

- I GENERAL COMMENT** - In our journey in becoming mature disciples of Christ, we seek to focus on three different areas of discipleship:
- A. The Lord** - We seek to live in the presence of God knowing the Lord through His word and living our lives in obedience to Him (John 8:31).
  - B. The Body** - The church is the body of our Lord. We aim to love and serve His body (John 13:35).
  - C. The Lost** - We are created by God to be salt and light in a dark world. We strive to be His messengers of “good news” to a lost world (John 15:8).

Each student is expected, challenged and guided to focus on his/her growth in the areas listed in our mission. Any student who allows sin, relationships or activities to distract them from a pursuit of growth in a positive relationship with the Lord, the Body, and the Lost may subject themselves to dismissal.

## **II GENERAL BEHAVIOR**

### **A. YOUR PERSONAL APPEARANCE**

#### **INSTITUTE DRESS STANDARDS**

As a student at Sunset International Bible Institute you are required to have a professional appearance. Dress terms can be interpreted many different ways (especially if you Google it) so we have specifically defined what it means to us.

If a faculty member finds that your personal appearance is inappropriate, you will be asked to leave school and return properly dressed, well-groomed, and with good personal hygiene. Students who do not display a consistent professional appearance, as defined in this document, may be subject to disciplinary action, up to and including dismissal from the institute.

Dress Standards apply not only during the work week but also while traveling on behalf of the institute such as at conferences or trainings. However, you may have unique standards of dress on certain occasions and this will be communicated to you at the appropriate time. Unless otherwise instructed, the following dress code is to be followed...

#### **Overall Institute Standards**

**Hygiene:** Students must maintain personal cleanliness and oral hygiene.

**Clothing:** Dress must be clean, pressed, and free from holes, tears, or other signs of wear. It must be appropriately fitted - not tight-fitting, revealing, oversized, or baggy. No clothing with inappropriate logos or crude slogans is acceptable. Hoodies are not acceptable.

**Hair, Jewelry, and Accessories:** No extreme hair colors, hair styles, or jewelry. Keep things simple. Caps, due rags, stocking caps, beanies, bandannas and the like are not allowed during school hours and there may be other times as well when it is not permitted.

**Fragrances:** Refrain from the overuse of perfume, cologne, or after-shave.

**\*No shorts in school hours, ever.**

### **Male Dress Standard Specifics:**

**Shirts:** Collared button-down shirt, sweater, or polo shirts only. No T-shirts. Button-down shirts should be tucked in, unless the length and style are designed to be worn untucked. No more than the top two buttons of a button-down shirt may be unbuttoned.

**Pants:** Slacks, chinos, professional-looking linen pants only. No denim allowed. Must wear a belt.

**Shoes:** Leather dress shoes, boots, or sneakers with a leather upper. No athletic shoes or flip flops.

**Suits:** Ties and blazers are welcome and will be required on some days, so please have a suit on hand.

**Hair:** Hair must be well-groomed—cut, comb, and styled (no bed-head).

**Facial Hair:** Shave every day. You are either growing a beard or not (no one-or-two day growth). All facial hair must be trimmed and maintained, including ears, eyebrows, and nose.

**Nails:** Clean and Trimmed. No nail polish is allowed.

**Piercings:** Piercings are limited to the ears only and only one piercing per ear. Dangling type earrings are not allowed. No gauges/plugs.

**Tattoos:** No tattoos visible above the collar. No offensive or inappropriate tattoos visible at any time.

### **Female Dress Standard Specifics:**

**Shirts:** Blouses, sweaters, and dress shirts only. No tank/tube/halter/midriff/spaghetti-tops/low-cut tops (in front or back). No sheer or revealing material may be worn. Sleeveless shirts must have at least two inches of width between the collar and the outer hem. Blazers are welcome. No part of the bra is allowed to be visible. High rise shirts that show the midsection are not permitted.

**Pants:** Slacks, chinos, professional-looking linen pants only. No denim allowed. Leggings must be covered by an appropriate length dress. Anything worn over leggings must not exceed three inches above the knee. Low rise pants that show the midsection are not permitted.

