



**LABI
COLLEGE**

Student Handbook

Fall 2024

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Welcome Letter

Welcome to LABI College! When I was a little girl, I would hear stories from my uncles, aunties, cousins, and my dad about their amazing time at LABI College. They would speak of how God spoke to them in the chapels, classes, and throughout their time living in the dorms. Through their stories, I could tell how special LABI College truly is. I later got to experience that amazement when I attended LABI College. I loved every minute of my time here and I am a proud Alum! In over fifteen years of relationship with my beloved alma mater, I have personally witnessed how God has used this *hidden gem* to permanently shape the direction of the life and vocation of thousands of young people. I am convinced that during your time here God will do the same with you.

The experiences and relationships forged during your time at LABI College will shape and sharpen you as a person and will clarify God's calling on your life. At LABI College, we value hearing your story and learning about you. However, belonging to this community requires allowing yourself to be known and respect the community values.

At LABI College, you will encounter laborious academic programs, intentional learning opportunities, and faculty, staff and administration who desire to minister to you and to mentor you.

Furthermore, the Spiritual Formation Office has been designed to develop you holistically and help you to become the person God created you to be. I encourage you to take advantage of your time here at LABI College and allow God to change your life through our vibrant community life and our vigorous spiritual experience.

Being part of the LABI College community, like any community, has certain standards, requirements, and responsibilities that facilitate college life. These expectations reflect our affiliation with the Assemblies of God denomination and help to facilitate a strong Christian community. This handbook is your guide to understanding the community life experience at LABI College. It is expected that all students read through this material and refer to it as necessary.

Dr. Krystal Baca Matthews

Vice President of Spiritual Formation/Student Life and Campus Pastor

Institutional Mission, Objectives, Values, And Vision Statement

Since 1926, LABI College has equipped young men and women for leadership in Latino churches by providing biblical, theological, and ministerial training. The school's curriculum focuses on the bilingual and bicultural preparation of men and women who have a calling from God to enter into either full-time ministry, church leadership, or pursue higher education.

LABI College holds the distinction of being one of the oldest Hispanic educational institutions in the United States. On October 1, 1926, Miss Alice E. Luce, a former Anglican missionary, joined with Ralph and Richard Williams and founded Latin American Bible Institute in San Diego, California, in conjunction with (then) Glad Tidings Bible Institute. Her vision and determination for a Hispanic Bible school has remained an underlying factor in the success of LABI College.

- **Mission Statement**
 - We are a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the Church and the World.
- **Objectives**
 - **Academics**
 - 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 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.
- **Values**
 - **Truth:** pursuing truth and a biblical foundation through academic learning.
 - **Service:** experiencing servant leadership through ministerial and professional opportunities that develop gifts for service.

- **Culture:** commitment to cultural integrity and embracing diverse ethnicities.
- **Character:** developing Christ-like identity, habits, gifts, and cultivating a love for others.
- **Vision**
 - Biblical higher education accredited, state and federally approved, and fully endorsed by the Assemblies of God, LABI College merged with Latin American Theological Seminary, will become one of the most academically respected, diverse, and cost-effective, theological training institutions in the country.

Spiritual Formation: Vision, Mission, and Values

The vision that guides the LABI College community is rooted in the school's heritage as an institution of the Pentecostal tradition which was birthed out of the Azusa Street Revival in Los Angeles, California, at the turn of the twentieth century. From its inception, the movement generated a multicultural, multiracial, and gender-inclusive community of Spirit-empowered Christian believers who were committed to peacemaking and reconciliation.

- **Vision**

- In conjunction with the school's heritage and the vision of LABI College, The Office of Spiritual Formation exists to serve, equip, and contribute to the spiritual formation of the students, staff, and faculty during their educational experience at LABI College.

- **Mission**

- To continuously develop as an inclusive community growing in spirit and service, LABI College invites its students to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the 21st century.
- In order to accomplish its vision, The Office of Spiritual Formation's mission is to equip "NexGen" leaders, encounter God, establish healthy relationships, empower students for ministry, engage in small groups, encourage unity, and educate the spirit filled life.

