



Student Handbook

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Student Handbook 2021-2022

Student Handbook Introduction

I. Our Mission

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

Central seeks spiritually-minded students who actively participate in their local congregations, have the intellectual ability to study at the college level, and desire to become equipped with the knowledge, attitudes, and skills for vocational church leadership and volunteer positions. Our vision is encompassed in our desire to train dedicated disciples who know God's word and serve His kingdom.

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

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

II. Our Values

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

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

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

Our Common Values: Christian love and integrity

III. Community Covenant

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

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

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

IV. Shared Beliefs

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

The Board of Directors annually resolves to support the tenets of faith of The Association for Biblical Higher Education (ABHE) which reads:

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

Students are not required to agree with Central professors on every matter of doctrine and theology. However, students are expected to understand what their teachers explain in class and not attempt to undermine the theological teaching of the College. Honest questions and discussion are welcome, but intentional, habitual attempts to argue or cause dissension are not tolerated. If a student feels uncomfortable with a doctrinal position of the College, he or she is urged to meet privately with a professor to ask serious questions and consider the Scripture's teaching on the issue. In some cases students may privately hold to doctrine that is contrary to the College's as long as it does not become a point of division. However, the exercise of charismatic gifts in public worship is one example where personal doctrinal preferences can easily become divisive. As a result, the College has adopted the following policy on decorum in campus worship services:

When it comes to corporate worship, Scripture teaches that "everything should be done in a fitting and orderly way" (1 Cor. 14:40). Any disorderly activity which causes a disturbance or distraction during a public worship service must be avoided.

The phenomenon of "speaking in tongues" in Scripture refers to a human language understood by some in the audience. The miracle of tongue-speaking was not creating an unknown language, but speaking in a known language without benefit of training (Acts 2:6). It was also specifically intended as a sign for non-Christians, not to motivate Christians (1 Cor. 14:22).

Therefore, making unintelligible utterances of an unknown language does not qualify as Biblical tongues, according to the College's interpretation of Scripture. Such unintelligible utterances in a public assembly on the campus of Central Christian College are disorderly, disturbing, and distracting and are thus prohibited in application of the instructions of 1 Corinthians 12-14.

V. When Standards Apply

The college expects students to adhere to the student conduct code while they are a student of CCCB. The Student Code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The student conduct board shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis. The Student Development office reserves the right to change the standards of the Handbook at any time. Such changes will be announced and published.

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1. Student Success

1.1 Section One - Spiritual Growth

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

1.1-1 Discipleship

Discipleship is a critical part of developing servant leaders for the Church. Student development has created a student discipleship program here at Central in order to help new students acclimate to their new learning environment, promote kingdom building through intentional relationships and build up people who can be disciple makers in the future. All campus students who attend Central Christian College of the Bible are required to participate in the student discipleship program for their first two academic years here. The Discipleship program will be on their schedule as Discipleship Training CCT 130:Discipleship Training Sections A-D.

When new students take the required class PCM 120 Principles of Disciple making, they will be introduced to the discipleship program. During the course of this class they will get the opportunity to meet the disciplers who are participating in the program. By the end of the

semester they will be paired with one of the disciplers and then will continue in this relationship through the next three semesters.

The new student will be required to meet with their discipler weekly during the semester. The discipler and the new student will be able to set up those meetings in such a way that they will work with both students weekly schedule. The student who is being disciplined will be required to fill out weekly participation reports on the canvas class. After a student has participated in the program for two academic years they may apply to be a discipler starting their third academic year.

Participation will be tracked through the canvas class and grades will be given based on those participation reports.

1.1-2 Chapel

Central's campus community gathers in the Ferneau Center every Tuesday and Friday during the school year for praise, worship, and celebration. These gatherings are the heartbeat of the campus' fellowship as we work to develop servant-leaders for the church. As the entire on campus student body is gathered, Chapel is also a time in which important and time-sensitive information is communicated to our students.

1.1-2.a. Chapel Attendance Guidelines and Expectations

Chapel is an expectation of every on-site student; however, we hope that students will seek to serve and fellowship with the community of believers found here at Central Christian College of the Bible. Attendance is recorded by the ASO (Academic Services Office) or designees as students enter the gymnasium by scanning their ID card. Chapel services are coordinated by various groups; students interested in participating in chapel services or making announcements should contact Sheri Tesar (sheritesar@cccb.edu) at least 24 hours in advance.

Students who compromise the integrity of the chapel attendance procedure and standards (scanning with the ID of another student, leaving at any time before the service ends, etc.) or fail to comply with chapel expectations (such as the dress code, respect for God and others, etc.) are subject to disciplinary action and possibly being marked as absent. Because Central's students are leaders, the level of behavioral and attitudinal expectations is high.

1.1-2.b. Chapel Attendance

Chapel attendance demonstrates leadership and investment into the Christian community. Students who

do not meet minimum standards for Chapel participation will fail Chapel for the semester. Any student who fails more than one semester of Chapel attendance will not be allowed to graduate. Students must attend 80% of the chapel services each semester; a student may miss six chapels for whatever reason throughout the semester. They are allowed to make up three (3) of those absences by viewing the chapel service online, and filling out the report (see below, Chapel Reports 1.1-2.c). Students who are often absent from chapel will be contacted by the ASO.

1.1-2.c. Chapel Reports

If a student misses a chapel but does not wish to be marked as absent, they can complete up to three make up the missed chapels by:

1. Listening to the missed chapel service (available on the internet at <https://cccb.edu/media-resources/chapel/>); and
2. Submitting a report found at <https://cccb.edu/chapel-report/> that tells the date missed, an explanation for why chapel was missed, the name of the speaker, the Scripture used in the message, an outline of the message, and a personal application of the message.

Reports are to be submitted within three weeks of the absence; If the absence is within the last three weeks of the semester, the report must be submitted by the last day of finals, which may be earlier for Seniors.

Electronic device usage is allowed only in the case of work or family emergencies, for taking notes and presenting program elements. Poor behavior, causing distractions, and/or misusing technology may result in your being asked to leave chapel, in which case you will be counted absent.

1.1-2.b. Chapel Grading

Chapel is "graded" through attendance. It is calculated at the end of the semester. A student will be marked absent if:

- He/she does not sign in on the chapel sign-in sheet
- He/she signs in and then leaves chapel
- He/she does not participate in group activities during chapel

1.1-2.c. Chapel Reports

Listen to a missed chapel service (available on the internet at www.cccb.edu/chapel/); Submit a report found at www.cccb.edu/future-students/main-campus/chapel/ that tells the date missed, an explanation for why chapel was missed, the name of the speaker, the Scripture used in the message, an outline of the message, and a personal

application of the message. Reports are to be submitted within three weeks of the absence or by the last day of finals (if for an absence within the last three weeks of the semester).

1.1-2.d. Excused & Unexcused Absences

A chapel missed because of traveling with an officially recognized Central group or because of attending an immediate family member's funeral is considered excused only if the absence is made up.

1.1-2.e. Alternative Chapel Plan

CCCB acknowledges that there can be extenuating circumstances in which regular chapel attendance is not possible. In these cases, the Registrar will determine a satisfactory alternative to attending chapel regularly. Students are not exempt from the chapel attendance but may fulfill the expectation through a pre-approved alternative plan. Alternative plans may be allowed in the following circumstances:

We understand that some students must work to support themselves and/or their family while in school. Chapel is a mandatory class period and should be treated as such; however, students who cannot avoid work conflicts must have their schedules verified and approved by the Registrar prior to missing chapel.

