

2025-  
2026



# STUDENT HANDBOOK

[www.centralchristian.edu](http://www.centralchristian.edu)

## WELCOME FROM THE PRESIDENT



### Welcome to Central Christian College of Kansas.

It is my firm conviction that your presence here is part of a greater calling. At Central, we believe that God is always at work, aligning moments, relationships, and decisions for a purpose far greater than we can see. So, your being here presents you with an opportunity—not just to earn an education or participate in a sport or activity, but a sacred occasion for total transformation.

Our vision is clear: *to provide a transformative educational experience, rooted in Christ, to any person desiring to become a faithful steward of heart, soul, mind, and strength.* That's more than words—it's a call to formation. It's a journey of becoming.

You've come to a place where we care deeply about who you are and who you are becoming. You'll study, practice, compete, serve, and grow—but through it all, we will challenge you to lead with your **heart** in authentic relationships, to anchor your **soul** in purpose and conviction, to sharpen your **mind** with truth and creativity, and to **strengthen** your life through resilience and productive habits.

This is your time. Embrace it fully. Ask questions. Make mistakes. Form friendships. Cultivate faith. And lean into the person God is calling you to become.

We're with you—every step of the way.

And we can't wait to see how God uses you.

*Educatio Moribus,*

A handwritten signature in black ink, appearing to read 'L. Favara'. The signature is fluid and cursive, with a large initial 'L' and 'F'.

Dr. Lenny Favara, President

## WELCOME FROM THE VP OF TRANSFORMATION AND ACHIEVEMENT CHIEF ACADEMIC OFFICER/DEAN OF STUDENTS



To Our Tiger Family,

Welcome to Central Christian College of Kansas! As VP of Transformation and Achievement, I am excited to greet you as you begin or continue your journey here. You are a valued member of our community, and our team is dedicated to supporting both your academic and personal growth. We are here to help you become the person you are meant to be, offering guidance as you transition to college life. Our experienced staff and the Academic Center at Central provide a range of campus and community resources to support you every step of the way.

### The Idea of Turning Tiger

Turning Tiger is designed to give you opportunities to connect with fellow students, Faculty, and Staff from diverse backgrounds. Here, you will discover more about yourself, your beliefs, values, and how they relate to a biblical worldview.

Throughout your time at Central, you will engage with the CORE4 model, which guides our mission to offer a Christ-centered education focused on character development. The Student Life Office is here to help you on this journey.

### CORE4: Heart, Soul, Mind, Strength

Our holistic approach to student development centers on the CORE4:

- Heart**
  - Collaborate with peers, Faculty and Staff
  - Participate in community service opportunities
- Soul**
  - Engage in spiritual formation to nurture your spiritual, relational, and intellectual growth
  - Learn to integrate your faith into all areas of life, including academics and vocations
- Mind**
  - Access resources at the Learning Center for library and academic support
  - Experience a Christian worldview in your studies
- Strength**
  - Get involved in athletics, intramural sports, and dorm events
  - Utilize UWILL healthcare services, including 24/7 free telehealth with licensed professionals and crisis counselors, and access to medical services via telemed.

The CORE4 is at the heart of everything we do at Central. The Student Life Staff is dedicated to supporting you as you embark on your Turning Tiger journey.

*Dr. Cathy Brown*

Dr. Cathy Brown,  
Vice President of Transformation & Achievement  
Chief Academic Officer/Chief Student Engagement Officer/Dean of Students

## CCCK MISSION AND MESSAGE

Welcome to Central Christian College of Kansas, a College that is driven by its unique mission.

### OUR VISION

Central Christian College aspires to provide a transformative educational experience rooted in Christ and focused on providing a Christ-Centered Education for Character to any person desiring to become a faithful steward of heart, mind, soul, and strength.

### OUR MISSION

To provide a **CHRIST-CENTERED** education for **CHARACTER**.

### THE CORE4 MODEL

As our holistic development model, we strive to help students achieve the **CORE4**. Through heart, soul, mind, and strength our desire is that students maintain a productive, Christ-Centered lifestyle.

- **HEART:** **Virtuous Citizenship** - We believe that graduates should demonstrate civic and moral leadership, in order “to do good; seek justice, and correct oppression.”
- **SOUL:** **Vibrant Faith** - We believe graduates should demonstrate an appreciation for the Lordship of Christ, “not lagging in diligence, fervent in spirit, serving the Lord.”
- **MIND:** **Versatile Skill** - We believe graduates should demonstrate reasoned and productive lifestyles, filled with the “Spirit of God, with wisdom, with understanding, with knowledge, and with all kinds of skills.”
- **STRENGTH:** **Vigorous Lifestyle** - We believe graduates should demonstrate dispositional strength and behavioral readiness, so that they “never tire of doing what is good.”

**SECTION 1:**

**CAMPUS  
COMMUNITY  
EXPECTATIONS**



# Campus Community Expectations

Enrollment at Central Christian College of Kansas obligates students to adhere to the following expectations<sup>1</sup>. The Student Handbook provides more precise language defining key aspects of this Community Lifestyle Covenant. Students are asked to become familiar with these expectations before voluntarily signing this document. By entering into this Expectation Covenant, the undersigned deliberately assumes a personal obligation to abide by these standards and invites responsive accountability when behavior does not align.

## **Stewardship of Community**

I pledge to fulfill my role as a member of the campus community, which assumes that there are rights, privileges, and responsibilities related to me as an individual and to the community as a whole. Part of this commitment includes my willingness to submit to local and institutional authorities, and to engage in mutual accountability so as to foster an environment supporting the betterment of others and the greater community.

## **Stewardship of People**

I pledge to have active concern whenever human beings are demeaned, abused, depersonalized, enslaved, or subjected to coercive forces. As a member of this community, I will promote an environment that appreciates the dignity and worth of all humans, regardless of classification or distinction.

## **Stewardship of Self**

I pledge to abstain from the use of drugs, alcohol, tobacco, or any other substance that may erode or frustrate the health and well-being of myself or those around me. Furthermore, I choose to abstain from hosting, promoting, or attending occasions where such behavior is fostered.

## **Stewardship of Intimacy**

I pledge to refrain from all forms of sexual intimacy that fall outside the sacred union of marriage, which includes engaging with pornography or other forms of intimacy that objectify or degrade the holy intent of God's design for sexual intimacy.

## **Stewardship of Time**

I pledge to choose to manage my time wisely, investing it in such a way that edifies my God-given potential. As a member of this community, I seek accountability concerning the use of my time and the activities I pursue, especially if my use exposes me to unnecessary temptation, is enslaving, may serve as a stumbling block to others, or undermines the purpose of my presence here at CCKK.

## **Stewardship of Character**

I pledge to pursue the challenge of developing personal and corporate character in alignment with the mission and heritage of the institution. As such, I invite instruction, accountability, and encouragement designed to help me achieve and promote the values and behaviors consistent with being a good steward of heart, mind, soul, and strength.

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<sup>1</sup> As an evangelical institution of higher learning, affiliated with the Free Methodist Church – USA, these values are articulated as required by the Free Methodist Book of Discipline, defining campus community lifestyle expectations consistent with the principles and practices of the *Book of Discipline*. These are amplified in the Student Handbook, which addresses specific behavioral expectations. Students should be familiar with those expectations.

## **CAMPUS COMMUNITY EXPECTATIONS: AMPLIFIED**

### **Introduction**

Central Christian College of Kansas is designated as a Denominational Institution, by the Board of Administration of the Free Methodist Church of North America. As such, the College is also a participating member of the Association of Free Methodist Education Institutions (AFMEI). This affiliation imposes expectations on the College, including the articulation of lifestyle expectations consistent with the principles and practices as set forth by the denomination.<sup>2</sup>

While enrollment at Central Christian College of Kansas does not require a student to become a member of the Free Methodist Church, nor to even articulate a profession of faith, enrollment does obligate the student to adhere to these expectations.

The following language amplifies the general statements made in the Campus Community Expectations document, providing underlying rationale and, in some cases, helping to define key behavioral expectations. However, the specificity of this document, or lack thereof, does not preclude the ability of the College to address behavior not specifically addressed herein.

### **Overview**

As members of the campus community we strive to be characterized by balance and moderation, avoiding harmful or destructive patterns of conduct, as defined by our denominational heritage. It is our aspiration to live simply in service to others, practicing stewardship of resources, including the resources associated with mind, heart, soul, and strength. Therefore, we commit ourselves to be free from the promotion of or participation in activities and attitudes that defile the mind, damage the heart, subvert the spirit, or impair our strength [CORE4].

While God has called us to perfection, we recognize that each of us is on a journey, and that failing forward is a common reality of individual and corporate growth. Therefore, we define excellence not as perfection, but rather a fervent pursuit of holiness, relying on the redemptive and transformative power of Christ to inform and inspire our journey.

Students living in campus housing are subject to these policies, as well as all students, regardless of enrollment (i.e., graduate, online, commuter) who are participating in a sanctioned athletic program.

College employees, non-residential students, commuters, graduate students, online students, and visitors are also subject to these policies when participating in an institutionally sponsored event or while on the campus of Central Christian College of Kansas.

Specific lifestyle expectations for students not living in campus housing and employees are delineated in appropriate handbooks or policy documents. Members of the community who violate these community standards are choosing to live in opposition to expectations, and as such, are inviting accountability.

At the broadest level, the College prefers to operate within the realm of Restorative Justice. This is an active process of coming alongside students rather than merely handing down a punishment. The goal of restorative justice is to enhance the elements of a caring community and promote collaborative relationships, providing opportunities to redress impairments, rebuild trust, and experience personal and community growth. This approach provides room for repentance, allowing the offender to take responsibility and gain skills to better manage personal behaviors, attitudes, feelings, expectations, and actions that are critical for productivity and engagement in community. In the same way, the community takes on the role of forgiving and restoring the individual.

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<sup>2</sup> The Free Methodist Book of Discipline

## **Distinct Perspective**

To provide perspective, it may be helpful to understand how our denominational heritage influences and informs our values and standards for living. The nature of a movement is that it is fueled by specific passions that distinguish it from other movements in the body of Christ. The College was founded by the Free Methodist Church and continues to affirm that denominational affiliation. As members of the movement called Free Methodism we share the same passions, ideals, and beliefs, which help provide guardrails and purpose as we interact with greater culture. Our affiliation helps define our missional approach.

Broadly speaking, our denominational heritage is committed to understanding the needs of persons, institutions, and cultures so that we might effectively and redemptively minister to each. In this role, we seek to combat forces that violate the God-given dignity imparted to each individual, while also seeking to enhance forces that promote what is best articulated in the Free Methodist Way, which includes:

- **Life-Giving Holiness:** God's call to holiness was never meant to be a burden, but a gift that liberates us for life that is truly life by delivering us from the destructive power of sin. Holiness invites every believer to embrace the transforming work of the Holy Spirit that empowers us to love and serve God and others in joyful obedience. [1 Peter 1:15-16; 1 Thessalonians 5:23-24; Hebrews 12:14; 2 Corinthians 7:1]
- **Love-Driven Justice:** Love is the way we demonstrate God's heart for justice by valuing the image of God in all people, acting with compassion toward the oppressed, resisting oppression, and stewarding Creation. Our heart for justice continues and expands, fueled by God's holy love and that all may be reconciled to God and one another in ways that reflect God's just character. [Leviticus 19:33-34; Psalm 82:3; Proverbs 31:9; Isaiah 1:17; Zechariah 7:9-10; Micah 6:8; Luke 4:15-19; Matthew 5:43-48; James 1:27]
- **Christ-Compelled Multiplication:** The gospel of Jesus Christ — the message He proclaimed, the life He lived, and the ministry He modeled — set into motion a redemptive movement destined to fill the whole earth. We believe this redemptive movement of multiplication applies to every person and should permeate our culture at every level: the found reaching the lost, disciples making disciples, leaders developing leaders, and movements birthing movements. [Matthew 28:19-20; 1 Corinthians 2:2; Galatians 2:20; Philippians 1:21; Philippians 3:7-8]
- **Cross-Cultural Collaboration:** From the beginning, God's intent was to have a people from every nation, culture and ethnicity, united in Christ and commissioned to carry out His work in the world. [1 Samuel 16:7; Romans 1:1-32; Galatians 3:28; John 3:16; 1 Corinthians 9:2-23; Genesis 1:27; Matthew 5:13; Colossians 1:20]
- **God-Given Revelation:** Drawing on our Wesleyan heritage of engaging with Scripture through the lenses of tradition, reason, and experience, we keep Scripture primary. While the church will always be tasked with authentically communicating and applying biblical truths with sensitivity to cultural dynamics, we do not subjugate the Bible's timeless truths to cultural norms or social trends. [2 Timothy 3:16-17; Isaiah 55:8-9; 2 Peter 1:20-21; Ephesians 2:20-22; Deuteronomy 6:6-9; Hebrews 12:11; John 1:1-4, 14]

These distinctive values are collective in nature. To focus on one at the expense of the others is to miss the real power of their influence. It would be a tragic mistake to embrace Life-Giving Holiness while ignoring Love-Driven Justice. The same God who said, "Be holy, because I am holy" (1 Peter 1:16) also implored us to "let justice roll down like waters" (Amos 5:24 CEB and ESV). Part of what defines us as Free Methodist is our long and deep devotion to both personal and social holiness. Likewise, our commitment to the authority of Scripture in God-Given Revelation shapes and provides important parameters to interpret how we live out these values.

## **Elaboration of the Campus Community Expectations**

The Campus Community Expectations is a summary of behaviors that the College believes are indicative of a positive and enriching environment into which students are invited to engage the learning process and develop character. While the focus of these policies are primarily on behavior, the College does not ignore the underlying attitudes and beliefs held by those affected by its presence. In fact, in alignment with its heritage, the College seeks to promote an environment where sanctification can be embraced by every member of the community. Ideally, as sanctification emerges, the individual is

transformed through the power and presence of God. It is through sanctification that the individual is empowered to resemble His own holy character revealed in Jesus' life of love and self-sacrifice (Ephesians 4:20–24; 2 Corinthians 4:6).

Until such time, the Campus Community Expectations serves as a blueprint articulating specific behavioral expectations that allow the College to meet its fiduciary obligation imposed as part of its denominational affiliation and its obligation to those who desire an enriching campus environment.

As members of the campus community, acknowledging our roles as learners and recognizing God's high call of holiness, we desire to be characterized by balance and moderation. Students are challenged to avoid extreme patterns of conduct, keeping themselves free from addictions and compulsions, allowing them to focus on the purpose of their presence at Central Christian College of Kansas.

The institution's focus on Christ, Character, and Community is a call to live simply in service to others, and to practice stewardship of health, time, and resources, as God grants. As an institution, we are committed to help every person attain a disciplined life, free from the bondage of bad and harmful habits, providing enhanced opportunities to present our bodies as living sacrifices, holy and pleasing to God (Romans 12:1).

The College will actively engage situations or individuals that persistently or conspicuously seek to subvert the College's values, beliefs, and expectations. This will be done in alignment with current policy addressing Freedom of Expression and Academic Freedom, and in alignment with the College's approach to restorative justice. However, the College reserves the right to terminate or deny enrollment to those who would display behavior, promote behavior, or propagate positions about behavior that are discordant with the position of the institution.

The following elaborate and amplify the summative statements enshrined in the Campus Community Expectations document. As elaborative statements, the institution relies on these to help interpret compliance.

### **Stewardship of Community<sup>3</sup>**

Recognizing that students participate in campus life at differing levels of development (i.e., spiritual, cognitive, social, etc.), each is asked to engage in ways that help support ongoing maturation. Every student is expected to participate in campus events, viewing the entire campus experience as a global learning platform. This includes participation in corporate opportunities for teaching, worship, and service (e.g., compliance and engagement with Chapel requirements).

While customs and community standards change, there are changeless scriptural principles that inform our attitudes and conduct when living in a community. Whatever we say, do, possess, use, or wear reflects our commitment to Christ and our witness to those around us (1 Corinthians 10:31-33). We therefore challenge students to avoid activities that distract us from being with God and serving alongside others to build up the community. This includes prohibiting participation in gambling (including raffles), theft (including copyright infringements), immodesty, crude and vulgar language, disrespect, gossip, dishonesty, malice, and violence.

#### *Dress & Appearance*

Our tradition is informed by a commitment to the New Testament ideals of simplicity and modesty as a style of life, wishing to call attention, not to self, but to the Lord. As such, students are asked to dress in a way that is neat, clean, modest, appropriate, and consistent with this heritage. Personal hygiene should be given close attention.

While the institution recognizes that in some cases certain clothing may be appropriate and while the College desires to celebrate individuality and creativity, students are asked to curb the use of the following:

- Pictures, logos, slogans, symbols that glorify practices or a lifestyle that are incongruent with the lifestyle expectations

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<sup>3</sup> Proverbs 27:17; Romans 12; 1 Corinthians 1:10; 1 Thessalonians 5:14; Galatians 6:2

- Pants, shorts, skirts or other forms of clothing that are revealing; either due to cut, length, or tightness, including leggings, sport bras, and *spandex* shorts when worn alone
- Blouses, shirts, or halter tops that have revealing necklines or visible midriffs
- See through garments
- Clothing with no undergarment or support

Shoes or protective foot coverings should be worn at all times. Head gear should not be worn in the classroom.

### *Social Media*

Social media is a powerful tool providing direct access to a broad audience, many times without the benefit of the advice in James 1:19, which tells us to be quick to listen, slow to speak, and slow to get anger. What we post becomes part of the public record, even when done privately, and affects our testimony and the testimony of the community to which an individual belongs. As such, the power of social media should be respected and rightfully handled. Those choosing to use this tool in a way that runs contrary to the campus community invite accountability. Pictures, statements, or other posted material illustrating that a student is living in contradiction to his or her commitment to this community, will be investigated and may be used as evidence.

### **Stewardship of People<sup>4</sup>**

God created human beings in His own image, innocent, morally free and responsible to choose between good and evil, right and wrong. God’s law for all human life, personal and social, is expressed in two divine commands: Love the Lord God with all your heart, and love your neighbor as yourself. These commands reveal what is best for persons in their relationship with God, others and society. They set forth the principles of human duty in both individual and social action. Recognizing God as Sovereign, we also recognize the dignity and worth of all humans, regardless of classification or distinctions (Acts 10:34-35), and will respect one another as persons made in the image of God (Genesis 1:26-27), having the same inherent rights regardless of cultural classifications and having equal access to the redemptive work of Christ.