- **Values: E⁶**

The Spiritual Formation Office has six Institutional Learning Outcomes to demonstrate core competencies:

- **E1: Equip "NexGen" Leaders**

We equip the next generation of leaders by providing an educated and experienced staff composed of licensed Pastors, Pastoral Interns, and Student Interns. We provide Student Ministry Internships for appropriately called, gifted and available men and women, with the intent of preparing them to serve as leaders of existing churches, church planters, or trailblazers in their communities. We provide Pastoral Ministry Internships as an opportunity for LABI students to gain experience in various areas of pastoral ministry, under the supervision and guidance of the Lead Campus Pastor and Pastoral Staff.

- **E2: Encounter God**

We encourage every student to spiritual maturity through on-campus morning prayers and regular chapel attendance. The Chapel provides a space for the community to gather as we consider and celebrate the ways that we are all connected. There are a variety of speakers and topics planned throughout the school year.

- **E3: Establish Healthy Relationships**

The Pastoral House is dedicated to the spiritual health of our students. Our goal is to be welcoming to every student and to view everyone with intrinsic value. Our policy and philosophy gears toward pastoral and biblical guidance; Pastors use the Bible as a guide and share from life and ministry experience. It is not the practice of the Pastoral Team to medically counsel individuals. If such counseling is needed, we refer to a licensed professional.

- **E4: Empower Students For Ministry**

The Academic Office helps our students discover, develop, and deploy their gifts, talents, and abilities through Practicum courses. Students serve within the local church who act as a catalyst for community change, and optimize the mutual respect, resources, and common purpose critical in caring for students.

- **E5: Encourage Unity**

The Student Life Department hosts monthly activities to foster unity, fellowship, and camaraderie.

- **E6: Educate the Spirit Filled Life**

The Pastoral Office has teamed up with the Academic Office to offer three academic practicum courses. The courses include but are not limited to: Administration of Liturgy, Church Management, Conflict Management, and Personal Leadership Development. These courses are designed to mentor, support, and instruct students through the challenges of ministry via interactive lectures, class discussions, and reflection papers.

Faith Confession

The Spiritual Formation Office is informed by its evangelical persuasion and Pentecostal heritage, aligned with the General Council for the Assemblies of God (Springfield, MO), LABI College affirms the following confession of faith.

We believe:

- the Bible to be the inspired and only infallible and authoritative Word of God.
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal, future return to this earth in power and glory to rule over the nations.
- the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- regeneration by the Holy Spirit is absolutely essential for personal salvation.
- the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who seek it.
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Spiritual Formation Pastoral Team

The Spiritual Formation Office provides an educated and experienced staff composed of an ordained/licensed Pastor and Student Chaplains. The Pastoral Team meets on a weekly basis to communicate updates, evaluate weekly involvements and to plan and coordinate future events, morning prayers, and chapels. Pastoral Meetings are chaired by the lead Campus Pastor and weekly progress on the pastor's individual and corporate responsibility and spiritual life is presented.

The Campus Pastor of LABI College is Krystal Baca-Matthews. Pastor Krystal is a proud church kid that comes from a strong legacy of ministers. She graduated LABI College with her Associates Degree in Bible and Ministry in 2006. Krystal also attended Vanguard University where she earned her BA in Theology with an emphasis in Ministry and Leadership as well as her Masters in Leadership Studies with an emphasis in Hispanic Leadership. She has served in many impactful ministry positions. Krystal was a Youth Pastor at Faro Church for nearly ten years. In 2014 she joined the LABI staff as the Women's Pastor. In 2015 she was promoted to Lead Campus Pastor. This made her the first woman to ever hold the title of Lead Pastor since the school opened in 1926. Krystal gained further higher education experience serving at Vanguard University as Associate Pastor from 2019-2023.

In the Fall of 2023 Krystal clearly felt God telling her it was time to go back home to LABI College. Krystal is now the Vice President of Spiritual Formation/Student Life and Campus/Enrollment Pastor at LABI College. Krystal is passionate about seeing young people accept, prepare, and walk in their calling. She believes that each student has the ability to reach thousands of people for the Kingdom of God! She is honored to be at an institution that allows her to live out her calling as she helps others step into theirs. She resides in Covina, CA with her husband Bo and their beloved dog Chicka.

