

# Student Handbook

## **WELCOME TO JOY BIBLE INSTITUTE!**

You are now a member of the Joy Bible Institute family! And, in every family there are responsibilities that must be understood and accepted by all members if there is to be a good family relationship.

Since you have been accepted as a student in Joy Bible Institute it is assumed that this will be your home away from home for the next three years. And since an understanding of household responsibilities is necessary in every family to make sure that everyone knows what is expected of them, we are providing you with this handbook.

First of all, you must understand that the Joy Bible Institute family is different. It is made up of those who have the call of God on their lives and are here to train for the ministry. The staff of Joy Bible Institute is committed to your spiritual development. It is your spiritual development that will affect all the other areas of your life. To know God and His will is the ultimate goal of your training here at Joy Bible Institute. It is our desire to maintain an atmosphere that will enable this to be a reality.

The Word of God encourages the believer to “study to shew thyself approved unto God” (2 Tim. 2:15). You will probably never again have another opportunity like this in which you can give yourself to the study of God’s Word in such a concentrated setting. Decide now to take advantage of the opportunities and resources that are available to you here. Books can become your greatest friend and your instructors are always ready to answer your questions.

Here at Joy Bible Institute you will establish relationships with other students that will last a lifetime. They will greatly benefit and enrich your social relationships, not only while you’re here, but also later as you labor together in the harvest fields. You are

encouraged to always maintain a spirit of Christian love in all areas of your relationships and dealing with one another.

You will be given with work and duties as part of your training. It will be in this area more than any other that your Christian testimony will be most seen. Doing all for the glory of God and without complaining or arguing (Phil 2:14) is a heart attitude that is commanded in Scripture and yields great rewards.

We have been praying that the Lord would bless this coming school year with His power and presence, and that He would do a special work in your hearts and lives. We are happy that you have chosen Joy Bible Institute for such an hour as this and are confident that the Lord of the harvest is going to help Himself to some willing lives as you train to serve Him.

We trust that you will help us make this an exciting and fulfilling school year by cooperating with our school policies and rules. We are here to help you in every way that we can. We are looking forward to our class time together, as well as the friendship and fellowship that go along with campus life.

Wishing you God's greatest blessings,

The Principal and Staff of Joy Bible Institute

## **FACULTY AND STAFF FOR 2011**

Rev. J. Gary Ellison..... Principal, Instructor  
Rev. Kiel Maimai..... Dean of Student, Instructor  
Rev. Philip Naias ..... Instructor  
Sister Lori Ellison..... Publisher, Instructor  
Sister Roz. W. Iolopua ..... Secretary, Registrar  
Rev. Maurice Nicholson ..... Visiting Instructor

## **SPIRITUAL LIFE**

Prayer and devotion is a vital part of the student's spiritual development, relating closely to every aspect of their preparation for ministry. The following are means by which the school provides to promote and develop the student's spiritual life.

### **Personal Devotions**

Every student is expected to have a time of prayer and Scripture reading on a daily basis. Time is scheduled for this in the Monday through Friday schedule. No studying or other activity should be done in during this time. The students are welcome to have this time of devotion wherever they are comfortable, but it is required that they be in place by 5:00 AM, so that they do not distract any other students. No talking is allowed during this time and those carrying out kitchen duties for the morning are asked not to talk loud at this time but do their duties in a spirit of prayer.

### **Chapel**

In the school setting, chapel is for the purpose of spiritual enrichment and growth. Chapel provides an opportunity for the student's development in spiritual gifts, worship, and the ministry of the Word. Attendance at chapel services is required of all students. Studying and reading for classes during chapel is not permitted. Chapel attendance records will be kept and the student should come on time.

### **Combined Prayer Meetings**

Each morning Tuesday through Thursday will be a time of combined prayer in the chapel. The focus will be on spiritual warfare and the development of Intercessory Prayer in the student's life.

### **Sunday Observances**

Sunday is a special day set aside to honor the Lord and to be strengthened in His presence.

