

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

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

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

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

Dr. Phil Speas  
President

*Kentucky Mountain Bible College is a Bible-centered undergraduate higher educational institution whose mission is to equip men and women to serve with:*

**a passion to Know God,  
a passion to prepare for His Ministry,  
a passion to live and teach the message of Biblical holiness,  
and a passion to evangelize and disciple the world for Christ.**

August 2018, R2

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

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

## **Purpose of KMBC**

The purpose of Kentucky Mountain Bible College is to train young men and women for spiritual leadership in Christian service. To accomplish this, a proper academic, spiritual and social environment must be provided. The fact that not all students come from like backgrounds and training makes it necessary for guidelines to be established for the good of all concerned. In order for each student to have a clear understanding of these guidelines, they are set down in this handbook.

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

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

## TABLE of CONTENTS

President's Greeting	1	Guests/Visitors	19
Purpose of KMBC	2	* Dress Expectations	19 - 21
School Calendar	4	* Dating	21 - 22
* <b>Spiritual Life</b>	<b>4-5</b>	* Married Students	22 - 24
Chapel Attendance	4	* Off Campus Policy	24
Sunday Observance	5	* FERPA	24 - 25
* <b>Character Development</b>	<b>6</b>	* <b>Academics</b>	<b>25 - 26</b>
* <b>Student Life</b>	<b>6</b>	Administration	25
Media Policy	6	Faculty Advisors	25
* <b>Dorm Life</b>	<b>6-8</b>	Incomplete Work	25
Entertainment	7	Student Load	25
Study Hours	8	Class Attendance	25
Phones/Electronic Media	8	Missing a Class	25-26
Curfew/Quiet Hours	8	Unexcused Absence	26
Leaving Campus	8	Late Papers and Tests	26
* <b>Dorm Life Details</b>	<b>9-11</b>	Mobile Devices in class	26
Dorm Fire/Safety	9	Plagiarism	26
Firearms/Fireworks	10	* <b>Human Life and Sexuality</b>	<b>27-28</b>
Sickness	10	Statement on Human Life	27
Student Rooms	10-11	Gender Identification	27
Services	11	Religious Freedom	27-28
* <b>Social Life</b>	<b>12</b>	* <b>Student Life &amp; Sexuality</b>	<b>28-31</b>
Social Life Guidelines	12	Sexual Harassment Policy	28-29
Social Activities	12	Violence Against Women	29-30
Faculty/Staff Home Visits	12	Bystander Awareness	30
Public Entertainment	13	Retaliatory Harassment	30
* <b>Activity Centers</b>	<b>13-14</b>	Bullying	31
Parlors	13	Student Grievance	31
Student Center	13	Student Grievance Title IX	31-32
Chapel	14	* <b>Student Life &amp; Discipline</b>	<b>32-35</b>
Coffee House	14	Disciplinary Process	32-34
* <b>Meals</b>	<b>14-15</b>	Appeals	35
* <b>Miscellaneous Information</b>	<b>15-19</b>	KY State Appeals	35
Lost and Found	15	* <b>Counseling Program</b>	<b>35-37</b>
Vehicles	15-16	* <b>Character Development</b>	<b>37-38</b>
Parking	16	* <b>Student Organizations</b>	<b>See Brochure</b>
On & Off-Campus Work	16	* <b>Student Bill of Rights</b>	<b>39</b>
Weekends and Vacations	16-17	* <b>Who to See</b>	<b>39</b>
Chapel Attendance	17	* <b>Administration Officers</b>	<b>40</b>
Commencement Week	18	* <b>Voter Information</b>	<b>40</b>
Fire Safety	18		

**NOTE:** *The Student Handbook is a guide for student life and policy at KMBC. However, the Administration reserves the right to adjust items in the Student Handbook if necessary to fulfill KMBC's mission.*

## School Calendar 2018-2019

### First Semester

Freshmen Orientation .....	August 21-23
Registration .....	August 23
Convocation .....	Sept 16-21
Fall Break .....	After classes Oct. 19 through Oct. 22
KMHA Youth Retreat .....	November 2-3
David Barton/Recruiting Event.....	November 9-10
Thanksgiving Break .....	After classes Nov. 21 through Nov. 26
Semester Examinations .....	Dec. 18-20
J- term .....	January 7-16

### Second Semester

Freshman Orientation .....	January 15-16
Registration/Classes Begin .....	January 17
Convocation .....	TBA
Spring Break .....	After classes Mar 15 through Mar 25
Recruiting Event .....	TBA
Homecoming Day .....	Saturday, May 4
Semester Exams .....	May 14-16
Commencement .....	Friday, May 17

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

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

## SPIRITUAL LIFE

**Life itself is totally about a vital, growing, and radical relationship with God. Some things feed and nourish that relationship.** A few of them follow:

### **Personal Devotional Time**

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

### **Chapel Attendance**

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

### Prayer and Fasting

Wednesday and Friday noon fast and prayer services and a Friday night (9:30 to 11:00) prayer meeting are times for the campus to meet in the Chapel to bring special needs before the Lord.

### Convocations

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

### Discipleship/Accountability Groups

Opportunities to participate in groups for the purpose of personal and spiritual growth are available and encouraged.

### Field Ministries

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

### Class Afterglows

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

### Sunday Observance

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

**Two things to note:**

1. All dorm students are required to regularly attend a KMHA church of their choice. A church is to be selected by the 4<sup>th</sup> Sunday of the semester.
2. All dorm students are required to attend Mt Carmel for the Sunday evening service unless they have a Field Ministry or permission from their dorm Supervisor.