Pastoral Student Chaplains

Pastoral Internships provide opportunity for LABI students to gain experience in various areas of Pastoral ministry, under the supervision and guidance of the Lead Campus Pastor. Opportunities include a variety of ministerial functions (worship, youth, teaching, education, etc.) Internships develop leadership capacity, provide an opportunity for ministry and to encourage a life of service.

Positions are dependent upon the capacities and preferences of the student as well as the discretion and needs of the office. Student Chaplains work weekly within the parameters of the Pastoral Office and meet weekly with the Campus Pastor. These meetings are intended to educate and train interns as they lead. Interns will also be personally and spiritually mentored throughout the internship.

Alumni or students who are interested in applying for an internship must fill out the appropriate form with the Campus Pastor.

Spiritual Formation: Requirements

Chapel Requirements

Chapel is an integral part of the LABI College community and fundamental to the spiritual, intellectual, and social development that students will experience during their time at the school. Chapel services are designed to allow the LABI College community to pursue God together and learn to respond to His leading through the power and presence of the Holy Spirit.

Chapel is provided for you as a student to hear messages by ministers, missionaries, teachers, and students whom God will use for your edification and challenge you to work in ministry and help develop your life for that ministry. Chapel attendance is as critical to the spiritual formation of a student as class attendance is to his/her academic success. Chapels provide time where we join as the body of Christ for a time of prayer, praise, and reflection on the Word.

Goals of the Chapel Program

- To live out the vision of LABI College and the Office of Spiritual Formation.
- To grow in the discernment of and response to the presence and power of the Holy Spirit.
- To equip and train the LABI College community to live as Christ's disciples in whatever context they operate.
- To encourage the pursuit of Spirit-empowered lifestyle and spiritual gifts as outlined in the New Testament.
- To provide first-hand leadership experience for those called to ministry within the Christian church.
- To encourage appreciation, familiarity and love for the Word of God.
- To cultivate a heart of gratitude and nurture community through regular corporate worship.

LABI College chapels meet three times per week (1 evening, and 2 morning). Students are required to attend all three chapel services per week. On-campus students and commuter full-time students (12+ units) are required to attend a minimum of 39 out of 42 chapels per semester—unless otherwise approved through an appeal process or approved absences (i.e., doctor's appointments, illness, work, etc.).

Chapel Attendance Policies:

Attendance is taken at every service. Students must be on time and stay all the way through Chapel to receive attendance credit.

- Tuesday Outlet Chapels (Student Chaplain Led): 9:00pm-10:30pm
- Wednesday Morning Chapels: 11:11am-12:30pm
- Thursday Morning Chapels: 11:11am-12:30pm

Morning Chapels:

- Morning chapels begin at **11:11am sharp**.
- Students arriving after 11:11am will be marked **late**. Three late marks are equivalent to one absence.
- Students arriving after 11:20am will be marked **absent**.
- Leaving Chapel before it is dismissed will be marked as **absent**.

Outlet Chapels:

- Outlets begin at **9:00pm sharp**.
- Students arriving after 9:00pm will be marked **late**. Three late marks are equivalent to one absence.
- Students arriving after 9:10pm will be marked **absent**.
- Leaving Chapel before it is dismissed will be marked **absent**.

Chapel Discipline Procedure:

Missing Chapel more than three times per semester can and will result in disciplinary action as outlined below:

- After 3 absences: Verbal warning by Pastoral Staff
- After 5 absences: Written warning and meeting with Pastoral Staff
- After 6 absences: Student will be fined. This is done directly through the Business Office.

After six absences, every missed Chapel will result in a \$25.00 fine per absence.

Additionally, students who miss Chapel more than six times will not be able to participate in leadership roles or have the privilege to serve or participate in the school's extracurricular activities such as department assistants, members of worship/touring team, drama team, etc.

Also, signing into/checking in to Chapel for someone else will result in disciplinary action for all students involved. Leaving Chapel without checking in/letting a representative of the Spiritual Formation Office know of your reason for departure is not permitted and will be met with disciplinary action.

