



*iSHARE Student*  
**Policy Manual**

2022



Dear iSHARE Student:

You have enrolled in Christ's army of soul-winners, and are about to begin training for active combat with the enemy! Soul-winning is warfare. You will be invading enemy territory, and can expect opposition.

“Never is one received from the family of Satan into the family of God without exciting the determined resistance of the wicked one.” – *Testimonies*, Vol. 5, p. 470

An effective, victorious army is the result of training and discipline. To become a successful soul-winner, AFCE Africa iSHARE has established a set of policies that will help you become a successful soldier for Christ.

Kindly read through the following policies and then complete the “Student Commitment” form on the last page.

## *Student Standards of Conduct:*

### **Biblical Principles**

All students are expected to live in harmony with Biblical principles, and to adhere to the standards and practices of the Seventh-day Adventist Church.

### **Personal Devotion Time**

One of the keys to experiencing the full potential of the AFCE Africa iSHARE program is faithfulness in personal devotions. This personal time spent between the soul and God enables and empowers the student for dynamic Christianity and effective ministry.

## **Relationships**

A friendly and professional association is expected between attendees. Because of the intensity of the program, dating and courting are strictly prohibited among the participants while taking the iSHARE training. All are required to maintain a high standard of moral purity, avoiding the appearance of inappropriate attentions to the opposite sex.

## **Children**

Applicants who have infants or children should plan to provide for their care with relatives or family friends at their home. iSHARE students may not bring their infants or children to the AFCOE program on Sundays.

## **Medical**

AFCOE Africa is not responsible for any medical conditions, either pre-existing or that develop at any point during the training including the OJT. Students are responsible for all their own medical expenses including emergency situations. AFCOE Africa does not provide medical insurance or assistance to those taking its trainings.

## **Dress and Physical Appearance**

At AFCOE, we strive to be the best in all aspects of our witness. Christian witness includes our appearance to the on-looking church and community, since “man looketh on the outward appearance” (1 Samuel 16:7). Therefore, our appearance should reflect the character of God’s work on earth. As part of that calling, we believe that dress and grooming should be modest, neat, and clean. Recognizing that our program demands a high standard of professionalism and excellence, the following dress policies are in effect for all students:

- A. Please be advised that torn jeans, sleeveless or stomach revealing tops, shorts, skin-tight apparel, low-cut or unbuttoned shirts are not allowed at any time on campus or for off-campus

activities. Any jewelry, including wedding bands/rings, may not be worn. Tattoos should be covered and not visible if possible.

- B. For class and chapel a professional or professional-casual look is expected. Dress or formal slacks with collared or button-up shirt are required for men. For women, skirts or dresses are expected during class, outreach, and Bible studies. Skirts or dresses must be long enough to completely cover the knees when a lady is seated. No jeans, pants, shorts, T-shirts, or mini-skirts are allowed at any time during class, outreach, church, or the evangelistic meetings. Tops should not be overly tight or show cleavage.

In addition to AFCOE's principles of modesty in dress, the following requirements for a student's personal appearance are included:

- A. Avoid the use of make-up (both men and women). This would include painted lips, painted nails, and any other paintings on the person.
- B. Hair should be neat and combed. Spiked hair and Mohawks are unacceptable for either sex, and long hair or dreadlocks for men is not allowed. Men are expected to get haircuts as needed during the AFCOE training in order to continue looking professional. Hair colors must be natural (black or brown). Beards are not recommended for men; but, if worn, must be kept neat and trim. For women, hairstyles should be simple and natural.

### **Homosexuality / Lesbianism**

While AFCOE iSHARE seeks to reach all classes of people regardless of their lifestyle or bad habits, homosexual/lesbian practices or mannerisms are not tolerated at any time during the training. Wearing clothing that is associated with a homosexual lifestyle is discouraged.

## **Literature Distribution**

Distribution of all books, literature, or media such as CDs, videos, etc., must first be approved by the AFCOE staff before distributing to other students or to the public.

## **Meal-time**

Please be considerate of others at meals, and take only your share.

Students are requested to eat their food during meal times. Eating or snacking during classes is not allowed. Just bring a water bottle, and drink plenty of water.

## **Economize**

Please assist the AFCOE staff in conserving energy by turning off lights, etc., when not in use, and being economical with the use of water.

## **Jokes and Pranks**

Since AFCOE iSHARE is a Christian program, training future missionaries for service, jokes or pranks played on fellow classmates are not allowed and may lead to the one performing or initiating the joke or prank being disallowed from going out on OJT, or subject to other discipline. Students are encouraged to “do unto others what they would wish done to them.” Rather than jokes and pranks, students are encouraged to perform deeds of kindness to one another.

## **Music**

In respect to privacy, peace, and the many views and tastes of music today, all music must be played strictly on your ear-buds or earphones. This also includes the classroom during breaks and after classes, as well as at meal times. Kindly enjoy your music without others hearing it.

