

Harvest Deaf Bible College

**1314 Old Three Notch Road
Ringgold, GA 30736**

**(706) 375-7107 V/TTY - College Office
(706) 375-7101 VP - College Library
(706) 375-4117 - President's Home
(706) 965 - 3951 - Vice President's Home
(423) 208-3490 (Text only) - Dorm Supervisor
(706) 375-6960 - Girls Dorm
(706) 375-4560 - Boys Dorm
(706) 375-7093 - Fax/Office**

STUDENT HANDBOOK

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THE PURPOSE OF THE HARVEST STUDENT HANDBOOK

A well-disciplined life will be an effective and productive life. Information presented to you in this handbook is not designed to make life unpleasant for you, but it is given in your best interest and with a genuine concern for the development of your character and Christian witness.

It is suggested that you read the following verses to give you a better understanding of Biblical principles on which this handbook is based.

I Corinthians 6:19, 20, Romans 12:1, 2; 13:10; Colossians 3:17; I Thessalonians 5:22
Hebrews 13:17

IDENTIFICATION CARDS

Students will receive an identification card. This identification card is the property of Harvest Deaf Bible College, and it shall be surrendered when requested. There is a five-dollar charge for a lost or misplaced identification card.

ATTITUDE

1. A destructive, critical, or negative attitude grieves the Holy Spirit, and it hurts Christian growth and fellowship. A spirit of criticism or negative attitude will not be accepted at Harvest Deaf Bible College. Please read the following carefully. These rules will be followed strictly! No student will criticize:
 - a. Another student
 - b. Any faculty member or the administration
 - c. Another Bible-believing school, pastor, or church
 - d. Any Harvest Baptist Church of the Deaf member
 - e. Any residential assistant involve with college such as R.A.
2. Any spirit of criticism will be dealt with in the following way:
 - a. First offense - Warning
 - b. Second offense - Written and verbal warning (5 demerits)
 - c. Third offense - Sent to Discipline Committee (10 demerits)
 - d. Fourth offense - Discipline action is to be decided by the Discipline Committee. (Committee may dismiss, give probation, or campus the offender.)
3. Dorm students who are struggling with other students have the right to report problems to the R.A. for assistance. Be advised that dorm students must be well mannered and self control when dealing with personal problems.

ACTIVITY REPORTS

1. Every student is required to fill out and turn in to the College office a church attendance and activity report.

2. This report is due on Wednesday afternoon by 1:00pm. If a student is absent on Wednesday, or if a holiday falls on a Wednesday, the report is due the next day when classes are in session.
3. Failure to turn in or fill out the report completely will result in 10 demerits.

ATTENDANCE, ABSENCES, TARDYS, AND CUTS

1. Every student is required to attend all classes, chapels, and church services, except under the following circumstances:
 - a. When the student is ill, report the illness to the dormitory supervisor. In the case of off-campus students, report to the college office.
 - b. When he is excused by the proper administrator because of some emergency, which may have arisen.
 - c. When he has left campus with official permission to take part in a program or religious service.
 - d. When he misses class according to the rules given under "Cuts Permission". A cut is an absence with prior official permission. (See #13 below)
2. A student is late (tardy) one minute after class has started.
3. If a student is tardy two times, it is counted as one absence and gets 3 demerits. Then, the student gets 3 demerits for each tardy thereafter.
4. Each unexcused absence will carry a penalty of 3 demerits.
5. Two excused absences are allowed for a course, which meets 1 day a week. Four excused absences are allowed for course, which meets 2 days a week.
6. One absence more than #5 will result in the loss of credit for the course. Those who exceed the maximum number of absences will receive either a "WP" (Withdrawal/Passing, with no loss of honor points) or a "WF" (Withdrawal Failing) of the course. A determination will be made by the Administration and will depend on the reason for the absences and when they occurred.
7. Absence slips are required for EVERY ABSENCE. The student will write the reason for the absence, and then get a Dean of Students to decide is EXCUSED OR UNEXCUSED. The Dean of Students will mark it and sign it. Then the student will give the absence slip to the teacher of the missed class.
8. Absence slips are available from the College office. The student is responsible for making sure that every absence is either excused or unexcused, and that the slips are given to teachers. Teachers are responsible to give demerits and dismiss students when they exceed limits.
9. Absence from class does not remove the student's responsibility for the days' work. The student is responsible for test, all lecture notes, announcements of future tests and assignments, **NOT THE TEACHER!**

CHAPEL ABSENCES

10. If a student does not attend chapel, get an absence slip, and the reason should be indicated on the absence slip.

11. Students will receive 5 demerits for an unexcused absence from chapel and 3 demerits for being late to chapel.

TARDINESS AND CUTS

12. Students are required to be on time for all classes, chapels, and regular church services. The discipline committee will deal with continual tardiness.
13. Full time students may be given two cuts for 2 credit hours.

