

# COMMON INSTRUCTOR QUESTIONS

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**QUESTION 1.** My student sent me a picture of herself. May I send her one of me?

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Answer: Instructors are never allowed to send photos to their students, even if a student has sent one to them. This is for your own safety; also, some facilities do not allow them.

**QUESTION 2.** My student can't afford the postage for a free Bible through CBI because he doesn't have a job right now. Would I be able to send him a few dollars with which he could get a Bible?

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Answer: Instructors are not allowed to send any money to their students for any reason. Money sent to a correctional facility will be returned to our office as it is usually considered contraband—this includes money for a Bible. However, an Instructor *may* make a donation to CBI on his/her student's behalf. That money must be sent directly to the CBI office and earmarked as a donation for that specific student's Bible.

**QUESTION 3.** My student is asking for a Bible dictionary/concordance/books. Can I send him any of these materials?

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Answer: Instructors are not allowed to send books to their students, even if a student requests specific materials. There are strict regulations for sending books into correctional facilities, and books that have not come directly from a publisher are considered contraband by many prisons and will be returned to the CBI office. Refer your students to the prison library or their chaplain.

**QUESTION 4.** One of my students asked me for my name/address/phone number. Is it okay for me to share this information?

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Answer: Instructors are never allowed to give out personal information to their students. This includes their church's name or address, their own address or their own phone number.

**QUESTION 5.** A student has asked me to contact her family members, as she isn't able to. She gave me her family members' phone numbers and addresses; may I write to them on her behalf?

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Answer: Instructors are never allowed to contact their students' family members for any reason. There are usually reasons why inmates can't contact family members (restraining orders, for example).

**QUESTION 6.** Can I send stamps to my student to help with the cost of postage?

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Answer: No—stamps, along with stationery and envelopes, are considered contraband by most facilities.

**QUESTION 7.** My Tier 2 student's birthday is coming up and I want to send her a card. Do I need an official CBI envelope to do so?

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Answer: If you want to send a greeting card or a note to touch base with your students, whether in Tier 2 or The Center for Advanced Studies, you may use any plain envelope—just be sure to put the CBI return address and not your own on the envelope.

**QUESTION 8.** May I write to my student outside of his CBI lessons?

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Answer: No—however, there are a few exceptions to this rule. First, if you haven't heard from your students in Tier 2 or The Center for Advanced Studies for six weeks, you may send them a note (be sure to use CBI's return address) to encourage them to continue their lessons. Second, you may send your Tier 2 or post-graduate study students a birthday or other holiday card (again, be sure to put CBI's return address on the envelope). These are the only exceptions. CBI does not allow any further correspondence because of the large volume of mail that would be generated if students and Instructors corresponded outside of their lessons. Your students should be aware of this, also.

**QUESTION 9.** How do I score my student's lesson?

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Answer:

- 1) When reporting a score, please only give the number of errors in the student's lesson, along with detailed comments on the student's overall work. There is no need to total the number of correct answers or points in a lesson.
- 2) To determine the number of errors in a lesson, please remember that each blank is worth one point. For example, on a question with multiple blanks to fill in from a Bible verse, each individual blank is worth one point.
- 3) Each essay question is worth one point.
- 4) We are unable to accept half points; please decide whether or not the student should receive full credit instead of giving them partial credit for an answer.
- 5) We are unable to accept letter grades. Never give the student a grade for his/her work, and never write the number of errors in the student's lesson.
- 6) If an answer is wrong, write the correct answer above it and give the student hints on how to arrive at the correct answer.
- 7) Since the Roadmap is the student's daily devotional guide, do not count errors when reviewing it. Simply make encouraging comments for the students.

**QUESTION 10.** Where is your greatest need for Instructors right now?

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Answer: We have a constant need for Tier 1 Instructors in order to keep up with the ever-increasing number of students.