## **Media Games and Movies**

Media games (video or computer games played on any media device) have been shown to be not only addictive, but damaging to the

developing frontal lobe of the brain, which is not fully developed until around the age of thirty. Since this is an addiction and unhealthy for the brain, playing video or computer games on any media device is incompatible with the lofty goals of soul-winning espoused by the AFCOE iSHARE program.

### **Prohibited items**

Under no circumstances may any illicit drugs, tobacco, alcoholic beverages, caffeine, pornography, occult items, gang symbols, guns and other weapons, or any other ungodly items be tolerated on the AFCOE campus, or on the person of AFCOE students. Discovery of any of these items may lead to immediate dismissal from the program without a refund.

### **Dismissal**

Participants are asked to assist the staff and other attendees by manifesting a cooperative, harmonious attitude. All must complete assignments by the date requested, and abide by written rules as outlined in this policy manual. If you have concerns, questions, or special circumstances, please discuss them with our administration. Every effort is made to carefully resolve such issues. AFCOE reserves the right to dismiss a participant who fails to abide by the policies and guidelines in this manual. No refund will be given.

## *Scholastic Policies:*

### **Attendance**

Students are required to attend all scheduled classes and outreach projects unless other arrangements have been made and approved by the administrator. Tardiness incurs additional homework assignments. Absences must be made up for by attending the night make-up classes on Tuesday and Thursday nights. Sickness must be verified by a doctor or nurse to be counted as “excused.”

## **Classroom Participation and Attention**

During class-time, kindly give your undivided attention to the lecture or class discussion. Please do not sleep in class. If necessary, students are encouraged to stand in the back or sides of the classroom, in order to “revive” themselves if feeling sleepy. Please reserve your toilet excursions for class break times.

## **Electronics in Class**

Mobile phones, computers, and tablets may not be used in class at any time. Bring a notebook and two good pens for taking notes. The hand-movements involved in note-taking have been shown by research to increase circulation in the frontal lobe of the brain.

## **English Speaking**

All AFCOE Africa classes, assignments, and exams, are conducted in the English language. You must have a competent understanding of English in order to benefit from the training offered.

To assist participants in improving their English vocabulary, all conversation while attending AFCOE Africa should be done in English. This includes conversation outside of class during meal-time, break-time, etc. Speaking English will foster the spirit of unity among participants.

## **Grades**

Kindly complete all homework on time to ensure a passing grade. The AFCOE Africa iSHARE policy for late homework is as follows:

- 1 week late - minus 20%
- 2 weeks late - minus 40%
- More than 2 weeks late - minus 50%

Students are requested to use good penmanship. Homework that is sloppy and difficult to read may receive a poor grade or no grade at all.



**PLEASE BE ADVISED THAT AFCOE AFRICA DOES NOT TOLERATE CHEATING AND/OR DISHONESTY IN CLASSWORK. CHEATING ON HOMEWORK OR EXAMS WILL DISQUALIFY A PARTICIPANT FROM CONDUCTING AN iSHARE OJT, AND MAY LEAD TO BEING EXPELLED FROM THE AFCOE AFRICA TRAINING PROGRAM.**

Cheating includes, but is not limited to, the following:

- Having someone else do your homework assignments
- Copying from someone else’s work or anywhere else where the answers are already provided
- Writing notes or other aids on your hand, notepaper, or anywhere else, to use during tests, quizzes, or memory exams
- Using a mobile phone or other media device to assist you during a test or exam
- Looking over at your seat-mate’s work for ideas during a test or exam
- Copying documents from the internet for essay papers

### **iSHARE OJT**

In order to graduate, AFCOE Africa iSHARE students are required to complete a 26-topic Bible study series with one iSHARE classmate and two church assistants, or with three church assistants if doing the topics as a “solo” presenter.

### **Graduation**

All iSHARE students who attend classes and complete their Bible study series, will be allowed to participate in graduation exercises. However, in order to receive the **iSHARE Certificate**, participants must receive a passing grade (at least 70%) in **ALL CLASSES**, have successfully completed their 26 Bible Studies, and have tuition and all AFCOE expenses paid. Students who fail to get a passing grade in ALL CLASSES will be entitled to a “**certificate of participation**” provided their tuition

and all other AFCOE expenses are paid, and they have successfully completed their OJT assignment.

**From the Staff**

We are here to help you succeed in becoming an effective soldier for Christ, and a successful soul-winner. If you have questions or concerns at any time, please share them with an AFCOE Africa staff-member. It is our goal to resolve whatever issues that may arise during your training, and to answer your questions. By God's grace, you can leave AFCOE prepared to "go" wherever God sends you!

That God may richly bless your time here is our sincere prayer.

Sincerely,

*The AFCOE Africa Staff*



# iSHARE Participant Commitment Form

*(Kindly fill out and sign this page, and tear off or cut along the line at the left. Please return this page to the AFCOE Africa Registrar before starting classes on Sunday.)*

- I have read through the AFCOE Africa iSHARE Policies, and agree to abide by all of these during my training at AFCOE.

Student Name (please print)

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Signature:

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Today's Date: \_\_\_\_\_

*(If you have questions or comments, please share them with us on the back of this form)*