NO CUTS may be taken:

- a. On the day of an announced test
 - b. The day before or after a holiday
 - c. When a revival or special meeting is scheduled
 - d. During required services.
14. The penalty for each cut taken during the above times will be two points taken off the final grade for the course (based on 100 points).
 15. Reasons for cuts will be sickness, death in the family, and other cases of emergency as determined by the Dean of Students

MAKE-UP TESTS

16. If an announced test is missed for any reason, the student must see the teacher and arrange for make-up test.
17. The make-up test is to be given **within one week after the student returns to class** unless there is an extension of time given by the faculty. Make-up tests are given only for excused absences.

AUTOMOBILES

1. Any student may have an automobile for his personal use. Students are required to register their cars with the Bible College Office. Students having cars at the College MUST carry liability insurance and show proof of this at the time of registration.
2. The school reserves the right to restrict the use of a motor vehicle by any student if the use of motor vehicle is thought to be cause of low grades or if the student abuses the privilege of operating a motor vehicle while as student at the Bible College.
3. A \$10.00 on-campus registration/parking fee will be charged each semester.
4. Students will park their cars only in the designated parking areas at the dorm and school.
5. Students will not drive or park on the grass at the school.
6. Boys will not pick up the girls at the girls' dorm.

BICYCLES AND MOTORCYCLES

7. Students are permitted to have bicycles and motorcycles. However, the following regulations apply:
 - a. No bicycles or motorcycles are to be parked in or repairs done in the dorms.
 - b. Please park in designated areas only.
 - c. There is a limit of two (2) vehicles per student. Example - car and bicycle
 - d. Students are responsible for damage or loss of property.

CHURCH ATTENDANCE

1. We believe that every Christian should center his life in Jesus Christ that is evident in the local church. All campus students will attend the Harvest Baptist Church of the Deaf, unless special arrangements are made through the Administration. Local area students who are members of a local independent Baptist church may continue to attend that church.
2. Attendance is required for Sunday morning, Sunday afternoon/night, and Wednesday/Thursday evening services. (10 demerits for each service missed.)
3. You are expected to be on time for all services. 5 demerits for being late.
4. Soul-winning visitation is important at Harvest Deaf Bible College. All students must go soul winning each week for at least two hours.
5. A weekly report is required of all church attendance and visitation. (Please see Activity Report section.)
6. For any student caught sleeping during a church or chapel service, there is a penalty of 10 demerits.
7. Sunday school class begins at 9:45 a.m. and all students are required to be on time. There is a penalty of 5 demerits for each time late and 10 demerits for absence. Please communicate with your R.A. if there are any plans for absence or reasonable excuse for being late.
8. Special services such as Bible Conference, Missionary Conference, Revival, etc. all students are required to attend. If assigned to work during the conference please notify R.A. and off-campus students to fill out paperwork by the Dean of Students.

CHRISTIAN SERVICE

In order to keep the campus costs down, we have created a program called "Christian Service." These are jobs done by students in order to help minimize the tuition costs. "Full-time student" is for student who takes 4 or more classes and "Part-time student" is for student who takes 3 or less classes. All students are required to complete their Christian service hours. Required hours, depends on which student, are as follows:

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1. Full-time students + job (over 20 hrs): 4 hrs per week.
 2. Part-time students + job (over 20 hrs): 2 hrs per week.
 3. Married couples (Off - Campus) + job (over 20 hrs): 2 hrs per week.
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4. Full-time students + SSI/SSD under \$500 + job (over 20 hrs): 4 hrs per week.
 5. Part-time students + SSI/SSD under \$500 + job (over 20 hrs): 2 hrs per week.