Students must attend Sunday Morning Services. Students not scheduled at a church for ministry are still expected to be in service somewhere. Students from Assemblies of God churches are expected to attend an Assembly of God church. Students

from other denominational affiliations are expected to be in their house of worship. All students must keep the Dean of Students advised of the church they attended via the weekly study and worship report. Students who regularly miss Sunday services will be referred to the Administrative Committee by the Dean of Students for possible disciplinary action.

## **Fasting**

Students are encouraged to voluntarily fast a designated meal to center their hearts and minds on God. This will provide opportunity for the students to express to the Lord the importance He holds in their lives. It will also provide the student with first-hand knowledge of the blessings and answers to prayer that fasting can bring. Any fast over two days requires the approval of the Dean of Students. Please advise the kitchen of any lengthy fasts.

## **Spiritual Emphasis Week**

One week for each of the first two terms is devoted to a concentrated time of spiritual emphasis. These will be characterized by special chapel services and nightly services where the student is encouraged to enter into the Lord's presence. Those who have not experienced the baptism of the Holy Spirit will be encouraged to wait in His presence that they might receive the promise of the Father.

## **Missions Emphasis Week**

Each year missions is given special emphasis during one designated week. Special speakers in chapel, missionary prayer bands, and video presentations will challenge students in the area of home and foreign missions. The students are encouraged to seek the Lord regarding the Lord's specific place for them in fulltime Christian service. The goal of this time is to produce a greater awareness of the great needs of the Lord's harvest and the responsibility of every believer to support missions, both by their prayers and their financial giving. It is our hope that the Lord of the harvest would place His call on lives that would take them from family and home islands, to some Samaria (another island), or even to the uttermost parts of the earth as a foreign missionary. Special support of missionary projects will be encouraged throughout the year.

## **Student Ministry**

Since preparing students for ministry is the primary goal of the school, student assignments to outreach ministries provide important practical experience. Once the student's assignment has been finalized, he is expected to be faithful to that assignment.

The Dean of Students must approve changes in ministry assignments. The Dean of Students must be notified in advance for permission to be absent from an assignment. Unexcused absences from ministerial assignments will result in a major loss of privileges. "Now it is required that those who have been given a trust must prove faithful" (1 Corinthians 4:2 NIV).

## **ACADEMIC LIFE**

### **Academic Guidance**

The academic program of the school is designed to prepare the student for effective ministry. Therefore, guidance relating to the student's program of study, course enrollment, and graduation requirements is provided through the Academic Dean.

### **Registration**

Students are expected to arrive one day prior to registration. Classes missed because of late registration will be counted as absences and count toward the semester total. The reason for being late will be judged to be unexcused unless changed by the Academic Dean. There will be a non-refundable late registration fee of 1500vt.

### **Course Load**

All students will be required to follow the program of study. This means that the average course load will be four classes per term. In order to live in the dormitory students are required to take three classes.

## Grading System

<b>Percentage Grade</b>	<b>Letter Grade</b>	<b>Grade Point Average</b>
<b>94 – 100</b>	<b>A</b>	<b>4.00</b>
<b>90 – 93</b>	<b>A-</b>	<b>3.70</b>
<b>87 – 89</b>	<b>B+</b>	<b>3.40</b>
<b>84 – 86</b>	<b>B</b>	<b>3.00</b>
<b>80 – 83</b>	<b>B-</b>	<b>2.70</b>
<b>77 – 79</b>	<b>C+</b>	<b>2.30</b>
<b>74 – 76</b>	<b>C</b>	<b>2.00</b>
<b>70 – 73</b>	<b>C-</b>	<b>1.70</b>
<b>67 – 69</b>	<b>D+</b>	<b>1.30</b>
<b>64 – 66</b>	<b>D</b>	<b>1.00</b>
<b>60 – 63</b>	<b>D-</b>	<b>0.70</b>
<b>59 – 00</b>	<b>F</b>	<b>0.00</b>

### Dropping Courses

Students who desire any type of course change must have prior approval from the Academic Dean. Until mid-term (normally the end of the fifth week of a term) a student may drop a course without penalty or he may change the status to audit. The student must first complete a drop form and secure the approval signatures of the teacher and Academic Dean. If the student withdraws from the class after the fifth week, the teacher will record a withdraw passing (WP) or a withdraw failing (WF) on the drop form. The form will then be forwarded to the Academic Dean and recorded on the student's transcript.

