

**CENTRAL CHRISTIAN COLLEGE of the BIBLE**

# **STUDENT HANDBOOK**

**2020-2021**

**STUDENT SUCCESS**

**STUDENT SERVICES**

**STUDENT STANDARDS**

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**Welcome to Central Christian College of the Bible.**

The goal of this handbook is to help you develop the connections and relationships needed to build a strong community and to deepen your relationship with Christ and His church. Thank you for choosing Central. We want to help you to find success in every aspect of your life as you train for ministry.

This handbook is divided into three sections. Each part covers a different aspect of your development here – Spiritual and Academic Development through 1. **Student Success**, Building Community through 2. **Student Services**, and a Code of Conduct through 3. **Student Standards**.



**I. Our 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, through a variety of vocations and career paths.

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. Our vision is encompassed by our desire to train **dedicated disciples who know God’s word and serve His kingdom**.

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 the campus community, in their home communities, and the community of Moberly.

Affiliated with the Restoration Movement, Central seeks to graduate faithful servant-leaders distinguished by authentic Christian character, who can 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]

**II. Our Values**

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

Heritage: Continuing the legacy of the Restoration Movement and CCCB.  
 Authority: Submitting to the Lord Jesus Christ and the inspired Word of God.  
 Affordability: Offering access to relevant and excellent Biblical higher education

Central's Cultural Values: A ministry community of servant-leaders, growing together in grace and truth.

Our Common Values: Christian love and integrity.

### III. Shared Beliefs

Central Christian College of the Bible was started and is supported by churches and individuals from the Restoration Movement, a non-denominational 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 <http://www.cccb.edu/about-ccb/general-information/beliefs>

The Board of Directors annually resolves to support the tenets of faith of The Association for Biblical Higher Education (ABHE) 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 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, systematic 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 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 quickly 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 the benefit of training (Acts 2:6). It was also explicitly 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 the application of the instructions of 1 Corinthians 12-14.

#### **IV. When Standards Apply**

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 application for admission through the actual awarding of a degree, 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 Vice President of Student Development shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case by case basis, in his sole discretion.

Specifically, the Code of Conduct is to be upheld in the following cases:

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. STUDENT SUCCESS

## 1.1 SECTION ONE – Spiritual Growth.

To further develop servant leaders for the church, students are required to participate in Central’s discipleship program, chapel services, local church services, and Christian Service.

### 1.1 - 1 Discipleship

Discipleship is a critical part of developing servant-leaders for the Church. Student development has created a student discipleship program here at Central to help new students acclimate to their new learning environment, promote kingdom building through intentional relationships and build up people who can be disciple-makers in the future. All on-site students who attend Central Christian College of the Bible are expected to participate in the student discipleship program in two ways:

1. By participating in discipleship groups, and
2. By completing assignments related to discipleship in designated courses.

When new students become a part of the campus community they will get a chance to meet students who have been designated and trained as Disciplers on our campus during connections week. Then during their first two weeks the Student Development Team will assign each new student a Discippler. During this two week period new students will be able to request or suggest a specific Discippler, but there is no guarantee that this person will be available.

The new student will be required to meet with their Discippler at least ten (10) times during the semester. The Discippler and the new student will be able to set up those meetings in such a way that they will work with both students’ weekly schedule. The student who is being disciplined will be required to write a short essay at the end of each semester discussing their individual discipling experience. After a student has participated in the program for two academic years, they may apply to be a Discippler starting their third academic year. Some exceptions may be determined by Student Development.

Disciplers will receive training at the beginning of each semester. They will keep attendance and report that attendance. A student’s participation will be recorded throughout their tenure and will become a part of their co-curricular transcript (an official document of activities extending beyond your academic record).

### 1.1 - 2 Chapel

Central’s campus community gathers in the Ferneau Center every Tuesday and Friday during the school year for praise, worship, and celebration. These scheduled gatherings are designed to develop servant-leaders and serve as the heartbeat of our campus community. Essential and time-sensitive announcements are given during that time. The chapel speakers are typically area preachers, visiting evangelists, faculty members, alumni, or graduating seniors.

**1.1 – 2.a. Chapel Expectations.** Attendance in chapel is a Board mandated expectation for every on-site student. Attendance is recorded by Student Development as students enter the gymnasium by scanning their ID card. Chapel services are coordinated by various groups; students interested in participating in chapel services or making announcements should contact Sheri Tesar (sheritesar@cccb.edu).

Students who compromise the integrity of the chapel attendance procedure and standards (scanning with the ID of another student, leaving at any time before the service ends, etc.) or fail to comply with chapel expectations (such as the dress code, 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. Poor behavior, causing distractions, and/or misusing technology may result in your being asked to leave the chapel service, in which case you will be counted absent.

**1.1 – 2.b. Chapel Attendance.** Chapel attendance demonstrates leadership and investment into the Christian community, so it is included as a part of the student's co-curricular transcript. Attendance is encouraged in Discipleship groups and during floor devotions. **Students must attend 80% of the chapel services each semester; if a student missed chapel for whatever reason, they are allowed to make up six (6) of the absences by viewing the chapel online, and filling out the report (see below, Chapel Reports 1.1 – 2.c).** Students who are absent from chapel often will be addressed by Student Development.

**1.1 – 2.c. Chapel Reports.** If a student misses a chapel but does not wish to have the chapel attendance deducted from their co-curricular transcript they can make up the missed chapel by:

1. Listening to the missed chapel service (available on the internet at <https://cccb.edu/media-resources/chapel/>); *and*
2. Submitting a report found at <https://cccb.edu/chapel-report/> 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 three weeks of the absence, or by the last day of finals if the absence is within the last three weeks of the semester.

**1.1 – 2.d. Alternative Chapel Plan.** Student Development acknowledges that there can be extenuating circumstances in which regular chapel attendance is not possible. In these cases, the Director of Student Services will determine a satisfactory alternative to attending chapel regularly. Students are not exempt from the chapel attendance but may fulfill the expectation through a pre-approved alternative plan. Alternative plans may be allowed in the following circumstances:

Off-campus students who do not have class on the days in 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 to work during the usual chapel hour to support their families.

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 or approved institution may be allowed to miss chapel during these times regularly.

**1.1 – 2.e. Chapel Resources.**

- ❖ Watch chapel live: <https://cccb.edu/media-resources/chapel/>
- ❖ Submit a Chapel Report: <https://cccb.edu/chapel-report/>

### 1.1 - 3 Christian Service

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 post-Pentecost. 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)

**1.1 – 3.a. Significance.** If you are going to profit from the kind of experience described above, you must have some goals to reach. 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 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 unique 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.

Central encourages her students to use their various talents in some form of ministry or service. Our goals include encouraging every student to be actively involved in service to the Lord's kingdom while enrolled at Central, then continuing to serve Christ in ministry after leaving the college.

**1.1– 3.b. Reporting Christian Service.**

WHEN TO REPORT:

- ❖ Students will report their Christian Service hours weekly by Saturday at midnight.

HOW TO REPORT:

- ❖ Each student is expected to keep track of his/her own hours on Canvas 9 <http://cccb.instructure.com/login/ldap>
- ❖ Service Learning hours may be reported through the Canvas website at the end of each month. Please choose your Chapel & Service Learning class to report your hours.

WHAT TO REPORT:

- ❖ Service Hours: Hours spent in serving others
- ❖ Prep Hours: Hours spent preparing for the service you perform (ex: Sermon/lesson preparation, planning or creating/gathering materials for your event);
- ❖ Hours performed in service to someone as their preparation are regular hours—not prep hours (ex: Setting up chairs for chapel, stuffing envelopes for the church’s newsletter)
- ❖ Travel hours: Hours spent in travel to and from serving
- ❖ For more information on WHAT to report, click the link <https://cccb.edu/christian-service/>

Any questions or discrepancies with the records of may be corrected by contacting the Director of Student Services, Mallory Zarcone, in Student Development. ([malloryzarcone@cccb.edu](mailto:malloryzarcone@cccb.edu))

**1.1 - 3.c. Service Ideas.** Students have a wide variety of choices for service opportunities. Service Learning includes both volunteer and paid ministry, so it is possible to earn money for school while completing 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.

Examples of service through the local church/community:

- ❖ Preaching minister/Supply preaching
- ❖ Associate/Youth Minister/Youth sponsor/Music minister/Worship leader
- ❖ Elder/Deacon/Bible School teacher/Church Secretary/Other
- ❖ Hospital visitation/Nursing home ministry
- ❖ Campus ministry/Prison ministry
- ❖ Public & Private Schools/Tutoring services
- ❖ Missions Organizations/Committees/Forwarding Agents/church mission trips and/or teams
- ❖ Childcare for Faculty & Staff as well as families within the community

Examples of service through CCCB:

- ❖ Officially Recognized StuCo Student-led Ministry Groups/Other Student-led groups approved by the Director of Student Services
- ❖ Volunteer College Department Groups (Business, Maintenance, Housekeeping, Academics, Student Development, Events, Athletics)
- ❖ Ensembles/Outreach teams/Chapel activities
- ❖ Tutors/Resident Assistants/StuCo members

**1.1 – 3.d. Christian Service Expectation.** Each student at Central is expected to accomplish at least two hours of Christian Service per week during the semester for a total of 30 hours.

**1.1 – 3.e. Co-Curricular Transcript.** Your participation in Service Learning will be shown on your co-curricular transcript. The co-curricular transcript is like an infographic for potential employers. It demonstrates your experiences to the employer. Service Learning participation demonstrates the desire to make a difference in the lives of others.

#### **1.1 - 4 Church Attendance**

Because Central is preparing leaders for the church, it is assumed that all students will attend Sunday services regularly. We encourage you to visit area churches and choose one to be involved with regularly. 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 can be found in Student Services. Representatives from area churches will be on campus at the beginning of each fall semester as a part of Central’s “Connecting with Our Community” event. This event provides students with an opportunity to find a compatible church and investigate ministry opportunities, transportation possibilities, and to connect with local congregations.

## **1.2 SECTION TWO – Academics.**

Central offers seven ministry-related degrees, which include: Bible, Biblical Research, Christian Counseling, Christian Education, Christian Ministry, Cross-Cultural Ministry, Preaching Ministry, and Youth & Family Ministry. We also offer a variety of online degrees, liberal arts degrees, and certificates through partner institutions such as Moberly Area Community College, Central Methodist University, and Hope International University. More information about these programs can be found at <https://cccb.edu/future-students/on-campus/areas-of-study/>.

#### **1.2 - 1 Dean of Student Success**

Central’s Dean of Student Success, Dr. Eric Stevens will serve as a connecting point for students who are struggling on campus in several different areas – academically, spiritually, mentally, and emotionally. This position attempts to aggregate data about students through chapel attendance, classroom attendance, service hours, student grades, and referrals from college personnel to offer services that may help that student stay on track. Though retention is one of the primary goals of this effort, making sure that students are adequately connected to the campus community and the services that are provided, is of greater importance.

**1.2 – 1.a. Tutoring Services.** One of the best resources for a student struggling with organization and with academic endeavors is in utilizing tutoring services. In some cases, a private tutor may be available for any student who is failing a course at any time during the semester. When a student encounters academic trouble, the instructor may notify the Academic Office, who will assign a tutor to the student. The availability of such help is subject to the tutorial staff’s overall workload.

