Handbook for Traditional Programs 2018 - 2019

Mission

Developing servant leaders who know God, who have a passion for holiness of heart, and who are inspired and prepared for a lifetime of learning and Kingdom service.

Institutional Goals

As a result of studying with us, graduates will:

- Able to articulate a biblical worldview
- Able to articulate and assimilate the values of the COGH and why they are important
- Equipped with practical tools for ministry
- Equipped for further study
- Deepened passion for disciplines of spiritual development

KANSAS CHRISTIAN COLLEGE

Est. 1938

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

(Revised 07/20/2018)

Ask-a-Nurse

Shawnee Mission Health
Phone: 913.676.7777

Area Medical Services

Centra Care Shawnee Mission Urgent Care
11245 Shawnee Mission Pkwy
Shawnee, KS 66203

Healthcare Clinic @ Walgreens
7500 Metcalf Avenue
Overland Park, KS 66204

Minute Clinic @ CVS Pharmacy
7501 Metcalf Avenue
Overland Park, KS 66204

Saint Luke's Community Hospital
7246 W 75th Street
Overland Park, KS 66204

Shawnee Mission Medical Center
9100 W 74th Street
Merriam, KS 66204

Notice of Nondiscriminatory Policy as to Students

Kansas Christian College admits students of any race, color, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, gender, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Although Kansas Christian College is affiliated with the Churches of God (Holiness), it is nondenominational and will accept students of various religious persuasions as long as they are willing to abide by the principles and policies of the school.

Introduction

Student Life Is Christian in Character

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

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

Student Life Is Developmental in Nature

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

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

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

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

President	Mr. Delbert Scott
Dean of Student Services	Mr. David Carpenter
VP of Academic Affairs	Mr. Christopher Sumpter
VP of Opperations	Mr. Chad Pollard
Registrar	Mr. Christopher Sumpter
Facilities Coordinator	Mr. Harold Carpenter
Title IX Coordinator	Mr. Christopher Sumpter
Campus Chaplain	Rev. Matthew Lee
Resident Educator	Leandra Martin
Asst. Resident Educator	Matthew Martin
Student Accounts	Mrs. Gloria Meyers

Student Life Activities

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

Residence Hall Living

All single college students under the age of 21 at the beginning of the semester, which are not living with immediate relatives, must reside in the residence hall. Students living in the residence hall must maintain at least nine credit hours per semester. All student residents must submit and sign a Residence Hall Application. (International students may request to reside with an approved host family.*)

Students meeting the following criteria may not reside in the residence hall.

- Students who are under 14.5 years of age
- Students maintaining fewer than nine credit hours per semester
- Children
- Students no longer attending classes

Exceptions may be requested, but are not guaranteed, through the Student Services Office.

**For host family approval, the Student Services Office needs an application, background check on all adults living in the home, and a pastor's reference.*

Sunday Worship

Because we are training men and women to serve in the church at home and abroad, we strongly urge our students to regularly attend and participate in a local congregation. There are several local Churches of God (Holiness), all of which provide regular and special services. All students are encouraged to attend one of these. However, we do recognize that students come to KCC from various denominations and may wish to continue their affiliations with them.

Sunday is a special day on which Christians celebrate the resurrection of Jesus Christ. Therefore, students should become a regular, active part of a local congregation, and refrain from unnecessary work, buying, selling, and other activities that would detract from making this a holy and worshipful day.

Chapel

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

Chapel Frequency

College chapel meets two times each week during which time the campus chaplain and special guest speakers (evangelists, pastors, and missionaries) minister to college (and high school) students.

Chapel Conduct

Students are expected to manifest reverence to God during the chapel service. This includes being quiet and worshipful during prayer and being respectful and attentive during other parts of the service. Students are urged to bring a Bible and note-taking materials to every chapel service.

Chapel Credit Program
Because the chapel experience is an important part of the spiritual formation that is received here at KCC, chapel participation is taken seriously. When students are not in chapel they miss an opportunity to grow spiritually.

All on-campus students and full-time off-campus students are required to enroll in chapel.