Students whose Supervised Ministry Experience requirements conflict with chapel may be allowed to perform their field experience during those times. This does NOT apply to any other service learning other than Supervised Ministry experiences.

Students in a cooperative degree program with a scheduled class at Moberly Area Community College or other approved institution, which conflicts with chapel, will be required to set up an alternative chapel plan.

1.1-2.f. Chapel Appeals

A student has the right to appeal any decision concerning their chapel attendance within ten days of notification. Appeals must be made in writing to the Registrar. You may send it to registrar@cccb.edu or drop it by the Academic Services Office.

1.1-2.g Co-Curricular Transcript

Your participation in Chapel will be shown on your co-curricular transcript. The co-curricular transcript is like an infographic for potential employers, demonstrating your experiences to the employer. Good chapel attendance demonstrates dependability and characterizes faith.

1.1-2.h. Chapel Resources

- Watch chapel live: <https://www.cccb.edu/live>
- View chapel schedule: <https://www.cccb.edu/events/chapel>
- Submit a Chapel Report: <https://www.cccb.edu/chapel-report>
- Request an Alternative Chapel Plan: <https://www.cccb.edu/alternative-chapel-plan>

1.1-3. Service Learning

Ephesians 2:10 tells us that we have a purpose for which we were saved. The Great Commission found in Matthew 28:16-20 tells us that making disciples, baptizing them, and teaching them to obey Jesus is a part of that purpose. Fulfilling our purpose also requires finding our place in the broader Body of Christ. As such, Central encourages our students to serve the Kingdom of God while seeking out their God given purpose and vocation by completing 30 hours of service learning.

1.1 – 3.a. Significance

Service Learning is not only a chance to serve others in the Kingdom, but is also a way to explore your vocation. Saints GPS encourages students to serve in their area of learning in order to test their fit and gifting in a given profession. As such, the following goals are a place to start this journey. We encourage you to go beyond them.

- We want you to gain practical experience. You will learn to apply your classroom knowledge to real life situations, such as teaching a Bible School class or leading a worship service in a nursing home. In this way, you will improve your ability to share the Gospel with others and develop professional skills.
- We want you to discover how your unique talents can be used for God's glory. Whether it's preaching your first sermon, making your first evangelistic call, or singing your first solo, we want you to accept new challenges so you can be used by God in new and exciting ways.
- We want you to learn to be a leader. Your Service-Learning will often require you to make plans and to organize for others. You will also find yourself acting as a supervisor for those people. Thus, you will be gaining leadership skills enabling you to become a leader in God's church, after graduation.
- We want you to learn to be sensitive to other people's needs. Working with youth, the elderly, those with special needs, and those in prison; will enable you to experience lifestyles and needs that may be alien to
- We want you to more fully appreciate the work, the problems, the challenges, and the rewards of service in the local church.

- We want you to learn responsibility by completing and reporting your Service-Learning assignments faithfully and on time.
- We want you to graduate with a feeling of confidence in your ability to use what you have learned at CCCB in any situation.

Central encourages our students to use their various talents in some form of ministry or service in the kingdom while enrolled at Central; and then continuing that service upon graduation.

1.1- 3.b. Reporting

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

1.1 – 3.c. How to Report

(Service Learning Reporting)

Students are enrolled in a CCT class called Co-Curricular Transcript Tracking which can be found in Canvas. Students will be expected to complete the reporting form found in the weekly modules of the course.

WHAT TO REPORT:

- Service Hours: Hours spent in serving others
- Prep Hours: Hours spent preparing for the service you perform (ex: Sermon/lesson preparation, planning or creating/gathering materials for your event);
- Hours performed in service to someone as their preparation are regular hours—not prep hours (ex: Setting up chairs for chapel, stuffing envelopes for the church’s newsletter)
- Travel hours: Hours spent in travel to and from serving

For more information on WHAT to report, click the link <https://cccb.edu/christian-service/>

We encourage students to over report their Service Learning Hours. Do not limit your Co-curricular Transcript to 30 hours each semester. Instead, create an actual record of your service.

Any questions or discrepancies with the student’s recorded hours of may be corrected by contacting the Associate Director of GPS, Tammy Ramey or the appointed GPS Office Worker (gpsoffice@cccb.edu).

1.1 - 3.d. Service Ideas

Students have a wide variety of service opportunities to choose from. Service Learning includes both volunteer and paid ministry, so it is possible to earn money for school while completing your service requirements. Any

compensation is between the student and the church or organization. The college does not negotiate pay or expense reimbursement for its students.

Examples of service through the local church/ community:

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

Examples of service through CCCB:

Volunteer Service for chapel, event set up or tear down, cleaning crews, etc

Student jobs may count for up to half of your required Service Learning hours. Saints GPS will check in with your supervisor to verify your work has been done with the excellence and Christian attitude expected of servant leaders. Acceptance or rejection of hours from an on campus job will be made in partnership between the Assistant Director of GPS and the supervisor of the student.

Athletic sporting events and travel time will not be accepted as Service Learning hours. Events set up by the team as a service event and approved by the Assistant Director of GPS prior to the time of service are encouraged and can be used as Service Learning.

1.1 – 3.d. Christian Service Expectation

Each student at Central is expected to accomplish at least two hours of Christian Service per week during the semester for a total of 30 hours. These hours are not required to be separated evenly throughout the semester, but doing so is encouraged both as a continual practice and to ensure the requirement is met.

1.1 – 3.e. Co-Curricular Transcript

Your participation in Service Learning will be shown on your co-curricular transcript. Like your academic transcript shows the record of your progress through your degree, the cocurricular transcript is a record of your extracurricular activities as you report them. It can demonstrate your experience and professional development for a prospective employer. Service

Learning participation demonstrates the desire to make a difference in the lives of others and an understanding of the need to be a part of the community.

1.1-4 Church Attendance

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

Several independent Christian churches are available nearby and offer a variety of ministries in which student members can be involved. Several College personnel are in positions of leadership in local churches and can provide more information concerning the churches. Information and directions for area churches can be found in Student Services. Representatives from area churches will be on campus at the beginning of each fall semester as a part of Central's "Connecting with Our Community" event. This is an event specifically for our students in order for them to find a compatible church and investigate ministry opportunities, transportation possibilities, and to connect with local congregations

1.2 Section Two - Academics

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

1.2-1 Dean of Student Success

Central's Dean of Student Success is a connecting point for students who are struggling on campus academically. This position receives referrals from college personnel and offers services that may help that student stay on track. Though retention is one of the primary goals of this effort, making sure that students are adequately connected to the campus community and the services that are provided, is of greater importance.

1.2 – 1.a. Tutoring Services

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

1.2 – 1.b. Learning Lab

Located in the Reese Resource Center, the Learning Lab is run by a qualified tutoring staff made up of upperclassmen. This service is provided for ANY student wishing to have extra help in their studies, organizing their schedules, preparing for tests/exams, putting together appropriately written academic assignments. The Learning Lab is currently run by Tina Nipper, who is the English Composition I and Basic College Skills instructor. She coordinates tutoring schedules and communicates with the Student Success Coach to make connections for students that are struggling.

1.2 – 1.c. Library

The Reese Resource Center is the Library Handbook can be accessed at the following link:

<https://cccb.edu/wp-content/uploads/libraryhandbook-3.27.17.pdf>

1.2-2. Advising and Field Experience

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

Service Learning - develops relationships to optimize service learning opportunities for students. The ADPS oversees the component of Field Education Experience (FEE) of professional studies programs. He also coordinates with local church support to provide services to local congregations (supply preaching, interim coaching, consulting). Service learning has been given oversight of the new Graduate Placement Services (GPS), which provides services to students and graduates to connect them to ministry opportunities.