6. Full-time students + SSI/SSD under \$500 + no job: 2 hrs + 4 hrs per week.

7. Part-time students + SSI/SSD under \$500 + no job: 1 hr + 2 hrs per week.

8. Full-time students + SSI/SSD over \$500 + job (over 20 hrs): 4 hrs per week.

9. Part-time students + SSI/SSD over \$500 + job (over 20 hrs): 2 hrs per week.

10. Full-time students + SSI/SSD over \$500 + no job: 2 hrs + 4 hrs per week.

11. Part-time students + SSI/SSD over \$500 + no job: 1 hr + 2 hrs per week.

12. Full-time students + support (VR, parent) + job (over 20 hrs): 4 hrs per week.

13. Part-time students + support (VR, parent) + job (over 20 hrs): 2 hrs per week.

14. Full-time students + support (VR, parent) + no job: 2 hrs + 4 hrs per week.

15. Part-time students + support (VR, parent) + no job: 1 hrs + 2 hrs per week.

16. Full-time students + church support + job (over 20 hrs): 2 hrs + 4 hrs per week.

17. Part-time students + church support + job (over 20 hrs): 1 hrs + 2 hrs per week.

18. Full-time students + churches support: 6 hrs + 4 hrs per week.

19. Part-time students + churches support: 6 hrs + 2 hrs per week.

20. Foreign Full-time students + churches support: 6 hrs + 4 hrs per week.

21. Foreign Part-time students + churches support: 6 hrs + 2 hrs per week.

22. Foreign Full-time students w/out financial support: 20 hrs per wk (stay in summer).

23. Foreign Part-time students w/out financial support: 20 hrs per wk (stay in summer).

24. Foreign Full-time students w/out financial support: 25 hrs per wk (home in summer).

25. Foreign Part-time students w/out financial support: 25 hrs per wk (home in summer).

1. Students are to document on their time card the hours for beginning and finishing a job. The student is responsible for filling out the card with a staff inspecting the completed task. Then the staff can initial the time card once the job is completed. Please make sure to have all signature completed in advance and do not wait until next week for a staff signature. The consequences for procrastination will result in losing your Christian service hours. Grades for Christian service will be given as either "Satisfactory" or "Unsatisfactory". A grade of "Unsatisfactory" will be kept on your transcript until a new semester of Christian service is completed. If a grade of "Satisfactory" is given then you have completed the required Christian Service.
2. All time cards must be signed by a staff person and turned in by every Monday in the college office before 12:00 p.m.
3. The new time card begins Monday and ends Sunday.
4. Please do not ask a staff person to sign the time card on Sunday.
5. Failure to complete Christian service hours will result in grades being held until the hours are completed. Demerits will be give if there is no Christian service within 3 weeks and the penalty for missing Christian service is 2 demerits for each hour. Be warned that a

grade will be given for Christian service conduct and paying a fine as well. If the grade is an unsatisfactory report then one of students will be working another semester of Christian service.

COMMUNICATIONS

When it is necessary for a staff or faculty member to see a student, a call slip will be placed in the student's mailbox. The student should respond to this call as soon as possible.

TELEPHONES

1. Students must make their own arrangements. The office telephones are to be used by the students **with a staff present**. Dorm phones may be used for long distance with their own calling card. Telephone schedule: *(no telephone during quiet hours)*
 - a. To a friend or others 10-20 minutes
 - b. To your family or in emergency 30 minutes
 - c. Monday 8:00a.m. - 10:00p.m.
 - d. Tuesday - Thursday 1:00p.m. - 10:00p.m.
 - e. Friday 1:00p.m. - 11:00p.m.
 - f. Saturday & Sunday 8:00a.m. - 11:00p.m.
2. Using the Internet service is not permitted during visitation hours. Visitation must be completed before using the Internet.
3. Do not bring cellular phones, sidekicks, or any other electronic devices during the church or chapel services.

ELECTRONIC DEVICES

4. Because the use of electronic devices have are so popular and have become intrusive at times the following rules will apply for the use of any cellular phone, sidekick, pager or palm pilot type electronic device.
 - a. No device can be used during Breakfast, Lunch or Dinner in the dining hall.
 - b. No device can be used during Quiet Time - 7 p.m. to 9 p.m. Monday thru Thursday.
 - c. No device can be used during Christian Service hours.
 - d. No device can be brought to classes - from 8 a.m. to 12 Noon Monday thru Friday.
 - e. No device can be brought to chapel or to church on Thursdays and Sundays.
 - f. Devices can be used from 1 p.m. to 10 p.m. Monday thru Thursday.
 - g. Devices can be used from 1 p.m. to 11 p.m. Friday.
 - h. Devices can be used from 8 a.m. to 11 p.m. Saturday and Sunday.
 - i. Any devices used after 11:00 p.m. will result in 25 demerit points.