## CHARACTER DEVELOPMENT

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

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

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

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

## STUDENT LIFE

### Dean of Students

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

The Dean of Students (Jim Nelson) also exercises supervision over all residence halls, with the assistance of the following staff:

Dean of Men	Kolton Semrow
Dean of Women	Adelle Semrow
Brengle Hall Supervisors/RA's	EJ Wright & Jacob Elliott
Ad. Building & Swauger Supervisor	Leah Settles
Ad. Building RA's	Elizabeth Lerma & Samantha Golden

### Media Policy

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

## DORM LIFE

**We are community, and as community there are things that enhance life together. Making personal sacrifices for the benefit of others is most Biblical and is part of what makes the community experience rich.**

## Living On Campus

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

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

## Entertainment

Any audio equipment in student dorm rooms needs to be used with headphones during study hours or after 10:30 PM. The idea is that the volume level of audio equipment should not be heard in the next room or in the hall with the door closed: *it's a respect and courtesy deal.*

**All students are to avoid entertainment (in any form, from downloads to comic books) that produces, promotes, or features the violent, the sensual or pornographic. The deal is, this kind of stuff dulls your spiritual sensitivity, undermines God's standard of holiness in heart and life, and can be a serious stumbling block to your sister or brother.**

**Listening to secular music with words, even when not promoting the violent, sensual, self-destructive, or promiscuous, is to be completely avoided on campus.** It may be squeaky clean and your favorite, but it will nonetheless tend to hinder strong growth in Christ and also may be a real stumbling block to a brother or sister.

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

All entertainment should meet scriptural standards. *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-- if anything is excellent or praiseworthy--think about such things." (Philippians 4:8) "...make up your mind not to put any stumbling-block or obstacle in your brother's way." (Romans 14:13)*

**In the interest of developing a disciplined life** and using study time to the fullest, devices dedicated entirely to gaming and entertainment are not permitted in the dorms, nor are students permitted to watch movies on their personal computers/tablets/smart phones or other electronic devices. **There is an area provided in the Student Center for appropriate movies and games.**

### Study Hours

Not everyone needs these defined, but surprisingly many do in order to succeed academically. On school days the following hours are set aside for study:

7:55 - 11:40 AM (M-F)

12:20 - 3:00 PM (M-F)

7:00 - 9:00 PM (M-TH)

At these times a **very quiet (studious-like) atmosphere** is to be maintained, no matter where you are {Think in terms of giving at least one hour of preparation to each class period}. **Studying outside is cool for those NOT on academic probation or on the "At Risk" list, as long as it is in public, well lit places on the lower part of campus.**

### Phones & Electronic Media

Students are not to use smart phones (Skype, facetime, texting [or the like] included) at any time after 11:30 PM. It's a *self-discipline deal, which chews hard but nourishes*. Cell phones are NOT to be on anytime during classes. **When using Skype, facetime or similar live stream media, KMBC out-door dress standards must be maintained by all parties.**

**Curfew is 10:00 PM Sa – Th and 11:00 PM on Friday,**

Students must be in their dorms by curfew. Quiet is expected after 10:30 PM on week nights and 11:30 AM on Friday and Saturday nights **as a courtesy to others**. All showering, laundry, and cooking should be completed before the above times. When it is necessary to study past 11:00 in another room, **you must secure permission from the dorm supervisor or RA.**

### Leaving Campus

**M-TH:** 7:00 AM - 7:00 PM & 9:00 - Curfew; **F:** 7:00 AM - Curfew; **SAT** until 10:00 PM. Students have permission to leave campus when properly signed out (each dorm has a SIGN-OUT SHEET). If you need to be gone at other times, you must secure permission from your RA.

Permission is to be secured from their RA, dorm supervisor or one of the Dean's to leave the campus for more than three (3) hours, either singly or in a mixed group (5 minimum).

**Going to the Airport?** The following transportation rates apply for KMBC/staff vehicles: **Lexington** (170 miles round trip, which breaks down to at least 3 hours): \$ 125

**Louisville/Cincinnati** (300 miles round trip, which breaks down to at least 5 hours): \$ 175.

*Hey, if it's a buddy's ride, give him/her something to cover their costs.*

## DORM LIFE DETAILS

### *Musical Instruments*

Musical instruments are not to be played in the dorm during study hours or after 10:30 PM. It's possible that those who disregard this matter may forfeit the privilege of playing their instruments in the dorm.

### *Electrical Appliances*

Air poppers, coffee makers, microwaves and small refrigerators can be used in dorm rooms. Air conditioners can also be used, but they must be approved by the Dean and installed by the campus maintenance crew. Items like hot plates, steam irons, room heaters, and anything with an open flame **are not to be used** in any of the dorm rooms (it's a community safety issue). **Please unplug unnecessary electrical appliances when not in use.**

### *Pets*

Fish in aquariums, if properly taken care of, are the only pets allowed in dorms.

### *Fire/Safety*

Fire equipment (fire alarms, extinguishers, exit lights, emergency lights, smoke detectors) is located in strategic areas of the dorms. Smoke detectors have been installed in every dorm room. Any person tampering with any safety equipment will be subject to disciplinary measures. Please report any malfunctions to your dorm supervisor immediately.

**DO NOT** prop open fire doors or dorm room doors: It's [Kentucky Fire Code](#).

**In accordance with Kentucky fire safety regulations, the burning of incense, candles, or kerosene lamps are not permitted in the dorms. In addition, no flammable liquids (like camping fuel, propane, etc.) may be stored in the dorms.**

### *Firearms/Fireworks*

For reasons of safety, the possession of weapons of any kind (including, but not limited to, firearms, fireworks/explosives, crossbows, and blades over 3.5 inches) as well as ammunition are not permitted in the dorms. Those desiring to have them on campus must first secure the approval of the Dean of Students, and second, have them kept in an approved secure site as designated by the Dean of Students. It is also expected that students with fire arms either have taken or do take a hunter's safety course prior to using them. **Fire arms are not to be fired on or in the immediate vicinity of campus.**

### Breakage

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

### Visitors

Dorm students may invite visitors to spend the night in their rooms, **but must have** prior approval by the dorm supervisor or Deans. Charges may apply for food and lodging.

### Room Assignments

Any room assignment changes must be approved by the respective Deans.