In order to successfully receive credit for Chapel students must earn 24 chapel credits for the semester. Students will attend chapel and turn in chapel notes at the end of each chapel period in order to receive 1 chapel credit. Students will also attend and participate in small group sessions to earn 1 chapel credit. Students can view their progress via the "Chapel" course in the KCC learning management system.

Students arriving to chapel/ small groups 5 – 20 minutes late may only receive "half-credit" for chapel. Students arriving more than 20 minutes late are ineligible to receive chapel credit.

Students failing to successfully meet the chapel credit requirement by earning 18 – 23 credits are placed on "Chapel Probation" for the following semester. Students failing to earn at least 18 chapel credits are ineligible to reenroll at KCC for the following semester.

Chapel Probation consists of the following:
- Must maintain 80% chapel and church credit at all times throughout the semester
- Must complete 10 hours of on-campus community service within the first 4 weeks of the semester of probation

Failure to meet the requirements above, results in the following for the balance of the semester.
- Fifteen hours of on-campus community service (if the ten hours are not completed as specified above)
- Loss of institutional scholarships
- Ineligible for intercollegiate athletic participation
- Ineligible for STUCO participation
- Ineligible for student clubs, organizations

Successful completion of the on-campus community service requirements within the first four weeks of the following semester may receive chapel credit for the previous semester. Students on Chapel Probation who fail to successfully meet the chapel requirement or who fail to fulfill their community service requirement during the semester of probation will be ineligible to reenroll at KCC for the following semester.

A graduating student's failure to meet the chapel credit requirements will result in the students' diploma being withheld until satisfactory requirements are met as assigned by the Dean of Student Services.

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

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

Student body class organizations meet as often as necessary for the purpose of planning class events and fund-raising activities. Class officers are elected annually at the beginning of the school year.

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

New Student Orientation

College freshmen and all transferring students are required to attend orientation events before their first semester. In addition to acquainting new students with the philosophy, policies, and procedures of KCC, NSO is a practical guide for success as a college student with special emphasis on using the KCC lerning management system and the Watkins Memorial Library, study skills, and test-taking. New students will also take Spiritual Formation 1 at the first opportunity where they are guided to develop personal leadership skills, servant leadership qualities, and disciplines of prayer, meditation, personal, and corporate worship. The student will begin developing a personal goals and their philosophy of life and ministry.

Parking Policy

General

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

Permit

All students must register their vehicles with Campus Safety and Security upon enrollment. Proof of liability insurance is mandatory at the time of registration. Campus Safety and Security will issue a parking permit. The permit will be valid for as long as the person is a student or employee unless revoked for an infraction of the guidelines.

Temporary Permit

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

Cost

Students who park at the school are charged a $10 Vehicle Permit Fee each semester.

Parking Guidelines

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

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

Vehicles that are no longer in use may not be parked on campus property. The owner of any vehicle identified as being in this category will be given two weeks to either get the vehicle in usable condition or have it towed from the premises.

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

Parking space will be provided for school busses driven by students or employees of KCC. Exceptions may be granted on a case-by-case basis. Petition may be made in writing to Campus Safety and Security. Only small busses may park in the spaces provided on the north side of the island in the large lot east of Shaver Hall. Lift busses may use the spaces on the south side of the same lot. All other busses may park on the east side of the same lot. Additional instructions will be given to those who park busses on any of the school's lots.

Parking spaces in front of 6900 W 74th St. are reserved for preschool and grade school parents to temporarily park while loading or unloading children.

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

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

- First space on the east is Handicapped Parking
- Next three spaces to the west are for visitors only
- Last four spaces to the west are for administration and/or designated faculty.

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

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

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

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

- A warning
- A fine of $20.00
- Towing and/or loss of parking privilege
- Overland Park police will be involved

Maintenance Requests

Maintenance Request Forms are available from the receptionist. Complete and return to the receptionist.

Health Services

Shawnee Mission Health operates an Ask-A-Nurse phone hotline (24 x 7) for medical advice (913.676.7777). These nurses are prepared to make necessary health-related referrals.

