



**KMBC Student Handbook**  
**2023-2024**

# Student Handbook Part 1: Introduction and Student Life

*Welcome to Kentucky Mountain Bible College! We are excited to have you as part of our KMBC family. Someone said, “KMBC is big enough to meet your needs and small enough to care.” “We care” comes from our hearts. We want to do our best to see you achieve your goals and fulfill your God-given potential.*

*Kentucky Mountain Bible College is a unique college with a unique purpose. Not only do we care from the heart, but also we desire our residents to exemplify high-quality conduct that represents Christ well. KMBC students are preparing for the highest calling - representing God! As such, our demeanor, manners, habits, and conduct need to be courteous and above reproach.*

*At KMBC, we teach our students the responsibilities, values, and behaviors that the public expects of professionals in ministry.*

*We long for KMBC to be a nurturing environment for you and that you may treasure your days here as some of the happiest of your life. May God richly bless your time spent at KMBC.*

*Your friend in Jesus,*

Dr. Rob Pocai

President

**Kentucky Mountain Bible College is a Bible-centered higher educational institution whose mission is to equip men and women to serve with a passion to know God, a passion to prepare for His ministry, a passion to live and teach the message of biblical holiness, and a passion to evangelize and disciple the world for Christ.**

August 2023

**“We are the Body of Christ,  
the expression on earth of Him who is in heaven.”**

A quote from “Love Not the World” by Watchman Nee

**Purpose of KMBC**

The purpose of Kentucky Mountain Bible College is to train young men and women for spiritual leadership in Christian service. To accomplish this, a proper academic, spiritual and social environment must be provided. The fact that not all students come from like backgrounds and training makes it necessary for guidelines to be established for the good of all concerned. The guidelines in this handbook are presented to aid each student in understanding the expectations of those living in the KMBC community.

It is to be noted that policies set forth in this handbook are not for the purpose of being unnecessarily restrictive but to be productive and protective. The guidelines set forth in this handbook are designed for the purpose of building and maintaining community while developing personal discipline and sensitivity to the spiritual progress of others. They are established and maintained for the development of the total person as an individual before God, as a member of the KMBC family and as a prepared professional in ministry. A student at KMBC is expected to subscribe to both the letter and spirit of these guidelines.

**We are Community,  
in the world but not of the world!**

# Table of Contents

<u>Student Handbook Part 1: Introduction and Student Life</u>	<u>1</u>
<u>Table of Contents</u>	<u>3</u>
<u>School Calendar 2023 - 2024</u>	<u>4</u>
<u>Personnel</u>	<u>6</u>
<u>Spiritual Life</u>	<u>7</u>
<u>Character Development</u>	<u>8</u>
<u>Student Life</u>	<u>9</u>
<u>Dorm Life</u>	<u>10</u>
<u>Entertainment</u>	<u>14</u>
<u>Dress Code</u>	<u>16</u>
<u>Social Life</u>	<u>18</u>
<u>Dating</u>	<u>19</u>
<u>Facility Use</u>	<u>22</u>
<u>Dining</u>	<u>24</u>
<u>Miscellaneous</u>	<u>25</u>
<u>Student Handbook Part 2: Academics</u>	<u>28</u>
<u>Student Handbook Part 3: Student Life and Sexuality</u>	<u>32</u>
<u>HUMAN LIFE and SEXUALITY</u>	<u>32</u>
<u>Student Life and Sexuality</u>	<u>34</u>
<u>Student Grievance Procedure (regarding issues of a non-sexual nature)</u>	<u>36</u>
<u>Student Grievance Procedure Under Title IX (regarding sexual issues)</u>	<u>37</u>
<u>Student Handbook Part 4: Student Life and Discipline</u>	<u>39</u>
<u>DISCIPLINARY PROCESS</u>	<u>39</u>
<u>STUDENT GRIEVANCE and APPEAL</u>	<u>41</u>
<u>STATE OF KENTUCKY GRIEVANCE POLICY and PROCEDURE</u>	<u>42</u>
<u>Student Handbook Part 5: Counseling and Character Development</u>	<u>43</u>
<u>COUNSELING</u>	<u>43</u>
<u>KMBC Counseling Program: Policy and Procedures</u>	<u>43</u>
<u>Character Development</u>	<u>45</u>
<u>Student Handbook Part 6: Student Organizations</u>	<u>48</u>
<u>KMBC ORGANIZATIONS &amp; STRUCTURE ORGANIZATIONS</u>	<u>48</u>
<u>Class Activities</u>	<u>50</u>
<u>KMBC Missions Cabinet</u>	<u>51</u>

<u>Yearbook</u>	<u>54</u>
<u>Non-Traditional Student's Association</u>	<u>55</u>
<u>Student Council</u>	<u>58</u>
<u>Student Bill of Rights</u>	<u>65</u>

## School Calendar 2023-2024

### First Semester

Freshmen Orientation August 22-24

Registration August 24

Convocation Sept 17-22 (Rev David Cooper)

Fall Break After classes Oct. 19 through Oct. 23

Recruiting Event November 3-4

Study Day November 7

Thanksgiving Break After classes Nov. 21 through Nov. 27

Semester Examinations Dec. 19-21

J- term January 8-17

### Second Semester

Freshman Orientation January 16-17

Classes Begin January 18

Holiness Emphasis February 6-8 Rev. Tom Lorimer

Convocation February 25 - March 1 Rev. David Spencer

Spring Break After classes Mar 8 through Mar 18

Recruiting Event April 12-13, 2024

Study Day March 29

Semester Exams May 14-16

Commencement Friday, May 17

The administration reserves the right to make adjustments to the school calendar.

**Be sure to add the KMBC Calendar to your Google account.**

## Personnel

### Administration Officers

President	Dr. Rob Pocai
Vice President of Academic Affairs	Dr. Richard Englehardt
Vice President of Business Affairs	Mr. Steve Lorimer
Vice President of Enrollment & Student Success	Mr. David Lorimer
Associate VP of Public Relations	Mr. Jay Wisler
Human Resources	Rev. Tom Lorimer
Physical Plant	Mr. Steve Lorimer
Maintenance	Mr. Josiah Hunter
Assistant Director of Admissions	Mrs. Darby Munson
Chief Admissions Counselor	Mrs. Christina Fischer
Assistant Student Life Director	Mrs. Christina Fischer
Assistant Dean of Students & Dean of Men	Mr. Kolton Semrow
Dean of Women	Mrs. Adelle Semrow
Registrar	Mr. Kirk Bagby
Librarian	Miss Patricia Bowen
Title IX Coordinator	Mr. Rick Brookens
Director of Field Ministries	Dr. Richard Englehardt
Counseling	Ms. Rebeckah Pickett
Bookstore Manager	Mrs. Adelle Semrow
Nurse	Rev. Holly Pocai

### Who to See

Ad. Bldg. bulletin board space	Registrar
Checks cashed	Business Office
Collateral and absence forms	Mailbox Area

Lost and found

Grievance form

Guest room and guest meal forms

Information—activities

Off-campus permissions

Coffee

Business Office

Assistant Student Life Director

Business Office

Davis Building Bulletin Board

Dorm Supervisors/Deans

Coffee House/Classroom Hall



## Spiritual Life

**Life itself is totally about a vital, growing, and radical relationship with God. Some things feed and nourish that relationship.**

A few of them follow:

### **Personal Devotional Time**

Studying Scripture, meditation and prayer are essential to spiritual growth.

### **Chapel Attendance**

Chapel is a vital part of spiritual life at KMBC and happens regularly, Tuesday, Thursday and Friday.

### **Prayer and Fasting**

**Monday and Wednesday noon** fast and prayer services and a **Friday night** (10:00 to 11:00) prayer meeting are times for the campus to meet in the Chapel to bring special needs before the Lord.

### **Convocations**

Near the beginning of each semester, a week is set aside, and a special speaker is engaged to give special attention to spiritual needs, growth, and development.

### **Mentorship/Accountability Groups**

Opportunities to participate in groups for the purpose of personal and spiritual growth are available on a weekly basis and are strongly encouraged.

### **Field Ministries**

God seems to enrich those willing to reach out beyond their comfort zones. Fields of ministry range from teaching Sunday School, preaching, working with youth and children, a variety of music ministries, prison, nursing home, and abortion clinic ministries, personal evangelism, tract work, and radio broadcasting.

### **Class Afterglows**

Periodically, following Sunday evening services, classes have separate get-togethers, at the home of their class sponsor. These are designed to be beneficial to the student and the campus community, **so attendance is required for each member of their respective class.**

### **Sunday Observance**

In keeping with the Scriptural principles associated with the day of rest, this day is to be observed by attending public church services, prayer, good reading, Christian fellowship, and physical rest. **It is not a time for class preparation, competitive athletics, or amusements and entertainment that are not in harmony with the purpose of the day.** Anything that would distract from your spiritual development and the fellowship God intended by the establishment of this day is to be consistently

avoided. **Buying or selling on Sunday is not in keeping with the Scriptural injunction, so we expect our students to refrain from doing so.**

**Two things to note:**

1. All dorm students are required to regularly attend a KMHA church of their choice Sunday morning, including Sunday School. A church is to be selected by the 4th Sunday of the semester.
2. All dorm students are also required to attend church Sunday evenings, and a schedule will be distributed to denote which evening services are set and which are open for choice. Those engaging in a Field Ministry assignment Sunday evening would attend there except for Convocation and other special circumstances.

## **Character Development**

**The entirety of the KMBC experience is intended to shape Christian character.**

Various facets of this experience include dorm life, spiritual life, academics, social life, and work. Each student enrolled at KMBC should seek to add Christian virtues to his/her character through their relationship with Christ.

KMBC has adopted a standard of character requirements for graduation that is based upon Biblical principles, and these character requirements must be met at a satisfactory level in order for the student to be recommended for graduation.

Pages 37-38 have a description of the character assessment tools and methodology.

## **Student Life**

### **Dean of Students**

This administrator serves as a liaison between the needs of the students and the institutional policies designed to meet those needs. He serves as a counseling point, addresses chapel attendance, coordinates health services, oversees campus security, advises Student Council, oversees the Student Center, and coordinates the disciplinary system. He may make outside referrals to mental health professionals or to spiritual leaders such as pastors for more serious problems if deemed in the best interest of the student and the college.