INTERNET AND VIDEOPHONE (VP) USAGE

5. Schedule for the internet for email and videophone (VP) in the library:
 - a. Monday - Thursday 1:00pm - 5:55pm
 - b. Saturday 9:00am - 10:00pm
 - c. Sunday 4:00pm - 10:00pm
 - d. For Monday - Thursday from 1pm - 3pm, Christian service must be completed from 1:00 to 3:00 pm before using Internet and VP. The purpose of this is to help complete a job before leaving work.

6. Internet and VP are only available for students at a maximum of 30 minutes each day except Internet for homework research.

Note: Those who have sidekicks and cell phones that have internet capabilities cannot use the internet in the library leaving the one in the library for those who do not have any other internet access.

BULLETIN BOARDS

7. Students are responsible for checking the bulletin board in the Miller Center daily for information and announcements.
8. Permission to post notices or items of interest on any bulletin board or wall must be approved.
9. Do not write on anything posted on the bulletin board.

MAIL

10. Mail is put in the student's box. Please do not ask the staff if you have any mail.
11. Outgoing mail can be placed in the designated box at the college office.
12. Stamps may be purchased from college office.
13. DO NOT look in another student's mailbox. (5 demerits)
14. At no time are students permitted to take mail to or out of any mailbox other than his/her own. (5 demerits)
15. Mail will be in the Miller Center.

DATING

At Harvest Bible College, we are in favor of Christian fellowship and dating. In respect of Christ and the reputation of the College, certain rules must be established and obeyed to by the students. These rules are not meant to block fellowship, but are given to help maturity in the Christian life.

RULES CONCERNING VISITORS ON CAMPUS

1. No visitors are allowed from Monday through Thursday.
2. Visitors must visit at the Dining Hall or Tubb's Student Center.
3. Couples cannot walk together after dark. This applies to all non-dating boys with girls.
4. The R.A. will check the property regularly.
5. If a student has been kicked-out, the student cannot date on-campus for six months.

DATING GUIDELINES

6. Rules:
 - a. Dating must be during approved dating times on Friday, Saturday, and Sunday.
 - b. While off campus, only double or with-a-chaperone dating is allowed unless special arrangements are made through Dean of Students.
 - c. Students living off campus will not entertain a guest of the opposite sex in his/her apartment. Likewise, students living on campus will not enter the apartment or home of the opposite sex unless the parents are at home.
 - d. **ALL** dating arrangements must be turned into the office on forms provided by **3:00 p.m. on Friday** for that weekend. Dates not turned in before this time is **not approved**.
 - e. **At no time will single students of the opposite sex travel any distance alone together.**
 - f. There is to be no physical contact. However, a gentleman may take a lady's arm at the elbow to assist her through a crowd, or icy pavement, or where there is unsure footing.
 - g. Holding hands, kissing, or petting is **NOT** allowed. (15 demerits to expulsion)

ENGAGED COUPLES AND MARRIAGES

1. No oral (verbal or signed) or making a public announcement (giving of a ring) of an engagement to be married may be made by any student during the school year unless by special permission from the President. With the exception engagement is permissible during Thanksgiving, Christmas, and Spring break.
2. Couples needing to go home to plan weddings must submit to the Administration a written request.
3. Students may get married during the Christmas holidays provided the President grants permission. This request must be made by a personal appointment. No marriages will be permitted at any other time during the semester.
4. Neither one of the engaged couple are permitted to move to their new accommodations until married.
5. Being engaged does not make for special privileges. They will abide by the same rules as other single students. They must not ride off alone. They may not date unchaperoned.
6. Engagement prior to graduation without permission from the President will result in disciplinary actions with the staff.

DEMERIT SYSTEM

1. In order to encourage the student to develop strong Christian character, the Bible College maintains a reasonable and just, yet firm, system of discipline. Failure to observe the rules and regulations will result in a measure of discipline known as "demerits".

The following will apply:

- a. Demerits may be given in any amount from 1-50 for each offense.
- b. Demerits are given for breaking rules, major attitude problems and misconduct.

- c. The college office maintains a record of all demerits. Notification of your demerits will be given upon request.
 - d. When a student accumulates 50 demerits, that student will have a personal meeting with the Discipline Committee.
 - e. At 50 demerits, the student is campused. The student is not allowed to participate in any type of activity such as dating, eating out, playing games, sports, etc.
 - f. At 100 demerits, the student is subject to expulsion from the college.
 - g. At the beginning of each month students will receive an accumulation report of demerit for evaluation. A penalty fine of five dollars per demerit will be applied to the student's school bill.
2. If the student feels that he is undeserved of demerits or have any question of demerits, they may present the case in the staff meeting.
 3. A Discipline Committee will handle major disciplinary problems.
 4. Demerits will be posted every Monday in the student's mailbox.