A request for an excused absence must be emailed to the Spiritual Formation Office at studentlife@labi.edu. Inaccurate or false claims presented will be immediately denied, considered as conduct violation, and may require further disciplinary sanctions.

Extenuating Circumstances Policy:

Chapels are required for all on-campus students and for all off-campus full-time students who do not meet the extenuating circumstances policy (students with verified employment, students over the age of 25, have children and/or whose life circumstances qualify, etc.). Any request for extenuating circumstances must be emailed to the Spiritual Formation Office at studentlife@labi.edu. Make sure to explain the specific life circumstance that qualifies you for the extenuating circumstances and attach any pertinent documentation if needed (job schedule,

etc.). Inaccurate or false claims presented will be immediately denied, considered as conduct violation, and may require further disciplinary sanctions.

If a student has a significant change to their schedule mid-semester (i.e. new job, change of schedule, etc.) they must notify the Spiritual Formation Office by emailing studentlife@labi.edu within two weeks of the change to be considered for excused Chapel attendance. Extenuating circumstances are considered on a case-by-case basis.

Off Campus/ Online Full Time Students Chapel Requirement

If you are an off-campus/online full-time student (12+ units) and if you are excused from attending our in-person Chapel based on the extenuating circumstances policy, you will be required to watch our Chapel services online each week as scheduled. You are required to complete a minimum of 13 out of 14 weekly Chapel videos.

We will livestream and post our morning services via the LABI College YouTube channel: www.youtube.com/@LABICollege. Each week you will watch the Chapel service and respond to the question prompts in the GoogleForm linked in the description box. To receive chapel credit, each form must be thoughtfully completed within one week of the video's posted date. No late submissions will be accepted, and will be counted as an absence. Failure to complete and submit the GoogleForm will be counted as one absence.

Chapel Discipline Procedure:

Missing Chapel online more than once per semester can and will result in disciplinary action as outlined below:

- After 1 absence: Verbal warning by Pastoral Staff
- After 2 absences: Written warning and meeting with Pastoral Staff
- After 3 absences: Student will be fined. This is done directly through the Business Office.

After three absences, every missed Chapel will result in a \$25.00 fine per absence.

Additionally, students who miss Chapel more than three times will not be able to participate in leadership roles or have the privilege to serve or participate in the school's extracurricular activities such as department assistants, members of worship/touring team, drama team, etc.

Prayer Requirement

In addition to the weekly LABI College there are three weekly prayers providing further occasions for discipleship and development. Prayer is the primary path to intimacy with God and is an avenue through which we draw closer to Him.

Morning prayers are required for all on-campus students. Morning prayers are held in the Upper Room lobby. Attendance at morning prayers are just as important as Chapel attendance.

During this time, students will have the opportunity to grow in Christ, intercede for the world, family, various ministries, revival, and worship the Lord.

Goals of Morning Prayer:

- To learn how to pray
- To achieve the level of spiritual life required for effective ministry
- To develop an intimate relationship with Christ
- To allow the character of Christ to be formed within

Prayers occur three times a week. Students are required to attend all three prayers. On-campus students are required to attend a minimum of 39 out of 42 prayers per semester— unless otherwise approved through an appeal process or approved absences (i.e. doctor's appointments, illness, etc.)

Prayer Schedule:

- Tuesday: communal, 7:00am-7:30am
- Wednesday: individual, on your own time
- Thursday: communal, 7:00am-7:30am

Prayer Attendance Policies

Attendance is taken at each meeting. Students must be on time and stay all the way through prayer to receive attendance credit.

- Prayer begins at 7:00am sharp
- Students arriving after 7:00am will be marked late. Three late marks are equivalent to one absence.
- Students arriving after 7:05am will be marked absent.
- Leaving prayer before it is dismissed will be marked absent.

Prayer Discipline Procedure

Missing prayer more than three times per semester can and will result in disciplinary action as outlined below:

- After 3 absences: Verbal warning by Pastoral Staff
- After 5 absences: Written warning and meeting with Pastoral Staff
- After 6 absences: Student will be fined. This is done directly through the Business Office.

