LABI COLLEGE
STUDENT MANUAL

STRONG PROMISE. STRONG FINISH.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from the Residence Director</td>
<td>4</td>
</tr>
<tr>
<td>Community Expectations</td>
<td>5</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Spiritual Formation</td>
<td>7</td>
</tr>
<tr>
<td>Morning Prayer / Devotional</td>
<td>7</td>
</tr>
<tr>
<td>Prayer/Chapel</td>
<td>7</td>
</tr>
<tr>
<td>Mobilization</td>
<td>8</td>
</tr>
<tr>
<td>Servant Leadership</td>
<td>8</td>
</tr>
<tr>
<td>Work-study</td>
<td>9</td>
</tr>
<tr>
<td>Behavior Standards</td>
<td>9</td>
</tr>
<tr>
<td>Dishonesty of Any Kind</td>
<td>9</td>
</tr>
<tr>
<td>Pranks</td>
<td>9</td>
</tr>
<tr>
<td>Hazing</td>
<td>9</td>
</tr>
<tr>
<td>Guns/Firearms</td>
<td>10</td>
</tr>
<tr>
<td>Alcohol and Drugs</td>
<td>10</td>
</tr>
<tr>
<td>Slander</td>
<td>10</td>
</tr>
<tr>
<td>Profanity</td>
<td>10</td>
</tr>
<tr>
<td>Cohabitation</td>
<td>10</td>
</tr>
<tr>
<td>Flammable Materials</td>
<td>10</td>
</tr>
<tr>
<td>Setting a Fire/Arson</td>
<td>10</td>
</tr>
<tr>
<td>Tempering with Fire Door / Alarms, Smoke Detectors / Fire Extinguisher</td>
<td>10</td>
</tr>
<tr>
<td>Littering</td>
<td>10</td>
</tr>
<tr>
<td>Dress Code and Personal Appearance</td>
<td>10</td>
</tr>
<tr>
<td>Modesty</td>
<td>11</td>
</tr>
<tr>
<td>Propriety</td>
<td>11</td>
</tr>
<tr>
<td>Guidelines for Dress</td>
<td>11</td>
</tr>
<tr>
<td>Body Art</td>
<td>11</td>
</tr>
<tr>
<td>Hygiene</td>
<td>11</td>
</tr>
<tr>
<td>Dating Relationships</td>
<td>12</td>
</tr>
<tr>
<td>Guidelines for being in a relationship</td>
<td>12</td>
</tr>
<tr>
<td>Stewardship</td>
<td>12</td>
</tr>
<tr>
<td>Room Check</td>
<td>12</td>
</tr>
<tr>
<td>Vacuums</td>
<td>13</td>
</tr>
<tr>
<td>Common Interest Rooms</td>
<td>13</td>
</tr>
<tr>
<td>LABI College Property</td>
<td>13</td>
</tr>
<tr>
<td>Communal Living</td>
<td>13</td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>13</td>
</tr>
<tr>
<td>Legal Liability of Personal Property</td>
<td>14</td>
</tr>
<tr>
<td>Announcements and Notices</td>
<td>14</td>
</tr>
<tr>
<td>Curfew</td>
<td>14</td>
</tr>
<tr>
<td>Curfew Hours</td>
<td>14</td>
</tr>
<tr>
<td>Leaving Campus</td>
<td>14</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Weekend Passes</td>
<td>15</td>
</tr>
<tr>
<td>Personal Emergencies</td>
<td>15</td>
</tr>
<tr>
<td>Missing Persons</td>
<td>15</td>
</tr>
<tr>
<td>Borrowing Items</td>
<td>15</td>
</tr>
<tr>
<td>Projectors Use in Common Area(s)</td>
<td>15</td>
</tr>
<tr>
<td>Hall Sports/Games</td>
<td>15</td>
</tr>
<tr>
<td>Fountain</td>
<td>16</td>
</tr>
<tr>
<td>Music</td>
<td>16</td>
</tr>
<tr>
<td>Extended Stays</td>
<td>16</td>
</tr>
<tr>
<td>Residence Life</td>
<td>16</td>
</tr>
<tr>
<td>Meetings</td>
<td>16</td>
</tr>
<tr>
<td>Who May Live at LABI</td>
<td>17</td>
</tr>
<tr>
<td>Who May Not Live at LABI</td>
<td>17</td>
</tr>
<tr>
<td>Men/Women in Dorms</td>
<td>17</td>
</tr>
<tr>
<td>Living in Dorm Room</td>
<td>17</td>
</tr>
<tr>
<td>Sleeping</td>
<td>17</td>
</tr>
<tr>
<td>Dorm Furniture</td>
<td>17</td>
</tr>
<tr>
<td>Student Furniture</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td>18</td>
</tr>
<tr>
<td>Room Decorating</td>
<td>18</td>
</tr>
<tr>
<td>Room Conditions</td>
<td>18</td>
</tr>
<tr>
<td>Pets</td>
<td>18</td>
</tr>
<tr>
<td>Maintenance Request</td>
<td>19</td>
</tr>
<tr>
<td>Dormitory Door and Windows</td>
<td>19</td>
</tr>
<tr>
<td>Food in Dormitories</td>
<td>19</td>
</tr>
<tr>
<td>Cafeteria Utensils</td>
<td>19</td>
</tr>
<tr>
<td>Burning Candles and Incense</td>
<td>19</td>
</tr>
<tr>
<td>Visitors/Guests</td>
<td>19</td>
</tr>
<tr>
<td>Vehicles/Parking Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>Fines</td>
<td>20</td>
</tr>
<tr>
<td>Laundromats</td>
<td>20</td>
</tr>
<tr>
<td>Gym</td>
<td>20</td>
</tr>
<tr>
<td>Mail</td>
<td>20</td>
</tr>
<tr>
<td>Administration Office Hours of Operation</td>
<td>20</td>
</tr>
<tr>
<td>Activities and Organizations</td>
<td>20</td>
</tr>
<tr>
<td>Yearly Activities</td>
<td>20</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>21</td>
</tr>
<tr>
<td>SGA</td>
<td>21</td>
</tr>
<tr>
<td>Nominations and Elections</td>
<td>21</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>21</td>
</tr>
<tr>
<td>Campus Emergency and Safety</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Notification</td>
<td>21</td>
</tr>
<tr>
<td>Illness or Medical Emergency</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Earthquake Preparedness</td>
<td>22</td>
</tr>
</tbody>
</table>
LETTER FROM THE RESIDENCE DIRECTOR