DINING HALL

1. Meals are served at the following times:

BREAKFAST SERVED

Monday	- 8:00 a.m. (Your own)
Tuesday - Friday	- 7:00 a.m.
Saturday	- 8:30 a.m. (Your own)
Sunday	- 8:30 a.m. (Your own)

LUNCH SERVED

Monday - Friday	- 12:30 p.m.
Saturday	- Pick up sack lunch after 8:30a.m.
Sunday	- After church

DINNER SERVED

Sunday	- 7:00 p.m.
Monday - Saturday	- 6:00 p.m. (<i>Except Thursday</i>)
Thursday	- 5:30 p.m.

2. Students are expected to be **on time** for all of their meals.
3. Proper table etiquette is to be observed. Gentlemen should seat ladies. Students should observe good manners at all times while in the Dining Hall.
4. When leaving the Dining Hall, students are responsible to leave their table in proper order.
5. No dishes, food, or equipment are to be taken from the Dining Hall, or the kitchen without the permission of the Dining Hall supervisor.

6. Students will be asked to assist in general clean up of the dining area.
7. Students are **NOT PERMITTED** to be in the kitchen unless working (cleaning dishes or serving). Students are **NOT** allowed to use the refrigerators and freezers in the kitchen or food storage for any reason. (3 demerits for going in the kitchen unless working).
8. Off campus and visitor will need to sign the name and the date that will be planning to eat lunch. (Please sign before 10:00a.m. at the cafeteria.)
9. An early notice is needed to inform cook if any student is leaving to work or any other plans must communicate with cook before leaving to reserve your meal. If an emergency arises let the cooks know so you will have the food reserved for you.

STUDENT CENTER

1. Students can meet at the Tubbs Center for fellowship. It must be remembered there should be a ratio of more girls than boys - 2 girls/1boy or 3 girls/2 boys. One girl is not allowed to be alone with 2 or more boys. Two or more boys or two or more girls can meet together but the girl boy ratio must be observed if it is mixed company.
2. Boys and girls cannot sit closely together.
3. Please do not rough house or wrestle in the Tubbs Center.
4. Do not leave anything in the Tubbs Center, clean up after yourself. No liquids are to be put in the trash can. Pour it out yourself.

TELEVISION

5. If you want to watch TV you must ask your RA for permission. Students are responsible to inform the RA what programs you are watching and the RA will determine if it is approved for viewing.
6. NO TELEVISION Monday thru Thursday.
 - a. Times allowed to watch TV:
 - b. Friday.....6:00 p.m. to 11:00 p.m.
 - c. Saturday & Sunday....1:00 p.m. to 11:00 p.m.
 - d. Monday.....9:00 p.m. to 10:55 p.m.
7. All movies (TV and DVD) need to be approved by an R.A. or the college staff.
8. A staff member or R.A. must be present while television is being watch.
9. Only a staff member or R.A. can rent movies.
10. Please do not handle the VCR or DVD player if you do not know how to operate it. Be sure you have someone who is knowledgeable to operate the VCR/DVD player.

STUDY AND QUIET TIMES

1. It is recommended that for each hour the student spends in the classroom, it will usually require at least two hours of outside preparation and study. This will vary according to the student's ability.
2. Study hours on campus are to be maintained each evening Monday through Wednesday from 7:00p.m.to 9:00p.m. There is to be no fellowship or activity during this time.
3. The dorm **must observe quiet times** as well. No talking, sleeping, telephone calls, etc. All doors in the dorm must be left open during the study hours.

LIBRARY

1. The institute library is for study purposes only. It is not a place for fellowship, talking, dating, or eating. The Tubbs Student Center is provided for this purpose.
2. Books are to be used carefully and returned to the desk after use. Books are not to be removed from the library unless they have been properly checked out.
3. Books are due on the given date by the Librarian and late charges will be added. Late fees will be charged .50 cents on the first day and .25 cents for each day late. Please do not show disrespect to the Librarian for any inexcusable reason
4. Please respect the time of others. Do not waste their time with questions about a report or about where to find a book. If you need help, ask the person in charge of the Library.
5. Library **Evening** Schedule:
 - a. Monday, Wednesday 6:30pm - 10:00pm Girls
 - b. Friday 6:30pm - 11:00pm Girls
 - c. Tuesday, Thursday 6:30pm - 10:00pm Boys
 - d. Saturday 6:30pm - 11:00pm Boys