Another part of his job is in forming partnerships and communicating with institutions and organizations to provide biblical and ministry training for students. GPS and Service Learning are meant to provide FEE placement services, oversight, and job placement after graduation. For more information about ADPS and GPS, please stop by the Academic Office Suite.

1.2-3 Academic Progress

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

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

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

[Satisfactory Academic Progress.](#)

1.2-4 Accommodations

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

Central will make any appropriate and reasonable adjustments for students with disabilities to ensure accessibility to academic activities (courses and

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

[Accommodations.](#)

1.3 Section Three - Wellness

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

1.3-1. Physical Wellness

1.3 – 1.a. Athletics

CCCB is a member of the Midwest Christian College Conference (MCCC) and the National Christian College Athletic Association (www.thenccaa.org). Official teams representing the college include men's and women's basketball. Members of an intercollegiate athletic team must be full-time students (twelve or more hours). Students are eligible for participation in a varsity sport if their cumulative grade point average (GPA) is at least a 2.00, they earned at least 12 hours the prior semester of enrollment, and they meet Central's scholastic and community life. The athletic schedule can be found at cccb saints.com.

1.3 – 1.b. Intramurals & Club Sports

Central's intramural sports are coordinated by the Athletic Director. Intramural sports are for Central's students, staff, and faculty only. Leagues are formed throughout the semesters and may include sports and activities such as basketball, flag football, dodge ball, ultimate Frisbee, volleyball, kickball, chess, checkers, foosball, billiards, ping-pong, and air hockey. Full-contact sports such as tackle football and rugby are not permitted on campus.

The Athletic Director facilitates usage of all sports equipment. As in all we do, the highest Christian character and behavior is expected. Coordinators may restrict participants and spectators from present and future involvement due to unacceptable behavior. Central's students do not have permission to use the fields or facilities of the public school system, Moberly Area Soccer Association (Shepherds Field), and Moberly Area Community College. For more information about

how to start or to participate in intramurals, click the link: <https://cccb.edu/current-students/student-life/intramural-sports/>

1.3 – 1.c. Strength and Fitness Room

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

1.3 – 1.d. YMCA

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

1.3-2 Mental/Emotional Wellness

It is very important for college students to be proactive in their mental and emotional wellness as well. Identified Mental illness is very common among students today.

According to [mental health research conducted by the National Alliance on Mental Illness \(NAMI\)](#): One in four students has a diagnosable illness; 40% do not seek help; 80% feel overwhelmed by their responsibilities; and 50% have become so anxious that they struggled in school.

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

Central does not have services available to address serious mental and emotional health concerns. But we do have resources and access to places that do. In the event that any such issues arise during your time here, you must seek out assistance from your RDA, RA, RD or other school official as soon as possible. The college staff is more than willing to assist you in finding the resources that will be helpful for leading to a happier and healthier college career. **If you think immediate treatment or care**

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

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

2. Student Services

2.1 Section One - Housing and Food

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

2.1-1 Residence Life

Spiritual transformation occurs in the context of relationships. Central's residence halls offer an unparalleled opportunity for experiencing the best of fellowship and encouragement as a key part of servant leadership development. All full-time single students (taking 7+ credit hours) under the age of 24 are required to live in the residence halls unless granted an exemption through Student Development.

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

2.1–1.a. Residence Directors (RD's)

The Men's RD and the Women's RD lead the Residential Life Staff with the direction and empowerment of the Executive Director of Student Development. They are available for guidance, counsel, and in the case of emergencies. An RD or designee is always on-call for matters related to the residence halls. RD's enforce campus expectations and may give exceptions to the dormitory rules.

2.1–1.b. Residence Directors Assistants (RDA's)

Residence Directors will be assisted in their oversight by 2RDA's. RDA's will provide leadership in the areas of leading dorm devotions, conducting room checks, promoting adherence to dress code and the code of conduct. RDA's will also be available to support residents in meeting with the Resident Directors or Dean of Students.

2.1–1.c. Resident Assistants (RA's)

Resident Assistants live on the dorm floors. RA's are available for guidance, counsel, and in the case of emergencies. They serve as floor leaders and facilitate spiritual, social, and service opportunities for residents. They serve as a part of the Student Development team and are the front line staff in Central's effort to maintain a culture of discipleship, service, leadership, integrity, and love. They are empowered by the RD's and Executive Director of Student Development to initiate disciplinary action when appropriate. Applications and interviews for RA's are generally accepted in February and March. Interested students should initiate a conversation with student life staff, other RAs and/or the RDs. There are separate requirements and benefits for RA's. and RDA's. For more information, follow this link: [RESIDENTASSISTANT](#).

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

2.1–1.d. Rooms and Roommates

Students may request consideration for single occupancy room assignments. Room assignments are made according to availability and at the discretion of the Student Development team through the Residence Directors.

2.1–1.e. Room Reassignment

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

2.1–1.f. Living Off Campus

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

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

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

2.1–1.g. Mandatory Meetings

All dormitory residents are required to attend mandatory dorm meetings. Weekly floor meetings are planned by the RAs. They are designed to make the campus community aware of events and issues as well as providing for a time of spiritual growth as a floor. All residents must also attend a scheduled meeting at the beginning and end of each semester. Residential Life Staff may call additional all campus or floor meetings as deemed necessary throughout each semester. RD's may allow for alternative plans to meet this requirement in extreme circumstances with prior approval.

2.1–1.h. Open Dorms

Residence Directors will occasionally announce limited hours for visits by all campus students. Students are

encouraged to prepare their rooms for guests. Participating students must leave their room doors open at all times.

2.1-2 Food Services

Central provides cafeteria service. The cafeteria provides 16 meals per week. Please refer to the 2018-2019 College Google calendar for information about food services before, during, and after breaks and holidays.

Students MUST present their valid College ID card to be admitted to meals. This card may only be used by the person for whom it was issued. Students are asked to dress appropriately for meals, and in accordance with campus dress policies. Shoes or sandals must be worn in the cafeteria.

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

2.1–1.a. Cash Line Charges:

Continental Bfast Non-Residential = \$5.50 Guest = \$5.25
 Brunch Non-Residential = \$5.50 Guest = \$6.75
 Lunch/Dinner Non-Residential = \$6.00 Guest = \$7.75
 Premium/Specials Non-Residential = \$7.50 Guest = \$9.75

Special diets may be provided for boarding students, when required by a physician, in writing to Student Services on physician's letterhead or on a prescription form. No food may be taken from the dining hall except for take-out meals and requested take out boxes. Take-out meals are available by prior arrangement with the cafeteria for students who miss meals due to work or College activities. Please see cafeteria staff for details on to go box availability.

Students may also purchase Flex Dollars, which may be used in dining services, Harvest House, and the bookstore. These accounts may be purchased through student accounts and will be accessed with a student's ID card. These accounts may be purchased in amounts of \$10.00 and greater. Unused Flex Dollars will carry over from fall to spring semesters, but not from year to year.

2.1 - 1c Food Service Schedule

	Mon	Tue-Fri	Sat	Sun
Continental Breakfast	N/A	7:30-9:15	N/A	N/A
Brunch	10:30-Noon	N/A	10:30-11:45	N/A
Lunch	N/A	11:30-1:00	N/A	N/A

Dinner 4:45-5:45 4:45-5:45 4:30-5:15 N/A

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

2.1-3 Harvest House and Weekend Meals

The Harvest House (HH) is a coffee shop located in the Walton Student Center. HH hours are the same as the student center, but food service through the HH may be limited past certain hours.