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.

For those of you who are arriving at LABI 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.

Student Life desires to be marked by the imprint of holiness, modesty, and purity coupled with the appeal of the Holy Spirit, and 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,

Sandra Cerda,
Residence Director
COMMUNITY EXPECTATIONS

Residence Life Administration Goals

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

1. Provide students with a Christ centered community experience.
2. Promote 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 Handbook 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 document at any time. We hope that you will view this handbook 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.” Leading 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.” Thus demonstrating how Christian liberty deals with our actions and its effects on fellow believers. Therefore, we ask that the principles in I Corinthians regarding Christian liberty be applied to all members of the LABI community. Please be aware of others and avoid anything that might tempt them or tear down the body of Christ.

**DAILY SCHEDULE**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake-Up (Tues. – Thur.)</td>
<td>6:30am</td>
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<tr>
<td>Prayer in Chapel (Tues. – Thur.)</td>
<td>7:00am - 7:30am</td>
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<tr>
<td>Breakfast</td>
<td>7:30am - 8:00am</td>
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<tr>
<td>Morning Courses</td>
<td>9:00am - 11:00am</td>
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<tr>
<td>Chapel</td>
<td>11:10am - 12:30pm</td>
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<tr>
<td>English Chapel (Tues. &amp; Thur.)</td>
<td>(Main Chapel)</td>
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<tr>
<td>Spanish Chapel (Mon. &amp; Thur.)</td>
<td>Mondays (Main Chapel) Thursday (SPD Board Room)</td>
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<tr>
<td>Bilingual Chapel every Wednesday</td>
<td>(Main Chapel)</td>
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<tr>
<td>Lunch</td>
<td>12:30pm - 1:30pm</td>
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<tr>
<td>Servant Leadership</td>
<td>TBA</td>
</tr>
<tr>
<td>Afternoon Courses</td>
<td>1:30pm - 4:30pm</td>
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<tr>
<td>Dinner</td>
<td>5:00pm - 5:30pm</td>
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<tr>
<td>Evening Courses</td>
<td>6:00pm - 9:00pm</td>
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<td>Curfew</td>
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</tr>
<tr>
<td>Sun. - Thurs.</td>
<td>11:00pm</td>
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<tr>
<td>Fri. – Sat.</td>
<td>12:00am</td>
</tr>
</tbody>
</table>
SPIRITUAL FORMATION

Morning Prayer / Devotional
Prayer is the primary path to intimacy with God and is an avenue through which we may drive closer to Him. LABI believes mornings are the best time for prayer because it centers and dedicates the day to the Lord.