### Room Charges

In the event that a room is not in good repair and thoroughly cleaned at semester's end, a minimum charge of \$35 will be assessed. **Any damage to the room will be billed to the student.**

### Room Keys

Upon arrival, a dormitory student may secure a room key from the dorm supervisor. Any student found with an unauthorized key will be subject to disciplinary action. If a key is lost, a \$15 charge will be applied.

### Solicitations

To minimize the risk of scams, soliciting money for any reason (including mission trips) requires the approval of the Dean of Students.

### Sickness

**Are you sick, or having physical/emotional difficulty beyond your ability to control?** Wanda Speas, RN, is on call to provide nursing services at 666-9851. There is no charge for her services on campus. If she is unable to respond immediately, please contact one of the Deans.

A sick tray can be arranged with the RA for any meals missed.

If an emergency situation arises, transportation to a medical facility can be arranged, however students are responsible to underwrite the cost of transportation. If going to the doctor is not an emergency, students are to arrange their own transportation.

***Students too ill to attend class must notify their Dorm Supervisor before any class is missed or the absence will not be excused.***

### Student Rooms

Room decorations (posters, pictures, etc.) are to be in accord with **Philippians 4:8**. Each student is provided with a bed, desk, chair, dresser, and book case. Furnishings should not be moved from one room to another without permission from your dorm supervisor. **A fine will result in unauthorized room furniture adjustments.** Do not

alter electrical circuits and fixtures. Any thing that would make holes in the walls or woodwork or result in room paint being removed must be avoided. Ask your Dorm Supervisor if you want to add or subtract something from your room.

Replacement light bulbs are the responsibility of the student.

All food should be stored in covered metal or plastic containers.

School janitor supplies are not for use in student rooms. Each student needs to supply his/her own cleaning supplies.

Report room repair needs, desire for screen removal and plumbing or electrical difficulties to the dorm supervisor.

Students are to keep their rooms in order and ready for inspection by chapel time. Rooms are to be left clean and in order during vacation periods and at the end of the school year. Each room is inspected by the dormitory supervisor before the student leaves at the end of the year.

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

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

### **Moving Furniture**

Room furnishings are not to be moved/switched out of the dorm rooms. Only the Dorm Supervisor or one of the Deans can authorize an adjustment in dorm room furniture. Failure to get permission before moving can result in an immediate \$25 fine, as well as restoring the furniture to its initial location.

### **Services on Campus**

➤ **Storage** - is available, however all items to be stored must be in covered plastic totes [it's a fire marshal directive].

All storage containers must be labeled, and a fee will be assessed to prepare and mail stored items to students not returning.

➤ **Stored items left longer than six months after the student departs will be given away unless other arrangements are made.**

➤ **Laundry** - facilities are provided. **Only HIGH EFFICIENCY (HE) LIQUID DETERGENT** is to be used in the washing machines, **and must be stored properly.**

## SOCIAL LIFE

### Social Activities

The social committee and individual classes plan regular social events. These events are typically held on Friday or Saturday evenings. Suggestions are welcome, and can be given to your class VP or the Student Council VP.

### General Guidelines

Because of our humanity, Scripture encourages care in developing and nurturing relationships. Non-dating couples are to refrain from any touching of the opposite sex, both on and off campus, anytime (with the exception of handshakes and the like).

**Touching that is inappropriate for all unmarried people (dating or not) both on and off campus includes excessive body contact, necking, petting, and fondling.**

Premarital sex, extramarital sex, homo-sexuality, lesbianism, bestiality, and incest must be shunned inasmuch as they violate the clear teachings of Scripture.

Approved dating couples are expected to refrain from touching the opposite sex while on campus and off-campus when a part of campus arranged social events. Dating couples are expected to abide by all campus dating policies except on official school breaks when they will instead follow their prepared dating guidelines.

*Opposite sex pairs* may be together **M-TH** from 3-3:30 PM, 6-7 PM & 9 PM to Curfew (6 to Curfew on **Friday**), and from 1-3 PM and 9 PM to Curfew on **Saturday in well-lit areas of central campus**, such as around the fountain plaza, walking the lower campus circle drive, in the Student Center, or on lighted porches on the main (lower) campus.

On Saturdays until Curfew, and Sundays from 1:00-5:00 PM, a mixed groups of five or more students may leave the campus for up to three hours **by signing out**. If the excursion is to last more than three hours, permission must be gotten. Mixed groups may visit in private homes on or off-campus, **but must secure permission from one of the Dean's before going**. There is no opposite sex visitation in dorm areas. Co-ed meeting off-campus requires permission from the Dean of Students.

The AD building parlor is closed to men on Saturday and Sunday. No couples may meet there on these days, unless by express permission of one of the Dean's.

### Faculty/Staff Home Visits

Any KMBC student must get permission from one of the deans before going to the home of any single faculty or staff member of the opposite sex, and at least one other faculty or staff member be present at all times. It's about living above reproach.

### Public Entertainment

The college limits approved movies shown on campus and in campus housing to those appearing on the *Dove Foundation* list having only 0's or 1's on its rating description chart. Any movie with a "2" in one or more categories must be individually approved by one of the Deans using the following procedure: The student requesting movie approval must present a full printout of the review from [www.screenit.com](http://www.screenit.com) to the Dean who, after review, will make the call.

**Students are admonished to use all discretion within a high standard of holiness and love for the Lord in what they choose to view.**

### Related Entertainment

Engaging in activities or supporting places of business that encourage the sensual, violent and questionable is inconsistent with Biblical holiness. To strengthen our Christian witness this college expects its students to refrain from attending movie theaters and dances. It is expected that both discernment and spiritual sensitivity will be enhanced as a result.

## ACTIVITY CENTERS

### Brengle and Ad Parlors

**When utilizing these parlors the following guidelines must be followed:**

There is to be no eating, drinking (other than water), sleeping or roughhousing.

Parlor furniture is to be used in an appropriate fashion with the appropriate number of people. No sitting on the furniture arms or placing more people on the furniture than it was designed for, and no stacking of people.

The Parlors are designed as a comfortable place for conversation and relaxation. Please enjoy them with care and courtesy.

