Student Handbook

2012-2013

Central Christian
College of the Bible

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Equipped with a Biblical Higher Education
(Servant Leadership Dimension 3)

See the 2011-2013 Academic Catalog for information and policies concerning academics at Central.

Gender-Based Misconduct Policy
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Section 1 Central's Heartbeat

Authentic Servant Leaders

1.1 Mission

Central Christian College of the Bible exists to develop servant-leaders for the church. As a traditional undergraduate Bible college, Central equips men and women for leadership in the Kingdom of God both nationally and internationally.

Central seeks spiritually-minded students who actively participate in their local congregations, have the intellectual ability to study at the college level, and desire to become equipped with the knowledge, attitudes, and skills for vocational church leadership and volunteer positions.

Central provides degrees and certificates that equip students with a Bible-centered higher educational foundation within the context of a Christian worldview and help students become productive, contributing members of their communities.

Affiliated with the Restoration Movement, Central seeks to graduate faithful servant-leaders distinguished by authentic Christian character, who have the ability to communicate the Gospel effectively and become disciple-makers worldwide. This mission obeys the Biblical mandates of 2 Timothy 2:2, "Pass on what you heard from me…to reliable leaders who are competent to teach others" [The Message] and Matthew 28:19, "Go, therefore, and make disciples of all the nations…." [NASB]

1.2 Community Covenant

CCCB's students step out of the world to live a higher calling. As Saints their relationship to God, each other, other Christians, and those yet to be saved is distinctly Christ-like. Central's students work, live, and grow together in a spiritually transformed community that expresses authentic Kingdom living. As members of Central's Christ-centered learning community of authentic believers and servant leaders, we support one another and hold one another accountable in our words, attitudes, actions and service to pursue these qualities of spiritual maturity:

- We covenant together to live a life that honors God, submits to His Word, assembles with His church, practices spiritual disciplines, and serves His creation.
- We covenant together to love and support one another through personal and respectful interactions, compassionate sensitivity to others, and gracious acts of redemptive confrontation and forgiveness.
- We covenant together to be self-disciplined and self-controlled as we seek to grow in genuine Christlikeness, improve our service, and pursue excellence in fulfilling our God-given mission.
- We covenant together to demonstrate integrity, honesty, truthfulness, humility, and purity in words and actions.

As members of this spiritual community, we covenant together to uphold these characteristics of spiritual maturity so that God will be honored on our campus. May Central be known for the quality of her students and graduates.

1.3 Core Values

Central's student body, staff, and faculty are **driven** by the following core values.

Authority: Submitting to the Lord Jesus Christ and the inspired Word of God.

Heritage: Continuing the legacy of the Restoration Movement and CCCB.

Spirituality: Developing true believers who become lifelong disciples.

Ministry: Preparing real leaders to advance the mission of the Church.

Affordability: Offering access to relevant and excellent Biblical higher education.

Integrity: Demonstrating Christian character through consistent ethical conduct.

1.4 Central's Intentional Alignment with Our Mission & Values

Central is aligned to our mission and core values. Everything we do is intentionally focused on developing servant leaders. Our goal is to unleash our students' utmost potential in Jesus Christ to advance the Kingdom by making disciples of all nations. This handbook is a guide to making the most of the opportunities for growth during a student's college career.

1.5 Scope of When Standards Apply

The Campus Community life standards apply from the time a student enrolls at Central through graduation day. All Central students are to abide by the standards contained in this Handbook:

- During each semester (Fall and Spring), breaks (Fall, Thanksgiving, Christmas, Winter, Outreach-Spring, and Summer, etc.), and summer classes;
- While representing Central in all off-campus events such as mission trips, music tours, internships, study abroad, athletic activities, academic or ministry activities, etc.; and
- While both on and off campus.

The Student Development office reserves the right to change the standards of the Handbook at any time. Such changes will be announced and published.

1.6 Student Development Personnel

Name	Position	Location	Contact Info
Richard Rexrode	VP Student Development & Enrollment Title IX Coordinator	Walton Student Center	rrr@cccb.edu 660-263-3900 x167 660-998-4116 Cell
Lori Peter	Director of Student Services	Student Development Suite in Pelfrey Hall	lbp@cccb.edu 660-263-3900 x155
DeRonte Polite	Student Life Coordinator	Pelfrey Hall	dpolite@cccb.edu 660-263-3900 x187
Jason Lykins	Dean of Men	Student Development Suite in Pelfrey Hall	jlykins@cccb.edu 660-263-3900 x186
Anne Menear	Dean of Women Athletic Director (AD)	Student Development Suite in Pelfrey Hall	arm@cccb.edu 660-263-3900 x151
Rhonda Dunham	Title IX Coordinator Financial Aid Director	Pelfrey First Floor Financial Aid Office	rdunham@cccb.edu 660-263-3900 x121
Rocky Christensen	Men's Residence Director	Lang Hall (H) Mabee Foundation Hall (floors 1 & 2 north)	rockyc@cccb.edu 660-263-3900 x166
April Christensen	Women's Residence Director	Spurling Hall (H) Mabee Foundation Hall (floors 2 south & 3)	aprilc@cccb.edu 660-263-3900 x165

Taryn Nichols	Food Services Manager Pioneer College Caterers	Cafeteria	660-263-3900 x145
Brian Sevits	Chapel Coordinator	Pelfrey Hall Office	660-263-3900 chapel@cccb.edu
Matthew McRoberts	Residence Assistant	Mabee Foundation Hall (floor 1)	
Colter Janssen	Residence Assistant	Mabee Foundation Hall (floor 2)	
Elizabeth Biery	Residence Assistant	Mabee Foundation Hall (floor 3)	
Rachel Burton	Residence Assistant	Spurling Hall (floor 1)	
Hali Simmer	Residence Assistant	Spurling Hall (floor 2)	
Lindsey Grant	Residence Assistant	Spurling Hall (floor 3)	
Matthew McRoberts	Residence Assistant	Mabee Foundation Hall (floor 1)	
Tony Mendizabal	Residence Assistant	Lang Hall (floor 1)	
Jeremy Kendall	Residence Assistant	Lang Hall (floor 2)	
Trenton Klebba	Residence Assistant	Lang Hall (floor 3)	

1.7 Shared Beliefs

Central Christian College of the Bible was started and is supported by churches and individuals from the Restoration Movement, an undenominational fellowship of Christian churches and churches of Christ who hold to the authority of the Scripture, autonomy of local churches, unity of all believers, and evangelization of the world. Although these churches are independent, a review of their shared beliefs may be found by following the College website's links for beliefs at www.cccb.edu/about.

The Board of Directors annually resolves to support the tenets of faith of The Association for Biblical Higher Education (see Section 3.18, Accreditation Information) which reads:

- We believe that there is one God, eternally existing in three persons, Father, Son and Holy Spirit.
- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
- We believe that man was created in the image of God, and that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by Whom the Church is empowered to carry out Christ's great commission.
- We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Students are not required to agree with Central professors on every matter of doctrine and theology. However, students are expected to understand what their teachers explain in class and not attempt to undermine the theological teaching of the College. Honest questions and discussion are welcome, but intentional, habitual

attempts to argue or cause dissension are not tolerated. If a student feels uncomfortable with a doctrinal position of the College, he or she is urged to meet privately with a professor to ask serious questions and consider the Scripture's teaching on the issue.

In some cases students may privately hold to doctrine that is contrary to the College's as long as it does not become a point of division. However, the exercise of charismatic gifts in public worship is one example where personal doctrinal preferences can easily become divisive. As a result, the College has adopted the following policy on decorum in campus worship services:

- When it comes to corporate worship, Scripture teaches that "everything should be done in a fitting and orderly way" (1 Cor. 14:40). Any disorderly activity which causes a disturbance or distraction during a public worship service must be avoided.
- The phenomenon of "speaking in tongues" in Scripture refers to a human language understood by some in the audience. The miracle of tongue-speaking was not creating an unknown language, but speaking in a known language without benefit of training (Acts 2:6). It was also specifically intended as a sign for non-Christians, not to motivate Christians (1 Cor 14:22). Therefore, making unintelligible utterances of an unknown language does not qualify as Biblical tongues, according to the College's interpretation of Scripture. Such unintelligible utterances in a public assembly on the campus of Central Christian College are disorderly, disturbing, and distracting and are thus prohibited in application of the instructions of 1 Corinthians 12-14.

For more information about the College's position on speaking in tongues, please read the following study written by Professor Reese, which has been included on the College's website for all prospective students to consult when researching the College: www.cccb.edu/admissions/details/tongues.html.

Section 2

Deeply Spiritual Disciples

Servant Leadership Dimension 1

Relationship with God (2.1-2.6)

2.1 Chapel

Central's campus community gathers in the Ferneau Center every Tuesday and Friday during the school year for praise, worship, and celebration. These special gatherings are designed to develop servant leaders and serve as the heartbeat of our campus community. The chapel speakers are normally area preachers, visiting evangelists, faculty members, or graduating seniors.

Students receiving the Full-Tuition Scholarship are expected to attend all chapels. Attending fewer than 80% of the gatherings may result in reduction of the student's scholarship and the potential for disciplinary action. Attendance is taken during chapel and students are expected to sign-in to chapel within the first 10 minutes and remain in chapel the entire hour.

Students who must miss chapel over 6 times for a semester should have an alternative chapel attendance plan approved by the Director of Student Services. Without an alternative plan, students may only make up a maximum of 6 absences per semester for their chapel attendance.

If a chapel is missed, it can be listened to online.

To complete the attendance requirement for a missed chapel, a chapel report should be completed and submitted. The deadline for submitting a chapel report is the last day of finals in a semester.

Requests forms for an alternative chapel attendance plan, chapel services, and chapel report forms are found at cccb.edu/academics/chapel-christian-service.

2.1.1 Standards & Expectations

Students who compromise the integrity of the chapel attendance procedure and standards (signing-in another student, leaving at any time before the service ends, etc.) or fail to comply with chapel expectations (such as the dress code – no hats or shorts, respect for God and others, etc.) are subject to disciplinary action. Because Central's students are leaders, the level of behavioral and attitudinal expectations is high. Electronic device usage is allowed only in the case of work or family emergencies, for taking notes, and presenting program elements.

2.1.2 Making-Up Unexcused Absences

A student may make up 6 chapel absences by:

- Listening to the chapel service (available on the Internet at www.cccb.edu/chapel);
- Submitting the report found at cccb.edu/ccs that tells the date missed, an explanation for why chapel was missed, the name of the speaker, the Scripture used in the message, an outline of the message, and a personal application of the message. Reports are to be submitted within 3 weeks of the absence or by the last day of finals (if for an absence within the last 3 weeks of the semester).

2.1.3 Making-Up Excused Absences

Students who miss chapel because of traveling with an officially recognized Central group must notify the Director of Student Services prior to the absence. Such absences may be made-up without penalty. Students who miss because of attending an immediate family member's funeral may also make up chapel without penalty. Such

made-up absences for these reasons do not diminish a student's chapel attendance record and therefore do not result in disciplinary action.

2.1.4 Requesting an Alternative Plan

Occasionally, students may know that they will regularly miss chapel. Students who must regularly miss chapel because of one of the following reasons must have their request pre-approved by the Director of Student Services by using the form available at cccb.edu/academics/chapel-christian-service. Together they will determine a satisfactory alternative to attending chapel regularly. Students are not exempt from the chapel requirement, but may fulfill the requirement through a pre-approved alternative plan. This may be allowed in the following circumstances:

- Married students with children may need one of the parents to watch children during chapel while the other student attends chapel.
- Off-campus students who do not have class on the days which chapel is held and live over 30 minutes away are not required to drive to campus for chapel.
- Married students whose work schedules conflict with chapel may be allowed work to support their families during the normal chapel time.
- Students whose Field Education requirements conflict with chapel may be allowed to perform their field experience during those times. This does NOT apply to any other Christian service other than Field Education experiences.
- Students in a cooperative degree program who must take a required class at Moberly Area Community College may be allowed to regularly miss chapel during these times.

2.1.5 Chapel Planning

The President's Office plans the themes and speakers for each chapel gathering. The Student Development Office (SDO) plans the other elements of Central's chapel gatherings. Requests for the consideration of inclusion of elements must be submitted to the SDO at least 24 hours in advance. Announcements and promotional/informational pieces for Central's student-led groups are pre-planned and scheduled through StuCo collaborative meetings. Impromptu requests are considered and may be included at the discretion of the Chapel Coordinator designated by the SDO.

2.2 Church Attendance & Involvement

Because Central is preparing leaders for the church, it is assumed that all students will attend Sunday services on a regular basis. We encourage you to visit area churches and choose one to be involved with on a regular basis. Involvement in a local fellowship provides an extended family beyond Central and is an invaluable source of support, growth, and accountability.

Several independent Christian churches are available nearby and offer a variety of ministries in which student members can be involved. Several College personnel are in positions of leadership in local churches and can provide more information concerning the churches. Information and directions for area churches are available in the Student Services Office.

2.3 Personal Devotions

Personal devotions are a vital part of your spiritual growth and development. You are urged to set aside a time each day to spend with the Lord and His Word. It may be difficult to find a quiet, private place in the dormitory to develop this habit, but students are encouraged to use the common areas of Pelfrey Hall, the Walton Student Center, the library, and outdoor seating areas as places to have devotions. In addition, Timber Lake Christian Church also welcomes CCCB students to utilize its walking trail, which includes benches for prayer walks.