An essential component of the Central Experience is learning how to work for the common good of all, and actively seek to influence social, cultural and political systems toward the example and teachings of Jesus Christ (Matthew 5:13-16). We oppose all that degrades, demeans and dehumanizes human persons and the dignity and value with which God invests them (Romans 13:7; 1 Corinthians 13). With these commitments in mind, we challenge students to engage society in ways that are informed by biblical teaching and through a critical understanding of contemporary issues.

Racism represents a particularly egregious affront to the dignity and worth of persons. Therefore, we commit, not just to avoid or censure individual prejudicial attitudes and actions, but to seek to redeem processes, systems, behaviors, and relationships that continue to perpetuate injustice, discrimination, and bigotry.

Individual dignity is damaged by prejudice, racial or ethnic slurs, gossip, unsubstantiated statements, the willful misrepresentation of the truth, and the use of intimidation or physical force. Indignities against the human spirit such as these will not be tolerated in our campus community.

Growth in Christ requires taking responsibility to love others, all of whom are loved by God and made in His image. The quality of Christians’ relationships with others affects the quality of their lives. Growth in Christ requires readiness to mend relationships both with God and with others (James 5:16). The Great Commandment (Luke 10:25-28), amplifies the nature of our relationships with God and with others, in that we express our love both by deeds of kindness and by personal words of witness that point to Christ as the embodiment of God’s love and the Savior of the world.

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<sup>4</sup> Mark 12:31; John 13:34-35; Acts 10:34; Philippians 2:4; Hebrews 12:14; James 1:14-17

## Stewardship of Self<sup>5</sup>

The federal Drug-Free Schools and Communities Act Amendment of 1989 provides that each institution of higher education receiving any form of federal financial assistance, (including student loans or grants), must adopt a policy regarding the unlawful use, possession, or distribution of illicit drugs<sup>6</sup> and alcohol by its students and employees, and implement a program to prevent the use, possession, or distribution of illicit drugs and alcohol by its students and employees. This policy is fully amplified in the College's Catalog available at <https://www.centralchristian.edu/academics/course-catalogs-policies/>.

For the purposes of this Handbook, Central Christian College of Kansas recognizes that the possession, manufacture, distribution, dispensing, sale, purchase, or use of controlled substances, tobacco, and alcohol is prohibited in buildings, facilities, and grounds controlled by the College, as well as part of any activity sponsored by the College regardless of location. This prohibition is applicable to all students, regardless of enrollment status (i.e., residential, non-residential, online, graduate, etc.).

Individuals found to be possessing, manufacturing, distributing, dispensing, selling, purchasing, or using controlled substances, alcohol, or tobacco products or paraphernalia shall be subject to disciplinary action. Furthermore, the illegal manufacture, distribution, dispensing, possession or use of controlled substances may subject individuals to criminal prosecution.

Members of the College community are expected to uphold the laws of the local community, the state of Kansas, and the nation. Any alleged violations of federal, state, or local laws may be referred to the appropriate law enforcement officials and/or to the appropriate college or judicial body.

The College reserves the right to require that any student submit to a physical examination or clinical testing designed to detect the presence of drugs, including, but not limited to, urine or hair follicle, when reasonable suspicion exists that the student is under the influence of or is improperly using drugs in violation of this policy. Reasonable suspicion for testing is determined at the sole discretion of College officials. Reasonable grounds for drug-testing may include, but are not limited to:

- Drug-related odors on person, clothing, equipment, or in living quarters
- Possession of drug paraphernalia
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse

Testing for drugs will be administered by a designated official on campus. If the test result is positive, the student can choose to be retested, at his or her cost, at a local testing facility, clinic or hospital selected by the College. Refusal to comply with testing will be considered a violation of the College's drug policy and may result in discipline up to and including dismissal. If a student's test results are negative for drug use, the College will reimburse the student for the expense of the test.

Though some substances may be considered legal substances in certain jurisdictions, based on either age or through law, use of such substances has a history of damaging individuals, communities, and society. The College necessitates abstinence for the sake of the community.

In the same way tobacco use is prohibited, including but not limited to cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, and electronic smoking devices such as e-cigarettes, vaping products, IQOS, etc. Likewise, the intemperate consumption or conservation of food, substances, or other nutritional alternatives is a form of abusing the body which

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<sup>5</sup> Romans 12:1-21 Corinthians 6:19-20; Ephesians 5:18

<sup>6</sup> Medicinal marijuana is illegal in Kansas and not allowed on our campus.

can result in impairment that is not in alignment with our call to preserve our strength so as to extend our ability to serve as ambassadors of Christ. Students found to be abusing their bodies in this way can expect to be held accountable for their actions.

### **Stewardship of Intimacy<sup>7</sup>**

While we recognize the diversity of opinions when it comes to the interpretation of Scripture regarding the subjects of sex, gender, sexuality, and intimacy, the College relies upon the centrality of biblical teaching as it is informed by our denominational heritage and affiliation.

The College recognizes that all human beings are created in the image of God, male and female, and are of inestimable worth. We also recognize that the Bible is explicitly consistent in equating gender with biological sex. Accepting that there are some medical anomalies, the College understands one's sex as biologically immutable, defined by the creational distinctions imparted by God in designating humanity exclusively male and female (Genesis 5:2) and recognized through the anatomical distinctiveness apparent at birth. Guided by this view, the College interprets that biological sex and gender are inseparable, that the gift of sex is reserved for marriage between one man and one woman, and members of the community should therefore refrain from premarital, extra-marital, same-sex romantic and sexual relationships, and gender transitions.

This perspective and our understanding of the value of all human beings constitutes the theological and anthropological foundation of our discussions regarding human sexuality. Housing assignments, use of restrooms, participation in sports align, and other sex or gender related decisions are considered within the confines of this perspective.

As an agent of the Church, we assume our responsibility as ambassadors of God's redemptive transformation of persons as they seek to be good stewards of heart, soul, mind, and strength. As such, we oppose cultural values and laws that legitimize perceptions and behaviors that do not align with God's design for sexual intimacy and identity, as informed by our denominational heritage and affiliation. While the College understands that there are individuals who ascribe to views on gender, sex, sexuality and sexual intimacy that may not align with our interpretation, we also expect all members of the college community to abide by the standards of conduct outlined herein, which are designed to enhance personal and community holiness.

We view all forms of sexual intimacy and displays of affection that occur outside of the covenant of marriage, even when consensual, as a distortion of God's created intent. This includes the use, possession, or promotion of pornography, which is a vicarious participation in sexual intimacy and perverts God's design for sexual purity. Students are also required to refrain from the possession, display, or promotion of sexually explicit materials, including those that demean, devalue, objectify, or degrade the value and worth of individuals.

#### *Displays of Affection*

Central Christian College of Kansas recognizes that genuine feelings of affection may exist between individuals. However, as people of developing character, those feelings of affection should be balanced with genuine respect for the campus community and God's design for intimacy.

From a community perspective, individuals who engage in acts of affection isolate themselves as members of the greater campus community and may unintentionally disrespect peers. Even when not meant to be, displays of affection can sometimes be offensive or expressed in poor taste. This includes any physical contact, gesture, or display that may make others in close proximity uncomfortable or serve as a distraction.

Displays of affection include any type of close or intimate contact (e.g., intimate touching, fondling, cuddling, kissing, etc.), as well as gestures, displays, and other overt forms through which individuals express intimacy. This type of behavior,

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<sup>7</sup> Hebrews 13:4; 1 Corinthians 6:18; Galatians 5:13; Genesis 1:27

while innocent on some levels, can quickly devolve into a distraction for the students engaging in the practice, as well as serve as a point of disturbance for other members of the campus community who are subjected to such displays.

Members of the campus community are asked to practice restraint concerning displays of affection, expressions of intimacy, and romantic gestures. Non-married members of the campus community are also challenged to practice constraint when such expressions are done in private.

### **Stewardship of Time<sup>8</sup>**

Seen in the context of our heritage, time is a gift – entrusted to us so that we might make the most of every opportunity (Ephesians 5:16). What we do with our time is often a reflection of how we are developing in heart, soul, mind, and strength. As members of this campus community, we have opportunity – during this limited timeframe – to dedicate ourselves to learning and character development. Therefore, investing our time into studies and personal growth is not just warranted, but a privilege that for many represents a pricey investment. In addition, many students are involved in co-curricular and extra-curricular activities that also demand time.

We are also asked to ensure time for rest, relaxation, and restoration, which is a biblical freedom instituted by God. Unfortunately, even leisure can be abused, when the time spared for such moments is not invested wisely.

Use of our time (e.g. sleeping, studying, entertainment, athletics, etc.) can quickly become a conduit for harmful content and an influence toward unhealthy behavior. Students are asked to use time as a resource for personal growth, restoration, and a tool for doing good works and advancing the work of Christ. Time becomes dangerous when it is abused as a means of ongoing escape, isolation, or to indulge appetites and interests that are non-redemptive in nature. Inappropriate, disproportionate, or unhealthy use of time will prompt accountability.

When evaluating how we use our time we can again rely on Scripture, which reminds us, “we have an obligation – but it is not to the sinful nature, to live according to it. For if you live according to the sinful nature you will die; but if by the Spirit you put to death the misdeeds of the body you will live” (Romans 8:12-13). With this in mind, students are asked to practice moderation in the use of time, regarding carefully the stewardship of heart, soul, mind, and strength. Therefore, when making choices with regard to time, students should forthrightly answer such questions as: Does this activity enhance or reduce my character? Does it contradict the teachings of Scripture or is it antithetical to the lifestyle expectations of this community? Is my conscience clear? Will participation expose me to unnecessary temptation? Is this activity in any sense enslaving? Is the amount of time appropriate to my personal growth and development?

### **Stewardship of Character**

Recognizing the *perspective* of the College, which focuses on a Christ-Centered approach to defining its function(s), Central Christian College of Kansas has chosen to use the life of Christ to distinguish how Character is to be interpreted. In Luke 2:52 the gospel writer asserts Jesus “grew in wisdom and stature and in favor with God and man.” In other words, Christ’s life reflected the type of character that allowed him to be wise, revered, and respected. Furthermore, this description captures the holistic reality of humanity, recognizing both the relationship humanity has with its Creator, as well as relationships within creation.

Understanding how Jesus grew in wisdom, stature, and favor provides a roadmap for defining character. Jesus, Himself provides this insight when He described His own perspective concerning the objective of His life energies. In Mark 12:28-30, Jesus responds, “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength”.

In recognizing this as the “Greatest Commandment” Christ elevated these four criteria as terminal values, representing the highest ideals of human functioning. In turn, each criterion represents an essential element of character, which

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<sup>8</sup> Matthew 6:22-23; 1 Corinthians 10:31; 1 Timothy 4:8; 1 Thessalonians 4:3-5

allows the individual to grow in wisdom, stature, and favor. These same ideals serve as the basis through which Central Christian College has chosen to measure the effectiveness of its mission.

These four character outcomes serve as the virtues toward which the College presumes every student should demonstrate progress during his or her residency and beyond. We use the following matrix to reflect on Character development.

	Heart		Mind		Soul		Strength	
Values	Virtuous	Collaborative	Discerning	Creative	Faithful	Caring	Healthy	Resilient
Aptitudes	Relationships		Reason		Reflection		Readiness	
Virtues	Justice		Wisdom		Temperance		Fortitude	
Outcome	We believe that graduates should demonstrate civic and moral leadership, in order “to do good; seek justice, and correct oppression.”		We believe graduates should demonstrate reasoned and productive lifestyles, filled with the “Spirit of God, with wisdom, with understanding, with knowledge, and with all kinds of skills.”		We believe graduates should demonstrate an appreciation for the Lordship of Christ, “not lagging in diligence, fervent in spirit, serving the Lord.”		We believe graduates should demonstrate dispositional strength and behavioral readiness, so that they “never tire of doing what is good”.	

The College expects every member of its community to pursue these ends and to promote, in conduct and exercise of responsibility, the maintenance of a campus environment that promotes the same. This includes academic integrity, which should be demonstrated at all times to maintain the integrity of scholarship and the reputation of the College. Academic dishonesty is a serious violation of College policy because, among other things, it undermines the bonds of trust and honesty between members of the community and betrays those who depend upon the College’s academic integrity and knowledge. Each member of the campus community should strive to preserve and promote integrity among their peers. This community empowers its members to take appropriate action in support of maintaining a supportive environment for the development of character. If a student, faculty member, staff member, or administrator suspects a violation of integrity they should take action consistent with Grievance Process.

### ACCOUNTABILITY, DISCIPLINE, AND PROCESS

The College reserves the right to deviate from the accountability procedures as set forth herein, at its discretion, when the College feels that such action is required due to special circumstances. In matters involving allegations of sexual harassment that are within the Title IX definition of sexual harassment, the Title IX grievance procedure will be used to process the complaint, and the hearing process and appeal rights contained in the Title IX grievance procedure will be followed. The Title IX grievance procedure also will be used to process complaints of sexual assault, dating violence, domestic violence, and stalking.

The accountability process is designed to guide students towards greater levels of personal responsibility, maturity, and self-management. While the College fully realizes that not every student may agree with or support the standards by which the College asks its community to abide, it also recognizes the power of free-will and choice, which allows individuals to submit to authority and accountability in alignment with expectations and regulations designed to enhance the wellbeing of the individual and the community in which that individual chooses to live. In some cases, that means giving up certain freedoms or rights, as well as expecting to be held accountable for actions and behaviors.

This is true in many situations of life such as becoming a member of a team, getting married, being employed, getting a cellular plan, and buying a car. In each case, certain freedoms are set aside in order to gain something greater. In the same way, entering into these relationships also requires accountability.

The College recognizes that each of us is at differing stages of personal and faith development. Therefore, while we maintain a process for accountability that is standardized for the campus, we also seek to journey with each individual, providing the appropriate support, resources, and regulation. It is our desire to provide a process that works on behalf of each individual, restoring, redeeming, and reconciling individuals in alignment with the values, beliefs, and standards we hold as fundamental to the Central Christian College experience.

The College seeks to provide a safe and orderly environment for its students. In keeping with that aim, the purpose of accountability is to assist individuals within the community to grow personally and to help the College maintain a secure environment, conducive to growth and in alignment with College values.

### **Accountability of Self and the Community**

Accountability begins with self-discipline. The CORE4, which guides the operations of the College, is focused on helping students become less dependent on rules to govern behavior and more dependent on individual discernment and submission to Christ. Members of the campus community are called to assume responsibility for their own behavior as it reflects upon their Creator, their community, and themselves, particularly in the area of personal freedom. Therefore, any accountability discussion will always begin with the individual and his or her grasp of self-discipline.

When self-discipline is impaired or is insufficient, peer accountability becomes necessary. Members of the campus community are expected to share responsibility for each other's growth, to willingly express concern, and to caringly confront one another<sup>9</sup>. The very community we champion means, we do not live in isolation. Rather we are challenged to share concern about the welfare of others within the community and of the community as a whole. When this occurs, with a focus on redemption and restoration, individuals and the campus community are enabled to modify inappropriate behavior and to effect growth in individual and community lives. Therefore, students should consider their role, recognizing that those who assist or encourage other students to violate the standards may also be subject to the disciplinary action outlined below.

### **Administrative Accountability**

If peer accountability is impaired or insufficient to affect behavior, greater community accountability may be required. This type of accountability usually entails interaction with a Resident Assistant (RA), Resident Director (RD), or other member of the Student Life staff. It is desirable that this accountability occurs at the level closest to the infraction. Consequently, inappropriate behavior may first be confronted by the RA. In instances where an RA's involvement does not bring the appropriate change in behavior, the RA will take the situation to the Resident Director. Issues unresolved at that level may be taken to the Office of Student Life.

Resident Assistants (RA's) are student employees that are considered paraprofessionals and members of the Residence Life Staff. The RA plays a vital role in facilitating an atmosphere of community within the residence life community.

Resident Assistants and Resident Directors are considered Campus Security Authority (CSA), as defined by the Clery Act. A CSA is an official of the institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus conduct proceedings. Therefore, RAs, like Resident Directors, have the authority and the duty to act or respond to issues on behalf of the College.

RAs primarily seek to act as facilitators of community, providing Christ-like, character-informed leadership, while also maintaining an orderly and safe environment. Therefore, RAs are empowered to work directly with students who, by their behavior, convey a need for accountability. This may occur in the form of a meeting, growth initiative, verbal or written warning, or fines. Students not choosing to respond to accountability efforts or who wish to appeal an action taken by an RA, may talk with their assigned Resident Director.

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<sup>9</sup> Philippians 2:4; Galatians 6:2; 1 Thessalonians; Matthew 18:15-17

At any time, a Resident Director may refer concerns to the Residence Life Council. The membership of this council includes the Resident Directors, and when appropriate, members of the RA staff. Its primary function is to promote an environment that supports the mission and outcomes of the College, with a primary focus on oversight of residential programming, community development, and behavior management.

This council has the same authority as the Resident Director to impose any sanctions including, but not limited to, the following:

- Verbal or written warning (reprimand)
- Educational sanction (project assignment)
- Growth initiative
- Reassignment within housing facilities
- Area restriction
- Suspension of hall rights and privileges
- Restitution
- Resident Hall Probation
- Time-In

There may also be times that other members of the faculty, staff, or administrative team provide appropriate levels of accountability. In each case, these members of the campus community are empowered to encourage, support, and advocate in alignment with the expectations and outcomes articulated herein. In some cases, this might include admonition, cautions, initiatives, sanctions, and restrictions—as appropriate to the office of the person and the scope of his or her authority. This includes independent meetings with key personnel such as the Chief Student Engagement Officer, the Chief Academic Officer, Student Success Coordinator, Coach, Resident Director, and other qualified staff that are charged to provide such oversight.

