

STUDENT HANDBOOK

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This handbook describes the policies of rules and conduct for students of Texas Independent Baptist Seminary & Schools.

The information contained in this handbook is subject to change upon administrative recommendation.

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Enrollment

Upon enrollment in TIBS, students choose a core curriculum. All courses should be taken in sequence and should only be taken in the semester identified. TIBS offers the following programs: Associate of Theology, Bachelor of Theology, Master of Theology, Doctor of Theology, Associate of Religious Education, Bachelor of Religious Elementary Education, Bachelor of Religious Secondary Education, Certificate of Church Music, Diploma of Church Music, Certificate of Church Office Administration, Diploma of Church Office Administration, and Certificate of General Studies. Each course of study has a predetermined curriculum that must be completed to be awarded a diploma.

WITHDRAWAL FROM SCHOOL

There will be penalties incurred when a student withdraws from school. To withdraw from school, the student must notify the Chancellor in person, fill out the appropriate forms, and turn in student badge, mailbox and residence hall keys, and the church fob.

A student who withdraws from school after orientation will owe fees for the semester, tuition, and room and board according to the following schedule:

- 1-7 days after orientation week 25%
- 8-14 days after orientation week 50%
- 15-21 days after orientation week 75%
- 22 days after orientation week 100%

If the student withdraws by the end of the 4th week of classes, a grade of "W" will be put on the student's permanent record. If the student withdraws after the beginning of the 5th week of classes, a grade of "W-P" if passing or "W-F" if failing will be put on the student's permanent record.

Any student living in the residence hall, but not enrolled in classes will be charged room and board on a weekly rate basis.

Should a student officially withdraw after having paid more than the amounts outlined above, a refund will be made for any over-payment. No other refund will be made to a student for any other reason. No refunds will be issued until after the third week of the semester.

RE-ENROLLMENT

A student who withdraws from school for any reason and wishes to return to TIBS must submit a new application for enrollment. When a student is not enrolled in classes during a semester, he is considered to have withdrawn from the Seminary. To return, he also must submit a new application for enrollment.

STUDENT LIFE

DISCIPLINE

Failure to observe policies or an infraction of a regulation will result in a measure of discipline stipulated as “offenses” and/or “demerits”.

Demerits

When a student receives demerits, he will receive a copy of his entire demerit record via email with new demerits highlighted. At the discretion of the Seminary, a copy of a student's demerit record will be forwarded to the parents and/or the home pastor.

- Students are to acknowledge receipt of said demerits within twenty-four (24) hours or receive additional demerits. (5)
- The student's demerit record becomes a part of his permanent record when his demerits total more than 10 per semester.
- Demerit accumulation ends at the end of each semester.
 - Fall Semester: Begins on the first day of orientation week in August; ends after the Christmas Brunch in December.
 - Spring Semester: Begins on the first day of orientation week in January; ends after the graduation ceremony.

Disciplinary Procedures

The following list indicates the required disciplinary action taken for specific demerit levels.

Demerits Action Taken

25 – One-day suspension from classes with work detail

50 – One-day suspension from classes with work detail

75 – One-day suspension from classes with work detail

100 – Expulsion

Appeals Process

If a student believes, for any reason, that they have unjustly received demerits, they are encouraged to appeal them.

Students must appeal the demerits before suspension or expulsion is scheduled to avoid the suspension or expulsion.

The student must submit a Demerit Appeals Form, located on the Seminary website, within one week of receiving their demerit record. The Demerit Appeals Form must be filled out in its entirety as much as possible.

Suspension

A student may be suspended for excessive demerits. Suspensions will be scheduled by their respective Dean within one week of receiving notice of the suspension from the registrar's office. An email will be sent to the student and their teachers notifying them of the date of the suspension.

If the suspension day is scheduled on a testing day, the student may attend class to take the test but will receive an absence.

The days missed by a student while suspended will be handled in accordance to the regular absence procedure.

Expulsion

A person may be expelled for accumulating 100 demerits before the end of the current semester.

If a student receives enough demerits to bring his total to 100 or greater during the last two weeks of the school term, the following policy will be implemented:

- From 100 to 110 demerits: 25 demerits will be added to the next semester's demerit record.
- From 111 to 115 demerits: 50 demerits will be added to the next semester's demerit record.
- From 116 to 120 demerits: 75 demerits will be added to the next semester's demerit record.
- 121 demerits or greater: expulsion for the next semester.

When a student has been expelled, he must wait six months from the date of expulsion before making a new application for enrollment.

Students who have been expelled two semesters in a row must wait one year from the date of expulsion before making a new application for enrollment.

The following takes place upon expulsion:

- A telephone call is made to the student's parents or guardian and home pastor.
- The respective dean will guide the expelled student through the withdrawal process to insure all obligations are met prior to the expelled student's departure.
- Students will be responsible for payment of total semester's school bill.

- Post office, residence hall keys, church key fob, and student identification cards are to be turned in. A \$25 charge will be added to their bill for any keys, cards, or fobs not turned in.
- Arrangements are made for immediate departure within 24 hours or at the Chancellor's discretion.

Regulations and policies may be changed by the administration at any time, and new regulations may be added as deemed necessary. All students are required to observe the standing and revised regulations at all times.

If an expelled student fails to follow all withdrawal procedures to their completion, he will forfeit the right to apply for re-enrollment at TIBS in later semesters.

BASIC RULES FOR TIBS STUDENTS

(the order in which the rules are presented does not reflect the order of their importance)

() Demerits are listed in parentheses.