*** Internet usage only for research on class assignments, not for email or non-class related work during evening schedule ***

DORM RULES

1. All of the rules for dormitory students apply as long as they are living in the dormitories during the school session.
2. Each student is expected to have his room ready for inspection by 8:00a.m. each morning. Failure to be ready for inspection will result in 3 demerits. In addition, each student will be responsible to see that other rooms in the dorm are ready for inspection. A list of assignments will be posted in the dorm. Visitors will be observing the college campus from time to time and please keep it clean as a testimony to the Lord.
3. In order for a room to be considered ready for inspection, the following should be done:
 - a. Make beds neatly.
 - b. Hang up clothes.
 - c. Clean the room of clutter: pop bottles, glasses, drinking cups, etc.

- d. Vacuum and/or sweep floors.
 - e. Clean bathroom (tub, toilet, sink, mirrors, and floor).
 - f. Dust furniture including windowsills and air conditioners.
 - g. Straighten and clean living room area.
 - h. Empty trash cans and the area outside of the dorm must be kept clean of trash.
 - i. Demerits for improperly cleaned rooms are as follows:
 - i. 1- for first offense
 - ii. 2- for second offense
 - iii. 4- for third offense
 - iv. 8- for fourth offense
 - v. 16- for fifth offense (these will quickly add up)
 - j. Although Monday is a day off, students must properly clean their rooms.
 - k. Avoid overcrowding by not adding too much unnecessary things in the dorm rooms. Try to be fair with all students sharing the room.
4. Fasting is allowed during any time of the year, but no one is allowed to sleep in the dorm during any schedule assigned eating period.
 5. Damages inflicted upon the college dorms will be examined by the R.A. and the staff to determine the charges added to the student's school bill for repair.

PROHIBITED DORM ITEMS

6. No pets are allowed in the dorms.
7. No TVs allowed in the dorms.
8. No candles or incense may be allowed to burn in the dorm because of a fire hazard. NO ONE is to play with any fire safety device (fire alarms, fire extinguishers, etc.)
9. No fireworks, hunting knives, bows and arrows, firearms, or any object designed as a weapon is permitted in any Institute building or property.
10. There is to be no baby-sitting in the dormitories. Children of any age are not permitted in the dorms unless accompanied by a parent or guardian.

CURFEW

11. Lights out Monday through Thursday will be at 11:00p.m. Friday, Saturday and Sunday night's lights will be out at 12:00a.m. **THAT MEANS: BE IN BED!** Late night permission for work, or for special school or church activities can be obtained by R.A. Special permission will be given for special late-night activities by the Dean of Students. All bed lamps are to be turned off and any students studying with special permission need to leave the room and study in the lounge. Failure to do so will result in 3 demerits.
12. You are required to be **IN** the dormitory at 10:00 Monday - Thursday and 11:00 Friday, Saturday, and Sunday.
13. Special permission to study late will be given to late night workers to study late.

GENERAL DORM GUIDELINES

14. Dorm students must receive written permission by Dean of Men/Women to leave town (other than Ringgold and Ft. Oglethorpe)
15. No students are allowed in another person's room without permission.
16. Single students are allowed in married students' homes only if he or she gets the written invitation by the married students and the slip approved by the Dean of Students.
17. Single students are NOT permitted in the home of the opposite sex.
18. No dormitory rooms are to be painted, and furniture is not to be moved around.
19. Curtains must be drawn after sundown and/or whenever the student is not in full dress.
20. Students must be fully dressed whenever they are outside the dorms.
21. Students are not allowed to move furniture from one room to another without the permission of the Dean of Men/Women.
22. Guests and off-campus students are not allowed in the dormitories without approval from the Dean of Men/Women. Guests who spend the night must sign a Visitor's Agreement. College office has these forms.
23. Tubbs Student Center lights are to be turned out at curfew.
24. Dormitory students are required to attend the dormitory devotions.
25. Women are not allowed in the men's dormitory or in off campus students' apartments, and men are not allowed in the women's dormitory or in off campus students' apartments.
26. Dormitory women may not do laundry for men.
27. Men and Women are expected to wear acceptable leisure clothes in the dormitories. See "Dress Code".
28. Men and Women are expected to wash your clothes regularly, especially your socks.
29. Nothing may be attached to the dormitory walls without permission. This includes the use of nails, glue, tape, and/or any type of paper. The R.A. may give permission.
30. Remember that you are living with other people and near other people in the dorms. Please be courteous. Do not be loud or boisterous in the dorms. There is to be no running, pounding on the floor or doors early in the morning, or during study hours. When returning to the dorm late at night or early in the morning, please be considerate and quiet.
31. Students are expected to cooperate in conserving electricity, water, and heat. All lights are to be turned off when the students leave the room. Faucets in sinks and showers must not be left running. Leaks in plumbing must be reported **immediately**. When the

heat or air conditioning is on, close all windows and doors. Demerits and higher future bills will happen if rules are not obeyed.

