

LABI COLLEGE
STUDENT MANUAL
2017-2018

TABLE OF CONTENTS

Letter from the Resident Director Interns	4
Mission & Goals	5
Residence Life Expectations	5
Community Expectations	6
Daily Schedule	8
Spiritual Formation	9
- Prayer / Devotionals	9
- Chapel/Chapel Schedule	9
- Prayer/Chapel Attendance Policy	9
- Chapel Absence	10
- Chapel/Prayer Conduct	10
- Chapel Attire	10
- Mobilization	11
- Work-study	11
Behavior Standards	11
- Dishonesty of Any Kind	11
- Student Records	11
- Pranks	12
- Hazing	12
- Guns/Firearms	12
- Alcohol and Drugs	12
- Slander	12
- Profanity	12
- Cohabitation	13
- Flammable Materials	13
- Setting a Fire/Arson	13
- Tampering with Fire Door /Alarms, Smoke Detectors /Fire Extinguisher	13
- Littering	13
Dress Code and Personal Appearance	13
- Modesty	13
- Propriety	13
- Guidelines for Dress	14
- Body Art	14
- Hygiene	14
Dating Relationships	14
- Guidelines for Being in a Relationship	15
Stewardship	15
- Room Check	15
- Vacuums	16
- Dorm Restrooms	16
- Common Interest Rooms	16
- LABI College Property	16

Communal Living	17
- Conflict Resolution	17
- Legal Liability of Personal Property	17
- Announcements and Notices	17
- Curfew	17
- Curfew Hours	18
- Leaving Campus	18
- Weekend Passes	18
- Personal Emergencies	18
- Missing Persons	18
- Borrowing Items	19
- Projectors Use in Common Area(s)	19
- Hall Sports/Games	19
- Fountain	19
- Music	19
- Public Courtesy	20
- Extended Stays	20
Residence Life	20
- Meetings	20
- Who May Live at LABI	20
- Who May Not Live at LABI	20
- Men/Women in Dorms	21
- Living in Dorm Room	21
- Sleeping	21
- Dorm Furniture	21
- Student Furniture	22
- Electrical Appliances	22
- Room Decorating	22
- Room Conditions	22
- Pets	23
- Maintenance Request	23
- Dormitory Door and Windows	23
- Food in Dormitories	23
- Cafeteria Utensils	23
- Burning Candles and Incense	24
- Visitors/Guests	24
- Vehicles/Parking Guidelines	24
- Fines	24
- Laundromats	24
- Mail	25
- Administration Office Hours of Operation	25
Activities and Organizations	25
- Yearly Activities	25
- Student Organizations	25
- SGA	25

- Nominations and Elections	25
- Prerequisites	25
Campus Emergency and Safety	26
- Emergency Notification	26
- Illness or Medical Emergency	26
- Emergency Procedures	27
- Earthquake Preparedness	27
- Earthquake	27
- Crime in Progress	28
- Bomb Threat	28
- Gas Leak	28
- Safety and Crime Prevention Tips	28
- Emergency Fire Drill	28
- Hospitals/Clinics	28
- Medical Centers in Close Proximity	29
- Suggestions for Better Life	28
- Contact Information of DS	28
Discipline Policies and Procedures	29
- Discipline Procedures and Categories	29
- Steps for Appeal	29
- Record of Discipline	29
Sexual Harassment Policy	31
- Sexual Harassment	31
- Sexual Harassment Procedures	
- Human Sexuality Statement & 7 Guidelines	33
Who to see at LABI	37
Student Grievance Policy and Procedures	38
Closing Letter from Dean of Students	41
Signed Agreement	42

LETTER FROM THE RESIDENCE DIRECTORS

Welcome New and Returning LABI Students,

Thank you so much for allowing us to be part of your lives as you prepare to impact eternity. It is our deep desire to serve you as Christ served. As LABI Alumni, we understand the challenging aspects that come with attending college, and the great benefits that come with the strong foundation you receive from attending college. Nevertheless, we believe that you have what it takes to go through this next season of your life at LABI College successfully.

For those of you who are arriving at LABI College for the very first time, we want to make you feel at home. The transition to college life is sometimes difficult, and we do not want you to get lost in the shuffle. LABI College seeks to give you immediate companionship through a team of student leaders who will help you adjust to college life. The Residence Office desires to help in any way possible. Please let us know if there is anything we can do.

If you are a returning student, we are glad you're back. We have prayed that you would grow in the Lord and come back with an increased desire to take your walk with God to the next level. We look forward to hearing what the Lord has done in your lives, as well as seeing what He will do for you, specifically this semester.

One of our goals as the Student Life Team is to be marked by the imprint of holiness, modesty, and purity coupled with the appeal of the Holy Spirit; so we set appropriate boundaries. While we know that some of our policies will not be the same ones you hold in your own personal lives, we do hope that you will understand that we have built our rules on the basis of Biblical truth and institutional effectiveness.

Have a wonderful year! We look forward to growing together.

Sincerely,

Alan Guzman & Rosemarie Miramontes,
Residence Directors

LABI COLLEGE MISSION

“We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and world.”

GOALS

Academic:

- Students will develop a Biblical and theological foundation from a Pentecostal perspective.

Intellectual:

- Students will gain critical thinking and effective communication skills that will enable them to articulate the Christian faith in the church, academy, and society.

Spiritual Formation:

- Students will experience Biblical and spiritual formation practices that will form their character in Christ, and assist them in discovering their call for ministry.

Service:

- Students will learn a Biblically-based servant style of leadership, and develop competency in ministry skills that will prepare them for credentials with the Assemblies of God.

RESIDENCE LIFE EXPECTATIONS

Living on the LABI College campus, and within our community, is a privilege. This privilege comes with behavioral expectations and responsibilities in terms of our academic and spiritual community. These expectation and responsibilities include, but are not limited to: chapel and prayer attendance, and good residence and academic standing. Students who fail to meet the standards for on-campus behavior are subject to losing the privilege of living on the LABI College campus and/or losing their privilege of continuing as an LABI College student. The Residence Life Team strives to maintain a positive atmosphere in the dorms that is conducive to spiritual and academic growth, and safety in all ways. Therefore, students that exhibit excessive write-ups, or that fail to follow these rules are subject to the consequences mentioned above.

COMMUNITY EXPECTATIONS

Residence Life Administration Goals

The Residence team aims to help students have a pleasant experience while being a student at LABI College. Our goal for each student is to:

1. Provide students with a Christ centered community experience.
2. Promote the student's social and spiritual development.
3. Create leadership opportunities that develop student's gifts and call.

This handbook thus aims to help guide you through the experiences of LABI College by informing you of expectations, policies, procedures, and resources that will lead to a more productive and rewarding life on campus. It is the responsibility of each student to become familiar with the contents of the Student Manual and to abide by the academic, social, and spiritual responsibilities that come with being a member of the LABI College community. LABI College reserves the right to make changes and periodic updates to this manual at any time. We hope that you will view this manual as a resource worth consulting, as it will help you become fully involved with the LABI College life. If you have any questions about campus life that remain unanswered, or you do not understand the information given, please stop by the residence office for a personal explanation.

Biblical Principals

Students, faculty, and staff are asked to abide by biblical principles regarding life. While we all struggle in areas of weakness, it should be our goal to live lives that are pleasing to God. In our thoughts, we should meditate on what is pure (Phil. 4:8-9); in our words, we should speak only what is beneficial and avoid gossip (Prov. 16:28; Eph.4:29); in our actions, we should flee from sin and cling to what is good (Romans 12:9). By following these principles, our community will grow in Christ.

Christian Perspectives

Christians must make daily decisions about current issues that are not specifically mentioned in the Bible. With these decisions, the Christian must use discernment to know what actions would glorify God. The following principles should be applied to those current issues not specifically addressed in scripture.

In I Corinthians 6:12, Paul addresses Christian liberty when he says, "Everything is permissible for me' – but I will not be mastered by anything." Therefore, the first principle is to ensure that our decisions will not master us. As Christians, we need to avoid activities that can become addictive or that can lead us astray.

In I Corinthians 10:23, Paul continues by stating, "Everything is permissible' – but not everything is beneficial...or constructive." This leads us to the second principle: our actions must be beneficial or constructive to our faith and to others.

The third principle deals with Paul's admonition in I Corinthians 10:31-32: "Do not cause anyone to stumble." This demonstrates how Christian liberty deals with our actions and its effects on fellow believers.

Therefore, we ask that the principles regarding Christian liberty, found in I Corinthians, be applied to all members of the LABI College community. Please be aware of others and avoid anything that might tempt them or tear down the body of Christ.