- 1) If at any time a student manifests a detrimental influence or spirit of controversy, or engenders a spirit contrary to the purpose and principles for which the Seminary stands, they are subject to expulsion even though they may not have broken any specific rule or regulation.
- 2) All students are required to attend their assigned Sunday school, Sunday morning and evening services, and mid-week services. The only students not required to attend all services at Longview Baptist Temple are those who live in the area who have been faithful members of another fundamental, Bible-believing church before entering Seminary. (10)

- 3) Requests to change Sunday school and/or ministry assignments must be made in writing and submitted to the Chancellor for approval.
- 4) If a student attends a Sunday school class other than that assigned, or participates in a ministry other than that assigned, they will be considered absent from their assigned class/ministry and receive appropriate demerits.
- 5) Everyone on campus is required to attend the scheduled chapel services. Off-campus students attending even just one class for the day must attend chapel. (25)
- 6) Students arriving later than 10 minutes before the scheduled starting of any required event will be counted tardy. (10)
- 7) Students are required to go soul winning every week. Soul winning is defined as witnessing to unsaved people by tongue or tract. Students are expected to participate fully in their Saturday outreach team activities and present the Gospel to at least one person each week. (5)
- 8) All students are assigned a ministry. Students are required to fulfill their ministry responsibilities unless acceptable arrangements have been made at least 7 days prior to the requested absence and approved by the respective dean. (10) *This rule does not apply in case of sickness. (see Campus Safety and Emergency Procedures, Rule 1c)*
- 9) Students may not preach in other churches without approval. (25)
- 10) Upon receiving correspondence via email from the faculty or administrative authorities, the student must reply and address the contents of the email courteously and fully within 24 hours. (5)

- 11) Participation in activities which are not in harmony with the Christian life (such as, but not limited to, reading or looking at questionable material, use of tobacco, drinking alcoholic beverages, gambling, playing cards and/or solitaire, dancing, attending movies, attending plays and theater events, use of profanity, abuse of drugs) will be dealt with directly by the Chancellor of the Seminary. (5 – expulsion)
- 12) Students may only listen to and watch Seminary approved audio and video. (10)
- 13) Students must be honest. Lying and stealing will not be tolerated. (25 to expulsion)
- 14) Students must tithe off their increase. (5)
- 15) Single students are not permitted to exhibit public displays of affection toward the opposite gender: i.e. touching or inappropriate communication, etc. (Meeting with the Chancellor)
- 16) Single students are not permitted to participate in unchaperoned dating as defined under “Conduct Between Opposite Genders” in this handbook. (5 – expulsion)
- 17) The wives and children of off-campus students must abide by the same rules that govern the student body.
- 18) Willful damage or destruction of Seminary property will not be tolerated. (15 - expulsion)
- 19) Students who are traveling on Sunday are required to stop and attend Sunday school, Sunday morning and evening services, and mid-week services. (10)
- 20) Students must check in for chapel and ministry meetings as directed by the college at orientation. (5)

- 21) Any student wishing to use the name of Longview Baptist Temple, TIBS, and/or Pastor Gray II on any form of communication must have approval from Pastor Gray II. (25)
- 22) Students are not allowed to do any advertising, hold meetings, or make public announcements advertising any products for commercial sales on TIBS campus. No student may release information of any kind to any newspaper, radio station, or television station, social media, etc. (25)
- 23) Students who listen to or are in possession of any form of entertainment that is contrary to the standard preached and held by the Longview Baptist Temple will receive the appropriate demerits. (15) 1st offense, (25) 2nd offense and thereafter.
- 24) Faculty and staff areas are intended for the personal use of the faculty and staff members. Students may not enter the office or work area of a faculty or staff member unless that individual is present. (15)
- 25) Improper use of social media platforms (10 – expulsion).
- 26) Intentional disobedience – failure to obey instructions that have been clearly given, but not contained in the handbook (25 - expulsion)
- 27) Students are required to attend the Graduation Ceremony. Demerits will be added to the next semester. (25)

28) OFF-LIMIT AREAS - The following areas are off limits for all students at all times without permission from the appropriate ministry leader. (5):

- a) Bus garage
- b) Candace Connor Educational Building, except for scheduled church events
- c) Gymnasium, except for scheduled activities
- d) Kitchen area behind serving line
- e) Steps leading up to the entrance of the Residence Halls for residents of the opposite gender
- f) Bill Nelson wing except during school hours and special events
- g) Residence halls for all off-campus students
- h) The use of public gyms is not allowed (5)

29) TIBS is a closed campus: All visitors are required to obtain a guest badge in the Wayne Daniel Building at the front desk except when visiting the chapel service only. Prospective students and their immediate families may visit classes. Visiting classes solely for social purposes is not allowed.

GENERAL DRESS CODE

MODESTY

- 1) One of the goals of our dress code is for our students to “adorn themselves in modest apparel.” (I Timothy 2:9) A student’s apparel must comply with length requirements and type of clothing for the event, etc.; however, if at any time the student becomes immodest, a warning will be given; thereafter, the first infraction results in 5 demerits and each additional infraction increases in increments of 5 up to 15. If after 15 demerits, the student chooses to violate the dress code, they will be dealt with directly by Pastor & Mrs. Gray II.
- 2) Anything the Administration considers to be extreme or immodest will not be permitted. The Administration reserves the right to determine if dress or appearance is appropriate. If a student does not pass an appearance check, or if he/she is informed at any other time that his appearance is not acceptable, he/she must immediately correct the violation in their appearance. After doing this, they must be re-checked by their Dean. Students must not attend classes before correcting their appearance. Severe dress violations, such as, but not limited to, ladies wearing pants/shorts will result in a penalty of 25 demerits.

