

# Student Handbook 2009 - 2010



Educating servant leaders with a biblical worldview  
and a passion for holiness of heart and life

The Administration reserves the right to amend the policies stated in this handbook through normal administrative channels without prior notification.

## *Introduction*

### **Student Life Is Christian in Character**

The development of students who live a life pleasing to God that brings glory to Him is one of the main objectives of KCCBS as a Christian institution. Therefore, our goal is to aid men and women in keeping God and His principles at the forefront of all of their endeavors.

As God's treasured children, our desire is to avoid any hindrance that would keep us from living the effective and abundant life in the Spirit that Jesus gave His life to provide. It is then necessary that all members of the campus community manifest Christian motives and principles, practice integrity in every aspect of daily life, and conduct themselves as mature and responsible individuals.

### **Student Life Is Developmental in Nature**

A primary goal at KCCBS is to develop individuals—to aid students as they mature spiritually and socially. The development of godly character and of a life of consistency in every area is essential. Reconciliation with God and with others is a common goal. As Christians, we realize that we live in a broken, upside-down world. At times it is necessary for us to exhibit understanding and respond in ways that will bring restoration, thus encouraging hurting students to discover God's best for their lives.

It is understood that by becoming a member of the campus community, each individual commits to the ideals of compassion and consideration. These will be manifested by respect for the dignity, rights, and property of others, and by the avoidance of insensitive, inhospitable, or unjust behavior. Students can then feel welcome and safe in the appropriate pursuit of their goals as they grow in their relationship with God.

This College Student Handbook is intended to assist the student in learning the philosophy and history of KCCBS, the policies regulating student life, and the academic and extracurricular opportunities provided. The student should be aware that all policies are subject to change.

We have sought to present this material as briefly as possible, yet adequately. In addition to this handbook, students residing in the dormitory will be issued a booklet entitled *Guidelines for Dormitory Living*. If you should need additional information, please feel free to contact one of the following people. They will gladly be of assistance to you.

Director of Operations	Mr. William Cook
Academic Dean/Registrar	Mrs. Dorothy Purtle
Director of Finances	Mr. William Cook
Dean of Students	Mrs. Terry Beckham
Resident Educator	Mr. and Mrs. Dwight Spear
Student Accounts	Mrs. Gloria Meyers
Admissions	Mr. Jason Dodson
Business Office Receptionist	Mrs. Elaine Simpson

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## ***Student Life Activities***

Kansas City College and Bible School believes that student life activities are an important part of a student's education. Some of these activities provide the student an opportunity to put his skills and learning into practice. Other activities are for enjoyment and relaxation and give students the opportunity to fellowship with classmates. It is intended that all of these activities be Christ-honoring and have a part in developing the spiritual lives of our students. The following are some of the activities that are provided outside of the classroom.

## ***Religious Life***

There are several local Churches of God (Holiness), all of which provide regular and special services. All dormitory students are encouraged to attend one of these. However, we do recognize that students come to KCCBS from various denominations and may wish to continue their affiliations with them.

## ***Church Attendance***

Because we are training men and women to serve in the church at home and abroad, we require our students to attend Sunday School, Sunday morning and evening services, and mid-week services.

At the beginning of the school year the student will have three Sundays in which to select a church home. This selection will be registered with the dean of students, and the pastor of the selected church. Periodic or random checks with the pastor of the selected church will be made by school personnel.

## ***Observance of Sunday***

Sunday is a very special day and the student is expected to wear "Sunday" clothes. In addition to observing Sunday by attending all services, the student will refrain from buying, selling, and other activities that would detract from making this a holy and worshipful day.

## ***Chapel***

Chapel is a vital part of community life at Kansas City College and Bible School. It is one of the few occasions when the college department has the opportunity to join with the high school and junior high for worship, instruction, and encouragement to serve. KCCBS is committed to being both a community of learning and a community of faith. Chapel services are designed to provide an opportunity to contribute to the integration of faith, learning, and living.

## **Chapel Times**

College chapel meets two times each week during which time evangelists, pastors, and missionaries are brought to the campus for the purpose of ministering to our college (and high school) students.

## **Chapel Conduct**

Students are expected to manifest reverence to God during the chapel service. This includes being quiet and worshipful during prayer and being respectful and attentive during other parts of the service. Students are urged to bring a Bible and note-taking materials to every chapel service. When there is an altar service, students will remain in the chapel unless otherwise directed by the person in charge of chapel for that day.

## **Attendance Requirements**

Students should plan their work schedules around chapel just as they do their classes. All on-campus students and commuter students living fewer than five (5) miles from the school are required to attend chapel. Commuter students living farther than five (5) miles from the school are required to attend chapel on the days

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in which they have a class immediately before or after the chapel period.

