



KANSAS CHRISTIAN
— COLLEGE —
Est. 1938

Student Handbook

2025 - 2026

The information included in this handbook is primarily geared towards residential students attending on-campus FlexEd programming.

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

Institutional Distinctives

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

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 Student Handbook 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 need additional information, please feel free to contact one of the following people. They will gladly be of assistance to you.

Office of the President

- President: Chad Pollard, Ph.D.
- Executive to the President: Margie Talbot
- Director of Financial Aid: Wesley Brothers
- Student Accounts: Gloria Meyers
- Title IX Coordinator: Leandra Martin, MS

Academics

- Chief Academic Officer: Joshua T. Fischer, Ph.D.
- Academic Dean: Laura Gallagher, MA
- Registrar: Tony Hurla, MA
- Head Librarian: Susan Rice, MLS
- Student Success Coordinator: Leandra Martin, MS

Facilities

- Facilities Coordinator: Phil Gray, MEd

Spiritual Life

- Campus Chaplain: Gui Fadlalla, D.Min.

Athletics

- Vice President of Athletic Advancement: Jim Poteet, Ed.D

Financial and Business Office

- Chief Financial Officer: David Carpenter, MA

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.

FERPA

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

Student Medical Resources

Ask-a-Nurse

Advent Health Phone: 913.676.7777

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

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

Health Services

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.

Student Life

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.

Residence Hall Living

All single college students who are freshman or sophomores are required to live in the dormitories unless they are 21 years old or older, or no longer classified as freshman or sophomores. Students enrolled in at least nine credit hours, must reside in the dorm. Those 21 years old before the beginning of the semester are eligible to live off-campus without application. Traditional undergraduate students who are not yet 21 and wish to live with a parent or approved relative (i.e. grandparents, aunt & uncle) off-campus must complete a notification form and receive approval from the VP of Student Affairs.

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

- College students who are under 17 years of age
- College 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 Affairs Office.

Chapel & Small Groups

All residential/traditional students are required to attend chapel and small group events each week, including all student-athletes and resident students. Student-athletes must attend chapel for the entire year, not only during their sports season. At least 76% of chapel events must be attended during each semester.

Chapel Frequency. College chapel meets once each week during which time the campus chaplain and special guest speakers (evangelists, pastors, and missionaries) minister to college students.

Additionally, students meet in small groups for discipleship once each week

Chapel Conduct. Students are expected to show 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 at KCC, chapel participation is taken seriously. When students are not in chapel they miss an opportunity to grow spiritually.

Chapel Scanning

A scanning system records chapel attendance. Students are required to bring their ID cards to chapel and must scan in and out of chapel within a posted timeframe to receive credit.

- Students are responsible for monitoring their chapel attendance via Canvas. If the record is incorrect, the student should contact the Student Affairs office as soon as possible.
- Integrity in chapel attendance is expected. Students are only allowed to scan their own ID. If they are discovered scanning another's student ID's, the student scanning and the student who gave their card to be scanned, will lose credit for that chapel and may be referred to the VP of Student Affairs for disciplinary action. Likewise, students discovered scanning for credit but not attending chapel may also be referred for disciplinary action.

Exemptions

Requests to be excused from chapel are to be made in writing to the campus pastor. The campus pastor will visit with the student about the validity of the request and meet with the chapel committee. A decision will be made on whether or not to grant the request. All requests to be excused should be made at the beginning of the academic year or the beginning of the semester.

Requests to be excused cannot be honored for preceding semesters. Working does not automatically excuse a student from chapel. Students are to treat chapel and small groups events the same as a class and plan their schedules to be in attendance. Requests can only be approved in extenuating circumstances. All requests should follow these steps:

1. Send written request to the Campus Pastor
2. Meet with Campus Pastor to discuss the request
3. Decision for approval per chapel committee

Unmet Requirements/Chapel Probation

Failure to meet the required attendance of at least 76% of chapel events by the end of the semester will result in a \$250 fine, a mandatory meeting with the Campus Chaplain, and Chapel Probation. If a student fails to meet the chapel requirements in a subsequent semester, they will remain on probation, incur an additional \$250 fine, and be ineligible to participate in athletics or other groups and teams.

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.

Student Orientation

College freshmen and all transferring students taking six or more hours are required to participate in New Student Orientation before the semester begins. Various sessions will seek to acquaint the student with aspects of college life, as well as with the philosophy, policies, and procedures of KCC.

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.

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

The Maintenance Request link is available and located in the welcome packet. Resident directors can also give the link when needed.

Standards of Conduct

At our college, we are committed to fostering a vibrant faith in Christ, encouraging students to love God and their neighbors through practices like prayer, Scripture reading, and active participation in local church communities. By enrolling, students become part of our school community and agree to uphold our standards of conduct, which require self-discipline and respectful behavior. Our aim is to create a supportive environment grounded in faith, guided by Scripture, where all members can thrive together.