Sunday 3:00pm-12:45am Monday-Thursday 8:00am-11:45pm Friday 8:00am-12:45am Saturday 10:00-12:45

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

All residential students on CCCB's board plan will also receive two meals meal from the Harvest House each week. This meal is obtained through the students ID card. Students are encouraged to use this meal on Sundays (when the café is closed), but the student is free to use the meal at any time throughout the school year. Unused money on this account cannot be carried over from spring to fall semester; it must be used during the school year in which it was issued.

A tip jar is available to donate funds for designated fundraisers and/or Outreach Week Mission Trips. Baristas welcome suggestions for drinks and services.

HH employees/baristas can reserve rooms for students in the Walton Student Center (media room, Collaboratory, televisions to be used for special programmed events, and the stage area). They may also provide other needed items such as pool chalk, ping pong balls and supplies, batteries for remotes, remote controls, and other items. Students should ask HH employees if they need access to any of these items.

2.2 Section Two - Student Activities & Ministries

2.2-1 Walton Student Center

The Walton Student Center is a gathering area for campus community and global ministry fusion. The center is coordinated by Student Development and is comprised of the Harvest House coffee shop, the Collaboratory, game area (with ping pong, foosball, pool and board games), and commons area. StuCo and Student-led Ministry Groups have priority consideration for scheduling the Collaboratory for ministry activities. The Student Center is available for all students when open. Hours are:

Sunday	Monday- Thursday	Friday	Saturday
3:00pm-12:45am	8:00am-11:45pm	8:00am-12:45am	10:00am-12:45am

2.2-2 Campus Activities

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

2.2-3 Student Council

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

The StuCo Executive Team is comprised of an elected student body president, vice president, secretary, historian, treasurer, class representatives (one per class),

one commuting student, and one cross-cultural representative. The Dean of Students (or a designee) serves as the Faculty Advisor each academic year. The by-laws for StuCo can be found at this link: [Student Council \(StuCo\) Bylaws](#)

2.2-4 Student-led Ministries

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

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

2.2-4.a. Forming a Ministry Group

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

1. **Propose a Dream.** Submit your vision in writing to the Student Development Office. The proposal will be evaluated by the student development team. There are two criteria involved with this first step; these include:
 1. Is it biblical?
 2. Is it aligned to Central's mission and values?
Proposals that meet these criteria will move to step 2.
2. **Connect.** Find a faculty or staff mentor who will meet with you regularly to discuss your leadership development and group's ministry. Step 2 criteria: Is there an experienced leader who believes in you and your ministry vision
3. **Pray.** Is this something that God wants us to do here and now? After a time of prayer, the proposal moves to step 4.
4. **Announce.** The Student Development Office will assist you in announcing an interest and information meeting. No announcements can be made unless the Dean of Students has approved it (this includes written, verbal, and electronic announcements).
5. **Evaluate.** The criteria for this step are based upon the belief that God provides the resources (people, materials, gift sets, etc.) to do what He calls us to do.

6. **Serve.** If your gathering produces a viable group, you are endorsed and empowered as an official Student Led Ministry.
7. **Grow and Collaborate.** Groups continue their Student Led Ministry status as long as they meet the above criteria.

Criteria Recap: Student-leader. Meet with faculty mentor regularly. Fulfill a biblical need aligned with Central's mission and values. Maintain a viable group, resources, and ministry. Meet regularly for coordination, celebration, and collaboration.

2.2-4.b. Resources & Empowerment

As a Student Led Ministry you have priority access to the following resources:

- Central van use for ministry related activities (there may be charges associated with van usage).
- Startup budget of \$50.
- An account in the CCCB budget.
- No-cost leadership training comprised of:
 - Two overnight off-site leadership retreats through-out the school year (Fall & Spring);
 - On-going mentoring relationship with experienced faculty; and
 - Periodic on-site leadership training and resources.
- Priority consideration for chapel and campus announcements.
- Ability to conduct limited pre-approved fund-raising activities to support the group's ministry. These activities must be approved by the Student Development Department.
- Ability to schedule pre-approved special events on campus through the Dean of Students.
- Service Learning credit for direct ministry activities.

2.2-5 Supply Preaching

Students have limited opportunities to preach in area churches that are looking for guest speakers from week to week. A student who desires to be added to the supply preaching list must be approved. In order to be placed on this list, students must fill out an application and be interviewed by the appropriate faculty member. Applications can be obtained from Sherry Wallis (Executive Assistant to the President).

Students who are approved are put on a general list. Those who are not from Christian churches or churches of Christ will be limited to supply preaching only for the denominational churches that contact us. If a student is scheduled to preach at a church, contact information for the church will be provided. The student is responsible to

pay all expenses in travel to get to the church and may keep whatever the church pays. Students are encouraged to represent the College in the highest manner. Substantiated complaints from churches where a student preaches will lead to the removal of that student from the supply preaching list.

2.2-6 Weekend Ministries

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

2.2-7 Off Camps Employment

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

2.2-8 Mission Work

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

2.3 Section Three - Health & Safety

2.3-1 Health Services

CCCB does not have formal health services on campus. Serious health issues (mental or physical) should be directed to local health care providers whenever necessary.

2.3-1.a. Doctors & Hospitals

Treatment for accidents and illness is available through the emergency room of the Moberly Regional Medical Center, Moberly Urgent Care (1600 N. Morley St. Suite A120A 660-372-9595), Boone Convenient Care (300 North Morley 660-263-1225), Randolph County Health Department (1319US-24, Cairo 660-263-6643) or from several local physicians. The closest doctor's office is at Doctors' Park on South Morley. Critically ill or injured students should contact Randolph County's ambulance service available day or night by dialing 911.

2.3-1.b. Insurance

Students are responsible for all financial costs of medical treatment through insurance or out of pocket payments. Affordable health insurance for students and their families is available through a private agent. Information about health insurance coverage is available at registration and in Student Services. **All students must provide proof of insurance or sign a release of liability form during enrollment.**

2.3-1.C Vaccinations

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

2.3-2 Safety

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

Room keys are given at the beginning of the semester and should be protected carefully and returned to the RD's at the end of the semester or before permanently

leaving campus. Replacement keys cost \$10. Please contact your RD for a replacement key when needed. ID cards which allow access into the dorm halls need to be carefully protected as well. If a student ID is lost or damaged, they will be charged \$25.00 unless it is determined that the damage was no fault of the student. To replace an ID, see student accounts first.

Please follow these guidelines for safety and security:

- Keep the lobby doors locked from curfew through 6:00 am;
- Never prop a secure door open;
- Never leave a first floor window unsecured;
- Keep your room locked at all times when no one is in the room; Central is not responsible for articles missing from a room; Renters' insurance is recommended for all residents; Central's insurance does not cover theft of personal items from a room;
- Be aware of potential "tailgaters". Look around to make sure that no one has followed you onto campus at night or is waiting to follow you into the residence hall lobby or onto a floor;
- Travel in groups around campus and walking trails at night;
- Notify an RD, RDA or RA if you see something or sense that someone or something is not right or may represent a potential safety and security risk. **If you See something?–Say something!**
- Keep your windows covered when changing clothes;
- Never compromise security by inviting an unauthorized guest into the residence hall;
- Immediately notify a Residence Director or Resident Assistant of health concerns or contagious illnesses; Such matters will be addressed with the student's and campus community's best interest in mind;
- Notify RA, RDA, or RD if the keycard door is not working properly, or if doors are propped

2.3-2.a. Inclement Weather

The College is located near one of the emergency tornado sirens for the city of Moberly. This siren is tested on the first Wednesday of each month at 11:00 am. In case of a weather emergency, students in the residence halls should move to the first floor or to their closets. Students may find information about current weather situations and how to receive weather alerts via text messages by visiting <http://www.weather.gov>

In case of a fire all occupants should exit the building in an orderly manner as quickly as possible, closing all doors behind them. Central maintains a Natural Hazards Mitigation Plan in conjunction with Randolph County to

promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment from natural hazards.