The VPES David Lorimer also exercises supervision over all residence halls, with the assistance of the following staff:

Assistant Student Life Director	Christina Fischer
Assistant Dean of Students & Dean of Men	Kolton Semrow
Dean of Women	Adelle Semrow

Brengle Hall Supervisor

Nate Tomlian

Brengle Hall RA's

Taylor Bryan & Jared Allen

AD Building Supervisor

Darby Munson

AD Building RA's

Claire Cooper & Abby Lorenz

## **Media Policy**

Please be advised that your presence on this campus as a part-time or full-time student, faculty or staff constitutes your permission to Kentucky Mountain Bible College to use your likeness in photography or videography for promotional/advancement of the College. If you have a concern in this regard, please contact the Dean of Students.

## **Dorm Life**

**We are community, and as community there are things that enhance life together. Making personal sacrifices for the benefit of others is most Biblical and is part of what makes the community experience rich. To create an environment that is conducive to academic and relational growth the following guidelines will be observed.**

### **Living on Campus**

All single students are required to live on campus, in the dormitories.

In choosing to attend KMBC you have already stated that you would abide by the policies and guidelines, which includes respecting authority. The policies and guidelines have been designed to encourage life in community and a positive atmosphere for spiritual, academic, and personal growth.

### **Study Hours**

- 8:00 - 11:00 AM (M-F)
- 12:30 - 3:00 PM (M-F)
- 7:00 - 9:00 PM (M-TH)
- At these times a very quiet (studious-like) atmosphere is to be maintained, no matter where you are. Studying outside is cool for those who are in good academic standing, as long as it is in public, well-lit places on the lower part of campus.

### **Evening Dorm Hours**

- Sunday-Thursday
  - 10:00 - Curfew
    - Students must be in their dorms by curfew.
  - 10:30 - Quiet hours begin

- 11:00 - Everyone in their own rooms
  - All showering, laundry, and cooking should be completed before these times.
  - When it is necessary to study past 11:00 in another room, you must secure permission from the dorm supervisor or RA.
- 11:30 - All media communication is to be finished
- Friday & Saturday
  - 11:00 - Curfew Friday; 10:30 - Curfew Saturday
  - 11:30 - Quiet hours Friday; 11:00 - Quiet hours Saturday
  - 12:00 - In your own room Friday; 11:30 - In your own room Saturday
  - 12:00 - All media communication is to be finished

### **Student Rooms, General**

- Musical instruments are not to be played in the dorm during study hours or during quiet hours.
- Electrical Appliances:
  - Coffee makers, microwaves, air poppers, and small refrigerators can be used in dorm rooms.
  - Air conditioners can also be used, but they must be approved by the Dean and installed by the campus maintenance crew.
  - Items like hot plates, steam irons, room heaters, and anything with an open flame are not to be used in any of the dorm rooms.
- Pets: Fish in aquariums, if properly taken care of, are the only pets allowed in dorms.
- Fire/Safety:
  - In accordance with Kentucky fire safety regulations,
    - Do not prop open fire doors or dorm room doors.
    - Anything with an open flame is not permitted in the dorms.
    - No flammable liquids (like camping fuel, propane, etc.) may be stored in the dorms.
    - Fire extinguishers are for emergency use only.
- Fireworks/Weapons:

- Fireworks/explosives, sparklers and weapons of any kind (including, but not limited to, firearms, bows, and blades over 3.5 inches) as well as ammunition are not permitted in the dorms.
- Those desiring to have them on campus must first secure the approval of the Dean of Students, and second, have them kept in an approved secure site as designated by the Dean of Students.
- Students with firearms must take a hunter's safety course prior to using them.
- Firearms are not to be fired on or in the immediate vicinity of campus.
- Visitors:
  - Dorm students may invite visitors to spend the night in their rooms but must have prior approval by the dorm supervisor.
  - Charges may apply for food and lodging.
- Room Assignments:
  - Any room assignment changes must be approved by the respective Deans.
- Room Charges:
  - In the event that a room is not in good repair and thoroughly cleaned at semester's end, a minimum charge of \$35 will be assessed. Any damage to the room will be billed to the student.
- Room Keys:
  - Upon arrival, a dormitory student may secure a room key from the dorm supervisor. Any student found with an unauthorized key will be subject to disciplinary action. If a key is lost, a \$15 charge will be applied.
- Fundraising for any reason (including mission trips) requires the approval of the Dean of Students.
- Sickness:
  - Students too ill to attend class must notify their RAs before any class is missed or the absence will not be excused.
  - A sick tray can be arranged with the RA for any meals missed.
  - If an emergency situation arises, transportation to a medical facility can be arranged, however students are responsible to underwrite the cost of transportation.
  - If going to the doctor is not an emergency, students are to arrange their own transportation.

## Student Rooms, Specific

- When using Skype, facetime or similar live stream media, a minimum of casual attire must be maintained by all parties.
- Room decorations (posters, pictures, etc.) should promote positive messages and attitudes. Therefore, any decorations that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent are not appropriate.
- **Anything that leaves holes in the walls or woodwork or results in room paint being removed will result in a charge based on the damage done. Ask your Dorm Supervisor about approved materials before you hang anything on the walls.**
- Room furnishings are not to be moved/switched out of the dorm rooms. Only the Dorm Supervisor or one of the Deans can authorize an adjustment in dorm room furniture. Failure to get permission before moving can result in an immediate \$25 fine, as well as restoring the furniture to its initial location.
- Rooms are to be left clean and in order during vacation periods and at the end of the school year. Each room is inspected by the dormitory supervisor before the student leaves at the end of the semester. If the student leaves without his room being inspected there will be a minimum of \$25 charged.
- Do not alter electrical circuits and fixtures.
- Please report room repair needs, desire for screen removal and plumbing or electrical difficulties to the dorm supervisor.
- Students are to keep their rooms in order and ready for inspection by chapel time.
  - School janitorial supplies are not for use in student rooms.
  - All food should be stored in covered metal or plastic containers.

**The college does reserve the right to have authorized personnel enter any room for the purpose of inspection, repairs or any other official business.**

**Losses to a student's personal items resulting from theft, damage or other peril are not the responsibility of Kentucky Mountain Bible College. All personal items should be insured under homeowners or renter's insurance of a parent or legal guardian.**

## Storage

- Storage is available in the dorms, however all items stored must be in stored plastic totes.
- All storage containers must be labeled with the owner's name and date of storage. Attach labels firmly with tape – totes without labels will be removed.
- Storage of furniture and/or large appliances must be approved by the Dorm Supervisor and be clearly labeled.

- A fee will be assessed to prepare and mail stored items to students not returning.
- Stored items left longer than six months after the student departs may be given away unless other arrangements are made.

### **Laundry**

- Washing Machines and Dryers are provided by the school.
- Only High Efficiency (HE) liquid detergent is to be used in the washing machines.
- Laundry detergent and other laundry items must be stored neatly.

### **Breaks/Vacations**

- Students who return early to campus after breaks/vacations, will be responsible for their own meals until the dining hall is reopened at the start of the semester.
- Students arriving back on campus early from a break may be subject to a daily charge.
- Those who have permission to be on campus when school is not in session are to abide under campus rules.
- Students leaving for (or returning from) breaks/vacations must maintain the KMBC dress code.
- Students are expected to be in their dormitories no later than 10:00 PM on the evening before school activities resume.
- Late- night arrivals will be assessed a \$10 “courtesy fee” that, in part, will go to missions.

### **Commencement Week**

- Out of respect for those graduating, all students are to be present at all commencement activities.
- Failure to attend these activities will result in a \$100 fine and possible disciplinary action.
- Students must carry out their campus work contract through commencement.

### **Entertainment**

**To develop the ability to discern and use entertainment as an appropriate and Godly means of relaxation, fellowship and fun the following guidelines will be observed.**

All students are to avoid entertainment (in any form, from downloads to comic books) that produces, promotes, or features unnecessary violence, the sensual or pornographic.

The college reserves the right to monitor all media. The Deans and Dormitory Supervisors have the right to confiscate any media storage device containing questionable content, as well as the media devices used to play such content.

## Music and Audio

- Any audio equipment in student dorm rooms needs to be used with headphones during study hours or after 10:30 PM.
- The volume level of audio equipment should not be heard in the next room or in the hall with the door closed.
- Listening to secular music with words, even when not promoting the violent, sensual, self-destructive, or promiscuous, is to be completely avoided on campus. This is in place with the specific purpose of helping students develop spiritual sensitivity.

## Movies/Television/Video Games

- The college limits approved movies, TV shows, and video games (T-rated and above) used on campus and in campus housing to those approved by Student Life.
- In the interest of developing a disciplined life and using study time to the fullest, devices dedicated entirely to gaming and entertainment are not permitted in the dorms and must be stored with the Dean of Men. These may be used by special permission given by the Dean of Men.
- Students are not to watch movies on their personal computers/tablets/smart phones or other electronic devices unless by special permission from the RAs. There is an area provided in the Student Center for appropriate movies and games.
- Students are allowed to watch approved TV shows and play approved video games in the dorm as long as the following guidelines are followed.
  - The student is accompanied by at least one other person.
  - If in a dorm room, the door is propped open.

## Additional Notes:

Some things may seem strange to you, but we hope to generate dialog in addressing them:

- In an effort to encourage discernment we expect our students to refrain from patronizing places of business that encourage the sensual, violent and questionable.
- To further develop sensitivity the college expects its students to refrain from dances as well as the use of face cards.



## Dress Code

**The dress code emphasizes a) modesty (drawing attention to inward beauty rather than to outward appearance, characterized by adequate coverage and suitable fit), b) appropriateness (understanding the setting and wearing clothing that is suitable for the context) and c) professionalism (neat, appropriate attire reflecting a respectful work environment).**

**Our goals are to help students prepare for vocational success in a world of dynamic ministry by practicing these principles in their current educational setting, and to support students' development of their own convictions and standards related to attire. To promote consistent practice, we will provide accountability in a discipleship atmosphere.**

### **General dress**

- Clothing should be modest and non-form fitting, appropriate to one's body type (not too tight, not too loose), completely cover the torso and thighs, and be knee length or longer. (KMHA, 2023)
- Men and women are expected to dress according to their biological gender.
- There should always be a discernible gap between clothing and skin. To test for tightness, fabric should easily pull away from the skin to demonstrate appropriateness of fit. Clinging fabric should be avoided.
- Leggings / yoga-style pants / form-fitting activewear are not to be worn as pants.
- The rise on the pants needs to have space between fabric and skin so as to not show definition.
- Short sleeves on shirts are expected to be modestly long.
- Men and women are expected to wear clothing with modest necklines.
- Clothing should not be see-through, have holes, etc. Undergarments should not be persistently visible due to the cut or style of the garment or visible through the clothing either due to the sheerness of the fabric or the tightness of the fit. (Administrative)
- Clothing should be free from rips, cutouts, or sheer panels. Distressing is acceptable for casual attire.
- Clothing with logos and symbols needs to promote positive messages and attitudes. Therefore, any apparel that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent is not appropriate to wear.
- Public Relations and Traveling Groups: Individuals with responsibilities related to public relations and traveling groups may be subject to specific dress code and facial hair policies that differ from the general guidelines.

