

# Handbook for Traditional Programs 2021 - 2022

## *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 be:**

- Able to articulate a biblical worldview
- Able to clearly articulate the meaning and practical expressions of holiness of heart
- 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 01/18/2019)

### **Ask-a-Nurse**

Advent Health Phone: 913.676.7777

### **Area Medical Services**

Advent Health Central 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

Advent Health Shawnee Mission 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.

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## ***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. Chad Pollard
Executive Vice President	Mr. Matthew Lee
VP of Academic Affairs	Dr. Dennis Crocker
Director of Operation & CFO	Mr. David Carpenter
Registrar	Dr. Lucien Fortier
Facilities Coordinator	Mr. Benjamin Allred
Title IX Coordinator	Mr. Nathan Chang
Campus Chaplain	Rev. Gui Fadlalla
Director of Student Services	Mrs. Jamie Eberra
Resident Director	Mr. Jaime Cuellar
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.

### Chapel Attendance

In order to successfully receive credit for Chapel students must earn 24 chapel credits (80% of available) for the semester. 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 fewer than 24 credits are placed on “Chapel Probation” for the following semester.

### Church Attendance (resident students)

Students residing on campus are encouraged to become part of a local congregation and its weekly activities. These students must report their attendance for Sunday services via the student management system thereby earning the required credit. Attendance report is due Monday of each week. There are at least 15 opportunities to gain church credit each semester. Resident students are required to earn 12 church credits each semester in addition to chapel credits.

Students failing to successfully meet the church credit requirement by earning fewer than 12 church credits are placed on “Chapel Probation” for the following semester.

Chapel Probation consists of the following:

- Must maintain 80% chapel and church credit throughout the semester
- Must satisfy a \$250 fine.

Failure to meet the requirements above, results in the following for the balance of the semester.

- Loss of institutional scholarships
- Ineligible for KCC athletics program membership
- Ineligible for STUCO membership
- Ineligible for leadership roles in student clubs, organizations

Students on Chapel Probation who fail to successfully meet the semester’s chapel and church credit requirements 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 graduate’s failure to meet the chapel and church credit requirements will result in the students’ diploma being withheld until satisfactory requirements (as assigned by the Executive Vice President) are met.

## ***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.

### ***Student Orientation***

College 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 learning management system and the Watkins Memorial Library, study skills, and test-taking.

### ***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 link is available and located in the welcome packet. Resident directors can also give the link when needed.

### ***Health Services***

Advent 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 10 hrs. of community service, may include suspension, and may include substance abuse assessment and completion of an appropriate rehabilitation program; the second violation will result in mandatory suspension for a minimum of one full semester. 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.

## ***Drug Testing Policy***

Kansas Christian College maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state or local laws in the location where the substance was used. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions.

The Dean of Student Services, or his/her designee, shall be responsible for oversight and implementation

of the College's drug testing program. See Appendix 2 for complete policy.

## ***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.

### **Dating**

#### **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 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.

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.
- 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.

### ***Appearance Guidelines***

Kansas Christian College desires its developing leaders to maintain a reasonable standard of appearance that 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 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 hairstyles are prohibited. 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.

Athletic uniforms approved by the administration and appropriate to the specific sport may be worn while participating in intercollegiate or interscholastic practices or competitions in designated athletics areas.

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 with 24 pre approval by Resident Director. 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 receive 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.

### ***Suspension***

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

### ***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 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 quickly 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

# **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.

## ***Appendix 2 – Student Drug Testing***

### **Statement of Policy**

Kansas Christian College maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state or local laws in the location where the substance was used. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions.

The Dean of Student Services, or his/her designee, shall be responsible for oversight and implementation of the College's drug testing program.

### **Basis for Drug Testing**

Drug testing will be required whenever the administrator over student services, or his/her designee, has reasonable suspicion that a student may be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Grounds for developing reasonable suspicion to require a student to submit to a drug test may include, but are not limited to, the following:

- (1) Incoherent communication or inexplicable behavior;
- (2) A pattern of tardiness and/or absenteeism from class;
- (3) Suspicious odors on person, clothing, and/or other property;
- (4) Possession of drug paraphernalia;
- (5) Arrest, citation, or conviction for a substance-related offense;
- (6) Observations of substance abuse or physical symptoms of manifestations of impairment, incoherency, or erratic, inexplicable conduct; and
- (7) A report of substance abuse or use provided by a reliable and credible source.

Such grounds shall be articulable and particularized to the individual student to be subjected to drug testing.

### **Definitions**

*Drug Test* – A scientifically substantiated method to test for the presence of controlled substance or illegal drug as determined by a urine test.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state, or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, amphetamines, methamphetamines, opiates, hallucinogens, depressants and stimulants not prescribed for the user. This term shall include, but shall not be limited to, all drugs listed on the 65-4105, 4107 Kan. Stat. Ann., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812.

*Non-Negative Test* – Any test showing an initial positive result that has not been verified.

*Positive Drug Test* – A toxicological test result that is considered to demonstrate the presence of a controlled substance or illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term alternatively may be referenced as a “positive,” a “positive test” or a “positive result.”

## **Confidentiality**

Student health information derived from the results of drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and KCC policies will be used to enforce violation of confidentiality.

## **Notification and Consent**

Upon enrollment in Kansas Christian College, students shall receive a copy of this policy. Submission to drug testing in accordance with this policy is a condition of enrollment with KCC. Notice of this policy shall be conspicuously placed in student handbooks, on KCC’s website, and provided at student orientation.

This policy does not affect other policies and practices of KCC in dealing with drugs or alcohol use or possession.

## **Testing Procedure**

Any drug test required by KCC under the terms of this drug testing policy will be administered by or at the direction of a professional laboratory chosen by KCC using scientifically validated toxicological methods and certified to conduct drug testing. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, scientific testing and verification of samples.

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving notice from the Dean of Student Services and/or his/her designee the Student has been identified, pursuant to the College’s reasonable suspicion standards, to require drug testing, the student will immediately go to a designated laboratory and wait until it is his or her turn to produce a specimen. The testing lab will follow standard protocols to confirm the student’s identity, verify any prescription medications the student is taking that may impact the testing result, and collect a

specimen. If the specimen is deemed unacceptable for testing by the designated lab, the student will be required to produce another specimen. If a student is unable to produce a urine sample within three (3) hours, the student must schedule an appointment with a doctor within five (5) days of the test to see if a medical reason exists to explain the inability to produce a urine sample. The doctor's exam will be conducted at the expense of the student. If the student does not have the exam, or if the doctor does not find a valid medical reason, then the test will be deemed positive.

The test results will remain confidential and will only be released to the student and approved KCC officials. All files regarding the participants in any drug testing, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory KCC files required for each student.

### **Violations/ Consequences**

A positive drug test that confirms a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances will result in disciplinary action as outlined in the KCC's Substance Abuse Policy (#2335).

### **Refusal to Submit to Drug Use Test**

Any student who refuses to submit to a request for drug testing from an authorized KCC official, refuses to authorize the release of test results to KCC, or tampers with a drug testing sample will be treated as if the test was positive.

Any student who has a positive initial test and refuses to complete the requirements for a confirmation test will be treated as a refusal.

### **Drugs Subject to Testing**

Any illegal drugs as defined by this policy may be tested for. KCC will pay for all drug screenings and follow-up screenings required by this policy. Any participation in substance abuse evaluation and education/counseling programs is at student expense.