**1.2 – 1.b. Learning Lab.** Located in the Reese Resource Center, the Learning Lab is run by a qualified tutoring staff made up of upper-level students. This service is provided for ANY student wishing to have extra help in their studies, organizing their schedules, preparing for tests/exams, putting together appropriately written academic assignments. The Learning Lab is currently run by Tina Nipper, who is the English Composition I. She coordinates tutoring schedules and communicates with tutors to make connections for students that are struggling.

**1.2 – 1.c. Library.** The Reese Resource Center is the Library Handbook can be accessed at the following link: <https://cccb.edu/wp-content/uploads/libraryhandbook-3.27.17.pdf>

### 1.2 - 2 Advising and Field Experience

The Associate Dean for Professional Studies (ADPS), Brandon Bradley was recently hired to work alongside the program directors and Academic dean to facilitate personnel and activities that implement the “serve His kingdom” portion of the vision statement: “Dedicated disciples who know God’s Word and serve His kingdom.” One of the jobs of the ADPS is to advise students in program choices and class selection, especially in the implementation of the Professional Preparation of Students.

Service Learning - develops relationships to optimize service-learning opportunities for students. The ADPS oversees the component of Field Education Experience (FEE) of professional studies programs. He also coordinates with local church support to provide services to local congregations (supply preaching, interim coaching, consulting). Service-learning has been given oversight of the new Graduate Placement Services (GPS), which provides services to students and graduates to connect them to ministry opportunities. Another part of his job is in forming partnerships and communicating with institutions and organizations to offer biblical and ministry training for students. GPS and Service Learning are meant to provide FEE placement services, oversight, and job placement after graduation. For more information about ADPS and GPS, please stop by the Academic Office Suite.

### 1.2 - 3 Academic Progress

Satisfactory Academic Progress (SAP) is the standard of measurement a school uses to ensure a student is successfully progressing through their degree requirements. There are two components of SAP, a Qualitative (Based on the Cumulative Grade Point Average - CGPA) and Quantitative (Based on the pace of progression to ensure completion of the degree within the maximum time frame).

Withdrawing from too many classes will have a negative impact on PACE and may lead to being suspended from Federal and institutional financial aid as well as Academic Suspension. Repeating a course may affect a student’s CGPA and/or PACE. For the CGPA, the higher grade will be used to figure the student’s CGAP. However, both classes will be used in the calculation to establish how a student is progressing through their degree program; in other words, their pace.

Deficiencies of SAP Students not making Satisfactory Academic Progress will be placed on Academic Alert, Academic Warning, Academic Suspension, or Academic Probation. For more information about these designations and SAP, please follow this link: [Satisfactory Academic Progress](#).

### 1.2 - 4 Accommodations

Central complies with the provisions of Title III of Americans with Disabilities Act as a public accommodation and works to provide reasonable accommodation(s) to qualified persons. These accommodations follow the College’s ADA procedures regarding reasonable accommodations that do not constitute an undue burden or fundamental alteration for the College. A person with a disability is someone who has a physical or mental impairment, has a record of such impairment, and/ or is regarded as having such impairment. A student is considered a qualified student with a disability if he or she can meet all standards and perform all functions required for admission, participation, and continuation in Central’s programs and activities.

Central will make any appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and examinations) and non-academic activities (admissions and recruitment, admission to programs, academic adjustments, housing, financial assistance, and counseling). Students desiring help with a disability must notify the Academic Services Office of the disability, provide current and comprehensive documentation concerning the nature and extent of the disability, and articulate their needs for the disabilities service provided on campus. Complaints concerning disabilities can be presented to the Student Development Office. For more information, click on this link: [Accommodations](#).

## 1.3 SECTION THREE – Wellness.

Students are encouraged to be conscientious of their spiritual health, but also their physical, mental, and emotional health.

### 1.3 - 1 Physical Wellness

**1.3 – 1.a. Athletics.** CCCB is a member of the Midwest Christian College Conference (MCCC) and the National Christian College Athletic Association ([www.thenccaa.org](http://www.thenccaa.org)). Official teams representing the college include men’s and women’s 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 academic and community life. The athletic schedule can be found at [ccbsaints.com](http://ccbsaints.com).

**1.3 – 1.b. Intramurals & Club Sports.** 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 the 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, the Moberly Area Soccer Association (Shepherds Field), and Moberly Area Community College. For more information about how to start or to participate in intramurals, click the link: <https://cccb.edu/current-students/student-life/intramural-sports/>

**1.3 – 1.c. Strength and Fitness Room.** A workout room is located in the northeast corner of Pelfrey Hall, adjacent to the gym and athletic offices. This workout room is available for all students, staff, and faculty. Care should be taken in the maintenance and cleanliness of the workout equipment. Any malfunction of equipment should be reported to Maintenance immediately. The schedule of availability is posted outside the door of the fitness center.

**1.3 – 1.d. YMCA.** The Randolph County YMCA is located on Gratz Brown Road. We have an excellent relationship with the YMCA, which employs some of our students and uses others as volunteers in their programs. The YMCA offers a discounted membership to college students. For more info, call 660-263-3600.

### 1.3 - 2 Mental/Emotional Wellness

College students need to be proactive in their mental and emotional wellness, as well. Identified Mental illness is prevalent among students today. According to [mental health research conducted by the National Alliance on Mental Illness \(NAMI\)](#): One in four students have a diagnosable illness; 40% do not seek help; 80% feel overwhelmed by their responsibilities, and 50% have become so anxious that they struggled in school. It is very important for college students to be proactive in their mental and emotional wellness, as well.

**1.3 – 2.a. Kingdom Counselors.** While there are a variety of mental health concerns that are both typical and common among students today, there are five prevalent issues: depression, anxiety, suicide, eating disorders, and addiction. The college has trained its residential staff to address these issues, when possible; also, the college has an informal counseling program through Kingdom Counselors, which can be accessed by students free of charge. This program is run by the Christian Counseling professors and student interns; appointments can be made through the Christian Counseling department.

**1.3 – 2.b. Professional Services.** Central does not have services available to address serious mental and emotional health concerns. But we do have resources and access to places that do. If any such issues arise during your time here, you must seek out assistance from your RA, RD, or other school officials as soon as possible. The college staff is more than willing to assist you in finding the resources that will help lead to a happier and healthier college career.

Often students are hesitant to report mental or emotional issues because they fear being removed from the college or calling unwanted attention to themselves. Attempting suicide, self-harm, starting or continuing addictions, and eating disorders are not immediate grounds for a student’s removal from college. Each person’s circumstances are dealt with individually, and a plan is made that best meets the needs of that student and the campus community. Sometimes going home or entering a treatment center is the best option for a student. The college’s first concern is for the safety of the campus community and its members. If a person is deemed dangerous to themselves or others, they may be asked to leave school. Students who have to leave based on documented medical issues (including mental /emotional issues) are given a medical withdrawal and are given a pathway back to complete their degree program. Students are encouraged to inform school officials about any diagnosed mental or emotional health issues, medications, or needed interventions, as soon as possible. Such students are encouraged to develop a plan with their healthcare provider, doctor, psychiatrist, and/or therapist, to prepare for life as a college student.

**1.3 – 2.c. Counseling Resources.** The following organizations are not directly affiliated with CCCB, but may be able to meet your needs for mental and emotional support.

Timber Lake Christian Church, Moberly, MO	(660) 263-4168
Arise Christian Counseling, Columbia, MO	(815) 252-9513
Burrell Behavioral Health Services, Moberly, MO	(660) 263-7651
The Lighthouse Counseling Center, Moberly, MO	(660) 269-9597
Olive Tree Counseling Services	(660) 372-1663
Alice Schawo, Columbia, MO	(573)-447-7711
Linda Taylor, Moberly, MO	(660)-833-3467
CenterPointe, Columbia, MO	(573) 875-5900

CCCB does not endorse any counselor or counseling service. This list is just a sample of counseling services that are available in the area.

**If you think immediate treatment or care may be necessary, contact a medical professional immediately. Do not hesitate to call 911 or to go to the emergency room. Other resources, outside of CCCB include a 24-hour Mental Health Crisis Line: 1-800-395-2032 and the Suicide Prevention Hotline at 1-800-273-TALK (8255).**

## 2. STUDENT SERVICES

### 2.1 SECTION ONE – Housing and Food.

Students are encouraged to build healthy relationships within the campus community. Student Development offers various services that are meant to help students build community and navigate life as a college student. On our campus, one of the primary connecting points for our students is through Student Services. This department includes the Vice President of Student Development, the Director of Student Services, Dean of Student Conduct, and Residential Directors. This team of people works together to provide the support and guidance needed for student success.

#### 2.1 – 1 Residence Life

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 crucial part of servant leadership development. All single, full-time students (taking 7+ credit hours) under the age of 24 are required to live in the residence halls unless granted an exemption through Student Development.

Residence hall living is an excellent opportunity for discipleship and leadership development. This section is intentionally designed to foster a positive environment in which love, mercy, grace, encouragement, and excellence may flourish. Central's administration expects all students to submit to the authority of the Residential Life Staff. Cooperation, respect, and a spirit of grace are vital elements in maintaining a campus community of deeply spiritual leaders.

**2.1 – 1.a. 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 Vice President of Student Development. They are available for guidance, counsel, and 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.

**2.1 – 1.b. 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 the 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 Vice President of Student Development to initiate disciplinary action when appropriate.

Applications and interviews for RA's are generally accepted in February and March. Interested students should initiate a conversation with student life staff, other RAs, and/or the RDs. There are separate requirements and benefits for RA's. For more information, follow this link: [RESIDENT ASSISTANT](#).

A comprehensive list of Student Life Staff, their locations, phone numbers, and emails are located on the back page of the Student Handbook or can be found at the following link: [STUDENT LIFE TEAM](#).

**2.1 – 1.c. Rooms and Roommates.** Students may request consideration for single occupancy room assignments. Room assignments are made according to availability and at the discretion of the Student Development team through the Residence Directors.

**2.1 – 1.d. Room Reassignment.** During the 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 make a formal request at [Room Assignment Request Form](#). All changes must be approved by the RD.

**2.1 – 1.e. Living Off-Campus.** 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 individual or unique facilities that Central cannot supply;
A student desires to live with a parent, guardian, or grandparent 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. The request will then be reviewed by the Student Development Team with final approval given by the Vice President of Student Development. Requests must include the reason and supporting information for consideration.

**2.1 – 1.f. Mandatory Meetings.** All dormitory residents are required to attend mandatory dorm meetings. Weekly floor meetings are planned by the RAs. They are designed to make the campus community aware of events and issues as well as providing for a time of spiritual growth as a floor.

All residents must also attend a scheduled 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.

**2.1 – 1.g. Open Dorms.** Residence Directors will occasionally announce limited hours for visits by all campus students. Students are encouraged to prepare their rooms for guests. Participating students must leave their room doors open at all times.