- Please note that the KMBC Administration reserves the right to make professional judgements, decisions, and changes concerning all dress code practice.

## Body Alterations

- Body alteration includes any permanent or removable tattooing, piercing, brands, or implants. KMBC requires that any body art that does not promote positive messages and attitudes should remain covered with clothing at all times.
- No removable body piercings may be worn at any time on campus.
- As a condition of continued enrollment, students must not receive any new body alteration.

## Women

- Skirts must be long enough to cover the front and back of the knee when sitting. Skirts with splits should cover the knees front and back. Pants should be full length and should not form tightly to the body at thighs & hips. Shorts are not permitted.
- Casual Attire: Denim skirts/pants, denim jackets, T-shirts, athletic shoes, flip flops (except in the cafeteria), and culottes / gauchos / palazzos. Culottes must be dress-like, not be tight, and must cover the knees when one is sitting. Shorts are not permitted. Sweat pants & athletic pants can be worn for athletic events, after supper, and Saturday (situationally appropriate). Pajama pants are not to be worn outside the dorms.
- Business casual: Business-like tops (incl sweaters), skirts/dresses/full length slacks. Dress shoes or dress sandals.
  - Business casual is to be worn during all classes, at noon meals, and in the library during regular class hours.
- Professional Attire: Dressy tops (incl sweaters), skirts or dresses. Dress shoes or dress sandals. This should be a few steps above business casual.
  - Professional attire is to be worn during special occasions, Sundays, formal dinners, and during any scheduled platform church or chapel appearance.
- Wedding bands, engagement rings, small decorative pins, and watches are the only jewelry to be worn.
- Cosmetics
  - Foundation and concealer that promote natural beauty may be used in moderation.
  - Clear nail polish and clear mascara is permissible.

- Hairstyles are to be neat and attractive, long enough to be distinguishable as clearly feminine. Extreme hairstyles are not acceptable.
- Tinting, dying, or bleaching of the hair needs to reflect a natural hair color.

## Men

- Pants should be full length and should not form to the body. Shorts are not permitted.
- Casual Attire - Men may wear t-shirts, athletic shoes, flip flops (except during meals), jeans, and non-form-fitting athletic pants. Shorts are not permitted. Sweat pants & athletic pants can be worn for athletic events, after supper, and Saturday (situationally appropriate). Pajama pants are not to be worn outside the dorms.
- Business Casual - Men are expected to wear dress-like shirts (non-flannel) with collars, polos, slacks, and dress shoes. Shirts are to be worn tucked into pants.
  - Business casual is to be worn during all classes, at noon meals, and in the library during regular class hours.
- Professional Attire - Men are to wear a tie and suit coat with formal dress shirts tucked into dress pants with dressy shoes.
  - Professional attire is to be worn at formal dinners, Sunday evening services, during any scheduled platform church appearance, and field ministry assignments (unless the pastor requests for the student to wear class attire).
- Hair is to be neatly trimmed and kept off the collar and ears. Sideburns are not to come below the bottom of the ear and extreme hairstyles are not acceptable, nor are unnatural tinting, dying, or bleaching of hair.
- Wedding bands, watches, tie tacks, and lapel pins are the only jewelry men are to wear.
- Facial Hair Guidelines
  - a. Neatness and Maintenance: All facial hair, including beards and mustaches, must be kept neat, groomed, trimmed relatively short, and well-maintained at all times.
  - b. Professional Style: Facial hair should adhere to professional grooming standards. Extreme styles, cuts, or colors are not permitted.
  - c. The unshaven look is not acceptable on campus. Facial hair should be maintained at a length that is a trimmable beard or should be clean-shaven.
  - d. Starting Facial Hair Growth: Students are not permitted to begin growing facial hair while on campus.
  - e. Existing Facial Hair: Students who arrive on campus with existing facial hair are permitted to keep it, provided it adheres to the guidelines outlined in this policy.

## Social Life

**To promote relational growth and Christian fellowship the following guidelines will be observed.**

### **Leaving Campus**

- Monday-Thursday (7:00 AM - 7:00 PM & 9:00 - Curfew) Friday and Saturday (7:00 AM - Curfew).
- If you need to be gone at other times, you must secure permission from your RA.
- Mixed groups of five or more students may leave the campus for up to three hours. If you (or a mixed group) are leaving for more than three hours, permission from an RA is needed.
- Mixed groups may visit in private homes on or off-campus but must secure permission from one of the Dean's before going.

### **Co-Ed Interactions**

- Non-dating couples are to refrain from any touching of the opposite sex, both on and off campus, anytime (with the exception of handshakes and the like).
- Opposite sex pairs may be together M-TH from 3-3:30 PM, 6-7 PM & 9 PM to Curfew (6 to Curfew on Friday), and from 1-3 PM and 9 PM to Curfew on Saturday in public, well-lit areas of lower campus.
- You may not be in the dorm of the opposite sex for any reason without permission from an RA or Dean.
- Co-ed meeting off-campus requires permission from the Dean of Men and Women.

### **Off-campus students**

- Under special circumstances seniors may request permission to live off campus during their senior year. These requests will be made to the student relations committee through the Dean of Students and will be written giving their reasoning in detail. Each request will be considered on an individual basis. If any infractions in regard to the off campus agreement are made the student will forfeit the privilege of living off campus. If a student desires exemption from any campus policies during their time off campus they must submit their request to the student relations committee through the Dean of Students.

## **Dating**

**To encourage strong relationships and Christ-centered growth in dating the following expectations and graduated privileges will be observed.**

Students are encouraged to seek diligently the Lord's plan for them in developing relationships at KMBC. Because of the unusual dynamics of this campus community, dating privileges are extended to students only after six weeks of enrollment.

### **Beginning a Dating Relationship:**

When two students wish to date, they will go through the following procedures:

- The young man will declare the couple's intent to date to the Dean of Students.
- Both students will write their personal dating guidelines before beginning a dating relationship.
- These guidelines must be approved by a KMBC-approved accountability mentor to whom the student will be accountable while dating at KMBC.
- All dependent students under 21 must secure written parental approval before being permitted any off-campus dating privileges.
- For those who choose to be in a relationship with someone who is not a KMBC student or someone who is on staff at KMBC, the dating policies still apply.
  - Dating guidelines are still necessary from the KMBC student, as well as the selection of an approved dating mentor (and meeting with that mentor).
  - Class standing and age continue to define privilege.
- Approved dating couples are expected to refrain from touching the opposite sex while on campus and off-campus when a part of campus arranged social events. Dating couples are expected to abide by all campus dating policies except on official school breaks when they will instead follow their prepared dating guidelines.

### **Dating Privileges**

Students who have met the above approval process have the following privileges:

- Attend Church together at approved KMHA churches on Sunday evening. Couples are to travel to and from the service with a third party.
- Couples may have a two hour on-campus date on Friday or Saturday after work responsibilities are fulfilled. The coffee house can be made available as a venue for this time together.
- Dating couples may sit together at the Thursday night Dress Up Supper.

- Sunday Evening: When one's respective class afterglow is not meeting, approved dating couples may be together from 8:00-9:50 PM in Brengle Parlor or an approved, well-lit outdoor setting.
- Students may request permission to accompany a boyfriend/girlfriend home for a weekend or break from one of the Deans and present him/her with a parental invitation/consent at least one week in advance of the requested privilege.
- The Dean of Students will give general oversight to all dating matters.

### **Class-Specific Privileges**

The lower academic classification of the dating couple determines the dating privileges.

Students who are 21 years old or older will move up one classification.

- Sophomore privileges:

One four hour off-campus date per month is allowed as an approved double date or with an approved chaperon. Permission must be obtained from the Dean of Men or Women 24 hours prior to the occasion.

- Junior-Senior privileges:

Junior and Senior students who have demonstrated good character and responsibility in dating may have an additional four-hour date off-campus alone once per month. They may also work together in a Dean-approved job, minister together in Dean/Field Ministry Director approved roles, and study together in the library or coffee house.

### **Facility Use**

**To promote and maintain facility use for the benefit of the entire campus community, the following guidelines will be observed.**

<b>Building Use Times</b>				
	Mon.-Thursday	Friday	Saturday	Sunday
Brengle Parlor	11:15-12:30 pm 3:00-3:30 pm 5:00-7:00 pm	11:15-12:30 pm 3:00-10:50 pm	All day, until curfew	2:00-5:00 pm 8:00 pm-curfew

	7:00-9:00 pm (men only) 9:00-9:50 pm			
Administrative Building Parlor	3:00-3:30 pm 5:00-7:00 pm 7:00-9:00 pm (women only) 9:00-10:00 pm	3:00-3:30 pm 5:00-10:50 pm	Women only	Women only
Student Center	11:30-12:30 pm 3:00-7:00 pm 9:00-9:50 pm	11:30-12:30 pm 3:00-10:50 pm	All day, until curfew	2:00-5:00 pm 8:00 pm-curfew

## Chapel

- The Chapel is designed for prayer, worship and ministry.
- If you would like to use the Chapel for a meeting, please see Mr. Wisler or one of the Deans.
- The Chapel is not to be used for hanging out and chillin’.
- Only bottled water is allowed in the Chapel sanctuary.
- Chapel Attendance Policy:
  - Chapel attendance is considered a vital part of the KMBC experience.
  - Full time students are expected to attend all chapel services.
  - Adjustments for part time students and any exceptions must be approved by the Dean of Students.
  - Full time students may miss four (4) chapels per semester without penalty. This is the maximum number that can be excused for any reason, including sickness (but not including Doctor's appointments).
  - If you are concerned as to whether a chapel miss will be counted against you, see the Dean of Students before you decide.
  - Being late to chapel three times constitutes one absence.

- After four absences a \$10 fine will be applied per absence.
- After eight absences the fine is \$25 per absence.
- Note: Those amassing chapel fines must be paid in cash.