Failure of the student to follow proper procedures when dropping a course could result in an automatic fail grade for the class. The student should keep in mind, that withdrawing from a class will result in the postponement of his graduation.

### Auditing Courses

Students, who find that they are unable to complete the assigned work but still desire to attend the class lectures, may apply to the Academic Dean to change the course to an Audit status. No credit

will be received for the class and if the student plans to graduate the course will have to be retaken.

### **Class Attendance**

Students are expected to attend all classes. However, students are allowed one absence without penalty per credit hour. Thus, a student may be absent two times without penalty for a two credit hour course. Absences in excess of this allowance will be penalized by a 5% reduction on the final grade. The school will not distinguish between "excused absences" and "unexcused absences". Exceptions will be considered by the academic office when the student has valid reasons such as illness for *all* of his absences and appeals to academic office. Three tardies constitute one absence.

### **Assignments and Examinations**

As a general rule, for every hour of class attendance, approximately two hours should be spent in study. Study times are schedule in the daily schedule to help achieve this, but will probably need to be supplemented by additional study at other times. The student is encouraged to prepare a study schedule at the beginning of each semester and follow it carefully. The development of good study habits and library usage are necessary to pass your courses at Joy Bible Institute. Students are to account for their daily study time on their weekly report. It is recommended that students study a minimum of 24 hours per week (averaging four hours, six days a week) depending on what year the student is and if any probationary status applies. Honesty in your reporting is expected (from God and the staff).

All assigned work will be due on dates designated by the instructor. Failure to submit work when due may result in a grade reduction or failure of the assignment. The student is responsible for all make-up work when absent from class, and the due date set by the instructor remains mandatory. Late tests will be administered only for excused absences. Final examinations are to be taken at the time scheduled.

### **Academic Probation**

A student must pass all of his courses in order to graduate. Any student failing a course will automatically be put on academic

probation for the following term. Failed courses must be successfully repeated but may also postpone graduation.

Students failing to achieve a grade point average of 2.0 for a given term will be placed on academic probation for the following term. If the student then passes all his courses and achieves a grade point average of 2.0 for the term, he will be taken off academic probation.

A minimum grade of 60, D-, (1.0) is required for passing an individual course, but a cumulative GPA of 2.0 (70, C-) is required to remain in the diploma program and in order to graduate.

Students on academic probation will be restricted from holding a class office or participating in positions of leadership in the school. In addition to this, Friday evening free time will be suspended and the student will be required to stay on campus and study. If the student has a ministry assignment on Friday evening, he must remain on campus Saturday afternoon and evening beginning at 2 PM for the purpose of extra study.

If no significant improvement is seen in the student's academic performance by the end of the probationary period (one term) or when it becomes evident that he or she may not be able to qualify academically for graduation, the student will be interviewed by the Administrative Committee and possibly dismissed from the institute or put in the certificate program.

### Plagiarism

A student who submits written material as his own work which has been copied in whole or in part from another person's writing without proper acknowledgement is guilty of plagiarism. Material, whether published or unpublished copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism as much as is the copying of material from printed books and magazines without giving credit to the original source.

Any student who submits a plagiarized paper or who permits another person to copy his work is subject to any or all of the following actions:

1. A grade of zero or "F" for the paper.
2. Failure in or expulsion from the class.
3. Being reported to the Academic Dean for possible disciplinary action.

### Cheating

A student who engages in dishonest behavior such as using unauthorized notes or other material when taking an exam; copying another person's work and submitting it as his own; or who has another person do his work and submits it as his own; copying answers to exam questions or engaging in securing unauthorized copies of exam questions or aiding another person in doing so, is subject to the same penalties stated under "plagiarism".

## **Avoiding Plagiarism: A Guide to Citing Material**

Department of English, Lafayette College, Easton, USA

Adapted by J. Gary Ellison, 22 January 2009

When you write a report, a paper, or anything that you turn in to your teacher, we expect you to do your own writing. When you copy the words of another person, copying them from a book, magazine, newspaper, commentary, the Internet or any other source – when you do this without properly showing where the idea or the words came from, you are guilty of at least two sins. (1) First you are guilty of stealing. You have stolen words or ideas of an author, words and ideas that do not belong to you. (2) Secondly, you are guilty of lying. When you turn in a paper to your teacher with your name on it, you are saying, "These words are my words. These ideas are my ideas, my thoughts, my beliefs and opinions." That is a lie. They are the ideas, thoughts, beliefs and opinions of someone else.