**2.1 – 2 Food Services**

The dining services at CCCB are managed our Food Service Director, Mr. Timothy Schroeder. **The cafeteria provides 15 meals per week.** Please refer to the 2020-2021 College Google calendar for information about available food services before, during, and after breaks and holidays.

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 per 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 or dishware may be taken from the dining hall. The policy allows for unlimited seconds (exceptions will be noted), but all food must be consumed in the Cafeteria. Menus are posted on the college Facebook page at CCCB Cafeteria.

<b>2.1 – 1.a. Cash Line Charges:</b>	Continental Bfast	Non-Residential = \$5.00	Guest = \$6.50
	Brunch	Non-Residential = \$5.00	Guest = \$6.50
	Lunch/Dinner	Non-Residential = \$5.50	Guest = \$7.50
	Premium/Specials	Non-Residential = \$7.00	Guest = \$9.50

**2.1 – 1.b. Block Meal Plan:** Off-Campus Students can purchase Block plan meals for reduced rates:  
 Block 50 = \$250 per sem. (50 meals @ \$5)  
 Block 75 = \$360 per sem. (75 meals @ \$4.80)  
 Block 100 = \$460 per sem. (100 meals @ \$4.60)

**No food may be taken from the dining hall** except for take-out meals. Take-out meals are available for students who miss meals due to work or College activities by prior arrangement with Food Service Director or designated Cafeteria employee.

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 may be purchased in amounts of \$10.00 and higher. Unused Flex Dollars will carry from fall to spring semesters, but not from year to year.

Food allergies and special diets can be accommodated within reason through Food Services Director.

**2.1 – 1.c. Food Service Schedule:**

	MON	TUE-FRI	SAT	SUN
Continental Breakfast	N/A	7:30-9:15	N/A	N/A
Brunch	10:30-Noon	N/A	10:30-Noon	N/A
Lunch	N/A	11:30-1:00	N/A	N/A
Dinner	4:45-6:00	4:45-6:00	N/A	N/A

All residential 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 issued.

**2.1 – 3 Harvest House and Saints’ Meals (formerly called the 17<sup>th</sup> Meal)**

The Harvest House (HH) is a coffee shop located in the Walton Student Center. HH hours are the same as the student center, but **food service through the HH ends one hour before curfew each night.**

SUNDAY	MONDAY	TUESDAY- THURSDAY	FRIDAY	SATURDAY
3:00pm - 11:45am	9:00am – 10:45pm	8:00 am – 10:45pm	8:00am - 11:45am	9:00am – 11:45pm

The HH provides a variety of coffees (hot and cold), lattes, cappuccinos, etc. along with various food items (sandwiches, personal-size pizzas, and wraps, etc.). Off duty employees and students who are not employed by the HH should NOT be behind the counter or bar area for any reason. HH employees are trained and licensed through the local health department.

All residential students on CCCB’s board plan will also receive two “SAINTS’ MEALS” from the Harvest House each week. These meals are obtained using your student ID card. Students are encouraged to use this meal on Saturday and Sunday evenings (when the cafeteria is closed), but the student is free to use the meal at any time throughout the school year. Unused meals on this account cannot be carried over from spring to fall semester; it must be used during the school year in which it was issued.

A printed menu is available at the bar, as well as a display of products offered. A tip jar is available to donate funds for baristas, designated fundraisers and/or Outreach Week Mission Trips. Baristas welcome suggestions for drinks and services. **Operation of the Harvest House is under the direction of Student Development. All questions or concerns should be brought to the Director of Student Services.**

## 2.2 SECTION TWO – Student Activities & Ministries.

### 2.2 – 1 Walton Student Center

The Walton Student Center (WSC) is a gathering area for the campus community. The WSC is coordinated by Student Development and is comprised of the Harvest House coffee shop, Movie Theater, Prayer Room, the Collaboratory (Collab), game area (with ping pong, fusbol, pool, and board games), and Commons Area. The WSC is also home to the Graduate Placement Service (GPS) Office. StuCo and Student-led Ministry Groups have priority consideration for scheduling the Collaboratory for ministry activities or meetings. The Student Center is available for all students when open. To reserve any of these locations, please fill out the form located at this link: [WSC Room Reservation](#).

#### WSC Hours of Operation:

SUNDAY	MONDAY	TUES- THURSDAY	FRIDAY	SATURDAY
3:00pm-12:45am	9:00am-11:45pm	8:00am-11:45pm	8:00am-12:45am	9:00am-12:45am

The HH Manager, Assistant Manager, and the Harvest House baristas can reserve rooms for students in the Walton Student Center (Theater, Collaboratory, televisions to be used for specially programmed events, and the stage area). They may also provide other needed items such as pool chalk, ping pong equipment, batteries for remotes, remote controls, and other items. Please report damaged or missing equipment to HH personnel so that it can be fixed or replaced. Students should ask HH employees if they need access to any of these items.

### 2.2 – 2 Campus Activities

The Director of Student Services may hire a student for the position of Campus Activities Coordinator. This person will be tasked with planning campus-wide activities each semester. These activities are meant to encourage campus unity and to provide social activities for our students at a minimal cost or free. The Coordinator will keep an events calendar that is visible to all students on the bulletin board outside of Student Services. They will be in charge of planning, securing approval and funds, and advertising the event through social media. They will work closely with the Director of Student Services and with the Student Council. Suggestions are always welcome.

### 2.2 – 3 Student Council

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) 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.

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 minority representative. The Vice President of Student Development (or a designee) serves as the Faculty Advisor each academic year. The by-laws for StuCo can be found at this link: [StuCo ByLaws](#)

### 2.2 – 4 Student-led Ministries

Central believes that every student is an individual with incredible influence and leadership potential. Student-led ministries allow students opportunities 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

**2.2 – 4.a. Forming a Ministry Group.** Those who catch a vision for ministry may be considered for recognition as a Central Student-led Ministry Group through the following process:

1. **Propose a Dream.** Submit your vision in writing to the Student Development Office. The proposal will be evaluated by the student development team. There are two criteria involved with this first step; these include 1. Is it biblical? Is 2. 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. Step 2 criteria: Is there an experienced leader who believes in you and your ministry vision?
3. **Pray.** Is this something that God wants us to do here and now? After a time of prayer, the proposal moves to step 4.
4. **Announce.** The Student Development Office will assist you in announcing an interest and information meeting. No announcements can be made unless the Director of Student Services has approved it (this includes written, verbal, and electronic announcements).
5. **Evaluate.** The criteria for this step are 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, you are endorsed and empowered as an official Student-Led Ministry.
7. **Grow and Collaborate.** Groups continue their Student-Led Ministry 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.

**2.2 – 4.b. Resources & Empowerment.** As a Student-Led Ministry, you have priority access to the following resources:

- Central van use for ministry-related activities (there will be charges associated with van usage).
- Start-up budget of \$50.
- An account in the CCCB budget.
- No-cost leadership training comprised of:
  - Three overnight off-site leadership retreats throughout the school year (Fall, Winter & Spring);
  - An on-going 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 must be approved by the Student Development Department.
- Ability to schedule pre-approved special events on campus through the Director of Student Services.
- Christian Service credit for direct ministry activities.

### 2.2 – 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. To be placed on this list, students must fill out an application and be interviewed by the appropriate faculty member. Applications can be obtained from Sherry Wallis (Executive Assistant to the President).

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 for paying all expenses in travel to get to the church and may keep whatever the church chooses to pay. 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.

### 2.2 – 6 Weekend Ministries and Off-Campus Employment

Students serving or 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 sound Christian principles. Central students are not allowed to work at any place of employment whose primary business violates our spiritual or lifestyle expectations. In other words, a student is not permitted to provide a product or a service that would be a violation of the rules. This includes, but is not limited to, working as a bartender, working in a casino, working in an 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. **Students whose work hours extend beyond curfew should make arrangements with their Resident Director.**

### 2.2 – 7 Mission Work

Spring Outreach Week is designated as a campus-wide invitation to participate in short-term missions work. Trips are established in the Fall and students must apply to be a leader or to be a member of the teams.

## 2.3 SECTION THREE – Health & Safety.

### 2.3 – 1 Health Services

CCCB does not have formal health services on campus. RA's, the Director of Student Services, and various staff and faculty are trained in basic first aid and CPR through the American Red Cross. Still, they are by no means to be considered professional health providers. Serious health issues (mental or physical) should be directed to local health care providers whenever necessary.

**2.3 – 1.a. Doctors & Hospitals.** Treatment for accidents and illness is available through the emergency room of the Moberly Regional Medical Center, Moberly Urgent Care (1600 N. Morley St. Suite A120A 660-372-9595), Boone Convenient Care (300 North Morley 660-263-1225) or from several local physicians. The closest doctor's office is at Doctors' Park on South Morley. The Randolph County Health Department also provides walk-in services for students. It is located near Pizza Hut on US-24 (address: 1319 US-24 Moberly, MO/phone: (660)263 -6643). **Critically ill or injured students should contact Randolph County's ambulance service available day or night by dialing 911.**

**2.3 – 1.b. Insurance.** 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 about health insurance coverage is available at registration and in Student Services. **All students must provide proof of insurance or sign a release of liability form during enrollment.**

**2.3 – 1.c. Vaccinations.** 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 on the CDC website (<http://www.cdc.gov/vaccines/who/teens/downloads/parent-version-schedule-7-18yrs.pdf>)

**2.3 – 1.d. Other Health Crises.** CCCB makes every effort to comply with state and federal regulations that occur during health crises like the Coronavirus (CoVid-19) and other diseases or viruses that would affect campus health and safety. Every effort is made to stay up-to-date with health reports and advisement issued by the Center for Disease Control (CDC). Our campus housekeeping staff works to sanitize all public areas, including bathrooms, doorknobs, etc. and the college has numerous hand sanitizing stations around campus. Students and employees are asked to wear a mask voluntarily, to wash their hands with soap and water frequently, to maintain social distancing practices of six feet, and to have their temperature taken whenever necessitated. Students and employees are asked to quarantine themselves whenever they are sick, or have a temperature. International students have entered the United States during the CoVid-19 outbreak or students traveling from states or cities that have had a higher rate of infection are being asked to quarantine themselves as well. For more information connect to the CDC with this link: <https://www.cdc.gov/coronavirus/>

### 2.3 – 2 Safety

Our dormitory security system is designed to maintain safety and security for all residents. Doors with automatic locking mechanisms are set on computerized timers to prevent unwarranted access to various buildings on campus. All students, staff, and faculty are encouraged to avoid propping doors for any length of time. Care should be taken in keeping all doors and windows locked. Video cameras are located in various public areas around campus as a means of providing an added layer of safety, but should not be depended on for maintaining daily security. Students are encouraged to keep watch over their belongings, lock dorm rooms and vehicles, and use common sense to protect against theft or harm. Students should not hesitate to call the **Moberly Police Department (660-263-0346) or 911.**

**2.3. – 2.a. Room keys.** Room keys are given at the beginning of the semester. They should be protected carefully and returned to the RA's at the end of the semester or before permanently leaving campus. Replacement keys cost \$10. Please contact your RD for a replacement key when needed.