- All on campus students are required to attend Morning Prayer on Tuesdays, Wednesdays, and Thursdays from 7:00am – 7:30am.

Chapel
Time is set aside Monday – 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
English Chapel (Tuesday & Thursday) 11:10am to 12:30pm
- Location in Main Chapel
Spanish Chapel (Monday & Thursday) 11:10am to 12:30pm
- Location on Monday: Main Chapel
- Location on Thursday: SPD Boardroom
Bilingual Chapel every Wednesday 11:10am to 12:30pm
- Location in Main Chapel

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 by RA’s
- 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 times per semester
  - Absences are to be used for personal needs: i.e., doctor’s appointments, illness, etc.

Prayer:
- Begins at 7:00am sharp
- Arrival after 7:00am will be marked late
  - Three late marks is equivalent to one absence
- Arrival after 7:05am will be marked as an absence

Chapel
- Begins at 11:10am sharp
- Arrival after 11:15am will be marked late
  - Three late marks is 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

Absences
• After 3 absences- Verbal warning by RD/ RA’s
• After 5 absences- Meeting with Campus Pastor/ RD
• After 6 absences- Disciplinary action taken by Dean of Students and committee

Note: Missing chapel and/or prayer more than 6 times per semester can and will result in disciplinary action and/or a fine of $50.00-$100.00. Students who miss Prayer/ 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:
  o Men: May dress semiformal or casual (i.e. Slacks, kaki, Button-up dress shirts and polo shirts, ties are optional)
  o Women: May dress semiformal or casual and skirt/dresses with the minimum hemline 2 inches above the knee.

Mobilization
LABI 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 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 one of the Campus Pastors or Practicum professor.

Servant Leadership
Servant leadership serves as an opportunity to help students develop their Christian character. On campus students are required to complete 6 hours of Servant Leadership per week. All schedules will be distributed during the semester’s first house meeting. In case of any questions please notify the RD or head of department in student is assigned.
Work-study
Each student with Work Study is required to work their assigned hours plus his/her Servant Leadership hours.
- Students on work-study must submit a time sheet bi-weekly.
- Timesheets are to be turned in to the Residence office on time!
- In case of an emergency, student is responsible for notifying their immediate supervisor.
  - NO EXCEPTIONS!

Guidelines for Servant Leadership and 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 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 has a zero tolerance for such actions. Therefore, any student(s) caught participating in a prank will be automatically suspended from LABI for 1-3 school days. Any damage that is caused by a prank will be the sole responsibility of the person(s) who pulled the prank.

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 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 students are prohibited from: using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances or illegal drugs on LABI property. This also applies at any LABI sponsored activities or while attending off-campus events as an official representative of LABI.

**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.

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

**Cohabitation**
Sexual activity of any kind 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.

**Setting a Fire/Arson**
Lighting a fire without authorization, fire setting in an occupied building, fires set with the intention of destroying property is prohibited at LABI.

**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 property, except in receptacles provided for that purpose is not permitted.

**DRESS CODE AND PERSONAL APPEARANCE**
LABI 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 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, and occasion. Students are not asked to agree with these determinations, but they are asked to honor them while school is in session. 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 appropriately 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 permitted as long as the garment is not too low (front and back), closefitting under the arms.
- 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.

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.
DATING RELATIONSHIPS

LABI 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 has set for relationships apply to all on-campus students. Including, relationships between an on-campus student and an off-campus/non-LABI 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.
- A responsible 3rd party must accompany two people of the opposite sex and/or couples that desire to leave campus.
- Public display of affection or any form of intimacy is NOT permitted on LABI College campus.
- 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 expulsion/suspension. The Disciplinary Committee consists of: Dean of Students, Campus Pastor, Residence Director, SGA President, SGA Vice President, and LABI College 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 Check
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.

- **Personal trash should not discarded in restrooms, lobbies, or lawn trash cans.**
- All garbage must be wrapped/bagged and placed in the trash dumpsters located in the back of the dormitories.
- Carpet should be vacuumed every other day.
- 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 arears 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 could be subject to disciplinary action.

Vacuum(s)
- Students may borrow LABI vacuums located in each study room. All vacuums must be returned to its original place.

Common Interest 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.

Damage to LABI College Property
Students who cause damage to LABI property including: building structure, window glass, screens, walls, beds, closets, toilets, sinks, doors, showers, restroom stalls, closet doors, etc. could 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, you should 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 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 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.