There is a special word for this. It is called *plagiarism*. It is to take someone else's words, ideas, or opinions and to present them as if they were your own. Whether you copy someone's exact words or take

his idea and put it into your own words, if you don't tell your reader where the idea came from, you are guilty of stealing and lying.

This does not mean that we can never use someone else's words or ideas. It means that we must tell our reader when we are borrowing someone else's words or thoughts. When we use the exact words of someone else, we put those words – even if we only use two or three of his words – we put them between quotations marks and tell the reader where he can find those same words. Here's an example: "For God so loved the world" (John 3:16). The quotations marks tell us that these words belong to someone else. They belong to John and are found in his Gospel at chapter 3 and verse 16.

Even when you do not quote, when you use someone else's idea, you must also tell your reader that you are using another person's idea. This is called documenting your sources, telling your reader where the ideas or words came from.

### **SOME EXAMPLES**

#### **Here is a direct quotation that is acceptable:**

"The first demand of Jesus' public ministry was, 'Repent.' He spoke this command indiscriminately to all who would listen. It was a call for radical inward change toward God and man" (Piper, 40).

#### **Here is a direct quotation that is unacceptable:**

The first demand of Jesus' public ministry was, 'Repent.' He spoke this command indiscriminately to all who would listen. It was a call for radical inward change toward God and man (Piper, 40).

Why is it not acceptable? It is not acceptable, even though the source is given, because it does not have quotation marks. It looks like these are the words of the student though the idea is from John Piper, but in reality, both the words and the idea came from John Piper, so the student has not been honest.

#### **Partial paraphrase, documented, with the brief quotation properly identified. Acceptable.**

Jesus called all men everywhere to repent. He called them to "a radical inward change toward God and man" (Piper, 40).

#### **Undeveloped paraphrase: the original with a few words changed around. Unacceptable even though documented.**

The first requirement of Jesus' earthly ministry was, 'Repent.' He spoke this command openly to all who would listen. It was a call for radical inward change toward God and man (Piper, 40).

**Complete paraphrase, documented. Acceptable.**

Jesus called all men everywhere to repent. He called them to a complete change of heart toward God and toward their fellowman (Piper, 40).

**Paraphrase, undocumented. Unacceptable.**

Jesus called all men everywhere to repent. He called them to a complete change of heart toward God and toward their fellowman.

**Work cited:**

Piper, John. *What Jesus Demands from the World*. Wheaton: Crossway Books, 2006.

**LIBRARY**

1. The JBI library is a quiet place for students and guests to read and study. Students are requested to respect all the library rules and assist in keeping the library clean and quiet.
2. All books borrowed from the library must be properly checked out by signing a card with the assistance of the library staff. Books must be checked out during regularly scheduled study times when the librarian or a student staff member is present.
3. The books on the reference shelf may not be borrowed and must remain in the library for all students to use. No check out is ever allowed on reference books.
4. The JBI library is organized using the Dewey Decimal System. This system uses numbers to organize the books in such a way as they can be easily found according to subject number. Please do not put books back in the wrong place. Ask a staff member to assist you in returning

books to the right shelf number or leave them neatly piled on the table.

5. Due to the size of our library a student will only be allowed to check out three books at a time and each one for a limit of three days. Students should plan ahead and check out books on Friday for use over the weekend. At certain times the library may hold all books on a certain subject on a special reserve shelf so they can be equally used by all class members.
6. A fine of 10vt per book per day will apply for all books not returned by the date given. No other books can be checked out by the student until all fines are paid. Outstanding library accounts will be sent to the office before exam week at the end of the term.
7. Lost books: A book is considered lost if not returned within three weeks after the due date. The student will be charged the full replacement cost if he does not bring it back to the library. Students should never take a library book and then lend it to someone else. The student who signed for the book will be responsible to pay for the book even if it is lost by another person.
8. Damaged books: It is expected that students will be very careful with any library books they take home or to the dorms. If a book is damaged, the school librarian will charge the student a fine based on the cost of the book. Every student is encouraged to keep borrowed library books in a dry, clean place at all times and carry them from one place to another in a bag.
9. Unchecked library books found in a student's possession will be considered as stolen and can be grounds for dismissal from the institute.
10. Currently there is one computer in the library and it is not for student use. The television and DVD player may only be used with permission.
11. Students using the library should be quiet and orderly at all times. No music or talking on mobile phones is allowed inside the library. The last person leaving at night must