2.4 Student Revival & Day of Service and Prayer

Central's Student Council plans and leads an annual Day of Service and Prayer in the fall and the Campus Revival in the winter. The Day of Service and Prayer involves service and prayer opportunities. The Campus Revival includes

worship, praise, prayer, and activities throughout the week. These special activities are spiritual highlights of the year as our student body and ministry groups collaboratively work to call us to radical devotion to God.

2.5 Entertainment Choices

2.5.1 Public Showing of Movies

In order to protect the minds, consciences, and witnesses of our students, we expect that only morally appropriate movies be shown or watched on campus. Only G and PG movies may be shown or viewed in public areas on the College campus. Exceptions to this rule for educational or ministry purposes (showing of clips, etc.) must be previously approved by a professor for use in the professor's class or by the VP of Student Development for ministry purposes. Students are expected to use good judgment when watching movies off campus and follow similar principles. Most movies are not licensed for public display, as they are limited to home or personal showings. In order to comply with copyright law, movies may not be advertised to be shown in any public assembly area (gymnasium, Walton Student Center, classrooms, or dorm lobbies) without having public performance rights or written permission from the producer. Showing movies in these areas must be approved by and scheduled through the Director of Student Services.

2.5.2 Private Viewing of Movies

Students are allowed to watch movies on their computers, DVD players, or room televisions. However, only G, PG, and PG-13 movies are allowed to be in the possession of and viewed by the students in non-public areas. When a private area becomes public, a PG-13 movie must be turned off. Students are responsible for exercising spiritual wisdom when viewing movies and videos. No unrated movies may be shown, watched, or possessed on campus. The Student Development Office and the Residence Directors may prohibit specific movies from being viewed and/or possessed on campus. Students should ensure that they are not devoting excessive time to entertainment to the neglect of healthy relationships and other responsibilities.

2.5.3 Other Forms of Entertainment

No forms of adult entertainment are allowed for Central students, including pornography, visiting adult bookstores, "gentleman's clubs," or any location where sexual immorality is present. Dances which involve or promote immodesty or sensuality should be avoided. Dances are not permitted on campus.

Students are not allowed to be in attendance at bars if they are under the age of 21. Students 21 and over are strongly encouraged to avoid patronizing such businesses unless a particular spiritual activity is being engaged in, such as singing Christian music. Under no circumstances may a Central student escort a fellow student who is under 21 to a bar.

2.6 Health & Wellness Initiatives

2.6.1 YMCA

The Randolph County YMCA is currently located on Gratz Brown Drive near Central's campus. We have an excellent relationship with the YMCA, which employs some of our students and uses others as volunteers in their programming. The YMCA offers a discounted membership to college students.

2.6.2 Health Care & Insurance (Required for Athletes)

Treatment for accidents and illness is available through the emergency room or "Urgent Care" of the Moberly Regional Medical Center, the "Mediquick" clinic on N. Morley St. across from Long John Silver's, or from several local physicians. The closest doctor's office is at Doctors' Park on South Morley.

Critically ill or injured students should contact Randolph County's ambulance service available day or night by dialing 911. Students are responsible for all financial costs of medical treatment through insurance or out of pocket payments. Affordable health insurance for students and their families is available through a private agent. Information is available at registration and in Student Services. **All students must provide proof of insurance or sign a release of liability form during enrollment.**

2.6.3 Vaccination Policy

Along with other colleges in the state of Missouri, Central Christian College of the Bible is not mandated to require vaccinations of its student. However, we encourage our students to follow the recommendations listed by the Centers for Disease Control (CDC) and the American College Health Association (ACHA) to protect themselves from vaccine-preventable diseases. These recommendations may be found at the CDC website (http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf) and the ACHA website (http://www.acha.org/projects_programs/meningitis/disease_info.cfm#recommendation).

2.6.4 Dining Hall & Food Services

The dining services at CCCB are operated by Pioneer College Caterers. Pioneer offers 16 meals each week. A variety of menu offerings will be available at each meal.

The SERVICE SCHEDULE for the Dining Hall is:

	MON	TUE-FRI	SAT
Hot Breakfast		7:30-8:30	
Continental		8:30-9:00	
Brunch	10:30-Noon		10:30-11:45
Lunch		11:30-1:00	
Dinner	4:45-5:45	4:45-5:45	4:30-5:15

No meals are offered on Sunday.

All resident students are required to participate in the meal plan, unless granted an exemption through the Student Development office. These exemptions will be subject to strict review before being granted.

Students MUST present their valid College ID card to be admitted to meals. This card may only be used by the person for whom it was issued.

Students are asked to dress appropriately for meals, and in accordance with campus dress policies. Shoes or sandals must be worn in the cafeteria.

Students are required to bus their own trays and utensils to the dish room window. No utensils may be taken from the dining hall. Policy allows for unlimited seconds (with the exception of the entrée on Premium Night) but all food must be consumed in the dining hall.

Special diets may be provided for boarding students, when required by a physician, in writing – on the physician's letterhead or on a prescription form. **No food may be taken from the dining hall** except for take-out meals and Green on the Go program meals. Take-out meals are available by prior arrangement with Pioneer for students who miss meals due to work or College activities. Please see cafeteria staff for details about the Green on the Go program.

The CASH LINE CHARGES for meals are as follows:

	Non-Resident Student	Guest
Hot Breakfast	$3.75	$4.50
Continental Breakfast	$3.75	$4.50
Brunch	$4.25	$5.50
Lunch	$4.75	$6.50
Dinner	$4.75	$6.50

Premium Night/Specials	$6.25	$8.50

Students may also purchase Flex Dollars, which may be used in dining services. These accounts may be purchased in the dining hall, and will be accessed with a student's ID card. These accounts offer a 10% bonus, and may be purchased in amounts of $10.00 and greater. For example, a $25.00 purchase will provide $27.50 in purchasing power. Unused Flex Dollars will carry from Fall to Spring semesters, but not from year to year.

Please refer to the 2012-2013 College Google calendar for information about food services before, during, and after breaks and holidays.

2.6.5 Walton Student Center & Harvest House Coffee Shop

The Walton Student Center is a gathering area for campus community and global ministry fusion. The center is coordinated by Student Development and is comprised of a coffee shop, aerobic exercise room, collaboratory, game area, and commons area. StuCo and Student-led Ministry Groups have priority consideration for scheduling the collaborator for ministry activities. The Student Center is available for all students when open. The center is open Monday 9am-11:45pm, Tuesday through Friday 7am-11:45pm, Saturday 9am-12:45pm, and Sunday 1pm-12:45pm.

The Pioneer Room in Pelfrey Hall is available for students and groups to use for events. Students and groups may schedule the Pioneer Room through Lori Peter.

The Harvest House lead Barista(s) and the Director of Student Services manage the coffee shop. Only individuals authorized by the baristas may be behind the counter and use the equipment. Condiments, such as sugar packets, flavorings, straws, etc. may only be used when purchasing products during regular hours and may not be taken back to the dorm for personal use. A tip jar is available to donate funds for Outreach Week Student Mission Trips. The Harvest House baristas welcome suggestions for drinks and services.

2.6.6 On-Campus Banquets

Men's and Women's Banquets are held in the spring and Senior Saints Luncheon in the fall. Men and women may attend their respective banquets, but should stay for the entire program if attending. Students also take part in a missions banquet during missions emphasis week in the fall.

Relationship with Others (2.7-2.32)

2.7 Residence Halls

Residence hall living is a great discipleship and leadership development opportunity. This section is intentionally designed to foster a positive environment in which love, mercy, grace, encouragement, and excellence may flourish.

2.7.1 Residential Life Staff

Central's administration expects all students to submit to the authority of the Residential Life Staff. Cooperation, respect, and a spirit of grace are key elements in maintaining a campus community of deeply spiritual leaders.

- **Residence Directors (RD's)**

The Men's RD and the Women's RD lead the residential life staff with the direction and empowerment of the VP of Student Development. They are available for guidance, counsel, and in the case of emergencies. An RD or designee is on-call at all times for matters related to the residence halls. RD's enforce campus expectations and may give exceptions to the dormitory rules.

- **Resident Assistants (RA's)**

Resident Assistants live on the dorm floors. RA's are available for guidance, counsel, and in the case of emergencies. They serve as floor leaders and facilitate spiritual, social, and service opportunities for residents. They serve as a part of the Student Development team and are front line staff in Central's effort to maintain a

culture of discipleship, service, leadership, integrity, and love. They are empowered by the RD's and VP of Student Development to initiate disciplinary action when appropriate.

2.7.2 Residence Hall Mandatory Meetings

All dormitory residents are required to attend mandatory dorm meetings. These usually include a meeting at the beginning and end of each semester. Residential Life staff may call additional all campus or floor meetings as deemed necessary throughout each semester. RD's **may** allow for alternative plans to meet this requirement in extreme circumstances with prior approval.

2.7.3 On-Campus Housing Requirement

Spiritual transformation occurs in the context of relationships. Central's residence halls offer an unparalleled opportunity for experiencing the best of fellowship and encouragement as a key part of servant leadership development. All full-time single students (taking 12 or more credit hours) under the age of 24 are required to live in the residence halls unless granted an exemption as described in Section 2.7.4. Students may request consideration for triple, double, or single occupancy room assignments. Room assignments are made at the discretion of student life staff.

2.7.4 Requesting Consideration for an Exemption from the On-Campus Housing Requirement

Students under the age of 24 may apply for an exemption to live off-campus based upon the following criteria:

- Student's 24th birthday falls before the first class day of the semester for which they are applying;
- Health needs require special facilities that Central cannot supply;
- A student desires to live with a parent or parents within 45 minutes of Central;
- Special work situations exist which require the student to live where they work; and/or
- Extreme financial hardship in which off-campus living is necessary for enrollment.

Requests for consideration of an exemption to the on-campus housing requirement must be presented in writing to the Director of Student Services. Requests must include the reason and supporting information for consideration.

2.7.5 Curfew

Central's curfew expectations are intentionally designed to foster a safe, scholarly, and healthy campus community. Curfew enables Central to lock down our facilities overnight, provide services throughout the evening, and encourage emotionally and spiritually healthy fellowship and rest.

Curfew is 12:00 am (midnight) on Monday through Thursday and 1:00 am on Friday through Sunday. All students are expected to remain in their residence hall from curfew until 6:00 am. The lobbies are locked during this period. All unauthorized visitors must leave the residence hall and campus before curfew. All on-campus residential students are expected to stay in the dorms Sunday through Saturday unless the student signs-out with their Residence Director (RD) prior to leaving campus. Contact information must be left with the Residence Director or designee. Students who unexpectedly find that they will arrive to their residence hall after curfew must call the on-duty RD or their designee when they discover the situation. Central takes the safety and security of our family very seriously.

Five extended curfew passes (one hour each) are available by prior request (24 hours in advance) from the student's Residence Director. Students are required to give Residence Directors prior notification if College sponsored trips or activities will keep them out of the dorm beyond curfew. Missing curfew (a serious infraction, but less serious than the following two), staying outside of the residence hall overnight, or leaving the residence hall between curfew and 6:00am without prior permission from the RD will result in disciplinary action.

2.7.6 Visiting and Staying Off-Campus

Off-campus homes may not be visited by dormitory residents of the opposite gender unless one or both of the following are true:

- The student must be in a group of two or more Central students, or
- The student must have express prior permission from the RD for each home.

During the week, all dorm residents are expected to sleep in their own dorm rooms. Overnight visits to the home of a boyfriend or girlfriend require an invitation from the parents before you may stay the night. Parents must be present during the visit. The RD must be given a copy of the written invitation and give approval.

Students who spend the night off campus must leave contact information with the RD in case someone needs to make emergency contact. Official groups traveling for the College who will be staying away from the campus are also expected to notify the RD prior to leaving the campus.

2.7.7 Visitors to the Residence Halls

Women may not enter the living areas of the men's residence halls, nor may men enter the living areas of women's residence halls except for specified times on open-dorm days. They also may not approach dormitory windows from outside of the buildings. Residence Directors may give special permission for situations such as moving or visiting by family members of the opposite sex. RA's cannot give this permission. **Violation of this rule may lead to the offending student's immediate dismissal**.

Visitors are welcome during visiting hours. Students of the opposite gender are allowed in the lobby or in the RD's apartment (by invitation). Hallways, restrooms, and individual rooms are restricted to visitors of the same gender, in consideration of roommates.

Visitors may stay overnight in a dormitory room with **prior** approval (24 hours in advance) by the RD. The normal cost for a guest is $15 per night, payable to the RD. Prospective students are exempt for the first two nights they visit. Residents may host a family member or friend up to three times a semester with prior approval by the RD without cost, but charges will apply to meals eaten in the cafeteria.

2.7.8 Room Reassignment

During the course of a semester, students may have legitimate reasons for requesting a new roommate or a new room. If a student desires to do this, he or she should fill out an application and submit it to the RD. The application should be signed by the person desiring to move and the new roommate(s). All room changes must be approved by the RD.

2.7.9 Checkout Procedure & Before Breaks

When leaving a room either at the end of a semester or to change to a different room, students must fill out a checkout form, available from the RD's. The room must be inspected by an RA, who will initial the form and accept the room key. Failure to properly check out will create a charge of $100.00 on the student's account. Students will also be charged the cost of repair or replacement if room damage is discovered during checkout or during the post-semester dorm inspection by Housekeeping. Checking out must be scheduled through RA's. The checkout deadline is normally noon on the Saturday following finals and is listed in the planner section of this book.