Students are allowed up to three (3) chapel absences per semester. Students with absences exceeding this limit that are due to illness, a death in the family or other extenuating circumstance may submit a petition to the dean of students. The fourth absence will result in a fine of \$25 and a warning, while the fifth and any succeeding absences will result in a \$50 fine and a meeting with the Student Development Committee. Payment of a fine does not erase or reset previous absences. Any student who is absent from more than twenty percent of the chapel sessions will be in jeopardy of losing the privilege of enrolling for the following semester.

Chapel attendance is taken during the service by the dean of students or his designated representative. Notices are sent to students following the second miss. However, students are responsible for keeping track of their attendance records. The attendance list will usually be available at the beginning of the chapel period. Students must bring all discrepancies to the attention of the dean of students before the first day of finals for that semester.

### **Petitioning**

1. To petition release from chapel attendance, students must submit copies of their current class schedules along with a letter explaining their circumstances to the dean of students before the first scheduled chapel of the semester. The student may be required to meet with the Student Development Committee to discuss the matter.
2. Commuter students with no classes immediately BEFORE or AFTER chapel must notify the dean of students. They must submit a copy of their current class schedules along with a letter explaining their circumstances to the dean of students before the second scheduled chapel of the semester. The student may be required to meet with the Student Development Committee to discuss the matter.
3. Academic petitions will be granted for certain academic, athletic, and public relations programs that interfere with chapel. The department sponsoring the program should submit a list of those students affected by the activity. This includes such programs as student teaching, public relations, inter-collegiate athletics, etc.
4. When a change in schedules is made following permission to miss chapel, the student must submit a copy of the change to the dean of students immediately. Students who have a conflict due to a class schedule from another school may submit a petition with a copy of their class schedules from the other school.

### ***Special Services***

Attendance is encouraged in the evening services of the two Overland Park church/school revivals each year. We realize, however, that some students attend churches other than the campus church and would therefore have their own revival services occurring within the semester.

### ***Campus Organizations***

Students are encouraged to participate in extracurricular and co-curricular activities. Students who participate in extracurricular activities should maintain a 2.0 GPA or above. Clubs or other organizations, including musical groups, may be established only by permission from the administration. A number of organizations on campus provide opportunities for involvement.

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The Student Council represents student body interests and, under the direction of a sponsor appointed by the president of the school, gives leadership and assistance in the planning of student activities. Council officers are elected each spring by the student body for the following school year. At the beginning of each school year, a representative from each class is elected to the council.

Student body class organizations — freshman, sophomore, junior, and senior — meet as often as necessary for the purpose of planning class events and fundraising activities. Class officers are elected annually at the beginning of the school year.

Professional organizations — Future Ministers' Organization, Future Teachers' Organization, and the Missionary Fellowship — hold monthly meetings and plan various activities. These organizations are for the purpose of professional growth in the student's respective area of study.

### ***New Student Orientation***

College freshmen and all transferring students are required to take the New Student Orientation class that is conducted for several days before classes begin for the semester. (See the current school schedule.) After acquainting new students with the philosophy, policies, and procedures of KCCBS, the class will study topics such as note-taking, study habits, test-taking skills, interpersonal relationships, personal hygiene and devotional life.

## ***Parking Policy***

### **General**

The permanent possession and operation of vehicles on campus by students and employees is not a right, but a privilege granted by KCCBS. The privilege may be rescinded at any time if the student or employee abuses it or becomes a problem to campus personnel or to the local police.

### **Permit**

All students and employees must register their vehicles at the business office upon enrollment or employment. Proof of liability insurance is mandatory at the time of registration. The business office personnel will issue a parking permit tag to be hung from the rear-view mirror while parked on campus. The permit will be valid for as long as the person is a student or employee unless revoked for an infraction of the guidelines.

### **Cost**

The cost of the permit will be a one-time charge of \$10.00 for students. Employees will receive one courtesy permit each. (Additional permits may be purchased for \$10.00 each.) Replacement permits may be obtained for \$5.00 in the case of damage or loss.

### **Temporary Permit**

If it becomes necessary for a student or employee to park a substitute vehicle on school property, permission may be secured for up to three days from the Facilities Coordinator prior to or immediately after parking the vehicle. Any longer period of time will require a new permit.

### **Parking Guidelines**

All state and local laws must be obeyed by the owner/operator of the vehicle.

Repair and maintenance of vehicles is permitted only in certain designated areas of the campus and only after permission has been granted by the facilities coordinator.

Vehicles that are no longer in use may not be parked on campus property. (The owner of any vehicle identi-

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fied as being in this category will be given two weeks to either get the vehicle in usable condition or have it towed from the premises.

Vehicles other than those used for normal transportation, such as boats, trailers, and campers are not permitted on campus property without special permission.

Parking spaces marked with blue paint are reserved for Price Chopper parking only.

Parking space will be provided for school busses driven by students or employees of KCCBS. Exceptions may be granted on a case-by-case basis. Petition may be made in writing to the facilities coordinator.