**2.3 - 2.b. Student ID cards** allow access into the dorm halls need to be carefully protected as well. If a student ID is lost or damaged, they will be charged \$25.00 for first-time loss, unless it is determined that the damage was no fault of the student. To replace an ID, see Justin Colvin in the Business Office.

Please follow these guidelines for safety and security:

- Keep the lobby doors locked from curfew through 6:00 am;
- 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." 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 and walking trails at night;
- Notify an RD or RA if you see something or sense that someone or something is not right or may represent a potential safety and security risk. If you **See something? – Say something!**
- Keep your windows covered when changing clothes;
- 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;
- Notify RA or RD if the keycard door is not working correctly, or if doors are propped.
- **DO NOT LEND YOUR STUDENT ID or ROOM KEYS to anyone, anytime, regardless of the reason. If a student needs access to a secured area, they should consult their RA or RD.**

**2.3 – 2.c. Inclement Weather.** The College is located near one of the emergency tornado sirens for the city of Moberly. This siren is tested on the first Wednesday of each month at 11:00 am. In case of a **weather emergency**, students in the residence halls should move to the first floor or 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 fire.**

**Weather emergencies require students and other occupants to gather in the nearest designated shelter. These include: the lowest floor in each Residence Hall, the bathroom in the Reese Resource Center, the bathrooms of the WSC, and the locker room hallway in Pelfrey Hall.**

**2.3 – 2.d. Armed Intruder.** 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 **A.L.I.C.E. program (Alert, Lock Down, Inform, Counter, and Evacuate)**. Incoming first-year students and transfer students will receive training in A.L.I.C.E. by law enforcement during Saints Seminar at the beginning of the semester. 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 and training staff and students of some options that may make a difference if such an event were to take place.

To respond quickly 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.

**2.3 – 2.e. Scenarios & Response Options.** This information outlines the campus crisis suggested responses.

**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 & barricade the door with anything 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 item that can be used to limit the distance of a 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); take them to the ground; use bodyweight to secure them.
- “Fight Dirty” to survive – bite, kick, gouge eyes, apply pressure, etc.
- Continue to fight until the shooter is no longer a threat.
- Separate weapon from the shooter.
- Cover with a trash can and secure by one person lying on the 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 - As a last resort, 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, bodyweight, etc.).
  - Remove any weapons away from the shooter, but DO NOT HOLD THE WEAPON.
  - Cover the weapon with a trash can & secure by one person lying on the 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.

# 3. STUDENT STANDARDS

## 3.1 SECTION ONE – Respect for Authority. (CODE OF CONDUCT)

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 men 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 rules are violated, appropriate intervention seeks to restore personal and group alignment with expectations, to produce personal growth, and to restore the highest level of the campus community.

### 3.1 – 1 Heritage & Authority

The college seeks to foster the practice of responsible Christian freedom. This freedom requires thoughtful, biblically guided choices in everyday matters of behavior and interpersonal relationships. We recognize that varying standards, mixed with different backgrounds and cultures, lead to diverse expressions of that freedom. In an attempt to place other's needs before our own, the following community guidelines have been adopted out of respect and courtesy. All students, including off-campus and married students, are to follow these guidelines.

**3.1 – 1.a. Classroom/Chapel Attire.** Appropriate classroom and chapel attire includes slacks, jeans, capri pants, or modest and appropriate length shorts, and casual tops (tank tops are not appropriate). Of course, you may be more “dressy” if you like, but it is not necessary. Make it your aim to be neat and clean in appearance. Individual professors may have additional decorum requirements for their classrooms.

**3.1 – 1.b. Dorm Attire.** Attire may be casual and informal, but please use Christ-like discretion. Pajamas, yoga pants without shorts over them, sleep pants, bathrobes, house slippers, and bare feet are appropriate only in the residence halls. Likewise, pajamas, sleep pants, robes are only appropriate in the residence hall lobbies after curfew.

**3.1 – 1.c. Dress Code.** We acknowledge that our guidelines are not perfect. However, they are an attempt to avoid extremes that some might find distracting or offensive and provide some reasonable standards for community life. We realize that some of these guidelines reflect preferences and opinions, and they do not equate with measures of spirituality. However, they help us live in a community that honors one another in love.

**3.1 – 1.d. Formal Attire.** (Banquets: i.e., Convocation, Athletic, and other designated events). It may be appropriate for men's attire to include a dress shirt, dress slacks, and dress shoes. Ladies are also encouraged to wear more formal dress wear for special campus events. Ladies' dresses should emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts, and high slits are not appropriate for these occasions. The dress/skirt length should be no shorter than the top of the knee.

**3.1 – 1.e. Inappropriate Public Attire.** Some attire is considered immodest and/or inappropriate. This includes bare midriffs, spaghetti straps, low necklines, oversized baggy pants, yoga pants, jeans with holes that are inappropriate in size and location, tight-fitting, soiled, torn or worn clothes, clothing with alcohol or tobacco advertisements and short shorts. It is inappropriate to be without a shirt on campus (i.e., “shirts & skins” competitions in the gym or on school property, nor is it allowed in the fitness room).

This list is not intended to be all-inclusive. Questions about appropriate attire may be directed to your RD. Specific clothing attire:

*Athletic attire* must be modest: mid-thigh shorts, tank tops/sleeveless t-shirts; are appropriate for practice or workouts in the weight room, gym, or on the athletic field. If you wear an open-sided shirt, a tank top or undershirt must be worn underneath. ***This means you will need to change or put on appropriate clothing, even when walking back to the dorm or going to the cafeteria.***

*Body piercings:* Earrings are acceptable; one small nose stud or nose ring in one nostril (not the septum) is permitted. No other body piercings may be displayed.

*Dress/skirt length* should be no shorter than the top of the knee. Choosing to wear leggings/ tights under a dress/skirt does not alter the length requirement.

*Jeans* with holes that are inappropriate in size and location are unsuitable public attire. Low rise jeans may only be worn when not exposing the midriff or lower back.

*Leggings* should not be worn anywhere on campus during normal business hours (Mon-Fri, 8:00 a.m. to 6:00 p.m.). Leggings worn during the appropriate times cannot be see-through, and must be worn with longer tops that cover the hips. Male students wearing tight fitting bike shorts or leggings will be required to wear looser fitting shorts over top. *Leggings and tights* may be worn at ANY time IF they are under skirts/dresses/shirts/sweaters that meet **the length requirement of no shorter than the top of the knee.** *Jeggings* or excessively tight pants are not acceptable unless worn under a mid-thigh length shirt or sweater.

*Shorts* are to be modest and appropriate in length. **(When sitting, if the skin on the back of your legs touches the seat when you are seated, the shorts are too short.)** If shorts are worn over leggings, they still must be the appropriate length, as described above.

*Tank tops* are appropriate if worn underneath another shirt. Tank tops, (NOT camis) must be worn with sheer fabric tops, to meet the requirement of covering all undergarments—no spaghetti straps. Strapless dresses or shirts are not permitted.

*Traveling groups/school activities* may require additional standards as set forth by sponsors.

All students, as well as staff and faculty, are encouraged to pursue modesty and simplicity in all things, including dress. Make it your aim to avoid calling undue attention to yourself through attire, grooming, or personal appearance. Students are expected to adhere to the established school standards and policies at all times on and off-campus. **If an RA, RD, or other school official asks you to change, please do so immediately.**

**3.1 – 1.f. Respectful Behavior.** All students are expected to be respectful of authority, officials of the college, individuals in the community (both on and off campus); instances of disrespect will be dealt with through the discipline process. This includes classroom decorum in addressing fellow students and faculty.

### **3.1 – 2 Code of Conduct**

Central is a Bible college with the specific mission of training up servant leaders for the Lord’s church. In doing so, the focus of the college’s programs and community requires that we hold students to a higher standard than other colleges and universities. These standards include rules that govern lifestyle and style choices that may be foreign to some of our students. We promote sobriety (both from drugs and alcohol),

purity (outside of marriage), and substance-free living. These rules apply to all students, regardless of age, part-time or full-time status, residential, online, commuter students, and graduate students.

### 3.1 – 3 Student Code Authority

1. The Vice President of Student Development 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 Vice President of Student Development 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 the Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**3.1 – 3.a. General Premises and Chain of Command.** Residence Assistants have the authority to report and correct minor infractions in the campus community. Residence Directors have the authority to report, correct, and discipline a variety of infractions that pertain to residence life. The Dean of Student Conduct investigates and adjudicates infractions and/or violations of the student code at any level, and may seek to include the Director of Student Services or other Executive Team members to determine discipline.

RAs report to RDs. RDs report to the Dean of Student Conduct. Dean of Student Conduct reports to the Vice President of Student Development. The Vice President of Student Development reports to the Executive Team (including the President and the Board).

### 3.1 – 4 Proscribed Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions. The list of misconduct includes, but is not limited to, the following:

- **Abuse of Student Conduct Code.** The abuse of the Student Conduct Code, including, but not limited to: failure to obey the notice from College officials to appear for a meeting or hearing as part of discipline process; falsification, distortion, or misrepresentation of information before a College official; disruption or interference with the orderly conduct of discipline proceedings; attempting to discourage an individual's proper participation in, or use of, the student conduct process; attempting to influence the impartiality of a member of the student conduct team before, during or proceeding the process; harassment (written, verbal, and/or physical) and/or intimidation of a member of the discipline process; failure to comply with the sanction(s) imposed under the discipline process; influencing or attempting to influence another person to commit an abuse of the student conduct code system and process.
- **Abuse of person(s).** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes all instances in person or using the technology of any kind, including social media (specific acts are outlined in the Gender-based Misconduct policy as Title IX violations).
- **Acts of Dishonesty.** Cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member, or office; forgery, alteration, or misuse of any College document, record, or instrument of identification.
- **Alcohol.** Use, possession, manufacturing, or distribution of alcoholic beverages, or intoxication. (Any age)
- **Computer, Media and Network Misuse.** Theft or other abuse of computer facilities and resources, including but not limited to: unauthorized entry to a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; use of another individual's identification and/or password; Attempting to circumvent the restrictions associated with your computer account. Attempting to access files for which you do not have authorization or attempting to monitor others' network traffic without authorization. Copying files or data belonging to the college without authorization. Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official; use of computing facilities and resources to send obscene or abusive messages; computing facilities and resources to interfere with the

regular operation of the college computing system; use of computing facilities and resources in violation of copyright laws, and or College Computer Use Policy. Other offenses include, but are not limited to, using the network to harass others, the use of anonymous or forged email, spam, and other unsolicited messages; port scanning of systems (campus or Internet) is prohibited and considered harassment. **Posting vulgar, profane, libelous, false, or malicious statements on social media, in discussion groups, or other online forums.**