Before leaving for breaks, all students must complete a before-break checklist as specified by the Residential Staff. This is provided by the RD's and RA's and usually includes tasks such as emptying trashcans, unplugging unnecessary appliances, removing food, and tidying the room for return.

2.7.10 Common Areas (Including Lobbies)

Hallways, stairwells, and lobbies within the residence halls are public spaces. Students should dress accordingly while in common areas. Nakedness, visible underclothes, and immodest sleepwear are prohibited in these areas. Students should also not be undressed in someone else's room. Personal items left in common areas will be properly disposed of when discovered.

Lobbies are common areas that are under the authority of the RD's, who will determine TV viewing hours. The lobby is only available for visitors from 9:00am to 11:45pm Monday through Thursday and 9:00am to 12:45pm Friday through Sunday. Residents using the lobbies after visiting hours are expected to be quiet and use the lobby

only for quiet study. Consideration for the Residence Directors should be given and excessive noise must be avoided during the evenings.

2.7.11 Residence Hall Safety & Security (See also 2.22-2.26)

The Handkey system helps maintain safety and security for all dormitory residents. The keys which are given at the beginning of the semester should be protected carefully and returned to the RD's at the end of the semester or before permanently leaving campus. Replacement keys cost $10. Please contact your RD for a replacement key if needed.

Please follow these guidelines for safety and security.

- Keep the 12:00 am through 6:00 am curfew.
- Never prop a secure door open.
- Never leave a first floor window unsecured.
- Keep your room locked at all times when no one is in the room. Central is not responsible for articles missing from a room. Renters' insurance is recommended for all residents. Central's insurance does not cover theft of personal items from a room.
- Be aware of potential tailgaters. Take a look around to make sure that no one has followed you onto campus at night or is waiting to follow you into the residence hall lobby or onto a floor.
- Travel in groups around campus at night.
- Notify a Residence Director or Residence Assistant if you sense that someone or something is not right or may represent a potential safety and security risk.
- Keep your windows covered especially at night when changing or wearing clothing not suitable for wearing in public.
- Never compromise security by inviting an unauthorized guest into the residence hall.
- Immediately notify a Residence Director or Resident Assistant of health concerns or contagious illnesses. Such matters will be addressed with the student's and campus community's best interest in mind.

2.7.12 Tornado and Fire Safety in the Residence Halls (See also 2.24)

The College is located near one of the emergency sirens for the city of Moberly. In case of a **weather emergency**, students in the residence halls should move to the first floor or to their closets. Students may find information about current weather situations and how to receive weather alerts via text messages by visiting http://www.weather.gov/.

In case of a **fire** all occupants should exit the building in an orderly manner as quickly as possible, closing all doors behind them. Central maintains a Natural Hazards Mitigation Plan in conjunction with Randolph County to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment from natural hazards.

The **front lawn** serves as the campus reporting area in the case of a natural crisis.

2.7.13 Open Dorm Days

Residence Directors will occasionally announce limited hours for visits by all campus students. Students are encouraged to prepare their rooms for guests and all room doors will be open at all times.

2.7.14 Breaks

Please see the 2012-2013 College Google calendar for the residence hall schedule in order to plan ahead for breaks. The residence hall schedule is shared with residents at the beginning of each semester during all dorm meetings. Information is available in the spring regarding housing for summer school.

2.7.15 Quiet Hours & Acceptable Music

Exceptional quietness must prevail between the hours of 11:00 pm and 7:00 am. This includes within the residence halls and outside of all buildings. Hallway lights should be kept off during this time to remind students of the need to observe quiet. Radios, stereos, and musical instruments are not to be audible in adjacent rooms during quiet hours. Music with immoral or anti-Christian lyrics is not permitted.

2.7.16 Prohibited Pranks

All demeaning pranks and initiations (hazing) are prohibited. If you have the slightest doubt, don't participate or allow a prank to take place. Central is a community of leaders who stand up for the rights of all individuals. RD's will be the final authority as to when a prank has crossed the line.

2.7.17 Games

Metal tipped darts are not allowed. Gambling of any type, including Internet, pools, and games of chance are not permitted anywhere on campus. For the sake of appearance to visitors, games of wagering (such as poker) are not allowed in public places such as the lobby of the dormitories, even if the wagering is not for real money.

2.7.18 Video Games

Students must keep each other accountable to limit video game participation to a healthy level. Video game playing is governed by the following guidelines:

- Students must respect their roommates' needs for study and rest, and not play excessively. Any complaint should be voiced first to the offending student, then to an RA.
- Multi-player video game consoles may not be played during quiet hours.
- Video game systems that can connect to the network for multi-player gaming severely interfere with regular usage of our Internet access by other users. Therefore, game consoles which can connect through the network are not allowed to be connected to the College's network.
- Finally, some games depict violence and other images that are unwholesome and inappropriate for display in a Christian environment. Discretion is expected by the student, and only games rated T and below can be possessed in the dormitory.

2.7.19 Telephones in the Dorms and Cell Phones Beyond

Dormitory rooms are wired with phone jacks, but are not connected to a campus phone system. Landlines may be installed by contracting through the local phone company, AT&T. **DSL may not be added to a phone line without express permission from the Vice President of Student Development**.

Wireless phone service is available from the following companies in Moberly: Sprint, U.S. Cellular, AT&T, and Chariton Valley. Students must keep wireless phones on silent or vibrate mode while in class, chapel, or the library. Students must exit the library to talk on a cell phone. Only emergency calls may be taken or made during class or chapel.

2.7.20 Facilities and Maintenance (Avoid Fines)

Please email helpcenter@cccb.edu with requests for repairs in the residence halls.

Rooms may be periodically inspected without advanced notice to search for violations of facilities and maintenance policy. Inspectors may immediately remove, repair, correct, or otherwise restore the room to full compliance with the facilities and maintenance policy.

The fines for violating facilities policy are $50 per violation plus $50/hour for time spent in correcting the violation (billed in ½ hour increments) plus expenses for any materials and/or independent contractor's charges. Fines and hourly payments will be immediately added to the student's bill. In the event of a violation occurring in a room with multiple occupants, the bill will be divided equally among all occupants.

The facilities and maintenance department will not attempt to identify the "responsible" occupant. Grievances regarding roommate actions should be communicated to the Residence Director, not with the facilities and maintenance department.

The furniture originally located in your room must remain in your room. Switching furniture or removing furniture is not permitted. Students will be immediately charged for the replacement of any missing or switched furniture in addition to a $50 violation fine. If, prior to the end of the semester, the original furniture is returned to the room in original condition, the furniture replacement charge will be refunded, however the $50 violation fine will remain.

Furniture may not be damaged at any time. Fines for repair are charged and payable immediately upon discovery. Only free-standing, factory-manufactured furniture such as a chair, loveseat, bookcase or file cabinet may be added to a room. Residence hall rooms may not contain specially constructed furniture or additions (such as lofts) or any form of stacked furniture.

Unauthorized connections to or alterations of the electrical, cable, phone, or network wiring are prohibited. Any damage to room walls, ceilings, floors, windows, doors, or fixtures will be charged to the occupants' account(s) immediately upon discovery. No items of any kind may be left in common areas. Common areas include hallways, lobbies, bathrooms, and stairwells. Items left in common areas will be thrown away.

2.7.21 Care of Rooms (Walls and Interior)

Each room should be clean and neat at all times during occupancy. Occupants are equally responsible for the cleanliness of their residence. No nails or fasteners may be put into the walls or furnishings, nor may the property in any way be defaced. Permanent adhesives should not be applied to woodwork. Attention should be given to treat unattractive odors with acceptable methods of air freshening.

The condition of one's room should be left as good as or better than it was when it was moved into. Any damage done to rooms should be reported immediately, as it is often far less expensive to pay for repairs than to be charged for a damaged room after checkout.

2.7.22 Inspections & Searches

Rooms are checked regularly and without prior notice for neatness, cleanliness, and inappropriate contents. Individuals who do not maintain these standards will be addressed by residence life staff. Failure to correct the situation as outlined in consultation with residence life staff results in disciplinary action (which may include fines levied at the discretion of Residence Directors).

The Student Development staff reserves the right to search any room if they believe there is reasonable cause to maintain the integrity, safety, or security of our campus community and standards. Contraband items may be seized.

2.7.23 Candles Prohibited

Due to the potential damage from fire and smoke, candles are not allowed to be ignited anywhere in the residence halls. Exceptions may be made in case of power outages. Candle warmers may be used to freshen up the smell of a room without the danger of an open flame.

2.7.24 Bathrooms

No personal items are to be left in the bathrooms. Residents should not leave large messes for the cleaning personnel, as dozens of people may need to use the facility. Alert an RA or RD of a problem so that it can be immediately taken care of. Consideration and cleanliness are primary concerns when sharing a bathroom with fellow students.

2.7.25 Room Supplies

Students are encouraged to bring items to make their rooms their own. Care needs to be exercised to not bring too much due to the limited amount of space in double and triple occupancy rooms. There is no storage space

available outside of students' rooms on campus. Each student is provided a bed, desk, dresser, and closet space. Students need bedding for a single bed. Beds in men's only Lang Hall require extra-long single sheets. Students may bring stereos, computers, books, candle warmers, irons with automatic shutoff, and personal items. Rooms have heat but no air conditioning. Students may bring window air conditioners. Window air conditioners must be installed by maintenance personnel in Lang and Spurling Halls. The recommended size is 5000 BTU. Nails may not be put into the walls or furnishings. Permanent adhesives may not be applied to woodwork. Students may also bring a microwave, slow cooker, "George Foreman"-type grill, refrigerator, and coffee pot with automatic shutoff. Landline telephones may be installed in the rooms by purchasing service through AT&T. Let us know if you need any additional information.

Students are not allowed to bring or have in their possession knives, guns, or other weapons. Space heaters are not allowed. The only pets allowed in the dormitory are fish in appropriate containers.

2.7.26 Cooking Appliances

No kitchen facilities are provided in the dormitories. Students may have limited cooking appliances in their rooms, including a microwave, slow cooker, “George Foreman” type grill, refrigerator, or coffee pot (with automatic shut-off). No other cooking appliances are allowed and will be confiscated. Cleanliness of appliances must be maintained at all times in order to keep from attracting bugs and mice.

2.7.27 Laundry Rooms

Coin operated laundry facilities are available on campus. As with other common areas, the laundry area must be kept clean and free from personal items. Public laundry facilities are located in Moberly as well and may be used by students.

2.7.28 Bulletin Boards in Dorms

The bulletin boards in the residence halls are reserved for the communication of policies and events with dormitory residents. Items may only be posted with permission of an RA or RD, and may only be posted for a limited time as determined by an RA or RD. Items posted without authorization will be removed.

Most authorized announcements to be posted to the entire student body may be posted on a bulletin board near the mailboxes with the permission of the Director of Student Services or through the announce@cccb.edu mail address.

2.7.29 Storage

There is no space for storage outside of the residence hall rooms on campus. Storage units are available for rent in the Moberly area.

2.8 Off-Campus (Commuting) Student Housing

Off-campus students are subject to the same expectations as on-campus students. They may share housing with relatives, spouses, or other single people of the same gender. Unmarried, mixed gender cohabitation is not permitted. Visiting groups of mixed gender must include more than two people in the group or they must have prior written permission for each instance from a Residence Director.

2.9 Clothing

Students are expected to dress in a manner that reflects the Christian principles of modesty. CCCB students are training for leadership in the church and should dress in a way that is becoming to Christian leaders. Clothing should not draw attention to the body nor be styled in such a way as to emphasize sexuality. Modesty should prevail for both men and women to prevent an inappropriate presentation of one's body. Acceptable clothing is neither too large nor too small. Some specific clothing expectations are as follows: pajama pants may not be worn outside of the residence halls; modest shorts may be worn outside of class and chapel. The acceptable length of shorts and dresses will be determined by the Residence Directors; the dress code applies to athletic activities as well. Both men and women must wear some kind of garment on their upper bodies, even during practices for

sporting events; lettering on clothing should be appropriate in content and appropriately placed in location; swimwear may only be worn at an appropriate location and must be modest for both men and women.

In respect to others, men should not wear hats or caps during class and chapel or in the library. Shorts are not allowed in class (including summer and evening classes) or chapel. In addition, general clothing expectations also apply within the classroom.

All other questions concerning clothing should be addressed to the appropriate Residence Director or Professor (classroom clothing). Residential Life and Academic staff reserve the right to modify clothing policy at any time.

2.10 Unity in Diversity

As a campus community we have an opportunity to display in tangible ways the unity that Christ wants in His church. This unity bridges our racial, national, and gender differences to make us one, just as the Father and Son are one (John 17:22). In order to be one, we must speak the truth in love (Eph 4:15). The College does not tolerate divisive, unloving behavior towards other students. Divisions should be handled positively, through the use of a mediator who can help restore peace and fellowship.

Racial diversity is a positive characteristic of Central's student body. Central enrolls students from various ethnic backgrounds, both within and outside of the United States. Every effort will be made to preserve the unity of the Spirit in the bond of peace (Eph 4:3). Central Christian College does not discriminate against students on the basis of age, race, ethnic background, or gender. Any student who believes he or she has been a victim of discrimination at the College should follow the grievance process outlined in the College's Gender-Based Misconduct Policy.

2.11 Language

Christian communication (including private conversation, public talking, or posting to Internet sites) should be characterized as "with grace, seasoned with salt" (Col 4:6). The following types of language are considered inappropriate for Central students and will not be tolerated.