Only small busses may park in the spaces provided on the north side of the island in the large lot east of Shaver Hall.

Lift busses may use the spaces on the south side of the same lot east of the Price Chopper parking spaces.

All other busses may park on the east side of the same lot.

Additional instructions will be given to those who park busses on any of the school's lots.

Parking spaces in front of the Noah's Ark building are reserved for preschool and grade school personnel and for parents to temporarily park while loading or unloading children.

Parking spaces immediately to the east of Shaver Hall are reserved for dorm residents.

Parking spaces in front of Cowen Auditorium are designated as follows:

First space on the east is Handicapped Parking

Next three spaces to the west are for visitors only

Last four spaces to the west are for administration and/or designated faculty.

Students and all other employees may park in the lot to the west of the Music Building, across the street east of the Chapel Building, or in the lot east of Shaver Hall in any spaces not designated for other use.

School vehicles will normally be parked behind the Music Building but may occasionally be parked other places for specific reasons.

Vehicles should never be parked in a fire lane for more than a few minutes for unloading/loading purposes.

Vehicles should never be parked in a manner which blocks traffic from moving through any driveway.

Infractions of this policy will result in the following ascending penalties:

A warning

A fine of \$20.00

Towing and/or loss of parking privilege

Overland Park police will be involved

### ***Health Services***

A licensed nurse is on call twenty-four hours a day, seven days a week. The nurse is also prepared to make referrals to a selected list of medical doctors.

The Student Accident and Health Fee covers the cost of providing a secondary accident insurance policy for services not included in other policies covering the student. The student accident insurance will pay for most reasonable and customary charges for care for injuries incurred in an accident. Included are medical and surgical treatment, hospital confinement, drugs and medicines, ambulance expense, and dental treatment for sound natural teeth. This may change periodically up to the amounts specified by the policy. Again, this policy relates only to accidents.

### ***Standards of Conduct***

Students, by virtue of their enrollment, become citizens of the school community and agree to live within the stated standards of conduct of the school. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. Students enrolling at the college should exercise the courteous consideration and the self-discipline necessary to achieve the aims and objectives of the school.

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In keeping with the philosophy of the school and the church community it serves, the following standards are expected of all students:

1. Christian principles of morality should govern every personal and social relationship.
2. The use of alcoholic beverages, tobacco, illegal drugs, profane language, and obscene literature, gambling, and social dancing is not permitted.
3. The administration reserves the right to prohibit the attendance at any social gathering or entertainment establishment that is deemed detrimental to the development of Christian character.
4. The abuse of the property of the school or that of other people is not tolerated.
5. Disorderly assembly or disruptive activity of students is prohibited.

No code of conduct, no matter how lengthy, could list all the situations in which choices and decisions must be made. What has been attempted here is to give students a generalized overview of what will be expected of them.

## ***Interpersonal Relationships***

### **General Principles**

Students are expected to loyally support the school administration in the achievement of the objectives of the school.

Students are expected to seek to maintain peace with the entire school community.

Students will not engage in negative talk about administrative decisions, classroom procedures, fellow student involvements, social events, etc.

Students will discuss any dishonorable practice first with the offender and then report to the appropriate administrator if necessary. The biblical principle of personal, private confrontation as outlined in Matthew 18:15-17 is required as a basis of proper and ethical dealings.

Students will accept full responsibility for what they say and do.

Students will hold in confidence personal information about their associates except when it should be disclosed to the proper authorities for the purpose of maintaining the integrity of the school.

The students will so conduct themselves in their business and social relations in the community at large that no reproach may be brought upon the institution or the cause of Christ.

### **Dating**

The purpose of an interpersonal relationship with a person of the opposite gender is to explore common interests such as spiritual and career goals, personal habits, interests, personality traits, limitations and abilities, weaknesses and strengths. Such a relationship makes possible a deeper enjoyment and fellowship on a regular basis, with planned time together, which we call "dates."

In healthy, mature dating situations, the intellectual stimulation of the other person continues on a planned personal basis. Emotional interest and attachment develops. A mutual commitment to the good of each other develops. This could include praying together, studying the Bible together, and setting boundaries for the relationship built on scriptural principles.

The wise dating couple controls the progression of their relationship by adopting appropriate attitudes about the relationship, choosing their activities wisely, and limiting the amount of time spent alone together. Until the time of engagement, dating relationships are still to be considered temporary, enjoyable times of togetherness.

A mature dating couple uses self-discipline in refraining from physical intimacies until after marriage. An intimate physical relationship is inappropriate until the marriage vows are exchanged.