LAUNDRY

1. Students are responsible to clean up the laundry room after washing and drying clothes. When the students are done, **please** pick up all your things out from the room.
2. Your laundry detergent and fabric softener can be left there in the shelves with your names on it.
3. Laundry schedule:
 - a. Monday, Wednesday, Friday 1pm - 9pm Boys
 - b. Tuesday, Thursday, Saturday 1pm - 9pm Girls
4. No laundry time on Sunday. No laundry time will be done before 1pm and after 9pm

DRESS CODE

An attractive, modest, and well-groomed appearance will be valuable in your success for God. It will influence other people's opinion of you and illustrate your Christian testimony.

Any extreme clothing style or clothing inappropriate for the Bible College student is not to be worn either on or off campus.

During special conferences the dress code must be first class such as coats, except for suit coats, must be worn during class, chapel or church services.

All students must have a clean and neat appearances during chapel, F.C.S.D., church, and classes. This means everyone must look appropriate from Monday - Sunday.

Please remember: The dress and hair code of the Bible College may not be the same as your local church; however, these rules of conduct shall be followed.

WOMEN'S DRESS STANDARDS

1. ***Formal Apparel*** must be worn in classroom, chapel, and church services. Formal dress apparel includes dresses and skirts (no higher than the middle of the knee). Hose and dress socks are to be worn in cooler weather. Church services require dress shoes (flats or heels). Socks should not be worn to church services. Dresses or blouses should not be tight or have low necklines (no tank tops or casual T-shirts). Women may not wear clothing with contemporary pictures or slogans, which would be contrary to the teachings of Harvest Deaf Bible College (Example: rock groups, astrological signs or symbols). **No** faded jean skirts, jean jumpers, or blue jean pants allowed at any time on the HDBC facility including the dorm as well.
2. ***Casual Apparel*** may be worn during a student's free time and activities and may include loose-fitting slacks, knee length culottes, knee length walking shorts, and split skirts of proper length. Culottes, walking shorts, and split skirts are to be no higher than

the top of the knee and should be full, not fitting. Casual apparel is not to be worn in the classroom, chapel, and church services.

3. Loose-fitting slacks may be worn only after 4:00p.m.
4. Loose khaki pants may be worn during dinner with the exception all students must wear formal clothes during special conferences.
5. Hats are not to be worn at any time on HDDB facilities.

MEN'S DRESS STANDARDS

1. Men are required to be clean, neat, and appropriately dressed at all times.
2. ***Formal Apparel*** must be worn in classroom, chapel, and church services. Formal dress apparel for classroom at chapel day includes dress slacks, dress shirts, ties, shoes and socks. Classroom not at chapel day includes dress casual pants, Polo shirts (must have collars), shoes and socks. If a student will be required to stand before the chapel for preaching, a suit coat must also be worn. All shirts must have a collar, and must be tucked in at the waist. Men may not wear clothing with contemporary pictures or slogans, which would be contrary to the teachings of Harvest Deaf Bible College (example: rock groups, astrological symbols). Church services require ties, suit coat, and dress shoes. (Thursday night service are not require suit coat). No blue jeans or faded denim (all color) of any sort, athletic tennis shoes, unbuttoned shirts, shirts not tucked into slacks.
3. ***Necklaces or earrings are not appropriate men's attire.***
4. ***Casual Apparel*** may be worn during a student's free time and activities and may include sweatshirts, jeans, and athletic or casual footwear. Tank tops and muscle shirts are not permitted outside. All shirts must tucked into jeans or slacks (except those made to be worn untucked) will be permitted. Casual apparel is not to be worn in the classroom, chapels and church services.
5. ***Athletic Apparel*** is reserved for the gym and/or physical education or athletic participation and includes shorts, T-shirts, socks and athletic footwear, or nylon sweat pants. Athletic wear may be worn in the gym or at related athletic fields, but in any other campus locations. Tightly sweat pants are not permitted.
6. No sweats or running pants maybe worn in the dining hall. All formal clothes are required special conferences.