Brengle Parlor is closed to **all students** M-F 6-11:15 AM; 12:30-3:00 and 3:30-5:00 PM.

Brengle Parlor is to be used by Men only M-TH 7-9:00 PM.

The AD Parlor is closed to all students M-F 6:00 AM-3:00 PM; & 3:30-5:00 PM.

The AD Parlor is to be used by Women only M-TH 7-9:00 PM.

The AD Parlor is also closed to men on the weekend unless granted permission by a Dorm Supervisor or Dean.

### Student Center

A pop machine, a microwave, foosball, ping-pong and air hockey tables are available for student use, as well as a DVD player for approved media.

The Center may be used from 11:30 AM-12:30 PM, from 3:00-7:00 PM and 9:00-9:50 PM Monday-Thursday. Friday the Center is open from 11:30 AM-12:30 PM and from 3:00-10:50 PM, and anytime until curfew on Saturday.

**The Center is not open for non-class related activities during study hours.  
The Student Center is also closed on Sunday.**

### Chapel

KMBC's Chapel is primarily designed for spiritual ministry and music education. Individuals and groups are not permitted to use the Chapel for hanging out and relaxation. If you would like to use the Chapel for a meeting, please see Mr Wisler or one of the Deans. **Please Note: Only water is allowed in the Chapel proper.**

### Coffee House

The KMBC coffee house is open from 7:00-9:00 PM M-Th for study, and after 9:00 PM for fellowship. The coffee house is open on other occasions as announced.

*During study hours in the coffee house  
real study and an atmosphere conducive to study must be maintained:  
non-academic related electronic usage is prohibited.*

## MEALS

### General Daily Schedule

Breakfast .....8:15 M, 7:15, T-F, 10:00 AM, SAT, 8:00 AM, SUN  
Noon meal .....11:40 AM, M-F, 12:30 PM, SUN  
Supper .....5:30 PM, M-F, 5:00 PM, SUN

**Punctuality at all meals, classes, and services is reasonable and expected.**

*Types of meals:*

**Family Style - Noon meals (M-TH).** Students are assigned monthly to certain tables for the noon meals and Thursday night suppers.

**Formal -** The Thursday night meal is formal. Speeches, skits, or musical numbers are often presented.

**Buffet -** Breakfast, supper and weekend meals are served buffet style, and other various times when the need demands.

**Banquets -** Annual banquets are traditional occasions at KMBC.

### Dining Room Decorum

Orderliness and refinement should always be evidenced in the dining hall at every meal.

**Ball caps are not to be worn when in the dining room (eating or otherwise). In addition, flip-flops and other overly casual wear are not permitted in the dining hall during meal time.** Personal food is not to be brought to the tables at meal time unless by permission of the Dorm Supervisor.

### **KMBC's Meal Plan**

It is vitally important that KMBC students who have particular and specific dietary issues make the college aware of those issues. KMBC will try to accommodate a student's particular dietary issues within the context of its regular meal plan, and Wanda Speas RN will be available to discuss possible options. Meals at KMBC are part of its ethos and considered to have an integral part in preparing students for well rounded ministry, all dorm students are required to participate.

### **Signing Out of Meals**

Students may sign out of noon and/or evening meals with the exception of the Thursday night formal meal. If students need to miss the Thursday evening meal, they must obtain permission from their Dorm Supervisor. Students who desire to miss the noon meal should sign out immediately after breakfast in the dining hall. Those who wish to miss the evening meal should sign out immediately after lunch.

### **Carry Out Meals**

Meals can be taken out of the dining hall during family style meals only for someone who is ill (or authorized by an RA). **Cafeteria style meals, unless otherwise noted, can be taken outside and enjoyed (assuming a careful clean up of the area is following).**

**NOTE:** No dishes, cups, silverware, or other dining room things are to be taken from the kitchen/dining hall for personal use, neither are beverages, ice, or food to be removed from the kitchen between or after meals.

## **MISCELLANEOUS INFORMATION**

### **Music Rooms**

Arrangements for practice (instrument and voice) are to be made with Jay Wisler, our music director. When wanting to practice in the dorm, consult your Dorm Supervisor.

### **Bookstore**

The bookstore is located in the back of the Student Center. At the beginning of the semester text books and class syllabi can be purchased there. Special orders may be placed for items not regularly stocked.

### **Lost & Found**

If you lose something, contact the Business Office or Dean of Students. Articles turned in (or left unattended for a prolonged period) will generally be kept for a couple of weeks, then sent to the "Mission Barrel."

### **Motor Vehicle Use**

Due to limited parking availability, students who wish to have a car on campus must receive authorization. A student must have a current driver's license, liability and

medical insurance when applying for a campus automobile permit. The privilege of operating a vehicle on campus may be suspended if a student drives in a reckless or inappropriate manner. **The CAMPUS SPEED LIMIT IS 15 MPH**

**A couple of things to note:**

Small children may appear almost anywhere, so driving with care is a necessity. Students should not loan their vehicles to other students. not to borrow KMBC tools or KMBC assumes no responsibility for damages to vehicles or injury to persons using them.

Garage facilities are limited to school and staff vehicles ONLY. Students are not to borrow KMBC tools or wash their cars on campus unless specific permission from the Business Office or maintenance staff is obtained.

**Parking**

Only students with authorized vehicles will be assigned parking places. Places are assigned on a semester basis. Vehicles are to be parked in their designated places at all times. A \$2 fine is issued for the first violation, \$4 for a second offense, and \$8 for a third. Continual parking offenders may forfeit the privilege of having a vehicle (or driving) on campus.

**Work Program**

Campus students may receive work assignments each semester, depending on past work performance and campus need. Campus work is an integral part of campus life, and is a component of KMBC's mission to build responsible and diligent soldiers for Christ. If it is not possible to carry out a given work assignment, the student must secure a substitute as required by the work supervisor.

Failing to show up for work without proper notification will result in disciplinary action. Failing to clock in or clock out may result in the forfeiture of time worked. Students who wish to tithe their work credit hours need to inform the Business Office. Student work contracts terminate after commencement, but can also be terminated if the student repeatedly neglects his or her responsibilities or is dilatory in their performance.

