

MESSIAH BIBLE SCHOOL

AND

MISSIONARY TRAINING HOME.

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STUDENTS' GUIDE.

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“Let all things be done decently and in order.” I Cor. 14: 40.

“To obey is better than sacrifice, and to hearken than the fat of rams.”

I Sam. 15: 22.

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## INTRODUCTION.

Those who seek to be manly rejoice in a guide for their conduct; the unmanly resent such a guide.

The noble in heart and all who have high ideals regard rules as a protection; the careless and indifferent consider them as bondage.

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## GENERAL DEPARTMENT.

The Golden Rule shall be the keynote of government and discipline. The school management must insist upon a deportment that will be a credit to the institution, and will comport with the name it bears—**“Messiah Bible School and Missionary Training Home.”**

Because of the destructive and demoralizing influence of gambling and the use of tobacco, stimulants, and drugs, and the barbaric and hideous custom of hazing, these practices or indulgences are positively prohibited.

Firearms will not be allowed in the building, nor hunting on the campus.

Clubs and organizations of any kind will not be permitted except by consent of the faculty.

Persons who are members of secret societies or Greek letter fraternities will not be admitted or held as students.

## ABSENCES.

Excuses shall be written in ink.

Class absence will require an excuse card to be secured prior to the absence whenever possible. Absences for sickness will be marked "B," with make-up privileges. Absences for business or pleasure will be marked "A."

Excuses for absence from the premises in the case of Boarding students shall be signed in duplicate, by the Preceptor for the gentlemen, and by the Preceptress for the ladies. This excuse shall be secured prior to the absence whenever possible.

Signed excuse cards shall be presented in class as soon as possible after the absence occurs. If not presented within one week after the absence, it shall be treated as an unexcused absence. When excuses are not secured prior to the absence, they shall be treated as unexcused

absences, unless there is a justifiable reason.

Unexcused absences shall be considered by the faculty at the first opportunity.

When a boarding student goes home regularly each week, one properly signed excuse card per term will be required.

Permission for absence from class by day students shall be secured in writing prior to the absence whenever possible, from the Vice President, or his assistant.

## ARRANGEMENTS.

Arrangements for committee meetings, singing in quartettes, etc., may be made in the dining room, immediately following the meal. You will not be looked upon as breaking any social rule, or as being ungentlemanlike or unladylike by speaking together at the time and place men-

tioned. Please step to one side when doing it and you will not interfere with the workers.

In case a day student is on a committee or quartette, if you cannot conveniently speak to him yourself, ask your opposite at table to let him know.

### BATHING.

Young men and young women are not allowed to go bathing at the same time, unless they go to different places.

Young women are not allowed to go above the dam to bathe unless a teacher is with them.

In case young women wish to go above the dam to bathe they shall make arrangements through their physical culture teacher.

Young men may go above the dam to bathe at all times, except when special permission has been granted

to the young women, when they will receive notice from their physical culture teacher.

Young men will be deprived of the use of the bath house between four and five o'clock of the two school days, in which the ladies have physical culture, and between three and five on Saturday.

If young men wish to go bathing during the aforementioned hours they must see to it beforehand that their bathing clothes are not left in the bath house.

### BICYCLING.

All privileges granted to walkers will be allowed bicyclists.

These privileges are extended before chapel in the morning and from four o'clock until study period in the evening, with the condition that those who go bicycling before supper must return on or before five o'clock

except by special permission.

On Saturday the rules regulating absences apply.

On Sunday, the rules regulating limits apply.

Bicycling on the campus walk will not be permitted.

### BOATING.

Young men and young women may go boating together when accompanied by a teacher.

A young woman should never go boating alone and in case young men are in the party, it is preferable that not less than two young women be in the group.

### BUILDING REGULATIONS. -

From the time that study period opens in the evening, the building becomes private and anyone not occupying a room in the dormitories,

wishing to enter or remain in the building must get permission from the Preceptor.

No student is allowed to stroll on the campus after study period opens, nor leave the building for any purpose, without permission from the hall marshal.

### CLASS AND STUDY PERIODS.

Class and study periods shall be from 8.00 a. m. to 12.00 m., 1.00 p. m. to 5.00 p. m.

Study period shall be from 6.45 to 9.45 p. m. Monday to Saturday, inclusive, Friday evening excepted.