LADIES' DRESS CODE

1st offense, warning; 2nd offense (5); 3rd offense (10); 4th offense (15)

Hair

- 1) Length - Cover head and ears
- 2) Natural hair colors.

Make-up

- 1) Careful use of foundation, blush and mascara
- 2) Careful use of eye make-up
- 3) Careful use of lipstick and nail polish
- 4) Make-up should be natural and appropriate.
- 5) Natural-color eye shadows may be worn
- 6) Lipstick and nail polish - appropriate shades

Hosiery

- 1) Hosiery must be worn when teaching in Sunday school or while singing or playing specials on the preaching platform.
- 2) No Leggings

Shoes

No slides, toe-sandals, or flip-flops when performing duties as a volunteer

Bodice/Tops/Blouses

- 1) Neckline should be no more than three fingers below your collar bone.
- 2) 1" or less below the neckbone in back
- 3) No clingy/conforming shirts
- 4) No sleeveless shirts or dresses (underarms must be covered)
- 5) No sheer fabrics on bodice

Skirts/Dresses

- 1) Skirts and dress lengths must fall below the knee and cover the knees while sitting or crossing legs.
- 2) Skirts must fit loosely and modestly.
- 3) Lining in sheer-fabric or lace-overlaid skirts must come below the knee. Clothes should not appear to be showing skin, as with flesh-colored linings.
- 4) No pants, shorts, culottes, or gauchos
- 5) The shortest length of an uneven hemline must fall below the knee and cover the knees while sitting.
- 6) Slits in skirts must be sewn. Skirts which button up the front and wrap-around skirts must be sewn.
- 7) No denim when performing duties as a volunteer except during Saturday nurseries.
- 8) Ladies should not sit on the front row during classes or chapel unless only ladies are present.

Ladies' Residence Hall dress guidelines:

- 1) Ladies must always be fully covered in the resident hall hallways and foyers.
- 2) No pajama pants or shorts are allowed in the residence halls.
- 3) Sleepwear should be tasteful and appropriate.
- 4) We recommend wearing slippers or flip flops in the residence halls at all times to keep your feet protected.

MEN'S DRESS CODE

1st offense, warning; 2nd offense (5); 3rd offense (10); 4th offense (15)

- 1) All men must be clean shaven.
- 2) Shirt, tie, and dress pants are required for class and the morning and mid-day meals in the dining hall.
- 3) On days when there are no classes, appropriate casual dress may be worn to meals.
- 4) Sport coat, shirt, tie, and dress pants are required for chapel and church services.
- 5) Saturday attire is shirt, tie, dress pants or ministry-approved polo shirts. Ministry polo shirts cannot be covered up with a jacket or sweater.
- 6) When involved in athletic or recreational activity, or when going to/returning from work, sweatshirts or t-shirts may be worn.
- 7) Men are to always wear undershirts.
- 8) Men are to wear appropriate, conservative dress shirts on Sundays.

- 9) Pressed dress pants with a crease must be worn with a belt to all classes, soul winning, ministry meetings, chapel and church services.
- 10) Shorts may never be worn.
- 11) Shined dress shoes or boots must be worn for church, school, and soul winning. Shoes with laces must be tied.
- 12) Hair must be well groomed. Well groomed is defined as off the ears, off the collar, above the eyebrows, and tapered. Sideburns must follow natural growth patterns. Worldly and trendy hair styles are not permitted.
- 13) No necklaces or bracelets are allowed excepting for medical purposes.
- 14) No hats or caps of any type are to be worn in the building.

CLASS ATTENDANCE AND ABSENCES

- () Demerits are listed in parentheses.
- 1) Regular class and preaching attendance is expected of every student who is at the Seminary.
 - 2) If a student is more than ten minutes late to class, they will be counted absent.
 - 3) Students who arrive late to class will be counted tardy. (2)
 - 4) Students arriving late to class because of employment will not be excused from the demerit penalty for tardiness unless prior arrangements have been made with the appropriate dean.
 - 5) Only one absence is permitted in any class during a five-week session. For each unexcused absence above one, the student's final grade in that class will be lowered one letter grade.

- 6) Once a student has so many over-absences in a class that it is not academically possible to receive credit for the class, the student will be academically withdrawn.
- 7) An absence from class does not remove the student's responsibility for the day's work. They are responsible for all lecture notes, tests, exams, and assignments.
- 8) If a test is missed for any reason, the student must take the test before the next test day. Failure to take the test will result in a grade of zero. Missed tests can be obtained from the instructor.
- 9) Absolutely no one may interrupt a class without explicit permission from the Seminary office. (25)
- 10) Students are not permitted to make audio or video recordings of TIBS classes or residence halls. (5)

CLASS CONDUCT VIOLATIONS

- 1) Improper posture - (5)
- 2) Fighting - (25).
- 3) Inattention in class or preaching – This includes sleeping in class or during preaching. (5) - first offense, (10) - second offense and thereafter.
- 4) Rudeness (10)
- 5) Poor attitude (5) - 1st offense, (10) - 2nd offense, (15) - 3rd offense and thereafter.
- 6) Inappropriate practical jokes. (5) - 1st offense, (10) - 2nd offense and thereafter
- 7) Unruly, rowdy behavior or horseplay - (5)
- 8) Eating in class is not permitted, but covered drinks are allowed in the classrooms. (5)
- 9) Chewing gum during class, chapel, and/or preaching. (5)