- **Disorderly Conduct.** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the College premises or at functions sponsored by, or participated in by 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 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, dorm room, or restroom.
- **Disruption of Procedures.** 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.
- **Drugs.** Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, prescription drugs, or other controlled substances. This includes vaping CBD oil. Regardless of the state and federal regulations regarding the use of marijuana, any and all use is prohibited while a student at CCCB (on or off campus).
- **Failure to Comply.** A student's failure to comply with the direction of College officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- **Federal, State, or Local Law.** Violating any public law.
- **Good Citizenship and Social Conduct.** Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.
- **Hazing.** As Defined by the Missouri Hazing Law (Section 578.360), any activity which recklessly endangers the mental or physical health or safety of a student for initiation or admission into or continued membership in any organization or group, 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: physical brutality, whipping, beating, branding, exposure to the elements, forced drinking or consumption of any food, liquor, drug, or any other substance or forced smoking or chewing of tobacco products; or any activity which recklessly endangers the mental health of the student, including but not limited to: sleep deprivation, physical confinement, or other extreme stress-inducing activity; or any activity which requires the student to perform a duty or task which is a violation of the criminal laws of this state; a student's apathy or acquiescence in the presence of hazing is not considered by the college as a neutral act. Hazing is a class A misdemeanor unless the act creates a substantial risk of life, in which case it is a class C felony. Consent is not a defense to hazing. (Missouri Hazing Law, Section 578.365).
- **Misuse of Keys and/or Keycards.** Any unauthorized possession, duplication or use of keys or keycards to any College premises or unauthorized entry to or use on the campus. Lending your key or keycard is not permitted. Allowing your keys or keycard to be used by others is a punishable disciplinary offense.
- **Obstruction.** Obstruction of the free flow of pedestrian or vehicular traffic on campus or at college-sponsored or supervised functions (i.e., roadblocks).
- **Riots or Demonstrations.** Participating in an on-campus or off-campus protest, 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 on the property.
- **Sexual Misconduct.** Sexual intercourse, no matter how slight the penetration or contact, with any object, involving vaginal or anal penetration, and oral copulation (mouth to genital contact or genital to mouth contact); video or audio taping of self or others involving nudity, sexually suggestive activity, or sexual activity; intentional sexual touching, no matter how slight, with any object, with/of/by breasts, buttocks, groin, genitals, mouth or other orifices; any communication of a sexual nature (written or spoken); influencing or attempting to influence another person to commit sexual misconduct; possession, use, manufacture, or distribution of pornography; acts outlined in the Gender-based Misconduct policy of Title IX).

**IF YOU BELIEVE THAT YOU HAVE EXPERIENCED AND/OR WITNESSED 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 REPORT IT IMMEDIATELY TO COLLEGE PERSONNEL,**

**SPECIFICALLY, THE DIRECTOR OF STUDENT SERVICES, DEAN OF STUDENT CONDUCT, THE VICE PRESIDENT OF STUDENT DEVELOPMENT OR ONE OF THE TITLE IX COORDINATORS.**

**When visiting a person of the opposite gender, Central students must take a third person with them.** This includes visiting a boyfriend or girlfriend or other friends that are not Central students. Students should take great care in avoiding even the appearance of evil. Having a third person present helps to create accountability in relationships and provides an extra layer of safety. Students must have permission from their RD before staying overnight with someone other than a family member; hosts may be asked to provide assurance that they will keep students accountable to the college code of conduct.

Traveling alone with someone in a vehicle is not forbidden, but should be avoided. Sitting in a parked car in any location on or off campus can create opportunities for inappropriate behavior. Traveling in groups of three or more provides accountability and safety. We strongly encourage all students to adhere to this advisement.

- **Theft.** Attempted or actual theft of and/or damage to property of the College or property of a member of the Campus Community or other personal or public property, on or off-campus.
- **Tobacco.** Any form of tobacco is prohibited. Vaping and e-cigarettes are not permitted.
- **Weapons.** Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals is prohibited on campus; use of any weapon to threaten, harm, or to cause fear. Pocket knives must be no longer than the bottom of palm to tips of fingers (opened); knives must have locking blades (no blade, switchblade, straight razor, or bowie style knives are allowed). Creating weapons or using other objects as a weapon is not allowed.

### **3.1 – 5 Violation of Law and College Discipline**

College disciplinary proceedings may be enacted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation). This action may be independent of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President of Student Development. Determinations made or sanctions imposed under the Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to a violation of the College rules were dismissed, reduced, or resolved in favor or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of the 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 capacities, remain free to interact with governmental representatives as they deem appropriate.

Students coming to the college with previous arrest records and/or probationary restrictions are required to report this on their application and directly to Student Development. Such circumstances do not automatically prevent students from attending college. Student confidentiality will be maintained in accordance with the law.

### **3.1 – 6 Student Conduct Code Discipline Procedures – RESTORATIVE DISCIPLINE PROCESS**

**3.1 – 6.a. Purpose and goal of discipline.** 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 the 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. In short, our discipline policy is intended to be restorative in nature. The core of every disciplinary action is restoration with the understanding that we must also protect our community.

**3.1 – 6.b. Levels of authority and response.** Most of the discipline issues which occur on campus will not need oversight by the Vice President of Student Development. Dress code violations, breaking of curfew, most contraband in rooms (movies and video games which are beyond our rating code, etc.), dirty rooms, and most attitudinal issues will be handled first by the Residence Assistants and Directors. If and when the Residence Director requests it, the Dean of Student Conduct may be included in disciplinary issues/decisions, especially when violations become habitual or prevalent.

Major Violations that will be directly handled by the Dean of Student Conduct and/or Vice President of Student Development include but are not limited to the following:

- Discrimination.
- Violence.
- Dishonesty.
- Use of Alcohol, Drugs, and/or Tobacco.
- Intense, repeated, or blatant disregard for authority.
- Inappropriate sexual contact/relationships, including Title IX Issues.
- Breaking the law (local, county, state or federal).
- Any violation(s) which have not been adequately addressed, or is habitual or prevalent.

**3.1 – 6.c. Discipline process.** Any member of the college community may file charges against a student for violations of the Code of Conduct. Reports of violations can be received through various mediums (word of mouth, email, texts, Google doc intervention form, etc.) and should be directed to either of the Residence Directors, Director of Student Services, Dean of Student Conduct, or the Vice President of Student Development. Any charge should be submitted as soon as possible after the event takes place.

Every effort should be made to preserve documentation of the charges, including text messages, photos (including screenshots), video recordings, or any other evidence that might be used in the disciplinary process and subsequent investigation(s). All evidence should be presented along with the official report to the office of the Dean of Student Conduct in a timely fashion.

The Dean of Student Conduct may need to investigate 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 Vice President of Student Development. Such disposition shall be final, and there shall be no subsequent proceedings. For all discipline issues, (including Title IX violations/investigations) the Dean of Student Conduct will work with an INVESTIGATIVE TEAM comprised of the Male and Female Residence Directors.

**3.1 – 6.d. General Discipline Process:**

Student Dev. And Dean of Student Conduct Receives report	Dean of Student Conduct or Appointee Talks with the person who filed the report	Create Student Dev. file on student	Dean of Student Conduct or Appointee will sched. meeting w/ student	Dean of Student Conduct or Appointee interviews accused student (may be recorded)	Student Admits Violation		Dean of Student Conduct and Investigative Team decides and delivers Sanctions & File Report	Student accepts decision and sanctions	Case Closed
			For safety, it may be necessary to remove the student or students from the community until the issue resolved		Student Denies Allegations	Official Investigation		Student accepts decision but NOT sanctions	Written Appeal to VP of Student Dev. Requesting a Student Conduct Hearing
								The student still denies all responsibility	Written Appeal to VP of Student Dev.

**3.1 – 6.e. Specific Discipline Policies and Procedures:**

When a report is received, the Dean of Student Conduct, with appropriate assistance from the Investigative Team, may, when necessary, investigate allegations to determine if charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved.

**All charges and subsequent sanctions, along with an explanation of the discipline, will be presented to the Accused Student in written form.**

**\*If the student accepts the decision and any subsequent consequences as determined by the Dean of Student Conduct, then the matter is considered concluded.**

**\*If the charges are not admitted and/or cannot be disposed of by mutual consent, the Dean of Student Conduct and the Investigative Team may conduct a more thorough investigation of the allegations.** This investigation will include interviews with those accused, complainant, witnesses, and any other documentation or evidence pertaining to the allegations. Upon review of the evidence gathered from the investigation, the Dean of Student Conduct will issue an official determination of guilt or innocence, along with appropriate sanctions. With the support of the Investigative Team and the approval of the Vice President of Student Development, the Dean of Student Conduct will issue the determination and sanctions to the student in writing.

**\*If the student does not accept the decision** issued by the Dean of Student Conduct, they must submit, in writing, a letter of appeal to the Vice President of Student Development within five (5) calendar days. The Vice President will determine a date and time for the Student Conduct Board to meet and will communicate all dates and times to the complainants and accused. A hearing will take place at the appointed time and place. The Student Conduct Board will then vote whether or not to uphold the decision of the Dean of Student Conduct (majority vote would require three of the five members). All decisions made by the Student Conduct Board are final and will be communicated in writing.

**\*If the student(s) admits to or accepts responsibility for violating institutional rules but disagrees with the imposed sanctions or the discipline process,** they may request a Student Conduct Board Hearing by written appeal to the Vice President of Student Development. This request must be received within five (5) calendar days of the last decision notice. The Vice President of Student Development sets the scheduling of the Student Conduct Board Hearing. This hearing would serve to determine whether or not the sanctions were appropriate and/or that the discipline process was followed.

**3.1 – 6.f. Appeals.** A decision reached by the Dean of Student Conduct and/or the Student Conduct Board or any sanction imposed by said Dean of Student Conduct or the Vice President of Student Development may be appealed by the Accused Student(s) or Complainant(s) within five (5) calendar days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student Development or his or her designee.

The Student Conduct Board will hear testimony and review supporting documents for one or more of the following purposes:

1. To determine whether the Dean of Student Conduct and the Investigative Team conducted fair proceedings and sanctions 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 Code 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.
2. 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.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
4. 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 initial Student Conduct Board Hearing.

If an appeal is upheld by the Student Conduct Board, the matter shall be returned to the Dean of Student Conduct to allow reconsideration of the initial determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved. Appeals are either upheld or not upheld by a minimum 3/5 majority vote. Only members of the Student Conduct Board may be present during this vote. Decisions will be delivered to all parties via the Vice President of Student Development. In most cases the decision will be reported in the same day, but may take as many as five (5) calendar days after the vote.

Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Development or his or her designee for final determination. The Student Code shall be reviewed at least every three years under the direction of the Vice President of Student Development or his or her designee.

**3.1. – 6.g. Student Conduct Board and Hearing Procedures.**

The Student Conduct Board is selected by the Vice President of Student Development and is comprised of no more or no less than five people. This Board will be comprised of one student (preferably a member of Student Council), one faculty member, one staff member, one person who deals with campus mental health services, and the Vice President of Student Development. This Board Hearing will be conducted according to the following guidelines:

- Student Conduct Board Hearings typically shall be conducted in private.
- 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 and final vote and decisions). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board.
- 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 to be conducted either separately or jointly.