Curfew Hours:
Sunday – Thursday 11pm
Friday – Saturday 12am

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 of the opposite sex are not allowed to leave the campus together without a *responsible* third party.
- 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 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.

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

**Projector Use in Common Area(s)**
Projection of a movie or videos of any kind involving a group of students in a common area must be approved by the Residence Director.

**No playing sports/or skating in dormitories**
In order to avoid accidents or damage to LABI property playing games and skating in hallways, dormitories, or tile is strictly prohibited.
**Fountain:**
For decoration purposes only.
- Throwing peers 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.**
  - Because of the diverse music tastes 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 LABI 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.

**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 sealed with 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. Request an Extended stay authorization form 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

- House Meetings are mandatory for all on campus students. Failure to attend will result in a $50 fine for the first absence and a $100 fine for any further absences.

Who May Live at LABI?

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

Who May NOT live at LABI?

- Any student over the age of 29 except under certain circumstances and approval by the Dean of Students/President
- Students who take 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 unless these apartments are rented by a parent or guardian, are managed by LABI, or student does not meet the admissions criteria.

Men/ Women in Dorms

- Women are not permitted in the men’s dormitories or men in the women’s dormitories. (Unless when cleaning restrooms and hallways for servant leadership)
- 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.

Dorm Room

- To avoid stains when dying hair, students are required to cover the area of the floor being used.
- 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.

Sleeping

- Two people 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 and blinds.
- 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 clean as needed.
• No cooking stoves of any kind are allowed in dorm rooms.
• 2-Slice Toasters are allowed, 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 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.

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.

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 in the school, the student will face a fine of $25.00.

* Burning Candles / Incense *
• Burning candles and incense are 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 RD/RA when arriving to 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

* 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 or 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) *
• 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 8:00 a.m. and 9:00 p.m. **Please do not leave clothes overnight.**

* Gym *
The Gym is open during school hours but is closed at curfew and during chapel.
• **Loud music is not to be played while working out.**
Mail
- Mail is delivered to the RD’s Office Monday - Friday. The RA’s hand deliver mail to the students.

Administration Office Hours
- Monday – Friday 8am – 5pm
- Closed for lunch daily 12:30pm – 1:30pm

ACTIVITIES AND ORGANIZATIONS

Yearly Activities
- Apertura Friday
- Beach Day or Park Day
- Spiritual Emphasis Week
- College Days
- Missions Week
- Convention
- Christmas Banquet
- Graduation Banquet

Student Organizations
Students have an opportunity to participate in different organizations at LABI. The organizations offered are as follows:
- LABI Touring Team
- Media/Yearbook Team
- Praise and Worship Team
- SGA (Student Government Association)
- Drama Team

Student Government Association (SGA)
- SGA is formed of currently enrolled students who are elected by the student body to serve as student representatives.
- 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.
- SGA is under the supervision of the Dean of Students.

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, a 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 or administration is not responsible for treatment of emergency transportation fees. In case of illness due to new or pre-existing conditions, LABI 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.
   - Residence Director 714-280-6851
   - Dean of Students 714-743-3355
   - 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:**
  o If inside, take cover under a desk or table near an interior wall.
  o If outside, move away from windows, tall objects and overhead lights.
• **After the shaking stops:**
  o Do not use telephones except for life-saving situations.
  o 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.
  o When the alarm sounds, each student should leave the residence facilities immediately.
• Fire lanes must be kept clear of vehicles.
  o 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.

Residence Director and Dean of Students Contact Information:

Sandra Cerda
Residence Director
scerda@labi.edu

Robert Cerda
Dean of Students
rcerda@labi.edu
DISCIPLINE POLICIES & PROCEDURES

Rules are the requirements and limits that a student must comply with at LABI. 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.

Disciplinary Committee

This committee is supervised by the Dean of Students

- Committee members:
  - Dean of Students
  - Campus Pastor(s)
  - Resident Director
  - SGA President and Vice President
  - 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 dorm rooms clean
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 Servant Leadership
  - 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 has the right to expel a student at any given time, as the LABI 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 your 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. The school 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 the school.
STUDENT GRIEVANCE POLICY

A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory or a hindrance to his or her education. Students who have a complaint or grievance about their LABI College experience should complete a grievance form attached within this handbook and submit it to the department where the complaint originated. All grievances will receive a formal response.