Moral and Ethical Standards

- **Personal Conduct:** Christian principles of morality should govern every personal and social relationship.
Scripture: 1 Peter 4:8
- **Substance Use:** The use of alcohol, tobacco, illegal drugs is prohibited.
Scripture: 1 Corinthians 15:33
- **Cohabitation:** Cohabitation with members of the opposite sex is not allowed.
Scripture: 1 Corinthians 6:18

Community and Spiritual Life

- **Social Media and Entertainment:** Social media and entertainment choices must reflect our mission and values.
Scripture: Colossians 3:17
- **Attendance and Participation:** Chapel attendance is mandatory.
Scripture: Hebrews 10:25
- **Community Behavior:** The use of profane language, obscene literature, gambling, and sexually suggestive dancing is prohibited.
Scripture: 1 Thessalonians 5:11
- **Respect for Others:** Disorderly conduct and disruptive behavior are prohibited.
Scripture: 1 Corinthians 14:40

Identity, Appearance, and Safety

- **Gender Identity:** Students should embrace their God-given biological gender.
Scripture: Genesis 1:27
- **Dress Code:** Modest and professional attire, as outlined in the student handbook, is required.
Scripture: 1 Timothy 2:9
- **Views on Human Sexuality:** Students should align their views on human sexuality with our institution's values.
Scripture: 1 Corinthians 6:13
- **Safety Regulations:** Weapons or firearms are strictly prohibited on campus.
Scripture: Exodus 20:13

- **Respect for Property:** Property abuse, whether school or personal, is unacceptable.

Scripture: 1 Corinthians 4:2

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.

Dating & Public Displays of Affection (PDA)

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.”

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.

No student may date a school employee who is his/her supervisor, financial advisor, or classroom instructor.

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

Public Displays of Affection. KCC upholds the Biblical principle of fidelity in marriage between a man and a woman and promotes chastity in singleness. 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. As such, public displays of affection (PDA) are not permitted.

Cohabitation. Cohabitation, defined as an unrelated male and female living together without being legally married, is not permitted within our organization’s facilities or programs. This includes shared living spaces, residences provided by the organization, or any context where individuals are participating in our services. KCC upholds the biblical portrayal of marriage as a sacred covenant intended for sexual intimacy (Genesis 2:24; Matthew 19:4-6), emphasizing that sexual relations should occur only within this commitment. Scriptures such as Hebrews 13:4 reinforce the importance of honoring marriage, while Paul advises in 1 Corinthians 6:18-20 to avoid situations that may lead to sexual immorality. Students who violate this standard will be subject to the disciplinary process.

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 and look professional. Therefore, only minimal jewelry is permitted, such as wedding/engagement rings, earrings, nostril/nasal piercings and necklaces.

Tattoos that are offensive or inconsistent with the mission and values of the college must be covered.

Neat, well-groomed hairstyles are expected of KCC students. Extremes in hairstyles are prohibited.

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)
- Shorts should be at least as long as the middle finger when standing upright with your arms at your sides.

Note: skirts or dresses 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” in 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 pre-approval by the 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 the end of visiting hours 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, Weapons, and Fireworks

Firearms and weapons may not be brought on campus. Students must not keep firearms and weapons in their residence halls or vehicles. They must be stored off-campus.

Items such as ammunition, swords, all knives (3" blade or greater), bows and arrows, or any other types of weapons must also be kept off-campus.

Possessing fireworks within city limits is illegal. Students are not allowed to have fireworks or other similar explosives on campus.

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.

Entertainment, Recreation & Social Media

Films or games rated "R", "X", "NC-17", "M", or "AO" are prohibited for viewing by individuals or groups on campus. Additionally, movies that are excessively violent, vulgar, or sexually explicit may not be screened in group settings, and students are strongly advised against watching them as well.

It's important to recognize that social media and publicly accessible web pages are forms of public communication. Student Behavior on social media should align with the Student Standards of Conduct (see policy #7104). Any communication that does not align with the Student Standards of Conduct is unacceptable. Violations of this policy may result in disciplinary action.

Students should exercise discernment guided by Scriptural principles when making choices about movies, videos, computer and television content, video games, reading materials, room decorations, off-campus activities, and social media. The Bible calls us to “...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).

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.

Maintenance Requests

The Maintenance Request link is available and located in the welcome packet. Resident directors can also give the link when needed.

Student 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

KCC recognizes the hard work that it takes for students to go to college. As an outcome of the FlexEd Model, students are given the opportunity for working more hours during the week due to limited “in class days and times. Despite the greater availability of work hours in the schedule, students should endeavor to establish biblical priorities in the use of time. To that end, below are recommended guidelines for work hours based on the number of three-hour classes being taken in a given sub-term:

Work Hours Recommended Per Number of Classes	
# of Three-Hour Classes in a Subterm	Work Hours
3 (Special Approval Needed)	<15
2	<30
1	<45

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 or who persistently fails to manifest the accepted qualities of a lady or gentleman, will be subjected to suspension from this school.

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:

1. Written notice will be provided to 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.
2. Prior to the hearing, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence that the college intends to submit against him.
3. The student development committee shall conduct the hearing.
4. The student shall be permitted to confront his accusers and to hear all witnesses and to have an advisor or representative present.
5. The student or his designated representative shall have the opportunity to present the student's case, his version of the facts and any witnesses on his behalf.
6. A full and complete record of the hearing will be made.

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 the student success coordinator.

The student success coordinator 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

Appendix 1 – Family Educational Rights and Privacy Act (FERPA)

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.