**Off Campus Work**

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

### Weekends

Students are permitted to spend one weekend with family or friends each semester. Students traveling in the KMBC Spring Choir Tour are granted a second weekend permission in the Spring semester. Permission request forms are available in the Dean of Student's Office. Permission is to be approved no less than one week prior to the date of leaving, with proper arrangements made concerning work and student appointments. These permissions will be granted only when special services and activities are not scheduled on the campus.

### Vacations

Any student who wishes to go any place other than home during vacation is **required to** secure permission from the Dean of Students.

Students who return early to campus after vacation, will be responsible for their board until the dining hall is opened. Those who have permission to be on campus when school is not in session are under campus rules. **Students leaving for (or returning from) vacations must maintain the KMBC dress code.** Students are expected to be in their dormitories no later than 10:00 PM on the evening before school activities resume. **Late-night arrivals will be assessed a "courtesy fee" that, in part, will go to missions.**

**Dormitories are closed during all breaks.** The only exceptions are for those who are actively working for KMBC. Plans for other lodging must be made if the student needs to leave late or return early. **Meals are not provided during breaks or vacations.**

### Health Insurance

Minimum health insurance for inpatient hospital coverage is required for all full-time students. The premium for this minimum coverage will be added to your account unless proof of adequate coverage is provided at the time of registration. Insurance forms can be secured from the Business Manager and are to be given to the doctor when treatment is given.

### Chapel Attendance Policy

Full time students are expected to attend all chapel services. Adjustments for part time students and any exceptions must be approved by the Dean of Students. Full time students may miss four (4) chapels in a given semester without penalty. This is the maximum number that can be excused for any reason, including sickness (but not including Doctor's appointments). After four absences a \$10 fine will be applied. After eight absences the fine is \$25 per absence. Excuses must be approved by the Dean of Students. Being late to chapel three times constitutes one absence.

**NOTE: Those amassing chapel fines will no longer be able to add them to their bill. They must be paid in cash.**

### Mail

Campus mail pick-up is around Noon, Monday through Friday, and usually before 11 on Saturday.

### Bulletin Board Notices

Before posting a notice of any kind on a campus bulletin board, please see the appropriate person:

AD Building/Davis Building .....Registrar

Student Center ..... One of the Deans

Dorms .....Dorm Supervisor

### Commencement Week

**All students are to be present at all commencement activities. Failure to attend these activities will result in a \$100 fine and possible disciplinary action. Students must carry out their campus work contract through commencement.**

### Fire Safety

In the event of a fire, our primary concern is to protect lives. Fire alarm pulls are located close to every exit. **The sounding of the fire alarm will automatically implement KMBC's Fire Evacuation Procedures.** The following guidelines should be taken very seriously, whether the alarm is a drill or not:

When you retire have a bathrobe, shoes, and flashlight handy.

Close all windows before leaving rooms.

Close the door to the room you leave.

Leave the building immediately and silently.

Walk briskly but do not run.

Get away from the building for which the alarm has been sounded

[Congregate in defined safety areas as designated by Dorm Supervisor].

The Dorm Supervisor is to take roll of each dorm immediately.

*Anyone missing should be reported to the office or fire department upon arrival.*

### Guests/Visitors

Request forms for lodging are available in the Business Office. Please notify the Business Office (ext. 100) as early as possible for accommodations.

KMBC is pleased to entertain a student's guests for a maximum of two nights without cost. If a student's guest stays longer than two nights, the student is responsible to pay for their meals. Please notify the kitchen and dining room hostess in advance when guests are expected for a meal.

Students who wish to have an overnight visitor in their dorm room must secure permission from the Business office and their Dorm Supervisor before the guest arrives.

### DRESS EXPECTATIONS

*"As you are dressed, so shall you be perceived; and as you are perceived, so shall you be treated."*  
Harry K. and Rosemary T. Wong

**While Scripture promotes modesty of behavior and dress, it does not speak to a detailed dress code. However, the following guidelines are those which are in harmony with the mission of KMBC.**

#### General Dress

Any apparel that, by word or symbol, promotes or endorses alcohol, tobacco, drugs, the vulgar, the sensual, or the violent is not appropriate to wear.

#### Body Alterations

Body alteration includes any permanent or removable tattooing, piercing, brands, or implants. KMBC requires that any offensive (vulgar, obscene, or occultic) permanent body art (e.g. tattoos, brands) should remain covered with clothing at all times. No removable body piercings may be worn at any time on campus, in accordance with KMBC's dress code. As a condition of continued enrollment, students must not receive any new body alteration (piercings, tattoos, etc.) during the course of their matriculation at KMBC.

#### Women

##### Chapel, classroom, dining hall, library, special occasions

Women's attire consists of tasteful, modest dresses, skirts and tops. Skirts must be long enough to cover the front and back of the knee when standing or sitting. Skirts with splits should cover the knees front and back. Sleeves are to be modestly long. **Tight fitting clothing, as well as clothing with wide and low necklines, is not allowed.** In addition, flip-flops and overly causal wear are not permitted. These guidelines also apply to students who work in faculty and administrative offices. **On special**

occasions, including Sundays, Thursday night dress-up suppers and when appearing on any church platform require dress a step above school clothes.

Work, social activities, and class days after last period (except evening classes)

Denim skirts, denim jackets, T-shirts, and athletic shoes may be worn. Culottes may be worn for sports activities and for work if a work supervisor requests such. Culottes must be dress-like, not be tight and must cover the knees when one is standing or sitting. Foot wear is to be appropriate for the work assignment. Make-up for eyes, lipstick, and blush are not to be worn. Clear nail polish is permissible. Hairstyles are to be neat and attractive, long enough to be distinguishable as clearly feminine. Unnatural tinting, dying, or bleaching of the hair is not acceptable. Extreme hair-dos are not acceptable. Wedding bands, engagement rings, and small decorative pins are the only jewelry to be worn.