Study period is to be opened each evening, except when there is a public service in the chapel, by a ten to fifteen minute prayer service on the ladies' and gentlemen's halls, at which attendance is required.

Students may use some of the recreation periods for study, provided

their health is not impaired by such practice.

The class rooms are not study rooms and may only be used for this purpose by permission of the teacher having charge of the room.

Students are not allowed to study in the Reading Room, or Library; these rooms are for reading and reference work.

No studying is allowed during Chapel exercises. As soon as the leader announces the hymn all studying must cease. A violation of this rule may subject the student to embarrassment by having his name called out in public and being asked to leave the chapel. Demerit marks will also be given for repeated violations of this rule.

#### **DAMAGE TO SCHOOL PROPERTY.**

Damage to school property, furniture or fixtures, will be charged a-

gainst the student causing the damage.

No removal of furniture or fixtures from one room to another shall be made without permission from the proper authority.

#### **DEMERITS.**

Demerits are given as follows:

For each unexcused absence from recitation, lecture, or required service, five demerits; for each unexcused absence from Chapel, three; for special offences, such number as the Faculty may deem proper. Forty demerits subject the student to a first reproof; sixty, to a second; eighty to a third and last; and one hundred severs his connection with the school.

Failure of a student to receive notice of demerits given will not prevent infliction of the penalty prescribed for one hundred demerits.

At the end of each year one-half of all demerits above twenty-five on the students record are carried over to the next year's record.

### DINING HALL.

Breakfast is served at 6.30 a. m. except Sunday, when it is served at 7.00 a. m. A rising bell is rung one-half hour before breakfast is served and a warning bell ten minutes before.

Worship immediately follows breakfast.

First bell for dinner is rung at 11.55 a. m., dinner is served at 12.05 p. m.

Supper is served at 5.10 p. m. except Saturday and Sunday, when it is served at 5.00 p. m. A first bell is rung ten minutes before the meal is served.

Persons coming late to meals will ask pardon of the teacher in charge

of the table at which they take their place; and also of their opposite.

No one will be allowed to leave the table before the closing prayer without permission from the teacher in charge of the table.

The time for meals shall be twenty-five minutes, at the end of which time the bell is tapped for prayer and any who have not finished eating may remain, but are requested not to gather in groups at other tables or carry food from one table to another.

Students are requested not to carry eatables from the dining hall to their rooms, except in the case of fresh fruits.

Loitering in dining room and kitchen is not permissible.

### DROPPING STUDIES.

No student shall be allowed to drop a study without the consent of the faculty and the teacher concerned.

## FIRE DRILL.

No Fire Drills shall be given unless pre-arranged by the faculty.

The fire bell shall consist of four distinct rings. Any one ringing the bell for other purposes should be careful not to give this ring, as this will be used for fire drill and in case of **actual fire**. In case the fire bell is rung every student is required to leave the building by a certain order which will be announced in chapel.

No bell will be rung for **fire drill** after the opening of study period in the evening, or before breakfast in the morning.

## HALL REGULATIONS.

Loitering in the halls not permitted.

Loud talking and unnecessary noise in the rooms during study hours not allowed.

Students are not allowed to visit or receive visitors in one another's rooms during study hours without the consent of the hall marshal.

Study period ends at 9.45. Students are not allowed to visit in one another's rooms after 10.00 p. m. and are expected to retire at 10.15.

Lady and gentlemen students shall not knock on each other's hall doors. If something is needed, make your wants known to your hall marshal, and he or she will see the other party for you. If it is necessary for you to speak to the other party, permission shall be secured from the Preceptor or Preceptress, or in their absence from a member of the faculty.

In the case of visitors, or an urgent call during the day, permission to knock on the hall door must be secured from the Preceptress or Preceptor, and in their absence from a member of the faculty.

Gentlemen, whether students or visitors, are not permitted on the ladies' hall without the presence or permission of the Preceptress, or a member of the faculty.

Ladies, whether students or visitors, are not permitted on the gentlemen's hall without the presence or permission of the Preceptor, or a member of the faculty.

Young men are not allowed to linger on the first floor of the South west wing after the opening of study period, except by special permission of the Preceptor.

Young ladies are not permitted on the first floor of the Northeast wing after the opening of study period.