Concerns related to accountability that may seem arbitrary or capricious should be directed to the appropriate Chief Officer or Director:

- Academic Concerns (Faculty or Advisors): Chief Academic Officer
- Athletic Concerns (Coaches or Athletic Staff): Athletic Director
- Other Concerns (Residential, Campus Life, Dining, etc.): Chief Student Engagement Officer

## **ACCOUNTABILITY INITIATIVES**

The following list includes representative examples of accountability (disciplinary) responses, the goal of which is personal growth and community development. Restorative Principles and Practices Help:

- hold students who harm accountable for their actions.
- provide those harmed with a safe place to share how the incident impacted them.
- give students, faculty and residence hall staff a voice in helping the respondent (offender) make things right.
- develop an effective alternative to the traditional system of judicial affairs.
- create a culture of belonging and caring where community standards are relied upon for setting and correcting behavior.

By “making things right,” restorative justice seeks to knit wholeness back into a community which has been torn; it seeks to repair relationships so students can focus on their academic work and reconnect as a member of the learning community. Although there is often a progression in sanctions, responses for violations of College policy are at the sole discretion of those empowered to make such decisions.

- Consultation & Examination: The student is contacted and a discussion is held about behavior or attitudes. This may include the development of specific expectations if such behavior continues, and a discussion about possible consequences.

- Probation: Students can be placed on probation for a specified time determined by the accountability committee. Probation is meant to be an encouragement and a reminder to respect and uphold community standards. Students placed on probation are essentially “On Notice” for a specific time frame, in which the student remains under heightened accountability. The following means of accountability may also be applied during part of the probationary period to encourage growth:
  - Completing an online educational program (at the student’s expense)
  - Writing an essay
  - Mentoring relationship with a faculty/staff member
  - Community service hours
  - Counseling
  - Restitution, (e.g., payment or service)
  - Fines
  - Loss of privileges, including, but not limited to, open hour visits, forfeiture of a certain percentage of their participation or compensation related to extracurricular or co-curricular privileges (i.e., leadership activities, drama, choir, athletics, ministry teams, music teams, etc.)
  - Offense-specific project/education program
- Suspension: Students may be temporarily restricted from leaving campus or may be separated from the College, including attendance in class, participation in co-curricular and extracurricular activities, access to campus amenities and resources, and participation in campus events.
- Eviction or Removal from College Housing: The College reserves the right to remove a student from College housing, if in the determination of the Committee the presence of the student is disruptive or dangerous. Parents may be notified of the student's status. Room costs will be forfeited as specified by the College refund policy.
- Removal from Campus: A student or visitor may be officially notified that their presence on campus is disallowed for any period of time and may result in formal arrest and “Trespassing” prosecution. If it is deemed necessary for the safety of the individual or the campus, the College reserves the right to require a student to leave campus immediately while an investigation is being conducted. Parents may be notified of the student's status. Room costs will be forfeited as specified by the College refund policy.
- Dismissal: The student’s enrollment will be terminated and he or she typically will be required to leave campus within 24 hours after the dismissal is announced. The College reserves the right to require the student to leave the campus immediately, while an investigation is conducted, if it is deemed appropriate. The student’s parents may be notified of the student’s status.
  - Depending on the terms of the dismissal, a student may reapply for a subsequent term. As a condition of re-enrollment, the College may require mentoring, educational programming, and other accountability measures. Tuition, room and board costs will be forfeited as specified by the College refund policy.
  - Depending on a number of factors (e.g., SARA Authorization, Program Availability, Reason for Dismal, etc.) a dismissed student may be eligible to apply for online enrollment or receive special permission to complete coursework through the School of Professional Education.

### **Growth Initiative**

Recognizing that the development of character requires the growth of self-regulation and accountability, the College is eager to partner with students who are willing to recognize when their behaviors are not in alignment with expectations, and are prepared to engage their behaviors. Therefore, if a student’s behavior has violated the policies of the College, and if the student desires to confess and be supported in reflecting and making better choices in the future, the student is encouraged to take the initiative to discuss the behavior or concern with a student leader, faculty member, counselor, coach, or a Student Life and Academic Success staff member. Upon doing so, the student may be exempt from certain disciplinary actions for behavior up to the time the growth initiative begins. The following requirements must be met in order to take advantage of the growth initiative:

- *The student must initiate the contact.* Once a student has been confronted and/or formal accountability has begun, the situation can no longer be addressed within the framework of the growth initiative.
- *The student must sign a behavior commitment with a Student Life and Academic Success staff member.* This agreement will specify the desired behavior changes, the obligations to the College, selected mentor(s), and the type of assistance the student will receive from the College in accomplishing goals for change. Breach of agreement may subject the student to formal accountability (including probation or dismissal).

While it is the desire to respect the integrity of a student who has initiated a request for help, it should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others or of significant legal concern, the College may respond accordingly. Depending upon the behavior in question, the College reserves the right to require the person to enter a professional relationship where adequate help is available. Also, it may be the case that, because of the nature of certain behaviors, specific College or civil consequences may be unavoidable even when a growth initiative is in place. A student leader may be asked to take leave from their leadership role while on a growth initiative.

## **OVERVIEW OF THE STUDENT ACCOUNTABILITY PROCESS**

Central Christian College of Kansas is committed to providing a Christ-centered education for character—developing the heart, mind, soul, and strength of each student in alignment with our institutional values and the CORE4. Our approach to student conduct is not merely disciplinary, but transformational. It is rooted in a belief that accountability, when handled with integrity and compassion, serves as a pathway for growth, maturity, and reconciliation.

The student accountability process reflects our commitment to redemptive discipline, personal responsibility, and community flourishing. When student behavior falls short of community expectations, we respond with fairness and care—seeking not only to correct behavior, but to restore trust, promote reflection, and support holistic development. Our procedures prioritize due process, clear communication, and the opportunity for students to be heard, while also protecting the integrity and wellbeing of the campus community.

The purpose of this process is to uphold community standards, support the development of individual students and the campus culture, and ensure decisions are made in a fair and transparent manner. The process provides structured opportunities for students to engage in reflection, offer their perspective, respond to concerns, and—when appropriate—accept responsibility and move forward with support.

College officials may resolve many concerns through informal conversations or direct intervention. However, when the nature of the situation warrants a more formal response, students may be asked to participate in a review meeting or hearing. These processes are designed to ensure due process, transparency, and equity in decision-making.

Depending on the nature, severity, and complexity of the issues, one or more of the following forums may be used:

- **Residence Life Council Hearing**— a developmental hearing led by the College’s team of professional Residence Directors, typically used to address behavioral or community violations within campus housing.
- **Conduct Review Meeting**— a meeting with the Compliance & Conduct Officer to address individual behavioral or policy concerns.
- **Disciplinary Hearing**— a formal, panel-based hearing convened by the Disciplinary Affairs Committee for more serious or complex cases.
- **Administrative Review Meeting**— a high-level meeting with the Dean of Students to address urgent, high-impact, or sensitive matters.

## **Residence Life Council Hearing**

The Residence Life Council (RLC) is composed of professional Residence Directors (RDs) who oversee campus housing and community life. This council may be convened to address behavioral incidents, policy violations, or community concerns that arise within the residential environment.

RLC Hearings are generally reserved for lower-level or first-time violations occurring in College housing. The process is developmental in nature, emphasizing reflection, responsibility, and restoration.

While most residential concerns may be handled individually by an RD, the Residence Life Council may be convened at the discretion of the Compliance & Conduct Officer (CCO), or in response to a student request when appropriate. The decision to convene a formal hearing rests with the CCO in consultation with the RLC.

### ***Hearing Notification & Participation***

- Students will be notified of the hearing in writing by a member of the Residence Life team.
- The notification will include the date, time, location, and a brief description of the concern.
- Students will be given the opportunity to share their perspective, submit relevant information, and respond to the concerns raised.
- Students may request to have a College-employed advocate or mentor present (e.g., coach or academic advisor).
- If a student chooses not to attend, the hearing will proceed in their absence, and a decision will be made based on available information.

### ***Outcome & Documentation***

- Following the hearing, the student will receive a written summary of the outcome, including any sanctions or educational measures.
- A copy of the outcome will be placed in the student's conduct file maintained by the Office of Student Life.

### ***Appeal***

Students have the right to appeal the decision of the Residence Life Council in accordance with the College's appeal procedures outlined below.

### **Conduct Review Meeting with the Compliance & Conduct Officer**

A Conduct Review Meeting is an administrative meeting between a student and the College's Compliance & Conduct Officer (CCO) to address behavioral concerns, policy violations, or patterns of misconduct. These meetings are designed to be educational and efficient, with an emphasis on fairness, personal responsibility, and student growth.

Students will receive written notice of the meeting, including the date, time, and a brief summary of the concern. They are encouraged to attend and may be accompanied by a College-employed mentor or advocate (e.g., coach, advisor), provided their presence is not disruptive to the process.

During the meeting, the Compliance & Conduct Officer will review the concern, share any relevant documentation, and invite the student to offer their perspective. Students may respond to the allegations, clarify misunderstandings, and present any mitigating information. If the student does not attend, the meeting will proceed in their absence, and a decision will be made based on available information.

Following the meeting, the student will receive a written outcome outlining the resolution and any assigned sanctions or expectations. This will be documented in the student's conduct file. Students have the right to appeal the outcome as describe below.

## **Disciplinary Hearing before the Disciplinary Affairs Committee**

A Disciplinary Hearing is a formal process used to address serious or complex violations of College policy, including Lifestyle Expectation infractions not otherwise addressed through other means. The hearing is conducted by the **Disciplinary Affairs Committee (DAC)**, a standing group composed of faculty, staff, student government, and other campus representatives.

The purpose of the hearing is to review the incident in a fair and thorough manner, determine whether a policy violation occurred, and assign appropriate and proportionate sanctions where necessary.

### ***Committee Composition & Impartiality***

- The DAC includes members from across campus constituencies (e.g., faculty, staff, coach, CCO).
- A quorum of at least three members must be present for a hearing to proceed.
- The DAC Chair is responsible for facilitating the hearing and ensuring procedural integrity.
- No committee member may serve if they have a personal or professional conflict of interest related to the case.

### ***Notification & Preparation***

- The student will receive written notification of the hearing at least **48 hours in advance**, which includes:
  - The date, time, and location of the hearing
  - A summary of the concern or alleged violation
  - Instructions for submitting any documentation or statements in advance
- Students may be accompanied by a College-employed mentor or advocate (e.g., advisor, coach). Legal representation is not permitted.
- Others wishing to submit statements may do so in writing prior to the hearing for review by the Chair.

### ***Hearing Format***

The hearing consists of three phases:

- **Committee Review (Closed Session)**
  - The Chair presents the case materials and relevant policy sections to the committee.
  - Committee members may ask clarifying questions and discuss potential areas of concern.
- **Student Participation (Open Session)**
  - The Chair introduces all parties present and reviews the hearing process.
  - The student presents their account and any supporting evidence.
  - Committee members may ask questions to clarify inconsistencies, verify facts, or better understand the student's perspective.
- **Deliberation and Decision (Closed Session)**
  - The committee deliberates privately and reaches a decision by majority vote.
  - The committee determines whether the student is responsible for the alleged violation and, if so, assigns appropriate sanctions.

### ***Outcome & Documentation***

- The student will receive a written outcome within **three (3) business days** of the hearing.
- The outcome letter will include the findings, rationale, and any assigned sanctions or expectations.
- A copy will be retained in the student's official conduct file in the Office of Student Life.

## ***Appeal***

Students have the right to appeal the outcome of a Disciplinary Hearing as below.

### **Administrative Review Meeting with the Dean of Students**

An Administrative Review Meeting with the Dean of Students is used to address serious, sensitive, or time-sensitive matters that require high-level attention. These meetings are typically reserved for cases involving significant community disruption, safety concerns, repeated violations, or when other accountability processes are not appropriate due to timing or scope.

Students will receive written notice of the meeting from the Office of Student Life, including the date, time, and a brief description of the concern. They are encouraged to attend and may bring a College-employed mentor or advocate (such as a coach or academic advisor), provided their presence does not interfere with the meeting. If a student chooses not to attend, the review will proceed in their absence, and a decision will be made based on the available information.

During the meeting, the Dean will review the situation, share relevant documentation, and invite the student to provide their perspective. The conversation may include discussion of context, impact, prior behavior, and any additional information relevant to the concern. The Dean may ask clarifying questions to assess responsibility and determine the most appropriate course of action.

The Dean of Students may issue a decision directly or refer the matter to another hearing body, such as the Disciplinary Affairs Committee, for further review.

Students will receive a written outcome outlining the resolution and any assigned sanctions or expectations. This outcome will be documented in the student's conduct file maintained by the Office of Student Life. In urgent or high-impact cases, the Dean may enact an immediate decision or provisional action prior to issuing a full written outcome. In such cases, the decision will be documented in the student's conduct file, and a formal written record will follow as soon as reasonably possible.

Students have the right to appeal the outcome as outlined below.

### **Appeal Process**

Central Christian College of Kansas is committed to ensuring fairness, consistency, and transparency in all student accountability proceedings. Students have the right to appeal a disciplinary outcome when specific criteria are met. Appeals are not a second hearing or a reexamination of all case details, but rather a focused review to determine whether a material error or new information could reasonably alter the outcome.

To be considered, an appeal must clearly identify at least one of the following grounds:

- **Procedural Error:** A material violation of stated College procedures occurred that significantly affected the outcome of the case.
- **New Evidence:** Substantive new information is now available that was not reasonably accessible during the original process and could likely alter the outcome.
- **Disproportionate Sanction:** The sanction imposed is clearly out of alignment with the nature or severity of the violation.
- **Conflict of Interest or Bias:** A member of the original review or hearing body had a personal or professional conflict that may have improperly influenced the decision.

Appeals that do not clearly demonstrate one or more of the stated grounds will not proceed to full review. In such cases, the appeal will be acknowledged and reviewed for eligibility by the designated appeal authority. If the appeal is deemed

ineligible, the student will receive a written notice explaining the decision. The original outcome will remain in effect, and no further internal review will be available.

Appeals must be submitted in writing within 48 hours (excluding weekends and holidays) of receiving the original outcome letter. Appeals may be submitted electronically or in hard copy to the appropriate College office as outlined below.

The appeal should be clear, concise, and include:

- The specific ground(s) for appeal
- A rationale for appeal
- Any new documentation or evidence, if applicable

In most cases, a final decision will be issued within **10 business days** of receiving the appeal. Once issued, appeal decisions are final and are not subject to further review within the institution.

**Appeal Pathways**

Original Decision Made By	Appeal Submitted To	Appeal Reviewed By	Final Decision Authority
Residence Life Council (RLC)	Compliance & Conduct Officer (CCO)	CCO	CCO
Compliance & Conduct Officer (CCO)	Dean of Students	Dean of Students or Appeals Committee	Dean of Students
Disciplinary Affairs Committee (DAC)	Dean of Students	Dean of Students or Appeals Committee	Dean of Students
Dean of Students / VP for Transformation	President of the College	President or delegated Appeals Committee	President

**Appeals Committee**

The Dean of Students / Vice President for Transformation may convene an Appeals Committee to support review of complex or high-impact cases. The committee will consist of:

- Two faculty members
- Two staff members
- One member of the Student Government leadership team
- One Chief Officer (who was not involved in the original decision)

No one who participated in the original decision may serve on the committee. The committee will review the written appeal, any related documentation, and applicable policies. A written recommendation will be submitted to the Dean/VP (or to the President, if the Dean/VP was the original decision-maker).

**SECTION 2:**  
**THE CENTRAL  
EDUCATIONAL  
EXPERIENCE**



## **THE CENTRAL EDUCATIONAL EXPERIENCE**

### **Authority of the College**

Although Central Christian College of Kansas exists for its students, the board of trustees, by charter and bylaws, is ultimately responsible for the educational programs and campus life. The President of the College reports to the board of trustees and is responsible for the organization and administration of the college.

### **Scriptural Commands and Clear Teaching**

The God revealed in the Bible desires to transform, illumine, and empower faculty, staff, and students. He is the source of all authority and has power to transform His children into the image of Jesus Christ; He is the one who changes our lives in community.

Scripture teaches that certain attributes are available to individuals through the Holy Spirit.

These attributes include “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law” (Galatians 5:22-23; NASB). This “fruit of the Spirit” is to be sought, encouraged, and demonstrated in our relationships.

In contrast to encouraging these positive attributes of the heart, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships with God and others and lead to unacceptable behavior. Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by members of the campus community. These include theft, gambling, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior, premarital sex, and pornography), drunkenness, immodest attire, and occult practice.

### **Scriptural Principles Contextually Applied at CCK**

*Within the context of our educational mission and cultural circumstances, certain responsibilities represent our attempt to apply clear scriptural principles at CCK.*

These responsibilities include, but are not limited to:

The responsibility to actively participate in the college’s life of prayer and faith;

- To observe Sunday as a special day of rest, which includes involvement in a local church;
- To have a time of daily devotion with the Lord through prayer and meditation on the Word with specific focus on personal godliness, spiritual growth, and God’s direction in your life;
- To attend spiritual formation services, such as Nights of Worship (N.O.W.), Engage Days, Chapel, Convocation, and Small Groups;
- To practice honesty in completing coursework, interpersonal relationships, and in every setting.

### **Student Academic Responsibilities**

The faculty has the responsibility to educate students from a biblical worldview to impact the nations with the message of Christ. Students have the responsibility to embrace, inquire, and refine their knowledge, critical thinking processes, skills, and talents for service to God and others. Most importantly, we expect God to participate in the learning process. His role is to transform and illumine the minds of both students and teachers and to empower through the Holy Spirit for a life of godliness and service.

Academic responsibilities include, but are not limited to:

- The responsibility to share with the faculty in the maintenance of the integrity of scholarship, grades, and academic standards;
- The responsibility to learn the content of a course of study according to standards of academic performance established by the college and the faculty member for each course taken;
- The responsibility to promote by words, attitude, and actions a classroom atmosphere that is conducive to the teaching and learning process for all concerned and to respect the standards of conduct established by the college and each faculty member;
- The responsibility for class attendance and to submit all class assignments (e.g., examinations, tests, projects, reports), by scheduled due dates or accept penalties. If any problem arises regarding course work or attendance, the student will be responsible for initiating contact with the instructor;
- The responsibility for meeting degree requirements as provided in the college catalog;
- The responsibility to register, add, and/or drop courses in a timely manner to ensure others will have an opportunity to take courses. The student is responsible to follow the campus guidelines if he/she desires an incomplete or needs to withdraw from the college;
- The responsibility for the financial cost of attending the college.