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

2.3–2.b. Armed Intruder

Given the occurrence of violence and shootings in schools, churches, and other public gathering places, Central's safety and security initiatives include implementation of the **A.L.I.C.E. program (Alert, Lock Down, Inform, Counter, and Evacuate)**. Incoming freshmen and transfer students will receive training in A.L.I.C.E. by law enforcement during Saints Seminar at the beginning of the semester.

In the event of a violent intruder on our campus, College personnel will do their best to respond to the incident by Alerting the campus and police, Locking in place if appropriate, Informing the campus, Countering the attack, and Evacuating as possible. While we pray that Central will never have to respond to such an event, we prepare by informing and training staff and students of some options that may make a difference if such an event were to take place.

In order to respond quickly to a violent intruder event, the following responses are recommended-When there is an active shooter on campus, students and staff may:

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

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

2.3-2.c. Scenarios & Response Options

This information outlines the campus crisis suggested responses. **When you can EVACUATE the building:**

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

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

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

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

- Trust your instincts!
- Close and lock the door, if possible.
- Barricade the door with anything possible (desks, chairs, bags, etc.).
- Tie down the door, if possible, with a belt attached to the door handle.
- Cover any windows that may be in the doors.
- Look for alternate escape routes (windows, additional doors in the area you are sheltered in, etc.).
- Call 911.
- Alert others by using 2-way radio.
- Set your cell phone to vibrate or silent.
- Breathe to manage your fear–focus your mind on your plan to survive.

- Position yourself in the room in a location that will allow for the element of surprise if the shooter(s) enters.
- Plan to survive:
 - Obtain weapons (books, pens, pencils, laptops, chairs, etc.).
 - Counter attack as the suspect(s) enters your area. Distract and SWARM.
 - Play dead if you are injured and not able to flee or fight.

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

- Trust your instincts!
- Run Option:
 - Run in a zig-zag pattern.
 - Cover your head with a bag, books, or other items that would offer some level of protection.
 - Do not stop running until you are well clear of the building.
- Window Option:
 - Consider if a fall from the window will kill you.
 - Break the window, if necessary.
 - Make an improvised rope out of clothing, belts, or any item that can be used to limit the distance of a fall.
 - Hang by your hands from the window ledge before dropping.
 - Attempt to fall into shrubs, mulch, or grass to decrease the potential for injury.
 - Gather at the Rally Point.

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

- Trust your instincts!
- Options:
- RUN
- FIGHT
 - Throw anything available at the shooter(s), aiming at the face to distract his/her aim.
 - Attack in a group (SWARM).
 - Use all available weapons to attack and secure the shooter(s)–anything can be a weapon.
 - Grab the shooter’s extremities (arms, legs, head);take them to the ground; use body weight to secure them.
 - “Fight Dirty” to survive–bite, kick, gouge eyes, apply pressure, etc.
 - Continue to fight until shooter is no longer a threat.
 - Separate weapon from the shooter
 - Cover with a trash can and secure by one person lying on ground with both arms holding the trashcan.

- If the group evacuates the room, carry the trash can with the weapon inside the trash can.
- Announce to law enforcement that there is a gun in the trash upon exiting the building or approaching law enforcement in the building.
- PLAY DEAD-As a last resort, if you are injured and not able to flee or fight.

When you have incapacitated the shooter(s):

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

3. Student Standards

3.1 Section One - Respect for Authority

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

3.1-1 Expectations

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

3.1-1.a. Respectful Behavior

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

3.1-1.b. Dress Code

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

3.1-1.c. Classroom/Chapel Attire

includes slacks, jeans, capri pants, or modest and appropriate length shorts, and casual tops. Of course, you may be more "dressy" if you like, but it is not necessary. Make it your aim to be neat and clean in appearance. Individual professors may have additional decorum requirements for their classroom.

3.1-1.d. Dorm Attire

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

3.1-1.e. Formal attire

(Banquets: i.e., Convocation, Athletic, and other designated events). It may be appropriate for men's attire to include dress shirt, dress slacks and dress shoes. Ladies are also encouraged to wear more formal dress wear for special campus events. Ladies' dresses should

emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts and high slits are not appropriate for these occasions. The dress/skirt length should be no shorter than the top of the knee.

3.1-1.f. Inappropriate Public Attire Includes

bare midriffs, spaghetti straps, low necklines, oversized baggy pants, yoga pants, jeans with holes that are inappropriate in size and location, tight fitting, soiled, torn or worn clothes, clothing with alcohol or tobacco advertisements and short shorts. It is also inappropriate for males to be without shirts on campus (i.e., "shirts & skins" competitions).

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

- Athletic attire must be modest: mid-thigh shorts, tank tops/sleeveless t-shirts; open-sided shirts are appropriate for practice or workouts in the weight room, gym, or on the athletic field. If yoga pants or leggings are worn, mid-thigh shorts must be worn over the top of them. The athletic attire listed above is not permitted elsewhere on campus. *This means you will need to change or put on appropriate clothing, even when walking back to the dorm or to the dining hall.
- Body piercings: Earrings are acceptable; one small nose stud or nose ring in one nostril is permitted. No other body piercings may be displayed.
- Dress/skirt length should be no shorter than within a dollar bill's width to the top of the knee. Choosing to wear leggings/ tights under a dress/skirt does not alter the length requirement.
- Jeans with holes that are inappropriate in size and location are unsuitable public attire. Low rise jeans may only be worn when not exposing the midriff or lower back.
- Jeggings are not to be worn as jeans and are not acceptable unless worn under a mid-thigh length shirt or sweater.
- Leggings and tights should be worn only under skirts/dresses that meet the length requirement of no shorter than the top of the knee and may not be worn under a shirt or sweater.
- Shorts are to be modest and appropriate in length. (If skin on the back of your legs touches the seat when you are seated, the shorts are too short.)
- Tank tops are appropriate only when worn underneath another shirt. Women's tops and dresses need to cover all undergarments. Tank tops, (NOT camis) must be worn with sheer fabric tops, so as to meet the requirement of covering all undergarments.

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

All students, as well as staff and faculty, are encouraged to pursue modesty and simplicity in all things, including dress. Make it your aim to avoid calling undue attention to yourself through attire, grooming, or personal appearance. Students are expected to adhere to the established school standards and policies at all times on and off campus

3.1-2 Code of Conduct

Central is a Bible college with the specific mission of training up servant leaders for the Lord's church. In doing so, the focus of the college's programs and community requires that we hold students to a higher standard than other colleges and universities. These standards include rules that govern choices that may be foreign to some of our students. We promote sobriety (both from drugs and alcohol), chastity (outside of 30 marriage), and substance-free living. These rules apply to all students, regardless of age, part-time or full-time status, and residential or commuter students.

3.1-3 Student Code Authority

The VP of Student Development shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator, and Appellate Board shall be authorized to hear each matter.