### **Dating Commitment**

The couple is encouraged to develop a written commitment including physical, mental, and spiritual guidelines. An example follows:

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**Physical**

No late night time alone  
Open door policy

**Mental**

Keep our studies in focus  
Keep in mind Biblical principles of dating and marriage  
Stay in tune with the Holy Spirit and God's prompting for right and wrong  
Actively participate in the larger community

**Spiritual**

Pray before doing anything  
Make sure that the first focus is on God  
Stay committed and involved in church  
Continually seek God's will for the relationship

**Additional Guidelines:**

No student may date a school employee who is his/her supervisor, financial advisor, or classroom instructor. Student employees who wish to date other students or employees should first receive permission from the dean of students and their immediate supervisor.

Only students age sixteen and over will be permitted to have dates while under the jurisdiction of the school.

No dating privileges will be granted to divorced persons.

Unnecessary physical contact is to be avoided. All petting is strictly forbidden. Failure to follow this guideline may be grounds for suspension or expulsion.

While students are in a private dwelling or apartment, they are not permitted to have guests of the opposite gender without adult supervision regardless of whether it is day or night. Exceptions may be granted in the case of some planned group activity. In this case, see the dorm dean. Again, failure to follow this guideline may be grounds for suspension or expulsion.

Male students are not permitted on the women's floor of the dormitory, nor are female students permitted on the men's floor. Once again, failure to abide by this rule may be grounds for suspension or expulsion.

It is requested that students who live off campus observe all rules related to dating.

While students are babysitting, they are not permitted to have guests of the opposite sex, regardless of whether it is day or night.

**Engagement**

Due to the serious nature of engagement to be married, no student is permitted to announce or publicize his or her engagement during the school year, except by permission of the administration.

**Marriage**

Under usual circumstances, marriage of students during the school year (which includes interim, vacations, and semester break) is not permitted. In some cases the administration may grant permission for marriage during the school year provided such permission is granted prior to or at the time of enrollment in the school for a particular semester or term.

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## ***Dress Code***

### **Appropriate Appearance and Attire**

Kansas City College and Bible School is concerned about attire and etiquette. Part of this concern is based on moral issues (the Christian values of modesty and simplicity) and part is based on a desire to help students function in the world of work after college. As a Christian, what is worn should not be immodest, provocative, or call undue attention to one's self. As individuals preparing for the world of work it is important to learn to make decisions about what clothing, hair style, or adornment is appropriate in different settings. Awareness of the appropriate attire for each occasion is an essential element in the social maturity of the individual.

Scripture does not specifically address a detailed code of dress because of the rapidly changing styles in culture. Therefore, the following rules and general guidelines have been established, some of which reflect our values and some of which are generic rules required for any community of people to help maintain order. In those areas not discussed, the student is challenged to make decisions about his or her attire that would be consistent with values behind these guidelines. Campus life includes people with diverse views and practices. Christian love includes respect for all members of our campus community including those with beliefs and doctrinal understandings different from our own.

### **General Rules and Guidelines**

Students are expected to observe the principles of simplicity (not extravagance), modesty, moderation, and cleanliness in all aspects of their appearance. Any extreme in hair style, clothing design, or any other ornamentation that attracts attention to itself usually detracts from a learning or worship experience and should be avoided as general campus practice. Dress should always present a pleasing appearance that does not draw undue attention to itself, thus emphasizing the more important qualities of personality. Personal appearance should not disrupt the mood or atmosphere of the activity being attended.

The dress code is in effect at all times. Exceptions may be permitted for dramas or school spirit days with prior approval of the Dean of Students. Off-campus students must be properly attired when on campus, no matter what occasions their return to campus. Special events may require appropriate attire, which will be announced. Students enrolled in performance groups may be required to adhere to dress codes specific to that group.

Hair color must be natural and not give the appearance of following the color fads of the "pop" culture. Extreme hairstyles are not permitted. Exceptions may be permitted for dramas or school spirit days with prior approval of the Dean of Students.

Students and staff members are not to obtain tattoos, body piercings or cuttings while enrolled or employed at KCCBS. Those who have pre-existing tattoos, piercings or cuttings may be required to keep them hidden to the extent possible while on campus or participating in school activities. Medically necessary procedures as determined by a physician are not prohibited by this policy. The administration has final authority in application of this policy.

### **Women's Appearance**

Our women students are to wear skirts and dresses that cover the knees well in all positions normally assumed.

No sleeveless attire is allowed, furthermore, the trunk of the body should not be visible at anytime. Necklines must be modest and no cleavage should be showing.

If a skirt has a slit, the slit must not extend above the bottom of the knee.

The wearing of pants, capri's or shorts, as well as tight-fitting or sheer dresses or blouses is not permitted. However, loose-fitting, athletic shorts that come at least to the top of the knee may be worn during PE classes, when participating in athletics, or on special student activity days.

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Our women students are required to wear “business-casual” attire when attending classes or chapel services. Blue-jean skirts, athletic shorts, athletic shoes, “flip-flops,” athletic t-shirts, athletic sweatshirts, or athletic jerseys are not to be worn during these times.