Men

Chapel, classroom, dining hall, library

Men are expected to wear dress-like shirts with collars, slacks, non-athletic shoes and socks. Shirts are to be worn tucked into the trousers. **Tight fitting pants are not acceptable.** Short sleeves on shirts should be modestly long. Flip-flops and overly causal wear are not permitted, which would include flannel shirts and work boots. These guidelines also apply to students who work in faculty and administrative offices. At no time are men to wear jeans/pants specifically designed for women.

Work, social activities, and class days after last period (except evening classes)

Athletic shoes, jeans, pullover shirts and sweatshirts may be worn. Footwear is to be appropriate for the work assignment.

**On special occasions, such as Thursday night dress-up suppers and when appearing on any church platform, both a coat and tie are required.**

**For weekday/Sunday evening field-ministry assignments, suit the pastor's request except shorts, ragged/torn pants, ragged/torn shirts, and tank-top t-shirts are never acceptable while you are representatives of KMBC. Sunday morning dress expectations are still dress shoes, socks, dress slacks, and a collared dress shirt. Ties should be worn unless the pastor says otherwise.**

Hair is to be neatly trimmed and kept off the collar and ears. Sideburns are not to come below the bottom of the ear and extreme hair styles are not acceptable, nor are unnatural tinting, dying, or bleaching of hair. Mustaches are permitted, but not to extend below the corners of the mouth. Otherwise men are expected to keep clean shaven. Wedding bands, tie tacks, and lapel pins are the only jewelry men are to wear.

**KMBC expects these standards to be met in both spirit and practice.**

**It may be difficult to believe, but great blessing awaits surrender.**

*(In all dress issues, the Deans reserve the right to determine the appropriateness of cut, fit, style, and condition).*

## **DATING**

### **Beginning a Dating Relationship**

When two students wish to date, they will go through the following procedures: Dating privileges are extended after a student has been at KMBC for six weeks. The young man will declare the couple's intent to date to the Dean of Students. All students will write their personal dating guidelines before beginning a dating relationship. These guidelines must be approved by a KMBC-approved accountability mentor to whom the student will be accountable while dating at KMBC. All dependent students under 21 must secure written parental approval before being permitted any off-campus dating privileges.

### **Dating Guidelines**

Students who have met the above approval process have the following privileges: Attend Church together at Mt. Carmel on Sunday evening. Couples are to travel to and from the service **with a third party**.

Couples may have a two hour on-campus date on Friday or Saturday after work responsibilities are fulfilled. The coffee house can be made available as a venue for this time together.

Dating couples may sit together at the Thursday night Dress Up Supper.

Sunday Evening: When one's respective class afterglow is not meeting, approved dating couples may be together from 8:00-9:50 PM in Brengle Parlor or an approved, well lit outdoor setting.

**Freshman privileges.** Freshmen are encouraged to seek diligently the Lord's plan for them at KMBC, settle into a healthy study routine, adjust to campus life, and avoid undue involvement with dating. To that end, no provision is made for off-campus dating during the Freshman year. However, these guidelines give various other opportunities to get acquainted.

**Sophomore privileges.** Beginning in the Sophomore year, one four hour off-campus date per month is allowed as an approved double date or with an approved chaperon. Permission must be obtained from the Dean of Women 24 hours prior to the occasion.

**Junior-Senior privileges.** Junior and Senior students who have demonstrated good character and responsibility in dating may have an additional four hour date off-campus alone once per month. They may also work together in a Dean-approved job, minister

together in Dean/Field Ministry Director approved roles, and study together in the library or coffee house.

The lower academic classification of the dating couple determines the dating privileges. Students who are 21 years old or older will move up one classification.

The Dean of Students will give general oversight to all dating matters.

Students who wish to accompany a boyfriend/girlfriend home for a weekend or vacation must seek permission from the Dean of Students and present him/her with a parental invitation/consent extending the invitation one week in advance of the requested privilege.

**Dating someone off-campus or a staff member.** For those who choose to be in a relationship with someone who is not a KMBC student or someone who is on staff at KMBC, the dating policies still apply. Dating guidelines are still necessary from the KMBC student, as well as the selection of an approved dating mentor (and meeting with that mentor). Class standing and age continue to define privilege.

**Please Note this:** Couples demonstrating consistent good behavior, good attitudes, and mature decision-making can secure extra privileges from the Dean of Students. On the other hand, failure to cooperate with dating guidelines and demonstrating poor decision-making may result in a loss of privileges at the discretion of the Dean of Students.

## Married Student Life

### General Policy

**It is expected that married students and their families living in campus housing will abide by both the letter and the spirit of campus policies and expectations. Additionally, that they will avail themselves of evangelistic services and convocations as well as maintaining KMBC's particular expectations on entertainment, dress and the Lord's day.**

### Pets & Housing

Non-traditional students choosing to live on campus are **not** allowed to bring pets. If extenuating circumstances seem to exist, then acquiring special permission from the Administration is required. In addition, non-traditional students are not allowed to acquire any pets while living in KMBC rental housing (even if sorely tempted). The college does assume responsibility for proper maintenance of college-owned housing. The tenant is expected to report any maintenance concerns to the Business Manager, and is

responsible for the cleanliness of the rented dwelling. **For additional information please see the housing contract.**

### Husband/Wife

Spouses of full-time students are allowed to attend one class per semester in which their companion is enrolled without charge, space permitting (audit only). They may also enroll in one class per semester for credit at the audit price. It is important to have the involvement of his or her spouse in the college experience, and it is very appropriate for them to accompany one another to college functions. Some events are required, and so as to create involvement, we encourage both spouses to attend. If attendance works any hardships, petitions may be made to the Dean of Students. Married students (and their families) can attend one Thursday Night dress-up supper a month without charge, as well as special campus events. Other dining hall meals have a cost attached to them (**please see the Dean of Students if you have any requests or concerns about attending meals on campus**). To encourage family time together, we suggest meals be a shared family experience even under the academic pressures that will undoubtedly surface.

