirate's Cove: Rt. 9 Lake George

MUSEUMS:

The Adirondack Museum: a regional museum of history & art; the Adirondacks from colonial times to the present; new "A Wild Sort of Beauty" & "One Unbroken Domain"; daily 9:30-5:30, May-Mid October; Rt. 28/30, Blue Mt. Lake (518) 352-7311

Adirondack Park Visitors Interpretive Center: Rt. 28, Newcomb, (518) 582-2000

Chapman Historical Museum: period home (1860-1910), modern gallery, museum store, lectures, Saturday programs; open 12 PM – 5 PM T-Sat; 348 Glens St, Glens Falls, (518) 793-2826

Chestertown Local History Museum: turn of the century bedroom, country store, Post Office, tools, clothes, Town Hall, Chestertown (518) 494-2711

Fort Ticonderoga: Restoration of famous colonial fortress; active from 1755-1785; Open May-Oct. Rt. 74, Ticonderoga (518) 585-2821

Hancock Museum: Gallery entailing display and sale of works by both novice and established artists from the area. In season: June – October, Mon-Sat 10 AM-4PM; Off-season: October – May, Wed-Sat 10AM-4PM; Located on Moses Circle, Ticonderoga (518) 585-7868

The Hyde Collection: a distinguished collection of European old masters & American art; original home of one of Glen Falls founding families; Tues-Sat 10-5; free admission Sun 10-2; located at 161 Warren St., Glens Falls (518) 792-1761

Museum of Local History: permanent exhibit of local artifacts, guided tour; June –Sept or by appointment; 47 Main St, Warrensburg (518) 623-2928

Old Warren County Courthouse: Home of the Lake George Historical Association; Adirondack exhibits, jail, films, book store, memberships; open year around; Canada St, Lake George (518) 668-5044

The Penfield Museum: home of the Penfield family (1824-1954); owners of Crown Point iron mines vital in Civil War; Antiques, utensils, equipment from 19th century; off Rt. 74, Ironville, Crown Point

Saratoga Battlefield Nat'l Park: Schuylerville

Schroon Lake Museum: located on Rt. 9 in Schroon Lake

Skenesborough Museum: Naval museum, railroad, other exhibits; open daily 10-5PM & by appointment; Skenesborough Dr. Whitehall (518) 499-0226

The Wild Center: Tupper Lake, NY

PHARMACY:

Rite Aid: Main St, Chestertown (518) 494-3211; M-F 9-6 PM; Sat 9-5 PM

Schroon Lake Pharmacy Main St., Schroon Lake (518) 532-7575

RELIGIOUS BOOK & GIFT SHOPS:

Word of Life Bible Institute Campus Bookstore: textbooks, wide range of Christian topics, school supplies, necessity items, clothing, greeting cards, stamps, newspapers, dry cleaning service – 10:00-4:45 weekdays

Word of Life Inn Bookstore: wide assortment Christian books, unique gift room, WOL clothing, tapes and CDs; WOL Inn, Schroon Lake, phone ext. 2283

RESTAURANTS:

Adirondack General Store: deli-eat in/take out: breakfast and lunch; 899 E Shore Dr., Adirondack (518) 494-4408

Buttino's Italian Bistro: specialty pizza, wings, Panini's, calzones, dinners etc. 6382 Main St. Chestertown 494-8145

Café Adirondack: Specializing in authentic Coastal Southern Seafood. Reservations :(518)494-5800

Dragon Lee: Chinese food, Warrensburg (518) 623-3796

Higher Ground Coffee Shop; Main St., Schroon Lake (518) 532-9092 (Summer Only)

Main St. Ice Cream Parlor: Main St, Chestertown (518) 434-7940

McDonalds: Warrensburg (I-87 Exit 87) and Ticonderoga – Rt. 74

MOES: Glens Falls

Olive Garden: past Aviation Mall on Quaker Rd and R.t 9, Glens Falls (518) 743-9590

Pitkin's Restaurant: homemade meals, open 7 days, Main St, Schroon Lake (518) 532-7918

Red Lobster: Glens Falls (518) 761-0021

Pizza:

Buttino's Italian Bistro: specialty pizza, wings, Panini's, calzones, dinners etc. 6382 Main St. Chestertown 494-8145

DeCesares: Rt. 9 Schroon Lake (518) 532-9200; open weekends only during winter

Pottersville Market (Valero Gas Station): Chestertown (518) 494-2032; (referred to as "**Mobile Pizza**") (518) 494-9660

SHOPPING MALLS:

Aviation Mall: located off Exit 19 (off I-87) and to the right; stores include: JC Penney, Sears, Bon Ton, Target, TJ Max, and many other shops; food court also available; 40 min. drive (518) 793-5516

Wilton Mall: exit 15 on State Rt. 50, less than a quarter mile north from I-87 exit; stores include: Sears, Bon Ton, Foot Locker, The Limited, Brooks, food court, and much more; 1 hr. drive (518) 581-5999

Wal-Mart (Super): Glens Falls (518)793-0309; Ticonderoga (518) 585-3060

SPORTING GOODS SHOP:

Crossroads: 40 Dixon Road | Chestertown, NY 12817 (518) 494-3821

Eastern Mountain Sports: 3066 Route 50 Saratoga Springs, NY 12866 (518)580-1505

Mountaineer: Keene Valley

STORAGE FACILITIES:

Rt. 9 Schroon Lake – (518) 532-7585

TRANSPORTATION:

Adirondack Trailways and Greyhound: 1 (800) 225-6815

Albany Airport: (518)242-2200

Brant Lake Taxi: shuttle services for North Country community; including Albany Airport. (494-2507) www.brantlaketaxiserviceinc.com

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