1. **Blasphemous or Profane language** that dishonors the name of God or Christ is strictly forbidden.
2. **Vulgar language** will not be tolerated, as it creates an atmosphere in which impure thoughts and expressions of anger are difficult to control. Students should be careful not to use socially acceptable replacements that bring to mind vulgar words, as they still may offend others and demonstrate a lack of self-control.
3. **Abusive or Obscene language** is not appropriate as Christians are instructed not to speak curses upon others (James 4:9-10).

In contrast, students should seek to make their words a fulfillment of Eph 4:29, "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear."

2.12 Pets

Animals are not allowed in campus buildings, except for fish in a dormitory room. Pets belonging to off-campus students may be walked through campus, but must be monitored. Because the College is located in a residential neighborhood, stray dogs and cats may occasionally appear. Please refrain from feeding them so that they do not become permanent fixtures on campus.

2.13 Vehicles & Parking

All students who have a car and plan to park on campus are required to register for a parking permit regardless of whether they live on or off campus. While students are on campus they are required to park in our lots, not in public or private spots adjacent to the college, such as the Lutheran church, high school, Urbandale Apartments, or South Town subdivision, regardless of arrangements with those entities. Violators will be ticketed, as they damage our reputation with our neighbors. Students must keep vehicles in the parking lot to prevent damage to sidewalks, grass, or other landscaping.

Campus parking includes designated and reserved spaces for commuter students, resident students, Bookstore customers, visitors, and staff. Parking tickets are issued to people who park in the wrong spaces. All students and staff are required to follow the following parking guidelines.

- **RESIDENT STUDENTS** park between **WHITE** lines. Limited parking is available by each residence hall. Other resident student parking is available on campus.
- **COMMUTER STUDENTS** park between the **GREEN** lines.
- **STAFF** park between the **YELLOW** lines.
- Individuals with a **HANDICAPPED PERMIT** (issued by the MO Department of Motor Vehicles) may park between the **BLUE** lines.
- **MOTORCYCLES** may be parked in the appropriate spaces for your permit.
- Vehicles may not occupy more than one space.
- Individuals who borrow a car, use a rental car, or drive a car that is not properly stickered may receive a ticket.
- Parking stickers must be displayed in the proper place on the vehicle specified below.

One parking sticker is provided with one student fee. All student vehicles parked on campus need a sticker. Additional stickers may be purchased from the business office for $10.00 each for additional vehicles. Students must be placed on the outside of the rear window in the lower corner of the driver's side. Staff must display parking stickers issued by the College. Handicapped permits must be displayed according to the MO permit instructions.

A **speed limit of 15 miles per hour** is to be obeyed by both students and staff at all hours of the day or night. Stop signs are to be obeyed. Reckless driving of any kind is forbidden. Violators of vehicle rules (including parking) will receive a $25.00 fine. Perpetual disobedience to the traffic and parking rules can lead to a student's being barred from having a car on campus.

Only college vehicles may be driven on pathways or sidewalks. Tickets may be issued by Residence Directors, maintenance personnel, library, or business office personnel. All tickets will be turned in to the Business Office, who shall issue an official report to the student, along with the levy of any penalty for the offense. Parking fines must be paid in the business office. The student may appeal any ticket to the VP of Business & Finance. A failure to appeal will be construed as an admission of guilt. Tickets may be given for the following infractions:

- No valid parking permit displayed
- Parking in non-student spaces
- Sharing a parking spot with another vehicle
- Simultaneously parking in multiple spaces
- Speeding
- Driving on sidewalks
- Careless driving
- Parking anywhere besides a designated parking space

Students are not required to get Missouri license plates as long as they are enrolled in College, but they must have valid license plates from some state. Missouri requires proof of liability insurance in order to obtain Missouri licensing, and we recommend all students do so in order to protect themselves financially in the case of an accident.

Borrowing someone else's car has inherent risks. If you do, you should check to make sure that the insurance covers you. Be sure to replace any gas you use, and make sure that the car is returned in the same state of repair as when you borrowed it. In other words, you are responsible for any damage to the car, either internal or external. Do not be offended if you are denied the loan of a car. Please remember that others depend on their cars and they may not be sure that you are responsible.

2.14 Bicycles & Scooters

Students may use bicycles and motorized scooters on campus, but they need to be driven on the streets and parking lots instead of on the sidewalks. Bicycles should be parked in racks in front of the dormitories or behind Pelfrey Hall. Bicycles that are left over the summer will be donated. Many students enjoy using the city's bike path that connects our campus to the different public schools, Timber Lake Christian Church, and the YMCA's location. Care should be taken to avoid striking pedestrians and vehicles when riding a bicycle or scooter.

Bicycles may not be used to perform freestyle tricks or other dangerous activities. Bicycles are not allowed to be bought into buildings or stored anywhere other than in a bike rack or a vehicle bike carrier.

2.15 Post Office & Mail Room

The CCCB Student Services office strives to ensure that student mail and packages are delivered promptly to the student. Each CCCB student is assigned a mailbox in the CCCB mailroom. In order not to confuse the U.S. Postal Service, CCCB mailboxes are referred to as "suites." Hence, the student's CCCB address is as follows:

<<Student's Name>>
911 E. Urbandale Suite # <<mailbox #>>
Moberly, MO 65270

2.15.1 Mail Delivery

Mail usually arrives at the CCCB office late in the morning, Monday through Friday. UPS, FedEx, and DHL deliveries also arrive around that time. Generally, staff and faculty mail is separated first and delivered to the staff and faculty mailboxes in the offices.

CCCB employs students to deliver and manage the mail. As class schedules allow, workers will begin sorting student mail early in the afternoon—with occasional exceptions. Student mail is sorted and placed in the student's mailbox as quickly as possible. However, student mail that does not include the student's suite number is done last. The fastest way to ensure quick delivery is for the student to make sure that all people or companies that send mail include the suite number.

If a student receives packages which are too big for the student's mailbox, the student will receive a slip of paper explaining that a package is waiting for pick-up. The student can come to the student services office from 1:00 – 4:30 pm to have the package retrieved. In order to retrieve packages, students must bring a valid college I.D. with them, as well as the original slip. UPS, FedEx, and DHL packages must be signed for.

2.15.2 Sending Mail or Packages

Mail can be sent to other students or faculty by placing it in the "On Campus" mail slot. Mail being sent off campus can be placed in the "Off-Campus" mail slot but must have proper postage already affixed. Stamps can be purchased in the office or in the bookstore. Students may also send packages through UPS. The package must be taken to the receptionist who will weigh the package, calculate the charge, and create the packing slip. The student is responsible for the entire UPS charge, as well as a $5 fee per package.

2.15.3 Mail Forwarding

During breaks, holidays, and the summer months students often are out of town or too far away to retrieve their mail. Students are encouraged to have any important mail sent to the temporary addresses. However, CCCB does offer a limited mail forwarding service for students in the summer. Mail is not forwarded during Christmas or week-long breaks.

Near the end of the spring semester, a form will be placed in each student's mailbox offering mail forwarding. Students who are leaving permanently, such as graduates and transfer students, have the option of having their mail forwarded until the end of June. Those students will need to fill out the forms to let the CCCB mailroom know their status and where to forward the mail. There is no charge for this forwarding service and it is available to students leaving after the fall semester as well.

Students who are planning to return in the fall but are not staying in Moberly over the summer have the option of having their mail bundled and forwarded on a weekly basis. However, to cover postage and the increased labor this adds to the mailroom staff, there will be a $5 per-week charge over the summer added to the student's fall school bill. Students who are returning in the fall but are staying in Moberly over the summer do not have the option of mail forwarding.

2.15.4 Mail with Questionable Content

To maintain personal purity, students should not subscribe to or receive mailings or publications which contain pornographic or immoral content. Mailroom staff are authorized to throw away any advertisements or magazines which display questionable or immoral content. They will not be delivered.

2.16 Facility Availability

Pelfrey Hall is open from 6:00 am - 11:00 pm, Monday through Friday; 10:00 am - 11:00 pm on Saturday; and 7:00 pm until 11:00 pm on Sunday. Students are not to be in the building outside those times without staff supervision. Students may not use public facilities at the College (lobbies, classrooms, cafeteria, etc.) to provide goods or services for personal profit. All items sold in Central's facilities as fundraisers must be under the auspices of an approved StuCo student-led ministry group and College department.

Students, staff, faculty, and their immediate families are welcome to use the College's facilities when it does not conflict with scheduled activities. Their guests may use facilities ONLY when accompanied by their hosts. The hosts are responsible for their guests' conduct. After regular business hours, access to Pelfrey Hall will be only through the front door. Hosts are responsible to stay with their guests. During vacation periods, Pelfrey Hall is closed to students after regular business hours.

2.17 Ferneau Center

The Ferneau Center was named in honor of Dr. and Mrs. Jim Ferneau, longtime generous supporters of the College from Columbia, Missouri. It contains the gymnasium. It is usually open whenever Pelfrey Hall is open.

The Ferneau Center is for the use of all Central students and may not be reserved for the exclusive use of any group. The gymnasium may be reserved by sports teams or music groups for practice or performance. Contact the Director of Student Services for more information about using the center.

2.18 Office Hours

The offices in Pelfrey Hall are normally open from 8:00am to 5:00pm.

2.19 Weapons

For the safety of the entire campus community, no students are allowed to have any weapons on campus, including hunting knives, daggers, guns, swords, or devices used in martial arts.

2.20 Lost & Found

In any place where many people gather there will be lost and found items. Due to the number of students, staff, faculty, and visitors on our campus, it is fairly common to find items that people have either lost or set aside and forgotten. Our maintenance staff routinely picks up items it finds on the floor, in the gym, in the student life areas, in the cafeteria, and even on the coat racks. Any items found—including articles of clothing left on the coat racks overnight—are placed in the Lost and Found, located in the Student Services office.

The Lost-and-Found service is available so that students may have a chance to reclaim lost items. Lost and Found is generally emptied every Friday afternoon. Items placed in Lost and Found near the end of the week are generally held for another week.

After a week, depending on their condition, unclaimed books and Bibles are donated to the library. Books in very poor condition are usually thrown away. Unclaimed items of clothing and jewelry are usually donated to Goodwill.

Items that are especially valuable, such as leather jackets, valuable jewelry, or keys are sometimes held longer. Notebooks and binders are generally thrown away.

If an item, such as a book or an article of clothing, has the owner's name written in it, someone may make an attempt to reach the person. However, it is the owner's responsibility to claim lost items. The Lost and Found is available during office hours to anyone who would like to look through it.

2.21 Safety & Security

For the most part, Central is a very safe campus. Few crimes are committed in any year. To maintain the safety of all, the following principles should be followed.

- Keep rooms and vehicles locked at all times. An unlocked door is an invitation to a thief.
- Share any uneasiness that you may feel about individuals or situations with a faculty or staff member. Confidential reports are welcome. Sometimes a small piece of information or expression of concern can help an individual get help before a crisis occurs. Student Development staff meet regularly to assess needs and provide help to individuals who may be struggling.
- Keep personal possessions from open access.
- Laptops, phones, and cash are particularly attractive to a potential criminal. Leaving such items in plain sight and unprotected will increase the chance that something is stolen.
- Travel in groups. Because there is no public transportation in Moberly, students without cars are forced to walk or bicycle to work or shop. It is always a good idea to travel in groups of three or more. Even in public places, like parking lots and public parks, a criminal is more likely to act when the victim is alone.
- Don't draw attention to yourself. Whether on the Internet or in town, potential criminals compile information that they gain from innocent comments. It is not safe to tell a stranger where you live, what type of security system is here, or any other details that might encourage a criminal to act. For the safety of fellow students, please be careful not to divulge information that could be used by a criminal.

Central is a private college and the campus and buildings are not public. Employees of the College may inquire of any persons on campus whom they do not recognize as to the purpose of their presence. Persons who cannot demonstrate a legitimate reason for being on campus may be asked to leave. Any uncooperative person may be reported to law enforcement authorities and charged with trespassing.

There are specific times established for the locking of campus buildings. All students and employees are to cooperate with the physical facilities employees and Residence staff to maintain the security of property and buildings and the safety of students, employees, and visitors to our campus.

2.22 On-Duty Number (660-998-4102)

Central offers an on-duty number (660-998-4102) for students and staff. Calling this number connects you with a Student Development staff member. Please only use this number in cases in which you are not able to reach a RA, RD, Dean, or other staff member by other means. Examples of situations for which this service is provided include but are not limited to:

- A student is locked out of their residence hall and cannot reach or get the attention of anyone to gain access to the residence hall.
- A student's or staff member's vehicle breaks down and they are not able to reach a staff member or student to get help.
- A student or staff member believes that their well-being, safety, or security are at risk either in the community or on-campus, after calling 911 and reporting the situation to the Moberly Police, the student or staff member calls the on-duty staff member.
- A student or staff member is injured or experiences a medical emergency, after calling 911 for help, the student or staff member calls the on-duty staff member.

2.23 Crime (See also 2.7.11)

Central Christian College of the Bible does not have security personnel. Campus security authorities (directors, deans, department heads, advisors to students and student organizations, residence hall directors, resident assistants, and athletic coaches) do not have authority to make arrests. **All crime is to be reported to the Moberly Police Department (660-263-0346 OR 911 for emergencies) and a College campus security authority**. The Student Development department oversees campus safety and security. Prompt reporting will assure timely warning notices on-campus.