DAILY SCHEDULE EXAMPLE:

Morning Prayer (Tues. – Thur.)	7:00am - 7:30am
Breakfast	7:30am - 8:00am
Morning Courses	8:00am - 11:00am
Chapel	11:10am - 12:30pm
Spanish Chapel (Tuesday)	
English Chapel (Wednesday)	
Bilingual Chapel (Thursday)	
Lunch	12:30pm - 1:30pm
Afternoon Courses	1:30pm - 4:30pm
Dinner	5:00pm - 5:30pm
Evening Courses	6:00pm - 9:00pm
Monday Night Prayer	9:00pm – 9:30pm
The Outlet (Tuesday)	9:10pm – 10:10pm
Night Prayer (Tuesday-Thursday)	11:00pm-11:30pm
Curfew	
Sun. - Thurs.	11:00pm
Fri. – Sat.	12:00am

**Work study hours are determined by your assigned job and supervisor.

SPIRITUAL FORMATION

Prayer/Devotionals

Prayer is the primary path to intimacy with God, and is an avenue through which we may draw closer to Him.

- All on campus students are required to attend 30 Prayers a semester.
- Prayer times are:
 - Monday 9:00pm-9:30pm
 - Tuesday, Wednesday, and Thursdays from 7:00am – 7:30am.
 - Tuesday, Wednesday, and Thursday from 11:00pm-11:3pm.

Chapel

Time is set aside Tuesday – Thursday to address areas of spiritual growth, and to challenge every believer to be more like Christ. Chapel attendance is as critical to the spiritual formation of a student as class attendance is to his/her academic success. Although chapels are not church, and should not be seen as a replacement for active participation in a local church, it is still a time where we join together as the body of Christ for a time of prayer, praise, and reflection on the Word.

Chapel Schedule:

Spanish Chapel (Tuesday)	11:10am to 12:30pm
Outlet Service (Tuesday)	9:10pm to 10:10pm
English Chapel (Wednesday)	11:10am to 12:30pm
Bilingual Chapel (Thursday)	11:10am to 12:30pm

Note: Students are *required* to attend at least three (3) chapel services per week, one of which *must* include Wednesday's service.

Prayer/Chapel Attendance Policies

- Attendance is taken daily.
- Be on time and stay all the way through prayer or chapel.
 - Arriving late or leaving early could result in an absence for that day.
 - Miss no more than 6 chapels per semester
 - Absences are to be used for personal needs: i.e., doctor's appointments, illness, etc.

Prayer:

- Morning Prayer begins at 7:00am sharp.
 - Arrival after 7:05am will not count as a prayer credit.
- Monday Night Prayer begins at 9:00pm sharp.
 - Arrival after 9:05pm will not count as a prayer credit.
- Night Prayer begins at 11:00pm sharp
 - Arrival after 11:05pm will not count as a prayer credit.

Each student is required to attend 30 prayers a semester.

Each week there are 7 different prayer options to choose from. We believe that there is power in prayer, and we want it to be as effective in each student's life as possible. At the end of the semester, if a student does not meet the requirement of 30 prayers, they will be fined \$25.00 per missed prayer. For example, if you only attend 25 prayers out of the 30 required, you will be fined \$125.00 total. This will be done automatically at the end of the semester by the finance office.

Chapel:

- Chapel begins at 11:10am sharp
- Arrival after 11:15am will be marked **late**
 - Three late marks are equivalent to one absence
- Arrival after 11:30am will be marked as an **absence**
- Leaving chapel before it's dismissed or before 12:30pm will be marked as an absence.

Outlet Chapel:

- Outlet's begin at 9:10pm sharp.
- Arrival after 9:15pm will be marked late
 - Three late marks are equivalent to one absence
- Arrival after 9:30pm will be marked as an absence.
- Leaving chapel before it's dismissed or before 10:10pm will be marked as an absence.

Chapel Absences

- After 3 absences- Verbal warning by Pastoral Team
- After 5 absences- Meeting with Pastoral Staff
- After 6 absences- Student will be fined (this will be done directly through the Financial Office).

Note: Missing chapel more than 6 times per semester can and will result in disciplinary action and/or a fine of \$50.00-\$100.00. After six absences, every missed chapel will be charged an additional \$25.00 per absence. Students who miss Chapel more than 6 times will not be able to participate in leadership roles or have the privilege to serve as department assistants, members of worship/touring team, and drama team. Ultimately, the student is responsible for keeping track of his/her attendance.

Chapel/ Prayer Conduct

- Respect for the Lord, His Word, and His servants should be evident at all times. Students are expected to give respect to each person presenting during chapel/prayer.
- Students may bring water to chapel/prayer, but no food or other drinks.

Chapel Attire

- Wednesdays (*ONLY*): Attire is professional / Business casual
- Other days:

- *Men:* May dress semiformal or casual (i.e. Slacks, kaki, Button-up dress shirts and polo shirts, ties are optional)
- *Women:* May dress semiformal or casual and skirt/dresses with the minimum hemline 2 inches above the knee.

Note: Students who violate the dress code given for Chapel (immodesty, no hats, etc.) will be asked to go change immediately and will be given a verbal warning. Further dress code violations will result in disciplinary action.

Mobilization

LABI College is honored to be affiliated with churches around Southern California. The ministry of learning and preparing young people for a lifetime of Christian service that takes place at LABI College goes hand-in-hand with the ministry practicums that takes place in our mobilization churches. Students are *required* to participate and attend a church every Sunday to fulfill their practicum requirement. No students are allowed to miss church or skip Sunday worship services as defined by practicum course and guidelines.

Note: For questions regarding mobilization please speak to the Campus Pastor or Practicum professor.

Work-Study

Each student with work-study is required to work their assigned hours.

- Students on work-study must submit a time sheet bi-weekly.
- **Timesheets are to be turned in to one's supervisor or to the financial office mail box on time!**
- In case of an emergency, student is responsible for notifying their immediate supervisor.
- **NO EXCEPTIONS!**

Guidelines for Work-Study

Students are required to report to his/her direct supervisor on the scheduled times. Failure to do so will result in disciplinary action by the Dean of Students and committee and/or loss of scholarship.

BEHAVIORAL STANDARDS

Dishonesty of Any Kind

Cheating, fraud, knowingly furnishing false information is not tolerated.

Student Records

LABI College is entitled to keep a copy of student's behavior record within their Residence File. Although the Residence office maintains separate records of conduct for each student every

semester, suspensions, expulsions, and other serious cases are kept as part of the student's permanent file.

Pranks

Historically, pranks have been known to be a part of the college experience. Due to the dangerous nature of pranks, LABI College has a zero tolerance for such actions. Therefore, any student(s) caught participating in a prank will be automatically suspended from LABI College for 1-3 school days. Any damage that is caused by a prank will be the sole responsibility of the person(s) involved.

Hazing

Hazing is defined by any method of initiation or pre-initiation into a student organization or student body- whether or not the organization or body is officially recognized by an educational institution-which is likely to cause serious body injury to any former, current, or prospective student of any school i.e. community college, college, university, or other educational institution in this state.

Hazing is not permitted at LABI College and is a criminal offense in violation of California law. Regardless of motive or intent, any student participating in a hazing/prank type of activity, which potentially endangers or adversely affects the physical and emotional well-being of another member of the community, can expect immediate and serious disciplinary action.

The term hazing does not include customary athletic events or school-sanctioned events.

Guns/Firearms

The possession, use or storage in any school area-openly or concealed, loaded or unloaded-of firearms, BB guns, ammunition, etc. or an imitation that could be used to cause fear or injury to another person is **absolutely prohibited**.

Alcohol and Drugs

LABI College students are prohibited from using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances (i.e. prescribed pharmaceutical substances) or illegal drugs on LABI College property, at any LABI College sponsored activities, or while attending off-campus events as an official representative of LABI College. As with all illegal drugs, marijuana is *not* allowed on campus in any form, despite state legalization. If you have a medical marijuana card allowing you to use marijuana for medical purposes, this must be cleared with your RD. However, a plan will be crafted for OFF-CAMPUS use ONLY.

Slander

Defaming another's character through false information (methods of ridicule, rumors, or presenting them in an unfavorable manner) by claiming a suspicion as a fact is not tolerated at LABI College.

Profanity

Use of vulgar and profane language or symbols is not allowed at LABI College.

Cohabitation

Sexual activity of any kind including, but not limited to: rough housing, piggy back rides, horse playing, sex, or fondling is strictly forbidden.

Flammable Materials

Flammable materials, including but not limited to: the possession, display, or ignition of fireworks or explosive devices of any kind, are prohibited on LABI College campus. Possession of personal lighters is not allowed; a stationary lighter will be available upon request to SGA.