### **CCKC Statement of Academic Integrity**

We are committed at Central Christian College of Kansas to ethical practice in teaching, scholarship, and service. As such, plagiarism and other forms of academic dishonesty will not be tolerated. It is imperative that you present all written, oral, and/or performed work with a clear indication of the source of that work. If it is completely your own, you are encouraged to present it as such, taking pleasure in ownership of your own created work. However, it is also imperative that you give full credit to any and all others whose work you have included in your presentation via paraphrase, direct quotation, and/or performance, citing the name(s) or the author(s)/creator(s) and the source of the work with appropriate reference information. To do otherwise is to put oneself in jeopardy of being sanctioned for an act or acts of plagiarism that can carry serious consequences up to and including expulsion from the college. Central Christian College of Kansas is contracted with Turnitin.com to verify writers' integrity.

For more information on the school's policy of Academic Integrity, see the CCKC Catalog: [CCKC Catalog - Academic Integrity \(p. 68-71\).pdf](#)

### **The College and the Law**

In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the College community are expected to uphold the laws of the local community, the state of Kansas, and the nation. Any alleged violations of federal, state, or local laws may be referred to the appropriate law enforcement officials and/or to the appropriate college or judicial body.

### **College Practices**

In addition to subscribing to biblical expectations, members of the college community are intentionally committed themselves to follow the college's institutional standards of behavior. This commitment reflects the conviction that these standards serve the good of the individual, the community, and the institution.

### **SEXUAL MISCONDUCT**

Sexual misconduct is a much broader category of behavior than the traditional concept of rape or date rape. It is when one or more persons compel another person to submit to sexual acts or intimate bodily contact without that person's consent.

Sexual misconduct may include the use or threat of force; the use of intoxicants to substantially impair a person's power to give consent; engaging in sexual acts with a person for whom there is reasonable cause to believe he or she suffers from a mental state which renders him/her incapable of understanding the nature of the contact; or engaging in sexual acts with a minor.

Unsolicited verbal assaults of a sexual nature may also be considered sexual misconduct. Stalking may also be considered sexual misconduct as unwanted and obsessive attention which relates to harassment and intimidation and is a criminal offense.

Sexual misconduct is prohibited and considered a major offense. Abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. Sexual misconduct incidents should be reported as soon as possible to the Office of Student Life, a residence life staff member, or a member of the Office of Student Life such as the VP/Dean of Student Life. The Office of Student Life can provide referrals for rape counseling and/or medical treatment. Although they will make all efforts to keep matters confidential, College officials (other than representatives of Counseling Services) are required to report sexual misconduct incidents to the Title IX Coordinator for possible investigation and student conduct response. If the assailant is a student(s), a student conduct complaint will be filed with the Office of Student Life. This does not preclude the right to seek criminal prosecution.

The Office of Student Life advises all victims of sexual assault to file a report through the McPherson Police Department or the appropriate law enforcement agency where the incident occurred. Reporting the incident does not obligate the victim to press charges. However, both the Office of Student Life and the McPherson Police Department stand ready to assist all members of the community in that regard. All reported incidents become part of the campus crime report statistics.

Under the College's student conduct system, both the accused and the accuser are entitled to have others present during a campus disciplinary proceeding alleging a sexual assault.

Both the accused and the accuser must be informed of the College's final decision respecting the alleged act(s) of sexual misconduct and any sanction imposed against the accused. Sanctions under the College's student conduct system provide for repercussions up to and including permanent expulsion from Central.

Central Christian College will provide assistance to victims of sexual misconduct in changing academic or living situations after the assault, if requested and reasonably available. To request assistance in changing your academic or living situations, contact the Office of Student Life.

The College is committed to the prevention of sexual misconduct. Residence Life and the Office of Student Life provide sexual assault awareness and prevention programs during the year.

## **PROCEDURES IF YOU ARE A VICTIM OF THE CRIME OF SEXUAL MISCONDUCT**

If you have been the victim of sexual misconduct, please be aware of the following rights and responsibilities:

- If you are on campus, please contact a Resident Director. If you are off campus, please dial 911.
- Do not answer questions except those asked by appropriate law enforcement officials, a counselor or the Title IX Coordinator.
- Do not wash, bathe or change your clothes.
- If you are in your room, please leave the room as it is and notify a Resident Director immediately. Often details that seem of little consequence can be significant in a criminal investigation. If you

are elsewhere on campus, notify a Resident Director or VP/Dean of Student Life. If off campus, go to a hospital emergency room.

- Contact doctors or counselors who are trained in the treatment of sexual assault within 72 hours of the assault. They can provide help to people with physical or emotional problems.
- Assistance can be provided by your Resident Director or any member of the Student Life staff. Further assistance (particularly for misconduct that occurs off campus) can be obtained from the Rape Crisis Line - 620-663-2522 or 1-800-701-3630.

## **NOTIFICATION OF REGULATORY RIGHTS (TITLE IX, CLERY, VAWA, SAVE)**

In alignment with our heritage as a Free Methodist institution of higher learning, we commit ourselves to respect the worth of all persons as created in the image of God. As a campus community, residentially and virtually, we recognize the dignity and worth of all humans, regardless of gender, race, ethnicity, color, socio-economic status, disability, or any other distinctions (Acts 10:34-35) and will respect one another as persons made in the image of God (Genesis 1:26-27) and redeemed by Christ's death and resurrection.

This is first done by prohibiting discriminatory behavior on campus. It is the policy of the College to comply with Title IX expectations, which prohibits discrimination on the basis of sex in federally funded educational programs and activities. This includes sex discrimination in all College programs and activities including, but not limited to recruiting, admissions, financial aid, academic programs, student services, counseling, discipline, roster assignment, grading, and employment.

Also in alignment with Federal regulations (e.g., Title IX, Clery, VAWA, SAVE, etc), Central Christian College of Kansas is committed to maintaining a healthy, safe, and secure environment for the entire campus community (e.g., students, faculty, and staff.) To this end, the College enforces policies prohibiting all forms of sex discrimination, including sexual misconduct in the form of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. In addition, it provides resources and programming to help educate the campus community and prevent such actions.

The US Departments of Education and Justice define sexual harassment as misconduct on the basis of sex that satisfies one or more of the following conditions: Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; sexual assault, as defined in the Clery Act, or dating violence, domestic violence or stalking as defined in the Violence Against Women Act (VAWA); a school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo). Only one of the three conditions listed must be met for the conduct to be considered sexual harassment.

Regulations mandate that the College maintain a system by which it can investigate and respond to reports of sexual harassment, sexual assault, stalking, and other forms of sexual violence. This includes a duty to publish policies and procedures related to the handling of these cases.

Find out more about your rights by going to: [Know Your Rights](#)

Students, staff, and faculty who become aware of conduct that might violate these policies are urged to promptly report the conduct. When sexual harassment creates a hostile environment, the College must address the issue. Title IX prohibits retaliation against people for making or participating in complaints of sexual harassment, sexual discrimination, and/or sexual violence. Vendors, independent contractors, and other outside parties who conduct business with the College through affiliation and other agreements will be expected to comply with this policy as well, as specified by the terms of any contract or agreement between the College and such third party.

You can find out more by going to the [Know Your Rights](#) page on our website or by contacting the Title IX Coordinator.

*Title IX Coordinator*

Charlotte Anderson  
Central Christian College of Kansas  
Science Hall  
1200 S Main St.  
McPherson, KS 67460  
620-241-0723 ext. 184

**AMNESTY FOR DRUG OR ALCOHOL POSSESSION AND CONSUMPTION VIOLATIONS**

Central Christian College strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

# SECTION 3:

## THE CENTRAL RESIDENTIAL EXPERIENCE



## RESIDENTIAL LIFE PHILOSOPHY

Central Christian College of Kansas is by design, a historically residential College. As such, it is the desire of Central Christian College of Kansas to help form and educate the whole person – we believe that education can happen inside and outside of the classroom. To help facilitate this intentional approach to the college experience, the institution desires for each of its students to learn personal accountability, develop life-long relationships, and understand proper standards of living within a community. It is our desire to empower students educationally, spiritually, and emotionally through an intentional and caring campus community.

Therefore, Central Christian College of Kansas requires all full-time students (10 credits or more) to live in the residence halls. Exceptions to this policy are:

- Married Students.
- Students who are living with their parent or legal guardian (within McPherson County or in the adjacent counties of Harvey, Marion, Reno, Rice or Saline).
- Students who are caring for a dependent.
- Students who are 23 or older.

## RESIDENT DIRECTORS/RESIDENT ASSISTANTS

Resident Directors (RDs), live in each residence hall aided by Resident Assistants (RAs) on each wing/floor assisting with the comfort, safety, and well-being of all residents. The Resident Director is a professional staff member of the Office of Student Life. The RD is in charge of the housing facilities as a whole, and is available to address the needs of residents. Resident Assistants, student staff members of the Office of Student Life, are available to assist in resolving any needs or problems that arise on the wing/floor, and to establish and maintain a helping relationship with the students with a ministry focus and a servant attitude and heart. If disciplinary action needs to be taken, the RA will consult the RD.

### RESIDENT DIRECTORS

- Gillespie Hall – Rachel Barnard
- Kline Hall – TJ Grant
- Parsons Hall – Nick Johnson
- Stoll Hall – Valerie Byron

### RESIDENT ASSISTANTS

#### Gillespie Hall

1st North – KJ Jones  
1st South – Maddie Nix  
2nd North – Emmi Burris  
2nd South – Camryn Frick

#### Parsons Hall

1<sup>st</sup> South – John Stottlemire  
1<sup>st</sup> North – Micaiah Stevenson  
2<sup>nd</sup> South – Philip Soclo  
2<sup>nd</sup> North – Austin Monge

#### Kline Hall

Halls 7 & 9 – Andre Cooper  
Halls 11 & 13 – Braedon Ulrich  
Halls 10, 12, & 14 – Erick Yang

#### Stoll Hall

1st & 2<sup>nd</sup> Floors (Pit & Mid) – Nayely Roa  
3rd Floor (Upper) – Austin Chestnut

#### Apartments & Houses

North Kline – Kaleb Kelley-Jones  
Lewis Hall & Four-Plex - Colten McLaughlin  
Tri-Plex & Houses - TJ Foster

## **MOVING IN POLICY**

Students are not allowed to move into or return to college owned housing before the posted times on the official calendar (beginning of the school year, beginning of 2nd Semester, after Spring Break) and after all steps of the Registration process are completed unless by special written permission from the Office of Student Life. Requests should be written with documented and valid reasons and submitted to the Office of Student Life. A fee of \$15 per night may be charged to students who stay on campus during a break. Additionally, a fine of \$100 will be charged to students for arriving or returning without permission.

## **REGISTRATION AND CHECK-IN, CHECK-OUT**

Upon arrival at Central Christian College, each student will be issued the appropriate room key by the Resident Director. Students should keep their doors locked to provide a safeguard for individual belongings. Students are highly encouraged to complete an inventory of personal items along with applicable serial numbers. Students should receive a Personal Inventory Sheet when checking into their residence hall. Central Christian College is not responsible for stolen personal property.

The Resident Assistant will check the student into the proper living area by jointly completing a Room and Equipment Evaluation Form (Blue Sheet). This is used as a record of the room's condition at the time of check-in and check-out. Any missing articles or damages that occur during a student's residency in the room will be recorded on the form and charged to the student's account. All students are required to check out with their RA and RD when moving out of an assigned room. Procedures for checking out are posted at semester end. Special instructions will be communicated to residents prior to closing residence halls for Christmas Vacation and Spring Break.

Failure to follow these procedures will result in fines of up to \$100 plus damages assessed. Alternative housing arrangements at these times must be made by the student prior to the closing of the residence halls.

PLEASE NOTE: A student must be a full time student to live in a residence hall. Students taking less than 10 hours are not allowed to live in the residence halls.

**The College reserves the right to remove a student from College housing.**

## **CHECK-OUT PROCEDURE**

Each resident must complete the following basic check-out procedure before leaving campus at the end of the year.

1. Clean the room thoroughly and request a room check with your RA; then inventory the contents, noting the specific condition at the ending date on the Blue Sheet.
2. Turn in the key and sign the Blue Sheet. NOTE: There is a \$100 charge for failure to return your key.
3. All students must leave the residence halls at the designated times on the official calendar (at the end of the Fall and Spring semesters and before Spring Break). Residence halls will be closed during Christmas Vacation, Spring Break, and after Graduation and no one will be allowed to stay longer without special written permission from the Office of Student Life. Requests must be submitted in writing in advance to the Office of Student Life.
4. Students who leave or are dismissed from the institution during the semester will be asked to turn in their Student ID upon checkout.

Any other specific instructions regarding check-out will be posted in the residence halls. Failure to follow these procedures will result in fines of up to \$100 plus damages assessed.

At the conclusion of the Spring semester final examination schedule, students who are not directly involved in Commencement proceedings (i.e.: graduates, choir, volunteers, students who will be renting college owned

apartments during the summer) are required to check out by 3:00 pm on the Friday of Finals Week. Failure to do so will result in improper check-out fines. Students desiring to stay for graduation will need permission from the VP/Dean of Student Life. Special exceptions may be made for siblings and engaged couples.

## **ROOM ASSIGNMENTS**

Room assignments for new students are made by the Dean of Students, Resident Directors, and the Student Life Office Manager on the basis of information requested on the housing questionnaire and availability of space. Choices for returning students are made in the spring during the announced Housing Assignment days. The College reserves the right to change housing assignments and place additional students in all rooms if needed.

## **PRIVATE ROOMS**

While the College cannot guarantee a private room to any student, a private room can be granted by special permission. We believe that part of the residential experience is learning to live with a roommate and special permission may be granted only under special circumstances. Requests must be made in writing with the reasons given. The cost for a private room is an additional \$475 per semester and only granted by approval from the Dean of Students. If space is not available to accommodate private rooms to students, requests will not be granted.

## **ROOM CHANGES**

While the Office of Student Life makes every effort to ensure positive roommate experiences, occasionally situations arise that seem irreconcilable. However, even good roommate relationships take time, intentionality, and effort to build. In the event of a grievance between roommates, the following actions must be taken preceding the approval for a room change:

1. Face to face conversation between roommates to clearly and peacefully communicate the issue(s).
2. Face to face meeting between the roommates, their RA, and their RD in an attempt to provide advice and mediation.

If the situation is irreconcilable after these steps, the student initiating the room change is responsible to take the initiative in determining their relocation. The RD may provide the student with current vacancies to consider with the instruction to reach out and meet with the current resident of the room. Students may not request their roommate to be forced to relocate. Students may not request a single room without the approval from the Student Life Office. Exceptions can be made in the event of an emergency or at the RD's discretion.

Students requesting a room change must request a Room Change Form from the Student Life Office. Students may not move until all signatures have been received, the form has been submitted and the processing fee has been paid (when applicable). Students who request and are granted a room change will be charged a \$25 processing fee per moving student. Students must turn in their previous room key before acquiring their new key. There will be a Free Move Week each semester that will be announced and the \$25 fee is waived that week. The College reserves the right to leave certain rooms empty for housing purposes.

## **ROOM SECURITY**

The residence halls remain locked at all times. For security purposes, RAs periodically check each room to see which students are inside the residence halls. Any student found in a residence hall lounge/lobby of the opposite gender, or any outside guests must leave by 11:00 pm any evening where there are classes the following day.

Each resident is issued a personal room key enabling rooms to be locked at all times. If you become locked out of your room, the proper procedure is to find your roommate or wait for your RA. Lastly, contact your RD.

Effective Security Measures:

1. Do not block or prop open wing/floor doors or outside doors. (Fire Code)

2. Always lock your room, even if only leaving for a few minutes. Although rare, most thefts occur in the middle of the day when students are in class or Chapel.
3. Report any strangers in the building to the Resident Director (see Solicitation Policy).

### **OVERNIGHT/CHECK-OUT**

For your safety, we ask that all students who are leaving campus for overnight trips (not school-sponsored events) or will not be staying overnight in their assigned residence hall, inform your RD or RA by scanning the posted QR code and filling out the form. In case of fire or other catastrophes, this allows us to account for all students in a timely manner. Otherwise, it could endanger lives looking for missing persons. We appreciate your consideration in this matter.

### **PROPERTY PROTECTION**

Central Christian College cannot be responsible for lost or stolen items or property, or property damaged by another student or other individual, nor can the College be responsible for the loss of student property due to theft, fire, or storm. **We highly recommend that each resident take out Renters Insurance to cover cost to items that are damaged or stolen.**

Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

1. Insure and mark all valuables including clothing.
2. Complete the Personal Inventory Sheet during check-in.
3. Always lock your room and secure your window(s).
4. Keep your student ID with you at all times and do not let others borrow it.
5. Report any losses or thefts to your RA and RD, who will then report the loss or theft to the Office of Student Life.
6. Respect College property as you would respect your own belongings; including soft drink and candy machines and lounge furniture. Any damage will result in restitution charges, disciplinary action, and the possibility of the College removing these items.
7. Borrow property only with permission, and return it on time and in the same condition as when you borrowed it.
8. Think before you act. Having fun should not be at the expense of another person or of the College.
9. If you notice something happening that seems suspicious, report the matter to your RA or RD at once. Your involvement will make Central Christian College a safe and enjoyable community.

### **REPORTING SUSPICIOUS/DANGEROUS BEHAVIOR**

Central Christian College uses an emergency notification system called Titan. All students are encouraged to download the app to report suspicious or dangerous behavior and to be notified of emergencies. Students are encouraged to report suspicious or dangerous behavior immediately to an RD or other Student Life personnel. If a Student Life Staff member cannot be located quickly, students are encouraged to call the McPherson Police at 245-1200 or 911, if necessary; or Crime Stoppers at 241-1122. Crime Stoppers is an anonymous call. The Office of Student Life works closely with the McPherson City Police Department and the McPherson County Sheriff's Department on matters of security and emergency.

### **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

Central Christian College uses an emergency notification system called Titan. All students are encouraged to download the app to report criminal activity. All criminal activity on the Central Christian College campus, as well as off-campus criminal activity that might involve Central students, should be reported to the VP/Dean of Student Life. The VP/Dean of Student Life, in consultation with their Staff and the Chief Strategy Operations Officer, will make timely warnings to the appropriate people as each situation arises. The VP/Dean of Student

Life will hold the identity of the victim/witness that makes the report confidential. The VP/Dean of Student Life will also keep records of campus criminal activity and make those reports available upon request. The three-year crime statistics will be available on the College's web site.