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

Standards of Conduct

Students, by virtue of their enrollment, become citizens of the school community and agree to live within

the stated standards of conduct of the school. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. Students enrolling at the college should exercise the courteous consideration and the self-discipline necessary to achieve the aims and objectives of the school. In keeping with the philosophy of the school and the church community it serves, the following standards are expected of all students:

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

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

Drug, Alcohol and Tobacco Use

Drug and Alcohol Use

The unlawful possession, use, distribution and sale of alcohol of any description and illicit drugs including marijuana, is completely and strictly prohibited on the campus of Kansas Christian College or by any student or employee of KCC. Those in violation risk immediate dismissal and are subject to civil penalty as well. Criminal penalties for violation of federal and state laws include significant fines and imprisonment up to and including life.

Infractions

Violation of these regulations will result in disciplinary action up to and including expulsion for students and dismissal for employees. A student's first violation will result in mandatory three-day suspension and completion of an appropriate rehabilitation program; the second violation will result in mandatory expulsion. An employee's first violation will result in mandatory dismissal.

Tobacco Use

All tobacco is prohibited on the KCC campus at all times. It is expected that any student that has a habit of tobacco use will make every effort to quit. Counseling and other assistance is available. KCC reserves the right to enforce accountability guidelines when deemed necessary. Kansas Christian College is a drug-, alcohol-, and tobacco-free environment.

Interpersonal Relationships

General Principles

- Students are expected to loyally support the school administration in the achievement of the objectives of the school.
- Students are expected to seek to maintain peace with the entire school community.
- Students will not engage in negative talk about administrative decisions, classroom procedures, fellow student involvements, social events, etc.
- Students will discuss any dishonorable practice first with the offender and then report to the appropriate administrator if necessary. The biblical principle of personal, private confrontation as outlined in Matthew 18:15-17 is required as a basis of proper and ethical dealings.
- Students will accept full responsibility for what they say and do.
- Students will hold in confidence personal information about their associates except when it

should be disclosed to the proper authorities for the purpose of maintaining the integrity of the school.
- The students will so conduct themselves in their business and social relations in the community at large that no reproach may be brought upon the institution or the cause of Christ.

Dating

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

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

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

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

Dating Commitment

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

Physical
- No late night time alone
- Open door policy

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

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

Additional Guidelines:
- No student may date a school employee who is his/her supervisor, financial advisor, or classroom instructor. Student employees who wish to date other students or employees should first receive permission from the dean of students and their immediate supervisor.
- Only students age sixteen and over will be permitted to have dates while under the jurisdiction of the school.
- No dating privileges will be granted to divorced persons.
- Unnecessary physical contact is to be avoided. All petting is strictly forbidden. Failure to follow this guideline may be grounds for suspension or expulsion.
- While students are in a private dwelling or apartment, they are not permitted to have guests

of the opposite sex without adult supervision regardless of whether it is day or night. Exceptions may be granted in the case of some planned group activity. In this case, see the dorm dean. Again, failure to follow this guideline may be grounds for suspension or expulsion.

- Male students are not permitted on the women's floor of the dormitory, nor are female students permitted on the men's floor. Once again, failure to abide by this rule may be grounds for suspension or expulsion.
- It is requested that students who live off campus observe all rules related to dating.
- While students are baby-sitting, they are not permitted to have guests of the opposite sex, regardless of whether it is day or night.

Engagement and Marriage

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

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

Human Sexuality

Kansas Christian College is in agreement with the scriptures which condemn homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, and other forms of licentiousness as sinful perversions of the divine gift of sexuality. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4; Rom. 7:2; 1 Cor. 7:10;Eph. 5:22-23)

As a result of many personal and negative societal forces, students may struggle with the temptation of sexual sin. Anyone being tempted in this way is strongly encouraged to seek help from the dean of students or campus chaplain. Our college is committed to the biblical standard of sexual purity, and we desire to do all we can to reverse the loosening sexual standards of society.

Currently enrolled students who willingly come forward to seek help and healing in these areas (without prior knowledge by KCC representatives) will be given support with accountability, while those who do not and violate this standard will be subject to the disciplinary process that may include suspension or dismissal.

Gender Identity

The Kansas Christian College policy regarding sex, sexuality, and gender identity is grounded in the teachings of the Bible as understood in KCC's doctrine established in the Wesleyan theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues.