turn out all the lights, turn off the fans, close the windows in case of rain, and lock the doors. Please do not waste electricity.

12. No food or drinks are permitted in the library during regular library times. If permission has been given to use the library for a special event and food is allowed, students are requested to clean all the furniture and floors and make sure that the library is clean before they leave. Food left on the floor attracts rats and cockroaches and they will also eat books.
13. Books can only be checked out to JBI students and faculty members.
14. If you have a problem in the library, please speak with a student staff member or Mrs. Lori Ellison.

## **SOCIAL GUIDELINES**

### **General Principles**

The Scriptures establish the basic principles, which should guide the development of Christian character and govern all Christian behavior. Practices that are known to be morally wrong by Biblical teaching are not acceptable for members of the school community. Included are specific acts such as drunkenness, stealing, talking negatively about other people, swearing, and all forms of dishonesty including cheating, witchcraft, occult practices, and sexual sins such as premarital sex, adultery, and homosexual behavior. In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice such as that based on nationality, sex, or social or financial status.

The Scriptures teach self-control in that which is harmful or is offensive to others. Members of the school community are required to stay away from dancing, gambling, possession or use of alcoholic beverages, tobacco non-medicinal narcotics and hallucinogenic drugs, including marijuana and kava. All questionable activities that would be harmful to Christian

character and testimony are disapprove, including the attendance of movie theaters and the watching of video's that contain pornographic or suggestive scenes, strong violence, swearing, or any such things.

The institute expects all students to maintain the same high standards of Christian conduct on breaks and between terms as during their actual time on campus. Departures from this may be considered grounds for denial or re-admission to the institute, or for disciplinary action upon the student's return.

### **Behavior with the Opposite Sex**

1. No physical contact is allowed (this includes holding hands and kissing).
2. No individual contact is allowed. Meetings must be in the group setting. It is permissible to sit at a table by yourselves, but always in a place that can be seen by others.
3. Scheduling meetings with each other on or off campus without supervision or approval is not permitted.
4. Any violation of these guidelines will be grounds for discipline, and even dismissal from the institute.

### **Marriage**

Marriage is seen as an extremely important step to be taken only after serious thought and earnest prayer for God's will. Any student planning marriage before graduation will be required to receive prior permission from the Administrative Committee. Failure to comply may result in automatic dismissal from the school.

## SPECIFIC GUIDELINES

### JBI 2010 Daily Schedule

**Monday**

**Tuesday-Wednesday-Thursday**

		4:30-5:00	Morning Prayer through Friday (Compulsory)
		5:00-5:30	Devotions
		5:30-6:30	Breakfast / Clean Dorm Room
		7:00-12:00	Class / Chapel
		12:00	Lunch
		2:00-4:30	Tuesday-Study Wednesday-Work Thursday – Sports
12:00-2:00	Free Time		
2:00-4:30	Work		
4:30-6:00	Free Time	4:30-6:00	Free Time
6:00-	Supper	6:00	Supper
6:30-8:30	Study	6:30-8:30	Study
8:30-9:15	Intercessory Prayer	8:30-9:15	Intercessory Prayer
9:15-10:00	Sleep Preparation	9:15-10:00	Sleep Preparation
10:00	Sleep	10:00	Sleep

Friday-Same schedule as Tuesday, Wednesday, and Thursday except for free time after work at 4:30. Supper is at 5:00 so that you can attend student Jail ministry. When there is no student ministry you can attend youth programs at AOG churches.

Students on Academic probation are required to remain on campus Friday morning from 11:00 – 12:00 to study.