Setting a Fire/Arson

Lighting a fire without authorization, fire setting in an occupied building, or fires set with the intention of destroying property is prohibited at LABI College.

Tampering with Fire/Door Alarms, Smoke Detectors/Fire Extinguishers

Tampering with, discharging, or removing: fire alarms, fire extinguishers, exit signs or other safety equipment and causing false alarms is not permitted.

Littering

Intentionally dropping, discarding, throwing, or otherwise disposing of refuse on LABI College property, except in receptacles provided for that purpose, is not permitted.

Note: Any student (on or off campus) that violates LABI College's Behavior Standards will be subject to a disciplinary action. Depending on the severity of the offence and/or the student's behavioral record, recommendations can be made to the disciplinary committee for suspension/expulsion

DRESS CODE AND PERSONAL APPEARANCE

LABI College students are expected to dress in a manner, which reflects the atmosphere of the campus. While we realize that there is freedom for personal choice; the way one dresses should echo a commitment for both men and women to pursue modesty in dress at all times. The LABI College criterion of modesty is based on the principles of glorifying God and being considerate of fellow believers (1 Corinthians 10:31-32).

Modesty:

Modesty is reflecting a humble spirit through attire rather than wearing clothing that is designed to draw attention to the body. A Christian should always give thought to what he/she is wearing and how others will respond. As members of a college and community of believers, students are called to modesty in dress, appearance, and actions.

Propriety:

The administration considers multiple factors when determining proper attire: setting, representation of the college, modern culture, climate, body type, comfort, and occasion. Students are not asked to agree with these determinations, but they are asked to honor them

while school is in session and while on any LABI College property. We seek an atmosphere in dress that promotes the spirit of unity and holiness in Christ.

Guidelines for Dress:

- Men and women apparel must not be shorter than 2 inches above the knee. For ladies, this includes the slit of the skirt.
- All necklines should be high enough to *cover and avoid* the exposure of cleavage.
- Clothing that is revealing to the midriff and the back is not acceptable.
- Loose-fitting clothing should be worn so that it does not draw attention to the body.
- Sleeveless attire is not permitted (for example: tube tops, strapless shirts/dresses, etc.).
- T-shirts with negative, suggestive, or sexual messages are not permitted.
- See-through clothing that exposes under-garments are not permitted.
- Low cut pants, which reveal midriffs or underwear are not permitted.
- Bare feet are prohibited anywhere on campus for safety and health reasons.
- Wearing underclothes is required at all times for both men and women. This includes bras (for women), underwear, etc.
- Leggings/Yoga pants/Work out pants that do not properly cover underclothes, or are too tight are not permitted.

Body Art

- As a Pentecostal community, scripture encourages us to take care of our liberties so that it does not become a stumbling block to others (I Corinthians 8:9).
- *Obscene* body piercings and tattoos must be covered.

Hygiene

- In respect to oneself and others, hygiene should not be neglected.
- Hygiene includes: bathing, shampooing, brushing teeth, washing feet, and keeping clothes clean daily.

Note: Students (on and off campus) who violate the LABI College dress code will be asked to change immediately. Students who violate dress code excessively will be subject to a disciplinary action. Depending on the severity of the offence and/or the student's behavioral record, recommendations can be made to the disciplinary committee for suspension/expulsion. LABI College does not discriminate against any body type, skin color, freedom of expression, gender, culture, etc. However, we do have a set standard/rules for modesty on our campus. If you have any questions, comments, or concerns regarding dress code, please come speak to the Residence Team.

DATING RELATIONSHIPS

LABI College encourages students to concentrate on God and their academic career before anything. Therefore, dating relationships during the first year are not recommended. The guidelines LABI College has set for relationships apply to all on and off campus students. This

includes relationships between an on-campus student and an off-campus/non-LABI College student.

Our students are called to follow these guidelines:

- Couples must immediately inform the campus pastor of new or existing relationships.
- It is expected that couples demonstrate proper conduct and a good example for all.
- Couples or two people of the opposite sex may not be alone in the chapel, classrooms or other areas of the campus.
- If you wish to pray together, seek a place that is visible and well lit.
- Public display of affection or any form of intimacy is NOT permitted on LABI College campus. This includes, but is not limited to: hand holding, cuddling, massages, fondling, laying on each other's laps, inappropriate touching, kissing etc.
- Roughhousing is not permitted at any time.

Note: Students who are found to be breaking these rules will be subject to disciplinary action and/or a fine. Depending on the severity of the offence and/or the student's behavioral record, recommendations can be made to the disciplinary committee for suspension/expulsion. The Disciplinary Committee consists of: Dean of Students, Campus Pastor, Residence Director, Financial Officer, Dean of Academics, SGA President, and SGA Vice President.

STEWARDSHIP

God has called us to be good stewards of His provision; therefore, the LABI family should take care of our facilities. We ask our students to be responsible for the following practices:

Room Checks

Students are responsible for cleaning their own room. Room checks will be held twice a week on Tuesdays and Thursdays by two RAs to encourage clean and courteous behavior. In addition, random room checks will be conducted by the Residence Director.

****Note:** Room check days are subject to change. The students will be notified.

- **Personal trash should not be discarded in restrooms, lobbies, or lawn trash cans. Students who are found discarding their trash in areas other than the dumpster in the back will be asked to clean up their trash and take it to the dumpster.**
- All garbage must be wrapped/bagged and placed in the trash dumpsters located in the back of the dormitories.
- Carpet should be vacuumed frequently.
- All beds should be made daily.
- All closets should be neat and free of clutter.
- Overall appearance of the room should be clean and clear.
- All room areas are to be free of dust build up.

Note: If the student does not heed the warnings to clean their room due to sanitation (Health Code), a RA or staff member will clean the room. There will be a cleaning fee of \$100.00 and students will be subject to disciplinary action.

Vacuum(s)

- Students may borrow the LABI College vacuum located in the Janitorial closet. Vacuum **must** be returned to its original place.
- Students are encouraged to bring his/her own small vacuum.

Dorm Restrooms

- Students are required to clean their own restrooms.
 - Each week, the four rooms surrounding each hall restroom will take turns cleaning the restrooms three days out of that week.
 - Cleaning entails:
 - Scrubbing showers
 - Cleaning the toilets inside and out
 - Sweeping/mopping
 - Wiping down sinks and mirrors
 - Restocking toilet paper/paper towels
 - Wiping down and cleaning window/window sill
 - Cleaning shower mats
 - Wiping down walls
 - Taking out trash
 - Etc.

Note: Students who do not clean the restrooms three times on the assigned week will be fined for each time they fail to clean/clean well.

Common Interest Rooms/ Study Rooms

The right to access our facilities requires adhering to residence hall policies:

- Students who use any of these facilities are responsible for the condition in which they are left.
- Students should never move furniture from common areas: Study rooms, lobbies, restrooms, library, and benches around the campus.
- In addition, lobbies, bathrooms, and hallways should be clear of personal belongings.

Note: Students who fail to clean up after themselves, or leave their belongings in the study room will risk having their items thrown away. LABI College is not responsible for any items left behind or unattended by students. Students who take out furniture from, leave trash/belongings in, or who damage the Common Interest Rooms/ Study Rooms will be fined and/or required to clean up the area.

Damage to LABI College Property

Students who cause damage to LABI College property including: building structure, window glass, screens, walls, beds, closets, toilets, sinks, doors, showers, restroom stalls, closet doors,

etc. will be subject to disciplinary action and a fine of \$50.00-\$500.00 depending on damage caused.

COMMUNAL LIVING

The guidelines listed below intend to maintain a residence hall environment that is considerate of others, is conducive to study, assists in accountability, and encourages community. Life in the dorms is a real growing experience, as it combines different personalities and characters. For the experience to be agreeable, take note of the rules that are presented in this section.

Conflict Resolution

- Matthew 18:15-17 (with comments)
*“If another **Believer** sins against you, go to them **privately**, without telling anyone else. When you are alone with them, tell them how they have offended you. If they **hear you**, you have gained them back. But if they **refuse to even consider** what you are saying, or they just **don’t understand**, take **one or two witnesses** and try again to talk with them. Remember, they are not required to agree with you, just hear you out. If you are refused again, tell it to the **church** leadership. Let the church talk with them. If they **refuse to hear the church**, treat them and think of them as an **outsider**.”*
- Whether it is an issue between two residents or staff members the protocol should be the same. The basic rule for conflict resolution is for the two parties involved in the conflict to talk directly with each other. If it is not possible to resolve the issue at that level, they may involve a third party. If there is further conflict, then they may go to a person in authority to help mediate.