The wearing of ornamental jewelry is prohibited, with the exception of wedding bands.

Hairstyles for women are to be neat, attractive, and long enough to be distinguishable as clearly feminine. We strongly encourage the wearing of long hair by women in accordance with I Corinthians 11:15. Unnatural dying or bleaching of the hair is not acceptable. Extreme hair styles are not acceptable.

### **Men’s Appearance**

Our men students are required to wear “business-casual” attire when attending classes or chapel services. Blue-jeans, sweat pants, running pants, athletic shoes, sandals, “flip-flops,” athletic shorts, athletic t-shirts, athletic sweatshirts, or athletic jerseys are not to be worn during these times. Our men students are to wear dress shirts or neat sport shirts with collars. No sleeveless attire is allowed, furthermore, the trunk of the body should not be visible at anytime. Shirts are to be buttoned and tucked in if so designed, and socks must be worn. Long (at least ankle length) trousers that are neat and properly fitted are to be worn. Belts are to be worn if the trousers are designed with belt loops.

Loose-fitting, athletic shorts that come at least to the top of the knee may be worn during PE classes, when participating in athletics, or on special student activity days.

The wearing of ornamental jewelry is prohibited, with the exception of wedding bands and tie clasps.

Hairlines for men are to be kept above the eyebrows, off the ears, and neatly trimmed in the back.

Men’s hair should be sufficiently trimmed to avoid a shaggy appearance. Unnatural dying or bleaching of the hair is not acceptable. Extreme hair styles are not acceptable.

### ***Courtesy Concerns***

There are many ways whereby we may express our high esteem for others. Good manners reflect thoughtfulness.

### ***Cafeteria Etiquette***

To present a pleasant atmosphere in the cafeteria, students should avoid boisterous activities, and remarks that are critical in nature about the food. Punctuality is expected at all meals.

Students may not “cut” line in the cafeteria unless they have permission to go to the front for a special lunchtime meeting.

### ***Respect for Property***

The student who borrows without permission is not living above reproach and is also taking advantage of the other person. Therefore, we ask students to obtain permission before using or borrowing items that belong to others. Anything that is borrowed should be returned promptly and in at least as good a condition as when it was borrowed.

### ***Dormitory Visits***

Commuter students may occasionally visit a student in the dormitory. They are expected to abide by the guidelines of the dormitory handbook so far as required. However, these visitors are expected to leave the dormitory by 10:30 p.m. without exception unless the dorm parents have granted special permission.

### ***Miscellaneous Concerns***

#### **Petitions**

Formation or circulation of any petition regarding school policies or administrative decisions will not

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be tolerated.

### **Political and/or Social Action Group Solicitations**

Only those individuals or groups who are in agreement with the statement of faith and handbook guidelines of Kansas City College and Bible School shall be given permission to meet with or address any individual or group of faculty, staff and/or students. Even when individuals or groups are in agreement with the statement of faith and handbook guidelines of the school, the administration is not obligated to grant permission for their presentations to faculty, staff and/or students on or off campus. Exceptions to this policy may be made if these individuals or groups are solicited for a specific purpose by the administration of Kansas City College and Bible School.

### **Grievances**

Grievances must be channeled through the proper chain of command.

### **Unpaid Bills**

Students who leave school with unpaid bills will not be permitted to re-enroll until such obligations are satisfied.

### **School Property**

Students are not permitted to wrestle or engage in destructive pranks in the campus buildings. This includes, but is not limited to, food fights, water battles, bottle bombs, etc.

### **Firearms**

Firearms and weapons may not be brought on campus. Students also are not allowed to have fireworks or other flammable materials in any buildings.

### **Key Policy**

Possession of a key to any door on campus carries with it great responsibility. No person may be in possession of keys without authorization. All keys remain the property of Kansas City College & Bible School regardless of their origin. Duplicating keys is prohibited without specific permission from the facilities coordinator.

### **Misplaced Key Charge**

There will be a \$10.00 charge for replacing a lost key and a \$2.00 charge for opening a door when a student has locked himself out.

### **Gambling Policy**

Gambling in its many different forms has been a problem to society for generations. It has been the ruin and destruction of many people who have willingly or otherwise fallen into its heartbreaking trap. Gambling includes such things as casino gambling, horse racing, state-sponsored lotteries, and church-, school-, and civic group-sponsored raffles. Sweepstakes at times may also constitute a form of gambling.

We believe that all forms of gambling are wrong and that Christians who are serious about their faith and practical holiness will want to avoid involvement in any way. Gambling promotes the myth that there is a shortcut to financial success apart from God-honored labor (Eph. 4:28). It promotes pleasure at another's expense and emphasizes getting rather than giving (Acts 20:32-35). Churches and charitable organizations sometimes use raffles and games of chance for fund-raising purposes. They may rationalize that the end justifies the means, or follow situational ethics in these instances, but that does not make it right.