### Mentoring

In the hope of furthering practical and Biblical goals, an attempt will be made to secure a faculty/staff mentor (in consultation with the Dean of Students) for couples who have been married for less than five years.

### Church Attendance

It is felt that a married couple can benefit by being aligned with a regular church on a regular basis, and so they are not required to attend the evening service at Mt Carmel with the rest of the student body (unless they choose to do so). They must, however, attend services at the church of their choice both Sunday morning and Sunday evening.

### Students in Your Home

The positive ministry to KMBC's dorm population by married couples is readily recognized. For those who have already established godly homes, their influence in regard to family values and love cannot be over-estimated. However, an occasional dorm student may see your home as a temporary escape from the campus (and its discipline) and take advantage of your kindness and natural tendency to minister. Some of you might also find it difficult within yourselves to say "No" to an insistent student. In an attempt to minimize those occurrences, **KMBC requires that those dorm students wishing to spend time at a family's campus home first get permission from their dorm supervisor or one of the Dean's. If a problem in any way arises, please see the Dean of Students.** We are ministry oriented, and earnestly desire the very best for all those on campus. Please know: Study hours (7-9 PM, M-Th), which are designed to help those with weak academic backgrounds become strong, are to be adhered to by all dorm students whether in the dorm, coffee house, or campus home.

### **Children on Campus**

Children of families living on campus are expected to abide by the campus rules and dress expectations. Because of the equipment, machines, and industrial items located in the various campus buildings, children are absolutely not to be in any campus buildings without parental supervision. It is for their protection and safety.

### **Off Campus Student Policy**

If, because of mitigating circumstances, during one's senior year he/she believes it would be to his/her advantage to live off campus, the senior student may request such a privilege. Requests must be made to the Student Relations Committee via the Dean of Students. Requests must be written, giving in detail the reasons for such a request. Each request will be considered on an individual basis. When special permission is granted, it is understood that if any infractions of this agreement are made the student forfeits his/her privilege of off campus living and will be expected to return to the campus if the nature of the infraction allows for such. Any exception of these rules must be by special permission. If such exception is desired a written request, giving justifying reasons, must be presented to the Student Relations Committee via the Dean of Students.

### **FAMILY EDUCATION RIGHTS and PRIVACY ACT of 1974 (FERPA)**

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

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

Educational records will not be released to individuals other than the student except as provided by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A

person to whom a student grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

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

## ACADEMICS

### Administration Officers

Vice President of Academic Affairs  
Registrar  
Librarian

Rev. Tom Lorimer  
Dr. Richard Englehardt  
Miss. Patricia Bowen

### Faculty Advisors

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

### Incomplete Work

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

### Student Load

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

### Class Attendance

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

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

### Missing a Class

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

1. fill out a class absence form (available in the mail room);

2. have the dorm supervisor sign for a sickness-related absence, the Dean of Students sign non-sickness absences and all non-dorm student absences;
3. have the Academic Dean review and sign the absence form,
4. within one week of the absence, have the instructor initial it for the classes missed,
5. and return the signed absence slip to the Registrar's office.

### Unexcused Absences

One unexcused absence is allowed for each hour of academic credit without penalty. Each unexcused absence in addition to those allowed will result in a lowering of the final letter grade earned by 1/3. In other words, three unexcused absences above those allowed would reduce the final letter grade by one full letter. Two tardies will constitute one unexcused absence. **A student who has missed the equivalent of 20% of a class or classes during a semester for any reason may not receive credit except by special action of the faculty.**

### Late Papers and Test Retakes

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

### Mobile Devices Policy

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

### Plagiarism

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

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

## HUMAN LIFE and SEXUALITY

### STATEMENT ON HUMAN LIFE

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

### GENDER IDENTIFICATION

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

### RELIGIOUS FREEDOM & HUMAN SEXUALITY

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

We believe the Bible to be the inspired, authoritative Word of God. Therefore,

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

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

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

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

## STUDENT LIFE and SEXUALITY

### SEXUAL HARASSMENT POLICY

KMBC is committed to a campus environment that is free of harassment and intimidation based on age, color, disability status, marital status, national origin, separate ethnicity, race, sex, religion, or veteran status. All students, faculty, and staff are responsible for maintaining a professional academic environment where sexual harassment is strictly prohibited. Unwelcome sexual advances, request for sexual favors, and other verbal, written, or physical contact of a sexual nature constitute sexual harassment. Inasmuch as they interfere with a professional, academic environment and create an intimidating, hostile or offensive environment, they will not be tolerated.

Sexual harassment can be evidenced when:

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

for employment decisions affecting such individual,

- \* Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

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

## **VIOLENCE AGAINST WOMEN**

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

When KMBC has received notice of a possible act of sexual violence or harassment, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a "preponderance of the evidence," the issues will be

addressed and dealt with in accordance with state and federal regulations under Title IX and VAWA. Within the investigation period both prompt and effective action will be taken to address the incident and insure a remedy that will be appropriate as well as designed to prevent its recurrence. In all cases an effort will be made to resolve the incident within 60 days of its reporting.

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

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

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

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

### **RETALIATORY HARASSMENT**

Those who report an incident of sexual or domestic violence, sexual assault, dating violence, stalking, or sexual harassment will be protected against any kind of retaliatory harassment by friends or supporters of the alleged perpetrator(s) of said actions. Please note that retaliatory harassment will not be tolerated, and the actions of those engaging in such will be addressed by the Title IX coordinator as major disciplinary issues with serious consequences. This statement constitutes due warning.

### **BULLYING**

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

### **STUDENT GRIEVANCE PROCEDURE (regarding issues of a non-sexual nature)**

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

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

- \* Usually issues regarding Academics (grades, faculty interaction, work load, etc) can be addressed by the Academic Dean, Mr Tom Lorimer.
- \* Issues related to the campus work program can be addressed by the work supervisor, Mr David Boleratz. If that does not produce a satisfactory result, Mr John Mathes, the plant manager, would be the next one to see.
- \* Financial issues can be taken up with the Business Office.