Legal Liability of Personal Property

- LABI College is not liable for the loss of money, valuables, or damage to your personal property including vehicles. The student is responsible for ensuring that personal property is secure and maintained. **Please monitor all valuables.**

Announcements and Notices

Students seeking to post notices i.e. events, jobs, concerts, camps, etc. must be approved by the Residence Director. Any unauthorized postings will be removed.

Curfew

For security purposes the campus gates are locked each night at curfew. Resident students are to be in the floor pertaining to their dorm room while visitors are required to leave campus at curfew.

- Students are to remain in their hallway after curfew.
- Students may visit each other’s room within their hall **ONLY**.
- Students **MUST** be considerate of roommates who may be studying or sleeping.
- **Any form of misconduct or disorder after curfew hours will not be tolerated.**
- Students are not allowed to leave campus after curfew. (notify the RA in case of an emergency)

- Knocking on the men's or women's hallway door is not permitted.
- Sleeping in the hallway or in another room not assigned by the RD/RA is prohibited.
- Stereos, computers, and loud conversations should not be heard outside a student's room.
- If guests are too loud or are not abiding by the residence rules he/she will be asked to leave campus by the RA/RD.

Note: Excessive violations of after curfew conduct will result in disciplinary action and or a fine of \$50.00 and the infraction will stay on student record.

Curfew Hours:

Sunday – Thursday 11:00pm

Friday – Saturday 12:00am

**Extended curfew for midterms/finals is a privilege based on behavior and is not guaranteed each semester. Your RD will let you know if this will be provided, with all exact parameters.*

All students are to assume the responsibility of being punctual for curfew. When running late student must notify his/her RA.

Note: Excessive violations of this rule will result in disciplinary action and or a fine of \$50.00 and the infraction will stay on student record.

Leaving Campus

- Students may leave campus during the day without having to ask for permission but must return to campus before curfew.

Weekend Passes

Students are to inform their RA of their whereabouts when absent from the campus **overnight** by filling out a *weekend pass*. This is to ensure that the RD/RA's are aware of why the student is not on campus and in case of an emergency.

- All weekend passes are for leaving campus and must be submitted to RD/RA.
- All students must leave and return as indicated on their request form.
- If the student has an emergency or is unable to return on the indicated date, he/she must notify the RD/RA.
- All students are encouraged to stay where he/she has listed on the request form for in case of an emergency.

Note: LABI College will not be held responsible for students who fail to fill out a weekend pass.

Personal Emergencies

- In case of an emergency during the week in which the student must be away over night, he/she must notify his/her RA and RD.

Missing Persons

- Staff is expected to have contact with every resident throughout the semester. Occasionally, a student leaves campus without letting someone know or disappears without explanation. If you have not seen a resident in your regular contact, talk with his/her roommate and neighbors. If it seems like an unusual situation, immediately contact the RD regarding the student's absence-providing as many details as possible. It is important to find out the time of disappearance. An incident report should be completed and turned in to the RD as soon as you suspect your resident has gone missing. If necessary, the parents will be contacted by the RD.

Note: If you are away from campus on a regular basis for extended periods of time, the Residence staff will inquire about your whereabouts. This is not to pry into personal matters, but to insure your personal safety and express concern for your academic progress and/or adjustment to on-campus living. Keep your Resident Director informed about issues you may have.

Borrowing Items

LABI College assumes no responsibility for items loaned or borrowed. Items borrowed without permission of the owner is a violation of LABI College policies.

Projector Use in Common Area(s)

Students desiring to project a movie or videos of any kind, involving a group of students in a common area, *must be approved by the Residence Director*. If it is not approved by the Residence Director, any movie or video will be shut off.

Playing sports/or Skating

In order to avoid accidents or damage to LABI College property, playing games and skating in hallways, dormitories, or the tile outside the dormitories is strictly prohibited. Students who violate this rule will be written up or fined \$25.00-\$500.00.

Fountain

The fountain decoration purposes only. The fountain will also be used for approved baptismal purposes officiated by the Pastoral Staff.

- Throwing peers, trash, or any items into the fountain is not permitted.
- Putting feet inside of the water is not permitted.

Music

- **No loud music in the dorms or in any commons area, including the Student Union.**
- Because of the diverse music taste of our students, music may not be played on speakers in the rooms unless agreed upon by all students present. **Derogatory music and non-Christian music is not allowed anywhere on the LABI College campus.** Students are expected to listen to music in which the language, music, performers, and performance

practices are Scripturally-driven in word and in practice. Music played in a room should not be heard in the hallway or entrance to any unit of the dorms.

Public Courtesy

Loud noise levels (i.e. yelling, shouting, laughing, singing, speech, etc.) within the dormitories is not allowed, and will be addressed at the discretion of the RAs/RDs.

Extended Stays

- Due to liability reasons, extended stays on campus during holidays, spring, winter, and summer break are **not** allowed.
- Students must vacate the halls by the established date and time of the holiday or break period.
- LABI College assumes no responsibility for the loss or damage of personal belongings of students, belongings that are left in the residence halls during breaks or other vacation periods. Items left behind for storage must be first approved by the RD and all items must be put in a box and sealed with the student name.
- Students are responsible to leave their room clean, locked, and secured before leaving on break.

Note: Exceptions will be made for out of state students for all holidays and breaks except for winter and summer breaks. Out of state students must first get authorization to stay. Extended stay authorization forms can be obtained from the Residence Director.

Note: Not complying with leaving your dormitory clean and common areas clean will result in disciplinary action, and a fine of \$50.00-\$125.00 will be applied to your account.

RESIDENCE LIFE

- Each student is expected to obey and respect his or her RD/RA, Dean of Students, Campus Pastor, Interns, SGA Cabinet, student peers, and administrators.
- It is expected that each student have a positive attitude and respect each other's personal property and space.

Meetings

- Both Hall and House Meetings are mandatory for all on campus students. These meetings are important to attend as information that pertains to all students is delivered.

NOTE: Failure to attend will result in a \$25 fine for the first absence and a \$50 fine for any further absences.

Who May Live at LABI College?

- Students who have fulfilled all the requirements for admissions.
- Students who are enrolled in at least 12 class hours.

- LABI College reserves the right to reassign or restrict student housing where that decision will serve a compelling community interest, or in instances where a student has demonstrated a flagrant and/or repeated disregard for the principles set forth in the Student Manual.

Who May NOT live at LABI College?

- Any student over the age of 29 except under certain circumstances and approval by the Dean of Students/President.
- Students who takes less than 12 class hours.
- Students who have not fulfilled all the requirements for admissions.

Note: Students may not live in any SPD district apartment while attending LABI College unless these apartments are rented by a parent or guardian, are managed by LABI College, or student does not meet the admissions criteria.

Men/ Women in Dorms

- Women are not permitted in the men’s dormitories, nor men in the women’s dormitories.
- Students must not open doors nor look inside the dormitory of the opposite sex.
- Do not enter another student’s room nor touch his/her personal belongings without permission.
- Men must not knock on women’s halls doors, nor women on the men’s doors.

Dorm Room

- To avoid stains when dying hair, students are required to cover the area of the floor being used.
- Any damage to LABI College property including but not limited to: carpet, dressers, beds, mattresses, walls, closet doors, ceilings, light fixtures, windows, blinds, smoke alarms, light switches, towel racks, doors, shelves, etc., will be deducted from the security deposit of every student living in the room.
- Items left in the common areas such as study rooms and restrooms will be discarded daily. Please make sure your personal items are not left behind.

Please be aware that the side doors for the top halls are for EMERGENCY EXIT only. When exiting and entering any door, remember to be mindful of noise for the other residents.

Sleeping

- More than one person sleeping in the same bed is not allowed.

LABI Dorm Furniture

- Occupants are responsible for all room furnishing: bed, closet, light fixtures and switches, window screens, blinds, etc.
- Damages and defacement of LABI College property will be charged to room occupants. (Unless the person who is responsible for the damage admits fault.)

- LABI College property and furniture must not be removed from the room nor be taken outside the buildings.

Student Furniture

- All furniture must be approved by Residence Director. Large furniture that limits room space is not allowed (no exceptions).
- No sofas, office chairs, or medium/large desks are allowed in dorm rooms.
- Desk can be up to 36 inches in length and 22 inches wide or smaller.
- Any material or objects found in the dorm rooms that are against our Christian values will be confiscated. (I.e. non-Christian posters, symbols, pictures, and any artifacts that are known to be part of any non-Christian ritual).
- All furniture must be compact and adequate for dorm living.

Note: Any furniture not removed by the end of the semester will be discarded and students will be charged a disposal fee of \$50.00-\$125.00.

