



Keystone
School of Biblical Theology

“Equipping the Saints
for the Work of the Ministry.”



Student Handbook

Important Student Standards of Conduct

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Policies of Conduct

The policies at KSBT are designed to encourage godly behavior and to keep students accountable as they seek to know, love, and obey God. These standards are to be a help and not a hindrance to each student's spiritual growth. Students are expected to abide by these policies with joy and submission in obedience to God. It should be considered a privilege and not a right to attend KSBT. KSBT seeks to enroll students who exemplify humble and teachable spirits as they seek a closer walk with God. The administration of KSBT reserves the right to practice disciplinary measures on the student body for violating policies, and may modify or expand certain policies as the need arises.

Bible Requirement

At KSBT, every student is required to bring their Bible to class and chapel. The King James Version will be used in all academic and chapel settings.

Church Attendance and Membership

Faithful church attendance at either one's local church or at Open Door Baptist Church is required unless the student has an excused absence. Each student is encouraged to be an active member at his/her own home church. Those who are within driving distance of their home church are encouraged to attend their church services on Sundays and then to attend Open Door Baptist Church on Wednesday evenings. For those who are not within driving distance, an associate membership at Open Door Baptist Church is encouraged. Active church membership and participation is required for the students at KSBT.

Classroom Conduct

The Dean and faculty members will enforce the proper policies and deportment for their individual classes. Students are expected to abide by all classroom policies and must display appropriate conduct toward teachers and fellow students at all times. Eating food (including chewing gum) in the classroom is considered inappropriate behavior. Drinking a beverage in a cup or in a bottle during class is acceptable.

Tardiness and Absences

Students are encouraged to be on time for all classes. Students will be considered tardy if they arrive after the class has already begun. An absence will be counted against a student when he/she is tardy three different times for that particular class. If more than three unexcused absences are counted against a student, he/she has automatically failed that particular class unless there is an extenuating circumstance. Excused absences must be approved by the Dean. In case of an illness, a written excuse may be required by a nurse or a physician stating the details of that particular illness.

Cuts

Students are allowed to take 3 *different* days of cuts per 8 week session. Cuts are a privilege to visit family, attend a special function (wedding, conference, seminar), or to attend an emergency function (seriously ill family member, funeral, etc.) Inappropriate usages of cuts include: sleeping in late, trying to get home work finished, deliberately missing out on a test, or to work more hours at a job. All cut approvals will go through the office of the Dean.

Stewardship of Property and Resources

Students must demonstrate respect for all KSBT and church property. Students will be held liable to pay for any willful or accidental damage of KSBT or church

property. Any property damage or malfunction of equipment must be reported to the administration immediately. Students are expected to return all equipment and school/church property back to their original condition after use. Students are to respect the property and privacy of all students. Any inappropriate behavior which disrespects another person's privacy, property, and well-being will receive appropriate discipline based on the act that was committed. Stealing another person's property will result in immediate expulsion. The following items are unacceptable on campus: weapons (firearms, knives, bombs etc.), fireworks, and televisions). All recreational drugs (including tobacco) and alcoholic beverages are forbidden. All prescription medications must be assigned by a nurse or a physician and must be approved by the administration. All computer/video games must be approved by the administration. Any computer/video game containing inappropriate content will not be allowed.

On Campus Music Policies

The following musical styles genres are unacceptable on campus: rock, rap, jazz, country, Contemporary Christian music, Southern Gospel, Praise and Worship, blue grass, and new age. Furthermore, attendance to any concert from the aforementioned genre will lead to appropriate discipline. All music performed at any KSBT function will be checked by the Dean.

Entertainment policies

All television viewing on campus is expected to be no higher than a PG rating. All forms of entertainment on campus and off campus must be Christ-honoring and adhere to biblical principles. Appropriate disciplinary action will be taken when a student participates in a form of entertainment that is deemed ungodly and disapproved by the administration.

Off Campus Dress and behavior

As noted from the above guidelines, the school administration has a reasonable concern for a student body that will bring honor and glory to the Lord by their modest dress, behavior, and testimony on the campus of our school. The same is true concerning off campus lifestyle. Students should be aware that they have a Christian testimony to maintain at all times, because they are a representative of Keystone School of Biblical Theology. With that thought in mind, students of KSBT need to abide by the same modest dress and godly behavior standards, whether at work or involved in activities in the community. Attention should be given to promptness, dependability, diligence at work and the demonstration of Christ-like character.

altered. Skirts should reach the floor with ease when kneeling but should also clear the floor by at least two inches when standing so as not to drag. All lower garments should fall freely over the hips and may not be worn below the waistline. Jeans, slacks, or shorts are inappropriate for classroom attire. Hairstyles must be neat, orderly, and feminine. Short, masculine hairstyles and unnatural hair colorations are unacceptable.