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

### **STUDENT GRIEVANCE PROCEDURE UNDER TITLE IX (regarding sexual issues)**

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

KMBC's Title IX coordinator is Leah Settles ([lsettles@gmail.com](mailto:lsettles@gmail.com)) or 693-5000, ext 650). She has been trained to help those facing sexual harassment and sexual violence issues to:

- \* Understand their options in registering a complaint,
- \* Be aware of the available medical, legal, and counseling resources,
- \* Guide them through the necessary grievance procedures to insure a discrete, timely and appropriate addressing of the issues,
- \* Facilitate support during an investigation,
- \* Address any retaliatory issues arising from a complaint and/or investigation,
- \* Coordinate a safe and non-hostile environment.

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

Upon receiving information regarding sexual harassment or sexual violence, immediate steps will be taken to investigate the incident in a discrete, timely, and appropriate way. It is the charge of the Title IX coordinator to conduct an independent investigation, as they have been given the training to do so with sensitivity and discretion. Upon verification by a "preponderance of the evidence," the issue will be addressed according to the procedure outlined in "Level 2" of the Disciplinary Process (page 32).

## STUDENT LIFE and DISCIPLINE

### DISCIPLINARY PROCESS

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

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

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

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

Accountability begins with self-discipline. **One of KMBC's goals is to help students**

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

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

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

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

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

**Level Two** - if a student's behavior/attitude does not change, or if they are involved in a serious violation of community life (see page 29);

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

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

Cases involving serious violations of community life such as profanity, theft, lying, gambling, possessing or using tobacco, alcohol and/or illegal drugs, immorality, homosexuality, lesbianism, bestiality, sexting, viewing pornography, stalking, sexual

harassment, sexual violence, and distributing material of a sexual nature will justify immediate institutional discipline without previous disciplinary response or warning.

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

**Disciplinary options are:**

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

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

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

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

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

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

## [STUDENT GRIEVANCE and APPEAL](#)

A student who has a grievance related to a disciplinary decision should follow this

procedure for resolution:

1. Contact the person who made the decision for an explanation of why the decision was reached/infracton issued. If it is discovered there has been misunderstanding the problem can be resolved at this point.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the Dean of Students within seven days of the infracton issuance.
3. If the complaint is not satisfactorily resolved with the Dean of Students, the student may then make a written request for a hearing with the Student Relations Committee within five days of his/her meeting with the Dean of Students.

(Note the procedure in Level 2 of the Disciplinary Process)

4. subsequent to the student's meeting with the Student Relations Committee, if the complaint is not satisfactorily resolved, the student has five days to present a written appeal to the President. The decision of the President will be final in all disciplinary disputes.

## STATE OF KENTUCKY GRIEVANCE POLICY and PROCEDURE

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

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

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

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

## COUNSELING

### *General Information*

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

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

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

## KMBC Counseling

### Philosophy

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

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

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

### Institutional Objectives

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

The college will provide confidential counseling services.

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

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

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

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

### Student Objectives

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

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

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

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

Life-threatening events (self or other).

Child-abuse (actual or suspected).

Spouse abuse or another type of dependent care neglect or abuse.

Court-ordered release of information.

When the student's behavior places himself/herself or another person in danger or at risk.

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

## **Character Development**

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

## **Character Evaluation Tools**

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

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

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

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

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

**Personal Testimony.** Each student must write a personal testimony (200-400 words) of their spiritual experience and growth during each academic year. The testimony should include specific crises of grace and spiritual high points during the school year. This testimony must be submitted to the advisor's office for placement in the student's character development portfolio by May 1 of the academic year. All of these records compiled in the student's character development portfolio shall remain confidential between the student and the college.

The Dean of Students is the administrator assigned to supervise the character evaluation process. The faculty advisers shall function as the gatekeepers, reporting to the Dean of Students and a committee of faculty advisers. Each adviser shall report to the committee general corrective measures implemented to address student character deficiencies. Students failing to meet the satisfactory level of character development in any of the criteria will be provided assistance to address and correct specific problems.

The adviser shall recommend students to the committee who, in the adviser's view, are eligible to continue toward graduation. Any juniors who are in danger of being denied graduation based upon character deficiencies shall be informed at the end of the junior year and provided with a corrective plan. It is the duty of the Dean of Students and the committee of faculty advisers to determine the students fitness for graduation based upon character. The committee of faculty advisers shall recommend all eligible students to the faculty, whereupon the faculty shall make their recommendation to the Board of Trustees.

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

## **STUDENT BILL OF RIGHTS**

### **Student Bill of Rights**

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

prior to the meeting.

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

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

## WHO TO SEE

Ad. Bldg. bulletin board space .....	Registrar
Checks cashed .....	Business Office
Collateral and absence forms .....	Mailbox Area
Community service.....	Men or Ladies' Work Supervisor
Counseling .....	Dean of Students
Lost and found .....	Business Office
Grievance form .....	Dean of Students
Guest room and guest meal forms .....	Business Office
Information—activities .....	Davis Building Bulletin Board
Off campus permissions .....	Dorm Supervisors/Deans
Books .....	Bookstore
Coffee, snacks .....	Coffee House/Classroom Hall

## ADMINISTRATION OFFICERS

President	Dr. Philip Speas
Executive Vice President	Rev. Tom Lorimer
Vice President of Academic Affairs	Rev. Tom Lorimer
Business Affairs	Mr. Steve Lorimer
Physical Plant	Rev. Doug Dunn
Maintenance	Mr. David Boleratz

Chief of Admissions  
Dean of Students  
Dean of Men  
Dean of Women  
Registrar  
Librarian  
Title IX Coordinator  
Director of Field Ministries

Mr David Lorimer  
Rev. Jim Nelson  
Mr Kolton Semrow  
Mrs. Adelle Semrow  
Dr. Richard Englehardt  
Miss Patricia Bowen  
Miss Leah Settles  
Dr. Englehardt

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

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

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

**I Corinthians 12:12-13**

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

**Romans 6:4**