The VP of Student Development shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with the provisions of the Student Code.

Decisions made by the Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

3.1-3.a. General Premises and Chain of Command

RDAs, and RAs have the authority to report and correct minor infractions in the campus community. Residence Directors have the authority to report, correct, and discipline a variety of infractions that pertain to residence life. The Dean of Students will investigate and adjudicate infractions and/or violations of the student code at any level and may seek to include the Dean of Students to determine discipline. RDAs and RAs report to RDs. RDs report to the Dean of Students. The Dean

reports to the VP of Student Development. The VP of Student Development reports to the Executive Team (including the President and the Board)

3.1-4 Proscribed Conduct

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

- **Acts of Dishonesty.** Cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member, or office; forgery, alteration, or misuse of any College document, record, or instrument of identification.
- **Disruption of Procedures.** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
- **Abuse.** Physical abuse, verbal abuse, sexual abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes all instances in person, or using technology of any kind, including social media (specific acts are outlined in the Gender-based Misconduct policy as Title IX violations).
- **Sexual Misconduct.** Sexual intercourse, no matter how slight the penetration or contact, with any object, involving vaginal or anal penetration, and oral copulation (mouth to genital contact or genital to mouth contact); video or audio taping of self or others involving nudity, sexually suggestive activity, or sexual activity; intentional sexual touching, no matter how slight, with any object, with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; any communication of a sexual nature (written or spoken); influencing or attempting to influence another person to commit sexual misconduct; possession, use, manufacture, or distribution of pornography; acts outlined in the Gender-based Misconduct policy of Title IX).

IF YOU BELIEVE THAT YOU HAVE EXPERIENCED AND/OR WITNESSED SEXUAL HARASSMENT, NON-CONSENSUAL SEXUAL CONTACT (OR ATTEMPTS TO COMMIT THE SAME), NON-CONSENSUAL SEXUAL INTERCOURSE (OR ATTEMPTS TO COMMIT THE SAME), OR SEXUAL EXPLOITATION- PLEASE REPORT IT IMMEDIATELY TO COLLEGE PERSONNEL, SPECIFICALLY, THE DEAN OF STUDENTS, ONE OF THE

RESIDENT DIRECTORS, THE EXECUTIVE DIRECTOR OF STUDENT DEVELOPMENT OR ONE OF THE TITLE IX COORDINATORS.

- **Theft.** Attempted or actual theft of and/or damage to property of the College or property of a member of the Campus Community or other personal or public property, on or off campus.
- **Hazing.** As Defined by the Missouri Hazing Law (Section 578.360), any activity which recklessly endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or continued membership in any organization or group, to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing include but are not limited to: physical brutality, whipping, beating, branding, exposure to the elements, forced drinking or consumption of any food, liquor, drug, or any other substance or forced smoking or chewing of tobacco products; or any activity which recklessly endangers the mental health of the student, including but not limited to: sleep deprivation, physical confinement, or other extreme stress inducing activity; or any activity which requires the student to perform a duty or task which is a violation of the criminal laws of this state; a student's apathy or acquiescence in the presence of hazing is not considered by the college as a neutral act. Hazing is a class A misdemeanor, unless the act creates a substantial risk of life, in which case it is a class C felony. Consent is not a defense to hazing. (Missouri Hazing Law, Section 578.365).
- **Failure to Comply.** A student's failure to comply with the direction of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- **Misuse of Keys/ID cards.** Any unauthorized possession, duplication or use of keys or ID cards to any College premises or unauthorized entry to or use on the campus.
- **College Policies.** Violating college policies.
- **Federal, State, or Local Law.** Violating any public law.
- **Drugs.** Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, prescription drugs, or other controlled substances.
- **Alcohol.** Use, possession, manufacturing, or distribution of alcoholic beverages, or intoxication.
- **Weapons.** Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals is prohibited on campus; use of any weapon to threaten, harm, or to cause fear.
- **Demonstrations and Riots.** Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the

college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or on the property.

- **Obstruction.** Obstruction of the free flow of pedestrian or vehicular traffic on campus or at college sponsored or supervised functions (i.e. roadblocks).
- **General Conduct.** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the College premises or at functions sponsored by , or participated in by members of the academic community; disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or with his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, dorm room, or restroom.
- **Computer Facilities and Resources.** Theft or other abuse of computer facilities and resources, including but not limited to: unauthorized entry to a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; use of another individual's identification and/or password; use of computing facilities and resources to interfere with the work of another student, faculty member, or college official; use of computing facilities and resources to send obscene or abusive messages; computing facilities and resources to interfere with normal operation of the college computing system; use of computing facilities and resources in violation of copyright laws, and or College Computer Use Policy.
- **Abuse of Student Conduct Code.** The abuse of the Student Conduct Code, including, but not limited to: failure to obey the notice from College officials to appear for a meeting or hearing as part of discipline process; falsification, distortion, or misrepresentation of information before a College officials; disruption or interference with the orderly conduct of discipline proceedings; attempting to discourage an individual's proper participation in, or use of, the student conduct process; attempting to influence the impartiality of a member of the student conduct team prior to, during or proceeding the process; harassment (written, verbal, and/or physical) and/or intimidation of a member of the discipline process; failure to comply with sanction(s) imposed under the discipline process; influencing or attempting to influence another person to commit an abuse of the student conduct code system and process.

- **Citizenship and Social Conduct.** Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.

3.1-5 Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Executive Director of Student Development. Determinations made or sanctions imposed under the Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College rules were dismissed, reduced, or resolved in favor or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for their habilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

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

3.1-6 Student Conduct Code Discipline Procedures

3.1-6.a. Purpose and Goal of Discipline

The purpose of Central's Student Conduct Code is to cultivate leadership development and to maintain a campus environment conducive to learning, spiritual growth, and academic excellence. The community life standards listed in the Student Handbook support the mission of the College to develop servant-leaders for the church. When standards are violated, appropriate intervention seeks to restore personal and group alignment with expectations, to produce personal growth, and to restore the highest level of campus community.

3.1-6.b. Levels of Authority and Response

Most of the discipline issues which occur on campus will not need oversight by the VP of Student Development. Dress code violations, breaking of curfew, most contraband in rooms (movies and video games which are beyond our rating code etc.), dirty rooms, and most attitudinal issues will be handled first by the RDAs, RAs, and Directors. If and when the Residence Director requests it, the Dean may be included in disciplinary issues/decisions, especially when violations continue to build up. Major Violations that will be directly handled by the Dean and/or VP of Student Development: Violence Drug or alcohol use. Intense disregard for authority Inappropriate sexual contact/relationships Any violation which has not been adequately addressed, or is habitual in nature

3.1-6.c. General Discipline Process

Any member of the college community may file charges against a student for violations of the Code of Conduct. A charge shall be prepared in writing and directed to the Dean of Students or Resident Directors. Any charge should be submitted as soon as possible after the event takes place. The Dean of Students will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the VP of Student Development. Such disposition shall be final and there shall be no subsequent proceedings. After the Dean of Students conducts an investigation, arrives at a conclusion, and dispenses sanctions the discipline process is resolved. However if the student does not agree to either the conclusion or the sanctions then the student may ask request an appeal from the VP of Student Development within five business days.

General Discipline Process

Receive report	Talk with the person who filed the report	Create Student Dev. file on student	Set up a meeting with the student	Conduct Interview with student (may be recorded)	Student Admits Violation	Determine Sanctions & File Report	Determine Sanctions & File Report
			Remove student from community until resolved		Student Denies Allegations	Official Investigation	

All formal charges shall be presented to the Accused Student in written form. If needed, a time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling a hearing may be extended at the discretion of the VP of Student Development.