If a crime occurs at a site where a student is at that moment fulfilling his/her Christian Service requirement, internship, or any other educational requirement, the student should report the crime to his/her immediate supervisor who will report the incident to their school representative. The College's Annual Security Report is available in the Student Services office in Pelfrey Hall.

2.24 Tornado & Fire Emergencies (See also 2.7.12)

The College is located near one of the emergency sirens for the city of Moberly. In case of a weather emergency:
1. Students in Pelfrey Hall should immediately proceed to the basement area under the stage or the auditorium.
2. Students in the residence halls should move to the first floor or to their closets.
3. Students in the library should seek shelter in the restrooms or another interior room without windows.

Students may find information about current weather situations and how to receive weather alerts via text messages by visiting http://www.weather.gov/.

In case of a **fire** all occupants should exit the building in an orderly manner as quickly as possible, closing all doors behind them.

The **front lawn** serves as the campus reporting area in the case of a natural crisis.

2.25 Violent Intruder Response Options (See also 2.7.11)

As stated in Section 2.22, Central is for the most part a safe campus. Few crimes are committed in any year. Given the occurrence of violence and shootings in schools, churches, and other public gathering places, Central's safety and security initiatives include implementation of the ALICE program (Alert, Lock Down, Inform, Counter, and Evacuate). In the event of a violent intruder on our campus, College personnel will do their best to respond to the incident by Alerting the campus and police, Locking in place if appropriate, Informing the campus, Countering the attack, and Evacuating as possible. While we pray that Central will never have to respond to such an event, we prepare by informing staff and students of some options that may make a difference if such an event were to take place.

In order to increase students' and staff's ability to respond to a violent intruder event, the following responses are recommended.

When there is an active shooter on campus, students and staff may:

- Evacuate
- Secure in Place
- Prepare to Fight
- Fight
- Report
- Provide First Aid
- Rally at Rally Point

Each situation may dictate one or more of these options. Changing situations may dictate changing responses.

Scenarios and Response Options

When you can EVACUATE the building:

- Trust your instincts!
- If you can evacuate, DO IT! GET OUT OF THE BUILDING and away from danger.
- Exit through whatever way is available. Avoid long hallways. Break windows if necessary.
- Run away from the building as quickly as possible.
- Call 911 and report all known facts.
- Alert others using 2-way radio.

- Gather at the designated RALLY POINT.

When you are unable to evacuate the building AND your door opens to the inside of the room:

- Trust your instincts!
- Take shelter in the nearest office, room, or closet.
- Lock and barricade the door with anything you have available (desks, chairs, etc.). Keep the shooter(s) out of your area.
- Tie down the door, if possible, with a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternative escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Alert others using 2-way radio.
- Set your cell phone to vibrate or silent.
- Stay low to the ground and remain as quiet as possible.
- Breathe to manage your fear – focus your mind on your plan to survive.
- DO NOT answer the door for anyone. Law enforcement will enter the room after the incident is over.
- You may have to take the offensive if the shooter(s) enters your area. Gather weapons (pens, pencils, books, laptops, chairs, etc.) and mentally prepare your counter attack.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive:
  - Obtain weapons (books, pens, pencils, laptops, chairs, etc.).
  - Counter attack as the suspect(s) enters your area. Distract and SWARM.
  - Play dead if you are injured and not able to flee or fight.

When you are unable to evacuate the building AND your door opens to the hallway (outside the room):

- Trust your instincts!
- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, with a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Alert others by using 2-way radio.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear – focus your mind on your plan to survive.
- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive:
  - Obtain weapons (books, pens, pencils, laptops, chairs, etc.).
  - Counter attack as the suspect(s) enters your area. Distract and SWARM.
  - Play dead if you are injured and not able to flee or fight.

When you must evacuate the area where a shooter(s) is active:

- Trust your instincts!
- Run Option:
  - Run in a zig-zag pattern.
  - Cover your head with a bag, books, or other items that would offer some level of protection.
  - Do not stop running until you are well clear of the building.
- Window Option:
  - Consider if a fall from the window will kill you.

- Break the window, if necessary.
- Make an improvised rope out of clothing, belts, or any other item that can be used to limit the distance you will fall.
- Hang by your hands from the window ledge before dropping.
- Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury.
- Gather at the Rally Point.

When you cannot escape, but a shooter(s) is in your room:

- Trust your instincts!
- Options:
  - RUN
  - FIGHT
    - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
    - Attack in a group (SWARM).
    - Use all available weapons to attack and secure the shooter(s) – anything can be a weapon.
    - Grab the shooter's extremities (arms, legs, head) and take him/her to the ground using body weight to secure him/her.
    - "Fight Dirty" to survive – bite, kick, gouge eyes, apply pressure, etc.
    - Continue to fight until shooter is no longer a threat.
    - Separate weapon from the shooter.
    - Cover with a trash can and secure by one person lying on ground with both arms holding the trash can.
    - If the group evacuates the room, carry the trash can with the weapon inside the trash can.
    - Announce to law enforcement that there is a gun in the trash upon exiting the building or approaching law enforcement in the building.
  - PLAY DEAD – dead if you are injured and not able to flee or fight.

When you have incapacitated the shooter(s):

- Call 911 and advise law enforcement the shooter(s) is down.
- Provide your location and stay on the line if possible.
- Alert others by using 2-way radio.
- Secure the suspect (belts, body weight, etc.).
- Remove any weapons away from the shooter but DO NOT HOLD THE WEAPON.
  - Cover the weapon with a trash can and secure by one person lying on ground with both arms holding the trash can.
  - If the group evacuates the room, carry the trash can with the weapon inside the trash can.
  - Announce to law enforcement that there is a gun in the trash upon exiting the building or approaching law enforcement in the building.
- DO NOT RUN from the room if the shooter(s) is incapacitated. Help will be there very soon.
- RAISE YOUR HANDS and DROP TO YOUR KNEES when law enforcement officers appear. Do not appear threatening to law enforcement officers.
- Provide first aid to others in the room as needed.

2.26 Sexual Immorality, Relationships, & Boundaries

Central students are expected to conduct themselves with sexual purity and guard against even the appearance of sexual impropriety. The Word of God is clear: "among you there must not be even a hint of sexual immorality … because these are improper for God's holy people" (Ephesians 5:3, NIV). Therefore students are expected to abstain from sexual intimacy between people who are not legally married (as defined in the State of Missouri) to each other.

Students engaging in sexual activity that falls short of clear Biblical principles and/or good taste are subject to disciplinary action. Examples of unacceptable behavior include, but are not limited to: single students dating married persons, married students dating anyone other than their spouses, inappropriate prolonged bodily contact, producing or possessing pornography, indecent exposure, voyeurism, homosexual activity, and cohabitation with members of the opposite sex.

2.27 Sexual Harassment & Sexual Assault

Please see Central's Gender-Based Misconduct Policy.

2.28 Respect

Students are expected to respect their fellow students' property and bodies to avoid causing damage to either. Property that is damaged should be repaired or replaced. Others should be respected by not engaging in prolonged public displays of affection. In addition, respect for the College's facilities, property, and landscaping is expected and any damage should be immediately reported to the business office. Finally, all Central employees are to be spoken to in a respectful manner.

2.29 Small Groups

Central students are encouraged to meet together regularly for prayer, Bible study, and accountability. Meetings are expected to provide a positive, supportive environment and not hostile debates that lead to division. Students using small groups to undermine the morale of the student body or doctrine of the College will not be allowed to meet on campus and may be subject to disciplinary action.

2.30 Student Identification Cards

Students receive a new identification card at registration each semester. Cards are needed for access of library resources and may be asked for in other areas on campus where attendance is limited to Central students. Students losing their cards may request a new one at the student services office. One replacement card is provided per semester without charge. Additional replacements cards are $5 each.

2.31 Counseling Services

The college is currently unable to provide formal Christian counseling for all students. Some students may require religious counseling as a condition for enrollment or disciplinary probation. If the Vice-President of Student Development makes counseling a requirement for the continued enrollment of a student, the student may either find counseling from one of the counseling professors or an approved outside source.

Central does have student counseling interns, who serve under the Kingdom Counseling Center, a ministry of Timber Lake Christian Church. It is staffed by interns who are advanced students of the College's Christian counseling program. The counseling interns are not part of the staff or administration of the College. A student who wants to receive counseling from the Kingdom Counseling Center should contact one of the counseling professors. If space is available, the student will be put on a waiting list to be assigned to an intern for counseling. Kingdom Counseling Center only does religious counseling. It can neither provide mental health counseling nor substitute for it. The students are not licensed counselors.

Relationship with Authority (2.32-2.45)

2.32 Drug-Free Campus Policy

Central is committed to a drug-free environment. Because of the detrimental effects that illegal drug use has on our physical, mental, and spiritual health, it is the policy that no student or staff member will be allowed to use illegal drugs on- or off-campus. The unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees on or off the school property is prohibited.

If it is determined that such use or distribution has occurred, or is occurring, the student will be dismissed and urged, if necessary, to find a counselor or treatment center through the American Association of Christian Counselors (www.aacc.net/resources/find-a-counselor/).

In addition, local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to $20,000 to imprisonment for terms up to and including life.

If at a later time, the person wishes again to become a student at Central Christian College, an investigation will be conducted by the Vice President of Student Development to determine if any drug problem still exists. If there is sufficient evidence that the student no longer is using illegal substances, he or she may, if all other requirements are met, reenter the school. However, the student will be on disciplinary probation for the first semester of study following re-entry.

2.33 Drug & Alcohol Prevention Program

Central Christian College of the Bible's Drug and Alcohol Prevention Program is comprised of the following components. The program consists of the distribution of policies of the College and is given to each student each year during registration through distribution of the Student Handbook. Included in the handbook are the College's expectations of its students and staff to maintain a drug and alcohol free environment and the consequences if a violation occurs. An informational piece, "Winning the Battle Against Drugs" (published by the Missouri State Highway Patrol's Public Information and Educational Division), will be given to the students and staff each year during the registration period at the beginning of each semester. This piece provides information on preventing drug and alcohol abuse and the associated health risks and is available at http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Brochures/documents/SHP-553.pdf. The Vice President of Student Development administers the Prevention Program and reviews the program at least once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. Any violation, as defined by the annual Campus Crime Report, will be reported to the Department of Education using the report as its means of communication.

Students who struggle with drug, alcohol, and tobacco use are encouraged to see the Director of Student of Student Services for advice and options for assistance.

2.34 Tobacco & Substance Free Campus & Students

Central students are prohibited from using tobacco in any form. Additionally, non-prescription (recreational) drugs will not be permitted either on or off campus. Prescription drugs must be taken in accordance with the advice of a doctor and should only be legally obtained. Central is a smoke free campus and zone. No smoking is allowed.

Central students agree that they will not drink alcoholic beverages. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by Central Christian College of the Bible's students is prohibited. The use or possession of alcohol or illegal drugs by Central's students (regardless of age) is also prohibited. Central retains the right to notify parents or legal guardians of any student under twenty-one years of age who has committed a disciplinary violation governing the use or possession of alcohol or a controlled substance. Any student whose past experiences with substance usage are a strong temptation to participate is urged to pursue accountability through the Dean of Men or Dean of Women.

2.35 Tattoos

Defaming and anti-Christian tattoos are not to be displayed. Tattoos deemed excessive or inappropriate may be required to be covered or removed as a condition of admittance or continued enrollment.

2.36 Obeying the Law

Students are expected to obey all laws. The College will aid in the prosecution of any crime that occurs on the campus or is perpetrated by a Central student. Committing any activity categorized by the State of Missouri as a Class A misdemeanor or above, whether or not such activity is actually prosecuted or reported is normally grounds for immediate dismissal. Conviction, admission, or determination of the reasonable probability of the commission of such a crime while under the scope and authority of this handbook may result in disciplinary action, suspension, or dismissal.

2.37 Body Modifications & Piercing

Men and women are allowed to wear pierced jewelry (of 20 to 18 gauge size as illustrated at http://jewelry.about.com/cs/identifyjewelry/l/blgaugechart.htm) in their ears only. Men who serve in a local church in a paid or volunteer capacity are not allowed to wear an earring while serving without express written permission from a leader in that church. Students who represent the College must follow the guidelines and expectations of the program director in which they serve. Program directors and leaders may require higher standards of dress and appearance than those listed in the Student Handbook for particular ministry programs and activities.

2.38 Financial Obligations

Students are expected to pay debts that they owe, both to the College and to all vendors. Persistent disregard for paying bills may lead to disciplinary action. If the College is notified of a person who has not paid for rent while a student, that person will receive a business hold on his or her account, making the person ineligible to register for classes or receive transcripts.

2.39 Honesty

Dishonest practices by students are not acceptable. Activities categorized as falsification include, but are not limited to plagiarism, lying, furnishing false information, forgery, and cheating. Students must not use someone else's username and password, even if the computer has been left logged into another account.

2.40 Account Balances/Refunds

Students are expected to pay their College account balances in full when the semester begins. If a credit balance is created after registration, the credit will be refunded by check to the student within 14 days. A student who wishes to carry a credit balance forward to the next semester may only do so from first to the second semester. All credit balances created from federal funds must be refunded to the student by the end of the academic year. The full-tuition scholarship is applied in two equal disbursements to the student’s account. The first disbursement is applied at the 30% mark and the second disbursement is applied at the 60% mark of the semester. If a credit balance is created, the College has 14 days to refund that credit balance.

