



Student Handbook For Current Students



*“If ye know these things,
happy are ye if ye do them”*

John 13:17

*“Whatsoever thy hand findeth to do,
do it with thy might; for there is no work, nor device, nor
knowledge, nor wisdom, in the grave, whither thou goest.”*
Ecclesiastes 9:10

- **Bro. Mark Haynes, Senior Administrator**
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A Ministry of the Ganado Baptist Church



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INTRODUCTION

Ganado Baptist Bible College is, without apology, an independent, separated, soulwinning Baptist college. Because attendance is a privilege, not a right, students will not be allowed to create controversy on campus or advance ideas, philosophies, or doctrines contrary to the purposes of GBBC. Students should be aware that they may be subject to expulsion at any time if the administration feels that they have violated these principles, even though the student may not have broken any specific rule or regulation of the college. Students are expected to abide by the spirit of the rules of GBBC as well as the "letter of the law."

We will strive to ensure that each student who attends our college not only maintains, but also nurtures a loving and respectful relationship with his parents. NO criticism of a student's parents will be tolerated.

We believe there must be accountability to the parents. With this in mind, GBBC will notify an unmarried student's parents regarding their child's major handbook violations and also if he drops a course or drops out of college. Grades will be sent to the student's parents as well as to the student. If a student is expelled from GBBC, his parents and his pastor will be notified.

There will be no toleration of criticism on our campus of other fundamental colleges, churches, or pastors. Granted, other fundamental schools and pastors may have a different direction than GBBC or Ganado Baptist Church, but there will be no discussion permitted of their differences that is critical of the positions of other fundamental works. Students will not be allowed to make judgments or evaluate the motives of other ministries of Christians. Any criticism of this sort could be cause for expulsion.

GBBC neither endorses nor approves of social networking sites on personal computers. All content presented on any online forum must be consistent with student handbook policies and cannot harm or bring reproach to the testimony of our college or student body in any way. Negative or critical personal comments toward another person or ministry, especially toward this ministry, will result in strict discipline up to and including expulsion.

14. In situations where a student is required to sign in for attendance, each student must sign in for himself only. In other words, you should not ask someone to sign in for you and you may not sign in for another student. People who check attendance will not sign in for you; you must sign in for yourself.
15. College facilities are for the college students. Students should check with the Administration before bringing non-student visitors from the local area to the college.
16. **Students must read this handbook every semester.** Failure to read the handbook and submit the signed form indicating the student has read the handbook and will abide by the rules of the college will result in the student receiving an Administrative reprimand.
17. All cell phones must be left on silent during services and class times. If a student is expecting an emergency phone call, they must inform their professor ahead of time. Students are prohibited from receiving phone calls during class times if not an emergency.

6. Students are advised to keep all books, bags, backpacks, or anything else near their person and not in side rooms or hallways.
7. It is considered stealing to take a book out of the library without checking it out. Please see Bro. Mark Haynes for a specific exemption to this policy.
8. Concerning papers that you are required to write for your classes:
 - A. Your paper must be your own work. Anything that is quoted or nearly quoted from a book, the internet, another student's paper, or any other source should be enclosed in quotation marks and properly footnoted.
 - B. You may never submit the same or nearly the same paper more than once. You could not write a paper on "The Prayer Life of Moses" and submit the same paper in Prayer class and Old Testament Survey. Also, you could not turn that paper in for Prayer class one year and Old Testament Survey class the next year.
9. Each outside reading assignment must be read during the semester in which you are taking the course. If you are required to read the same material in two different classes, you must read it twice-once for each class.
10. Students must buy and own copies of all required textbooks. The only exception would be for members of the same family to share certain textbooks, as long as it did not interfere with in-class work.
11. Students may not play card games on college computers.
12. **All students are required to attend the college graduation.
13. Students may not have soft drinks, food, water, or any other food or beverage in any classroom (**unless approved by the professor**). Students must not have any food or beverages in the computer lab or library. Beverages are never to be placed on top of any piano.

ATTENDANCE

1. All students must attend all classes every day unless they are sick or have a pre-approved excused absence.
2. Maximum allowed absences *per semester*:
 - One credit hour course — 3 absences.
 - Two credit hour course — 6 absences.
 - Three credit hour course — 9 absences.