Charges and Student Conduct Board Hearings Process

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same manner as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
 1. Student Conduct Board Hearings normally shall be conducted in private.
 2. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

3. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student be conducted either separately or jointly.
4. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to then be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
6. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chair person.
7. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
8. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the

Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

9. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.
6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where determined in the sole judgment of the Executive Director of Student Development to be appropriate.

The Executive Director of Student Development is informed if there is a major violation which could include suspension or expulsion or if there is a possible Title IX situation. The Executive Director of Student Development gives final approval for all recommendations for discipline made by the Deans. All students are given instructions regarding the appeals process which will be handled directly by the Executive Director of Student Development.

Reports of violations can be received through various mediums (word of mouth, official wufoo report, email, texts, etc). Reports can be made by any college official or student.

Students who self-report violations are expedited through the discipline process; depending on the type of violation, a plan will be put into place by the Deans to assist the student in being restored to the community. Student Development is committed to treating each student with respect and dignity; every effort is made to

be clear and consistent with all discipline; however, discipline will be decided on a case by case basis as not all consequences are effective in every situation for every student.

3.1-6.d. Sanctions

The Deans are charged with the responsibility of deciding what sanctions would be appropriate to restore the student back into good standing with the community. Possible sanctions include but are not limited to the following:

- Warning-A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- Mentor oversight-Many times connecting a student with other college personnel can be a positive move in the discipline process
- Loss of Privileges-Denial of specified privileges for a designated period of time.
- Fines-Previously established and published fines may be imposed.
- Restitution-Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions-Work assignments, essays, service to the College, or other related discretionary assignments.
- Residence Hall Suspension-Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion-Permanent separation of the student from the residence halls.
- College Suspension-Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- College Expulsion-Permanent separation of the student from the College.
- Revocation of Admission and/or Degree-Admission to or a degree awarded from the College maybe revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Withholding Degree-The College may withhold awarding a degree otherwise earned until the

completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

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

3.1–6.e. Interim Suspension

Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses an ongoing threat of disruption of, or interference with, the normal operation of the College.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Executive Director of Student Development may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

3.1–6.f. Student Records

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become a part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, college suspension, College expulsion, revocation or withholding of a degree, or those included in the College's annual Disclosure of Campus Crime and Fire Safety Statistics upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's confidential record 7 years after final disposition of the case. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

All sanctions will be written up in a formal letter to the student. Students may be offered a copy to sign, stating that they have received the letter (not necessarily to

agree with the sanctions imposed). The signed copy is placed in Student Development's file (which is not combined with any other departmental file) and a copy is given to the student for their own records

3.1-6.g. Appeals

A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator (Exec. Dir. of Student Development) may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

1. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
4. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Administrator for opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

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

3.1-7 Specific Policies Regarding Alcohol, Drugs, and Tobacco

3.1-7.a. Alcohol Policy

Central students agree that they will not drink alcoholic beverages. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol by Central Christian College of the Bible's students is prohibited. The use or possession of alcohol by Central's students (regardless of age) is also prohibited. This includes all students who live on-campus or off-campus (commuter), online, part time or full-time.

3.1-7.b. Drug Policy

Central is committed to a drug-free environment. The use or possession of illegal drugs by Central's students is also prohibited. Because of the detrimental effects that illegal drug use has on our physical, mental, and spiritual health, it is the policy that no student or staff member will be allowed to use illegal drugs on-or off-campus. If it is determined that such use or distribution has occurred, or is occurring, the student will be dismissed and urged, if necessary, to find a counselor or treatment center through the American Association of Christian Counselors(<http://www.aacc.net/references/treatment-centers/>).

In addition, local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life. If at a later time, the person wishes again to become a student at Central Christian College, an investigation will be conducted by the VP of Student Development to determine if any drug problem still exists. If there is sufficient evidence that the student no longer is using illegal substances, he or she may, if all other requirements are met, reenter the school. However, the student will be on disciplinary probation for the first semester of study following re-entry and may be required to pass a drug test. Additionally, non-prescription (recreational) drugs will not be permitted. Prescription drugs must be taken in accordance with the advice of a doctor and should only be legally obtained.

3.1-7.c. Tobacco Policy

Central is a smoke free campus. Students are prohibited from using tobacco in any form. Vapor or E-cigarettes, nicotine gum and patches are all prohibited without the expressed permission of the VP of Student Development.

3.1-7.d. Prevention

Central Christian College of the Bible's Drug and Alcohol Prevention Program is comprised of the following components. The program consists of the distribution of policies of the College and is given to each student each year during registration through distribution of the Student Handbook. Included in the handbook are the College's expectations of its students and staff to maintain a drug and alcohol free environment and the consequences if a violation occurs. An informational piece, "Winning the Battle Against Drugs" (published by the Missouri State Highway Patrol's Public Information and Educational Division), is made available to the students and staff each year during the registration period at the beginning of each semester. This piece provides information on preventing drug and alcohol abuse and the associated health risks and is available at <http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Brochures/documents/SHP-553.pdf>

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

3.1-8 Gender-Based Misconduct (Title IX)

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

Central Christian College of the Bible believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended

to define community expectations and to establish a mechanism for determining when those expectations have been violated.

This policy uses as a guide and template Sokolow, B. A. (J.D.), Lewis, S. W. (J.D.), & Schuster, S. K. (J.D.).(2011).NCHERM model Title IX compliance policy, grievance process and civil rights investigation protocol.

3.1–8.a. Overview of Policy Expectations with respect to PHYSICAL SEXUAL MISCONDUCT

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

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

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

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

The expectations of our community regarding sexual harassment and sexual violence can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear

knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

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

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

3.1–8.b. Overview of Policy Expectations with respect to CONSENSUAL RELATIONSHIPS

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

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative

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

3.1-8.c. Sexual Violence - Risk Reduction

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

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

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

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

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether

they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

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

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

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending upon the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct

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

1. **SEXUAL HARASSMENT.** Sexual Harassment is:
 1. unwelcome, gender-based verbal or physical conduct that is,
 2. sufficiently severe, pervasive and objectively offensive that it,

3. unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the college's educational program and/or activities, and is
4. based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

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

1. **NON-CONSENSUAL SEXUAL INTERCOURSE.** Non-Consensual Intercourse is:
 1. any sexual intercourse
 2. however slight,
 3. with any object or body part,
 4. by a man or woman upon a man or a woman,
 5. that is without consent and/or by force.

If you are unsure if you have experienced Non-Consensual Sexual Intercourse you may find more information by contacting the Dean of Students.

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

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

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

3.1-8.e. Additional Applicable Definitions

CONSENT: Clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be

interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

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

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

- *Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another

student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

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

3.1-8.f. Sanction Statement

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

**The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

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

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any

other group-affiliation activity (as defined further in the hazing policy found in the Student Handbook);

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

8.1-8.h. Privacy and Reporting Policy

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

When consulting campus resources, all parties should be aware of confidentiality, privacy, and mandatory reporting, in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these college officials without starting a formal process that is beyond the victim’s control, or violates her/his privacy.

3.1–8.i. To report confidentially

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

3.1-8.j. Reporting to those who can maintain the privacy of what you share

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

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

3.1-8.k. Non-confidential reporting options

You are encouraged to speak to officials of the institution to make formal reports of incidents (Title IX Coordinator(s), deans, vice presidents, chief financial officer, or other administrators with supervisory responsibilities, and human resources). The college considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that

only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

3.1–8.l. Federal statistical reporting obligations

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

3.1-8.m. Federal timely warning reporting obligations

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

3.1–8.n. Common Questions and Answers

Commonly asked questions regarding the college's sexual misconduct policy and procedures:

Does the information about a complaint remain private?