2.41 Fines

Students may be fined for certain rules violations. Fines will be determined by the Dean of Men or Dean of Women and may be appealed to the VP of Student Development.

2.42 Student Code

2.42.1 Purpose

Central Christian College of the Bible exists to develop servant-leaders for the church. As a traditional undergraduate Bible college, Central Christian College of the Bible equips mean and women for national and international leadership in the Kingdom of God (See 1.1-2). The purpose of Central's Student Conduct Code is to cultivate leadership development and to maintain a campus environment conducive to learning, spiritual growth, and academic excellence. The community life standards listed in the Student Handbook support the mission of the College to develop servant-leaders for the church. When standards are violated, appropriate intervention seeks to restore personal and group alignment with expectations, to produce personal growth, and to restore the highest level of campus community.

The goal of discipline is Biblically defined as "the peaceful fruit of righteousness" (Hebrews 12:11 NASB). Such fruit includes: holy behavior, responsibility, self-control, blamelessness, maturity, orderliness, respect, mutual submission, harmony, love, and unity. It is the College's hope that such character development will result in the voluntary submission to the expectations and standards of the Student Handbook and Student Conduct Code. May Central be a Christ-centered learning community of authentic believers and servant-leaders. This policy is largely based upon consideration of the guidance and template presented in Stoner, E. N. & Lowery, J. W. (2004). Navigating past the 'spirit of insubordination': A twenty-first century model student conduct code with a model hearing script. *Journal of College and University Law*, 1(1), 1-77.

2.42.2 Definitions

1. The term "**College**" means Central Christian College of the Bible.
2. The term "**student**" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admissions are considered "students" as are persons who living in College residence halls, although not enrolled in this institution. The Student Code does apply at all locations on and off campus.
3. The term "**faculty member**" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "**College official**" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "**member of the College community**" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the College President.
6. The term "**College premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "**organization**" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "**Student Conduct Board**" means any person or persons authorized by the VP of Student Development & Enrollment to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term "**Student Conduct Administrator**" means a College official or officials authorized by the VP of Student Development & Enrollment to impose sanctions upon any student(s) found to have violated the Student Code. The VP of Student Development & Enrollment may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administer and the sole member or one of the members of the Student Conduct Board. The VP of Student Development & Enrollment may authorize the same Student Conduct Administrator to impose sanctions in all cases.

10. The term "**Appellate Board**" means any person or persons authorized by the VP of Student Development & Enrollment to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The VP of Student Development & Enrollment is that person designated by the College President to be responsible for the administration of the Student Code.
14. The term "**policy**" means the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook, College Catalog, the College web page, and computer use policy.
15. The term "**cheating**" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term "**plagiarism**" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (See the College Catalog's Academic Integrity section for more information and policies.)
17. The term "**Complainan**t" means any person who submits a charge alleging that a student violated the Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.
18. The term "**Accused Student**" means any student accused of violating this Student Code.

2.42.3 Student Code Authority

1. The VP of Student Development & Enrollment shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The VP of Student Development & Enrollment shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with the provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

2.42.4 Proscribed Conduct

A. Jurisdiction of the College Student Code

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of acceptance for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The VP of

Student Development & Enrollment shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his sole discretion.

B. Conduct - Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions outlined in Article IV:

1. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
2. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty. (See the College Catalog's Academic Integrity section for more information and policies.)
   b. Furnishing false information to any College official, faculty member, or office.
   c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Acts classified in the College's Gender-based Misconduct policy as Title IX violations are subject to policy and sanctions listed in that policy.
5. Sexual conduct, not including sexual conduct between husband and wife, (not classified in the College's Gender-based Misconduct policy as Title IX violations), including but not limited to:
   a. Sexual intercourse.
   b. Intentional sexual touching, no matter how slight, with any object or body part.
   c. Influencing or attempting to influence another person to commit sexual conduct.
   d. Any communications of a sexual nature (written or spoken).
   e. Possession, use, manufacture, or distribution of pornography.
   f. Video or audio taping of self or others involving nudity, sexually suggestive activity, or sexual activity.
   g. Acts classified in the College's Gender-based Misconduct policy as Title IX violations are subject to policy and sanctions listed in that policy. If you believe that you have experienced sexual harassment, non-consensual sexual contact (or attempts to commit the same), non-consensual sexual intercourse (or attempts to commit the same), or sexual exploitation; please read the College's Gender-Based Misconduct Policy to determine your rights and options. If you are unsure if what you have experienced is a violation of the Gender-Based Misconduct Policy, please contact the Director of Student Services who can help you to define and clarify the event(s) and advise you of your options.
   h. For more information about the College's expectations for sexual purity and relationships see Section 2.26 of the Student Handbook.
6. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
7. Hazing, as defined by the Missouri Hazing Law (Section 578.360. Definitions) as a willful act, occurring on or off the campus of an educational institution ("Educational institution" means a public or private college of university), directed against a student or prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of

a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include, but are not limited to:

a. Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

b. Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

c. Any activity that requires the student or prospective member to perform a duty or task which is a violation of the criminal laws of this state or any political subdivision in this state.

d. Apathy or acquiescence in the presence of hazing are not considered by the College neutral acts; they are violations of this rule.

e. Section 578.365 of the Missouri Hazing Law states:

    1. A person commits the crime of hazing if he knowingly participates in or causes hazing, as defined above.

    2. Hazing is a class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a class C felony.

    3. Consent (defined by the College as express or implied) is not a defense to hazing.

7. Failure to comply with the direction of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use College premises.

9. Violation of any federal, state, or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances.

11. Use, possession, manufacturing, or distribution of alcoholic beverages, or intoxication.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even illegally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes, but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or with his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
    a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    b. Unauthorized transfer of a file.
    c. Use of another individual's identification and/or password.
    d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
    e. Use of computing facilities and resources to send obscene or abusive messages.
    f. Use of computing facilities and resources to interfere with normal operation of the College computing systems.
    g. Use of computing facilities and resources in violation of copyright laws.
    h. Any violation of the College Computer Use Policy.
17. Abuse of the Student Conduct System, including but not limited to:
    a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
    b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
    c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
    d. Institution or a student conduct code proceeding in bad faith.
    e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
    f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
    g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
    h. Failure to comply with the sanction(s) imposed under the Student Code.
    i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Making false, defamatory statements regarding any member of the campus community.
19. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the VP of Student Development. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus

authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

2.42.5 Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the even takes place.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same manner as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Section 2.42.5(A)(7) below:
    a. Student Conduct Board Hearings normally shall be conducted in private.
    b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
    c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student be conducted either separately or jointly.
    d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
    e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions

from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to the be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is no present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where determined in the sole judgment of the VP of Student Development to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

c. **Loss of Privileges** - Denial of specified privileges for a designated period of time.

d. **Fines** - Previously established and published fines may be imposed.

e. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments.

g. **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h. **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.

i. **College Suspension** - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. **College Expulsion** - Permanent separation of the student from the College.

k. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

l. **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Student Records

   a. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become a part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, revocation or withholding of a degree, or those included in the College's annual Disclosure of Campus Crime and Fire Safety Statistics upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record 7 years after final disposition of the case.

   b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

   a. Those sanctions listed above in Section 2.42.5(B) above.

   b. Loss of selected rights and privileges for a specified period of time.

   c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the VP of Student Development, or a designee, my impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only:
   a. to ensure the safety and well-being of members of the College community or preservation of College property;
   b. to ensure the student's own physical or emotional safety and well-being; or
   c. if the student poses an ongoing threat of disruption of, or interference with, the normal operation of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the VP of Student Development & Enrollment or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

2.42.6 Interpretation and Revision

A. Any question of interoperation or application of the Student Code shall be referred to the VP of Student Development or his or her designee for final determination.

B. The Student Code shall be reviewed at least every three years under the direction of the VP of Student Development & Enrollment or his or her designee.

2.43 Grievance Procedure

Any student who believes that he or she has received unfair treatment may communicate a grievance through the proper channels. The student's grievance must be communicated either in person or in writing through the following officials, in order:

- Residence Directors
- Dean of Men or Women
- Vice President of Student Development
- President of the College
- Association for Biblical Higher Education (See Accreditation Information)

If the grievance concerns the **classroom**, the first person to be contacted should be the professor. Appeals by the student for treatment received from a professor may be made to the Vice-President of Academics, Vice-President of Student Development, or the President.

If the grievance concerns the **business of the College**, the first person to be contacted should be the Vice-President of Finance and Business.

If the student does not receive satisfaction from the first person contacted, the next authority may be contacted. Each avenue must be exhausted before you proceed to the next. In matters that concern accreditation of the College, the Association for Biblical Higher Education may be contacted if no other satisfactory resolution has been found.

Grievances involving alleged discrimination based upon an individual's race, color, national origin, sex, disability, or age follow the grievance policy and procedures found in the Gender-Based Misconduct Policy.

2.44 Student Records & Privacy Policy (Revised for Fall Semester2012)

The following policy is designed to inform you how your educational information can be used and shared as well as to communicate to you how you can gain access to this information. Please read this information carefully.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution the right to inspect and review their own Educational Records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

2.44.1 Our Commitment

The following policy is designed to inform you how your educational information can be used and shared as well as to communicate to you how you can gain access to this information. Please read this information carefully.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution the right to inspect and review their own Educational Records. Furthermore, students have other rights, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

2.44.2 Legal Requirements

By law we must:

- keep your educational and financial information private
- give you this policy outlining our legal duties and practices
- follow the terms of the policy in effect at the current time

2.44.3 Who has access to your information?

Central Christian College of the Bible will allow access to your educational information to the following individuals who have a legitimate educational or administrative interest in your records.

- Office of the President
- Office of the Vice President of Academics
- Office of the Registrar
- Office of the Director of Admissions
- Office of the Financial Aid Director
- Office of the VP of Business & Finance
- Office of the Director of Information Systems
- Office of the VP of Student Development
- Faculty, Faculty Advisors, the Athletic Director, and other school officials who have a legitimate educational interest.

Central Christian College of the Bible will allow access to your financial records to the following individuals:
- Office of the Financial Aid Director
- Office of the President
- Office of the VP of Business & Finance
- Office of the Registrar
- Office of the Director of Information Systems
- Office of the VP of Student Development
- Office of the Account Manager
- Office of the VP of Institutional Advancement
- Office of the VP of Academics

By law, Central Christian College of the Bible is also required to make your information available to the following agencies and individuals involved in conducting any audit, program review, investigation, or other review authorized by law:
- An independent auditor
- Secretary of the US Department of Education
- Inspector General of the Department of Education
- Comptroller General of the United States
- Attorney General of the United States
- Association for Biblical Higher Education
- State and Local Officials
- Alleged victim of a crime
- Parent of a dependent student as defined by the IRS
- Parent of a *dependent* or *independent* student under 21 regarding the violation of a law regarding alcohol or drug abuse.

By law (except for the individuals and agencies requesting access or disclosure of your information in the preceding lists) **we must**:
- keep a record of each request for access to your information
- keep a record of every disclosure of information
- *all records will be retained for 5 years after the last date of attendance*

2.44.4 Your Financial Aid Information

The Financial Aid Office is charged to make sure you have all your financial aid in place at the time of registration. Your signature on a loan request, a FAFSA form, or other presentation of scholarship information to the Financial Aid Office by the student or organization to process, constitutes consent for the Financial Aid Office to release personally, educational, and financial information to those organizations or individuals to process said Financial Aid. You as a student do not have the right to view your parent's financial information included in your FAFSA or sent for verification requests.

2.44.5 What are your rights to your records?

You may make a written request of CCCB to review your student records. CCCB must provide you with your records within 45 days of the request. If you request copies of your records, CCCB may charge a fee for the cost of copying, mailing, or other related supplies.

You may also request an amendment to your records. CCCB retains the right to deny your request for any reason.

You may request a hearing in the event your request for an amendment is denied to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student. You must make this request in writing and submit the request the Registrar of the college. The decision from the hearing committee will be final.

2.44.6 What are your rights concerning the Student Directory

You have the right to consent to, or withhold disclosure of, personally identifiable information. This includes the right to refuse the release of directory information without your written consent. Central's directory information includes your full name, your CCCB email address, telephone number, photograph, major field of study, college honors, degrees awarded, enrollment status, and your grade level, degrees, honors, and awards received; and the most recent educational agency or institution attended.

In addition, Directory Information includes participation in officially recognized activities and sports; weight and height of members of athletic teams.

If you do not wish your directory information to be included, you will have the opportunity at each semester's registration period to indicate that you do not want your information included in the Student Directory. In addition, at any time you may contact the Registrar's office requesting that your information no longer be disclosed.

CCCB will not disclose the directory information of a former student if the student opted out of the disclosure while the student was in attendance. The option to opt-out may be rescinded in writing by the former student.

A student's decision to opt out of directory information disclosures does not prevent a school from identifying a student by name or from disclosing a student's electronic identifier or institutional email address in class. It does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions.

It is also the policy of CCCB that it will release Student Directory information to outside organizations or individuals if their inquiries are related to course work, such as SALT, and internships. Enrollment verification information will be released to organizations or individuals that have a legitimate request for the information. The legitimacy of the request will be determined at the discretion of the individual or department receiving the request.

2.44.7 Requests from Third Party for Disclosure of Educational Records

It is the policy of Central Christian College of the Bible not to release third party requests to view your educational records without your written consent except for the exceptions listed above. You may go to the Student Service Office to obtain a consent form to add or remove someone from your disclosure list.