Scripture teaches us that if we value God's approval and believe in living consistently, we must fix our minds on that which is true and honorable, just and pure, lovely and praiseworthy (Phil. 4:8).

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Christ plainly warned against the snare of covetousness and taught that life does not consist in the abundance of our possessions. We cannot serve God and money (Luke 12:15; 16:13).

Gambling often becomes an addiction and is a continual source of heartache, poverty, and suffering to those homes where one or more members are ensnared. The existence of groups such as Gamblers Anonymous, which attempt to help individuals overcome their addiction, confirms the seriousness of this problem.

We believe that the Scriptures teach us to abstain from all forms of greed. “He that is greedy of gain troubleth his own house; but he that hateth gifts shall live” (Prov. 15:27. See also Prov. 28:20, 22).

We believe the state-sponsored lottery is not a Scriptural way to raise funds for even the most noble of causes. It promotes the illusion to the poor that they may soon be the recipients of instant wealth and released from the hopeless cycle of poverty in which they find themselves. In reality, many of the poor waste some of their limited resources on the lottery.

We urge our employees and students to live in simplicity with regard to material things. The Bible teaches that godliness with contentment is great gain, and that they who want to be rich fall into many temptations and have many sorrows (I Tim. 6:6-10). “But thou, O man of God, flee these things; and follow after righteousness, godliness, faith, love, patience, meekness” (I Tim. 6:11).

Because gambling is considered to be wrong in all of its forms, all employees are to abstain from this type of involvement while in the employ of Kansas City College and Bible School. Students shall be required to adhere to the same standard of behavior. Any employee who is found to be guilty of gambling shall be called before the administrative committee, which shall determine proper disciplinary action. Any student who is found to be guilty of gambling shall be called before the Student Development Committee, which shall determine proper disciplinary action.

### **Internet Use**

KCCBS provides monitored and logged Internet service to all buildings on campus except private dwellings. The school reserves the right to check the online history of sites visited. If it is determined that the student is spending time at sites deemed to be unwholesome or pornographic, the student development committee will be called upon to investigate and implement a course of action to correct the problem. The online history of the student may be checked at the student’s personal computer or remotely

The school reserves the right to block individual sites based upon overall inappropriate tone and/or reputation. Requests to block/unblock sites may be presented to an Internet committee appointed by the president which will review the request and make a recommendation to the IT personnel. Filtering software is in place for the protection of all of our students and employees.

The downloading of pirated software, music, and movies is not only unethical – it is illegal. Piracy will not be tolerated. All downloads will be honest and legitimate. If it is determined that a student is knowingly using pirated software, music, or movies, the student development committee will be called upon to investigate and implement a course of action to correct the problem

The download of legitimate media may be done after 5 PM and before 8 AM so that the highest level of bandwidth is possible during normal business hours.

### **Media Policy**

“Do...all to the glory of God” (I Cor. 10:31) should be the standard for choosing that entertainment. Much of today’s culture found in television, radio, theater, movies, music, computers, books, magazines, and internet and video games-- does not reflect holy living. Therefore, students must be extremely careful to make choices of entertainment that are consistent with Biblical values. Right choices will prohibit students from viewing, attending, or participating in any entertainment (whether in their dorm rooms or in public) that promotes sexual immorality, contains excessive violence or profanity, or disrespects God. Every effort should be made to determine the appropriateness of the activity or material BEFOREHAND, by such means as labels, ratings, and reviews.

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## **Social Dancing**

A number of evangelical denominations have historically taken a stand against social dancing as an expression of their commitment to the Christ-exalting life. Our community, considering itself in the mainstream of the evangelical tradition, and recognizing the temptations inherent in the sensuous and erotic nature of some social dancing, disapproves of social dancing by members of the community. Some forms of performance choreography as it relates to the public presentations of drama, music and cultural performances are permitted by the artists involved. Performances on campus are carefully screened and exclusively selected by KCCBS personnel as educational and appropriate to the performance.

## **Pregnancy**

The KCCBS community is committed to the sanctity and preservation of life. If, as a result of premarital sex or sex outside the bounds of marriage, a pregnancy occurs, KCCBS will not seek formal institutional discipline if:

1. the student(s) voluntarily come to the Dean of Students or Campus Pastor seeking assistance;
2. an abortion has not been performed;
3. the student(s) vow to abstinence and begin personal counseling; and
4. the student(s) voluntarily step down from co-curricular activities, including, but not limited to, being candidates for positions of honor, from holding office or any other responsible position in organizations or being a college representative to the public.

Due to the importance of appropriate prenatal care and well-being issues, campus housing for the mother-to-be will not be available beginning with the second trimester.