Electrical Appliances

- All electrical appliances must be reported to the Residence Director.
- Only two small energy efficient refrigerators and one microwave are permitted per dorm room. Must be cleaned as needed.
- No cooking stoves of any kind are allowed in dorm rooms.
- 2-Slice Toasters are allowed, however, no toaster ovens.

Note: Cooking in dorm rooms will result in disciplinary action and or a fine of \$100.00-\$500.00 due to fire hazard.

Note: Residence Director holds the right to refuse any inappropriate dorm appliances.

Room Decorations

- Students are free to display posters and other items in the room. However, displaying alcoholic beverage containers, posters of semi/nude men or women, and potentially harassing or intimidating visual material is strictly prohibited.
- Removing light fixture and replacing with colored fixtures is not permitted.
- Double sided tape, nails, screws, hooks to hang plants, staples and/or other materials that may damage walls or ceiling are not permitted.

Note: Any physical damage caused to the dorms will result in disciplinary action and/or a fine of \$100.00-\$500.00

Room Conditions

- Everyone must sign a *Room Agreement* form which verifies the condition of the room when moving in.

- Upon moving out of the residence hall at the end the semester, the room will be inspected by an RA.
- Everyone must properly check out each semester and all personal property must be removed from the room.
- The room should be left clean and LABI College room furniture should be returned to an acceptable layout.

Note: Disciplinary action and/or a fine of \$100.00- \$500.00 will be charged to students whose rooms have been damaged, are not clean, or fail to properly check out.

Pets

- Household pets and animals of any kind are not permitted in residence halls or on the LABI College dormitories (including restrooms, rooms, closets, drawers, lobbies, etc.)
 - **This excludes service animals. (Must have a Certificate/ID/Proof)**

Maintenance Request

- Students must report all requests for repairs to the Residence Director by filling out a Work Order Form. Repairs will be done within 1-2 days *depending on request*. Maintenance requests are scheduled according to priority and urgency.

Dormitory Doors and Windows

- No one is to enter or exit through a window.
- At no time can objects be given or removed through a window.
- Conversation through a window with a member of the opposite sex is not permitted at any time.
- Students may NOT remove screen frames without prior authorization—doing so will result in a fine.
- Corner doors are open only between 9:00am and 9:00pm, except in emergencies. Please DO NOT use emergency doors afterhours (remember there are renters in the studios that sleep early, please be courteous).
- It is prohibited to place stones, chairs, or other objects in emergency doors to keep doors open or unlocked.
- Emergency exits are to be clear at all times.

Food in the Dormitories

- Cooking is not permitted in the dormitories.
- If you have a refrigerator or microwave oven, you must keep it clean.

Cafeteria Utensils

- Plates, glasses, trays, or other utensils that belong in the kitchen are not permitted in dorm rooms or restrooms.
 - Exceptions are made when a student is ill. The RAs will bring meals and return items to the kitchen.
- If utensils are discovered in a dormitory room or in any other unauthorized location of the school, the student will face a fine of \$10.00.

Burning Candles/ Incense

- Burning candles and incense is absolutely **not** allowed.

Note: Burning candles and/or incense in dorm will result in disciplinary action and/or a fine of \$100.00-\$500.00 due to fire hazard.

Visitors/ Guests

- Visitors during the day must request a visitor's pass from the office when arriving to campus. Visitors without a guest pass will be asked to attain one or leave campus.
- Guests are welcome in common areas such as lobbies, library, cafeteria, etc.
- Guests are **NOT** allowed in dorm rooms or study rooms.
- Guests are **NOT** allowed to use the restrooms in the dorms, but are welcomed to use the restrooms outside of the Residence Building.
- All guests must leave at curfew.
- Guests who violate any LABI College rules or policies will be asked to leave. (This includes LABI College Alumni)
- **NO off campus students in the dormitory halls, rooms, or restrooms.**

Vehicles/Parking Guidelines

- All students must register their vehicle with the financial office.
- All parking vehicles must have a parking pass.
- Respect all parking signs, fire lanes, and handicap zones.
- 5 miles per hour is the speed limit inside the school area.
- Students may not bring an RV, trailer, boat, or Jet Ski to campus without prior permission.
- Mechanical vehicles such as motorbikes, bikes, etc. are not permitted in students' rooms.
- Students may not wash their car nor change oil on campus.
- Vehicles are not permitted on the grass area nor in front of the lobby area.
- Abandoned cars will be towed at owner's expense after 30 days. **No exceptions.**

Parking fines (\$50.00)

The following will result in a parking fine:

- A vehicle not registered with the financial office and without a parking permit.
- Vehicles parked in unauthorized areas (handicap spaces, fire lanes, and blocking cars and walkways).
- Driving vehicle in places not permitted (grass, front of dorms, etc.)
- Changing oil or mechanical work within the property

Laundromats

- Laundry mats are located on the second floor next to the emergency exit doors.
- All laundry must be done between 9:00 a.m. and 9:00 p.m. **Please do not leave clothes overnight.**

Note: LABI College is not responsible for any items left behind or left unattended in the LABI College Laundromats. HOWEVER, please report any thefts.

Mail

- Mail is delivered to the RD's Office Monday - Friday. Mail notices will be posted on the student's door when he/she has received mail.

Administration Office Hours

- Monday-Friday: 8am- 5pm
- **Closed for lunch daily: 12:30pm- 1:30pm**

ACTIVITIES AND ORGANIZATIONS

Yearly Activities:

- Apertura
- Beach Day or Park Day
- Spiritual Emphasis Week
- College Days
- Spirit Week
- Convention
- Christmas Banquet
- Graduation Banquet

Student Organizations

Students have an opportunity to participate in different organizations at LABI College. The organizations offered are as follows:

- LABI Touring Team
- Media/Yearbook Team
- Praise and Worship Team
- HeBrews Café
- SGA (Student Government Association)
- Drama Team (TBD)

Student Government Association (SGA)

SGA is formed of currently enrolled students who are elected by the student body to serve as student representatives. SGA is under the supervision of the Dean of Students.

Nominations and elections:

- SGA Officers will be elected during the month of April for the positions of President, Vice President, Secretary and Treasurer.
- ***Prerequisites:***
 - Maintain a grade point average of at least 3.0.
 - Have a testimony of good Christian character and service.
 - Have leadership qualities and good interpersonal relationships.
 - Speak English (bilingual speaking would be preferred).
 - Have the approval of the administration.

CAMPUS EMERGENCY AND SAFETY

Emergency Notification

- For any occurrence such as death in the family, sickness, accident or any other circumstance that is considered an **EMERGENCY**- the student should notify the Resident Director or the Dean of Students immediately.

Illness or Medical Emergency

- In case of an accident, first call the RD/RA to determine the severity of the emergency.
- Depending on the severity of the emergency, 911 will be called and the RD/RA will accompany the student(s) to the emergency room.
 - Students are **not** allowed to accompany other students to the E.R. or travel with them in the ambulance.

Note: LABI College or administration is not responsible for treatment of emergency transportation fees. In case of illness due to new or pre-existing conditions, LABI College is exempt from paying any fees for medical or emergency response.

Emergency Procedures

- 1. Step #1: Call the appropriate emergency number depending on the situation.**
 - Dean of Students (626) 806-5863
 - 911- Be prepared to give the dispatcher your name, location, and the phone number you are calling from.
- 2. Step #2: Respond according to the type of emergency listed:**
 - **Medical**
 - Do not move the victim, unless vital.
 - If you are trained and certified, and comfortable to do so, administer First Aid.
 - **Fire**
 - If you hear a fire alarm, evacuate the building **immediately**.
 - Walk, don't run!
 - If you discover a fire, activate the nearest fire alarm. Check doors for heat (top and bottom) with back of hand. **If hot, do not open!** Wait for emergency personnel to respond. Open window if able to do so. Yell for help.
 - Fire extinguishers are located in all buildings. Familiarize yourself to their locations prior to emergencies.
 - Do not attempt to fight large fires.
 - For small fires (wastebasket size) only use a fire extinguisher.
 - If fire grows larger, alert others and move away from the fire. Close (but do not lock) all doors behind you as you move away.
 - If trapped in heavy smoke, drop to your hands and knees and crawl towards the nearest exit.

- If you are trapped by a fire, place cloth material around/under the door. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from a window.
- If your clothing catches fire, **STOP, DROP, ROLL! DO NOT RUN!**

Earthquake Preparedness

- Be familiar with emergency procedures, evacuation routes, and potential hazards to avoid.
- Be prepared with a contact number of a person outside Southern California.
- Put together a personal emergency kit.