We recognize our obligation before God to love all persons, understanding such love in the context of the Bible, God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct biological sexes: male and female. We also recognize that due to sin and human brokenness, our experiential perception of our gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

Within the biblical understanding of the act of mankind's creation, the biblical description of the fall of mankind and God's act of redemption, we only support or affirm the resolution of a psychological gender identity in harmony with one's biological birth sex. Therefore, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will, however, make institutional decisions in light of this policy regarding housing, athletics, facilities, student admission and retention, employment hiring and retention and other matters.

Pregnancy

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

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

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

Appearance Guidelines

Kansas Christian College desires its developing leaders to maintain a reasonable standard of appearance which reflects Christ-likeness and projects self-confidence, maturity, and high academic expectations. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty and also a standard that does not draw attention to one's self or create a distraction or hindrance to members of the opposite sex.

KCC students are rising professionals marked by good grooming habits, cleanliness, modesty and simplicity. These guidelines apply to commuter students while on campus or at school-related activities and to campus residents. Faculty, staff, and Student Services personnel are empowered by KCC to mandate adjustments on the part of students whose apparel or grooming is considered inappropriate.

Jewelry, Tattoos, Hairstyles, Cosmetics

Any jewelry worn must not be gaudy and must avoid the appearance of extravagance. Therefore, only minimal jewelry is permitted, such as wedding/engagement rings, one set of earrings (plugs and other facial and body piercing jewelry are prohibited).

Existing tattoos that are offensive or inconsistent with the mission and values of the college must be covered. Students are not permitted to obtain tattoos while a student.

Neat, well-groomed hairstyles are expected of KCC students. Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.). Men's hair must be kept short, neat and trim (clearly distinguishable as masculine). Women's hair styles should be long (clearly distinguishable as feminine).

Any cosmetics worn must promote a natural appearance, not drawing undue attention to one's self.

Dress
Students should dress appropriately in order to avoid a sexually suggestive or otherwise distracting environment. In order to promote the distinction of the sexes, KCC requires men to wear men's clothing and women to wear women's clothing. Attire which advertises or refers to tobacco, drugs or alcohol, or has suggestive, obscene or violent messages or images, or includes other content inconsistent with the mission and values of Kansas Christian College may not be worn.

Inappropriate Attire
Regardless of intent, the following items may be perceived as sexually suggestive or distracting and are therefore inappropriate:

- sleeveless, strapless, backless or low-cut clothing (unless properly covered)
- cut-off shirts or shorts
- tight or form-fitting clothing; shirts, pants, dresses, leggings, skirts or shorts including Spandex-style clothing (e.g. bike shorts, yoga pants, leggings – unless properly covered)
- shirts with openings that expose the chest, abdomen, midriff, etc.
- visible undergarments (including the wearing of undergarments on top of acceptable clothing)

Note: skirts, dresses or shorts should be loose-fitting, knee-length or longer and must at a minimum rest easily at the top of the knee when seated.

Additional Guidelines
Students may be required to adopt a more professional standard of appearance (e.g. suits, formal attire, etc…), for special events. Additionally, various activities and programs of study may require a more specific standard of dress in order to meet professional standards.

Kansas Christian College continues to teach students to adopt a careful, thoughtful approach to modesty and simplicity. To cultivate a supportive community of believers, we recognize our Christian duty to present ourselves in a manner of genuine love and concern for our brothers and sisters in Christ. Still, we acknowledge modesty runs deeper than a dress standard, and begins with remaining pure in mind and heart regardless of the way another is dressed. These guidelines are not intended to be all-inclusive. Questions about appropriate attire should be directed to Student Services personnel.

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

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

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

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

Residence Hall Visits

Commuter students may occasionally visit a student in the residence hall. They are expected to abide by the *Guidelines for Residence Hall Living* so far as required. However, these visitors are expected to leave the dormitory by curfew without exception unless the resident educators have granted special permission.

Miscellaneous Concerns

Petitions

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

Political and/or Social Action Group Solicitations

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

Grievances

Grievances must be channeled through the proper chain of command.

Unpaid Bills

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

School Property

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

Firearms

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

Key Policy

Possession of a key to any door on campus carries with it great responsibility. Keys should not be used for access outside of the purpose of their issuance. No person may be in possession of keys without authorization. All keys remain the property of Kansas Christian College regardless of their origin. Duplicating keys is prohibited.