### **PERSONAL PRIVACY**

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy.

In many respects, each residence hall wing is like a home. Each member of the wing should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Therefore, it is very important that all members of the wing and their guests abide by the following expectations which have been designed to promote privacy:

1. Members of the opposite sex must not be in the rooms, immediate hallways, landings, or stairwells of any entrance for any reason, except during College visitation events.
2. Secured doors must not be propped open for any reason. An unsecured door jeopardizes the privacy and safety of all the floor members.

### **ENTRY OF A RESIDENT'S ROOM**

Central Christian College recognizes the rights of students to protection against unreasonable search and entry. In order to protect this right, while ensuring its tradition as a residential college whereby the quality of life in the residence halls is a proper aim of policy and practice, the College has instituted the following regulations to govern search and entry of College-owned student rooms.

Room entry and/or searches will be made with sensitivity to a person's protection against unreasonable search and entry as discussed above. However, residence hall living encourages informal relationships between Residence Life Staff and students and the detection of policy violations are many times the result of casual interaction in student rooms. Professional College personnel may enter a College-owned student room when that personnel believes it to be in the best interest of the student or the College community or when College policies may be in violation.

#### ***Entry***

1. No student room will be entered without knocking or identifying oneself as an authorized Staff member.
2. Whenever possible, the purpose of the entry will be stated to the residents of the room.
3. College Staff members are not authorized to enter a student's room upon the request of another student.
4. Rooms are routinely entered during vacation periods for safety and security reasons as well as health and safety inspections which will occur on a scheduled basis throughout the year (compliance checks). Fines or Community Service for cleanliness of bathrooms and rooms will be issued if needed. Restricted items found during these times will be confiscated and the student may have consequences. If items are confiscated, the owner may retrieve the items at the end of the semester or prior to either withdrawing or being dismissed from the institution. Items that are not retrieved may be discarded.
5. Residence Life Staff and other College personnel are authorized to use a master key to gain entrance to a room if the assigned residents are not present or if College personnel are refused entry. If residents are not present, they will be notified of the entry. If possible, in this circumstance, two Staff members shall be present.

## **Search**

1. In most circumstances, rooms and personal possessions of students shall not be searched unless appropriate authorization has been obtained. A search for stolen property, firearms, or illegal material requires a room search permit be obtained from the Office of Student Life. The permit shall specify the reasons for the search and the object or information sought. If possible the student shall be present during the search. When a student is not able to be present, the search may proceed with at least two people present. Only items which are specifically prohibited by law or the College or which pose an immediate danger to the health or safety of the residents will be removed from the room without permission of the owner.
2. If the resident is present, those entering should state the purpose of the search before they begin the search. If requested by the residents, a copy of the room search permit should be made available.
3. If the resident is present, they will be asked to open all drawers, closets, refrigerators, luggage, etc. during the search, at the request of College personnel.
4. College personnel are free to seize illegal or prohibited material, but the extent of the search must be in keeping with the factual information upon which the room entry and probable cause for the search is intended.
5. All evidence seized during searches complying with the above regulations may be used in College disciplinary hearings. The student may claim these belongings when lawful to do so after disposition of the case.
6. No provision in the Central Christian College regulations gives Residence Life Staff authority to consent to a search of a student's room by police or other governmental officials without a court-issued warrant.

## **TIME-IN POLICY**

All freshmen are required to be in their dorms by 11:00 p.m. on Sundays through Thursdays during the Fall semester. There will be no Time-In on Fridays, Saturdays or any evening where there are no classes the following day. For example, Labor Day is on a Monday. There are no classes that day. That Sunday night before Labor Day, there would not be Time-In. (Note: There is Time-In before the All School Picnic since that is students' class attendance for the day.) This applies to days where there are no classes for the entire campus, not days when an individual student doesn't have classes.

New students who are at least 21 years old and/or have at least 1 year of full-time on-ground classes will have the Time-In requirement waived.

The policy assumes that the student will remain in the dorm throughout the night. There will be one check-in person at a specified location in each dorm each night at check-in time and all freshmen in that dorm will come to that location and check in with them. It will be the responsibility of the student to come to the check station. Students MUST be in ON or BEFORE the Time-In deadline. The check-in station will be open from 8:00-11:00 pm while an RA is on duty in the lobby of each residence hall. Once a student has checked in, the student is required to stay in the building.

All students will be reviewed in December. Those with satisfactory progress will have the Time-In requirement removed for the remainder of their Central Christian College experience. If a student persists in breaking the expectation, their Time-In requirement could be extended into January and possibly all second semester. Late Nights can be given by the RD if the student knows ahead of time and gets permission. They must fill out a Late Night Request Form no later than 5:00 pm on the night they are requesting. The student must wait to hear from the RD about whether or not their request has been granted. Late Nights are only to be given for exceptional circumstances. Each student is allowed a limit of four Late Nights for the semester. Students must use their Late

Nights wisely.

Athletic teams getting in late will need to alert the VP/Dean of Student Life ahead of time of their plans and the appropriate people will be notified.

The VP/Dean of Student Life can give blanket Late Nights for special SGA sponsored activities. The blanket Late Nights will be announced at least one week in advance.

### **COMMUNAL SPACES AND HOURS**

One of the purposes of the Campus Community Expectations is to give Central Christian College Biblically based direction in cultivating a campus atmosphere that encourages spiritual, moral, and intellectual growth. How and where female and male students interact and relate to each other has the ability to contribute to a campus atmosphere that encourages spiritual, moral, and intellectual growth. Every effort should be made to relate and interact verbally and physically in order to encourage purity in thought and action.

In the interest of fostering healthy intentional communities within the residence halls, and as we desire to live intentional lives for Christ, Central Christian College established a communal space policy to help female and male students who live on campus to practice healthy boundaries. Students in violation of the communal space policy are subject to disciplinary action because of the College's care and concern for how female and male students relate to one another.

Below are the communal spaces (and hours) on campus available for both male and female students to socialize and/or study together:

- Residence Halls – See Open Dorm section below
- Plaza (including other outdoor spaces)
- Briner Academic Center – Hours Posted

If you're found to be in one of the communal spaces with the opposite gender at a time outside of the hours listed above, students will be subject to disciplinary action. If you're found to be in an unapproved space with the opposite gender at any time (hallways, dorm rooms, apartment bedrooms, bathrooms, etc.), students will be subject to disciplinary action.

### **OPEN DORMS**

The Open Dorms schedule is as follows:

- **Mondays** – Stoll Hall – 8:00-11:00 pm
- **Tuesdays** – Parsons Hall – 8:00-11:00 pm
- **Wednesdays** – Gillespie Hall – 8:00-11:00 pm
- **Thursdays** – Kline Hall – 8:00-11:00 pm

Expectations are as follows:

- The guest must sign in with the RA on duty and supply them with their ID. Once the guest leaves, the ID will be returned to them when the guest checks out. The resident of that dorm needs to accompany their guest to check in/out. Open Dorms are for **Central Students Only**.
- Guests may not sit on/be in any bed.
- The lights must remain on.
- The door must remain wide open.

- The designated RA will make regular rounds on each floor.
- Restroom Usage – Restrooms cannot be used by a guest or other students who do not live in the dorm they are visiting.

North Kline Apartments/4 Plex/Tri Plex/College Owned Housing:

Open Apartments/Housing: **Sunday through Thursday until 11:00 pm and Friday and Saturday until 1:00 am.** No guests allowed in any bedroom of the apartment/house or on a bed that is in the living room of the apartment.

Open Lounges/Lobbies:

Lobbies are open daily to students. Lounges are open **Sunday through Thursday from 8:00-11:00 pm and Friday and Saturday from 8:00 pm-1:00 am.**

- **Parsons**
  - Front downstairs lobby open all day to guests and through Open Dorms times. They close at 11:00 pm Sunday through Thursday and 1:00 am Friday and Saturday.
  - Back/Wing Lounges and upstairs lounges are open only to residents of Parsons.
- **Stoll & Kline**
  - Front Lobby is open all day to guests and through Open Dorms times. They close at 11:00 pm Sunday through Thursday and 1:00 am Friday and Saturday.
- **Gillespie**
  - Lobbies are open all day to guests and through Open Dorms times. They close at 11:00 pm Sunday through Thursday and 1:00 am Friday and Saturday.

## **GUESTS**

All overnight guests in College housing must register in advance with the RD and complete a Guest Form/Contract. Permission must be granted prior to a visitor's arrival.

- All approved guests (non-student) must check in with the RD upon arrival and check out with the RD upon departure.
- Visitors may stay for a maximum of three nights. Staying additional nights is only allowable with permission from the VP/Dean of Student Life, the RD and with a \$15 charge per night.
- Guest day visitors must leave the residence halls by 11:00 pm on Sundays through Thursdays and by 1:00 am on Fridays and Saturday.
- Students may not use the residence hall lounges, the Student Center or student living areas for babysitting purposes.

High school aged and younger students are not allowed in the residence halls. Guest day visits or overnight accommodations are a privilege and may be discontinued by the RD unless they are recruits and have gained permission from Student Life. Visitors violating College lifestyle expectations and/or policies will be asked to leave immediately. Visitors under the age of 18 are not permitted in the residence halls unless they are college students with verifiable identification or unless special permission is granted by the RD. Guests are not allowed the week before finals through the end of finals in either semester.

## **APPROPRIATE RESIDENCE HALL BEHAVIOR – SHAPE CULTURE**

Residents living in community should never lose sight of why they are in college. Students are often emboldened by new freedoms and find their new purpose in social outlets, often at the expense of attending class, or become burdened with financial concerns, which leads to working excessively. Lack of self-care and sleep, combined with the stress of project deadlines and exams commonly lead to physical and mental fatigue. Balancing free expression of civility is both delicate and necessary. Students are encouraged to interact in a way that draws other students towards Christ through living an intentional life.

1. Students will respect the RD and RAs and will respond accordingly to their guidance and direction.
2. Students will respect the other residents in the building. They will realize that they are living in a community and need to adjust their lifestyle accordingly, out of respect for their neighbors.
3. Students will refrain from profanity and obscene behavior at all times.
4. Students will play music at moderate levels and at appropriate times. They will also refrain from playing music with profanity.
5. Students will choose movies appropriately in regard to what Christ would desire.
6. Students need to quiet down after midnight on week nights so others can study and sleep.

## **QUIET HOURS**

Quiet hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room.

During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep. General quiet hours are from 12:00 a.m. to 9:00 a.m. During finals week, quiet hours will be enforced 24 hours a day.

## **LOUNGES**

Study, television, and conversational areas are provided at various places within the residence halls. Lounge conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between males and females must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated.

Consequently, public expressions of affection will be subject to public accountability. Furthermore, couples involved in inappropriate expressions of intimacy will be subject to disciplinary action.

Each individual who uses the lounge should take responsibility for keeping it clean, orderly, and well maintained. Lounge furniture is not to be removed from the lounges.

## **CONSIDERATION TIME**

Because Central Christian College is a community, any time someone or their music is being disruptive, they will be asked to quiet down. This can be done any time, 24 hours a day.

## **AIR CONDITIONING ON EXTREME HEAT DAYS**

Central Christian College of Kansas maintains a standing agreement with the Board of Public Utilities to assist when demands for local electricity become too great. Per the agreement, BPU can call upon CCK to shut down its air conditioning (AC) units when the external temperature is predicted to exceed 100 degrees. Typically, this shutdown period spans from 1:00-7:00 pm, at which time units are turned on again. During these times, please keep the doors closed and use fans to keep cool.

## **RESIDENCE HALL/WING MEETINGS**

In the spirit of community living, every hall or wing gathers for required meetings. Usually RDs or RAs will lead the meetings in their respective halls or wings. Often announcements, a short Bible study, and prayer time will be shared.

All campus meetings, hall meetings, and wing meetings are mandatory. Attendance is taken and reported to the RD.

## **PERSONALIZING ROOMS**

Central Christian College wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures which enhance an enjoyable living environment for students consistent with the philosophy of the College community.

1. Occupants are expected to keep their rooms neat and clean.
2. Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or which are otherwise morally

objectionable or socially offensive, or which promote a hostile/violent environment for those of another race, gender, or ethnic background; containers for alcoholic beverages, and other alcohol and drug related paraphernalia, i.e. signs, posters, confederate flags, etc.

3. Illegally obtained federal, state, and city highway/street signs will be confiscated and reported to law enforcement officials.
4. The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
5. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surfaces may not be used.
6. Candles and incense are never permitted. They will be confiscated and the student will be fined.
7. Do not tamper with electrical wiring, switches, outlets, fixtures, cable or telephone wiring.
8. Furniture must remain in the room at all times and must be used in the fashion for which it was designed (i.e. mattresses may not be used on the floor). All furniture is College property; therefore, it may not be stored at the student's residence during the school year or moved from one room to another.
9. No pets/animals allowed.
10. Sports, play, and/or athletic equipment is not to be used in the residence halls. Considerable damage can occur as a result of playing games with various types of balls, etc.
11. Use of wallpaper, contact paper or paint is not acceptable.
12. The door of the room is the student's responsibility. Nothing should be attached to either side of the door which leaves marks or residue.
13. Irons are to be used in the laundry facilities ONLY.
14. Athletic equipment or apparel left in the hallway, lounge or laundry room will be disposed of.

## **DAMAGES**

The present occupants are responsible for any damages to their room/apartment/house and contents other than from ordinary use. "The room" is defined as everything from the entry door to the window(s) (including the outside of each), all furnishings, etc. Any changes should be reported to the RA and recorded on your Room Condition Form. Kicking or forcing open doors and mutilating or removing screens to enter or exit rooms may be charged as damage and assessed as a fine. Screens are riveted in place and must remain on the windows at all times. Fines will be assessed for lack of compliance.

Water may cause carpet and other damage; therefore, water games must be confined to outside the building.

When there is destruction of College property, the damage is assessed and a charge is made to the individual(s) immediately. The charges cannot be placed on the student's bill, but must be paid directly to the Student Life Office.

## **ELECTRICAL APPLIANCES/CORDS**

The use of personal electrical appliances is limited because of the safety needs created by living in community. Due to regulation by the Fire Marshal, cooking is not allowed in the rooms. **Popcorn poppers, coffee makers, microwaves, hot pots, toaster ovens, George Foreman Grills, bread machines, Instapots, air fryers, or any other appliance used for cooking, should not be brought to Central for student use in the residence halls.** Residents of college owned apartments may bring cooking appliances for use in kitchen areas.

Each residence hall has a microwave available for student use in a designated area. **No microwaves are allowed in personal rooms.**

Only one power strip per outlet is acceptable. No multi-plug receptacles or adapters may be attached to extension cords or wall outlets unless they contain an internal fuse or circuit breaker with a maximum rating of 15 amps. Cords must be U.L. approved #16-gauge wire in excellent condition, and may not be placed under rugs, behind partitions, or in front of doorways. Any space heaters must be equipped with a safety tip over

power cut off switch.

## **REFRIGERATORS**

Refrigerators 4.6 cubic feet or smaller are acceptable for use in rooms; if larger, you will be asked to remove it from the room.

## **MOVIES/SHOWS/VIDEO GAME SYSTEMS**

As an intentional living community, and as we attempt to draw others towards Christ in thought and action, we desire and encourage students to refrain from using, watching, or playing any movies, shows or video games that are not useful in living an intentional life for Christ.

As an academic institution, an initial concern is proper stewardship of time. A second concern is acceptability of the material. X-rated, NC-17, many non-rated films, and video games rated AO (Adults Only) are considered inappropriate at Central. Films, shows and games that are exceptionally violent, vulgar, or sexual in content are prohibited. R-rated movies and TV shows rated TV-MA are not allowed in the residence hall lobbies.

When deciding what movies and shows to watch and games to play, students may use their discretion and good judgment. Students must realize that they will be asked to turn their movie, show or game off if it is offensive to anyone in any way. Students must have respect for the community. The RD, as facilitator of the community, has the discretion to ask that a movie, show or game be turned off at any time.

## **COMPUTER/INTERNET SERVICE**

Students are responsible to contact their own internet providers and are responsible for guarding the use of their computer. Computer usage falls under the same guidelines as outlined by the Computer Technology Committee and the Campus Community Expectations. IT is not responsible for maintenance to equipment for outside Internet Service Providers.

NOTE: The College does not involve itself in billing disputes between a student and the internet company, or between two students.

## **FIREARMS AND WEAPONS**

Firearms, hunting bows, hunting knives, swords, and other weapons are not permitted on campus for any reason, this includes in the residence halls, campus-owned housing, vehicles, etc. Knives with blades exceeding three inches are also prohibited. Students found with any of the above items will be subject to dismissal and/or fines.

## **AIR-SOFT & PAINTBALL GUNS**

Air-soft (including any kind of "fake guns" that shoot pellets) and paintball guns are not permitted on campus at any time. Discharging or possessing these on campus is strictly prohibited. Any violation of this policy will result in confiscation of the item(s) and appropriate disciplinary action.

## **HOVERBOARDS**

Hoverboards are not allowed in any buildings on campus.

## **FIREWORKS**

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action responses ranging from fines to dismissal.

## **DRONES**

Drones with cameras are not allowed on campus as they are a threat to personal privacy. Drones with cameras may be used with permission only (e.g. soccer game, filming for class, filming for promotional material, etc.).

## **DANCES**

All dances must be approved by the VP/Dean of Student Life.

## **SKATEBOARDS/SCOOTERS/ROLLERBLADES/BICYCLES**

Students are welcome to use skateboards, scooters, and rollerblades outdoors. These are not to be used to jump on concrete areas where they damage the edges of the concrete (i.e. steps, etc.).

Because of potential damage to flooring and walls, the use of skateboards or scooters, or the wearing of rollerblades is not permitted inside any building on campus.

NOTE: Bikes without permits will be removed. Bikes are not permitted in rooms or common areas.

## **INITIATION OF NEW STUDENTS/HAZING**

Despite the low crime rate in the town of McPherson and the surrounding community, Central Christian College regards the safety and welfare of its students, faculty, and staff as one of its highest concerns. The College has implemented many policies and programs to maintain and increase campus security, but individuals are reminded that they must assume responsibility for their own safety and the safety of others. This means that if a student witnesses a crime or an act of discrimination, harassment, abuse, hazing, and initiation or bullying, the student is obligated to report it. Any student who partakes in discrimination, harassment, abuse, and initiation or bullying will be subject to discipline by the school and in some cases the police.