- 10) Talking in class while the teacher is teaching. (5)
- 11) Working on other class projects while the teacher is teaching. (5) - 1st offense, (10) - 2nd offense and thereafter.
- 12) Students are not allowed on social media during class times. (5) - 1st offense, (10) - 2nd offense and thereafter.
- 13) Cheating and plagiarism. (25) - 1st offense, (50) - 2nd offense

GRADING SYSTEM

Semester Course Schedule System

One semester is comprised of 3 five-week sessions. A 3 credit-hour course meets for 2 hours (120 minutes) daily from Tuesday through Friday for five weeks. A 2 credit-hour course meets for 1 1/2 hours (90 minutes) daily from Tuesday through Friday for five weeks. Each student also earns 1 credit hour total per semester in applied ministry work depending upon their major.

This system provides an equal amount of instruction time as is included in a traditional 16-week semester.

GPA

The following chart indicates the letter and quality points used to compute the student's final grade point average (GPA).

A – Excellent – Four quality points – Indicates superior achievement of course content and requirements.

B – Good – Three quality points – Indicates substantial achievement and good grasp of course content and requirements.

C – Satisfactory – Two quality points – Indicates adequate achievement of course content and requirements.

F – Failure – Zero quality points – Student must repeat the course.

W – Withdrawn – Indicates withdrawal from the course prior to mid-term exams and with proper permission. The grade is not included in the GPA.

Point System for Grading

The following point system is followed for calculating final grades.

Tests (4 total)	- 15 points each (60 points total)
Project	- 15 points
Final Exam	- 25 points

In a point system, grades for individual items are not categorized and averaged according to category; rather, each item contributes a certain number of points to the final grade. For instance, if a student scores an 80% on a test that is worth 15 points, that student accrues 12 points toward his final grade (15 points * 80%). At the end of the semester, all earned points are added together for the final grade.

Grading Scale

The following grading scale has been assigned for all final grades.

A.....	95–100 points
B.....	85–94 points
C.....	75–84 points
F.....	0–74 points

Classification of Students

Freshman.....	1–32 credits completed.
Sophomore.....	33–64 credits completed.
Junior.....	65–96 credits completed.
Senior.....	97+ credits completed.

RESEARCH PAPERS

Length

- *A maximum of 5% of the total words can come from direct quotes.*
 - Freshman - 1,000
 - Sophomore - 1,500
 - Juniors - 2,000
 - Senior - 2,500
 - Master's Thesis papers - 30,000
 - Doctoral Dissertations - 60,000

Format

- Papers must be typed in Calibri, Arial or Century Gothic - 12 point, double-spaced with 1 inch margins, no script fonts, and in Word format.
- Paragraphs must be indented left .5 inches.
- Page numbers are to be in the lower center or upper right hand corner, beginning with the first page of text and not the title page.
- There must be a title page, and the title must also be present on the first page of the text.
- Papers should be written logically, persuasively, and focused on the chosen topic; include a succinct introduction that informs the reader concerning the subject of the paper, and a succinct conclusion that summarizes the main points and expresses the resulting conclusion.
- All source material must be referenced in footnotes or endnotes.

- All work should be proofread, as errors in spelling, grammar and syntax will reduce the overall grade at the discretion of the teacher.
- At the faculty member's discretion, research papers, theses or dissertations may be submitted digitally.

ACADEMIC ADVISING

The registrar will help students with any questions they may have about their chosen core curriculum, or any academic needs that they may have.

At any time, a student can access their grades via Thinkwave.com to assess performance in any particular class.

Of course, students may get input from their home pastor, or Pastor Bob Gray II of the Longview Baptist Temple on which program suits their God-given abilities the best.

DINING HALL ETIQUETTE

(5 demerits)

- 1) Proper table etiquette is to be observed and table conversation is to be in good taste.
- 2) Students are not permitted to use cell phones while proceeding through the serving line.
- 3) There is to be no loud talking or playing of pranks.
- 4) Students may give away purchased food at any time; however, they may not return for seconds.
- 5) No student may request or pick up meals for any other students.
- 6) Dishes and equipment are not to be taken from the kitchen at any time.
- 7) Students are not permitted to enter the kitchen unless they have been assigned to the kitchen and are on duty. Visiting with dining hall personnel is not permitted.
- 8) When leaving the dining hall, students are responsible for leaving the area where they ate in proper order.
- 9) All silverware and plates must be taken to the dishwashing area in the kitchen.

Dining Hall Schedule

Breakfast

Monday-Friday 7:30 a.m. – 8:30 a.m.

Saturday 8:15 a.m. – 8:45 a.m.

Lunch

Monday-Friday 1:00 p.m. – 1:20 p.m.

- On days when classes have been suspended, a brunch will be served to on-campus students at 9:30 a.m.
- Off-campus students must notify the dining hall by 8:30 a.m. if they wish to purchase a lunch meal. Sack lunches for Saturday lunch can be picked up at Saturday breakfast.

Sunday

- Sack lunches can be picked up at the back door of the dining hall directly after the morning service.

Dinner (on-campus students only)

Monday-Friday 5:00 p.m. – 5:30 p.m.

Saturday Sack lunches can be picked up at breakfast

Sunday Directly after church Sunday night

- On-campus students who know they will not be able to come to dinner must inform the dining hall personnel at lunch time that they will need a to-go meal. (Monday-Friday)

EMPLOYMENT

() Demerits are listed in parentheses.