**Note: YOU MUST MOP DORM FLOOR AND CLEAN WINDOWS EVERY SATURDAY MORNING BEFORE LEAVING CAMPUS.**

**NOTE: THE STUDENT IS STRONGLY ENCOURAGED TO SPEND SOME EXTRA TIME IN STUDY ON THE WEEKEND.**

## **Dormitory**

Students associate closely and constantly with one another in the dormitories and this can be a true test of one's Christian character, especially in such areas as patience and love. However, since we don't want anyone tested beyond what they are able to bear, we state the rules as follows.

1. Mutual cooperation and goodwill should be carefully cultivated in the dormitory. Each one must respect the other's need for rest and quiet time.
2. All rooms must be left in proper order before departing for class. Beds should be made, rooms swept out, trash cans emptied, and all items put away neatly. Every Saturday A.M. the rooms should be wet-mopped, dusted, and the windows cleaned. If the student is going to be off campus for the week-end cleaning should be done before departure on Friday. Room checks will be made by the Dean of Students to make sure each student is taking care of his room. Failure to comply will result in loss of off campus privileges for the offending person in the room.
3. No food or drink is allowed in dormitory, due to the problems with ants and cockroaches. Water is allowed.
4. No women are allowed in or on the boy's dormitory level of the campus at any time. This includes the area between the men's shower-room and dormitory. No boys are allowed on the upper levels of the girl's house. Everyone must respect these limits.
5. Music and stereo's can only be played during free time and not too loud.
6. No additional shelving or nailing may be done in the rooms without the Dean of Students permission. Small pieces of furniture can be brought in from the outside with prior approval of roommates and the Dean of Students. Care should be taken to ensure that the articles would not scratch the paint surface on the floor or cause other types of damage.
7. Students must have prior permission to enter other student's rooms. Items cannot be removed or borrowed

without the permission of the owner. Any removal of goods not your own will be considered stealing and be referred to the Administrative Committee for discipline. Please do not climb over the walls.

8. The male students are to use the toilets in their shower room. The toilet located in the classroom is reserved for female students only.
9. All male or female guests on campus and those staying in the dorms are expected to comply with all the dormitory rules.
10. Students desiring to remain on campus during school holidays must pay 300vt per night or work three hours per day for each night stay. The students must supply their own food. An optional work program is available on first come, first serve basis. Please see staff for details. The student must be back on campus by 11 PM. The rooms, toilets and showers must be cleaned regularly during their stay.
11. Valuable items should not be left in the dormitory rooms. The institute is not responsible for the loss of any articles of clothing, vatu, jewelry, watches, or other items. The student is welcome to have his valuables locked up in the Business Administrator's office. A release of responsibility must be signed in the event of a robbery and a receipt will be issued for any goods left in the Business Administrators possession.
12. Cooking appliances and televisions are not allowed in the dorms.
13. Changing bed assignments without the permission of the Dean is not allowed.
14. Moving the original furniture in the dormitory to other rooms is not permitted.
15. Furniture or shelving cannot be removed from one part of the campus to the dormitory without the permission of the Dean.

16. No dormitory students are allowed to sleep off campus during the school week unless family or pastor contacts a member of the administrative committee for permission. Sleeping outside campus without permission can result in dismissal from the bible school.
17. On Tuesday the student may only go off campus between 12:30 and 2:00. It is permissible to eat lunch and then depart after signing out. The student loses his resting rights for that afternoon.
18. The dormitory area is to be quiet from 12:30 to 2:00 for those who want to rest. The playing of radios or music is not permitted at this time.
19. Students are asked to be careful about the amount of electricity they use. Please turn off electric fans or lights when leaving a room. The girl's are requested to be careful with the lights in their big house, using only that which is necessary at night.
20. Dormitory students must have lights out by 10 PM each night. On the weekends students sleeping in the dorms must be back on campus by 11 PM Friday through Sunday. After library study time each night, the girl's are expected to go to their house and not socialize on campus or go to the stores. Female students for their own security and good reputation must do their shopping and socializing during the day time.
21. No candles are allowed in any dormitory. Students are requested to study together at night in the library. During exam time the Dean of Students will allow later study hours.