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Central Christian College, by one person alone or acting with others, directed against a student or group of students that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution.

The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student. A recipient of hazing who "voluntarily" agrees to take part in a hazing activity does not in any way absolve the offending person or group from their actions. Any student who partakes in discrimination, harassment, abuse, and initiation or bullying will be subject to discipline (which may include expulsion or suspension from the college) and in some cases the case may be turned over to the local police.

Any student who has been hazed or thinks he/she is going to be hazed should report such actions to the VP/Dean of Student Life.

It is the policy of the College that bullying behavior by or against any member of the College community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- sabotaging or undermining an individual or group's work performance or education experience;
- inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

### **ANTI-BULLYING POLICY**

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- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

### **STORAGE AREAS**

All of the residence halls have space for the temporary storage of students' belongings. Everything must be in boxes or tubs. All belongings must be clearly marked with the student's name and year. If things are not marked, they will be thrown out. Bikes, carpet/rugs, furniture or cinder blocks cannot be stored. The College

assumes no responsibility for items placed in storage and it is strongly recommended that valuable items not be placed in the storage rooms.

Outdoor racks are provided for locked bicycles at each residence hall. Bikes are not permitted in students' individual rooms and may not be stored or parked in hallways or basements. Bicycles left over the summer without permission will be sold or given away.

#### **LAUNDRY FACILITIES AREA**

Each residence hall is equipped with washers and dryers in its laundry room which is open during regular dorm hours. Irons are to be used in the laundry facilities ONLY.

#### **HAIRCUTTING GUIDELINES**

Anyone providing haircutting services is expected to get approval of the location from the RD, dispose of the hair in appropriate trash containers (not down the drains), and be responsible for clean-up.

#### **HEAD LICE**

When a student has head lice, they must comply with all instructions from the Resident Director. We have mandatory procedures that each student must follow.

#### **BED BUGS**

Students living on a residential campus have an increased risk of carrying bed bugs with them to campus. If you suspect that you have bed bugs, please notify your RD. Take any bedding or other items that can be laundered and put them in the dryer for a cycle. This will kill any bed bugs on those items. The RD will contact Maintenance. Maintenance will contact an outside company for any further action needed. Students must comply with any directions given to them by their RD/Maintenance. Please inspect all luggage and bags prior to coming to campus and when staying in hotels.

#### **CUSTODIAL/MAINTENANCE SERVICES**

Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be directed to the attention of the RD for referral.

#### **POLICY FOR ENTRY OF STUDENT ROOMS BY CAMPUS SAFETY OFFICERS, FACILITIES STAFF AND OTHER COLLEGE PERSONNEL**

Campus Safety Officers, Facilities (Maintenance) Staff and other College personnel may enter student rooms only:

- At the request of the resident
- In case of emergency
- For health & welfare check
- To respond to physical plant difficulties with the building or room even though the locus of such difficulties may be elsewhere in the building
- During non-residential periods to facilitate maintenance or other general operational procedures

#### **FIRE SAFETY EQUIPMENT**

Fire safety equipment (fire alarms, extinguishers, exit lights, and detectors) is located in strategic areas of the halls. Use this equipment only for emergencies. Tampering with fire equipment or activating a false alarm endangers lives and violates local and state laws. Such actions result in very serious disciplinary consequences. Persons responsible will be billed for any expenses related to the false alarm, and will be held accountable by the campus disciplinary system. (In the case of a prank, when the perpetrator is unknown, the whole dorm may be billed.) It is classified as a misdemeanor and may be dealt with by civil authorities. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, on doors, etc. is considered dangerous and illegal. College discipline for such may include significant fines, dismissal, and/or civil action.

When the fire alarm sounds, ALL residents must vacate the building immediately. Do not return to your room until you are cleared to do so.

### **IN CASE OF FIRE**

The McPherson Fire Department has recommended the following procedures in case of fire:

- Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:
- Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
- If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
- Go to the nearest exit and leave the building. Nearest exits are posted in each room.
- Meet quickly at your designated area so that all persons can be accounted for. Designated areas will be announced at the beginning of the year.
- If your door is hot, do not open the door. Instead, follow this procedure:
- Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
- Hang a sheet out the window to signal rescuers.
- Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
- Wait for assistance.
- If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

### **SEVERE WEATHER PROCEDURES**

A “severe weather” classification generally involves the threat of a tornado or other devastating storm conditions. The rule for a warning is to take immediate action and go to the basement or the lowest portion of any building. Any narrow passageway, such as a lower hall, would be preferable. Stay away from glassed-in areas.

All students must take shelter according to the campus plan and under the direction of the RDs and RAs. The College is not responsible for students who do not follow these instructions.

If you have a small battery radio, take it with you to the shelter area. You will be able to keep up-to-date of any weather changes. Remain in the shelter until the all clear signal is given. The College is not responsible for those who leave before the all clear signal.

- TORNADO WATCH - means tornados are expected to develop.
- TORNADO WARNING - means a tornado has actually been sighted or indicated on radar.

### **SHELTER INFORMATION**

- GILLESPIE HALL - Use the lower level interior bathrooms with the doors shut.
- KLINE HALL - Use the inside rooms without windows or the bathrooms.
- PARSONS HALL - Use the basement.
- STOLL HALL - Use the storm shelter in Stoll Pit.
- BRINER LIBRARY/REIMER BUSINESS CENTER - Use the study room next to the Head Librarian's office.
- MINGENBACK FAMILY LIFE CENTER - Use the Parsons Hall basement or the restrooms.
- BROADHURST STUDENT CENTER - Use the basement restrooms.
- SCIENCE HALL - Use the bottom floor.
- WESLEY BLACK FINE ARTS BUILDING - Use the prop room in the basement. DO NOT STAY IN THE LARGE AUDITORIUM.

- P.E. CENTER - Use the north locker room.
- FOUR-PLEX/TRI-PLEX - BSC basement or Parsons Hall basement
- OTHER COLLEGE OWNED HOUSES/APARTMENTS - Basement or interior rooms on lowest level. Students who are physically incapable of moving to the aforementioned areas should move to the center of the hallway in which they live, away from windows, etc.

In the event of a TORNADO WARNING, the city activates loud sirens that can be heard throughout the city of McPherson.

## **OFF-CAMPUS HOUSING**

Central Christian College of Kansas is by design, a historically residential College. As such, it is the desire of Central Christian College of Kansas to help form and educate the whole person – we believe that education can happen inside and outside of the classroom. To help facilitate this intentional approach to the college experience, the institution desires for each of its students to learn personal accountability, develop life-long relationships, and understand proper standards of living within a community. It is our desire to empower students educationally, spiritually, and emotionally through an intentional and caring campus community.

Therefore, Central Christian College of Kansas requires all full-time (10 credits or more) students to live in the residence halls. Exceptions to this policy are:

- Married students
- Students who are living with their parent or legal guardian (within McPherson County or in the adjacent counties of Harvey, Marion, Reno, Rice or Saline)
- Students who are caring for a dependent
- Students who are 23 or older

Students who are dating or engaged are not allowed to live together, even if they may meet one of the exceptions to live off-campus. Students are not allowed to have opposite gender roommates or roommates they are in a romantic relationship with, unless they are married.

### **Off-Campus Request Procedure:**

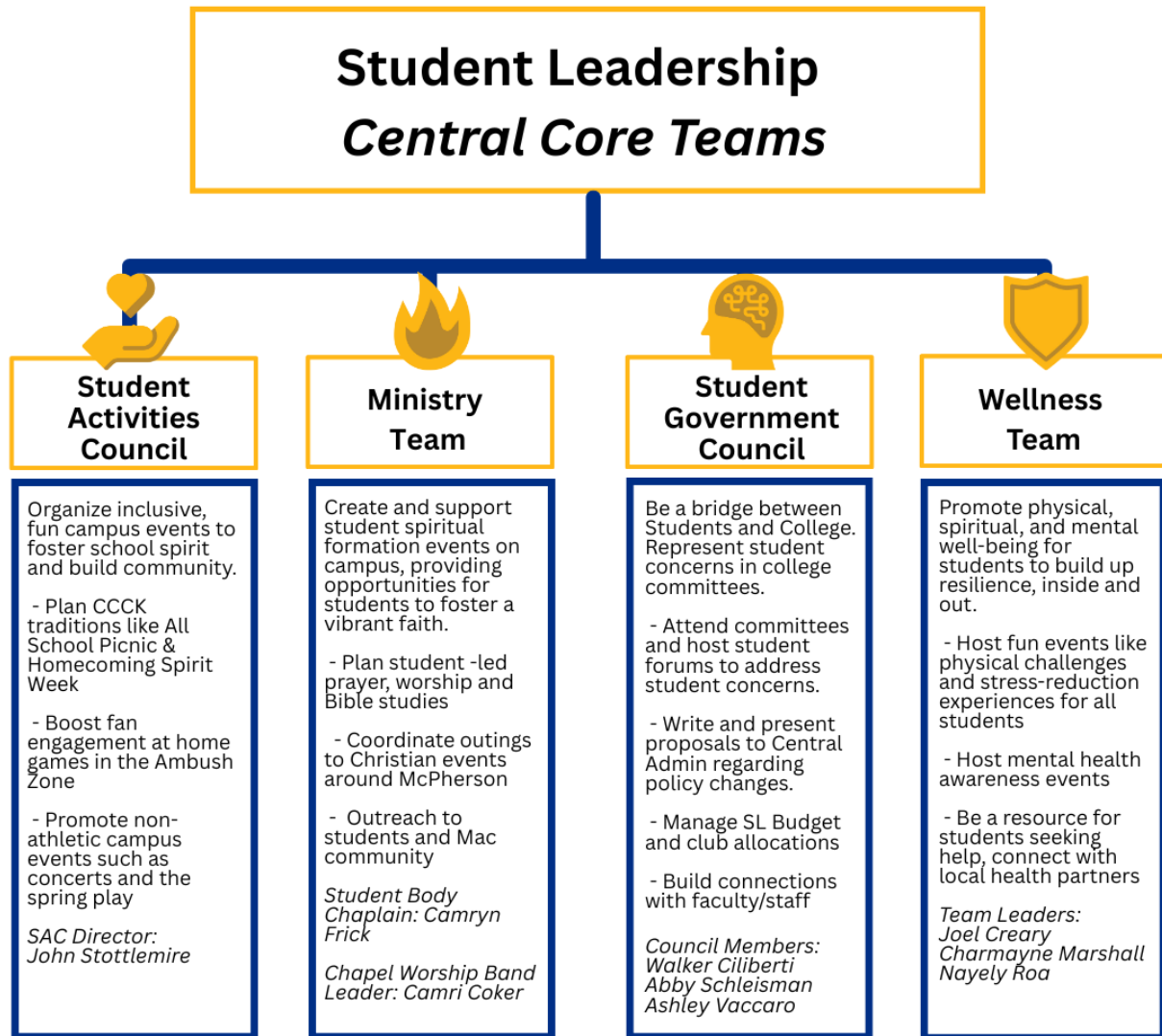
1. Requests: Off-Campus Request Forms are available in the Student Life Office. For returning students, these requests are due before the Housing Lottery in the Spring (usually scheduled in late March/early April). For new students, these requests are due by July 15. Requests must be made prior to signing a lease. The request must include a detailed rationale for the exception.
2. Decision Process: The Housing Committee considers each request independently and is the final authority for the approval or denial of each request and also for the classification status of each student.
3. Renewal: Any approval granted is for one year only and must be renewed by following this procedure. All off-campus students must still live under the Campus Lifestyle Expectations. Any violations of these expectations will be handled accordingly.
4. Upper Division Housing Requirements (Chapel attendance, GPA, disciplinary action) may be taken into consideration when deciding on an off-campus request. Special stipulations may be placed on the student if any of these requirements are not met (i.e. Success Center hours, must meet Chapel requirement, maintain GPA, etc.). If the student does not meet any assigned stipulations, their off-campus status may be revoked.
5. Married students and single parents with children are not permitted to live in College residence halls and must find their own off-campus housing. Periodically, the College has limited openings in its rentals. Please contact the Business Office for more information or to be placed on the waiting list.

## **CAMPUS-OWNED APARTMENTS/HOUSES**

If campus-owned apartments and houses are used as overflow housing for the residence halls, students will pay full room and board while living there. When used as overflow housing, all dorm rules apply (Campus Lifestyle Expectations, visitation, observing breaks, etc.). Students are not permitted to sublet their apartment/house or share their room with others who are not designated as residents of that space by the Office of Student Life.

Living in the campus apartments/houses is considered a privilege and is usually given to those students without any prior infractions of the Campus Lifestyle Expectations. Students granted this privilege are responsible for the behavior that takes place within their residence. No apartment/house should be used by anyone (tenant or guest) at any time for activities that are violations of Central Christian College policies. If evidence exists that such violations have occurred, the tenant may forfeit the privilege of living in the College apartments/houses and will be required to return to the residence halls or seek housing in the McPherson community. (Additional discipline may also be administered.)

All opposite gender visitors must vacate the apartments/houses at 12:00 midnight weekdays (Sunday-Thursday) and 1:00 a.m. on weekends (Friday & Saturday) and may not return until 9:00 a.m. Students of the opposite gender should not be visiting the student in their bedroom, but rather should be in an open space (living room, kitchen, etc.). Students living in campus owned apartments/houses may visit other students of the opposite gender in the residence halls (or in other campus owned apartments) during scheduled Open Dorm/Visitation event times. Violations of this policy will result in disciplinary action, which may include the revoking of lease, suspension, and/or dismissal from school.



Campus life is an important component to the Central Experience. Several opportunities exist for students to be involved in leadership, organizations, clubs, activities, intramurals, intercollegiate athletics, and more. These opportunities exist to further assist students in their development as whole persons. Learning to live, learn, and experience life together is integral to each person’s complete development.

**CORE STUDENT LEADERSHIP**

The Core Student Leadership structure provides all students the opportunity to contribute to the Central Experience and campus culture in alignment with the CORE4 model that leads to a Christ-centered, productive lifestyle. The four branches include: Student Activities Council (SAC), Ministry Team, Student Government Council (SGC), and Wellness Team.

**Student Activities Council (SAC):** Student Activities Council is a team of students dedicated to creating a fun and engaging fan experience at home games (Roar Core), as well as planning monthly campus events. Informed by our CORE4 Heart dimension, student leaders in SAC are focused on creating experiences for students to build relationships and community that reflect character traits of integrity, cooperation and justice. All students are welcome to join this team with a one semester commitment to be part of the Roar Core or Event Planning.

SAC Director: John Stottlemire

**Ministry Team:** The Ministry Team exists to create a community of students desiring to live a Christ-like life, as well as to support spiritual formation events on campus open to all students. The goal is to create a strong campus presence for students to participate in activities that promote and encourage a vibrant faith and meaningful connections with other students in line with our Core4 Soul dimension. The Ministry Team includes our Chapel Worship Team, which is open to any students who want to play in a band, sing, or run the tech for chapels and special events. All students are welcome to join this team with a one semester commitment to help support chapel events, worship nights, and outreach to our student body and community.

Student Body Chaplain: Camryn Frick

Chapel Worship Leader: Camri Coker

**SGA Council:** All students enrolled in 7+ credit hours are members of the Central Christian College Student Association, and a portion of the semester student fee goes toward funding the Core Leadership programming. The SGA Council is comprised of up to five members that act as a bridge between the Student Body and the College, seeking to lead with CORE4 Mind characteristics of reasoning and problem solving while encouraging students to participate through student forums. Council members represent student perspectives and concerns in college committees, create proposals to improve student experience on campus that align with Central vision and mission, and oversee the use of funds from student fees to go directly toward student experience. Council members include:

Walker Ciliberti

Abby Schleisman

Ashley Vaccaro

**Wellness Team:** Promotes physical, mental, and spiritual well-being for Central students to build up resilience through the various seasons of the student experience on campus. This group helps students develop leadership skills in achieving a productive and vigorous lifestyle, as well as encouraging the student body to develop these skills through campus events. Wellness Team co-directors include:

Joel Creary

Charmayne Marshall

Nayely Roa

## **CLUBS AND ORGANIZATIONS**

Alpha Sigma Lambda (Honor Society)

Core Leadership Teams

Future Business Leaders of America

Hispanic American Leadership Organization (HALO)

Love Driven Justice

Muse Club

Music Ensembles

Science Club

Student Worship Team

NOTE: Students wishing to start a new campus organization or have their organization recognized by SGA may apply through the Office of Student Life. Chartered clubs must meet the requirements set forth by Student Government Association and the VP/Dean of Student Life including minimum number of active members, club by-laws, and club officers. Chartered clubs are then rewarded the privilege of advertising their events on campus and may ask SGA for funding for club related expenses.

## **INTERCOLLEGIATE ATHLETICS**

National Association of Intercollegiate Athletics (NAIA)

National Christian College Athletic Association (NCCAA)

Sooner Athletic Conference (SAC)

## **SPIRITUAL FORMATION**

### **MISSION**

Central Christian College of Kansas exists to provide opportunities and experiences where college students are invited to trust and follow Jesus, mentoring them toward spiritual growth.

Our vision for each student who attends Central is that they would engage in a life-long process of spiritual development by personally implementing the CORE4 as they seek to love God with their:

**HEART** – Worshipping God with the whole self, living a life that pursues justice, and seeking a holistic biblical understanding of personal purity.

**SOUL** – Understanding that worship and prayer are a lifestyle. We were created to worship, and we should expect God to move when we pray.

**MIND** – Having the ability to take thoughts captive and make them obedient to Christ, while also always having a reason for the hope that is had in Jesus.

**STRENGTH** – Connecting and committing to a local worshipping community as well as having relationships of accountability are both essential to establishing strength in the Lord.

Central is intentional about ministering to each student at his or her level of spiritual maturity. That means whether a student comes to Central as a pre-Christian or as a mature believer— we are dedicated to equipping them with the knowledge and tools needed to grow in their relationship with Jesus. The following opportunities, expectations, and standards have been adopted to assist Central Christian College in being a community committed to Christ-centered thought, behavior, and relationships.