- The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student are responsible for presenting his or her pertinent information. **Per the new standards implemented by the DOE in 2020, advisors may address the Student Conduct Board Hearing.** 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 usually be allowed due to the scheduling conflicts of an advisor.
- 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 (2) calendar days before 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 then be answered by each other or by other witnesses. Questioning will be conducted by the Student Conduct Board, with such questions directed to the Vice President of Student Development, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Vice President of Student Development.
- Pertinent records, exhibits, and written statements (including Student Impact Statements and other official documents) may be accepted as information for consideration by a Student Conduct Board at the discretion of the Vice President of Student Development.
- All procedural questions are subject to the final decision of the Vice President of Student Development with input or comment from the Student Conduct Board members.
- After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall meet alone (without outside participants, including complainants and accused and their advisers). At that time, the Student Conduct Board will determine (by majority 3/5 vote) whether the Accused Student has violated each section of the Student Code which the student is charged with violating, and if the process used, and the sanctions issued by the Investigative Team was justified.

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. The goal is to provide both the accused and the victim access to due process, the ability to state their cases and to provide defense. However, these proceedings do not carry the same weight or responsibilities of a court of law and should not be treated as such.

***Judgments are made within the “clear and convincing” description as given in the DOE Title IX guidelines.***

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 by anyone other than the Student Conduct Board. **The record shall be the property of the College and will be protected under FERPA and confidentiality guidelines.**

**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 not present.**

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 another 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, audiotape, written statement, or other means, were determined in the sole judgment of the Vice President of Student Development to be appropriate.

The Vice President of Student Development is informed if there is a major violation which could include suspension or expulsion or if there is a possible Title IX violation. The Vice President of Student Development gives final approval for all recommendations for discipline made by the Dean of Student Conduct & Investigative Team. All students are given instructions regarding the appeals process, which will be handled directly by the Vice President of Student Development.

### **3.1. – 6.h. Self-Reporting.**

**Students who self-report violations are expedited through the discipline process; depending on the type of violation, a plan will be put into place by the Dean of Student Conduct (or the Vice President of Student Development) to assist the student in being restored to the community. Student Development is committed to treating each student with respect and dignity. Every effort is made to be clear and consistent with all consequences or discipline. However, discipline will be decided on a case by case basis as not all consequences are effective in every situation, for every student.**

*This policy has been reviewed and approved for the 2020-2021 Student Handbook on 6/10/2020.*

**3.1 – 6.i. Sanctions.** The Dean of Student Conduct is charged with the responsibility of deciding what sanctions would be appropriate to restore the student into good standing with the community. Possible sanctions include but are not limited to the following:

- **Banned from Campus or Confined to Campus (“Campusing”) or Dormitory**– Prohibiting a student from coming onto campus OR preventing a student from leaving the campus and/or dorm for a specified time.
- **College Expulsion** - Permanent separation of the student from the College.
- **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.
- **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary tasks may be given to the offending student.
- **Fines** - Previously established and published fines may be imposed.
- **Loss of Privileges** - Denial of specified privileges (ex: leading chapel, athletics participation, campus job, et. al.) for a designated period of time.
- **Mentor oversight** – Many times, connecting a student with other college personnel can be a positive move in the discipline process.
- **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.
- **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.
- **Residence Hall Expulsion** - Permanent separation of the student from the residence halls.
- **Restitution** - Compensation for loss, damage, or injury. Restitution may take the form of appropriate service and/or monetary or material replacement.
- **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 before graduation.
- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

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

This list is not comprehensive. Consequences are designed to create an opportunity for the offender to be restored to community. More than one of the sanctions listed above may be imposed for any single violation.

**3.1 – 6.j. Interim Suspension.** 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 welfare; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operation of the College.

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 Vice President of Student Development may determine to be appropriate.

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.

**3.1 – 6.k. Student Records.** 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 seven years after final disposition of the case. 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 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.

All sanctions will be written up in a formal letter to the student. Students may be offered a copy to sign, stating that they have received the letter (not necessarily to agree with the sanctions imposed). The signed copy is placed in Student Development's file (which is not combined with any other departmental file), and a copy is given to the student for their records.

### **3.1 – 7 Specific Policies Regarding Alcohol, Drugs, and Tobacco**

**3.1 – 7.a. Alcohol Policy.** Central students, regardless of age, agree that they will **NOT** drink alcoholic beverages. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol by Central Christian College of the Bible's students is prohibited. This prohibition includes all students who live on-campus or off-campus (commuter), online, part-time, or full-time. This prohibition includes weekends, breaks, and summers between regularly scheduled class times.

**3.1 – 7.b. Drug Policy.** Central is committed to a drug-free environment. The use, distribution, or possession of illegal drugs by Central's students is strictly prohibited. Because of the detrimental effects that illicit 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 and can be considered criminal.

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 (<http://www.aacc.net/references/treatment-centers/>).

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, re-enter the school. However, the student will be on disciplinary probation for the first semester of study following re-entry and may be required to pass a drug test.

Additionally, non-prescription (recreational) drugs will not be permitted. Prescription drugs must be taken per the advice of a doctor and should only be legally obtained, and used by the person whose name appears on the prescription. Do not share your medications with others and take only as prescribed.

**3.1 – 7.c. Tobacco Policy.** Central is a smoke-free campus. Students are prohibited from using tobacco in any form, on or off-campus. Vaping or E-cigarettes, nicotine gum and patches are all prohibited without the expressed permission of the Vice President of Student Development.

**3.1 – 7.d. Athletics Drug Policy.** Student athletes are held to a higher standard, thus they must follow the guidelines given in the Athletic Handbook. These rules and regulations are in accordance with the NCAA and NAIA guidelines, as part of the NCCAA and MCCC. Random drug testing will be given each semester. Student-athletes may be sent for drug testing whenever a coach or member of the disciplinary team requires it. A comprehensive list of banned substances is also found in the Athletic Handbook.

**3.1 – 7.e. Parent Notification.** 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 Student Conduct.

**3.1 – 7.f. Prevention.** 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 the 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), is made available 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>

Students who struggle with drug, alcohol, and tobacco use are encouraged to speak with their RA and/or RD, or with the Director of Student Services, one of the Deans, or the Vice President of Student Development for advice and options for assistance. We encourage our students to be proactive in setting up an appropriate support structure to prevent relapses.

### 3.1 – 8 Gender-based Misconduct (Title IX)

Members of the college community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others, conforms to Biblical purity, and expresses godly love that does no wrong to others.

#### **Central Christian College of the Bible believes in a zero-tolerance policy for gender-based misconduct.**

When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated reasonably. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

This policy uses as a guide and template Sokolow, B. A. (J.D.), Lewis, S. W. (J.D.), & Schuster, S. K. (J.D.). (2011). *NCHERM model Title IX compliance policy, grievance process, and civil rights investigation protocol* with yearly updates to comply with federal regulations through the DOE and other authorities.

**THE DESCRIPTIONS AND CONDITIONS BELOW ARE IN ACCORDANCE WITH THE DEPARTMENT OF EDUCATION AND REGULATIONS REGARDING TITLE IX. CCCB'S STUDENTS ARE HELD TO A MUCH HIGHER STANDARD. OUR RULES AND REGULATIONS DO NOT PERMIT SEXUAL ACTIVITY IN ANY FORM OUTSIDE OF MARRIAGE BETWEEN ONE MAN AND ONE WOMAN. WITH THIS IN MIND, STUDENTS MAY BE FOUND INNOCENT OF TITLE IX CHARGES, BUT STILL FACE CONSEQUENCES FOR VIOLATING CENTRAL'S POLICIES AS FOUND IN THE CODE OF CONDUCT IN THE STUDENT HANDBOOK. ADDED 6/5/2020**

**3.1 – 8.a. Overview of Policy Expectations with respect to PHYSICAL SEXUAL MISCONDUCT.** 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. More information about Central’s expectation of sexual purity may be found in the Student Handbook.

**Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs or activities operated by recipients of Federal financial aid. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical, sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or any intellectual or other disability. The National Institute of Justice found that about 1 in 5 women and 6.1 percent of males are victims of completed or attempted sexual assault in college.**

Sexual harassment and sexual violence are unacceptable – especially among a campus community of spiritually-minded students seeking to become equipped for vocational church leadership and volunteer Christian ministry. In cases of sexual harassment and sexual violence, the college endorses the obligations mandated by the Department of Education to prevent and respond to sexual harassment and sexual violence.

Title IX requires the college to provide a notice of nondiscrimination, notice of the college’s Title IX coordinator, and notice of grievance procedures. These are found in this document (Gender-Based Misconduct Policy).

The expectations of our community regarding sexual harassment and sexual violence can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as explicit as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other kind of sexual activity. Silence – without actions demonstrating permission – cannot be assumed to show consent or approval.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “no.”

**3.1 – 8.b. Overview of Policy Expectations with respect to CONSENSUAL RELATIONSHIPS.** There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor, and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and previously welcome conduct may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with individual choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RA's and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

**3.1 – 8.c. Sexual Violence – Risk Reduction.** The following tips are presented with the following caveat. The college expects all students to adhere to the limits of sexual conduct and alcohol and drug policy established in the Student Handbook and Student Code. The choice to exceed the college's limits of sexual conduct and use of alcohol or drugs never makes the victim at fault for sexual violence.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with the recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered.

- Make your limits known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in a position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to relate their intentions to you clearly.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other form(s) of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence,” and “burdens of proof” are not applicable, but the college never assumes a student violates college policy. Campus investigations and student conduct hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

**The 2020 DOE regulations require that we provide “clear and convincing” evidence and that due process be followed throughout conduct investigations and conduct board hearings.**

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from a verbal warning to expulsion, depending upon the

severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

**3.1 – 8.d. Sexual Misconduct Offenses covered by this Policy include, but are not limited to:**

**1. SEXUAL HARASSMENT.** According to the DOE’s 2020 definition, Sexual Harassment is: *“any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access.”*

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, pervasive and objectively offensive that it,
- unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the college’s educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual- based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

**2. NON-CONSENSUAL SEXUAL CONTACT.** Non-Consensual Sexual Contact is:

- any intentional sexual touching or making another touch you or themselves,
- however slight,
- with any object or body part,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

If you are unsure if you have experienced Non-Consensual Sexual Contact, you may find more information by contacting the Director of Student Services.

**3. NON-CONSENSUAL SEXUAL INTERCOURSE.** Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object or body part,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

If you are unsure if you have experienced Non-Consensual Sexual Intercourse, you may find more information by contacting the Director of Student Services.

**4. SEXUAL EXPLOITATION.** Sexual Exploitation occurs when a student takes a non-consensual or abusive sexual advantage of another for his/her advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**3.1 – 8.e. Additional Applicable Definitions.**

**CONSENT:** Clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable explicit permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**FORCE:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and **coercion\*** that overcome resistance or produce consent (“Have sex with me, or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

- **\*Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not, by definition, *forced*.
- To give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  - **Incapacitation** is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.
- The use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see the Director of Student Services.