Only conservative traditional piercings/earrings are allowed.

Men's Attire and Appearance

Dress shirts and ties must be worn to classes, special programs, and church services. Shirts must have sleeves and tail must be tucked in at all times. The tie selections should be tasteful and appropriate. Proper and modest fit is required. Men must wear belts with their trousers at all times. Long pants, such as warm-ups, must be worn to and from the gymnasium. Shorts may be worn only during athletic activity and must cover the knee. Hair should not be over the collar and top of the ear.

Unnatural hair color and highlights are inappropriate. Hair must be nicely cut, neat, clean, and masculine in appearance. Sideburns may not extend below the middle of the ear. Men are required to shave daily unless habitually wearing facial hair prior to attending KSBT. Acceptable beards and mustaches must be neatly and regularly trimmed. Male students may not wear bracelets, earrings/piercings, or necklaces unless for mandatory medical needs.

Electronic Etiquette

Computers and Internet: The KSBT campus network includes a filter for inappropriate Internet content. Students who view pornographic content will be subject to dismissal from the school. Students are responsible for their Internet activities, and should always maintain a pure testimony in online communication. Students are not to post anything to the Internet that would reflect negatively on themselves, the school, or the church. Students must not use the Internet during class times unless allowed to do so by the instructor.

Mobile devices: Cell phones are to be turned off during class, chapel, or church services.

Social Standards

In order to be above reproach and to avoid temptation to sin, students must abide by all of the social policies of KSBT. A breach of any of these policies will lead to serious consequences depending upon the nature of the offense.

Social Policies:

1. Interactions among the opposite gender of the student body (including with faculty) must be done in a public environment.
2. If a student is in a conference or a private lesson with a faculty member of the opposite gender during school office hours, the doors of the classroom or office must be open.
3. Students may study in the KSBT library during school office hours and when the room is unoccupied. However, the doors must be open for accountability. While studying, talking should be kept at a minimum. If the discussion is regarding a class project, students may work together in a quiet manner.

4. If two students of the opposite gender are talking or dating, they may be together on campus while other students, or at least one faculty member, are present.
5. Off-campus dating is allowed, when there is at least one chaperon (over 20 years of age) in the vehicle. Dating in a public venue such as a restaurant or store is acceptable.
6. A dating couple is allowed to date at a home of another married couple or family approved by the Dean's office.
7. Mixed groups may go off campus together to appropriate public venues such as restaurants and shopping establishments. They may also go to an approved function at the home of approved chaperons. A mixed group must have at least two girls if unchaperoned. All off campus, dating, and mixed group activities must be approved by the Dean's office.
8. Inappropriate physical contact with the opposite gender is unacceptable.
9. Phone calls, texts and emails between men and ladies are to be appropriate in content.

Off-Campus Behavior

Our students should be mindful of their good testimony at all times, including when off campus in the community. All students should be particularly aware of behaving in a Christ-honoring manner. As a guideline, the same activities forbidden on campus should be avoided off campus. Hollywood Movie theaters are off-limits at all times; students need to use godly discernment regarding questionable activities.

Vehicle Use

Students may park in the main parking lot in the area near the gymnasium. Parking is not allowed in the school bus parking area, in fire lanes, or in the streets near the campus. Students must be prepared to

accommodate snow removal equipment during the winter. Safe driving (following the speed limits) on church/school property is expected at all times.

Employment

Students needing to seek employment in the area must confer with the Dean for guidance on employment before accepting a job offer. Students are expected to maintain KSBT standards of conduct at their place of employment and in the community as a whole. Ladies working off campus are reminded to adhere to the school dress code. Employment that would violate the dress code should not be accepted.

Student Dress Code

Modesty, personal discipline, and thoughtful grooming are to be maintained at all times. KSBT strives to develop Christ-like servants who understand the value of proper attire. All students are required to maintain neat, orderly, modest appearance appropriate for their gender. Sloppiness in any form is not acceptable, even in casual or recreation attire. Frayed, gaudy, tight, or excessively baggy clothing and attire are examples of inappropriate clothing. The Dean's office reserves the right to provide counseling for necessary changes of any inappropriate dress and/or appearance.

Ladies' Attire and Appearance

Necklines must be no more than about three fingers width below the hollow of the neck. Tops that cup tightly around the bust are inappropriate. Furthermore, they must be long enough to keep the midriff covered at all times. Sleeves are required and may not be capped. Spaghetti-strap dresses are unacceptable unless worn with an appropriate covering. Skirts and dresses must have a hem that covers the knee when standing or sitting. Slits or other openings may not come higher than the bottom of the knee and must be sewn (not pinned) if