- 1) A student's place of employment is subject to approval. (5)
- 2) Students are not permitted to report to their employment on Saturdays earlier than 3:00 p.m. Students wishing to report to work early on Saturdays must be approved by the administrative committee on a case-by-case basis. (5)
- 3) Ladies may not be scheduled to work later than 11:30 p.m.
- 4) A student may not quit a job without sufficient notice to the employer. (35) 1st offense; 2nd offense – expulsion
- 5) Before a student changes jobs, he/she must first seek permission in writing from the director of employment. The director of employment's approval must be obtained before the student quits or puts in a two-week notice. (35)
- 6) If a student is fired from a place of employment, he may be subject to expulsion depending on the situation surrounding the loss of the job. (35 - expulsion)
- 7) A student must contact the director of employment before asking his employer to miss work. (1st offense – 10 demerits; 2nd offense – 35 - expulsion)
- 8) Students coming directly from work to attend the Wednesday night Bible Study with no time in-between may wear work attire.

SPECIAL RULES FOR OFF-CAMPUS STUDENTS

() Demerits are listed in parentheses.

1) Those that are permitted to live off campus are:

- a) Members of Longview Baptist Temple as their permanent church home
- b) Married students
- c) Single students under 25 years of age who live with their parents
- d) Single students under 25 years of age who live with immediate family members with the parent's written consent
- e) Single students 25 years of age or older
- f) Students enrolled in the Master's program

2) Off-campus students are required to attend Seminary programs and activities which the administration considers important to their education. (10)

3) Off-campus students and their households are to maintain the same standards as those established for residence hall students and live in a manner that becomes mature Christians. Off-campus students are expected to live above reproach in the community.

4) Because students living at home may not be subject to all the regulations governing residence hall students, any off-campus student who deliberately influences a residence hall student to disregard any regulation will be subject to serious discipline. At the very least, he will receive as many demerits for breaking the rule(s) involved as does the residence hall student.

- 5) While they are on campus, all off-campus students are subject to all the rules and regulations which govern residence hall students. Infractions by off-campus students will be dealt with on the same basis as residence hall students.
- 6) Married students with school-aged children are only permitted to enroll their children in Christian education approved by the Chancellor.

CONDUCT BETWEEN OPPOSITE GENDERS

- 1) Single students are not permitted to exhibit public displays of affection. This includes but is not limited to:
 - a) Touching (unless related)
 - b) Inappropriate communication
- 2) Single students are not permitted to participate in unchaperoned dating.
 - a) Dating will be defined as:
 - i) Sitting together
 - ii) Going with or planning to meet one another at any venue or event
 - b) A date is considered unchaperoned when the parents of the boy/girl, a TIBS staff and/or faculty member cannot see the dating couple.
- 3) Students at TIBS are not permitted to date anyone currently in high school.
- 4) Students are not allowed to date non-TIBS students without the Chancellor's approval.
- 5) Parent, pastor, and Pastor Gray must all be in agreement to a dating couple.

- 6) Once dating is approved by set guidelines, the administration will meet with students for further dating guidelines.
- 7) Students whose GPA falls below a 2.0 ("C") or demerit levels rise above 35 during the semester will be restricted from dating privileges.
- 8) Students of the opposite gender are not to ride in the same automobile except for Saturday ministry responsibilities and approved chaperoned dating.

CELL PHONE USAGE

- () Demerits are listed in parentheses.
- 1) Male students may not call lady students at their place of employment, nor may lady students call male students at their place of employment. (5)
 - 2) Cell phones must not be used in classrooms, between 8 a.m. and 1 p.m. Monday through Friday, chapel, or any other church services or meetings without written permission from the administration. (3)
 - 3) Video calls may only be made in public areas. (5)
 - 4) If a cell phone makes any sound for any reason during class or chapel it will be confiscated immediately and turned in to the TIBS financial office. Students may reclaim their cell phones for a \$10 fee.
 - 5) Any student who does not abide by these guidelines will be asked by the administration to voluntarily turn in their cell phone.

CAMPUS SAFETY AND EMERGENCY PROCEDURES

In the event of an emergency or life threatening situation, students are advised to call 911 to report the situation to appropriate officials. After 911 has been called, students should place a call to Pastor Gray II, 903-238-6737.

- 1) If a student is in need of a physician, he/she should consult their parents' health insurance company and obtain a list of participating physicians in the area.
 - a) If a student is sick enough to miss class, they must notify their respective dean. Residence hall students must check into the infirmary. Arrangements are to be made through the college office for meals to be delivered to the infirmary.
 - b) If a student is sick enough to miss class, they may not go to work that evening without approval from the director of employment.
 - c) If a student is sick on Saturday or Sunday, they must call the respective deans. The student must also call the heads of any ministries they are involved in to let them know of their absence. Residence hall students must check into the infirmary. They may not go to work that evening without approval from the director of employment.
- 2) Residence hall ladies must travel in groups of at least two when arriving from work after dark. Otherwise, no ladies should be outside of the residence hall after dark.
 - a) Dark will be announced by administration. (5) 1st offense, (10) 2nd offense, (15) 3rd offense, and a meeting with the Chancellor.

- 3) Any weapon, lethal or non-lethal, may be kept in the residence halls or carried on campus only with permission from the Chancellor. (35)

FIRE ALARMS

In the case of a fire alarm, students should quickly, but safely exit the building. They should then meet in front of the gymnasium. The fire department will inspect the building before allowing occupants to return.