Misplaced Key Charge

There will be a $60.00 charge for replacing a lost or unreturned key and a $2.00 charge for opening a door when a student has locked himself out.

ID Cards

Students recieve Student ID's during registration. the ID cards are used for checking out books, identification, and meals in the cafeteria. Misplaced ID cards will be replaced for a $10.00 fee.

Gambling Policy
Scripture teaches the stewardship of God-given resources. Therefore, gambling and any other exchange of money and goods by betting or wagering is not allowed while a student at Kansas Christian College. For the same reason, the KCC community does not participate in lottery ticket purchases or similar operations (see Proverbs 28:19, 20, 22 & 1 Timothy 6:6-10).

Internet Use
KCC provides monitored and logged Internet service to all buildings on campus except private dwellings. The school reserves the right to check the online history of sites visited. If it is determined that the student is spending time at sites deemed to be unwholesome or pornographic, the student development committee will be called upon to investigate and implement a course of action to correct the problem. The online history of the student may be checked at the student's personal computer or remotely.
The school reserves the right to block individual sites based upon overall inappropriate tone and/or reputation. Requests to block/unblock sites may be presented to an Internet committee appointed by the president which will review the request and make a recommendation to the IT personnel. Filtering software is in place for the protection of all of our students and employees.

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

Media Policy
"…Fix your thoughts on what is true and honorable and right. Think about things that are pure and lovely and admirable. Think about things that are excellent and worthy of praise." (Philippians 4:8 NLT (emphasis added) should be the standard for choosing that entertainment. Much of today's culture found in television, radio, theater, movies, music, computers, books, magazines, and internet and video games - does not reflect holy living. Therefore, students must be extremely careful to make choices of entertainment that are consistent with Biblical values. Right choices will prohibit students from viewing, attending, or participating in any entertainment (whether in their dorm rooms or in public) that promotes sexual immorality, contains excessive violence or profanity, or disrespects God. Every effort should be made to determine the appropriateness of the activity or material BEFOREHAND, by such means as labels, ratings, and reviews.

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

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

General Campus Appearance

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

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

- Cooperating in keeping the lawns free from all paper and trash.
- Not eating in the library, chapel, and reception areas.
- Not leaving books, notebooks, coats, and other personal items in common areas overnight.
- Properly disposing of unwanted materials.

Employment

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

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

- Thoroughly Christian
- Mannerly
- Diligent
- Honest in all dealings
- Always neat in appearance
- True to KCC standards

Work-Schedule Limitations

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

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

The Dean of Students will consider a special request when a student can show more employment hours are necessary.

System of Discipline

While it is the responsibility of all faculty and staff members to see that the principles of conduct are maintained, the ultimate supervision of student affairs comes under the administration. Faculty members and dormitory personnel handle most minor problems, while those of a consistent or serious nature are handled by the dean of students and/or the student development committee.

FERPA

See Appendix 1 for Family Educational Rights and Privacy Act (**FERPA**) student records policy.

Student Procedural Due Process

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

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

Written notice will be provided the student, allowing him a reasonable amount of time to prepare his defense. This notice will specify the charges against the student, referring to any specific institutional rules that allegedly have been violated.

Prior to the hearing, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence that the college intends to submit against him.

The student development committee shall conduct the hearing.

The student shall be permitted to confront his accusers and to hear all witnesses and to have an advisor or representative present.

The student or his designated representative shall have the opportunity to present the student's case, his version of the facts and any witnesses on his behalf.

A full and complete record of the hearing will be made.

If the student is dissatisfied with the decision of the student development committee, he has the right of appeal to the president, who can either support or reverse the decision of the student development committee.

The documentation of all such proceedings are to become part of the official school documents and shall be accessible to the school board.

Student Grievance Procedure

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

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

Every student complaint, problem, or grievance is important enough to be of concern to the administration, faculty, and staff of Kansas Christian College.

Every grievance should be resolved as soon as possible and as close to the source as possible. The time limits are imposed to make this a reality.

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

All concerns, problems, or complaints presented by one or more students may proceed through steps one, two, and three of this procedure. If the student does not think he can talk to his advisor, or if he thinks his advisor is involved in the problem, he may begin the procedure with step two.