Earthquake

- **DUCK, COVER, AND HOLD.** Remain calm, do not rush outside.
- ***During the shaking:***
 - If inside, take cover under a desk or table near an interior wall.
 - If outside, move away from windows, tall objects and overhead lights.
- ***After the shaking stops:***
 - Do not use telephones except for life-saving situations.
 - If you smell gas, evacuate the building immediately.

Crime in Progress

- Do not interfere with the criminal, except for self-protection or the protection of others.
- If possible, get a good description of the criminal, weapon, method, and direction of travel. **CALL 911.**

Bomb Threat

- Take all threats seriously. Evacuate and contact authorities.
- After the threat, if you see a package or unknown object in an unusual place, **DO NOT TOUCH IT!**

Gas Leak

- Open the windows. Do not light matches nor turn on lights.
- Leave building.
- Notify RA, Residence Director, or Dean of Students.

Safety/Crime Prevention Tips

- Be familiar with emergency procedures and all possible exit routes in a building.
- Keep hallways clear and doors locked.
- Report problems with smoke detectors or fire alarms to your Resident Director.
- Avoid walking in isolated areas.

Emergency Fire Drills

- Fire drills will be conducted during the school year.

- When the alarm sounds, each student should leave the residence facilities immediately.
- Fire lanes must be kept clear of vehicles.
 - If a vehicle is parked in a fire lane, the violators are subject to a fine or tow-away of their vehicle.
- Activating a false alarm is a crime. This action will be punished severely and may result in immediate expulsion.
- If a fire alarm sounds when students are in class, students and employees are required to evacuate the building and remain at a safe distance from the building until recalled.

Hospital/Clinics

- In case of an Emergency please contact your RA and resident director as soon as possible. All other immediate emergencies should dial 911.

Medical Centers in close proximity:

Azusa Way Medical Center

561 Azusa Way
La Puente, CA 91744
(626) 912-6670

Doctors Hospital of West Covina

725 S. Orange Ave,
West Covina, CA 91790
(626) 338-8481

Whittier Hospital

980 Colima Rd
Whittier, CA 90603
(562) 945-3561

Kaiser Permanente

1011 Baldwin Park Blvd.
Baldwin Park, CA 91706
(626) 851-1011

Suggestion for a Better Campus Life

- If you have any ideas to improve your residency experience, please send us an email or drop off a written notice to the Residence Director's office located in the downstairs lobby.

Dean of Students Contact Information:

Rev. Rebekah A. Rossi

Dean of Students
Brossi@labi.edu
(831) 331-3463

****Please make sure to have your RA's cell phone number. RA information will be posted in the halls.**

DISCIPLINE POLICIES & PROCEDURES

Rules are the requirements and limits that a student must comply with at LABI College. Familiarity with the rules will help you know what to do and how to conduct yourself in the school.

Dorm Life Violations

- If a room is not kept accordingly or if any rule is disobeyed, the student will be disciplined according to the offence.
- A verbal warning will be given for the first offence (if the offence is considered major the student may be expelled).
- Depending upon the nature of the second offence, the second warning will be a written warning which advises the student that the behavior must be rectified.
 - Students will be allowed an opportunity to seek guidance or counseling.
- The third warning will be a meeting with the Resident Director.

<p style="text-align: center;"><i>1st Warning</i> Verbal Warning</p> <p style="text-align: center;"><i>2nd Warning</i> Written Warning</p> <p style="text-align: center;"><i>3rd Warning</i> Meeting with the RD</p>
--

Disciplinary Committee

This committee is supervised by the Dean of Students

- Committee members:
 - Dean of Students
 - Dean of Spiritual Formation/Campus Pastor
 - Resident Director
 - Dean for Academics
 - Financial Director
 - SGA President and Vice President

Disciplinary Categories

- *Minor Violations:*
 - Repeated violation of curfew rules.
 - Entering or leaving dorms after curfew.
 - Improper language or vulgar gestures.
 - Damage to LABI property.
 - Any inappropriate behavior involving one or more students.
- *Major Violations:*
 - Any inappropriate behavior involving one or more students.
 - Stealing
 - Fighting
 - Hazing of any method initiation that causes, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm including initiating students in the water fountain or any type of prank.
 - Activation of a false fire alarm
 - Destruction to another student's property

- Not respecting rules of the dormitory, includes but not limited: to keeping dorms rooms clean, vandalism, etc.
- Not respecting the rules for spiritual and academic life.
- Amorous contact among members of the opposite or same sex
- Any inappropriate behavior which causes physical or emotional harm to one or more students.
- *Severe Violations:*
 - Sexual Harassment
 - Verbal Harassment
 - Sexual activities (heterosexual and homosexual)
 - Possession of tobacco products, drugs or alcoholic beverages
 - Possession of firearms, fireworks and other weapons
 - Spending the night with a member of the opposite sex
 - Possessing obscene or pornographic material
 - Assault and any physical threat
 - Any inappropriate behavior that causes physical or emotional harm to two or more students and violates the principal and ethics of a Christian community
 - Disrespecting staff, interns and student leadership

Disciplinary Procedures

The disciplinary action taken in every incident will depend on the seriousness of the action. Reports of violation will be addressed to the Dean of Students. Major and severe violations are sent to the Presidential Cabinet for action. The disciplinary consequences may be the following:

- **Mandatory Extra Hours of Service**
 - This is a contract a student signs where he/she promises to improve his/her behavior and attitude.
- **Suspension and/or Expulsion**
 - This action will be taken when the student has committed a major violation or for repeated violations.
 - LABI College has the right to expel a student at any given time, as the LABI College Cabinet (Board of Administration), and Disciplinary committee determines to do so.
 - A student who has been expelled and would like to apply for readmission may do so as stipulated in the letter notifying of expulsion.
- **Appeal**
 - The student who believes that he/she has been dealt with unjustly in discipline or expulsion may appeal.

Steps for Appeal

- Appeal should be in written form.
- Appeal should be within two weeks of the decision.
- Appeal letter is to be given to the Dean of Students.
- The Presidential and Disciplinary committee will review appeal, and will advise decision.

Record of Discipline

- Major and Severe Violations will be accumulated and will be placed in the student's permanent record.
- Violation of rules will disqualify student from any student financial aid or scholarship.
- Violations will disqualify students from leadership opportunity.

SEXUAL HARASSMENT POLICY

Every student, staff and faculty member is expected to maintain a high standard of Christian sexual ethic in all contact with students, staff and colleagues.

A specific policy of sexual harassment has been established and applies to students, staff and faculty members of the school. Sexual harassment is defined as any type of sexual-oriented conduct, whether intentional or not, that is unwelcomed and has the purpose or effect of creating a work environment that is hostile, offensive, or coercive.

Sexual Harassment

- Unwelcomed and unwanted sexual jokes, language, epithets, advances or propositions.
- Written or oral abuse in a sexual nature.
- Sexually degrading or vulgar words to describe an individual.
- The display of sexually suggestive objects, pictures, posters, or cartoons.
- Texting other students any sexual images or sexually illicit messages.
- Unwelcomed or unwanted comments or notes about an individual's body, sexual prowess, or sexual deficiencies.
- Asking questions about sexual conduct.
- Unwelcomed: touching, leering, impending or blocking movements, whistling, brushing against the body, or suggestive, insulting and obscene comments or gestures.
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment.

Sexual Harassment Procedures

- The affordable party should file a complaint with the Dean of Students. If the complaint is against the Dean of Students, the problem should be directed to the President.
- The complaint can be written or verbal, but must be made to an administrative official.
- The complaint must contain details of the allegation.
- The complaint must indicate what happened, and why the complainant believes the action or incident was sexual harassment.

Complaints can be filed within one year of the alleged act of discrimination. All allegations of harassment will be immediately investigated according to the processes noted above. LABI College will NOT tolerate neither mishandling of complaints by faculty, administration or other notified and authorized personnel, nor retaliation of an individual after making a complaint or anyone who assists in the investigation of the complaint.

We also would like to mention that both complainants and respondents have the right to ask questions, provide information, and suggest witnesses. Any information disclosed during formal conciliation efforts will be held confidential.

- Violations of any aspects of the school's policy will result in disciplinary action up to and including dismissal.
- All students, staff, and faculty members are required to be familiar with the above statement and be governed by its provisions.
- Students, staff, and faculty members should also be alert to potential dangers and abuses that endanger the school community or any of its members and adopt a proactive stance to prevent victimization.

Violations of policy by any person will be subject to discipline up to and including dismissal from LABI College.