2.44.8 Records that are subpoenaed

If your records are subpoenaed by a law enforcement or court, CCCB will make a reasonable effort to contact the student by phone or by email in order that the parent or eligible student may seek protective action. If the student does not respond, or the student cannot be contacted, CCCB will comply with the court order. If the court order stipulates that CCCB is to comply with the request for information without informing the student, Central will comply.

2.44.9 Privacy & Timely Warning Law

Privacy laws does not preclude CCCB's compliance with the timely warning requirements set forth in the Campus Security/Clery Act and takes precedence over FERPA requirements. Therefore, Central can make a timely warning report to the campus community on criminal activity, and even if CCCB discloses the identity of an individual the school has not violated the Privacy Policy.

Records of a disciplinary action or proceeding are considered education records of a student, and cannot be made available to the public without the consent of the student except for the following circumstances.

1. The final results of disciplinary proceedings to anyone if the violation was a crime of violence or a non forcible sexual offense, and the school concludes that a violation of the institutions' rules or policies did occur.
2. The final results of a disciplinary proceeding to the victim of a crime of violence or a non forcible sexual offense, when the proceeding was in reference to that crime, that school may disclose the result of the proceeding, regardless of whether the school concluded that a violation was committed.
3. If the student has violated any Federal, State, or local law, or any rule of policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is a dependent or independent student under the age of 21 at the time of the disclosure.
4. If CCCB determines that there is a real and significant threat to the health or safety of a student or other individuals, we may disclose information from educational records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student of other individuals. This includes parents of an eligible student and/or law enforcement personnel.

2.44.10 Sex Offenses

Information provided by the State of Missouri concerning registered sex offenders is provided to the College by the Randolph County Sheriff's Office and is available in the College Student Services department. It is also available directly from the Sheriff's Office located at 223 N. Williams, Moberly, MO 65270 (660-263-0095).

For a more complete look at the College's Sexual Assault Prevention and Response, please refer to the current Crime Report located on Central's web site at
www.cccb.edu/sites/default/files/pdf/Annual%20Security%20and%20Fire%20Safety%20Report%202010.pdf.

2.44.11 Student's Rights after Ceasing Attendance or Graduating

Students who have ceased attendance or have graduated from an institution of higher education have basically the same FERPA rights as students currently attending the college, including the right to:

1. Inspect their Educational Records
2. Have a hearing to amend an education record, and
4. Have their education privacy protected by the institution.

2.44.12 References for Students by Faculty

FERPA's prohibition on disclosure of personally identifiable information from an educational record of a student applies to <u>any kind of non-directory information</u> (e.g., performance in class, grades, attitude, motivation, abilities, background) conveyed in writing, in person, or over the telephone to third parties. Central's Faculty members are required to have a written, or verbal request from the student, past or present, before providing references for employment or educational purposes.

2.44.13 Violation & Complaints of Student's Rights

If, at any time you feel your FERPA rights have been violated, please contact David B. Fincher, Vice President of Academics, to lodge your complaint.

Complaints regarding violations of a student's rights under the Act may also be filed with

The Family Policy Compliance Office
U.S. Department of Education,

600 Independence Avenue SW
Washington DC 20202-4605.

You may also call (202) 260-3887. Persons filing complaints with the US Department of Education under FERPA must have legal standing. A complainant must be a parent or eligible student affected by alleged violations. This is consistent with other laws affording specific rights to persons.

2.45 Voter Registration

Federal law requires Central to make voter registration forms available to every student. Students who are not registered to vote may find voter registration information and forms at http://www.eac.gov/voter_resources/register_to_vote.aspx. Students who are U.S. citizens who live or have an address within the United States can use The National Mail Voter Registration at this site to register to vote in their State, report a change of name to your voter registration office, report a change of address to your voter registration office, or register with a political party. Voter registration rules and regulations and deadlines are also available for each state and territory at this site. Students who want to register to vote in the fall should consult this site as soon as possible.

Section 3

Disciple Makers

Servant Leadership Dimension 2

3.1 SALT Groups & Christian Service

3.1.1 Christian Service's Importance

Before our Lord sent His apostles into the world, He spent three-and-a-half years training them to be servants for Him. Much of that time was spent teaching and preaching to the Twelve. But a good deal of the time was also used to give the disciples practical experience. Matthew 10 tells us that they were sent out preaching, for instance. It was undoubtedly a taste of their work from Pentecost on.

Today, as always, our Lord's method of training disciples is the best. At Central Christian College, we believe that practical service is a necessary part of our curriculum. The task of carrying the Gospel to the world has been passed on to us. While you are preparing to help fulfill that task, we want you to experience the sorrow of seeing a world lost and dying without Christ, as well as the joy of seeing those who respond to the Gospel. Then you will know the urgency of His words: "Lift up your eyes, and look on the fields; for they are white already unto harvest." (John 4:35)

3.1.2 Developing Servant Leadership

If you are going to profit from the kind of experience described above, you must have some goals to reach for. Therefore, the Christian Service Department has established certain goals to get you started. We believe that any student worthy of graduating from CCCB can achieve them. You will want to add other goals to this list, goals which reflect your own personal needs and abilities. When you reach these goals, we feel you will understand what Christian Service is all about.

- We want you to gain practical experience. You will learn to apply your classroom knowledge to real-life situations, such as teaching a Bible School class or leading a worship service in a nursing home. In this way, you will improve your ability to share the Gospel with others.
- We want you to discover how your own special talents can be used for God's glory. Whether it's preaching your first sermon, making your first evangelistic call, or singing your first solo, we want you to accept new challenges so you can be used by God in new and exciting ways.
- We want you to learn to be a leader. Your Christian Service assignments will often require you to make plans and to organize for others. You will also find yourself acting as a supervisor for those people. Thus, you will be gaining leadership skills which will enable you to become a leader in God's church, after your graduation.
- We want you to learn to be sensitive to other people's needs. Working with youth, the elderly, the infirm, even those in prison, will enable you to experience lifestyles and needs much different from your own.
- We want you to more fully appreciate the work, the problems, the challenges, and the rewards of service in the local church.
- We want you to learn responsibility by completing and reporting your Christian Service assignments faithfully.
- We want you to graduate with a feeling of confidence in your ability to use what you have learned at CCCB in any situation.

3.1.3 Christian Service

The College encourages its students to use their various talents in some form of ministry or service. Our goals include every student actively involved in service to the Lord's kingdom while enrolled at Central and the majority of our graduates continuing to serve Christ in some specialized ministry after leaving college.

Every student receiving the Full-Tuition Scholarship participates in a Christian Service project for an average of two hours per week (30 hours per semester). This participation is monitored by the financial aid department. Failure to report at least 80% of the required Christian Service for a semester may result in a reduction of the student's scholarship the following semester.

Christian Service hours are evaluated in 5-week blocks, during which the student is expected to complete at least 10 hours of service. Extra hours may be reported but will not carry over into the next block. Deficient hours cannot be made up without approval for an extenuating circumstance.

Christian Service Reports may be submitted at cccb.edu/Christian-Service-Report.

Student participation in Chapel & Christian Service is maintained through the student portal. Students may check their absences and hours within the portal. Any discrepancies with the records can be corrected by contacting Sara McGuire (smm822@cccb.edu).

A student's Full-Tuition Scholarship may be reduced by 20% for lack of chapel attendance or Christian service. For more information about the full-tuition scholarship see cccb.edu/financial-aid/full-tuition-scholarship.

3.1.4 Service Ideas

You have a wide variety of service opportunities to choose from. Keep in mind that Christian Service includes both volunteer and paid ministry, so it is possible to earn money for school while you complete your service requirements. Any compensation is between the student and the church or organization. The college does not negotiate pay or expense reimbursement for its students. Eligible service includes ministry done through the local church, through the college, and through community service organizations. The Director of Student Services is available to assist students in finding meaningful service opportunities. A Christian Service Fair is provided on campus near the beginning of each fall semester for students to learn of local opportunities for service.

Through the Local Church:

- Preaching minister/supply preaching
- Associate/Youth minister/Youth sponsor
- Music ministry/worship leader
- Elder/Deacon
- Bible School teacher
- Secretary

Through CCCB:

- Officially Recognized StuCo Student-led Ministry Groups
- College Department Groups (with the approval of the department chair)
- Ensembles/Outreach teams
- Tutoring, Resident Assistants, StuCo Officers

Through the Community:

- Hospital visitation/Nursing home ministry
- Campus ministry
- Prison ministry
- Tutoring (in public school)

3.1.5 Service and Leadership Training (SALT)

Central's Service and Leadership Training (SALT) courses support Central's Christian Service Program. In SALT-C1 Serving in Community, students use appropriate resources at the College to improve spiritual life, campus life,

information technology, local church involvement, Christian service, academic advising, and cultural diversity. In SALT-C2 Biblical Leadership, students learn biblical principles of service and leadership through the teaching of Jesus, other leadership examples from the Bible, and working with an adult mentor. Descriptions of additional SALT courses are found in the College Catalog.

3.2 Student Council (StuCo)

3.2.1 Purpose

The Student Body is comprised of all full-time and part-time students enrolled at Central Christian College of the Bible. The Student Council (StuCo) coordinates student organizations and represents the students before the faculty and administrators of the College. StuCo facilitates the collaboration of student-leaders to minister to the spiritual, physical, intellectual, and social needs of the Student Body; to encourage personal excellence; and to contribute to the development of programs that accomplish the mission and objectives of the College.

3.2.2 Leadership

The StuCo Executive Team is comprised of an elected student body president, vice president, secretary, treasurer, class representatives (one per class), one commuting student, and one multi-cultural representative. The Vice President of Student Development (or a designee) serves as the Faculty Advisor each academic year.

3.2.3 Membership

StuCo membership is comprised of:

1. Student Council Executive Team (see above);

2. The designated student leader of each student-led organization officially recognized by Central's Student Development department (Student leaders continue as members of the StuCo during the period in which they function as the leader of a recognized student-led organization.); and

3. Residence Assistants.

3.3 StuCo Student-led Ministry Groups (Student Leadership Central)

Central's mission is to develop servant leaders. Leadership fusion is fostered through Central's student-leadership initiatives. Central believes that every student is an individual with incredible influence and leadership potential. Student-led ministries give students the opportunity to lead as an integral part of the college experience. Every year students travel across the street and across the globe to make a difference and advance the Kingdom of Jesus Christ. Central's heritage is rich with student-led groups.

Effective leadership ignites when passion and skills align to meet a need. Central's plan is to create a culture of leadership through unleashing student leadership and ministry potential. Students are encouraged to catch a vision through prayer, the Word, and interaction with people.

3.3.1 Forming a Ministry Group, Accountability, & Scope

Those who catch a vision for ministry may be considered for recognition as a Central StuCo Student-led Ministry Group (SSMG) through the following process:

1. **Propose a Dream**. Submit your vision in writing to a member of the StuCo Executive Team (SET) or the Student Development Office. The proposal will be evaluated by the executive team and Student Life Coordinator (SLC). The two criteria are: Is it biblical? Is it aligned to Central's mission and values? Proposals that meet these criteria will move to step 2.

2. **Connect**. Find a faculty mentor who will meet with you regularly to discuss your leadership development and group's ministry. The criteria for this step is: Is there an experienced leader who believes in you and your ministry vision?

3. **Pray**. The criteria for this step is: Is this something that God wants us to do here and now? After a time of prayer, the proposal moves to step 3.

4. **Announce**. The Student Development Office will assist you in announcing an interest and information meeting.

5. **Evaluate**. The criteria for this step is based upon the belief that God provides the resources (people, materials, gift sets, etc.) to do what He calls us to do.

6. **Serve**. If your gathering produces a viable group (as determined during a collaborative meeting with the SET and VPSD and potential student leader), you are endorsed and empowered as an official SSMG.

7. **Grow and Collaborate**. Groups continue their SSMG status as long as they meet the above criteria. **Criteria Recap**: Student-leader. Meet with faculty mentor regularly. Fulfill a biblical need aligned with Central's mission and values. Maintain a viable group, resources, and ministry. Meet regularly for coordination, celebration, and collaboration at StuCo members' collaborative meetings.

8. **Unleash Potential and Leadership Fusion**.

3.3.2 Resources & Empowerment

- As a SSMG leader you have priority access to the following resources:
- Central van use for ministry related activities.
- Rights to use the Central SSMG logo.
- Start up budget of $50.
- An account in the CCCB budget.
- No-cost leadership training comprised of:
  - Three overnight off-site leadership retreats through-out the school year (September, January, and April);
  - Ongoing mentoring relationship with experienced faculty; and
  - Periodic on-site leadership training and resources.
- Priority consideration for chapel and campus announcements.
- Ability to conduct limited pre-approved fund-raising activities to support the group's ministry. These activities are coordinated at StuCo collaborative meetings and approved by the SLC.
- Ability to schedule pre-approved special events on campus through the Director of Student Services.
- Christian Service hours credit for direct ministry activities.

What moves you? What breaks your heart? What keeps you up at night? Children dying of starvation? The savage murdering of families and villages? A single mom's cry for help? People lost without a right relationship with Jesus Christ? The abuse of children and youth?

Want to do something about it? Let Central's Student Ministries help you identify your passion and gifts. When these align in the right situation and are infused with the power of the Sovereign God, leadership fusion explodes. Transformation happens. Change occurs. Hell is shaken. Heaven reverberates with the glory of God. You'll never be the same.