To assist in spiritual development while at Central Christian College, a number of services are offered, such as:

- Spiritual Gifts Discovery
- Ministry-Passion Discovery
- Discipleship (Personal & Group)

- Prayer Support
- Personal Accountability Plan
- Addiction Assistance

A number of on-campus activities are available to encourage spiritual growth, such as: small groups, Chapel, mission trips, prayer groups, ministry teams, accountability groups and Bible studies. Students interested in initiating a ministry can contact the Student Life Office for assistance and support.

Along with campus programming, students are encouraged to make personal choices that will reflect their desire to become devoted followers of Jesus. Students needing help organizing an effective devotional life should stop by the Student Life Office.

Students are encouraged to get involved with churches in the area, not only for worship and community development, but also for service and training. The Free Methodist Church is adjacent to our campus and easily accessible, but there are many other wonderful churches in the community. The Student Life Office can assist you in finding a local church to link with while attending Central.

### **INTERDEPENDENT MODEL**

Spiritual Formation at Central Christian College uses an interdependent model of helping students develop life-long spiritual growth. It is Central's goal to help students develop lives of interdependence while individually seeking a personal relationship with Jesus Christ. Students have numerous opportunities to engage community through corporate worship, small group interaction, and prayer. It is the responsibility of the student to engage the practices that Central offers and to begin to develop disciplines that will promote growth well beyond their college years.

### **CIVIC & MORAL LEADERSHIP SEMINAR (Chapel/Convocation Program)**

The Spiritual Formation programs serve as a focal point for the campus community encouraging spiritual growth and engagement in the CORE4.

The CML program occurs each Monday and Wednesday at 10:00 am. Chapels are specifically designed to personally challenge students to encounter Jesus individually while worshipping corporately. Through relevant worship, community, communion and application of Scripture, Chapel serves as the fuel that can propel students on their journey with Jesus.

### **ATTENDANCE GUIDELINES**

Because the Spiritual Formation program is integral to the identity of Central Christian College and essential to students' own spiritual development experience while at Central, attendance is treated with the same importance as class attendance and other requirements of the College. As such it is expected, required, and recorded.

Attendance is required for all full-time (10 credit hours or more) traditional on-ground students, both residential and commuter. Each calendar month, students are allowed two unexcused misses of the chapel programs. At the end of each month, students who missed more than two chapel programs will be required to complete community service hours. (Note: team travel days that conflict with chapel programs are automatically excused).

Each student has an attendance record that is maintained by the Student Life Office and recorded in the CML Canvas course so students can keep track. Small Group Attendance will be taken by the group leaders, Convocation and Chapel attendance will be taken by the Student Life Staff. If you will miss a chapel program

due to personal reasons, please email [Missy.Mayse@centralchristian.edu](mailto:Missy.Mayse@centralchristian.edu) to request an Excused Absence, documentation may be requested.

Students who are engaged in other activities during Spiritual Formation programming other than what is reasonably considered attentive behavior may be counted absent (sleeping, cell phones, head phones, laptops, etc.). Late arrivals are considered an absence. Early departures are considered an absence.

### ***Waivers***

Waivers for circumstances relating to regular employment, student teaching, internships, or child care are available in the Student Life Office. Waivers are considered on their merit and are subject to the final decision of the Student Life Office. Waivers must be renewed each semester. Appeals of decisions regarding attendance or waivers are to be made in writing to the Student Life Office within 24 hours of receiving a decision. After this time frame, the decision will be final.

# SECTION 3:

## ADDITIONAL IMPORTANT INFORMATION



## **ADDITIONAL IMPORTANT INFORMATION**

### **NOTICE OF NON-DISCRIMINATION**

For information regarding the Notice of Non-Discrimination, please access the Catalog here:

<https://centralchrisit.wenginepowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

### **NOTIFICATION OF RIGHTS UNDER FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

For information regarding FERPA, please access the Catalog here: <https://centralchrisit.wenginepowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

### **NOTIFICATION OF FEDERALLY MANDATED DATA**

Central Christian College of Kansas maintains a Consumer Information Page (<https://www.centralchristian.edu/about/consumer-information/>), which includes specific data and reports that the College is federally mandated to disclose. These include:

- Campus Safety, Fire, & Security
- Alcohol and Drug Abuse Report
- Equity in Athletics
- Filing a Student Complaint or Concern
- Access to the Catalog
- Student Right to Know Data
- Title IX Information and Contact
- PII Policy

### **SOLICITATION POLICY**

Solicitation from outside groups or individuals for profit is not allowed on campus without permission from the VP/Dean of Student Life. This applies to all students, faculty, and staff. Fundraisers for non-profit causes are acceptable.

### **MOTOR VEHICLE REGULATIONS**

The use of motor vehicles by Central Christian College students is a privilege, not a right. The privilege brings with it the responsibility to abide by regulations governing vehicle use. Failure to do so may result in the removal of vehicle privileges and/or immediate towing of the vehicle.

Students are not allowed more than one (1) motor vehicle. This includes motorcycles, golf carts, and scooters. If it is discovered that a student has more than one (1) motor vehicle, the student will be asked to remove the extra vehicle immediately.

NOTE: The College is not responsible for damages or stolen property which occurs in vehicles parked on school property.

**Registration:** Each motor vehicle used by a student must be registered with the College. A registration form must be submitted to the Student Life Office. A Central Christian College parking permit will be issued and must be placed in the lower left corner of the rear window.

A vehicle acquired during the semester and/or changes in an existing registration, such as a new license plate number, must be registered with the Student Life Office within 48 hours.

**Resident Parking:** All vehicles registered by on-campus Central Christian College students may only be parked in the authorized parking lots that match the color associated with their parking permit. The College has ample parking available for student use, but students are not permitted to park in designated RD parking spaces located in the residence hall parking lots. No parking or driving is permitted on grass areas or sidewalks.

**Violations will be subject to towing charges and/or fines up to \$100.**

**Faculty & Staff Parking:** Faculty/Staff are allowed to park on campus at no charge. Faculty/Staff should secure a parking permit for their vehicle(s) and submit their vehicle information (Make, Model, and License Plate Number) to the Student Life Office. Faculty/Staff must park in the lots designated for Faculty/Staff.

**Commuter Student Parking:** All students living outside of College residence halls are free to park in the large parking area in front of Science Hall and adjacent to Main Street, either Gym parking lot, the Parsons gravel lot or the Library parking lot.

**Restricted Parking:** All vehicles parked on streets must observe the hours listed on the street signs (enforced by the city). Violators will be ticketed by the McPherson Police Department. All students living on-campus must park in campus provided parking areas. Restricted areas not identified with a No Parking sign may be identified by a curb painted yellow.

The Library and West Gym Parking is reserved for Commuter Students and Guests of the college only. Resident students who park in either of these parking lots will be fined. This includes parking on campus along Maple Street.

- Parsons Hall Paved Lot – Purple is reserved for students who live in Parsons Hall.
- Parsons Hall Gravel Lot – Purple & Orange is reserved for students who live in Parsons Hall and Commuter students.
- Gillespie/Kline Hall Lot – Green is reserved for students who live in Gillespie or Kline Halls.
- Stoll Parking Lot – Blue is reserved for students who live in Stoll Hall.
- East Gym Parking – Orange is reserved for Commuter students and guests.
- Campus Owned Housing Parking – Orange is reserved for Tri-Plex/4Plex/College Houses
- Library Parking Lot – Black & Orange is reserved for community members, Faculty and Staff and Commuter students.
- West Gym Parking Lot – Black & Orange is reserved for Faculty and Staff and Commuter students.

**Traffic Discipline:** Every person driving or parking a vehicle on campus is responsible for knowing and abiding by the regulations. The owner or registrant is responsible for his or her own vehicle at all times, regardless of who is driving, if a parking or traffic violation should occur.

**Parking Fines:** Parking fines are assessed when students violate the parking policy, both written and implied. Fines are delineated as follows:

- No Permit \$15
- No Parking \$20
- Handicapped Parking without a Permit \$50
- Parking in a Circle Drive \$50
- Loading Zone \$25

- Restricted (no parking areas, parking in spaces not designated for students, parking in a residence hall lot that is not where you live, etc.) \$20
- Harassing Staff \$50 – No appeal

Fines are payable to the Office of Student Life. If paying with cash, you will be given a receipt and the fine will not be placed on your bill. If paying with a credit card, the fine will be placed on your bill and you will pay in the Business Office.

Fines may be appealed to the Dean of Student Life. Appeals must be requested within 10 days of fine issuance. Any appeal which is denied will result in the student paying the full fine price. If not paid in person, the fine will be added to the student’s account.

**Temporary Tags:** Temporary tags may be obtained in the Office of Student Life at no cost. This includes temporary Handicapped Tags and Guest Passes.

Guest Passes are good for 3 days. Handicapped Tags will be assigned an expiration date.

**USE OF COLLEGE VEHICLES**

Central Christian College owns several vans and cars for the business of the College. These vehicles are for College business only and are not available for personal or academic emergencies. On rare occasions, students may be asked to use a College vehicle to pick up prospective students or other guests at the airport, train station, etc. Also, certain on-campus jobs may require the use of a College vehicle. If a College vehicle must be used by a student because of the above reasons, it can only be used under the following conditions:

- Under Faculty/Staff request and supervision for a school-sponsored activity.
- The student must attend and pass the College’s online Driver Safety Course.
- The student must allow his or her personal driving record to be inspected by the College’s insurance company.

**FINANCIAL AID**

The Financial Aid Office seeks to make it financially possible for students to attend Central Christian College. A student should file his/her Free Application for Federal Student Aid (FAFSA) by March 1.

Detailed information regarding specific scholarships, loans, grants, and discounts may be found in the financial aid brochure or at [www.centralchristian.edu](http://www.centralchristian.edu). For personal assistance, stop by the Financial Aid Office located in Science Hall across from the Student Life Office. Financial Aid personnel will have the latest information about new scholarships and other aid available.

**PAYMENT PLANS**

For more information, please see the Business Office

**WORK-STUDY PROGRAMS**

The Central Christian College of Kansas job service program helps the College care for a variety of on campus tasks, as well as provides needed income and opportunities for students to establish employment records. Wages paid to students come from two separate sources:

1. Federal Work-Study Program (FWS)\*, which is based on financial need\*\* (a percentage of these wages are paid from federal funds).
2. Central Christian College of Kansas funded employment. Many Central students do not qualify for FWS yet need to work. Such students are paid entirely by Central Christian College of Kansas.

\*A few FWS jobs are available off campus in community service related programs.

\*\*Financial need is determined by the student's Free Application for Federal Student Aid (FAFSA).

**Policies and Expectations:** The following policies serve as guidelines for a fair distribution of campus work opportunities. In most cases, the number of jobs per students will be limited at the beginning of the year in order to give work-study opportunities to as many students as possible. Continuation of employment will be determined by the student's supervisor on the basis of job performance.

Students will be considered for each job provided their class schedule coincides with the time work must be done, they possess the skills and qualifications necessary, and such work is available. Academic concerns are first priority. Main areas of campus that have jobs are the Cafeteria, Maintenance Department, Student Success/Library and Bookstore. Students are encouraged to talk with the supervisors over these departments if they are looking for jobs.

**Eligibility to Work (I-9):** The Alien Registration Act of 1986 requires Central Christian College of Kansas (as an employer) to document both identification and eligibility to work for each applicant for employment. See the link below to the I-9 form and Page 3 for acceptable documents:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

After completion of the I-9 form, work verification form, W-4 and K-4, the student applicant will be ready to pursue campus employment.

***Campus Work-Study Assignments:***

1. Students are responsible for following campus leads for employment.
2. The supervisor interviews the student, determines whether the student's experience and schedule fit the position, and hires or rejects the candidate.
3. The student employee is responsible for faithful attendance and satisfactory performance. If ill or otherwise unable to work as scheduled, the student must notify the supervisor.
4. It is understood that term papers, study for examinations, and other commitments must be planned around the work schedule. Preparation for these is not considered an acceptable reason for absence from an assigned responsibility.
5. Continuation in a position is dependent upon satisfactory job performance and faithful attendance.

**Warning Notices and Dismissal:** When work is performed carelessly or not at all, the entire community suffers. For that reason, while supervisors are expected to work with students in order to correct deficiencies, terminations occasionally become necessary.

**Payroll Procedures:** All paperwork must be completed before a student starts working. This includes the job verification form, I-9, W-4, and K-4. All forms are available to pick up through HR in the Business Office.

**Time sheets:** Time sheets are digital through TruPay. Time sheets are automatically submitted to supervisors on Sunday of every week. They are approved by supervisors to attest to its accuracy and satisfactory performance of the job. The hours

worked must not conflict with the students' class schedule. The ONLY time a student may work during a class is if the class is canceled by the professor.

## **BANKING**

Banking services are not provided by Central Christian College of Kansas for its students. In order to have a local account on which to draw money for personal expenses, a student may wish to establish an account at one of the banks in town.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENT AID**

For information regarding Satisfactory Academic Progress for Student Aid, please access the Catalog here:

<https://centralchrisit.wpenginpowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

## **PROGRESS REVIEW COMMITTEE**

For information regarding the Progress Review Committee, please access the Catalog here:

<https://centralchrisit.wpenginpowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

## **STUDENT SUCCESS SERVICES**

The Student Success Center (SSC) is located in the Library. The SSC is available for all students who desire to make their academic experience at Central Christian College successful. The SSC offers a place for Study Clusters to meet and individual tutors to work with students; provides academic advising and counseling; student advocacy; scheduling of math, science and writing center assistance; Directed Study opportunities and supervised study hall. Study skill workshops and consultations are also available. In addition, the SSC offers needed accommodations for students with disabilities.

## **STUDENTS WITH DISABILITIES**

For information regarding Students with Disabilities, please access the Catalog here:

<https://centralchrisit.wpenginpowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

## **SERVICE & EMOTIONAL SUPPORT ANIMALS (ESAs)**

Central Christian College of Kansas is committed to complying with state and federal laws regarding individuals with disabilities, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Fair Housing Act. Students inquiring about service or emotional support animals must begin the process in the Student Life Office.

## **COUNSELING**

College experiences carry with them certain predictable pressures, as well as coming at a time in your life when you may feel quite unsure about yourself, your ability to relate to others, and your career plans. There are likely to be times when you feel that things just aren't coming together for you.

A variety of different options are available to students for counseling depending upon the needs of the individual. All information shared in the counseling relationship will be considered confidential and no information will be released to anyone within the College or outside of it without the student's permission, and as outlined in the American Psychological Association ethical guidelines.

Central provides access to online mental health services through the Virtual Care Group and any student choosing to participate in school insurance has free access to telehealth services. For further information about our counseling services, or to make an appointment, contact the Office of Student Life.

The Department of Health and Human Services has officially rolled out a nationwide National Suicide Prevention Lifeline that is just a three-digit number: 988.

## **DISCIPLESHIP THROUGH DISCIPLINE**

Since the Student Life Office acts as the “clearinghouse” for all student counseling issues, any student required to see a Faculty/Staff mentor as part of a formal disciplinary action must report, in cooperation with the Faculty/Staff mentor, to the Student Life Office on a regular basis. Many helpful relationships are developed informally between students and Faculty/Staff members where students find people who will listen without criticizing, help in sorting out feelings, and give advice while leaving students free to make their own decisions. Any life threatening issues concerning the student or another student must be reported immediately to the VP/Dean of Student Life by the Faculty/Staff mentor.

## **OTHER RESOURCES**

Central has resources relating to social, academic, career, personal, or spiritual needs. Central offers personality testing to assist students to better understand themselves. Contact the Student Life Office for more information.

**Substance Abuse Assistance.** Any member of the College community seeking assistance for substance abuse is encouraged to contact the Student Life Office. The VP/Dean of Student Life or The Compliance & Conduct Officer can refer students to a place of help. All fees for services rendered will be the responsibility of the recipient, unless a formal petition is made by the College member to have Central cover a portion of these services.

## **STUDENT COMPLAINTS**

Students are encouraged to resolve disputes as they arise following a Biblical model of confrontation outlined in the Gospel of Matthew 18:12-17. The college recognizes that certain issues are beyond reasonably following Matthew 18 and provides the following process for filing a formal student complaint:

If the student is unable to resolve the matter through direct feedback and engagement with the departments or administrators who directly supervise the alleged responsible parties, the student may choose to formally lodge a grievance through the VP/Dean of Student Life. The student is responsible to submit the formal complaint in writing to the VP/Dean of Student Life (an email will suffice), at which point an official inquiry will begin. The student should include the name(s) of the individual and/or office involved, along with a detailed account of the issues, convincing evidence of foul play and prior steps taken to resolve their concerns. The VP/Dean of Student Life will request an interview with the student and submit an incident report that will be placed on file, along with the letter and any findings and resolutions, in the Office of Student Life. The VP/Dean of Student Life will then establish a formal process for resolution of the matter in question, which may include direct and mediated communication between the student and the individual(s) or office to which the grievance is directed.

In the absence of a resolution, the VP/Dean of Student Life will submit all necessary and appropriate documentation to the President of the College and will serve the President as advisor.

Formal student complaints should be of a most serious nature that would be considered egregious acts that violate a student’s rights or the responsibilities of the college as outlined in either the Student Handbook or the College Catalog.

Examples of egregious acts consist of, but are not limited to, harassment of any kind, gross and persistent neglect of responsibilities, abuse or violations of college policy.

The VP/Dean of Student Life reserves the right to dismiss the complaint if the student is unwilling to comply with the above stated procedures or if “convincing evidence” cannot be provided. In most cases, the college will attempt to address, and in many cases resolve the issue within 7-10 business days.

## **STUDENT PROTESTING**

Fundamentally, the College seeks to leverage educational and co-curricular resources such as classrooms, public forums, Chapels, Convocations, colloquia and other mediums at its disposal, to promote civil discourse concerning issues of public interest. For further details, reach out to the Student Life Office, who will in turn reference the Catalog.

## **WITHDRAWAL PROCEDURES**

Should withdrawal from school become necessary, the process is initiated in the Office of Student Life. Prior consultation with the student’s advisor is highly recommended.

The student will be provided with a withdrawal form and then must obtain an authorized signature of clearance from each of the following offices:

- Student Life Office
- Financial Aid Office
- Library
- Activities Supervisor (If involved in music, athletics, ministry team, etc.)
- Maintenance (for non-campus housing keys)
- Mailroom (for forwarding address and to return textbooks)
- Business Office
- Registrar

The withdrawal process is finished when the completed form is left in the Academic Office and the student checks out of the dorm with the Resident Director. Certain requirements must be met for transcripts to be released. Contact the Academic Office for further information.