#### LAUNDRY REGULATIONS.

The school assumes the laundry expenses for pillow cases and sheets of all students rooming in the school building.

The personal clothing of the lady boarding students will be washed by the school, and ironing to be done by the student with the school equipment. In compensation for the washing of the personal clothing the school will require three-fourth hour's work per week in laundry, dining room, kitchen or halls, by each lady student. Fancy and embroidered clothing must be cared for by the student.

Not more than fifteen pieces may be put into the wash each week by one student. (Four handkerchiefs—1 piece), (One pair stockings—1 piece), Not more than two dresses with cape may be put in by each person. (Shirtwaist and skirt—1 dress.)

Students must furnish wash cloths, soap, combs, towels, laundry bag, etc., for their individual use.

All washable bed linen and personal clothing should be carefully mark-

ed with indelible ink, with the full name of the person. We cannot be responsible for the loss of articles that are not carefully marked, nor do we wish to be subjected to the annoyance of searching for lost articles on account of neglect to mark them properly.

Gentlemen students can easily make arrangements for their personal laundering with private families living in the village.

"Wilful waste brings woeful want." We will expect the lady students to be willing to accommodate themselves to the work of the laundry so that there may be the least possible waste of fuel and loss of equipment. Clothes pins and iron holders are very small things; but it is the sum of little things that makes the great ones.

#### LIBRARY.

Reference books and magazines

must not be taken from the **Library** or Reading room at any time.

Other books may be taken out of the library for a period not exceeding two weeks by going to the library when it is open and securing the books from the Librarian or someone in charge.

#### LIMITS.

**Campus:**—The Campus is bounded by the railroad and Trout Run on the North and West; by the Yellow Breches Creek on the South; and by the Long Farm on the East.

**Walking limits:**—Students may walk by way of the Orphanage, through the covered bridge, to the store, and East on the Bowmansdale road to the railroad crossing on the Long farm, returning to the campus by the road from the North.

We wish to encourage walking, but not less than three young women

shall be in a group when going beyond the above limits.

In case young men and young women wish to go together, a teacher must accompany them.

All boarding students must get permission to go beyond the limits on week days and on the Sabbath day, except in the case of attending services at the Union Church.

#### LOST AND FOUND ARTICLES.

If students will make known at the office any losses, we will help recover them by announcement in chapel, or publishing the loss on the bulletin board.

Any articles found on the campus should be brought to the office, if they are not marked and the name of the owner is not known. Such articles will be kept for a certain time in the office and if the owner does not appear to claim property the articles will be returned to the finder.

#### RECITATIONS.

There shall be two bells for each class period, the first bell to be rung five minutes before the scheduled time for the change of period; the last bell to be rung at the scheduled time for the change of period, at which time all students shall be in the class room ready for work.

Each student is responsible for his own tardiness to class and should leave his previous class in time to reach the next promptly.

Students reporting tardy shall have their grade for the day reduced such number of points as the time of and the reason for the tardiness may warrant.

#### RECREATION.

The time for taking outdoor exercise, such as walking, boating, bathing, etc., is between breakfast and

8.00 a. m.; dinner and 1.00 p. m.; and 4.00 p. m. and study period.

Cases of excessive or insufficient recreation will be dealt with by the faculty.

### RELIGIOUS SERVICES.

No social privileges will be granted to attend religious services at this place.

All boarding students are required to remain in the building during the following religious services on the Sabbath day: Sunday School and preaching in the morning, and Young People's Meeting and Preaching in the evening, except by special permission to attend religious services elsewhere.

Students are expected to attend the Tuesday evening prayermeeting and are encouraged to attend all other school activities, as Missionary, Purity and Literary Society Meetings, etc.

Boarding students are required to attend at least two services on each Sabbath day, one of which shall be a morning service and the other the evening preaching service.

### RISING AND RETIRING.

A rising bell is rung every morning at 6.00 a. m. except Sunday morning, when it is rung at 6.30 o'clock.

All students are expected to rise at the ringing of this bell, and are expected to retire regularly at, or before 10.15 p. m.

### SOCIAL INTERCOURSE.

Gentlemen boarding students desiring to escort or visit lady Boarding students shall secure the permission of the Preceptor.

Gentlemen visitors desiring to escort or visit lady boarding students

shall secure the permission of the Preceptor.