Falsely reporting a fire or setting off a fire alarm, as well as, tampering with smoke detectors, extinguishers, and sprinklers is a violation of state law and will be dealt with by the proper authorities.

FIRE SAFETY

- 1) Nothing is to be hung from or on the ceilings in the residence halls.
- 2) Use of extension cords and multi-plugged adapters without surge protection is not permitted. Use extension cords with surge protectors.
- 3) The burning or use of candles, hot plates, potpourri, incense, lighters, or matches is prohibited in the residence halls.

AUTOMOBILES

- 1) If the use of an automobile is thought to be detrimental to academic achievement or if the privilege is abused, the residence hall student may lose permission to operate a vehicle at all, and the off-campus student may lose permission to operate a vehicle on campus.

- 2) All cars parked on campus must have a valid license plate, vehicle registration and TIBS parking permit. Students are not permitted to drive their cars on property unless they are covered by both bodily injury and property damage liability insurance.
- 3) Proof of insurance must be submitted at the time of registration. Periodically during the semester, checks will be made to verify vehicle registration and insurance.
- 4) Off-campus students are to park in the north parking lot in front of the Robert Holland Gymnasium.
- 5) On-campus students are to park on Seminary property along the cast iron fence.
- 6) On campus speed limit is 10 mph.
- 7) There will be a \$20 fine for parking and speeding violations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

TIBS is in agreement and compliant with the FERPA to protect the privacy of student education records. We hereby give notice to students and to the parents of dependent students of the various rights according to FERPA. The following overview explains:

- 1) You have the right to review and inspect the educational records maintained by our school.
- 2) You have the right to appeal and have corrected parts of your education record which are believed to be inaccurate or misleading and in violation of your rights. In the case that the school denies your appeal, your rights state that a hearing can be called to present evidence. If your appeal is still denied, the student may place a statement on the record explaining the contested information.

- 3) Your basic student, as well as, educational information will not be disclosed without your written permission.
- 4) You may file a complaint with the FERPA Office. Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520
- 5) The website address for more information regarding FERPA is: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

OFF LIMITS

- () Demerits are listed in parentheses.
- 1) No student is allowed in another's room without someone from that room being present. (5)
- 2) Loitering in the parking lot with the opposite gender at any time of the day is prohibited. (5)
- 3) The emergency exit stairwell on the northeast side of the building by the TIBS Plaza is to be used only in case of fire. (5)
- 4) Ladies are not allowed in the men's residence hall, or men in the ladies' residence hall. (Expulsion)
- 5) Ladies are not permitted on the stairs leading into the men's residence hall. (Dealt with by the Chancellor)
- 6) Men are not permitted on the stairs leading into the ladies residence hall. (Dealt with by the Chancellor)
- 7) No food or drinks are to be consumed or left in residence hall rooms. All dining is to be done in the snack room. (3)
- 8) Television sets, radios, and head phones/ear buds are not allowed in the residence halls. (3)
- 9) Use of extension cords must be approved by maintenance staff. (5)

THE OFFENSE SYSTEM

An Offense System is used for recording residence hall violations. This system will allow five offenses during a calendar month for residence hall violations in the areas listed in the following sections. After a student accumulates five offenses in one calendar month, five demerits will be issued. Each additional five offenses in the same month will result in an additional five demerits. After accumulating ten offenses in one calendar month a student is campused for seven days. A campused student may not leave his residence hall room except to go to work or class or to pick up meals in the Dining Hall.

CAMPUSING GUIDELINES

Campusing will be scheduled by the respective dean. 25 demerits will be issued for any infraction of these guidelines.

- 1) The campused student will not be allowed to go on off-campus activities.
- 2) The campused student will not be allowed in the Wayne Daniel Gospel Center after 1:20 p.m.
- 3) The campused student will not be allowed to date at any time.
- 4) The campused student will not be allowed to be outside their room during the day except for classes, scheduled dining hall times, or work.
- 5) The campused student will not be allowed to eat with the other students at meals.
- 6) The campused student will not be allowed to participate in activities in the Wayne Daniel Gospel Center.

RESIDENCE HALL DUTIES

(offenses)

- 1) Students may not live in the residence halls more than one semester without being enrolled in classes.
- 2) Each student is expected to have his room ready for a walk-through inspection by 7:30 a.m. each day. (Offense violation) In order for a room to be considered ready for inspection, the following things should be cared for:
 - a) Straighten the room
 - b) All items in proper place
 - c) Vacuum floor
 - d) Make and clear the beds
 - e) Empty trash
 - f) Dust furniture (including window sills)
 - g) Hang up clothes
 - h) Dresser drawers closed
 - i) Top of desk clean and neat
 - j) No clothes on the floor and shoes put away neatly
- 3) Nothing is to be on the beds (Clothes, books, ties, etc.) except for bedding.
- 4) Nothing is to be hung on the bed frames. This includes work vests, caps, clothes hangers, etc.
- 5) Residence hall duties will be posted in the residence halls in a public place.
- 6) Duties will renew each semester.
- 7) Students will be notified of offenses either in writing or via email by their respective dean or residence hall supervisor.

- 8) Failure to do your residence hall duties will result in an offense. You will receive one offense per assigned duty.
- 9) If a cleaning item is not available in the cleaning cabinet for your residence hall duty, it is your responsibility to notify the residence hall supervisor. This is not an excuse for it not to be ready for inspection.
- 10) Shoe racks may be placed neatly under the sink in your room or next to your wardrobe. These must be kept neatly arranged.