**Skirts and Dresses:** Length of skirts and dresses must not exceed three inches above the knee.

**Shoes:** Closed-toed flats or heels, or open-toe flats or heels, four inches or less. No athletic shoes or flip flops.

**Makeup:** Makeup should be minimal and appear natural.

**Nails:** Clean and trimmed. No extreme nail polish colors. No extreme nail length.

**Piercings:** Piercings are limited to the ears and the nose. Only one nose piercing total is permitted. No septum piercings are allowed. No gauges/plugs.

**Tattoos:** No tattoos visible above the collar. No offensive or inappropriate tattoos visible at any time.

**Ask Administration if you are not sure if any part of your attire meets the personal appearance rules for AIM. What is considered appropriate attire can be subjective at times. AIM Administration reserves the right to distinguish what is acceptable and unacceptable attire.**

All students should be clean and modestly dressed, not only during school hours but at all times, knowing that they represent Christ, the church, and the school. **Adherence to these dress code rules will be required and enforced.** When a student is not in school he or she is free to wear jeans, t-shirts, and modest shorts. Yoga pants are permitted as long as shorts or a shirt that does not go more than three (3) inches above the middle of the knee is worn. We encourage students to always present themselves modestly and appropriately.

Failure to follow the dress code has its consequences. For a first infraction, the student will receive a warning and be asked to get into proper dress code during lunch and be back in class for the remainder of the day. Any following infraction the student will receive an unexcused absence for the morning class and asked to get into proper dress code during lunch and be back in class for the remainder of the day.

## **B. YOUR CHRISTIAN EXAMPLE**

AIM students, along with other Christians in Lubbock, are the light of Christ to the community and must behave in a way which brings glory to God at all times. Failure to adhere to any of the following six rules may result in dismissal from AIM.

1. At no time is any AIM student permitted to use or possess alcohol, tobacco, synthetic or illegal drugs for the entire time he or she is an AIM student (in training, on holidays, as well as on the field). This includes vapor and electronic cigarettes as well as hookahs. You are not permitted to visit bars, clubs, dance halls, etc.
2. Homes of students reflect on Christ, the church, the school and on you. Keep your home and car clean and neat. Your apartment will be checked periodically for compliance. Decorations in your apartment must not reflect any ungodly influence from the world.
3. In our effort to avoid any appearance of evil (I Thessalonians 5:22), no AIM student is ever to be alone in a house, dorm room, or apartment with someone of the opposite sex. Guys are never to be in any girl's bedroom for any reason and girls are never to be in any guy's bedroom for any reason. Students are not to be alone in the vehicle of someone of the opposite sex.
4. Students are never permitted to pursue romantic relationships with youth group kids from our Area Churches or youth events. There are occasions when a student arrives to AIM already in a romantic relationship with someone from an Area Church or one of our

commonly attended youth events. In these rare cases it is important for AIM Administration to know about these preexisting romantic relationships in advance.

5. Due to the intensive nature of AIM, a student should weigh very carefully if it is the best decision for him or her to be involved in a romantic relationship. The physical aspect of romantic relationships must be limited to hand holding only (in training, on holidays, as well as on the field). Other aspects of a physical relationship, including kissing (anywhere), are not permitted. No relationship should cause questions of one's purity and/or focus. Romantic relationships must not be a distraction to others. Students will be approached if AIM Administration deems the relationship is a distraction. Also, romantic relationships must take place in the open. Students choosing to get engaged, elope or get married, while in AIM, have made the decision to focus on their relationship and in doing so, will leave AIM.
6. Because of the physical demands placed on the student in AIM there is an 11:00 pm curfew at which time each student must dismiss any visitors and must be in his/her own apartment. Students should remain in their specific-assigned apartments until the morning. There is an electronic curfew at midnight (12:00am). At that time, things like the internet, video games, movies, texting, chatting, phone calls, Facebook, Skype, FaceTime and so forth need to cease.
7. You may not spend the night somewhere else without approval from your Area Church Assistant.

### **C. YOUR PERSONAL FINANCES**

In harmony with Paul's admonition, "Let no debt remain outstanding" (Romans 13:8), all students are expected to pay their debts on time and live within their incomes. This may involve drastic changes in our life styles. Failure to pay our debts and live within our incomes will affect our reputation as responsible people of basic integrity and dependability. "The wicked borrows and does not pay back" (Psalms 37:21). If you have any problems in this area, please speak with AIM Administration.