HAIR CODE

It is the student's responsibility to make certain that his/her hair meets the Bible College standards at all times. Extreme hairstyles of any type are not permitted.

Women

1. Ladies should avoid fad or extreme hairstyles. Hair must be dry and neat when leave from dormitory.
2. Makeup should be conservative and appropriate.

Men

3. Mustaches must be neat and well trimmed. Sideburns must be no lower than the middle of the ear. Beards and goatees are not permitted.
4. Hair should be neat in the back and should not come over his ears or collar. The hair in front must not touch the eyebrows. Hair on the sides and back of the head must be kept neatly trimmed.
5. Men must be clean-shaven at all the times.
6. Men should always remove hats while inside any building.

Men and women are subject to hair and clothing check at any time, and decisions are made by the Dean of Men/Women or R.A. - NOT BY THE STUDENTS.

Traveling choir members must have an appropriate hairstyle that will reflect the college and church with utmost respect. The choir director must approve any hairstyle change.

TRANSPORTATION

Local

1. When single student are traveling in a car, the number of women must outnumber the men. This includes traveling to and from school, shopping, laundry, etc. The student must be obtained the permission by Deaf of Men or Women.
2. Please don't ask staff for rides. Unless the staff has been notified in an early advance. If you cannot pay for the gas then do not ride at all. It is not thoughtful to take a ride without pay some money for the gas.
3. You must share in paying for gas!! Please be thoughtful.
4. Be flexible!

HOLIDAY TRAVEL

5. During the holidays, public transportation is overcrowded, so you should make your reservations well in advance. You will not be permitted to leave before classes are dismissed or return after classes begin again because of scheduling problems.
6. No travel will be permitted on Sundays without permissions from the Administration. If travel on Sunday is necessary, you will plan to stop at a local Baptist church on the way to your destination.

GENERAL RULES

1. Suggestions are always welcome; however, a complaining negative spirit will not be tolerated.
2. Proper respect is to be shown to all faculty and staff members, and a student is expected to answer any question of a faculty or staff member courteously and fully.

3. All students are required to attend special activities, retreats, and graduation services. Students who are scheduled to work during these times should make every possible effort to be excused from the work.
4. All students shall obey all federal, state, county, and city laws. This includes hunting, fishing, driving, and automobile laws.
5. A penalty of 2 demerits will be given to any student seen littering on the campus.
6. Involvement in activities, which are not in agreement with the Scriptures or Harvest Deaf Bible College, will not be allowed. This includes, but is not limited to: use or possession of alcoholic beverages (beer, wine), tobacco, use and/or sale of illegal drugs, gambling, dancing, attending movies, use of dirty language, cussing, obscene gestures, and questionable magazines (Example: Playboy, muscle magazines) of a sinful nature. Offenses will be handled by the Administration. The student will be subject to serious disciplinary action or expulsion.
7. Students are not to attend captioned films for the Deaf shown at various locations throughout the city without permission from the Administration.
8. No literature is to be given out by the students of the College without the approval of the Administration. Tracts provided by the College or the Harvest Baptist Church of the Deaf is approved.
9. The students will not hold the meeting without the prior approval of the Administration.
10. All student organizations will have a staff sponsor.
11. Do not leave your belongings in public areas around campus. Return them promptly to your room or home.
12. Students are to be quiet in the halls outside of the College and church offices of the Pastor and staff. There is to be no standing around, loud communication, noise, singing, or fellowshiping in front of these offices.
13. Equipment and supplies in the offices are not for public or student use.
14. Students may not enter the office or work area of a faculty or staff member unless that individual is present or has permission to do so. Always knock before entering an office.
15. Students are not to visit the homes of faculty, staff, and administrative personnel unless they are invited to do so or there is an emergency. If possible, contact the R.A. FIRST, and then have him/her contact the staff.
16. All students are required to sign an agreement to obey these rules and any other announced rules announced by the Bible College.
17. Respect all staff work schedule and please cooperate according to their time.

CHURCH MEMBERSHIP POLICY

1. All college students who are saved by putting their trust in Jesus Christ as their personal Savior who have been baptized by immersion in a local church are allow to serve in the ministry.
2. Students are responsible to tithe to the local church as a member of Harvest Baptist Church of the Deaf. If the students failed to tithe then the students are not allowed to be involved in the ministry. The sole purpose is to teach students how to become responsible in the area of handling God's money and supporting the local church biblically.
3. HDBC requires all students to transfer their church membership to HBCD until completion of training or graduation. HBCD will notify the student's home church to transfer his or her church membership.