## **Sports**

1. The student is required to participate in the Students Sport Program every Thursday from 2 PM to 4 PM. The student sports director will keep an attendance sheet. Any students no participating will be referred to the Dean of students.

2. All business that requires the student to go to town should be scheduled on Thursday after being approved by the dean of students.
3. All sport balls will be kept in the room of the sports director. JBI will provide one football every year for student use. Two basketballs and one volleyball will also be available.
4. Sport balls should not be removed from the office of the Sports Director without approval during non-sports time. The participants must pay for any damage to the balls during non-sport time.
5. Sport balls must never be taken off campus without approval of the Dean of Students.
6. All Sport activities must be done in the field at the top of the school campus.

### **Guest on Campus**

The school reserves the right to allow or suspend visitation privileges to individual guests on campus.

Special permission must be obtained from the Dean of Students for guests to stay overnight. The limit is two nights per term. The charge is 500vt per night and each meal is 200vt. The student holding the guest is expected to notify the cooks if a meal(s) is to be taken. All payments should be paid to the Secretary before the stay and then room and meal tickets will be given.

Guests are expected to obey all rules and be in attendance in the class sessions of their choice if they are on campus during classroom hours.

### **Off-Campus Students**

1. Students are expected to maintain the same standard of behavior as students on campus.
2. Off campus students are not permitted to have on campus students in their homes without the permission of the Dean of Students.

3. Off campus students are expected to turn in their weekly study and church attendance reports each Tuesday A.M. to the Dean of Students.

## **Personal Grooming**

### Dress Code:

#### **Class**

Men: Long pants, shirts with collar, slippers, sandals or dress shoes

Women: Skirts or dresses of modest length. Slips should be worn with thin materials. Blouses and dresses should have sleeves.

#### **Outside Class**

Men: Shirts with sleeves at all times outside of dormitory rooms. Singlet can only be worn during working hours and sport time. Shorts may be worn, but must come near the top of the knee.

Women: Same as class except for sleeve rule.

#### **Practicum**

Men: Long pants, dress shirt, slippers, sandals or dress shoes.

Women: Same as class.

### Note:

- Women students are not to wear make-up for classroom or ministry assignments.
- Men students should not wear earrings in or out of the classroom.
- All students should shower everyday, use mums, and keep clothes washed.

## **Cafeteria**

1. Students are not permitted in the kitchen or cooking area unless they are assigned to do so.
2. Meals will be served only during the appointed times--- none before, none after---with the exception of Friday and those involved in Friday night ministry.
3. For Saturday and Sunday meals a roster will be passed around in the classroom on Friday to sign up for meals. The student should only sign up for the meals that he or she plans to eat. If you sign the roster and do not show up for the meal, 100vt will be charged to your account.
4. Students planning on eating lunch should bring their plates up to the cafeteria at breakfast time, so that Sister Roz can get an accurate count on how many to cook for.
5. The refrigerator and freezer are available for staff use only. Water is available in cooler.
6. Each dormitory room will take turns with kitchen duties.

## **Kitchen Duty Responsibilities**

1. Assist in the preparing and serving of meals.
2. Take out the trash and scrub the cans once a week.
3. Scrub all cooking pots, pans, etc.
4. Sweep floor after breakfast, lunch, and dinner.
5. Sweep and mop kitchen and cafeteria every Tuesday and Friday after lunch or supper.
6. Prepare two buckets for the washing of student dishes and clean bowls afterwards and turn upside down to dry after each meal. Do not put them inside each other.
7. Clean off all counters and desks after each meal before sweeping floors. This should be done with soap and water after the evening meal. Water will be fine for the others.
8. Scrub the kitchen sink out with an appropriate cleaner before and after washing pots, pans, and cooking utensils.

9. Wash all calicos after the evening meal and hang out to dry.
10. Always wash hands with soap and water before handling food or cooking items.

## **Laundry**

Laundry is to be done only during scheduled time. A sink is provided for the students use outside the shower room. Due to the high cost of water (over 30,000vt every three months) the student is encouraged to run the water when only necessary and make sure it is turned off tightly. No clothes are to be left in the sink or around the workshop area longer than the permitted time, except on the clothes-line. Students are encouraged to wash their clothes frequently and to not leave wet towels in the dormitory rooms. Students should not use other students' laundry detergent without permission.