## **STUDENT IDENTIFICATION CARDS**

All traditional full-time students are issued student IDs. Students are required to present their IDs for eating in the cafeteria. Students may have to present their IDs at home and away athletic contests. Some community vendors offer student discounts to students who present their IDs. Replacement IDs are available in the IT department, there is a \$10 charge.

## **DINING SERVICE**

The full-time, resident student pays for a full meal plan (19 meals: breakfast, lunch and dinner on Mondays-Fridays, brunch and dinner on Saturdays and Sundays). The College has priced the full meal plan under the assumption that not every meal will be eaten during the semester. In other words, a student who misses occasional meals (going home on the weekend, working one or two nights a week, etc.) will not receive a refund.

All students who reside in a College residence hall or college-owned housing designated for traditional student housing must sign up and pay for the full meal plan. For commuter students, some modified meal plans are available. (Please see the Business Office for details.)

NOTE: Students who stay in the residence halls during holidays and breaks (if they are available) must provide their own meals. During holidays and breaks, limited meal service may be available to students remaining on campus for school-sponsored activities. These meals are not included in or calculated as a part of the regular meal plan charge. (Additional charges generally are not assessed.) If meals will be served, the Food Service Staff will post the special times.

### ***Cafeteria Hours:***

#### Monday-Friday

- Breakfast – 7:15-9:15 am
- Lunch – 11:30 am-1:30 pm
- Dinner – 5:30-7:00 pm (Friday Dinner is 5:30-6:30 pm)

#### Saturday & Sunday

- Brunch – 12:00-1:00 pm
- Dinner – 5:00-6:00 pm

#### No Class Days

- Brunch – 11:30 am-12:30 pm
- Dinner – 5:30-6:30 pm

Students swipe their IDs upon entrance. Only one swipe is allowed during an entire meal time.

### **FITNESS CENTER**

The Fitness Center is located in the basement of the Broadhurst Student Center. The Fitness Center will provide a place of strength, conditioning, and fitness support. Please see the Fitness Center for posted hours of operation.

### **OTHER HEALTH PROCESSES**

The College can recommend local doctors, dentists, optometrists, etc. in the area. Contact the Office of Student Life for assistance.

A written copy of all immunizations must be kept on file for all students. State law requires that students be current with measles, mumps, and rubella inoculations. All students residing in Central's residence halls and/or students on athletic teams must be vaccinated for meningitis (or sign a written refusal to take the meningitis vaccine.). Central Christian College recommends that all students receive the Hepatitis B vaccine before arriving on campus.

Detailed medical records for each student are kept in the Admissions Office. This information is confidential and cannot be released without the student's consent.

**Tuberculosis:** For domestic students who have been out of the country for over 90 days during a given year, please reach out to the Student Life Office to see if you need to get screened for Tuberculosis. For international students, please see the International Support Specialist/DSO.

**Central Christian College TB testing Policy:** In Compliance with Kansas Statute KSA 2009 Supp. 65-129, all Central Christian College students who have traveled, resided in for more than three months, or born in any country where Tuberculosis (TB) is endemic as identified by the KDHE (Kansas Department of Health and Environment), must provide TB test results prior to the start of the semester. Any student who is not in compliance is not eligible to attend classes or enroll for a subsequent semester or term or obtain an official academic transcript or diploma until the student is compliant with the requirements. Students who are from a country that is not on the list of Exempt/Low Incident TB countries and/or have been given the BCG vaccination will be required to undergo a TB blood test. Students may be tested at their local county health department or personal health care provider.

**Disease Reporting Requirements:** State laws and regulations require that cases of tuberculosis be reported to the local or state health department. The Kansas Tuberculosis Control Program provides, free-of-charge, anti-tuberculosis medications to local health departments for the treatment of TB disease. Additionally, preventive medications for individuals with TB infection are provided at no cost to local health departments or other medical providers. In order to receive medications for a patient afflicted with TB infection, the health care provider or local health department must provide the state program information about the diagnostic screening of the patient (TB test and chest x-ray results). For individuals with active TB disease, the local health department must provide information about the diagnostic screening of the patient along with information about the patient's treatment, potential contacts to the patient, and other detailed information as requested on an ongoing basis.

**Medical Treatment:** The need for medical treatment should be brought to the attention of the RA or RD.

**Emergency Care:** Emergency services are covered by the Ambulance and Emergency team at the McPherson Memorial Hospital.

**Health or Safety Emergency Exception:** In some situations, Central Christian College of Kansas may determine that it is necessary to disclose non-directory information to appropriate parties in order to address a disaster or other health or safety emergency. FERPA permits school officials to disclose, without consent, education records, or personally identifiable information from education records, to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. This exception to FERPA's general consent requirement is temporally limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from the student's education records.

Under this health or safety emergency provision, Central is responsible for making a determination whether to make a disclosure of personally identifiable information on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others. If the school district or school determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to such appropriate without consent. If such a disclosure is made without the students' consent, Central will record in the student's education records the articulable and significant threat that formed the basis for the disclosure and the parties to whom information was disclosed.

**Insurance:** Every Central student must have health insurance. A health insurance policy is available through the College for students who do not have family or group insurance.

Information regarding this policy is provided a couple of weeks before classes begin and then also at the time of registration.

**Reporting Accidents:** All accidents should be reported to the VP/Dean of Student Life for insurance purposes.

## **BRINER ACADEMIC CENTER**

For information regarding the Briner Academic Center, please access the Catalog here:

<https://centralchrist.wpenginepowered.com/wp-content/uploads/2023/07/2023-2024-Catalog-2023.07.03.pdf>

## **COMPUTER USAGE**

All students are responsible for their own word processing and publishing needs. The college provides a limited number of computers for student use in the Briner Library and Reimer Business Center; however, we strongly encourage students to bring their own personal computers.

Computers in the Library are primarily intended for academic and research purposes, while Computer Lab systems are available for a wider variety of academic and personal work. Usage of any campus computing system constitutes an agreement to adhere to the Campus Community Expectations as well as the institution's Acceptable Use Policy.

## **COMPUTER LAB**

The Computer Lab is located in Room 1121 of the Reimer Business Center. Students may work on papers or use Internet services in the lab when class is not in session and the building and lab are open.

Computer Lab Hours:

- Monday - Friday 8:00 am-5:00pm

Microsoft Office 2010 Professional is installed on all systems. Other applications as required by classes are installed as needed.

## **TEXTBOOKS**

For information on textbooks, please contact the Academic Office, or see the link for "e-campus" on our website.

## **CAMPUS MAIL/MAILROOM**

Your mail needs to be addressed as:

Your Name  
Central Christian College  
P.O. Box 1403  
McPherson, KS 67460

But please note, packages, especially Amazon packages, need to be addressed as:

Your Name  
Central Christian College  
1200 S. Maple  
McPherson, KS 67460

The campus postal service (Mailroom) is located in the entryway of the Briner Library. Outgoing mail may be posted there. Students are invited to purchase stamps and mail packages. UPS shipping service is also available through the Mailroom. All packages that are processed before the UPS truck arrives will go out that day. All others will be shipped the next time the UPS truck delivers to Central. During vacations throughout the academic year, the Mailroom will hold mail unless a written request is received to forward first-class mail.

During summer vacation, however, students must adhere to the following policy:

1. If students want their First Class mail forwarded during summer vacation, they must complete the Summer Address form provided by the Mailroom. If this form is not completed, mail will be marked "Return to Sender."
2. International students: if students remain in the United States and have completed the Summer Address form provided by the Mailroom, first-class letters/items from within the United States will be forwarded. If this form is not completed, mail will be marked "Return to Sender."

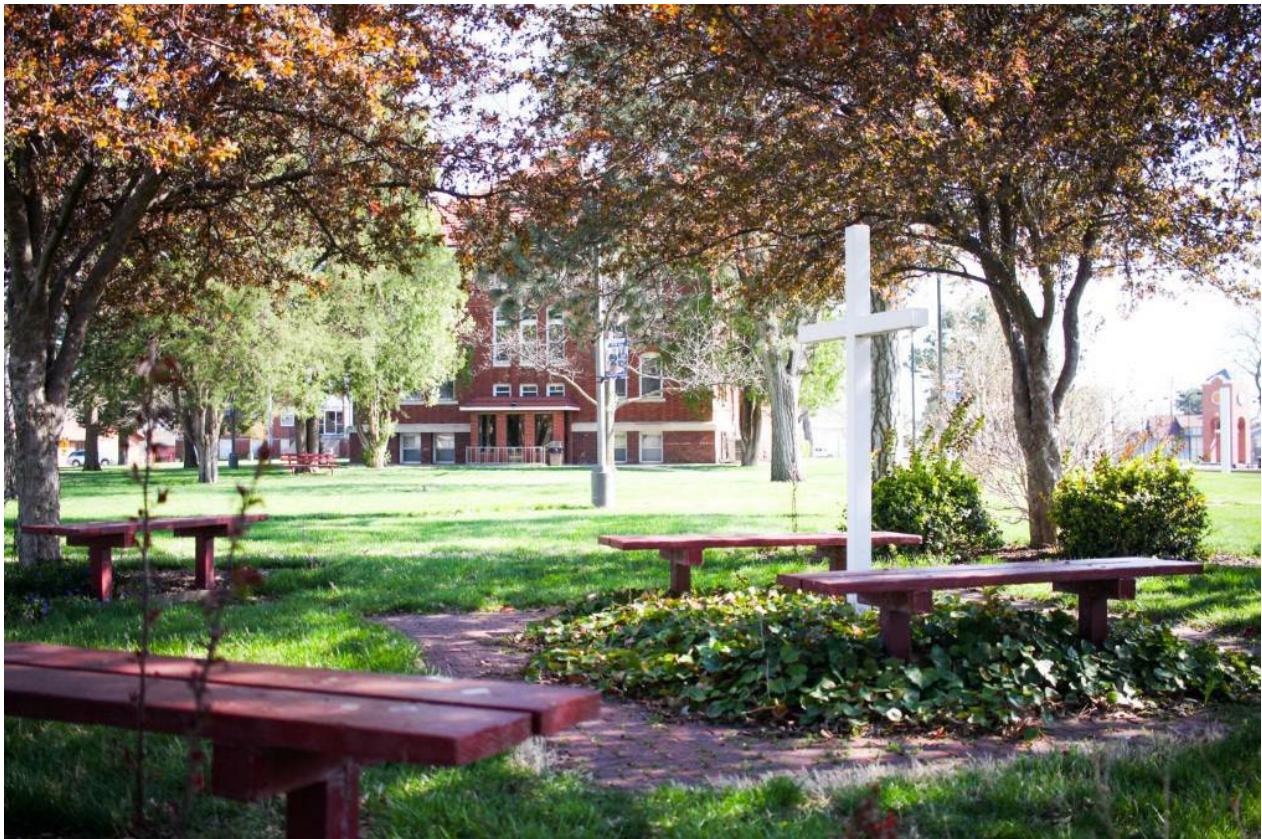
Other postal services are available at the McPherson Post Office located at 115 E. Kansas Avenue.

Mailroom hours will be posted. The employees may need to close temporarily for short periods of time, but a sign will be posted on the door when this happens.

### **TIGER STORE**

The campus store is located in the entryway of the Briner Library. Students may purchase imprinted clothing and other items with the Central Christian College logo. A limited number of school supplies and personal items are also available. Personal checks, VISA, MasterCard, and Discover are accepted. Business hours are posted.

# SECTION 4: SECURITY INFORMATION



## SECURITY INFORMATION

### CAMPUS SECURITY

For the protection of campus property and the members of the College community, a campus security plan has been developed. Building lock up hours are:

- Residence Halls:
  - o locked at all times
- Academic Buildings
  - o 11:00 p.m. nightly

Although Central Christian College takes reasonable precautions to insure student safety and property protection, the responsibility still lies with the student to use common sense and request College security assistance when necessary. Even though McPherson is often considered a rural community, believing that “it won’t happen to me” may lead to serious trouble (see Room Security).

### SAFETY PRECAUTIONS

- Do not walk alone at night from one building to another, back to a residence hall, or to off-campus housing. If you work or study late, have a friend accompany you.
- Avoid shortcuts and dark, isolated places when walking or jogging at night.
- Keep office, classroom, or lab doors locked at all times when studying at night.
- Turn and walk in the opposite direction when you suspect you are being followed by a car. Note license plate number, if possible, and inform Student Life of the incident. Go into the nearest residence as quickly as possible.
- Have your keys out and ready to unlock the residence hall door before you get to it.
- Keep room door locked at all times.
- Lock doors upon entering or leaving your vehicle.

The Clery Act requires all colleges and universities to keep and disclose information about crime on and near their respective campuses. Central’s Clery Act report is found on our website and announced by email each Fall.

## **IMPORTANT PHONE NUMBERS**

### ***Emergency Communications***

- Emergency Only - 911
- Administrative Calls - 620-245-1266

**Crime Stoppers** - 620-241-1122

**Central Christian College** - 620-241-0723

### ***McPherson Memorial Hospital Ambulance Service***

- Emergency Only - 911
- Administrative Calls - 620-241-2260

### ***McPherson County Sheriff***

- Emergency Only - 911
- Administrative Calls - 620-245-1225

### ***Police Department***

- Emergency Only - 911
- Administrative Calls - 620-245-1200

### ***Fire Department***

- Emergency Only - 911
- Administrative Calls - 620-245-2505

**SECTION 5:**  
**GENERAL COLLEGE**  
**INFORMATION**



## **GENERAL COLLEGE INFORMATION**

### **CENTRAL CHRISTIAN COLLEGE BUILDINGS/FACILITIES:**

#### ***Administration Building, 1904***

The most historic building—known as Science Hall—is a four-story brick structure housing administrative offices and general classrooms. It also houses the main offices for the Ministry/Theology Department, the English Department, and the Social Science Department.

#### ***Residence Halls***

Stoll Hall (1927), Parsons Hall (1965), Gillespie Hall (1980), Kline Hall (1992), and the Tri-Plex apartments (1968-69) are designed to house 300 students and include lounges, laundry areas, and Resident Directors' apartments.

#### ***Broadhurst Student Center, 1964***

The Broadhurst Student Center is a tri-level building including the Upper Dining Room, Alumni Dining Room, Tiger Den (game room, study areas, snack counter, movie corner), and mailboxes.

#### ***Mingenback Family Life Center, 1971***

This building includes the main offices for the Natural Science/Math Department, classroom space for life science, physical science, mathematics, as well as laboratories and offices. Memorials for former administrator Merle S. Olson, and former faculty member Grace L. Rhodes, are located in the lobby.

#### ***Wesley Black Fine Arts Center/ Robert Greer Auditorium, 1987***

This facility provides space for instruction in music, drama and art. The Robert Greer Auditorium which seats over 500, is used for college chapels, convocations, concerts, recitals, and theatre performances. A black box theatre, art studio, choir room, keyboard and vocal studios and practice rooms are also included in the Wesley Black Fine Arts Center.

#### ***Briner Library/Reimer Business Center, 1988***

The first floor houses the Archives Room maintained by the Central Christian College Historical Society, and Briner Library which provides research access, online library catalog, multimedia technology services, and classrooms.

The second floor is the Reimer Business Center which includes the main offices for the Education Department and Business Department. It also houses the Student Success Center, Archer Learning Center, a computer lab, and classrooms.

#### ***Contemporary Christian Music Center (2003) and Warehouse (2007)***

This building houses the Contemporary Christian Music program. It includes the main office for the Fine Arts Department, two recording studios, classroom space, and CCM offices. The Warehouse is a practice and performance venue for small concerts and the weekly, student-led worship service.

### ***Ed Pyle Sports Complex, 2000***

The Ed Pyle Sports Complex includes the main offices for the Sport Science and Health Department, a 1,200-seat gymnasium (with two cross-court areas for volleyball and basketball practice), a fitness center/weight room and coaching offices. The original gymnasium has a basketball/volleyball court, baseball batting cage, golf driving net and indoor soccer accommodations. The complex also includes locker rooms for home and visiting teams, as well as for coaches and officials.

### ***Athletic Fields***

An athletic field (located at the south end of campus) is home to the soccer field with bleachers for 500 spectators and the Ivers' Family Press Box. A softball field is located at the west end of the athletic field. The baseball field is located several blocks from campus (Light Capital).

### **Office and Service Hours (620-241-0723):**

- Academic Office – ext. 136 – M-F, 9:00 am- 5:00 pm
- Admissions Office – ext. 188 – M-F, 8:30 am-5:00 pm
- Business Office – ext. 158 – M-F, 8:00 am-5:00 pm
- Financial Aid – ext. 109, ext. 104 – M-F, 8:00 am-5:00 pm
- President's Office – ext. 124 – M-F, 8:00 am-5:00 pm
- Student Life Office – ext. 113 – M-F, 9:00 am-5:00 pm, closed for lunch
- Computer Lab – ext. 392 – Hours Posted
- Cafeteria – ext. 356
  - Monday-Friday
    - Breakfast – 7:15-9:15 am
    - Lunch – 11:30 am-1:30 pm
    - Dinner – 5:30-7:00 pm (Friday Dinner is 5:30-6:30 pm)
  - Saturday & Sunday
    - Brunch – 12:00-1:00 pm
    - Dinner – 5:00-6:00 pm
  - No Class Days
    - Brunch – 11:30 am-12:30 pm
    - Dinner – 5:30-6:30 pm

## CENTRAL CHRISTIAN COLLEGE ALMA MATER

*Richard Zahniser*

There's a place where many love to gather,  
No spot is half so dear to me.  
Where the sunflowers grow in golden glory  
And the breeze sighs a sweet reverie.

### Chorus

All hail to thee, our Central dear.  
Our memories of thee will never fail.  
We'll sing thy praise, thy banner high we'll raise,  
Our Central dear, to thee, All Hail.

You may long for mountains old in story,  
Or sing about the rolling sea,  
But with all their beauty and their grandeur,  
The voice of the plains calls to me.

Then I'll sing thy praise, dear Alma Mater,  
For thou hast always cherished me.  
In the years that come to crown thy memory,  
We shall ever pay homage to thee.