**3.1 – 8.f. Sanction Statement.**

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus code violations.\*

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation, or sexual harassment will likely receive a recommended sanction ranging from a warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body (Dean of Student Conduct and/or Vice President of Student Development) reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

**3.1 – 8.g. Other Misconduct Offenses (That fall under TITLE IX when gender-based):**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person (also known as “sexual assault”);
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities based on gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy found in the Student Handbook);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an intimate or dating relationship to each other (sometimes referred to as “domestic violence” or “dating violence”)
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

**The 2020 DOE requirements state that reports of *sexual assault, dating violence, domestic violence, and stalking* do not need to meet the description of “severe, pervasive, and objectively offensive.”**

**3.1 – 8.h. Privacy and Reporting Policy.** Institutions must clearly articulate who are “responsible employees” under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to the notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the college and upon college policy. **According to the 2020 DOE Title IX update, the institution can designate certain college officials NOT to be mandated reporters. A list of these non-mandated reporters is provided to students through Student Development and listed alongside information about Title IX Coordinators. This list of non-mandated or “confidential” reporters includes the Director of Student Services, Mental Health professionals on campus, and anyone designated as a Campus Minister. This list can change upon approval of the Vice President of Student Development, and changes will be communicated and posted.**

When consulting campus resources, all parties should be aware of confidentiality, privacy, and mandatory reporting, to make informed choices. On the campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your

victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these college officials without starting a formal process that is beyond the victim's control or violates her/his privacy.

**3.1 – 8.i. To report confidentially.** If one desires that details of the incident be kept confidential, they should feel free to speak with on- and off-campus mental health counselors, the Director of Student Services, health service providers, or rape crisis resources who can maintain confidentiality. Additionally, you may speak on- and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. **If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them.**

**3.1 – 8.j. Reporting to those who can maintain the privacy of what you share.** You can seek **advice** from certain resources that are not required to tell anyone else your private, personally identifiable information **unless there is cause for fear for your safety or the safety of others.** These are individuals who the college has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, counseling interns, admissions officers, student activities personnel, and others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. **They will be able to tell you & help you make decisions about who can help you best.**

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors. Still, they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If a student's personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

**3.1 – 8.k. Non-confidential reporting options.** You are encouraged to speak to officials of the institution to make formal reports of incidents (Title IX Coordinator(s), Residence Directors and Residence Assistants, Dean of Student Conduct, Vice President of Student Development, or other administrators, staff and faculty with supervisory responsibilities, including Human Resources). The college considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported and to have those incidents investigated and properly resolved through administrative procedures. **Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.**

**3.1 – 8.l. Federal statistical reporting obligations.** Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus administration regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reports include but are not limited to directors, deans, department heads, faculty, staff, advisors to students and student organizations, residence hall directors, residence assistants, athletic coaches, and local law enforcement agencies. The information that they share includes the date, the location of the incident (using Clery Act location categories), and the Clery Act crime category. **EVERYONE ON CAMPUS MUST REPORT INCIDENTS, BUT NOT EVERYONE HAS TO GIVE THE NAME OF THOSE INVOLVED**

**(See the list of mandated reporters). This reporting protects the identity of the victim and may be done anonymously.**

**3.1 – 8.m. Timely Federal warning reporting obligations.** Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are the same as detailed at the end of the above paragraph.

**3.1 – 8.n. Common Questions and Answers.** Commonly asked questions regarding the college’s sexual misconduct policy and procedures:

***Does the information about a complaint remain private?***

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the college’s obligation to investigate allegations of sexual misconduct thoroughly. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the college.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the college, the Title IX Coordinator(s), and Vice President of Student Development & Enrollment). If there is a report of an act of alleged sexual misconduct to a conduct officer of the college and there is evidence that a felony has occurred, local police may be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution may be legally required to notify law enforcement authorities. The institution must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

***Will my parents be told?***

No, not unless you tell them. Whether you are the complainant or the accused student, the college’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly notify parents when requested to do so by a student, in a life-threatening situation, or if an accused student has signed the permission form at registration, which allows such communication.

***Will the accused student know my identity?***

Yes, if you file a formal complaint. Sexual misconduct is a serious offense, and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the college does provide options for questioning without confrontation, Skype, or using a room divider.

***Do I have to name the perpetrator?***

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the college’s legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution’s ability to respond comprehensively.

***What do I do if I am accused of sexual misconduct?***

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Conduct Office, which can explain the college's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance. See below regarding legal representation.

***Will I (as a victim) have to pay for counseling/or medical care?***

The college does not provide these services. When accessing community services, payment for these will be subject to state/local laws, insurance requirements, etc. For assistance in identifying and accessing community services, please see the Director of Student Services.

***What about legal advice?***

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because the District Attorney's office will handle representation. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

***What about changing the residence hall rooms?***

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed, and room changes for the accused student can usually be arranged quickly.

Other accommodations available to you might include:

- Assistance from college support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Academic support services such as tutoring;
- Other accommodations for safety as necessary.

***What should I do about preserving evidence of a sexual assault?***

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours. However, evidence can often be obtained from towels, sheets, clothes, etc. for much more extended periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. Some hospitals have a Sexual Assault Nurse Examiner (SANE: a specially trained nurse) at the hospital who is usually on call 24 hours a day, seven days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The college may be able to help identify someone who can accompany you to the hospital and law enforcement and provide transportation. If a victim goes to the hospital, local police may be called, but she/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

**For the Victim:** The hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

***Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?***

The college's primary concern is for your safety. Any other rules violations will be addressed separately from the sexual violence allegation. The use of alcohol or drugs never makes the victim at fault for sexual violence. The severity of the infraction will determine the nature of the college's response. Still, whenever possible, the college will respond educationally rather than punitively to the use of drugs and/or alcohol. The seriousness of sexual misconduct is a significant concern, and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

***Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?***

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing an allegation of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence, and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. The use of alcohol and/or other drugs will never excuse a violation by an accused student.

***Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?***

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

***What should I do if I am uncertain about what happened?***

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the Director of Student Service who can help you to define and clarify the event(s), and advise you of your options.

**3.1 – 8.o. Clery Act, VAWA & SAVE.** Information regarding laws and policies adopted at the federal and state levels is given in writing during freshmen orientation. It is made available to any student through the Student Services office. The safety and security of our students from physical, psychological, and sexual violence is a top priority, and any incident will be investigated to the best of our abilities.

## 3.2 SECTION TWO – Respect for the Community.

Philippians 2:1-5 “Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your interests, but also to the interests of others. Have this attitude in yourselves which was also in Christ Jesus.”

### 3.2 – 1 Healthy Boundaries

Students are encouraged to create and protect positive, appropriate relationships with friends, family, significant others, and fellow students. Learn how to say "no" politely, but with determination. Be a good steward of your time; fun and fellowship are essential, but the reason you are here is to study and prepare for ministry. Set boundaries for yourself and share them with your friend(s), family, and especially your roommate. Clear communication of boundaries is crucial. Likewise, you should honor the boundaries that have been set by others. Be mindful and respectful of other people’s preferences. Not everyone will find your jokes funny or your comments beneficial; you should make every effort to put the needs of others before yourself.

### 3.2 – 2 Unity in Diversity

CCCB does not unlawfully discriminate based on race, color, sex, age, disability, nationality, or ethnic origin in employment, admissions, financial aid, or participation in College programs. God created us in His image, male and female, with a spectrum of colors and languages spread across the globe. It is not wise, nor is it acceptable to dishonor someone based on these differences; instead, we should celebrate those differences, attributing our diversity to the God who created us. **No acts of prejudice or racism or disrespect will be excused for any reason.** All incidents, regardless of the perpetrator, should be reported. And more importantly, the community should not accept or condone any such divisiveness. Speak up for each other; promote unity wherever you go. Psalm 133:1 says, “Behold, how good and how pleasant it is For brothers to dwell together in unity!”

## 3.3 SECTION THREE – Respect for Self.

Ephesians 4:12 tells us that “our struggle is not against flesh and blood, but against the rulers, against the powers, against the world forces of this darkness, against the spiritual forces of wickedness in the heavenly places.” Most of the issues that we face as Christians (whether we are new to the faith or have been raised in the faith) are directly related to that spiritual battle that goes on all around us. You will not find the Christian life to always be simple here at Central; you will not find yourself to be safe from this spiritual warfare. Developing your faith and preparing for ministry requires discipline and hard work. It involves surrounding yourself with people of good character, studying diligently, staying in His Word (not allowing the Bible to become a textbook only), and devoting yourself to prayer and seeking God in all areas of your life. It is for this reason that

### 3.3 – 1 Spiritual Discipline

The Bible is clear that for the believer, there is a spiritual growth curve. The apostle Peter encourages us to “grow in the grace and knowledge of our Lord Jesus Christ.” Entering into a faith relationship with Jesus is the beginning of the Christian life. Growing is a process that requires the believer to participate in a set of behaviors that are designed to open our lives up to the influence of God’s Spirit on our attitudes and actions. It is the goal of the faculty and staff of CCCB to encourage and provide opportunities for those who participate in our campus community to be built up in this process. Our goal is not that every student becomes perfect in their spiritual growth but for each student to be able to demonstrate some growth while they share their lives in this community.

### 3.3 – 2 Sin Issues

A community can be a vital link in helping the student overcome the pull of the world. Students may come to college here struggling with a habit or sin, which is holding them back from their full spiritual potential. By participating in close fellowship, which includes confession and repentance and other spiritual disciplines, the student may find the key to real spiritual growth. Students, as well as college personnel, are encouraged to report ALL incidents where the Code of Conduct has been violated. Sometimes it will not be necessary to report the name of the persons involved, but calling the issues to the attention of administration is imperative. When a student self-reports, the Restorative Discipline process is expedited and every effort is made to restore the student to the community and provide accountability.

### 3.3 – 3 The Fruit of the Spirit

The believer who is experiencing this kind of growth will demonstrate this growth by an increase in the “fruits,” which show Christian character. *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things, there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires.”* (Galatians 5:22–24, ESV)

### 3.3 – 4 Personal Discipline

**3.3 – 4.a. 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. Still, 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.

**3.3 – 4.b. Entertainment Choices.** To protect the minds, consciences, and witnesses of our students, we expect that only morally appropriate movies, programs, and video games be shown or watched on campus. Students should ensure that they are not devoting excessive time to entertainment to the neglect of healthy relationships, studies and other responsibilities and/or ministries.

**TELEVISION AND MOVIE CHOICES.** 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 Vice President of Student Development for ministry purposes. Students are expected to use good judgment when watching movies off-campus and follow similar principles. Most films and programs are not licensed for public display, as they are limited to home or personal showings. Copyright laws prevent public viewing and advertisement of films in any public assembly area (gymnasium, Walton Student Center, classrooms, or dorm lobbies) without having public performance rights or written permission from the producer. The same applies to pay-per-view events and/or streaming programs (legally or illegally).

Television programs rated “MA” are not allowed to be viewed in public spaces. Any questions about these guidelines for public viewing should be handled through the Director of Student Services. Students are allowed to watch movies and programs on their electronic devices, computers, DVD players, or personal televisions in private spaces. However, only “G,” “PG,” and “PG-13” movies and “Y,” “Y7,” “G,” “PG,” and “PG-14” television shows are allowed to be in possession of and viewed by the students in non-public areas. When a private area becomes public, a “PG-13” movie or “PG-14” television program must be turned off. Students are permitted to reserve Central Cinema (movie room in the WSC), the Pioneer Room (in the cafeteria), and the Collaboratory (in the WSC) for viewing PG-13

movies. These spaces are considered to be private when reserved. When viewing movies or shows in these spaces, couples are not permitted to view without a third person present.