After six absences, every missed Chapel will result in a \$25.00 fine per absence.

Additionally, students who miss prayer more than six times will not be able to participate in leadership roles or have the privilege to serve or participate in the school's extracurricular activities such as department assistants, members of worship/touring team, drama team, etc.

Also signing into/checking in for prayer for someone else, will result in disciplinary action for all students involved. Leaving prayer without checking in/letting a representative of the Spiritual Formation Office know of your reason for departure is not permitted and will be met with disciplinary action.

Reasons for Excused Prayer Attendance

- Commuter/Online students
- Students with verified employment

A request for excused prayer absence must be emailed to the Spiritual Formation Office at studentlife@labi.edu. Inaccurate or false claims presented will be immediately denied, considered as conduct violation, and may require further disciplinary sanctions.

Extenuating Circumstances Policy

If a student has a significant change to their schedule mid-semester (i.e. new job, change of schedule, etc.) they must notify the Spiritual Formation Office by emailing studentlife@labi.edu within two weeks of the change to be considered for excused prayer attendance. Extenuating circumstances are considered on a case-by-case basis.

Chapel and Prayer Etiquette

We expect all students to respect invited speakers, students, and staff when they share in Chapel or devotionals. Regardless of preference or opinion, students are not to disrespect those speaking or those gathered to participate in Chapel or prayer. We have a high standard of expectations for students attending Chapels and prayers based on the simple theological truth that where two or more are gathered in the name of Jesus Christ, His presence too, is manifested in that place (Matthew 18:19-20).

Therefore, we expect students to act with honor and love, (1) towards the Lord, and (2) towards one another. Students are not permitted to use laptops, iPads, tablets, or other distracting electronic devices during Chapel. In short, Chapel and prayer are best experienced when we unplug.

Students are also to refrain from disruptive talking, doing homework, or other activities outside of the purposes of the Chapel and prayer gatherings. If a student persists in using such devices for any reason other than for Bible app use, notetaking of the message, or direct participation in the Chapel or prayer experience, or engages in disrespectful behavior, they will be asked to leave the Chapel or prayer and be marked absent. This behavior may also lead to disciplinary action. Students may bring water to Chapel services and prayers, but no other food or drink.

Chapel Attire

Men: may dress semi-formal or casual (i.e. slacks, khaki pants, button-up dress shirts and polo shirts. Ties are optional.

Women: may dress semi-formal or casual, and if skirts/dresses are worn, the minimum hemline is 2 inches above the knee.

Students who violate the dress code given for Chapels or prayer (immodesty, hats, etc.) will be asked to change immediately and will be given a verbal warning. Further dress code violations will result in disciplinary action.

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 expectations and responsibilities include but are not limited to Chapel and prayer attendance and good standing with the Residence and Academic Offices. Students who fail to meet the standards for on-campus behavior are subject to lose the privilege of living on the LABI College campus and/pr lose their privilege of continuing as a 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.

Student Life Purpose Statement

Student Life seeks the daily implementation of our goals through the cultivation of a supportive and safe environment for all students to grow in spiritual, social, and academic success, through events, service, resources, workshops, fellowship, and healthy routine. Even more, we seek to cultivate a culture of Heaven on earth, raising up Christ-minded and Christ-adoring men and women who surrender their whole lives to Jesus in the secret and the open, and who respect and love themselves and each other in unity.

Community Expectations

Student Life Department Goals

The Student Life and Residence Departments aim to help students have a pleasant experience while being a student at LABI College. Our aim 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 calls

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 this 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 handbook 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 Principles

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 (Philippians 4:8); in our words, we should speak only what is beneficial and avoid gossip (Proverbs 16:28, Ephesians 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 1 Corinthians 6:12, Paul addresses Christian liberty when he writes, “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 dominate us. As Christians, we need to avoid activities that can become addictive or that can lead us astray.