CHECK IN AND CHECK OUT FORM

(demerits)

- 1) Every time you leave campus, you are responsible to check out through the TIBS website. (2)
- 2) Every time you return to campus, you are responsible to check in through the TIBS website. (2)

PERMISSION SLIPS

- 1) Students are allowed to leave campus within the prescribed boundaries assigned by the Seminary at the beginning of the semester.
- 2) Although students are allowed to leave campus inside the prescribed boundaries, they are not allowed to go to area homes without obtaining permission from the Seminary. (5)
- 3) Students planning on being off campus longer than two hours must notify their caretaker.
- 4) Students wanting to travel outside of the prescribed boundaries will be required to fill out a permission form online.
- 5) Students wanting to spend the night with family from out of town need to fill out a permission slip online.

OFFENSES AND DEMERITS

- 1) Calls or text messages will not be made or received after 11 p.m. (5) 1st offense, (10) 2nd offense, (15) 3rd offense and thereafter
- 2) Although you may not have an 8:00 a.m. class, residence hall and room duties must still be ready for inspection by 7:30 a.m. each day.
- 3) Students enrolled in classes are to be out of bed no later than 6:00 a.m. every day. (This excludes students living in the residence halls not attending classes and working third shift.)
- 4) Lights are to be out by midnight each night. If returning from work after 11:30 p.m., you have one hour to be in bed with lights out.

LAUNDRY

- 1) Every residence hall student is to have a laundry hamper for dirty clothes.
- 2) It is strongly suggested that you do your laundry once a week.
- 3) You must label your laundry supplies and keep them in your residence hall room.
- 4) Taking laundry supplies that are not yours without permission is stealing. (No tolerance.)
- 5) Do not overload the washer or the dryer. This could cause damage to the appliances and a great deal of inconvenience to you.
- 6) Any problems with the appliances are to be reported to the deans. Do not attempt to fix the appliances yourself.

- 7) Mishandling of the residence hall appliances will result in your paying for the repairs and forfeiting your privilege to use them.

BEDROOM AREA

(offenses)

- 1) Half of the space under your bed is your personal area.
- 2) You must keep your area of the room clean and presentable at all times.
- 3) The only places where clothes should be:
 - a) Hanging in the closet
 - b) Inside the dresser drawers
 - c) Inside the laundry hamper
- 4) Wet towels are to be hung on the towel bars in the bathroom.
- 5) Any clothes found out of place will be collected and placed in the lost and found room.
- 6) Clothes collected and placed in the lost and found will be discarded every Thursday.
- 7) Because the room has limited space, desktops, tables, chairs, and any other furniture are subject to approval by the Dean of Students office.
- 8) All luggage, trunks, suitcases and storage containers are to be placed in the storage provided by TIBS. Each item stored must have your name on it or it may be discarded.
- 9) Each student is responsible to make the necessary arrangements to take his belongings to storage.

KITCHEN AREA

(offenses/demerits)

- 1) All food is to be stored in sealed containers with your name on it or it will be discarded.
- 2) All food in the refrigerator must be in its proper sealed container or in a sealed baggie with your name and the date on it or it will be discarded. Food in the refrigerator two weeks after the date on it will be discarded.
- 3) The size of food containers are subject to approval by the Dean of Students office due to limited space.
- 4) You are expected to clean up after yourself. Anything left out will be discarded.
- 5) Taking food from another residence hall student without permission is considered stealing. (Demerits will be issued. No tolerance.)
- 6) Food containers are to be kept clean or they will be discarded.
- 7) All food in the residence hall must be kept in sealed plastic or metal containers. Food must be stored in the proper area in the residence hall. No food or drinks are to be consumed or left in residence hall rooms. All dining is to be done in the snack room. You may have snacks, chips, popcorn, crackers, cookies, etc. only in the social room. Bottled water may be consumed in the residence hall rooms. (3)
- 8) Utilization of the microwave and toaster is a privilege. They are never to be left unattended when in use. Privileges may be revoked by the Administration. (5) for the first offense, (10) for each offence thereafter.

GENERAL RULES FOR RESIDENCE HALLS

- 1) NOTHING is to be hung, taped, sticky tacked or stapled on the walls or doors of the residence hall. DO NOT HANG ANYTHING FROM THE CEILING. (3)
- 2) You must remain dressed in the residence hall at all times. (Shorts are not permitted at any time.) (5)
- 3) Ladies must wear proper sleeping attire. No shorts or sleeping pants permitted. (5)
- 4) You are not to go out of the residence hall without socks or shoes on. (5)
- 5) Only residence hall residents are allowed in the residence hall, anyone else must get approval from the Dean of Students office.
- 6) Only digital media players without headsets may be used. Playing of music or preaching must not interfere with the study or sleep of other residents in the residence hall. (3)
- 7) No student is to borrow another student's personal belongings without permission. Borrowing without asking is stealing.
- 8) Lights are to be turned off when leaving any room in the residence hall. (3)
- 9) Any personal belongings found out of place during inspection will be picked up and collected by the residence hall supervisor or deans and placed in the lost and found. They will be discarded every Thursday.
- 10) Because of limited space in the rooms, you are only allowed to have the books in use for that particular semester. This includes study books and concordances. Any other books are to be boxed and shipped to your home. Please do not be cluttered.