## Gym

- The Gym is typically open from 3:00 PM until 7:00 PM Monday thru Friday, as well as from 9:00 PM until curfew, and all day until curfew on Saturday.
- The Gym is closed on Sunday.
- Mixed groups in the Gym are to be composed of at least five persons.
- Community folks are sometimes given permission to use the Gym.

## Coffee Shop

- KMBC's coffee house (Lela G's) is open from 7:00-9:00 PM M-Th for study, and after 9:00 PM for fellowship.
- The coffee house is open on other occasions as announced.
- During study hours, in the coffee house, genuine study and an atmosphere conducive to study must be maintained: non-academic related electronic usage is prohibited.

## Dining

**To promote a dining experience that increases the ability to operate in a well-mannered and socially excellent fashion the following procedures and guidelines will be observed.**

### Meal Times

- Breakfast
  - Monday: 8:15 AM
  - Tuesday - Friday: 7:15 AM
  - Saturday: 10:00 AM Brunch
  - Sunday: 8:00 AM
- Noon meal
  - Monday - Friday: 11:40 AM



- Sunday: 12:30 PM
- Supper
  - Monday - Friday: 5:30 PM
  - Saturday: No supper is served.
  - Sunday: 5:00 PM

## **Dining Room Decorum**

- Punctuality at all noon and evening meals is reasonable and expected.
- Orderliness and refinement should always be evidenced in the dining hall at every meal.
- Ball caps are not to be worn when in the dining room (eating or otherwise).
- Flip-flops and other overly casual wear are not permitted in the dining hall during meal time.
- Personal food is not to be brought to the tables at meal time unless by permission of the Dorm Supervisor or the Deans.
- Meal Plan: It is vitally important that KMBC students who have particular and specific dietary issues make the college aware of those issues
- If students need to miss the monthly Thursday evening formal meal, they must obtain permission from their RAs or one of the Deans.
- Food can be taken out of the dining hall during family style meals with permission of an RA only for someone who is ill. Cafeteria style meals, unless otherwise noted, can be taken outside and enjoyed.
- No dishes, cups, silverware, (plastics excepted) or other dining room things are to be taken from the kitchen/dining hall for personal use, neither are beverages, ice, or food to be removed from the kitchen between or after meals.

## **Miscellaneous**

### **Property Damage**

- Please report to the work supervisor or RA any damage to school property or equipment you inadvertently do or find. If negligence played a part in the damage, those involved will be expected to reimburse the school.

## Health Insurance

- Minimum health insurance for inpatient hospital coverage is required for all full-time students.

## Driving and vehicle use

- The privilege of operating a vehicle on campus may be suspended if a student drives in a reckless or inappropriate manner.
- The campus speed limit is 15 mph.
- Students who loan their vehicles to other students do so at their own risk, and are still responsible for any damage caused to persons or property.
- KMBC assumes no responsibility for damage to private vehicles or injury to persons using them.
- Garage facilities are limited to school and staff vehicles ONLY. Students are not to borrow KMBC tools or wash their cars on campus unless specific permission from the Plant Manager is obtained.
- Vehicles need to be parked in their designated places at all times. \$3 fines will be issued for violations. These fines are payable in cash to one of the Deans which will then be given to missions. Continual parking offenders may forfeit the privilege of having a vehicle (or driving) on campus.
- If you need school transportation, see the business office for availability and rates.

## Work

- Campus work program:

Failing to show up for work without proper notification will result in disciplinary action.

Failing to clock in or clock out may result in the forfeiture of time worked.

Students who wish to tithe their work credit hours need to inform the Business Office.

Student work contracts terminate after commencement, but can also be terminated if the student repeatedly neglects his or her responsibilities or is slow in their performance.

- Off-campus work: Dorm students are to gain permission from the Administration before accepting off-campus employment. Dorm students need to inform their Dorm Supervisor of their weekly off-campus work schedule.

## Voting

The Dean of Students will provide state voter registration and absentee ballot information, including registration cards. Questions concerning voting can be directed to the Assistant Dean of Students at [ksemrow@kmbc.edu](mailto:ksemrow@kmbc.edu). The United States Election Assistance Commission provides the National Mail Voter Registration Form that can be used to register to vote, update your registration due to a change in name, make a change of address or to register with a political party. The form also contains rules and regulations.

## Student Handbook Part 2: Academics

### Family Education Rights and Privacy Act of 1974 (FERPA)

Kentucky Mountain Bible College complies with the Family Education Rights and Privacy Act of 1974 (FERPA) which gives the student the right to know what information the college maintains about that student, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A person to whom a student grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Additional information regarding FERPA, details about its provisions and student protection, and the forms necessary to withhold or release information may be obtained through the registrar's office in the Administration Building. A brochure "Your Rights Concerning Personal Information Disclosure" is available from the registrar.

### ACADEMICS

#### Administration Officers

Vice President of Academic Affairs

Dr. Richard Englehardt

Registrar

Mr Kirk Bagby

Librarian

Miss. Patricia Bowen

#### Faculty Advisors

Prior to Registration, students are assigned to a faculty advisor who will guide them in selecting courses during their freshman through senior years.

## Incomplete Work

An “incomplete” is allowed only for illness or family emergencies which cause students to miss classes. Such students will be given a maximum of three weeks after the close of the semester to make up the incomplete work for a letter grade. An incomplete not made up within three weeks will become an “F”. Incomplete work in a course for other reasons than the above will result in a lowered grade or an “F” (if sufficient work has been completed for a grade). Any student who does not maintain a “C” average is automatically on academic probation.

## Student Load

The normal student class load is 13 to 17 semester hours. A student who wishes to take more than 17 hours must request permission from the faculty.

## Class Attendance

Faithful attendance at class sessions is essential. Unexcused absences materially affect grades. Excuses from class will be granted as follows:

Personal illness which has been excused by the school nurse or Dorm Supervisor **prior to missing a class**, serious illness or death in the family, field ministry assigned by the school, and Emergency assignments made by the school.

## Missing a Class

When a student misses a class, he/she should:

1. Fill out a class absence form (available in the mail room);
2. Have the dorm supervisor sign for a sickness-related absence (the Dean of Students sign non-sickness absences and all non-dorm student absences);
3. Have the Academic Dean review and sign the absence form,
4. Within one week of the absence, have the instructor initial it for the classes missed,
5. Return the signed absence slip to the Registrar’s office.

## Unexcused Absences

One unexcused absence is allowed for each hour of academic credit without penalty. Each unexcused absence in addition to those allowed will result in a lowering of the final letter grade earned by 1/3. In other words, three unexcused absences above those allowed would reduce the final letter grade by one full letter. Two tardies will constitute one unexcused absence. **A student who has missed the**

**equivalent of 20% of a class or classes during a semester for any reason may not receive credit except by special action of the faculty.**

### **Late Papers and Test Retakes**

Late papers will be subject to a cut in grade. If a student fails a test and desires to retake it, he should make arrangements with the teacher within twenty-four hours after his/her paper is returned, and retake within one week. In no case may a failing grade be raised above a “D”. Late and special tests and examinations will be issued at a time specified by the teacher. Fees should be paid when the student takes the test. See catalog for fees.

### **Mobile Devices Policy**

If a student is found using a computer, smart-phone, or other similar device during class for something other than current classroom activity, the Academic Dean will be notified. After three occurrences (total in all classes), the student may forfeit the privilege of using that or any similar device in any class for the rest of the semester.

### **Plagiarism**

KMBC has adopted a Plagiarism Policy Statement as delineated by the Faculty of Saint Louis University School of Law: <<http://law.slu.edu/policies/plagiarism.html>>

Helpful examples and explanations are available at this web site also. Plagiarism is generally defined as any use of a source—for example, another person’s words, ideas, data or visual material—without proper acknowledgment and citation. KMBC students must become familiar with, and understand, the specific components of plagiarism in order to avoid succumbing to it. When plagiarism is discovered at KMBC it will be immediately addressed. All instances of plagiarism/cheating are reported to the Academic Dean. The consequences of choosing to plagiarize/cheat at KMBC are serious and are detailed in our Student Catalog.

# **Student Handbook Part 3: Student Life and Sexuality**

## **HUMAN LIFE and SEXUALITY**

### **STATEMENT ON HUMAN LIFE**

Kentucky Mountain Bible College affirms the Scriptural position that all human life is sacred, having been given value by God at conception, and therefore must be both respected and protected. Taking human life through abortion, homicide, assisted suicide, and suicide is inconsistent with Scripture and abhorrent to God. As a result, KMBC prohibits all members of its community from promoting or participating in any act of, or support of, abortion regardless of the stage of pregnancy. The college also retains the right to terminate any member of the faculty, staff, or student body for the violation of this basic human right. KMBC does understand that where a pregnancy puts the life of the mother in serious risk, triage decisions may need to be made in consultation with the mother, her pastor, family, and doctor. It is clearly recognized, however, that God's mercy, forgiveness and restoration is extended to all those who have made the unfortunate choice to have an abortion and who are willing to repent.

### **GENDER IDENTIFICATION**

KMBC recognizes that some students may struggle with the gender identity they were biologically created with. While the college will compassionately seek to counsel and help that student to recover a biblical perspective on gender identity, this college affirms the Scriptural position that each individual is both created in the image of God and has been purposely made with the biological gender of their birth. In the light of Scripture and the college's mission, the college is not able to allow a student of one biological gender to dress and act differently than the one God created them to be. When a student decides to identify as a gender other than their biological one, it is in the best interests of the individual student and the college for that individual to depart entirely from the college community. Departure from the college community is also required if the student decides on a medical course of action to physically change their biological gender. Both the choice to identify as a gender other than their biological one and to medically change their biological gender are considered as deviations from God's purpose and inconsistent with the mission of this college.

### **RELIGIOUS FREEDOM & HUMAN SEXUALITY**

The fundamental Biblical and philosophical goal of Kentucky Mountain Bible College is to develop students into mature, Christian individuals. Of necessity, this involves KMBC's understanding and belief of what qualities or characteristics exemplify a Christlike life (Romans 8:29; 2 Corinthians 3:18).

We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Timothy 3:16-17; Psalm 19:7-11; 2 Peter 1:20-21).

We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Genesis 1:27-28, 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Hebrews 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Proverbs 6:29; Ephesians 4:17-24). We understand that sexual sins of all kinds stem fundamentally from an individual's brokenness, and it is God's intention to heal the broken and make us whole.