## **Copy Machine**

A copy machine is available for student use. The business office from 8:30 – 10:30, Monday through Friday. The cost for each copy is 10vt. Front and back copies are 20vt.

## **Mail**

Student mail can be received at the P. O. Box 808 address. It will be checked daily at the post office and put in the student box located in the chapel by 6 PM each day.

## **Work Program**

To keep the dormitory fee at a low price, the institute has a work program whereby the student who lives on campus assist in maintaining the school property and assisting in the every-day functions of the institute. The savings to the student is approximately 8,000vt per term. The work program covers three specific areas: Gardening, maintenance, and beautification.

The policies that govern this program are as followed:

1. The Maintenance Supervisor will be in charge of the Work Program.

2. The student shall be responsible to work from 2-4:30 Pm four days a week (MTWF).
3. The students will report to the workshop at 2 PM for roll call and the assigning of duties.
4. After the assigning of duties the student will proceed to the workshop to sign out any tool needed to carry out his duty and then proceed to the assigned area and start work right away.
5. The Maintenance Supervisor or his assistant will walk around periodically to check if the student is carrying out his work assignment in a faithful manner. If any student is repeatedly found not to be working or carrying out his work in a responsible manner the student will be required to work eight hours on Saturday.
6. The student is responsible for returning any item to the workshop signed out to him or her. Another student cannot return it for you.
7. Rain will be an excuse for missing roll call. Appropriate work responsibilities will be assigned if the weather prevents you from working outside.
8. Students will not be released from work responsibilities except in the case of sickness or family emergencies.
9. A 200vt charge will be assessed to any student account if the work responsibility is missed. However, the student cannot pay 200vt to get out of his work assignment except for the reasons stated in policy number 8.

### **Workshop Policy**

1. The workshop will be under the direct supervision of the Maintenance Supervisor.
2. No student is allowed in the workshop at any time, or for any reason without the direct approval of the Maintenance Supervisor. The school will not be liable for any injuries or accidents that may result from the violation of these policies.

3. No students are permitted to operate any of the electrical power tools without the direct supervision of the Maintenance Supervisor. This includes power saws, drills, the table saw, the planner, and other items.
4. No items are to be removed from the workshop, unless first signed out, and only for the purpose of carrying out one's duty for the Work Program. Tools cannot be used for private purposes, except by the faculty.
5. The workshop is to be locked at all times unless the Supervisor, faculty member, or Supervisor assistant is present.
6. Any tool found in the student's possession without permission will be considered stolen and the student will be referred to the Administrative committee for discipline.

## **School Vehicles**

The Bible school vehicles are only for the purpose of conducting school business and as such, cannot be used as a student taxi service. The only exception to this is picking up the students from airports and wharves at the beginning of the school year. The student is responsible for his own transportation for his trips home at holidays and the breaks between terms when their luggage load will not be as large. The staff will try to transport the student to Sunday services as much as possible. At times because of ministry obligations the student will have to find their own way to church.

## **Sickness**

Any sickness that results in the student having to miss class should be reported to the Dean of Students. All sicknesses lasting more than one day should be reported to staff for treatment. Note: Most sickness and flu can be avoided by frequent hand washing with soap and water and always washing hands before touching any food.

## **Injuries**

Any serious injuries should be immediately reported to the Dean of Students for treatment. Plaster, cotton, cleaning liquid, and medication for sores will be kept with assigned student for

infected sores and cuts. Walking sticks are available for leg injuries.

Time blong plei music

MONDAY – THURSDAY 4:30 – 6:30 PM

Long Friday afta 4:30 PM yu allow blong plei music be yu mas be sensitive long ol narafala. i semak long Saturday mo Sunday.

Long ol narafala time yu save plei music be mifala stap askem yu blong save pem **ear phones** we yu no save distempem ol narafala.

Eni wan we i no folem ol ruls ia mo sipos mifala i kasem komplek bakegen bambae Administrative Committee i save tekem wan action long hem. Mifala i askem cooperation blong evriwan blong kipim respect oltaem wetem ol narafala students.