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

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

Will my parents be told?

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

Will the accused student know my identity?

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

Do I have to name the perpetrator?

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

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

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

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

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

What about legal advice?

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

What about changing residence hall rooms?

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

Other accommodations available to you might include:

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

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

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. Some hospitals have a Sexual Assault Nurse Examiner (SANE: a specially trained nurse) at the hospital who is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). The college may be able to help identify someone who can accompany you to the hospital and to law enforcement and provide transportation. If a victim goes to the hospital, local police may be called, but she/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim

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

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

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

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

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

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

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

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

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

3.1–8o. Clery Act, VAWA & SAVE

Information regarding laws and policies adopted at the federal and state levels is given in writing during freshmen orientation and is made available to any student through the Student Services office. The safety

and security of our students from physical, psychological and sexual violence is a top priority and any incident will be investigated to the best of our abilities.

3.2 Section Two - Respect for the Community

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

3.2-1 Healthy Boundaries

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

3.2-2 Unity in Diversity

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

3.3 Section Three - Respect for Self

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

3.3-1 Spiritual Discipline

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

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

The believer who is experiencing this kind of growth will demonstrate this growth by an increase in the "fruits," which show Christian character. "But the fruit of the

Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things, there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires.” (Galatians 5:22-24, ESV)

3.3-2 Personal Discipline

3.3-2.a. Personal Devotions.

Personal devotions are a vital part of your spiritual growth and development. You are urged to set aside a time each day to spend with the Lord and His Word. It may be difficult to find a quiet, private place in the dormitory to develop this habit. Still, students are encouraged to use the common areas of Pelfrey Hall, the Walton Student Center, the library, and outdoor seating areas as places to have devotions.

3.3-2.b. Entertainment Choices.

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

TELEVISION AND MOVIE CHOICES. Only G, PG, and PG-13 movies may be shown or viewed in public areas on the College campus. Exceptions to this rule for educational or ministry purposes (showing of clips, etc.) must be previously approved by a professor for use in the professor’s class or by the Vice President of Student Development for ministry purposes. Students are expected to use good judgment when watching movies off-campus and follow similar principles. Most films and programs are not licensed for public display, as they are limited to home or personal showings. Copyright laws prevent public viewing and advertisement of films in any public assembly area (gymnasium, Walton Student Center, classrooms, or dorm lobbies) without having public performance rights or written permission from the producer. The same applies to pay-per-view events and/or streaming programs (legally or illegally).

Television programs rated MA are not allowed to be viewed in public spaces. Any questions about these guidelines for public viewing should be handled through the Dean of Students. Students are allowed to watch movies and programs on their electronic devices, computers, DVD players, or personal televisions in private spaces. However, only G, PG, and PG-13 movies and Y, Y7, G, PG, and PG-14 television shows are allowed to be in possession of and viewed by the students in non-public areas. When viewing movies or shows in the

collaboratorium, WSC viewing areas or the Central Cinema couples are not permitted to view without a third person present.

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

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

OTHER ENTERTAINMENT. No forms of adult entertainment are allowed for Central students, including pornography, visiting adult bookstores, clubs featuring inappropriate exhibitions (nudity, lewd dancing, etc.), nor any location where sexual immorality is present. Dances that involve or promote immodesty or sensuality should be avoided. Students are not allowed to be in attendance at bars if they are under the age of 21. Students 21 and over are strongly encouraged to avoid patronizing such businesses unless a particular spiritual activity is being engaged in, such as singing Christian music. Under no circumstances may a Central student escort or accompany a fellow student who is under the age of 21 to a bar (whether for ministry purposes or otherwise).

3.3-2.c. Computer and Internet Usage.

Campus computers are located in the library; students can also checkout a laptop through the library. These computers are available on a first-come-first-serve basis to all Central students. Do not share your user ID and password with anyone. Install anti-virus and anti-spyware software on your personal computer and keep it updated. Also, use caution when receiving e-mail; if you aren’t sure about it, delete it. Do not knowingly use the College’s systems to violate any state or federal laws or regulations. Do not knowingly use the college’s systems to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Do not knowingly use the College’s systems to download or distribute pirated software movies, music, or data.

Students may not use a wired service other than CCCB Internet Service for Internet access on campus. (i.e., dial-up, DSL, etc.) Do not attempt to overload, disable, or circumvent the College's security, privacy, and monitoring systems. Do not share confidential information about others with anyone. Do not knowingly use the College's systems to commit infractions such as the misuse of college assets or resources, sexual harassment, or theft, or misappropriation of intellectual property.

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

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

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

Sexually explicit material is strictly prohibited. Your Internet activity on campus is monitored and recorded for law or policy violations. Furthermore, your actions can be reported to law enforcement or regulatory agencies. The College's staff can inspect all computers on campus, including your personal computer, for policy

and/or law violations. The College retains the right to confiscate any software or file downloaded through the College's computer, network, or Internet systems.

3.2-2.d. Social Media

Social media is a powerful tool in our current culture and should be viewed as a tool to build up the community. Students need to be aware that their interaction on social media reflects on themselves, their community, and the school. Any inappropriate content, posts, photos, videos, etc. can be cause for discipline.

3.3-4.e. Personal Preferences

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

Student Life Personnel

Name	Position	Office Location	Contact Info
	VP of Student Development		darrylammon@ccb.edu
Darryl Ammon	Title IX Coordinator	Student Development Suite	(660)263-3900 x167 (660)676-0242
	Campus Safety and Security		joshuamiller@ccb.edu
Joshua Miller	Dean of Students	Student Development Suite	(660)263-3900 x126 (765)318-8010
	Director of IT	IT office	jameswilliamson@ccb.edu
James Williamson	Men's Residence Director	Residence - Lang Hall RD Apt.	(660)263-3900 x148 or x166 (660)676-8710

Name	Position	Office Location	Contact Info
Tina Nipper	Women's Residence Director Athletic Director	Student Development Suite	tinanipper@cccb.edu (660)263-3900 x172
Jack Defreitas	Men's Basketball Coach	Pelfrey Hall Office - back hall	jackdefreitas@cccb.edu (660)263-3900 x187
Kori Zarzutski	Women's Basketball Coach	Pelfrey Hall - Athletic Suite	korizarzutski@cccb.edu (660)263-3900 x195
Alex Carrow	Harvest House Manager Student	Harvest House - WSC Student	alexcarrow@cccb.edu
Drew Baxter	Activities Coordinator	Student Development Dept.	studentactivities@cccb.edu
Craig Peterman	Residence Director Assistant	Foundation Hall	cgpn753@ccb.edu (260)330-3653
Davin Welsh	Residence Assistant	Foundation Hall (Flr. 1)	dnwh757@cccb.edu
Titus Kolar	Residence Assistant	Foundation Hall (Flr. 2)	tswr850@cccb.edu
Caleb Grimes	Residence Assistant	Foundation Hall (Flr. 3)	cbgf685@cccb.edu
Laura Westercamp	Residence Assistant	Spurling Hall	lawp636@cccb.edu
Demi Huck	Residence Assistant	Spurling Hall (Flr. 1)	dihlk937@cccb.edu
Rachael Pace	Residence Assistant	Spurling Hall (Flr. 2)	rlpe538@cccb.edu