We understand the Bible to teach that we must oppose all sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals make (Galatians 5:19-25; 1 Corinthians 7:1-3). We understand the Bible to differentiate between recognition of person-hood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All KMBC students are expected to exhibit the Christlike qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, KMBC retains the right to refuse enrollment to or to suspend any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 18:22; Romans 1:24-32; 1 Corinthians 6:9-20; 1 Timothy 1:9-11).

## **Title IX**

### **Definition of Sexual Harassment**

The Title IX definition of sexual harassment covers three categories of conduct:

- A. A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (known as *quid pro quo* harassment)
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person access to the school's education program or activity.
- C. Sexual assault, dating violence, domestic violence and stalking, as defined by the Clery Act and the Violence Against Women Act.

### **Further Sexual Harassment Definitions**

**Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.



**Dating Violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.

### **Definitions for Reference**

**A Complainant** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**A Respondent** is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Supportive Measures** are individualized services available that are not punitive, disciplinary, nor unreasonably burdensome to the other party while designed to ensure equal educational success, protect safety, and deter sexual harassment.

**A Formal Complaint** is a document filed by a complainant (or signed by the Title IX Coordinator) alleging sexual harassment against a respondent and requesting that the school investigate the allegation.

## **Commitment to Care and Fairness**

KMBC is committed to provide every complainant with appropriate supportive measures (whether they want to file a "Formal Complaint" or not). Every respondent will be treated as responsible only after receiving due process and fundamental fairness, and school officials involved will serve impartially and without bias for or against any party.

## **Investigation**

When KMBC has received a formal complaint, or has knowledge of sexual harassment, prompt and discrete steps will be taken to investigate the incident. Subsequently, timely and effective action will be taken to address the incident and insure to those involved a response that will be both appropriate and designed to prevent its recurrence.

## **Student Life and Sexuality**

### **Sexual Harassment Policy**

KMBC is committed to a campus environment that is free of harassment and intimidation based on age, color, disability status, marital status, national origin, separate ethnicity, race, sex, religion, or veteran

status. All students, faculty, and staff are responsible for maintaining a professional academic environment where sexual harassment is strictly prohibited. Unwelcome sexual advances, request for sexual favors, and other verbal, written, or physical contact of a sexual nature constitute sexual harassment. Inasmuch as they interfere with a professional, academic environment and create an intimidating, hostile or offensive environment, they will not be tolerated.

Sexual harassment can be evidenced when:

- Student's grades or educational progress are contingent upon submission to such conduct,
- The conduct has the purpose or effect of interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment,
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

All such conduct is specifically prohibited. Members of the campus community who believe they have been sexually harassed are encouraged, but not required, to discuss the matter privately with the offender in an effort to resolve the matter (Matthew 18:15-17). If this venue does not work or is not appropriate considering the nature and/or perpetrator of the harassment, then those believing they have been sexually harassed should consult the campus Title IX coordinator or Dean of Students. A brochure detailing an individual's rights, a discussion of when and how to report an incident and the available institutional and community resources is given to all members of the campus community but is also available from the Dean of Students office and online under the Title IX tag.

Sexual harassment is a serious violation of the KMBC student life code, as well as Christian ethics and Federal law. Those who choose to sexually harass another, after investigation (see below), will be subject to college disciplinary measures and, depending on the seriousness of the incident, may face legal charges.

### **Violence Against Women**

Any form of violence against women will not be tolerated on this campus. This includes domestic violence, dating violence, sexual assault, and stalking. Any indication of these forms of violence need to be reported to the lead Title IX coordinator, Miss Leah Settles.

When KMBC has received notice of a possible act of sexual violence or harassment, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a "preponderance of the evidence," the issues will be addressed and dealt with in accordance with state and federal regulations under Title IX and VAWA. Within the investigation period both prompt and effective action will be taken to address the

incident and ensure a remedy that will be appropriate as well as designed to prevent its recurrence. In all cases an effort will be made to resolve the incident within 60 days of its reporting.

The college is here to help both the victim and the accused. Guidance, support and counseling will be given or arranged for upon request. If you feel you may have a need because you are or have been involved in any of the above mentioned actions, we urge you to seek out help to address them.

### **AS A BYSTANDER, YOU CAN MAKE A DIFFERENCE!**

While sexual violence and harassment affects everyone, on a small campus community its affects are magnified. Some forms of sexual harassment, while not explicitly illegal, are nonetheless demeaning and undermining to the value of all human life as is exemplified in the Scriptures. These demeaning and undermining forms of sexual harassment may be observed, for example, as sexually violent jokes, sexually oriented comments about someone's appearance, sexually explicit comments, and vulgar gestures. Allowing this kind of verbal/physical derision to go unchecked contributes, as does the viewing of pornography, to a culture that is much more likely to accept sexual violence. It has no place at all in the life of a follower of Jesus Christ.

While you may not be the object of sexual violence or harassment yourself, it is imperative that you recognize it when it happens. Additionally, you need to be aware of safe and positive options of intervention that can help prevent harm or intervene in situations of potential harm/harassment. This is appropriately called "bystander intervention." KMBC will provide a mandatory training session on bystander intervention on a regular basis.

### **RETALIATORY HARASSMENT**

Those who report an incident of sexual or domestic violence, sexual assault, dating violence, stalking, or sexual harassment will be protected against any kind of retaliatory harassment by friends or supporters of the alleged perpetrator(s) of said actions.

Please note that retaliatory harassment will not be tolerated, and the actions of those engaging in such will be addressed by the Title IX coordinator as major disciplinary issues with serious consequences. This statement constitutes due warning.

### **BULLYING**

It is expected that all members of the KMBC campus community (faculty, staff, and student body) will treat each other with respect and consideration. Inappropriate conduct or comments intended to intimidate or humiliate a member of the campus community are not acceptable, and will be dealt with as a serious breach of conduct.

### **Student Grievance Procedure (regarding issues of a non-sexual nature)**

If a student at KMBC has a grievance of a non-sexual nature with a faculty or staff member, a work supervisor, a person of authority, or another student, there is in place a procedure for getting it addressed and resolved.

The biblical example is to go humbly to the individual first and seek to address the disagreement. If a student life issue cannot be successfully resolved in that way, then initially the following chain of command should be followed: 1. Dorm Supervisor, 2. Dean of Men or Women, 3. Dean of Students, and 4. President.

\* Usually issues regarding Academics (grades, faculty interaction, work load, etc) can be addressed by the Academic Dean.

\* Issues related to the campus work program can be addressed by the work supervisor, Mr Josiah Hunter. If that does not produce a satisfactory result, Mr Steve Lorimer would be the next one to see.

\* Financial issues can be taken up with the Business Office.

Regarding disciplinary issues, an appeal procedure is detailed on page 30 of the Student Handbook. If the issue has not been resolved satisfactorily through the regular channels, the Dean of Students is available to address it, and if need be, present it (or re-present it) to the appropriate person. If further action is necessary, the Dean of Students can bring it before the administration. KMBC is committed to make every effort possible to resolve student grievances in a Biblical and appropriate manner.

### **Student Grievance Procedure Under Title IX (regarding sexual issues)**

If an individual at KMBC has a grievance regarding sexual harassment or sexual violence with a faculty or staff member, a work supervisor, a person of authority, or another student, there is in place a procedure for addressing it. The intention of this college is to provide a grievance procedure which will enable the student to share their concerns, complaints or problems with the confidence that they will be seriously considered and a prompt and determined effort will be made to resolve them. KMBC further recognizes each individual has a right to a fair, reasonable and impartial process in the examination of the issues and determining the consequences if necessary.

KMBC's Title IX coordinator is Mr Rick Brookens ([rbrookens@kmbc.edu](mailto:rbrookens@kmbc.edu)) or (693-5000, ext 751) or ext 214 (office). He has been trained to help those facing sexual harassment and sexual violence issues to:

\* Understand their options in registering a complaint,

\* Be aware of the available medical, legal, and counseling resources,

\* Guide them through the necessary grievance procedures to insure a discrete, timely and appropriate addressing of the issues,

- \* Facilitate support during an investigation,
- \* Address any retaliatory issues arising from a complaint and/or investigation,
- \* Coordinate a safe and non-hostile environment.

Because of his training and experience, we recommend (but do not require) the individual who has experienced sexual violence or harassment contact the Title IX coordinator.

Upon receiving information regarding sexual harassment or sexual violence, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a “preponderance of the evidence,” the issue will be addressed according to the procedure outlined in “Level 2” of the Disciplinary Process (page 35).

# Student Handbook Part 4: Student Life and Discipline

## DISCIPLINARY PROCESS

We at KMBC wish to encourage a deep level of campus community life conducive to living a holy life-style. The life of the individual student is of utmost importance; the life of the institution, composed of numerous individuals, is also important. Therefore, in real discipleship appropriate discipline must reflect redemption and the greatest good for all involved.

**Students are expected to be fully acquainted with the current school catalog and handbook and to abide by the procedures and guidelines contained in them.**

Though a rule may not be definitely stated, students are expected to comply to the spirit of principles of conduct stated. If you have questions, consult with the Dean of Students. The Scripture does not describe a precise model for discipline. However, it does give some general principles on how we should confront a person who has disregarded the standards of community life: Matt. 18:12-17; 1 Cor. 5:1-5; 2 Cor. 2:5-11; Eph. 5:6-13; & 1 Thes. 4:3-9.

*Infractions of community life are dealt with at many levels.*

Accountability begins with self-discipline. **One of KMBC's goals is to help students become less dependent on rules to govern behavior and more dependent on their ability to discern what is right and wrong, independent of peer pressure and external props.** If self-discipline should break down, then peer discipline becomes necessary. It is essential that students share some responsibility for each other's growth and a willingness to express concern and to caringly confront each other. It is important that students take this responsibility seriously.

If peer discipline does not take place, then accountability must be sought through community discipline, specifically through the dorm supervisor, work supervisor, faculty, etc. An infraction notice will be often issued after a warning has been given. Many problems can be resolved at this level, provided the student makes the appropriate change in behavior.

Infraction Notice - an infraction notice is issued when a student's conduct is irresponsible (disrespect, disorderly conduct, disregarding responsibilities, and policy violations).

Institutional discipline becomes necessary when the means of discipline listed above has not been successful in producing change in a student's behavior, or if there is a serious violation of community life.

**Level One** - an accumulation of FOUR infraction notices sends the student to the Dean of Students who works with the student to correct the problem.