- 11) No one is allowed to move from the room and/or bed assigned without approval from the Dean of Students office.
- 12) Loose toiletries found in the bathroom will be discarded.
- 13) No fishing poles, baseball bats and gloves, basketballs or any other sporting equipment is to be stored in the residence halls.
- 14) Do not leave irons plugged to the outlet. (3)
- 15) All preaching media is to be approved by the Dean of Students.
- 16) Residence hall men with working boots need to place their boots on top of a towel under their bed. This will help with the care of the carpet.
- 17) Students are not allowed to move furniture in residence hall rooms or to a storage area without permission from the deans. (5)
- 18) Residence hall students must change bed linens weekly. They may not sleep on the bare mattress. (5)
- 19) Students are NEVER allowed to be on or in the same bed with another student. (Possible expulsion)
- 20) Blinds must be drawn when leaving the room, after dark, and whenever the student is not in full dress. (5)
- 21) Residence hall ladies may not do laundry, ironing, or mending for men. (5)
- 22) Residence hall ladies must travel in groups of at least two when on campus after dark. (5)
- 23) A quiet time from 10:00 p.m. - 12:00 a.m. is observed in the residence halls every day and Wednesday from 2:00 p.m. to 6:00 p.m. (Offense violation)

24) Before moving out of the residence halls a student must:

- a) Obtain necessary forms from the registrar and deans and fill them out before leaving.
- b) Clean their room for white glove inspection.
- c) Pay for damages.
- d) Post office, residence hall keys, church key fob, and student identification cards are to be turned in. A 25\$ charge will be added to their bill for any keys, cards, or fobs not turned in.
- e) All residence hall students must have their rooms checked before they move out of the residence hall. Failure to do so will result in a \$100.00 cleaning fee being added to their bill.

25) Students who move from the residence halls may not leave their belongings in the residence halls. If residence hall students leave their belongings on Seminary property, their belongings will be regarded as abandoned to the Seminary and will be disposed of as the Seminary sees fit.

26) No pets are allowed in the residence halls.

AIR CONDITIONING/HEATING UNITS

Air conditioning/heating units must be kept in the "comfort zone, low" setting at all times whether in the room or not. Units may be checked at any time. Rooms with temperature gauges can be set no lower than 70 degrees or higher than 75 degrees. (3)

LEAVING CAMPUS

- 1) Residence hall students who have jobs off campus must fill out a Weekly Work Schedule each Monday listing their work hours for the entire week. (5)
- 2) Residence hall students whose parents live more than a 1-hour radius from campus may go home to visit parents not more than two weekends per semester in addition to holidays - Thanksgiving and Christmas. Residence hall students must submit a permission form to their Dean no less than one week in advance for approval to travel. Students may be granted special permission to work in their home churches. (10)
- 3) Residence hall students may go to homes of other Seminary students outside a 1-hour radius only during the holidays; providing written permission is received from the student's parents or legal guardian and the Seminary. (10)
- 4) Commercially owned and operated carriers must be used when students wish to travel by aircraft.
- 5) When a student is assigned to go to a specific home for a holiday or an emergency situation, they may not make any changes without first checking with the Dean's office. (10)
- 6) Visits to area homes are limited to one home per week, once a week for a maximum of three (3) hours. Ladies must be in pairs. (10) Special permission for extended stay must be requested by the home owner through the caretaker.
- 7) Residence halls students may not visit students of the opposite gender in area hospitals unless they are with an approved chaperone, and it is done under regular dating regulations. (10)

8) No residence hall student is allowed to be out of the residence hall past midnight, or all night, without permission. These demerits will be in addition to any other demerits a student might receive for his actions. (25 to expulsion)

****These rules are subject to change. All changes will be announced before action is enforced.**

IMPORTANT NOTE:

Students must read the handbook and turn in the signed pages agreeing to abide by the rules of the Seminary. A penalty of 20 demerits will be given if this form is not submitted, but upon the completion of this form, the demerits will be reduced to 3 demerits.

STUDENT HANDBOOK FORM

DATE _____

"I have read the handbook and agree to abide by these scriptural principles and TIBS regulations."

Name _____

Signature _____

Date _____

(Place this form in Box #100)

CELL PHONE AND SOCIAL MEDIA PLATFORM CONSENT FORM

DATE _____

"I understand having a cell phone is a privilege. I have read the rules covering the use of cell phones and agree to abide by them. If I am asked by the TIBS Administration to voluntarily turn in my cell phone or bill, I will do so."

My cell phone number is _____

I understand the use of social media platforms are a privilege. In the event of reported improper use of social media platforms, I authorize the TIBS Administration to access my accounts and review their contents.

List social media accounts:

Name _____

Signature _____

(Place this form in Box #100)

STUDENT CONSENT FORM FOR PARENTAL AND PASTORAL ACCESS OF INFORMATION

I, the undersigned, as a student at Texas Independent Baptist Seminary and Schools, do hereby grant my consent to parental and pastoral access to my ThinkWave account and school finances.

Parents' Information:

Name _____

Cell Phone _____

Home Phone _____

Email Address _____

Pastor's Information:

Name _____

Cell Phone _____

Home Phone _____

Email Address _____

Student Name _____

Student Signature _____

Date _____

(Place this form in Box #100)

RELEASE FORM FOR MEDIA RECORDINGS

I, the undersigned, do hereby consent and agree that Texas Independent Baptist Seminary, its employees, or agents, have the right to take photographs, video or digital recordings of me at any time while I am enrolled as a student at TIBS, and to use these in any and all media, now or hereafter known, and exclusively for the purpose of marketing and recruiting. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Texas Independent Baptist Seminary and Schools, its agents, and employees, all rights to exhibit this work in print and electronic form publicly or privately, and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that Texas Independent Baptist Seminary is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Student Name

Address

Signature

Date

Witness Name

Signature

Date