## **III SCHOOL POLICIES**

### **A. CHAPEL POLICIES**

1. Every school day begins at 8:35 am with a 35 minute chapel service. This is both a requirement and a Christian privilege. Every student is expected to attend every chapel service and to be seated before 8:35 am. Any student missing more than 3 days of chapel will be subject to disciplinary action. **BE ON TIME!** When a student is late for chapel they will need to complete a Tardy slip. Three tardies will count as one absence. Additional information: see PROBATION section.
2. Daily quality chapel notes are required. These serve as proof of your attendance. Chapel notes must be turned in to the AIM office every day before class starts. Failure to turn in chapel notes before class begins will result in an absence from chapel.
3. Anyone having announcements to be made in chapel should present them in writing to AIM Administration before 8:20 am.

### **B. ATTENDANCE POLICY**

1. Each student is expected to attend all scheduled classes. Two tardies in any one class is equivalent to one unexcused absence. Any student having three unexcused absences in

a class will be immediately placed on probation. The missing of five classes, excused or unexcused, in any course will result in being dropped from the class and subject to dismissal from AIM.

2. If a student anticipates being absent from school he/she must request a form from Barb to be presented to their Area Church Assistant. Approval for absence will be considered and must be approved by someone in Administration.

An EXCUSED absence qualifies as the following:

- Sickness involving: fever, throwing up, contagious illness (flu), migraine, clinic or emergency room visit. However, the student must either call the AIM office before 8:30 am or make arrangements for roommates to provide details to the AIM office.
- Family Crisis: Death in the family, extreme illness of parent/sibling.
- Doctor or Specialist visit. A student may be excused from class due to illness if they provided a doctor's office visit note.
- Legitimate vehicle issues; flats, battery, theft, etc.

An UNEXCUSED absence qualifies as the following:

- Tiredness, "personal days," light cough, grouchy, not working out ride before hand, laziness, staying home to do homework, "wrong-side-of-the-bed mornings," etc.
- If a student remains home during school hours due to illness (as mentioned in the excused section), then the student must remain in his/her apartment until the following morning. There will be no social activity after school if the student remains home due to illness.

3. A student with an absence must complete work he or she has missed by the next class period. This includes tests and other assigned work. If not completed, the student will receive no credit for that particular assignment(s).
4. ALL RESPONSIBILITY CONCERNING ABSENCES FALLS ON THE STUDENT!
5. The students in each class will be responsible for cleaning their classrooms and hallways near their rooms. They should also turn off all lights and air-conditioners.
6. The student is required to participate in every planned activity such as:
  - a. Area Church work on Sundays
  - b. Student trips (Mexico City, Tulsa, etc....)
  - c. Evangelism efforts (Texas Tech)
  - d. Small group activities
7. Assignments and activities to be completed outside of class are designed to allow the student to use and develop the skills he or she is learning in class. Since he or she will be a part of a team, with a specific role to fill, full participation is a requirement.
8. Any student who needs to be excused from an outside assignment or activity must have permission from their assigned AIM Assistant and be approved by AIM Administration. Out of Town forms are available in the AIM office. Forms must be completed by the student, then AC assistant and finally approved by AIM Administration.

## **C. ACADEMIC REGULATIONS & EXPECTATIONS**

1. The curriculum is set by AIM and usually does not allow for electives without special

- approval of the AIM Director, Cory Burns.
2. Graduation requires satisfactory completion of ALL prescribed courses. Failure to pass any course will result in dismissal from AIM.
  3. While enrolled in school, the student will be required to attend ALL COURSES IN RESIDENCE. This means that while enrolled as a student, no courses may be taken through the extension school and substituted for a regular course without prior approval from the AIM Director, Cory Burns.
  4. The AIM academic expectation is that every assignment for all AIM classes be completed with excellence on time, every time.
  5. Credit from any other institution is not automatic, but may be granted only after consultation with the AIM Director, Cory Burns.
  6. A minimum passing grade is set at 70%. Anything below 70% will be treated as a failure. A “grey area” of 65-69% will be considered by the teacher and AIM Administration, but this will not be automatic and each case will be considered on its individual merit.
  7. Only percentage grades will be entered on the student’s permanent record. Letter grade equivalents are as follows:
    - 0-69% – Failure
    - 70-79% – C
    - 80-89% – B
    - 90-100% – A
  8. If a student misses any class in order to study for a test or to prepare any work for any class he will be automatically penalized with a zero (0) grade for the assignment or test.
  9. If a student is caught cheating and/or plagiarizing they will automatically get a zero for the class and will be subject to dismissal.
  10. Our goal is for students to discipline themselves to learn to focus and pay attention while in the classroom. Therefore, there things that are not permitted because they are a distraction to the instructor or do not fit into the preferred AIM culture. These include, but are not limited to, making bracelets, braiding hair, doing makeup, writing on the body, eating meals during class, and napping on the floor during breaks.