LABI College Statement on Human Sexuality

As an Assemblies of God institution, LABI College affirms and upholds the denomination's official position concerning human sexuality and purity. As such, LABI College's statement on human sexuality is founded upon these beliefs.¹ Throughout the LABI student's journey with us, he or she covenants with us and agrees to abide by the school's behavioral standards. We therefore require that all students honor such principles and beliefs as are outlined in the following document.

BIBLICAL FRAMEWORK

Creation and Identity

We believe that God created humankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. We support the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predominant biological sex (Genesis 1:26–28; Romans 1:26–32; 1 Corinthians 6:9–11). In the same way, we must seek to bless and strengthen our bodies with appropriate stewardship of them. To this end, we must take care over the messages we take in with our eyes and ears concerning our created purpose and identity.

Sexual Purpose

Furthermore, we believe Adam was created to be with Eve, and male to be with female (Gen. 2:23-24). In creating humankind, God established the order of sexuality by which the race was to develop. Psychologically, the relationship is sound. Physically, the relationship is natural. Sociologically, it establishes the foundation for the family. The biblical order for human sexual expression is that of an intimate physical relationship to be shared exclusively within a lifelong marriage covenant—a heterosexual and monogamous relationship.

Homosexuality is both a sin against God and mankind. It runs contrary to the divine plan, purpose, and will of God who created us in His image (Genesis 1:27) and redeemed us so that this image, marred because of sin, might be renewed (Colossians 3:10). Most fundamentally, homosexuality is sin because it

¹ The full position papers on this topic are available in PDF form here:

http://ag.org/top/Beliefs/position_papers/pp_downloads/pp_4181_homosexuality.pdf and on the AG.org website here: http://ag.org/top/beliefs/relations_11_homosexual.cfm

perverts the created order of human sexuality, the heterosexual fulfillment of both man and woman (1 Corinthians 7:2-5).

COMMUNITY BEHAVIORAL STANDARDS

Healthy Sexuality

Sexual acts outside of marriage are prohibited as sin. This includes the viewing of or listening to pornographic media of all kinds, or the engaging in inappropriate joking or lewd conversation.

When people choose to engage in premarital sexual activity or homosexual behavior, they depart from the God-given nature of sexuality. Their unnatural sexual behavior is a sin against God, who established the order of sexuality (Romans 1:27). LABI College does not condone all such behavior.

Temptation Vs. Behavior

It is important to recognize that *behavior* is separate from *temptation*. Temptation by itself is not a sin. However, we strongly believe that God has declared great displeasure and opposition toward premarital and homosexual *conduct*. Believers who struggle with sexual temptations and sexual identity confusion must be encouraged and strengthened by fellow Christians (Galatians 6:1-2). Likewise, temptation can be resisted and overcome (1 Corinthians 10:13; Hebrews 12:1-6). The LABI Pastoral House or one's own church home, are appropriate places to seek such counseling and accountability in dealing with temptation.

Heterosexual dating relationships are sensitively monitored on LABI campus, to ensure appropriate accountability is carried out. Within personal time between these dating students, all sexual attractions are to be dealt with in a careful and Christ-honoring fashion. Although we understand healthy displays of affection, there is a line that should not be crossed, as it welcomes temptation for more, and can set relationships up for damaging failures in purity. This includes following guidelines for dress and propriety, as outlined within the Student Manual, as well as guidelines for healthy heterosexual relationships (p. 11-13). Heterosexual students are to refrain from any premarital sexual activity, with no exception. This includes the viewing of pornographic materials, or listening to sexually explicit music (p. 16).

In the same way, students are to refrain from any and all *opposite* sex sexual acts or conduct (Genesis 1:27; 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-11). LABI does not tolerate homosexual dating relationships of any kind, as all homosexual activity or temptation is not condoned within LABI College.

Bullying

Any hateful comments, bullying, altercations, or condemning concerning those struggling with homosexual temptation or appearing in stereotypical or assumed homosexual fashions, shall not be tolerated on LABI campus. This falls within the category of *hazing* within our Student Manual (p. 10), and is a criminal offense in violation of California law. At the same time, it is entirely inappropriate to

bully any students for their conservative beliefs against homosexuality. If any student feels targeted in any way, he or she must adhere to conflict resolution guidelines (p. 14) or move to file a grievance, as outline within the Student Manual (p. 30). Our policy on sexual harassment must also be strictly observed (p. 28).

RECONCILIATION AND REDEMPTION

God yearns to restore and forgive all who come to Him, including the sexually promiscuous, as well as those dabbling in homosexual affairs.

We believe that *all* have sinned and fall short of the glory of God, no matter the specific struggle, and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. In dealing with sexual sin specifically, we must remember to welcome and treat with respect, compassion, and sensitivity *all* who experience same-sex attractions or confess sexually immoral acts and are committed to resisting sexual temptation, refraining from sexual immorality, and transforming their behavior in the light of biblical teachings. (Matthew 11:28–30; Romans 3:23; 1 Corinthians 10:13; Ephesians 2:1–10; Hebrews 2:17–18; 4:14–16)

After all, “If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness” (1 John 1:9). Through the regenerating power of the Holy Spirit, people, regardless of the nature of their sin, can be made new creations in Christ Jesus (2 Corinthians 5:17). Transformation is not only possible—it is God’s plan! Furthermore, God’s plan of salvation is the same for all. All who want to be delivered from the penalty and power of sin must come to God in the same way for deliverance from their sins.

7 GUIDELINES AND BOUNDARIES FOR HEALTHY DIALOGUE AT LABI COLLEGE

LABI does not tolerate unfruitful arguments or the bullying of any students concerning struggles with homosexual temptation or lifestyle. While approaching this sensitive subject as Christians who both seek to uphold biblical truth and operate in love, it is our responsibility to learn how to communicate in a way that fosters trust and healing, rather than hurt and distrust. Toward this end, we have provided the following guidelines and boundaries for healthy conversation regarding homosexuality on LABI College campus.

1. **Every story is unique.** Never presume to know the origin of one’s sexual struggle, or events in their history. Allow persons struggling with homosexual temptation to share their unique story only if they offer, and do not pressure them to do so. For students struggling with such issues—you are not required to share details of your story. In the same way that we must not assume we know things about one’s past or circumstances that lead to this struggle, we also must not presume to know their unique path to resolution and freedom.
2. **Be discreet.** If one chooses to share their story or details of their struggle, listen in patience and respect, perhaps asking questions he or she is comfortable answering, and only as you are comfortable

and ready to hear—compassion, not obligation, should be our motivation in listening. At the same time, remember that details of one’s personal life are not the listener’s property to share for prayer groups or bible studies without that person’s clear permission. Strive to be someone all friends can confide in, with no fear of gossip or retribution.

3. Avoid Repetitive Statements. Every student at LABI has been required to read and acknowledge understanding of the college’s beliefs concerning homosexuality. Our stance is not a surprise to anyone. For this reason, it is not any student’s job to repeat these standards to a student struggling with temptation when he or she already knows, or to simply retort learned blanket statements of right and wrong, which someone struggling in this way has likely heard throughout their life, and often produces much pain and confusion. We must operate in love and kindness rather than guilt and shame.

4. It is not your job to change anyone. It is not any person or group’s job to change a person. Transformation comes through encounter with Jesus Christ and a lifestyle that seeks to grow in His likeness. Personal mentors and pastors take a personal and covenantal position by *invitation* and *relationship* to a struggling individual, which allows for them to speak directly into that person’s life. Our job is to 1) point struggling students to such trusted individuals, and to 2) point them to Jesus, 3) doing what we can to create an atmosphere of respect, love, and holiness in all our interactions.

5. We Have All Fallen Short (Rom. 3:23). While we do not minimize sin, or support homosexuality in any way, we desire to remind all to focus on walking in *personal* purity in one’s own sexual practices, before ‘pointing the finger’ or judging another. Although Paul makes it clear that Christians must judge those inside the Church (1 Cor. 5:12), this is done in a careful and appropriate way by administrative leadership, and not by students. In the mean time, we encourage all persons to avoid the pitfalls of “sin comparison”, lifting ourselves up as “better than” someone else for any reason. We must walk humbly, realizing that paths of sanctification and freedom are diverse in nature and necessary for every Christian.

6. Human Dignity. Our moral disagreement with same sex relations is not our first or only response to the issue of homosexuality. We must seek to react to homosexual admissions or struggles in love and respect of humanity. *Definitive pronouncements* do not settle the issue (such as, “You’re wrong!” or, “You’re going to hell!”), but rather diminish relationship, heighten tension, and promote disunity. There are other aspects that should precede our thought concerning homosexuality, such as *humanization over objectification*. We are all finite humans and deserve dignity and respect, no matter what our struggle may be. Homosexual temptation does not give anyone the right to mistreat another human being in any way.