## **Premarital Sex/Sex Outside of Marriage**

As a result of many personal and negative societal forces, students may struggle with the temptation of sexual sin (such as premarital sex, adultery, and homosexual behavior). Anyone being tempted in this way is strongly encouraged to seek help from the Dean of Students or Campus Pastor. Our college is committed to the biblical standard of sexual purity, and we desire to do all we can to reverse the loosening sexual standards of society. Students who willingly come forward to seek help and healing in this area (without prior knowledge by college representatives) will be given support with accountability, while those who do not and violate this standard will be subject to the disciplinary process that includes suspension or dismissal.

## **Social Networking Sites**

The internet has provided many advances and opportunities for students to connect in cyber-communities, not only on the KCCBS campus but world-wide. Students must be careful that the material that is posted on their accounts falls within College expectations. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools, and others can obtain access to postings.

## ***General Campus Appearance***

In order to enhance the atmosphere of our college as well as to improve our general efficiency, our students are asked to help maintain a neat and orderly campus.

In consideration of visitors and the school community, students are encouraged to be aware of the general appearance of the buildings and common areas of the campus, and do their part in helping to keep everything neat and in order. This is best accomplished by

Cooperating in keeping the lawns free from all paper and trash.

Not eating in the library, chapel, and reception areas.

Not leaving books, notebooks, coats, and other personal items in common areas overnight.

Properly disposing of unwanted materials.

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## ***Employment***

KCCBS will assist students in finding employment. Students should not accept employment that involves the active sale of tobacco or alcoholic beverages. Except for health care or emergency services, students are to avoid employment that requires them to work on Sunday.

Also, students should remember that they are ambassadors of Christ and KCCBS to their employers, and should live carefully on the job. They should refrain from studying on the job without specific permission of the employers. Proper termination notice of at least two weeks should be given when the employment is no longer needed. Students should maintain a good community work record by being

1. Thoroughly Christian
2. Mannerly
3. Diligent
4. Honest in all dealings
5. Always neat in appearance
6. True to KCCBS standards

## **Work-Schedule Limitations**

As we endeavor to establish biblical priorities in the use of our time, the number of hours of employment is to be adjusted to the number of class hours as follows:

Class hours	Recommended Maximum Employment Hours Per Week
16	24
14	26
12	28
10	32
8	40

The academic dean will consider a special request when a student can show more employment hours are necessary.

## ***System of Discipline***

While it is the responsibility of all faculty and staff members to see that the principles of conduct are maintained, the ultimate supervision of student affairs comes under the administration. Faculty members and dormitory personnel handle most minor problems, while those of a consistent or serious nature are handled by the dean of students and/or the student development committee. Matters of an extremely serious nature that could result in suspension or expulsion from school are referred to the administration for final disposition.

## ***Student Procedural Due Process***

Kansas City College and Bible School recognizes that each student has a right to a notice and a hearing in disciplinary proceedings when the charges could lead to suspension or expulsion. In the various stages of due process, the College has established two standards, namely those of being fair and reasonable. Fairness and reasonableness may require immediate suspension or expulsion in cases of flagrant or serious violations, as determined by the Administration.

The following steps will be pursued in the procedural due process except in case of flagrant or serious violations:

1. Written notice will be provided the student, allowing him a reasonable amount of time to prepare his defense. This notice will specify the charges against the student, referring to any specific in situ-

tional rules that allegedly have been violated.

2. Prior to the hearing, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence that the college intends to submit against him.
3. The student development committee shall conduct the hearing.
4. The student shall be permitted to confront his accusers and to hear all witnesses and to have an advisor or representative present.
5. The student or his designated representative shall have the opportunity to present the student's case, his version of the facts and any witnesses on his behalf.
6. A full and complete record of the hearing will be made.
7. If the student is dissatisfied with the decision of the student development committee, he has the right of appeal to the president, who can either support or reverse the decision of the student development committee.
8. The documentation of all such proceedings are to become part of the official school documents and shall be accessible to the school board.

### ***Student Grievance Procedure***

Kansas City College and Bible School offers a grievance procedure whereby students may reveal their concerns, problems, and complaints with the confidence that there will be a full, fair, and prompt effort to resolve the grievance.

The Student Grievance Policy is based on the following two principles:

1. Every student complaint, problem, or grievance is important enough to be of concern to the administration, faculty, and staff of Kansas City College and Bible School.
2. Every grievance should be resolved as soon as possible and as close to the source as possible. The time limits are imposed to make this a reality.

In addition to the actual steps to be followed in pursuing a grievance, there are some procedural considerations.

1. All concerns, problems, or complaints presented by one or more students may proceed through steps one, two, and three of this procedure. If the student does not think he can talk to his advisor, or if he thinks his advisor is involved in the problem, he may begin the procedure with step two.
2. If the grievance relates to either the academic dean, dean of students, or facilities coordinator, the student may begin the procedure with step three.
3. If the grievance relates to the president, the student may submit a written grievance to the chairman of the school board who will investigate the grievance and report to the student, president and the school board.
4. The documentation of all grievances which reach step three or above are to become part of the official school documents and shall be accessible to the school board.