Gentlemen may call upon ladies in the reception room by permission of the Preceptor, and in the case of minors by the joint approval of parents or guardian, not to exceed once per week, such calls not to exceed one hour.

A young man wishing to speak to a young lady for a few minutes on any subject, shall ask permission of the Preceptor, and shall wait in the reception room until the lady is called.

Groups of young people desiring to meet in private homes in the town, should submit their request to those in authority for approval.

In case young men and young women care to meet in the Reception Room on Sunday afternoon for the purpose of singing, or social visiting, permission may be secured from the Preceptor.

This privilege is granted for the purpose of fostering sociability, but is not intended as a time for couples to meet.

### STUDENT TEACHERS.

Student teachers will come under the prescribed rules of the school, which are made for the uplift and safety of all.

By student teachers is meant those taking regular or special work, and whose names are not listed as members of the faculty in the catalogue, but by virtue of their standing have been engaged as tutors.

### SOCIAL CODE OF ETIQUETTE.

Conversation between young men and young women while passing through the halls from one class room to another is not objectionable,

if not prolonged or carried to excess.

The same rule will hold true if meeting on the campus.

If by chance you should meet someone on the street, be it a gentleman or lady, and you should happen to be going in the same direction, be courteous and even if it means that you should walk together, but always remember that such talks and walks should not be prearranged.

In case social matters need to be discussed by those who are specially interested in each other, ask permission of the Preceptor to step into the Reception Room for a few minutes.

Young men and women who are specially interested in each other, must, for their own sake, be careful when and where they speak to one another. It is not necessary that young men go to the train to meet their lady friends, nor should young ladies go to the train to meet gentle-

man friends. Better send a disinterested party to do this kind errand for you. For your own good, we advise that you walk together as little as possible.

The conduct of those who ask for social privileges must always be consistent with the high standard of Christian character that would be expected of students of a Bible school. The further extension of all privileges to associate with students of the opposite sex will depend almost entirely upon the conduct of the parties themselves. If at any time they disregard any of the rules regulating social intercourse, or take advantage of the privileges granted, they will receive such demerits as the faculty may deem just and proper. **Furthermore, upon the recommendation of the Preceptress, and with the joint approval of the Preceptor and Vice President, the students who are found guilty of any**

**misconduct or violation of any of the rules of the school, may be denied all social privileges for such time as the circumstances of the case may warrant.**

### **VACATION REGULATIONS.**

Students leaving the school but not returning to their homes during the vacation periods between terms will be expected to get permission and keep the school informed as to their whereabouts.

Students remaining at the school during the vacation periods will be subject to the same general rules as during the regular school session.

The school management will not be responsible for personal property left at the school during the summer vacation. If clothing or other personal belongings are left at the school they must be packed in boxes or trunks and the name of the owner

marked thereon. Permission can then be secured to store at the student's risk.

### **SCHOOL MAXIMS.**

True love to God and our fellow mortals brings reverence, hence we should not do anything that would cause their names to be evil spoken of.

Politeness is manly; kindness is a virtue; but speaking only good of others towers high above all.

One should be embarrassed to mention subjects that embarrass others.

The child of God avoids telling lightminded stories.

It is wiser to be silent than to talk when you have nothing of value to say.

The more faults one sees in others the more sure one may be that they have a large stock of their own.

While you are putting up with others, remember that they are putting up with you.

True manliness and womanliness is manifested by those who avoid standing in the halls smiling and chatting with one another where people are continually passing.

Talking and laughing in public is neither gentlemen nor ladylike.

It is more gentlemanlike to save your voice by not calling loudly through the building after someone than it is to save a few steps.

Trying to save time by calling from the sidewalk through the windows is manliness lost rather than time gained.

Be businesslike; have something to do and be about it.

Everybody's business is nobody's business.

Do not be caught asking questions about matters that do not necessarily concern you, the asking of which

may prove that you are one of the inquisitive kind.

Never leave a class-room more untidy than you found it when you entered; rather leave it more orderly.

Spying through doors and windows should be far beneath you.

A child tells everything it hears; when will you become a man?

Open your purse and your mouth cautiously, and your stock of wealth and reputation will be great.

"A word fitly spoken is like apples of gold in pictures of silver." Prov. 25: 11.