**Level Two** - if a student's behavior/attitude does not change, or if they are involved in a serious violation of community life (see page 36);

1. The Dean of Students will arrange a hearing with the Student Relations Committee, who will have been informed of the nature of the problem.

2. The Dean of Students will notify the student in writing of the time and date of the hearing, a description of the issues to be addressed, and the reason why.
3. The student will have an opportunity to present witnesses on their behalf.
4. The student will have an opportunity to address the Committee and witnesses.
5. The student has the right to have a member of the campus community (student, staff, or faculty member) present to advise and/or appear with them.
6. The student has the right to appeal the decision of the Student Relations Committee to the President.

Failure to give truthful testimony to the Committee is a serious offense and may lead to dismissal. The Student Relations Committee sets the terms of discipline appropriate to the infraction and informs the student in writing. This letter is placed in the student's file. An appeal to the President must be made in writing within ten days of the hearing, and the President has ten days after the receipt of the appeal to respond.

Cases involving serious violations of community life such as profanity, theft, lying, gambling, possessing or using tobacco, alcohol and/or illegal drugs, immorality, homosexuality, lesbianism, bestiality, sexting, viewing pornography, stalking, sexual harassment, sexual violence, and distributing material of a sexual nature will justify immediate institutional discipline without previous disciplinary response or warning.

When institutional discipline is given and the terms of that discipline are fulfilled, but subsequently there is a further major violation of community life, the institutional consequences can be, at the recommendation of the Student Relations Committee, evaluated in light of "repeated offenses" rather than only the most recent violation.

#### **Disciplinary options are:**

**Restrictions** - such as causing loss of automobile/motorcycle/bike privileges, the removal and/or denial of social privileges, or the denial of the student's weekend.

**Fines/community Service** - an amount of money and/or community service to be performed by the student to compensate for willful or negligent behavior and/or damage resulting from property abuse.

**Probation** - a warning status into which a student is placed when he is in jeopardy of suspension or dismissal from the college. This involves (1) notification of parents, (2) exclusion from extra-curricular activities including athletics, holding office in any organization and as a representative of the school in public functions. When probation is for an indefinite period of time, the Committee usually meets after one semester to determine if probation should be terminated. However, continuation on probation will lead to dismissal.

**Suspension** - the release of a student for a specified period with readmission being granted by action of the Student Relations Committee. The student may face loss of academic work.

**Dismissal** - the immediate release of a student with the subsequent loss of academic work. If a student is dismissed, the dismissal will be for at least one year and will become a part of the student's permanent record. Readmission can be granted only by action of the Student Relations Committee. Students readmitted to KMBC following dismissal are placed on disciplinary probation for one semester.

Refunds for termination, dismissal, or suspension will be made according to the schedule listed under the Withdrawals and Refunds section of the Academic Catalog (see the registrar or access catalog online).

## **STUDENT GRIEVANCE and APPEAL**

A student who has a grievance related to a disciplinary decision should follow this procedure for resolution:

1. Contact the person who made the decision for an explanation of why the decision was reached/infraction issued. If it is discovered there has been misunderstanding the problem can be resolved at this point.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the Dean of Students within seven days of the infraction issuance.
3. If the complaint is not satisfactorily resolved with the Dean of Students, the student may then make a written request for a hearing with the Student Relations Committee within five days of his/her meeting with the Dean of Students.
  - a. (Note the procedure in Level 2 of the Disciplinary Process)
4. subsequent to the student's meeting with the Student Relations Committee, if the complaint is not satisfactorily resolved, the student has five days to present a written appeal to the President. The decision of the President will be final in all disciplinary disputes.

## **STATE OF KENTUCKY GRIEVANCE POLICY and PROCEDURE**

The State of Kentucky has a complaint process that students may use. The following links provide our State's consumer complaint webpage and process:

Webpage: [http://cpe.ky.gov/campuses/consumer\\_complaint.html](http://cpe.ky.gov/campuses/consumer_complaint.html)

Consumer complaint process (per 13 KAR 1:020 Section 13):

<http://www.lrc.ky.gov/kar/013/001/020.htm>



# Student Handbook Part 5: Counseling and Character Development

## COUNSELING

### General Information

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. If it is determined that off-campus counseling would better serve the student, a professional, Christ-centered counselor is available. The cost for off-campus counseling, and transportation if needed, will be charged to the student's bill.

The college counselor in cooperation with the Dean of Students will evaluate student counseling services annually. A complete description of the Counseling Program at KMBC follows.

## KMBC Counseling Program: Policy and Procedures

### Philosophy

KMBC's counseling program philosophy grows out of the KMBC Mission statement: "Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution in a residential setting whose mission is to equip men and women to serve with a passion to Know God; a passion to prepare for His Ministry; a passion to live and teach the message of Biblical holiness; and a passion to evangelize and disciple the world for Christ.

KMBC acknowledges that God alone is the Author of spiritual and emotional healing and wholeness, and that Divine Grace is imparted in the acts of justification and entire sanctification that is adequate to restore the fallen human to relationship with God. Ultimately, it is this relationship with God that heals the spirit.

KMBC provides on-campus personal counseling that is designed to help students cope with a variety of personal issues and move toward wholeness in Christ. Qualified pastoral counselors are available on campus to assist any students. The goal is that all students will become whole and therefore more fruitful in their ministries. A KMBC alumnus and missionary spoke to our students on chapel and exhorted them, "Unpack your baggage while you are here, or I will have to do it for you when you arrive on the mission field." The goals of the counseling program are: to help students to confront their personal issues of woundedness, abuse, and dysfunctionality in a safe, Christ-centered, confidential, Biblically-based context; to receive healing from Christ; to extend forgiveness to others; to reach closure

on the past; and to move on into productive ministry wherein they “comfort others with the comfort by which they have been comforted.”

### **Institutional Objectives**

Students who would benefit from professional counseling will be offered professional services and referred to a counselor approved by the college.

The college will provide confidential counseling services.

The college counselor will use professional discretion to refer students who need more specialized care to an outside agency or care giver.

The college may refer students under institutional discipline, at their request, to the college counselor to deal with related issues.

The college will provide career counseling through the student’s academic adviser, faculty, college counselor, and Field Ministry Director.

The college counselor will point students dealing with ongoing moral issues toward honesty, confession, repentance, and accountability within the Body of Christ which is the campus community.

### **Student Objectives**

The student will maintain regular appointments with the counselor as needed.

The student, with the assistance of the college counselor, will work to self-disclose.

The student will work to experience Christ’s healing for the wounds of his/her spirit.

Exceptions to confidentiality, without voluntary, written authorization from the student to release such information, include:

- Life-threatening events (self or other).
- Child-abuse (actual or suspected).
- Spouse abuse or another type of dependent care neglect or abuse.
- Court-ordered release of information.
- When the student’s behavior places himself/herself or another person in danger or at risk.

There is no additional charge to students for counseling provided on-campus.

## Character

**The following are a list of character traits KMBC recognizes as imperative to Christian service: attitude, congeniality, dependability, discipler, discretion, financial responsibility, forgiving, honest, humble, loving, obedient, patient, peace-making, reputable, self-controlled, self-disciplined, servanthood, spiritually minded, virtuous, and wise. The school is committed to the development of these traits in the lives of its students.**

### **Character Evaluation Tools**

The college will use a variety of tools to assess character development in the life of the KMBC student. These tools will include a Character Development Evaluation form, work performance evaluations, Field Ministry evaluations, record of community service, and the student's personal testimony. These tools are administered by the faculty advisers, and shall be collected and compiled in a personal portfolio for each individual student under his/her advisor's care.

**Evaluation form.** The college has developed a Character Development Evaluation form that is used to assist the faculty in assessing character development in the life of the individual student. This form assesses the above character requirements for graduation through a personal Bible study and self-evaluation. This form will be completed as a self-evaluation by the individual student and as a faculty evaluation by the student's faculty adviser. This form will be distributed to each student by his/her adviser at the second semester registration. The adviser will make an appointment with the individual student he/she is advising. In the interim, both the student and the faculty adviser will complete the Bible study and character evaluation of the student. At the following appointment, the adviser and student will review and discuss the completed Character Development Evaluation forms, highlighting commendations and concerns. If additional follow-up is necessary, the faculty adviser will either provide the follow-up or refer the student to qualified personnel on campus who can provide necessary follow-up.

**Work performance evaluations.** The college gives work performance evaluations of each student's college work study each semester. These are completed by December 1 and May 1 of each academic year. These evaluations are completed by the men's and women's work supervisors along with the student's direct work supervisor.

**Field Ministry evaluations.** The Director of Field Ministries oversees the placement and evaluation of students in field ministry opportunities. Evaluations are conducted each semester. Copies of these evaluations will be included in each student's character development portfolio, and filed in the faculty advisor's office.

**Community Service.** It is the responsibility of the individual student to record and authenticate any community service which he/she renders during each academic year. Disciplinary community service required by the college is not included in the character development portfolio.

**Personal Testimony.** Each student must write a personal testimony (200-400 words) of their spiritual experience and growth during each academic year. The testimony should include specific crises of grace and spiritual high points during the school year. This testimony must be submitted to the advisor's

office for placement in the students' character development portfolio by May 1 of the academic year. All of these records compiled in the student's character development portfolio shall remain confidential between the student and the college.

**Character Evaluation.** The Dean of Students is the administrator assigned to supervise the character evaluation process. The faculty advisers shall function as the gatekeepers, reporting to the Dean of Students and a committee of faculty advisers. Each adviser shall report to the committee general corrective measures implemented to address student character deficiencies. Students failing to meet the satisfactory level of character development in any of the criteria will be provided assistance to address and correct specific problems. The adviser shall recommend students to the committee who, in the adviser's view, are eligible to continue toward graduation. Any juniors who are in danger of being denied graduation based upon character deficiencies shall be informed at the end of the junior year and provided with a corrective plan. It is the duty of the Dean of Students and the committee of faculty advisers to determine the student's fitness for graduation based upon character. The committee of faculty advisers shall recommend all eligible students to the faculty, whereupon the faculty shall make their recommendation to the Board of Trustees.

*“For He satisfies the longing soul, and fills the hungry soul with goodness.”* Psalm 107:9

We are the Body of Christ,  
therefore  
We are Community.

“For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body --- whether Jews or Greeks, whether slaves or free --- and have all been made to drink into one Spirit.”

**I Corinthians 12:12-13**

“Therefore we were buried with Him through baptism into death, that just as Christ was raised from the dead by the glory of the Father, even so we also should walk in newness of life.”