The steps the student would follow in order to properly file a grievance are as follows:

#### **Step One:**

- A. The student begins by making an informal presentation of the problem to his/her advisor.
- B. The advisor discusses the problem with the student, investigates the matter, and then gives a response as quickly as possible.
- C. If the answer does not satisfy the student, he may proceed to step two within five working days.
- D. If the student does not proceed to step two within five working days, the matter will be considered closed.

#### **Step Two:**

If the grievance relates to personnel or policies under the authority of the academic dean, the student pursues the matter through the academic dean. If the grievance relates to personnel or policies under the authority of the

facilities coordinator, the student pursues the matter through the facilities coordinator.

- A. The student prepares a “written grievance,” which is given to the academic dean, dean of students, or facilities coordinator as soon as possible after receiving a response from the advisor.
- B. The academic dean, dean of students, or facilities coordinator discusses the grievance with the student, does further investigation, and returns a written response within five working days.
- C. The academic dean/, dean of students, or facilities coordinator may either support or reverse the answer given in step one.
- D. If this response does not satisfy the student, he may proceed to step three within five working days.

### **Step Three:**

The student presents a written grievance to the president.

- A. The president discusses the grievance with the student, does further investigation, and then returns a written response within ten working days.
- B. The president may either support or reverse the answer given in step two.
- C. The response of the president reflects the final decision of Kansas City College and Bible School.

### ***Suspension***

Any student who persists in violating the standards and regulations of campus conduct, as formulated by the governing body, or who persistently fails to manifest the accepted qualities of a lady or gentleman, will be subjected to suspension from this school.

### ***Additional Topics Addressed in the College Catalog***

Academic Information

Academic Programs

Admissions Procedure

Application Forms

Calendar

College Personnel

Course Descriptions

Directed Student Ministries

Educational Rights and Privacy

Examinations

Field Education

Financial Information

School History

### ***Additional Topics Addressed in the Dormitory Guidelines handbook***

Campus Life

Campus Employment

Dormitory Dress

Dormitory Visitors/Guests

Entertainment

Falcon’s Fortress Guidelines

Off-campus Housing

Residence Dating Guidelines

Residence Fees

Student Life

Visiting Off-campus *Index*

**Work-Schedule Limitations**

## Index

<b>A</b>	Alcoholic Beverages..... 8	<b>K</b>	Key Policy..... 12
<b>B</b>	Bus Parking..... 6, 7	<b>M</b>	Marriage ..... 9 Media policy..... 13 Men’s Appearance..... 10-11 Misplaced Key..... 12 Missionary Fellowship..... 6
<b>C</b>	Cafeteria Etiquette .....11 Campus Appearance ..... 14 Campus Organizations..... 5 Chapel..... 4 Chapel Attendance ..... 4 Chapel Conduct ..... 4 Chapel Schedule..... 4 Church Attendance..... 4 Class organizations..... 5 Clubs ..... 5, 6 Courtesy Concerns.....11	<b>N</b>	New Student Orientation..... 6
<b>D</b>	Dances..... 14 Dating ..... 8 Dating commitment..... 8 Discipline system ..... 15 Dormitory Visits .....11 Dress Code..... 10-11 Due Process ..... 15	<b>O</b>	Obscene literature..... 8
<b>E</b>	Employment..... 15 Engagement..... 9	<b>P</b>	Parking Guidelines ..... 6-8 Parking permit ..... 6 Parking space..... 6, 7 Petitions .....11 Political and/or Social Action Group Solicitations .....11 Pregnancy ..... 14 Premarital sex/sex outside of marriage .... 14 Profane language ..... 8
<b>F</b>	Firearms..... 12 Future Ministers’ ..... 6 Future Teachers’..... 6	<b>R</b>	Religious Life ..... 4 Respect for Property .....11
<b>G</b>	Gambling..... 12-13 Grievance Procedure ..... 16 Grievances ..... 12, 15-16	<b>S</b>	School Property..... 12 Social networking sites ..... 14 Special Services ..... 5 Standards of Conduct..... 7-8 Student Council..... 6 Student Life Activities..... 4 Sunday..... 4 Suspension..... 17
<b>H</b>	Health Services ..... 7	<b>T</b>	Temporary Parking Permit ..... 6 Tobacco ..... 8
<b>I</b>	Illegal drugs ..... 8 Internet policy ..... 13 Internet use..... 13 Interpersonal Relationships..... 8-9	<b>U</b>	Unpaid Bills ..... 12
		<b>W</b>	Women’s Appearance ..... 10 Work Schedule..... 15