If the grievance relates to either the academic dean, dean of students, or facilities coordinator, the student may begin the procedure with step three.

If the grievance relates to the president, the student may submit a written grievance to the chairman of the

school board who will investigate the grievance and report to the student, president, and the school board. The documentation of all grievances which reach step three or above are to become part of the official school documents and shall be accessible to the school board.

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

Step One:

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

If the grievance relates to ADA policy and procedures, the student should make an informal presentation to the ADA Coordinator.
If the answer does not satisfy the student, he may proceed to step two within five working days.
If the student does not proceed to step two within five working days, the matter will be considered closed.

Step Two:

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

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

If the grievance relates to ADA policy and procedures, the student should prepare a "written grievance" to the VP of Operations.
The VP of Operations discusses the grievance with the student, does further investigation, and returns a written response within five working days.
The VP of Operations may either support or reverse the answer given in step one.
If this response does not satisfy the student, he may proceed to step three within five working days.

Step Three:

The student presents a written grievance to the president.

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

Step Four:

In the event that the grievance has not been resolved satisfactorily within the institution, the student has the express right to appeal to the Kansas Consumer Protection Division, Kansas Attorney General's Office.

Additional Topics Addressed in the College Catalog

Academic Information
Academic Programs
Admissions Procedure
Application Forms
Calendar
College Personnel
Course Descriptions
Directed Student Ministries
Educational Rights and Privacy
Examinations
Field Education
Financial Information
School History

Additional Topics Addressed in the Dormitory Guidelines handbook

Campus Life
Campus Employment
Dormitory Dress
Dormitory Visitors/Guests
Entertainment
Falcon's Fortress Guidelines
Off-campus Housing
Residence Dating Guidelines
Residence Fees
Student Life
Visiting Off-campus
Work-Schedule Limitations

Appendix 1

FERPA for the Student: Student Records Policy

The Family Educational Rights and Privacy Act (**FERPA**) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. **FERPA** gives students certain rights with respect to their education records.

1. the right to inspect and review the student's education records
2. the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
3. the right to a hearing if the request to correct an alleged inaccuracy is denied
4. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that **FERPA** authorizes disclosure without consent
5. the right to file a complaint with the U.S. Dept. of Education concerning alleged failures by Kansas Christian College to comply with the requirements of **FERPA**.

FERPA-related forms for restricting directory information (confidentiality request), requesting to review and inspect records, and a request to amend an education record, are available from the registrar's office. Records of requests for/disclosures of a student's information and of release of that information are kept in the registrar's office.
For complete documentation and regulations of the Family Educational Rights and Privacy Act, please visit the U.S. Department of Education web site.

Index

A

Appearance Guidelines 11

B

Bus Parking 6

C

Cafeteria Etiquette 12
Campus Appearance 14
Campus Organizations 5
Chapel 4
Chapel Attendance 5
Chapel Conduct 4
Church Attendance 4
Class Organizations 5
Courtesy Concerns 12

D

Dances 14
Dating 9
Dating Commitment 9
Discipline System 15
Dress Code 11
Drug, Alcohol, Tobacco Use 8
Due Process 16

E

Employment 15
Engagement 10

F

FERPA 19
Firearms 13

G

Gambling 13
Gender Identity 10
Grievance Procedure 16
Grievances 13

H

Health Services 7
Human Sexuality 10

I

Internet Use 13
Interpersonal Relationships 8
Introduction 3

K

Key Policy 13

M

Maintenance Requests 7
Marriage 10
Media Policy 14
Medical Urgent Care Information 2

N

New Student Orientation 6

O

Obscene Literature 8

P

Parking Guidelines 6
Parking Permit 6
Parking Space 6
Petitions 13
Political and / or Social Action Group Solicitations 13
Pregnancy 11
Premarital Sex 11
Profane Language 8

R

Residence Hall Living 4
Residence Hall Visits 12
Respect for Property 12

S

School Property 13
Social Networking Sites 14
Standards of Conduct 7
Student Council 5
Student Life Activities 4
Sunday 4
Suspension 17

T

Temporary Parking Permit 6

U

Unpaid Bills 13
Urgent Care (Medical) Information 2

W

Work Schedule 15