ONCE THESE LIMITS ARE EXCEEDED IN A SEMESTER, YOU LOSE CREDIT FOR THE ENTIRE COURSE. Remember, stacked classes meet two hours each day. If you miss both hours, this constitutes TWO absences.
3. Students who are too ill to attend class must call administration, 928-755-3714 or 928-299-1707 before noon to report their absence every day that classes are missed.
4. If a student is excused from anything because of illness, he must stay in for 12 hours, or his absences will be unexcused and he will receive the appropriate consequences. This applies to classes, church, soul-winning, job - everything.
5. If a student wants to miss a class other than when he is ill, he must apply in advance to the Administration. The Administration will determine if the absence is excused or unexcused. An example of this might be a student who wants to go home for a long weekend to celebrate a parent's birthday. **Students have only one pre-approved excused absence per semester.** No student may be in college housing or on the college property while using a pre-approved absence.
6. A student may not exceed their allotted pre-approved absence. This will count as an unexcused absence. Do not waste your pre-approved absence early in the semester because no extras will be given.
7. **A pre-approved absence may not be used on the day before or the day after Thanksgiving vacation, Christmas break or**

Spring break; and cannot be used the last two weeks of the semester.

8. Pre-approved absences will not be given simply because a student says, "I have a lot of things to do," or "I want to work on my papers," or "I need to get my car repaired." Pre-approved absences must meet the criteria given above. A student's class attendance is vital to his education. His other responsibilities should be scheduled at other times.
9. Students who arrive in class within the first fifteen minutes after the class begins will be counted tardy. The student will be counted tardy unless excused by the instructor. Three "tardies" will be counted as one unexcused absence. If a student is more than fifteen minutes late to a class, he will be considered absent. *Note: The professor and/or the Administration can grant an "excused" tardy if a valid reason is presented, such as an unavoidable traffic jam or an automobile problem (flat tire, battery dead, etc.)*
10. Students who miss one class for an unexcused reason (i.e. oversleeping) will be charged with an unexcused absence and reprimanded by Administration for lack of character.
11. If a student misses a class without a pre-approved absence, and the absence is due to circumstances beyond his control (i.e. an automobile breakdown, accident or hazardous road conditions) the student should contact the Administration as soon as possible. The administration will determine if the absence can be excused. Excused absences will not be given for things such as oversleeping, cutting class, failure to apply in advance for a pre-approved absence, etc.
12. Regardless of whether an absence is excused or unexcused, a student missing a class will be allowed to make up work and take any tests for that class day. However, a professor has authority to treat an **unexcused** absence more severely than the rules state, but must list penalties in his syllabus, such as an automatically lowered grade, a more difficult make-up assignment/test, a greater make-up test fine, etc.

the Administration if they want permission to associate with a member of the opposite sex from Ganado Baptist Church who is a high school graduate and not enrolled in GBBC. They must have this permission before they could sit together in church, date, call each other on the phone, or stand around and talk before or after church. The non-student must meet all of the college appearance standards, and be involved in a regular soulwinning ministry. The parents of both the student and the non-student would also have to approve the request.

20. All violations of Courtship and Dating rules are considered major infractions and will be dealt with as such by GBBC

MISCELLANEOUS RULES

1. Both Administration and Students may not attend movie theaters.
2. Items which are not in harmony with the Christian life, such as but not limited to: attending traditional ceremonies or activities, drinking, smoking, pornography, reading or keeping questionable material, attending questionable places, gambling, will be dealt with severely by the Administration.
3. Questionable literature such as secular, worldly romance novels, **bridal-type** magazines, or ladies' lingerie catalogs (i.e. Fredericks) are not allowed on church campus.
4. A student who is guilty of one incident of lying, cheating, or stealing will be reprimanded. Multiple offenses will be dealt with very severely by the Administration.
5. Students are expected to report major infractions of school policy to the office of the Administration. A violation of school policy is seen as a betrayal of the whole student body and is regarded as such. Students who are aware of major violations of the school policy and do not give full disclosure when questioned may be subject to serious disciplinary action.

where there is an odd number but there is not a proper chaperone, every couple will receive a major infraction to expulsion. The "odd numbered" students will also be reprimanded. Couples may not be together in motel rooms even if their parents are present.