7. History of Religious Reaction. It may be appropriate to apologize to struggling students for the history of hate seen within the church or biblical concepts used in destructive or violent ways within society against homosexual persons in general, or against that person in their particular history. We do not affirm hateful or violent acts toward those struggling with homosexuality, and choose to separate from others who do. At the same time, we must remember that we do not apologize for our *beliefs*: This is a separate issue. In today’s world, we seek to build *new* bridges of trust and respect, humbly learning to navigate through an issue that (we must admit) has not always been handled well in the Church, historically. LABI seeks to be a place of safety for all students to wrestle in growth of character, purity, and knowledge, and to ultimately—by God’s power—enter into greater levels of freedom.

WHO TO SEE AT LABI

Academic Dean

- Academic advising
- Transferring colleges and universities
- Academic probation
- Graduation Requirements
- Class registration
- Faculty problems

Registrar

- Academic advising
- Graduation Requirements
- Grades
- Transcripts
- Adding or Dropping a class
- Course registration issues
- Make up exams

Business Administrator

- Student accounts/Tuition
- Assessor of Student's Payment Plan
- Financial Registration
- Use of facilities for special events

Dean of Students

- Campus safety
- Semester activities relating to student life
- Campus life

Residence Director

- Chapel/Prayer Attendance
- RA Information/Complaints
- Student medical and health emergencies
- Dorm Life

Campus Pastor/ Dean of Spiritual Formation

- Spiritual guidance
- Student Practicum
- Chapel services/Prayer
- Worship/Tour Teams

Faculty

- Grades
- Make up Exams
- Attendance issues
- Syllabi

Office Manager

- Students' correspondence
- Outgoing mail postage

- Copies/Fax
- Set up appointments with Administration
- General College information

STUDENT GRIEVANCE PROCEDURES

I. Definition:

- A grievance may arise when a student believes, based on policies and/or procedures, that they have been treated in an unfair manner as a member of our LABI College community.

II. Informal Grievance Resolution:

- Prior to bringing a grievance forward against an LABI College representative or another student(s), you are encouraged to attempt a good faith resolution. According to Matthew 18:15-18, this attempt may be made with the party directly involved and the disputed matter, *or* with the head of the department/unit in which the grievance arises. (Example: when a grievance is against another student, after a failed attempt to a resolution, see the Residence Director.) It is suggested that any attempt at an informal resolution should be initiated within 30 days of the incident in dispute.
- **Please note: There are cases where it is appropriate to go directly to the formal grievance resolution process.** For example: when you are a victim of a serious rule violation or crime, or when you do not feel comfortable discussing the matter with the student or LABI representative whom you feel has wronged you.

IV. Formal Grievance Resolution:

- Should a situation arise in which a student is unable to resolve his or her grievance informally, the LABI College formal grievance process may be employed. This process, outlined below, should be initiated within 30 days of the failed informal resolution, or as soon as it is possible.

V. Official Grievance Resolution Procedure:

Please note: All grievances shall be addressed by the appropriate administrator within 1-2 business days with a written Plan of Action.

Step 1: A formal grievance is presented in writing to the head administrator of the relevant department. (Example: If filed against an RA, SGA leader, or student, the Dean of Students will address it. If filed against a faculty member or if involving a class, the Dean of Academic Affairs will address it. If filed against the President, Facilities, or Kitchen, the Business Office will address it. If filed against the Business Office, the President's Office will address it. All grievances filed against Deans will go to the President's Office.)

Step 2: The administrator will investigate the dispute. Interviews will be used to gather relevant information of the complainant, respondent, witnesses, etc. If the grievance involves an LABI

College staff or representative acting within their role or duty, their supervisor involvement in the investigation, if applicable, will be requested.

Step 3: If the nature of the complaint, as warranted, *can* be resolved by mediation, the appropriate administrator will attempt to bring a quick resolution between the involved parties through a meeting with all those effected present.

Step 4: A Restorative Justice Hearing can be requested if the grievance and mediation process did not bring full resolve. Restorative Justice Committee (RJC) Members are made up of members of the Presidential cabinet for all departments besides Student Life (S.L.), except for extreme cases. In general for S.L. issues, the RJC will include the Dean of Students, Campus Pastor, (1) Administrator, Residence Director(s), the SGA President, and SGA Vice President. When necessary, the entire Presidential cabinet may be involved in S.L. grievances. Where appropriate, all information is presented to the Restorative Justice committee for a formal recommendation of disciplinary action and/or a resolution.

Step 5: If the complainant and the respondent do not agree on the outcome of the resolution recommended by the Restorative Justice Committee, an appeal in writing can be made to the President of LABI College. If against the President, this appeal must be written to the Business Office. The President may call a meeting of the Presidential Cabinet to collaborate on appropriate action and response.

Step 6: After the grievance is completely resolved, it will be filed in the appropriate Grievance File record, along with the Plan of Action and all other relevant materials and findings. The individual who filed the grievance may attain the Plan of Action, but all other materials will be confidential.

Note: If the grievance is based on personal misconduct by a faculty member or other LABI College employees, the investigator will gather relevant information and present it to the President of LABI College or the Business Office/Human Resources officer. The Office of the Dean of Students will assist where appropriate to bring a resolution to the grievance process of the students.



LABI College Grievance Form

Fair and prompt resolution of legitimate grievances is a vital part of the school's professional and ethical commitment to its community members. If an individual has a grievance against a specific person or department, the procedure to handle a grievance is outlined on the back of this form. ***Information obtained will be assessed by the appropriate administrator. The grievance process is confidential and LABI College does not tolerate any retaliation in terms of those sharing their complaints. All grievances shall be addressed within 1-2 business days.***

Your Information:

Full Name: _____ Email: _____

Phone Number: _____

Department to Receive and Address Grievance:

Administration: Academic: Student Life: Business Dept: Facilities/Dining:
Spiritual Life: Student: Other: _____

Name of Person/Department Grievance is to be Filed Against:

His/her role at LABI College: _____

Please state your grievance below or attach email/documents for record. Please address 1) the nature of the complaint, 2) date and time of occurrence, 3) location of occurrence, and 4) any attempts to resolve this issue informally.

The above information is written to the best of my recollection. I seek resolution and authorize LABI College to provide guidance, seek clarity, and investigate to resolve this issue.

Your Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

Dear Future World Changers,

What a privilege it is to serve you as your Dean of Students! Please remember that this manual, and all the policies and procedures herein, were crafted in love and discernment for your optimal experience at LABI College. Our aim in the Student Life and Residence Life departments is to bring you an experience you can be PROUD of. We want you to experience LABI as more than a school. It's your home.

I understand that college is a time of developing identity and character. Both are important. Identity is your TRUE self, and character is how you walk out that identity on earth. Please AVOID the trap of viewing this as a "rule book" to aid in a regulated, boring, legalistic Christian life of checking off all the holy "to'do's". This manual is nothing like that. It is simply an expression of our mandate as your leaders to hold you accountable as you grow into the powerful and anointed individuals we *know* you are. You are each a daughter or son of the living God. We want to help you discover that and act like it. Why? Because there is a hurting and dying world beyond these walls that needs *consistent* and *real* men and women of God who do not say one thing and do another. There's no room for fakes and phonies in the pursuit of revival. So do the hard work of learning to live with your brothers and sisters now, before you become a leader in the world.

Allow LABI to be truly be a training ground. Be molded. Be shaped. Discover who God made you to be, and learn to appreciate those who are not like you! I'll be here loving you all along the way as you do.

In Christ's Magnificent Love,

Rebekah A. Rossi
Dean of Students, LABI College

SIGNED AGREEMENT

Congratulations, you have completed reading this manual! We hope that you will be a good example, blessing, and exemplary leader to your fellow students. We suggest that you read this manual often and keep it in mind. It may be difficult to abide by these rules from time to time, but they are designed to help with your formation as a student. We hope your stay at our school will be blessed. Welcome to LABI, where we have been preparing men and women for ministry since 1926.

I have read and understood LABI's Sexual Harassment policy and understood the procedures of this manual. I also understand that LABI reserves the right to make changes and periodic updates to this document at any time. It is the responsibility of each student to become familiar with the contents of the Student Handbook and to abide by the academic, social, and spiritual responsibilities of the members of the LABI community. I agree to refrain from any or all action or behavior that may be in violation to the standard codes of the above and promise to abide by this manual.

Print Name

Signature

Date

**PLEASE SIGN AND RETURN ONLY THIS SHEET TO YOUR
RESIDENCE DIRECTOR OR RESIDENT ASSISTANT**