**Romans 6:4**



# Student Handbook Part 6: Student Organizations

## KMBC ORGANIZATIONS & STRUCTURE ORGANIZATIONS

A student may hold one major office during a school year. Major offices include Student Council President, Student Council Vice President, class presidents, yearbook editor and missionary president. Students on academic or disciplinary probation are ineligible to hold a major office. Any suggested list of nominees for officers by students may be amended by the faculty.

### **Class organizations**

Advisers for the classes are appointed by the Dean of Students. He will appoint a faculty member to meet with the freshman class until advisers have been chosen.

Class dues are required from each student, so the class is able to function properly.

Elections are held the first week of the fall semester.

Class members are required to be in attendance at class meetings.

Each class will elect these officers, and each officer is expected to maintain the life of a good spiritual leader and example before class members, as well as:

### **President**

- a. provides effective leadership for the class and all of its activities
- b. the representative spokesperson for his/her class when necessary
- c. presides at all class meetings in an orderly fashion
- d. works with class advisers concerning all class activities
- e. may make fund disbursements in the absence of the treasurer
- f. appoints committees
- g. informs class members of all class responsibilities including class meetings, deadlines, practices, etc.

### **Vice President**

- a. takes on the responsibilities of the president in the case of his/her absence
- b. becomes an active member of the school social committee
- c. serves with the president as an ex-officio member of all committees
- d. assists the president as needed

## **Chaplain**

- a. with the help and direction of the class advisers, conducts the class afterglows and provides a devotional
- b. opens each class meeting in prayer
- c. leads in devotions at class-sponsored school socials
- d. serves on the Spiritual Life Committee, which works to:
  - Plan and organizing student involvement in the National Day of Prayer
  - Plan and organizing student prayer meetings before and during Convocation
  - Plan and organizing a Prayer Emphasis Week once per school year, including scheduling a speaker and the week during which the special services are to be held
  - Plan and organizing a prayer vigil for students on or before October 31
  - Participate in and encouraging fast prayer meetings

## **Secretary**

- a. records all proceedings of the class meetings including any pertinent details
- b. reviews minutes from previous meetings if necessary
- c. keeps attendance at all the meetings
- d. handles all necessary class correspondence

## **Treasurer**

- a. collects class dues
- b. keeps a record of all distributions of all funds, makes all deposits, keeps a record of all monies accessible to the class and all funds withdrawn
- c. prepares and reads a report on the state of the treasury at each meeting

## **Class Representative (2)**

- a. is a member of the Student Council
- b. attends all Student Council meetings and represents class concerns to the Council

c. reports important Student Council matters to the class

## **Class Activities**

### **Advisers' Parties**

Each class has a party in appreciation of class advisers and should be planned as follows: Seniors in May; Juniors in February; Sophomores in March; and Freshmen in April. Classes should set dues and due dates for members' contributions.

Classes may secure some funding from Student Council Activity Fund (\$1.00 per student) for campus wide activities.

### **Special Responsibilities**

Freshmen - decorate campus for Christmas, work in kitchen during Junior/Senior Banquet, baby sit during Alumni Day.

Sophomores - plan Christmas Social, serve and clean dining room for Junior/Senior Banquet and Alumni Banquet.

Juniors - Junior/Senior Banquet (provide refreshment for Freshmen and Sophomores), serve for Alumni Banquet, purchase and place a vase of flowers on the diploma table on Commencement morning.

Seniors - February Social, senior chapel

## **KMBC Missions Cabinet**

KMBC Missions is directed by officers from within the student body, featuring the Friday chapels which focus on creating a worldwide missionary vision and where visiting missionaries frequently speak. Students often hear God's call to missionary service during these chapels.

### **Mission Statement**

The KMBC Missions Cabinet seeks to present the cause of Christ through missions, both home and abroad, to the KMBC community in such a way so as to motivate all members of the community, students, faculty, staff, and administrators, to participate in missions through prayer, educating, giving, and serving on a mission field via task force, short term, and/or career ministry.



## **Officers and their Duties**

### **President**

1. The president shall chair Friday Missions chapels.
2. The president shall organize and schedule missionary cabinet meetings monthly.
3. The president shall provide leadership for the missionary cabinet and the student body.
4. The president shall visit with and interview guest speakers.
5. The president shall participate in specified missions functions on campus.
6. The president shall consult with the Missions Cabinet advisor regarding all of the operations of the Missions Cabinet including: cabinet meetings, chapel services, fund-raising, and all special events.

### **Vice-President**

1. The vice-president shall chair missions' chapels in the absence of the president.
2. The vice-president shall organize and participate in special missions functions on campus.
3. The vice-president shall promote student missions awareness through creative bulletin board ads.

### **Secretary**

1. The secretary shall record minutes of the cabinet meetings and missionary chapels.
2. The secretary shall publish a schedule of upcoming chapels, events, and decisions relevant to missionary cabinet meetings.
3. The secretary shall assist in the updating of the missions bulletin board.
4. The secretary shall correspond with individuals and organizations relevant to missionary cabinet business such as: thank you letters to missionary speakers, correspondence for special missions events, correspondence to schedule missionary speakers for chapel, etc.
5. The secretary shall receive and distribute the chapel schedule to every cabinet member.
6. The secretary shall chair missions chapels in the absence of the president and vice-president.

### **Treasurer**

1. The treasurer shall keep financial records for the KMBC Missions Cabinet.
2. The treasurer shall be responsible for all banking of the KMBC Missions Cabinet.

3. The treasurer shall provide the KMBC VPBA with all financial records necessary to conduct an annual audit of the KMBC Missions Cabinet on the second Friday of May.
4. The treasurer shall provide a written financial report of the KMBC Missions Cabinet at each cabinet meeting.
5. The treasurer shall practice fund accounting, keeping clear records of the amounts in each fund as designated by the cabinet.
6. The treasurer shall give an oral financial report in chapel every month.
7. The treasurer shall collect and recycle pop cans from across the campus (as deemed necessary).

### **Music Director**

The song-leader shall prayerfully plan and conduct the song-service for the missions chapel. The song-leader shall arrange for special music and/or sound equipment for the missions chapel as necessary.

### **Pianist**

1. The pianist shall play the piano for all missions chapels, including congregational, offertory, and special music as necessary.
2. The pianist shall assist the song-leader in planning the song service.

### **Bylaws**

The KMBC Missions Cabinet shall:

Be chartered by and answer to the KMBC Student Council.

Exercise responsibility for the preparation and administration of the student led missions chapel each Friday.

Submit a tentative chapel schedule of services to the Office of the President for administrative approval 10 days prior to the beginning of each term.

Prepare an annual budget and propose it to the KMBC Community no later than the third Friday of the fall semester.

Prepare and submit a slate of nominees for Missions Cabinet officers to the Dean of Students for administrative approval no later than April 15.

Prepare ballots and supervise elections of Missions Cabinet officers for the upcoming academic year for the first Thursday of May.

Conduct an orientation meeting of new officers and outgoing officers in May and prior to graduation.

Promote a variety of missionary organizations in addition to WGM as part of the chapel program.

Emphasize alumni ministries in the chapel programs as well as in the prayer emphasis.

Implement annual evaluations of its program by the students, faculty, staff, and administrators, and file a copy of that evaluation with the Dean of Students.

Explain to the student body the goals and purpose of the cabinet.

12. Collect and recycle pop cans across the campus to subsidize the Mission Cabinet's general fund.

Be advised by a member of the KMBC faculty or staff who shall be appointed by the Dean of Students with the approval of the KMBC Administrative Committee.

## Yearbook

**NOTE:** Currently the yearbook is the primary responsibility of KMBC staff, with student volunteer help. Should there be sufficient interest to institute a yearbook staff, these guidelines would take effect.

The staff for the KMBC yearbook, Reflections, consists of student volunteers and at least one faculty adviser. With the exception of the editor, students sign-up each fall for the position in which they are interested. The position of editor is filled in May for the upcoming school year and is subject to faculty approval. Adjustments to this arrangement are made from time to time at administrative discretion.

### **Below is a brief description of the staff positions and responsibilities:**

**Layout:** Individuals working in layout are responsible for layout design, picture selection, copy and artwork for their assigned page(s).

**Computer:** Individuals working with the computer are responsible for transferring all layout elements to the computer.

**Photography:** Individuals working as photographers are responsible for taking candid shots of all aspects of campus life, as well as scheduled group pictures or other requested photos in a timely fashion.

**The Editor:**

1. shall have prior yearbook layout experience
2. shall advertise for and enlist staff members
3. shall provide training as needed to staff members
4. shall provide leadership in the areas of organization, motivation, and meeting of deadlines

5. shall ensure the publication of a fall book
6. shall present the new yearbook to the dedicatee(s) at a time agreed upon by the yearbook staff
7. shall be at least a second year student and must have attended KMBC at least one full semester
8. shall carry a cumulative GPA of at least 2.5

Scholarship in the amount of 250.00 per semester will be awarded to the Reflections editor.

## **Non-Traditional Student's Association**

### **Mission Statement**

The Non-Traditional Students Association (NTSA) is designed to minister to the spiritual, social, and material needs of non -traditional students, both married and single, and to encourage Christian unity and support among the campus community.

### **General Definition**

Non-Traditional Students (NTS) include those who

1) are married, 2) single parents, 3) single students 25 years of age or older. This designation includes the spouses of NTS who are not themselves enrolled at KMBC.

### **Executive Committee**

President; Vice-President; Secretary/Treasurer; Chaplain; Faculty/Staff Adviser - appointed annually by the Dean of Students.

### **Election of Executive Committee Officers (general)**

Elections are to be held in the latter part of April for those to hold office the following year. All those defined as Non-Traditional students/spouses have the opportunity to vote on executive committee officers.

### **Responsibilities of all Elected Officials (general)**

Maintains the life of a good spiritual leader and example before the campus community. Outgoing officers will meet individually with their successor to discuss duties soon after elections. Both outgoing and incoming officers will meet as a group at least once prior to the end of the semester.

### **General Requirements for Office**

The President or Vice-President of the NTSA cannot serve as President or Vice-President of a class (Fr, Soph, Jr, Sr) simultaneously.

Students/student spouses must be in their second consecutive semester at KMBC to run for office.

NTS spouses who are not enrolled at KMBC may hold the offices of Secretary/Treasurer and Chaplain.