9. Students may not touch members of the opposite sex.
10. Students may not hold hands.
11. Students may not kiss. (expulsion)
12. Petting or fornication will be cause for immediate expulsion.
13. ****Couples who "sneak away" from their home or the college and are gone for an extended period of time will be dealt with directly by the Administration and may be subject to expulsion.**
14. Students who are working secular jobs should be courteous to everyone at their place of employment. However, they may not socialize extensively with members of the opposite sex. This would mean they should not eat meals with them, or spend excessive amounts of time talking before work, after work, during breaks, or during lunch hours.
15. Couples are permitted to sit next to one another during church services, but must sit six inches apart. If space does not allow for this distance to be maintained then they must find different seating arrangements.
16. At the college, at church, and on activities, couples are not to be in isolated areas away from all other people day or night. ***That means that a lone couple may not be in any room or auditorium of the church or the college. After dark, couples may be outside of the church and college buildings only if they are in a group.***
17. ***Men and ladies may not be together on the college or church campus unless the buildings are open.***
18. GBBC students may not court/date young people from any church who have not yet graduated from high school. This means that they could not do things such as sit together in church, date, call each other on the phone or stand around and talk before or after church.
19. GBBC students who are not from Ganado Baptist Church must apply to

13. Students must make up missed quizzes or tests within two weeks of the date of the test or quiz. A professor has the right to require students to pay a \$10 fee to the instructor for each make-up test or quiz they take. This will be doubled and added to their school bill, if the student fails to pay. Failure to take the missed test within two weeks will result in a zero on that test or quiz. Students who feel they need an extension of this time period because of an unusual circumstance must consult with their instructor and receive approval for their extension before the two week period has expired. At the end of a semester, a student will have four weeks in which to complete work for the class. Incomplete class work at the end of a semester will result in the grade of an "I" which will become an "F" after four weeks. **It is always the responsibility of the student to make arrangements for make-up work.**
14. Professors have the authority to give a "0" grade and not accept late work if a student misses a class for an unexcused reason. Professors may choose to not accept late (for any reason) assignments such as notebooks, term papers, etc. if they so state in their class syllabus.
15. Students who attend Ganado Baptist Church in Ganado and work in the any form of ministry must be on time to perform all ministry duties during the week and on weekends. Tardies and absences from this meeting will result in an Administrative reprimand.
16. If a student is absent because of inclement weather (i.e. muddy or icy roads) that student will be assessed an absence, but will be given opportunity to listen to and take notes on the recorded lecture. Should a student listen to the lecture, the absence will be removed from their record and will not count against their total absences. This policy also extends to absences due to attending special church meetings at a student's local church.
17. Any exception to these attendance rules must be petitioned to the Administration.
18. Violation of any of these attendance rules will result in the appropriate attendance reprimands.

CHURCH ATTENDANCE and SOULWINNING

1. Students must attend Sunday school, a Sunday morning church service, and a Sunday evening church service every week. Students may not be excused from any of these services because of work. The only exception would be by special permission of the Administration.
2. Students must attend the Wednesday night service every week unless they are at work. If a student must miss a part of the Wednesday night service because of work, but could attend as much as 30 minutes, he or she is required to attend the service as long as possible.
3. All students are required to go visiting and soulwinning a minimum of 2 hours every week, while part-time students must go soulwinning for at least 1 hour per week. Each student must individually present the gospel to as many persons as God allows during the week.
4. ***No student may ever travel during a Sunday school, Sunday morning, Sunday evening, or Wednesday evening church service.***
5. Students must acquire local pastoral permission to sing or preach in other churches. Students should apply for this permission as soon as they have been asked to sing or preach. Students should never solicit such opportunities, but allow the Lord to open doors and submit to pastoral approval in accepting such invitations. Should a local pastor report a student's failure to adhere to this rule, they may be reprimanded by the Administration as severely as expulsion.
6. Students are expected to tithe every Sunday on the income they have received that week. Tithing is defined as giving ten percent of your gross income to God. Should a local pastor report a student's failure to tithe, they may be reprimanded as severely as expulsion.
7. All GBBC students must work in the children's ministry for at least one year. Students from other churches may fulfill their requirement in their home church.

COURTSHIP & DATING

1. Students should understand that a planned or regular meeting with a member of the opposite sex will be considered a date. This includes church services and other kinds of meetings.
2. Students may date on chaperoned activities sponsored by the college or their local church.
3. Students may have off-campus dates so long as they are properly chaperoned. For a general date of this nature, a proper chaperone is defined as follows:
 - A. The chaperone may be a college faculty or staff member or a parent of the young man or young lady. The male student is responsible for the expenses of the chaperones.
 - B. The chaperone must be someone at least 18 years of age **who has been approved** by the couple's parents and the Administration.
 - C. No unmarried person who is on a date may chaperone another's date.
5. It is considered a major infraction for students to go on improperly chaperoned dates or to be unchaperoned in a vehicle.
6. No student may work at the same job site as someone they are dating. One of them will be required to find new employment.
7. No double dating is permitted. Students who have improperly chaperoned dates will be reprimanded by the Administration as severely as expulsion.
8. If a couple is ever alone in a home or a motel, they will be expelled. If two couples are in a home or motel without proper chaperones, they will be expelled. If a mixed group is present in an area home or motel