#### **D. ACADEMIC PROBATION, DISMISSAL & RE-ADMISSION**

1. **PROBATION:** The goal for the AIM student is not to be on academic probation; however, if a student is on probation for more than seven consecutive days, AIM Administration will investigate the situation and determine the best course of action. Academic Probation will become necessary if a student fails to comply with syllabus/instructor expectations (i.e., keeping current with all assignments, and/or failing to make passing grades in any class).
  - a. Any assignment not completed according to the syllabus and turned in on time, will be given a grade of zero (0).
  - b. Assignment(s) not completed according to the syllabus or turned in on time must be completed during probation on the day the assignment is due.
  - c. The student will remain afterschool for one hour to complete the assignment due that day. If the assignment is not completed that day, the student will continue with afterschool probation until the assignment is completed with excellence and turned

to the instructor.

- d. The student will have a maximum of seven days (7) to turn in the assignment to the instructor understanding the assignment will still receive a zero grade (0).
- e. Failure to complete and turn in the incomplete or zero assignments within seven days will result in AIM Administration visiting with the student regarding the validity of that student remaining in AIM.
- f. Probation periods will be times of working silently on school work, newsletters, and schedules in the AIM classroom. It will not be used for anything other than school work and personal spiritual growth. Listening to music, playing video games, "recreational" reading, surfing the internet, sleeping, etc., will not be allowed or tolerated during probation periods.
- g. Failure to comply and meet these probationary expectations and rules may result in the dismissal of the student from the AIM program.
- h. Only AIM Administration may assign a student probation.

## **2. ADDITIONAL PROBATION AREAS:**

Probation will also be assigned by AIM Administration for failure to meet expectations/guidelines for the following areas:

- a. Weekly Schedules. Each week, AIM students will be asked to maintain and fill out a working schedule of their individual weekly time. AIM assistants will guide the students in how to prepare a schedule. Failure to turn in the schedule on time will result in one (1) week of probation Monday-Friday immediately following class for one hour in the AIM classroom.
- b. Monthly Newsletters. Each month, AIM students will be asked to write, turn in and subsequently send a personal newsletter. AIM Assistants will guide the students in how to prepare a newsletter. Failure to turn in the newsletter on time will result in probation until the newsletter is completed. The student will have a maximum of seven days (7) to turn in the newsletter to their AIM Assistant.
- c. Daily Attendance. A student is expected to be at all classes. Any student having three (3) absences in a class will be immediately placed on academic probation as determined by AIM Administration. The missing of four class periods in any course will result in the student failing the class.
- d. Chapel Attendance. A student is expected to be at each chapel. Any student having three (3) unexcused absences and/or tardies from chapel will be immediately placed on academic probation as determined by AIM Administration. Any additional absences or tardies will result in a visit with AIM Administration.
- e. A student who fails a class will be subject to dismissal at the discretion of AIM Administration.
- f. A student may be placed on probation for such matters as attendance and/or tardy violations and other matters of social, spiritual issues or attitude problems. Repeated violations of such matters may lead to dismissal from school.
- g. A student may also be dismissed from school for repeated failure to honor financial obligations.
- h. Any student, duly disciplined, may apply for re-admission to the school after manifesting proper correction. Each case will be considered on its own merits.
- i. All resources will be exhausted to provide assistance and counseling in the case of

each decision for probation or dismissal. The financial obligation for needed counseling is the sole responsibility of the student or her/his family.

**IV BUSINESS REGULATIONS:**

- A. If you are receiving support checks made out to the school or church, turn these in to Barb Smith. Checks for your support will be placed into a scholarship fund under your name and issued on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
- B. Rent payments are due on the 1<sup>st</sup> of every month. Arrange your support to arrive BEFORE rent is due. You will give your checks to Barb. They will receive money only during office hours.

**V. NEW REGULATIONS**

The Sunset International Bible Institute and its Adventures In Missions department reserve the right to amend or add to these regulations as need arises. The student will be informed of these changes.