**Students are responsible for exercising spiritual wisdom when viewing movies and videos.** No unrated movies may be shown, watched, or possessed anywhere on campus. The Student Development Office and the Residence Directors may prohibit specific movies from being viewed and/or possessed on campus, regardless of their rating.

**VIDEO GAMES AND BOARD/CARD GAMES.** While video gaming consoles and gaming services are permitted, please use good judgment in the types of game and the amount of time and money spent on their use. Video Games that are rated MA are allowed only if they are on the approved list of games that have been vetted through Student Development. Board games and card games promoting Satanic or immoral material are not allowed. If there is a question about a video game or board or card games acceptability, please speak with the Dean of Student Conduct or Vice President of Student Development. Games that are deemed unacceptable may be confiscated by RDs.

**OTHER ENTERTAINMENT.** No forms of adult entertainment are allowed for Central students, including pornography, visiting adult bookstores, clubs featuring inappropriate exhibitions (nudity, lewd dancing, etc.), nor any location where sexual immorality is present. Dances that involve or promote immodesty or sensuality should be avoided.

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 or accompany a fellow student who is under the age of 21 to a bar (whether for ministry purposes or otherwise).

**3.3 – 4.c. Computer and Internet Usage.** Campus computers are located in the library; students can also check out a laptop through the library. These computers are available on a first-come-first-serve basis to all Central students.

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 it. 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.

Please 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 to

<https://www.cccb.edu/current-students/helpcenter/>. Save your work on removable media, not to the computer. Files saved on lab computers can be destroyed at any time without warning. Please do not change the settings of computer lab computers (i.e., screensavers, backgrounds, desktop icons, printer settings, etc.) Be courteous of those who wish to use the computers for class work rather than monopolizing them for personal use. Chat of all kinds, including chat rooms and instant messaging, is limited to the computers located in the Walton Student Center. Report any problems at <https://www.cccb.edu/current-students/helpcenter/>.

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 the 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 e-mails. If you have not been hired by CCCB to represent CCCB, do not pretend to represent CCCB online or anywhere else.

Sexually explicit material is strictly prohibited. Your Internet activity on campus is monitored and recorded for law or policy violations. Furthermore, your actions 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.

**3.3 – 4.d. Personal Preferences.** Central realizes that all of our students come to the college from a variety of regions of the country and world, from differing backgrounds, faiths, and family situations. We live in a world where many cultural differences and viewpoints avail. Central is, in and of itself, a culture. The community that is being built here on campus is not perfect because it comprised of imperfect people. While you are a student here at CCCB, you might have to give up some of your personal preferences, and sometimes that will not seem fair, nor will it always be easy. The campus culture has evolved over the decades; for instance, wearing shorts to class was only made possible a few years ago. Rules and policies can be changed, but only through intelligent, respectful dialogue, and through appropriate channels. Coming to Central to train for ministry will hopefully serve to be a time of focus on what God wants in your life, not what individual rights you wish to protect or preserve. Servant leadership will require us to submit to a wide variety of rules and standards depending on what church, or organization, or even place you are sent to serve in. It will require us to think about the preferences of those whom we serve, and more importantly, the preferences of the God that we serve.

# APPENDIX (Guidelines by Topic)



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[Weather](#)  
[Wifi](#)

# IMPORTANT PERSONNEL



Name	Position	Office Location	Contact Info
Darryl Ammon	Vice President of Student Dev. Title IX Coordinator Campus Safety and Security	Student Development Suite	darrylammon@cccb.edu (660) 263-3900 x167 (660) 676-0242
Anne Menear	Dean of Student Conduct	Student Development Suite	annemenear@cccb.edu (660) 263-3900 x151/(573) 582-9070
Mallory Zarcone	Director of Student Development Harvest House Manager	Student Development Suite	malloryzarcone@cccb.edu (660) 263 – 3900 x155/(573)-366-1022
Tina Nipper	Women’s Residence Director	Student Development Suite	tinanipper@cccb.edu (660) 263-3900
Eric Stevens	Student Success Coach	Pelfrey Office – near elevator	ericstevens@cccb.edu (660) 372-2499
Tammy Ramey	Assistant Director of GPS Director of Academic Services	Academic Suite	tammyramey@cccb.edu (309) 531 - 7997
Sheri Tesar	Chapel Coordinator Worship Degree Program Director	Pelfrey Hall Office – back hall	sheritesar@cccb.edu (660) 372-2534
Rhonda Dunham	Registrar/Title IX Coordinator Chapel & Christian Service	Academic Suite	rhondadunham@cccb.edu (660) 263-3900 x121
Jack Defreitas	Athletic Director Men’s Basketball Coach	Pelfrey Hall Office – back hall	jackdefreitas@cccb.edu (660) 263-3900 x187
Meagan Henson	Women’s Basketball Coach Athletic Recruiter	Pelfrey Hall Office – back hall	meaganhenson@cccb.edu (660) 263-3900 x 187/(405) 625-2475
Joshua Miler	Soccer Coach Athletic Recruiter	Pelfrey Hall Office – back hall	joshuamiller@cccb.edu
James Williamson	IT and Male Residence Director	IT Office	jameswilliamson@cccb.edu (660) 263 – 3900 x148
Tracey Willisamson	Housekeeping Manager Bookstore Sales	Housekeeping Office – gym	traceywilliamson@cccb.edu
Brady Tiller	Male Residence Assistant	Lang Hall	bytr938@cccb.edu
Austin Dougherty	Male Residence Assistant	Lang Hall	andy608@cccb.edu (319) 310-3879
Caleb Grimes	Male Residence Assistant	Lang Hall	cbgs685@cccb.edu (812) 786-8306
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Kendra Schlatterer	Female Residence Assistant	Foundation Hall	kasr630@cccb.edu (727) 846-3762
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## CCCB Personnel Contact Information

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<b>Ammon, Teresa</b>	127	660-372-2511	teresaammon@cccb.edu	Library Assistant
<b>Applegarth, Crystal</b>	146	660-372-2511	crystalapplegarth@cccb.edu	Assistant Librarian
<b>Botkins, Cheryl</b>			cherylbotkins@cccb.edu	Instructor in Christian Counseling
<b>Brown, Kevin</b>	145	660-372-2510	kevinbrown@cccb.edu	Director of Donor Relations
<b>Cate, Misty</b>	139	660-372-2503	mistycate@cccb.edu	Interim VP of Enrollment Management
<b>Colvin, Justin</b>	114	660-372-2479	justincolvin@cccb.edu	Accounting Assistant
<b>Curtice, Micheal</b>	140	660-372-2505	michealcurtice@cccb.edu	Professor of Missions & Ministry
<b>Dunham, Mark</b>	124	660-372-2489	markdunham@cccb.edu	Physical Plant Manager
<b>Echols, David</b>			davidechols@cccb.edu	Webmaster
<b>Estep, Jim</b>	136	660-372-2501	jimestep@cccb.edu	Vice-President of Academics
<b>Fincher, David</b>	137	660-372-2525	davidfincher@cccb.edu	President
<b>Francisco, Michele</b>		660-372-2481	michelefrancisco@cccb.edu	Human Resources
<b>Franke, Jamie</b>		660-676-0937	jamiefranke@cccb.edu	Director of Online Education
<b>Gravitt, Jennifer</b>	116	660-372-2481	jennifergravitt@cccb.edu	Accounts Assistant
<b>Hamblin, Veronica</b>	168	660-372-2533	veronicahamblin@cccb.edu	Accounts Mgr/Foundations & Corp Relations
<b>Harding, Kelly</b>	164	660-372-2529	bookstore@cccb.edu	Bookstore Manager
<b>Harper, Walt</b>	130	660-372-2495	waltharper@cccb.edu	Prof. of Bible & Min/Dir of Youth & Family M
<b>Koffarnus, Richard</b>	120	660-372-2485	richardkoffarnus@cccb.edu	Professor Emeritus of History & Philosophy
<b>Lawrence, Lara</b>	118	660-372-2483	laralawrence@cccb.edu	VP of Business & Finance
<b>Lewis, Ed</b>			edlewis@cccb.edu	Instructor in Physical Science
<b>Marley, Phil</b>	132	660-372-2497	philmarley@cccb.edu	Special Asst. for Pres./Planned Gifting
<b>Messimer, Brent</b>			brentmessimer@cccb.edu	Adjunct Professor
<b>Miller, Alex</b>	110	606-541-4698	alexmiller@cccb.edu	Executive Assitant to Admissions
<b>Miller, Josh</b>		765-318-8010	joshuamiller@cccb.edu	Soccer Coach/Recruiter
<b>Pelfrey, Lloyd</b>	122	660-372-2487	lloydpelfrey@cccb.edu	President Emeritus/Professor Emeritus of OT
<b>Ramey, Tammy</b>	161	309-531-7997	tammyramey@cccb.edu	Assistant Dir of GPS/Director of Acad. Service
<b>Ratliff, Jeremiah</b>		660-372-2514	jeremiahratliff@cccb.edu	Director of Admissions
<b>Reese, Gareth</b>	142	660-372-2507	garethreese@cccb.edu	Emeritus Professor of New Testament
<b>Sevits, Brian</b>			briansevits@cccb.edu	Instructor of Worship Arts
<b>Small, Kris</b>	135	660-372-2513	krissmall@cccb.edu	Director of Christian Counseling Program
<b>Strother, Billy</b>	133	678-426-8498	billystrother@cccb.edu	Professor of Preaching/Dean of Grad Studies
<b>Summa, Chad</b>	150	660-372-2515	chadsumma@cccb.edu	Professor of OT/Director of Bib Research
<b>Tesar, Sheri</b>		660-372-2534	sheritesar@cccb.edu	Professor of Worship/Chapel Coordinator
<b>Wallis, Sherry</b>	147	660-372-2512	sherrywallis@cccb.edu	Exec Assistant to the Pres/Alumni Relations
<b>Williamson, James</b>	148	660-372-2500	jameswilliamson@cccb.edu	Technology Director
<b>Williamson, Tracey</b>			traceywilliamson@cccb.edu	Housekeeping Manager/Bookstore Sales
<b>Wilson, Alan</b>	119	660-372-2484	alanwilson@cccb.edu	Donor Relations Assistant
<b>Library</b>	141	660-372-2506	162/660-372-2527	
<b>Library Fax</b>			157/660-372-2526	
<b>Bookstore</b>	154	660-372-2519	128/660-372-2493	
<b>Bookstore Fax</b>			156/660-372-2521	
<b>Faculty Workroom</b>	131	660-372-2496	143/660-372-2508	
<b>Pelfrey Front Desk</b>	110			

## 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 to be 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 Christ-likeness, 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. Our desire is for Central to be known for the quality of her students and her graduates.

If you agree to adhere to this covenant, please sign your name below. Your signature below also indicates that you are familiar with the Student Handbook and Code of Conduct of Central Christian College of the Bible and agree to submit to the authority of those standards.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This handbook is meant to be a guideline for students to find success at Central Christian College of the Bible. The guidelines herein are subject to change per the approval of Student Development, the President, or the Board. Changes or revisions are made yearly; addendums are made when necessary, but will always be communicated in a variety of mediums.**