EMPLOYMENT

1. Students may not work in establishments that require them to sell liquor. This would include grocery stores, restaurants, and any other businesses that might require students to sell liquor.
2. If a student is fired from his or her job because of stealing from his or her employer or because of lying on his or her time card, the student will be expelled from Ganado Baptist Bible College.
3. No student may work at the same job site as someone they are dating. One of them will be required to find new employment.

MUSIC

1. Students may not listen to improper music, i.e. rock, country, rap. Contemporary so-called "Christian" music is also prohibited. Violation of this rule may result in expulsion. The severity of the reprimand will be determined by the Administration.
2. Students who struggle with worldly music may be advised by Administration to uninstall their automobile stereo. The Administration reserves the right to make such judgments.

APPEARANCE - Men's Guidelines

1. GBBC is a traditional Bible College with traditional, business-like dress standards. We will not allow our students to become "casual" in appearance, and we will take a strong stand against the push toward casual dressing.
2. Men are required to wear suit coats or sport coats and ties/bolos to all Sunday Morning church services. Men must wear ties/bolos for all weekday services and on the campus for all classes.
3. Whenever men are required to wear ties they must wear shirts with collars, appropriate slacks, and shoes that "hold" a shine. (Athletic shoes may not be worn at any of these times.) Undershirts must be worn under all dress shirts. White or colored dress shirts are allowed with the exception of pink. No over-sized (baggy, sloppy) clothing will be allowed. Men may never wear shorts or tank tops. We expect choice servants of the Lord to dress accordingly. Shorts and tank tops do not reflect such an image.
4. Men's hair must be clean and neatly cut. No spiked, permed, shaved designs, stacked, dyed, or punk rock haircuts are allowed.
5. Shoes and socks must be worn at all times. Men may not wear necklaces, faddish bracelets (including sports bands), or earrings. Native bracelets made specifically for men may be worn.
6. Men may not wear caps or hats inside any building at any time.
7. Belts must be worn with all pants that have belt loops.
8. Men may not wear sandals with their dress clothing.
9. No tattoos, permanent or temporary, are allowed. Any student who receives a tattoo after enrollment will be dismissed. Any student possessing a previous tattoo must keep it covered at all times.
10. Violation of any of these rules will result in appropriate reprimands.

APPEARANCE - Women's Guidelines

1. GBBC is a traditional Bible College with traditional, business-like dress standards. We will not allow our students to become "casual" in appearance, and we will take a strong stand against the push toward casual dressing. Ladies are encouraged to dress like ladies, to be appropriate, and to be modest.
2. Slacks or shorts, including walking shorts, are never to be worn on church grounds for any reason. This includes church services, church activities and college classes.
3. Ladies may not wear flip flops or clogs to church services or college classes. Ladies may wear all-weather boots in inclement weather.
4. Ladies' hair must be clean and neatly styled. If a lady colors her hair, it must be one permanent, natural-colored shade. It may not be cut excessively short. Make-up should be worn with discretion. No excessively juvenile hairstyles are acceptable at college.
5. Clothing may not be tight fitting or otherwise immodest. Blouses or tops may not show the midriff. A female student must be able to reach above her head, down to the floor, and to the side WITHOUT SHOWING ANY MIDRIFF.
6. The front and back hems on skirts, dresses, and culottes must touch the floor when the lady is in an upright, kneeling position. Also, the openings for slits, pleats, or vents must not be higher than this level. Dresses, skirts, and culottes must cover the entire knee at all times, including when the lady is sitting. Dress check can be done at any time.
7. Ladies may not wear tee shirts, hooded tee shirts, or sweatshirts to classes or church services. They may not wear white tee shirts at any time, unless they wear the tee shirt under a jumper.
8. Low-cut necklines or backs, tight-fitting apparel, or sheer materials are

- not permitted. A blouse cannot have sheer sleeves and be acceptable for college. A blouse or dress is considered too low if it is lower than the width of three fingers placed together from the top of the breast bone.
9. Ladies may wear no more than one earring in either ear. These earrings may be worn only in the lower ear lobe, not at the top or on the side of the ear.
 10. Violations of any of these rules will result in the appropriate Administrative reprimand.