## **Officer Job Descriptions**

### **President**

1. shall chair NTSA meetings
2. shall carry a cumulative GPA of at least 2.5
3. shall be enrolled for at least six hours per semester per term of office
4. is the representative spokesperson for the NTSA when necessary
5. shall work with Association advisor (to be appointed by the Dean of Students) concerning all association activities
6. shall inform NTSA members of responsibilities, meetings, and activities
7. shall make fund disbursements in the absence of the secretary/treasurer
8. shall be present on campus for fall orientation to aid incoming NTS and work with the Student Council President
9. shall perform responsibilities as assigned by the executive committee of the NTSA

### **Vice-President**

1. shall chair NTSA meetings in the absence of the president
2. shall carry a cumulative GPA of at least 2.5
3. shall be enrolled for at least six hours per semester per term of office
4. shall be a member of the Social Committee
5. shall assume the office of the president should the president no longer be able to fulfill that office
6. shall develop information packet relating to available services and local opportunities for incoming NTS, and have to President by May 15
7. shall coordinate association social activities
8. shall perform responsibilities as assigned by the executive committee of the NTSA

### **Secretary/Treasurer**

1. shall keep an accurate attendance record
2. shall record the minutes at every meeting
3. shall be responsible for all association correspondence
4. shall be responsible to make copies of the minutes to be presented to the adviser of the NTSA
5. shall be responsible to the executive committee of the NTSA for all revenue and capital of the association
6. shall make no expenditures without the approval of the executive committee of the NTSA
7. shall be responsible for the recording of all financial transactions of the NTSA
8. shall perform responsibilities as assigned by the executive committee of the NTSA

### **Chaplain**

1. opens each meeting in prayer
2. leads devotions at association activities
3. serves on the Spiritual Life Committee
4. works to facilitate small group development among NTS
5. works to facilitate mentoring, discipleship, prayer, and encouragement among NTSA
6. helps facilitate inner campus ministry by NTSA
7. helps facilitate off-campus outreach by NTSA as desired shall perform responsibilities as assigned by the executive committee of the NTSA

## **Student Council**

### **Student Council Bylaws**

Name: Student Council of Kentucky Mountain Bible College

### **Purpose**

- A. To serve as a liaison between the student body and college administration.
- B. To serve as a forum for student input on school policy and activities relevant to student life.

C. To sponsor, promote, and assist in the conducting of programs and activities that are beneficial to the school.

D. To charter student organizations.

### **Membership**

Membership of the student council shall consist of the President, Vice President, and eight representatives - two from each class. The secretary and the treasurer will be elected from the eligible candidates of these representatives. The Dean of Students shall serve in an advisory position.

### **President**

1. shall chair council meetings
2. shall announce before the student body the date of the next regularly scheduled meeting at least nine days in advance of the meeting and will distribute an agenda for that meeting to the secretary, no less than four days before the meeting
3. shall make fund disbursements in the absence of the treasurer
4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (the nominating committee reserves the right to select nominees from the upcoming sophomore class)
5. shall carry a cumulative GPA of at least 2.5
6. shall appoint a successor to complete the unexpired term of an officer, in the event of the vacancy of a Council office for any reason, with the advice and consent of 2/3 of the council. (In the event that the vacant office is that of the Vice President, the appointed successor will be approved by the Administrative Committee.)
7. shall address the student body in the Student Council Presidential Inaugural Chapel held during the first full week of the fall semester. Other addresses are to be made as needed.
8. shall perform responsibilities assigned by the council

### **Vice President**

1. shall chair meetings in the absence of the president
2. shall chair the Social Committee, plan, and direct social activities sponsored by the committee
3. shall assume the office of president should the president no longer be able to fulfill that office
4. shall be at least a third year student and must have attended KMBC for at least two semesters as a full-time student (The nominated committee reserved the right to select nominees from the upcoming sophomore class)
5. shall carry a cumulative GPA of at least 2.5

6. shall perform responsibilities as assigned by the council president and the council

### **Secretary**

1. shall keep an accurate attendance record

2. shall record the minutes at the meetings

3. shall be responsible for all council correspondence

4. shall distribute a copy of the agenda to council members three days prior to regularly scheduled meetings

5. shall post on the Student Center bulletin board three days prior to the next regularly scheduled meeting, a list of proposals

6. shall be responsible to make copies of the minutes to be presented to the Dean of Students

7. shall post on the Student Center bulletin board proposals considered and council and Administrative Committee action toward them

8. shall be at least a second year student and must have attended KMBC for at least two semesters as a full-time student

9. shall carry a cumulative GPA of at least 2.5

10. shall perform responsibilities as assigned by the council president and the council

### **Treasurer**

1. shall be responsible to the president and/or council for all revenue and capital of the council

2. shall make no expenditures without the approval of the president and/or council

3. shall be responsible for the recording of all financial transactions of the council

4. shall have a basic knowledge in accounting

5. must be at least a second year student, and must have attended KMBC for at least two semesters as a full-time student

6. must carry a cumulative GPA of at least 2.5

7. shall perform responsibilities as assigned by the council president and the council

### **Representatives**

1. shall include two members from each class

2. may hold any other organizational office excepting the President or Vice President offices of the Council, providing he/she attains to the qualifications of that particular office

3. shall represent his/her class in:



- a. expressing the best interests of his/her class
  - b. functioning as a liaison between the council and his/her respective class
  - c. acting according to the dictates of his/her best judgment and of the class he/she is representing
4. shall carry a cumulative GPA of at least 2.5
  5. shall perform responsibilities as assigned by the council president and the council.

### **Dean of Students**

1. shall advise the council
2. shall serve as a liaison between the Student Council and the Administrative Committee

### **Election Procedures**

The Student Council shall serve as the nominating committee for president and vice-president.

### **President and Vice-President**

1. The Nominating Committee shall nominate no more than three candidates in the regularly scheduled April meeting. These nominations will be approved by the Administrative Committee.
2. The student body will have 48 hours to consider the candidates.
3. The student body will elect the officers the first Thursday of May.
4. The Nominating Committee shall appoint a board of three tellers from the membership of the council in the regularly scheduled April meeting to tally election results.
5. The candidate winning the most votes is elected.
6. The offices shall begin after the last instructional day of the spring semester and terminate at the end of the last instructional day of the following spring semester.

### **Secretary and Treasurer**

1. These officers shall be elected from the eligible representatives by the council during the first council meeting of the school year.
2. These offices shall begin during the first council meeting of the school year and terminate the first council meeting of the following school year.

## Representatives

Two members shall be elected from each class.

a. The returning classes shall meet during the second week of May to elect two council representatives.

b. The incoming freshman class shall elect two council representatives whose offices shall begin at the point of election, and shall terminate on the following fall registration.

No member of the student council shall hold any one council office for more than two consecutive years.

## Meetings

A. Regular meetings shall be held once every full month of the school calendar year.

B. Special meetings may be called by the president of the council in consultation with the Dean of Students when it is deemed necessary.

C. A majority of members shall constitute a quorum to do business.

D. Each member present shall have one vote, excepting the chair, who shall have no vote unless the council is equally divided.

E. Council members are expected to be present unless they have secured permission to be absent from the council president or the Dean of Students.

F. No more than 30 minutes may be spent on any one proposal in any one meeting; after the elapse of 30 minutes, the chair shall call for a motion.

1. The council president shall appoint a clerk to monitor the time.

2. Each member of the council is allotted two minutes to speak on any one proposal in any one meeting.

3. If a member runs out of time he/she could ask another member to yield him/her time in increments of no less than 15 seconds.

4. The Dean of Students is not restricted in debate.

a. He/she does not have to be recognized by the chair.

b. He/she is not restricted in debate time.

5. Nonmembers shall be recognized for no more than one minute. If more time is desired, the council may permit them to speak longer by majority vote. They shall not be permitted to speak for more than three minutes.

## **Voting**

A. The members present at the roll call shall exclusively have the right to vote in that meeting.

Tardy members may appeal to the council.

B. The chair shall have no vote unless the council is equally divided.

C. The Dean of Students does not have the right to vote.

All Student Council decisions are subject to Administrative Committee approval.

## **Impeachment**

A. A council member can be removed from office for not discharging his/her office or for misconduct.

B. Any and all charges are to be addressed to the Dean of Students who shall serve the accused with the charges in writing.

C. The Dean of Students shall call a special meeting of the Student Council Executive Committee and serve as its chair, to deal with the charges. At that time the accused will be given opportunity to defend him/herself. If the council executive committee finds that there is suitable evidence to convict, they may vote to impeach by a 2/3 majority vote.

D. If the vote is to impeach, then the full council is called into special session to provide a hearing for the accused.

E. The accused shall have opportunity to defend him/herself. Evidence shall be presented on both sides; a 2/3 majority vote of the council is needed to remove the accused from the council.

F. The impeached council member has the right to appeal to the Administrative Committee within seven days. The decision of the Administrative Committee will be final.

## **Amendments**

A. Only council members can propose changes in the bylaws.

B. A proposed amendment is to be submitted to the president in writing no less than one week before a regularly scheduled meeting for consideration at that next meeting.

C. A proposed amendment is passed with a 2/3 majority vote of the council.

## Financial Guidelines

### Budget

#### 1. Student Activities Fund

(\$10.00 per student given to the Student Council within 30 days after the semester begins)

a. class sponsored activities

i. \$1.00 per eligible student (see list secured by the Vice President of the Student Council)

ii. Given to the treasurer of the class upon request.

(a) Fall Semester – Freshmen (Decorating Campus for Christmas)

(b) Fall Semester – Sophomores (Christmas Party)

(c) Spring Semester – Seniors (Friendship Banquet)

b. 90% - school-wide activities (Student Council-sponsored)

i. The Student Council must deplete its portion of the student activities fund during the academic year when the latest student activities fee was collected.

#### 2. Council Funds (Income from Sales Merchandise)

a. 30% of the profits shall be used for miscellaneous Council expenses

b. 70% of the profits shall be used for the purchase of more merchandise.

## Student Bill of Rights

Any student may present to his/her class representative a signed college-related matter in the form of a proposal. Only proposals received at least one week prior to the next regularly scheduled meeting shall receive consideration at that meeting. These proposals shall be posted for consideration at least three days prior to the meeting.

Any member of the student body, the faculty, or the staff may visit council meetings and have a voice when recognized by the chair. The visitor has no vote and may be requested to leave for executive session.

Any student may present the student council a request to have a proposed student organization chartered. No student organization will exist except those chartered by the student council.