Early Resolution

- Prior to making a format grievance complaint, the student shall attempt to resolve the issue with the individual(s) according to Matthew 18:15-18. If the student is not satisfied with the outcome after the meeting with the individual, or does not feel comfortable talking to the, administer or staff member involved, the student may contact the Dean of Students. The student shall address the initiate action under this policy within 30 days of the event giving rise to the complaint.
- If the grievance is against the Dean of Students or the Residence director and the student is not comfortable talking to either two directors, the student can go directly to that supervisor’s boss or to any other paid staff member who will serve as an advocate and mediator in the problem and report it to the proper supervisor.
- The Dean of Student Service may counsel the student to discuss the issue with the involved student, administrator, or staff member. If the student does not feel comfortable talking to the person involved, the Dean of Students will investigate the complaint, attempt to reconcile differences, and propose the solution. The Dean of Students will provide a written statement of his or her recommendation to all parties within ten working days following the initial receipt of the student’s report of the complaint. All involved parties will then have ten working days to respond. Every effort should be made to resolve the issues without going beyond this level. The Dean of Students will attempt to facilitate a resolution before proceeding with a hearing, as described below.

Filing a Grievance Form and Hearing Request

- If the student is not satisfied with the recommendation of the Dean of Student, he/she may file a grievance form and request a formal case hearing.
- The grievance must include a specific statement compliant; an explanation of the remedy of the students seeks.
- If the student files a request for a hearing, a Student Hearing Committee as defined below must convene within 10 working days.

Hearing Procedures

- Upon receipt of written request for a hearing, the Dean of the Students’ will appoint a Hearing Committee according to the following procedure
- The student can be accompanied by other students whom he or she wishes to serve as witnesses. The Dean of Students will then contact the Hearing Committee members which are: LABI College President, Dean of Students, Campus Pastor, SGA President and Vice President, and Residence Director.
As soon as the Hearing is scheduled, the chair of the Hearing Committee will send a written notice to all noticed parties. The notice to all involved parties will specify the time, place and nature of the hearing, plus a brief description of the complaint. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purpose only.

At least three days prior to the hearing, all parties will provide to the chair of the Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. The student and the involved individual(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

The students and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the complaint rests with the student.

The Hearing Committee chair shall keep a recording of the hearing, which shall include date, time and location of the hearing, names of those present, and evidence introduced (e.g. records written testimony, duplicated materials).

Committee Decision
- After completion of the Hearing Committee shall meet in closed session and prepare a written recommendation. Copies of the hearing Committee chair’s report shall be forward to the involved duplicated within five working days.
- The student may request a reconsideration of the case in instance where or she is dissatisfied with the decision of the Hearing Committee. The appeal must be made in writing, within five working days, to the President.

Grievance Response
- Any student who files a grievance will be given a formal response and within 10 business days.
Grievance Flow Chart and Response

Step 1
• Try to resolve the issue with the person whom the complaint is against

Step 2
• If unable to resolve, take the grievance to the administrator who is the direct supervisor

Step 3
• If the administrator is whom the complaint is issued against, address grievance to the supervisor of administrator.
Grievance

Satisfied by informal Complaint to administrator

Not satisfied by informal complaint

Student submits grievance form to administrator where the complaint originates

Satisfied

Not Satisfied Student request for formal hearing
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
- Work Study Program & Servant Leadership
- Chapel/Prayer Attendance
- Student medical and health emergencies
- Dorm Life

Campus Pastor
- Spiritual guidance
- Student Practicum
- Chapel services
- 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
LABI College

Student Grievance Form

Fair and prompt resolution of legitimate grievances is a vital part of the school’s professional and ethical commitment to its students. If a student has any grievances with another student, faculty member, or administrative staff, the procedure to handle the grievance is the following:

1. The appropriate Dean will respond to the grievances with a written plan of action and file the grievances into the appropriate Grievance file record.
2. If a resolution is not satisfactory by any party, the Dean will address the matter with the Presidential Cabinet in order to seek a better solution.

Please state your grievance below or attach email/documents for record

________________________________________________________________________

Name of Student: __________________________________________________________

Name of Grievance to be filled against __________________________________________

Date: ______________________

GRIEVANCE/ISSUE TO BE ADDRESSED:

________________________________________________________________________

PLEASE RETURN THIS SHEET TO THE IMMEDIATE SUPERVISOR OF WHERE THE GRIEVANCE ORIGINATES
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. Sometimes it will be difficult to abide by these rules but it will help with your formation as a student. We hope your stay at our school will be blessed. Welcome to LABI, 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