3.4 Weekend Ministries

Students who are prepared for the demands of weekend ministries are encouraged to pursue opportunities that occasionally arise to serve in such ministries. Care must be given not to let ministries overshadow the importance of preparation through the student's academic commitments.

3.5 Supply Preaching

Students have limited opportunities to preach in area churches that are looking for guest speakers from week to week. A student who desires to be added to the supply preaching list must be approved by Professor Walton (wwalton@cccb.edu). A meeting is scheduled for an interview. Students who are approved are put on a general list. Those who are not from Christian churches or churches of Christ will be limited to supply preaching only for the denominational churches that contact us. If a student is scheduled to preach at a church, contact information for the church will be provided. The student is responsible to pay all expenses in travel to get to the church and may keep whatever the church pays. Students are encouraged to represent the College in the highest manner.

Substantiated complaints from churches where a student preaches will lead to the removal of that student from the supply preaching list.

3.6 Employment

Students working off-campus are urged not to allow their work to interfere with studies. Experience has shown that a workload of over 20 hours per week has the potential to harm the student's grades. The location of one's work should be in keeping with good Christian principles. Central students are not allowed to work at any place of employment whose primary business is in violation of our spiritual or lifestyle expectations. In other words, a student is not allowed to provide a product or a service that would be a violation of the rules for that student to participate in. This includes, but is not limited to, working at a bar, casino, adult bookstore, etc. Work hours that conflict with curfew must be approved by the Residence Director. Any student whose GPA falls below 2.0 may have their privileges removed and academic load reduced.

3.7 Missions Work

Many Central students are involved in mission trips that take place during Christmas or spring breaks. Such trips provide an opportunity for students to participate in global evangelism. Mission trips are not an excused absence and should be scheduled for when classes are not in session.

3.8 Intercollegiate Athletics

Central Christian College of the Bible is a member of the Midwest Christian College Conference(www.accathletics.org),the Association of Christian College Athletics, and the National Christian College Athletic Association (www.thenccaa.org). Central fields teams in women's volleyball and basketball and men's soccer and basketball. Members of an intercollegiate athletic team must be full-time students (twelve or more hours). Students are eligible for participation in a varsity sport if their cumulative grade point average (GPA) is at least a 2.00, they earned at least 12 hours the prior semester of enrollment, and they meet Central's scholastic and community life standards. **All students participating in Central's intercollegiate athletics programs must provide proof of insurance before beginning practice.**

3.9 Intramural Athletics

Central's intramural sports are coordinated by the Athletic Director. Intramural sports are for Central's students, staff, and faculty only. Leagues are formed throughout the semesters and may include sports and activities such as basketball, flag football, dodge ball, ultimate Frisbee, volleyball, kickball, chess, checkers, foosball, billiards, ping-pong, and air hockey. Full-contact sports such as tackle football and rugby are not permitted on campus. The Athletic Director facilitates usage of all sports equipment. As in all we do, the highest Christian character and behavior is expected. Coordinators may restrict participants and spectators from present and future involvement due to unacceptable behavior. Central's students do not have permission to use the fields or facilities of the public school system, Moberly Area Soccer Association (Shepherd Field), and Moberly Area Community College.

3.10 Announcements

Announcements may not be posted on campus anywhere except on the designated bulletin boards in each building and only then with the permission from the Director of Student Services or the bulletin board's responsible party. Announcements in the dormitories may be posted only with the permission of the Residence Director of that particular dorm. The most efficient way to distribute announcements are by e-mail, which then leads to the announcement being posted in the student and faculty portal, as well as an RSS feed that can be subscribed to or an e-mail notification. To submit an announcement, e-mail it to announce@cccb.edu. Announcements are regularly published to the student portal or to the student portion of the College web page (www.cccb.edu/students).

3.11 Bulletin Boards

Located in Pelfrey Hall are bulletin boards to make the college family aware of events, policies, and opportunities. Bulletin boards are controlled by different personnel at the College. Nothing should be posted on or removed from

a bulletin board without the permission of the appropriate staff member. Bulletin boards are the only approved location for flyers to be placed. Any flyers found taped to walls, doors, or glass will be removed and discarded.

Students who want to advertise something for sale may use the Buy and Sell board. A dated flyer will be left up at least two weeks before being removed. A flyer that is not dated may be removed if the board is too cluttered. Central assumes no responsibility for the working order of anything advertised on the Buy and Sell board. Flyers may be disposed of after a reasonable time.

The **Financial Aid board** is maintained by the Financial Aid office and contains information about loans, deadlines, and scholarship opportunities. The **Jobs** board is maintained by Student Services and contains opportunities for employment both on- and off-campus. The **Ministries board** is maintained by Student Services and contains opportunities for full-time and weekend ministries. It also contains information about Christian service opportunities. The **Information and Events** board is maintained by the Student Services office. Students may ask to post flyers of a non-business nature on this board. The **Missions board** is located near the back door of Pelfrey Hall near the Missions Center. It highlights the need for missions work and other information relevant to the Mission Department and trips.

3.12 Bookstore

Located in the Reese Resource Center, the College bookstore provides books, Bibles, office supplies, music, snacks, College and Christian apparel, children's items, and supplementary commentaries and books. The bookstore is normally open from 9am to 6pm on Monday, Tuesday, Thursday, and Friday, 9am to 5pm on Wednesday, and 9am to 3pm on Saturday.

3.13 Fax Machine

A fax machine is available both in Pelfrey Hall and the Library. A fax can be transmitted for $1.00.

3.14 Internet Access & Computers

All students are provided with a username and password that are used to access college-owned computer resources. That username and password also provide e-mail access to the student using the following address: username@cccb.edu. Student portal access is also controlled by that same username and password. All passwords assigned are case sensitive. Using their own computers, students are allowed to purchase access to the Internet through the College's servers via wireless or wired connections. Use of the Internet is restricted and should not be accessed by students unwilling to comply with the following standards.

Students are allowed to purchase premium access to the Internet.

3.14.1 Management and Administration

Your Internet activity on campus is monitored and recorded for law or policy violations. Furthermore, your activities can be reported to law enforcement or regulatory agencies. The College's staff can inspect all computers on campus, including your personal computer, for policy and/or law violations. The College retains the right to confiscate any software or file downloaded through the College's computer, network, or Internet systems.

3.14.2 Security

Do not share your user ID and password with anyone. Install anti-virus and anti-spyware software on your personal computer and keep it updated. Also use caution when receiving e-mail; if you aren't sure about it, delete. Do not knowingly use the College's systems to violate any state or federal laws or regulations. Do not knowingly use the college's systems to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Do not knowingly use the College's systems to download or distribute pirated software, movies, music, or data.

Students may not use a wired service other than CCCB Internet Service for Internet access on campus. (i.e. dial up, DSL, etc.) Do not attempt to overload, disable, or circumvent the College's security, privacy, and monitoring systems. Do not share confidential information about others with anyone. Do not knowingly use the College's

systems to commit infractions such as the misuse of college assets or resources, sexual harassment, or theft or misappropriation of intellectual property.

Do not upload or download any software or data owned by or licensed to the College without permission. Only computers and laptops owned by CCCB Student Internet Services subscribers can be connected to the College's network systems. Do not connect other networking equipment (i.e. wireless access points or routers, switches, hubs, etc.) or gaming systems (i.e. x-box, Playstation, Nintendo, etc.) to the campus network.

3.14.3 Computer Labs

Do not download or install any software on computer lab computers without permission. If you feel you need something that is not installed on a lab computer, submit a request via e-mail to helpcenter@cccb.edu. Save your work on removable media, not to the computer. Files saved on lab computers can be destroyed at any time without warning. Do not change the settings of computer lab computers (i.e. screensavers, backgrounds, desktop icons, printer settings, and etc.) Chat of all kinds, including chat rooms and instant messaging, are strictly prohibited in the main computer labs. Chat and instant messaging is allowed in the Internet Café.

3.14.4 General Computer Usage

Sexually explicit material is strictly prohibited. Be considerate of your fellow students and do not overload (monopolize) the network or Internet. Save your downloading for off-peak hours like late at night or early in morning. Avoid listening to music, watching movies, or other streaming media over the Internet. Please use a radio, CD player, or DVD/Video player. Do not download videos or music unless there is an explicit school or ministry related use for the material. Use of peer-to-peer file sharing (i.e. Kazaa, WinMx, and related programs) is strictly prohibited. Represent yourself honestly when on the Internet, in chat rooms, and in e-mails. If you have not been hired by CCCB to represent CCCB, do not pretend to represent CCCB online or anywhere else.

3.15 Library

The library, located in the Reese Resource Center, is open Monday through Saturday. The hours are Monday through Thursday 7am to 11:30pm, Friday 7am - 6pm, and Saturday 11am - 8pm. The hours are subject to change. The library may also be closed on legal holidays, during authorized all-school activities, and special all-school events. An attendant will be on duty at all times. Student workers will maintain the same library procedures as the librarians and are not available for fellowship while on duty. They are to be respected while enforcing library rules. The library personnel are facilitators for researchers as they use the equipment and resources. Students using the library are expected to clean up messes they make and throw away all trash. Books and materials used should be left on tables or brought to the main desk so that they may be counted as used and then returned to the proper shelf. As the library is a quiet place, there should be no loud conversations within the library. Cell phones and other communication devices may be used in designated areas only. Group study sessions should be conducted quietly, respecting other students who are trying to study. The student ID card is suggested but not essential for checking out materials. The normal check-out period is two weeks. A maximum of 20 items is allowed. Exceptions to the two-week check-out period include: reserve materials, movies, art prints, Bible on CD and some others. Fines will be charged for materials that are lost, damaged, or returned late. Periodicals, newspapers and reference materials may not be removed from the library. Such material may be scanned or copied. A copier is available for student use, either paid in advance or paid by the copy for a nickel a page. A "Borrower's Box" is located at the main desk with some donated supplies for student use, but the library does not provide for all of the students the items that may be purchased at the bookstore or another store. Personal items misplaced in the library may be found in the library's Lost and Found. More information about the library's policies and collection is found in the Library Handbook, located online at http://cccb.edu/Uploads/files/Form/
libraryhandbook.pdf.

3.16 Music Practice Rooms

Practice rooms are available for students who desire to rehearse their piano, guitar, and voice skills. Students who are taking private lessons at Central have first priority on the usage of the rooms for their required practice times. The rooms are available when Pelfrey Hall is open. Disruptive music or behavior will not be allowed in the practice

rooms at any time. Food and drink are also not allowed, as they damage the pianos and keyboards. Central staff may request students to leave who are being disruptive, damaging, or dominating the practice rooms.

3.17 Room Reservation

Classrooms may be reserved for group meetings. To reserve a classroom contact the business office. Priority for reserving rooms is given to College groups and those paying for rental. To reserve the Pioneer Room contact Lori Peter in Student Services.

3.18 Visitors in Class

The college classroom is intended for enrolled students and the instructor to have an ongoing learning experience. The dynamics of that learning experience are changed by the presence of visitors (including children). Please confirm with the instructor before bringing visitors to class. As a general rule, visitors are not allowed to come to class, except for the following exceptions:

- Prospective students after checking with the admissions department.
- Parents of students when visiting, subject to space availability.
- Some classes may have a policy in which no visitors are allowed at all, and this is completely at the discretion of the professor.
- Occasionally an instructor may invite children to class for purposes of instruction. An example might be Music for Children or a Christian education class in which the presence of the child actually helps the learning process.
- Teenage children may attend class with a parent, as it is assumed that they will be able to learn from what is being taught. They must not bring anything that could distract the class (computer, gaming device, etc.). Their presence is subject to the approval of the instructor and available space within the classroom.
- Note on children in class: Students who need childcare on a regular basis are expected to contract with a childcare facility or pay a student for services as needed. In case of an emergency, a student not in class may care for an infant or watch a child and count it as Christian service (but not if the babysitting is paid).

3.19 Food or Drink in Classrooms

Eating is allowed only in the cafeteria or gymnasium, except for rare occasions when a professor may allow or provide snacks during a class presentation. Drinking in the classroom is at the discretion of each individual professor. If drinks are allowed by the professor, they should be in spill-proof cups or bottles that can be sealed. Please be careful not to spill something and damage computers, books, or papers. Any spill should be immediately cleaned up without disrupting class, then immediately reported to the maintenance staff for proper cleaning.

3.20 Missing Student Notification Policy

In accordance with federal law, it is the policy of Central Christian College of the Bible that each student will be informed annually of the following missing student notification procedure.

Registering Confidential Contact

Any student may identify a confidential contact to be notified not more than 24 hours after the student is determined missing. Students may register this confidential contact by completing a form available during registration or by contacting the Director of Student Services in the Student Development Suite in Pelfrey Hall.

Emergency Contact Procedures

Missing persons should be reported to campus Student Development personnel (Residence Directors, Student Life Coordinator, Campus Security Coordinator, Director of Student Services, Deans, or the VP of Student Development). The missing person report will be immediately referred to the VP of Student Development, Director of Student Services, or the Campus Security Coordinator. Once a missing persons report has been filed with

Student Development personnel, the following emergency contact procedures will be initiated no later than 24 hours after a student is determined missing:

- The VP of Student Services, Director of Student Services, or Campus Security Coordinator will notify law enforcement, the student's confidential contact, and the Student Development Committee.
- If a student is under 18 years of age and not emancipated, the missing student's custodial parent or guardian will be notified by the VP of Student Development or his/her designee no later than 24 hours after the student is determined missing.

The Director of Student Services will notify other campus offices and personnel having a need to know.