In 1 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 1 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 1 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

Prayer (Tuesday, Thursday)	7:00am-7:30am
Breakfast	7:30am-8:00am
Morning Classes	8:00am-11:00am
Morning Chapel (Wednesday, Thursday)	11:11am-12:30pm
Lunch	12:30pm-1:30pm
Afternoon Classes	1:30pm-4:30pm
Dinner	5:00pm-5:30pm
Evening Classes	6:00pm-9:00pm
Outlet Chapel (Tuesday)	9:00pm-10:30pm

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

Internships

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 take place in our internship churches. Students are *required* to participate in 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 courses and guidelines.

Note: For questions regarding internships, please speak to Yvette Robles or Practicum professor.

Work-Study

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

- Students on work-study must submit a *signed and approved* timesheet bi-weekly.
- Timesheets are to be turned in to the Financial Aid Office on time!
- In case of an emergency, students are responsible for notifying their immediate supervisor. NO EXCEPTIONS!

Guidelines for Work-Study

Students are required to report to his/her direct supervisor on their 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 providing false information is not tolerated.

Student Records

LABI College is entitled to keep a copy of a student's behavioral 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. Hazing, 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) is not permitted and will not be tolerated.

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 or 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 firearms, BB guns, ammunition, etc. or an imitation that could be used to cause fear or injury to another person is **absolutely prohibited**.

Prohibited Substances

Whether on LABI College property, at any LABI College sponsored event, or while attending any off-campus event, as representatives of LABI College, students are prohibited from using, possessing, manufacturing, dispensing, distributing, purchasing, or being under the influence of:

- Alcohol
- Controlled substances (i.e. prescribed pharmaceuticals substances with or without prescription, unless otherwise approved by the VP of Student Life for medical need)
- All tobacco products (including snuff or chewing tobacco)
- Illegal drugs of any kind
- All smoking (this includes all tobacco products, but not limited to e-cigarettes, vaping of any kind, weed, cigars, hookah, or use of similar substances. They are not prohibited in any form.)
- Marijuana in any form.

Please also note that any paraphernalia or accessories associated with or glorifying any of the above products are also not permitted on campus.

Note: 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 the VP of Student Life. Even then, 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, symbols, or gestures is not allowed at LABI College.

Cohabitation

Sexual activity of any kind including, but not limited to: rough housing, piggyback 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. Possessions of personal lighters are not permitted.

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 are 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 Behavioral Standards will be subject to disciplinary action. Depending on the severity of the offense and/or the student's behavioral record, recommendations can be made to the disciplinary committee for suspension or 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 always pursue modesty in dress. 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.
- Strapless attire is not permitted (e.g. tube tops, spaghetti straps shirts/dresses, etc.)
- T-shirts with negative, suggestive, or sexual messages are not permitted.
- See-through clothing that exposes undergarments are not permitted.
- Low cut pants, which reveal midriff or undergarments are not permitted.
- Bare feet are prohibited anywhere on campus for safety and health reasons.
- Wearing undergarments is always required for both men and women. For ladies, this includes bras.
- Leggings/yoga pants/work-out pants that do not properly cover undergarments 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 (1 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 showering, shampooing, brushing teeth, washing feet, and wearing clean clothes daily.

Note: Students (on and off campus) who violate the LABI College dress code will be asked to change immediately. Students who violate the dress code excessively will be subject to disciplinary action. Depending on the severity of the offense 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, LABI College does 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 student/ 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 displays of affection or any form of intimacy are NOT permitted on LABI College campus. This includes, but is not limited to handholding, 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 offense and/or the student's behavioral record, recommendations can be made to the Disciplinary Committee for suspension/expulsion. The Disciplinary Committee consists of the VP of Student Life, Campus Pastor, Residence Director, Financial Officer, Dean of Academics, and if applicable, SGA President.

Stewardship

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

Room Checks

Students are responsible for cleaning their own dorms. Room checks will be held twice a week on Tuesdays and Thursdays by the respective Residence Chaplain to encourage clean and courteous behavior. In addition, random room checks can be conducted by the Residence Director and/or Campus Pastor.

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

- Personal trash should not be discarded in restrooms, lobbies, or outside lawn trash cans. Students who are found discarding their trash in areas other than the dumpster behind the Residence building will be asked to clean up their trash and take it to the dumpster.
- All garbage must be wrapped/bagged and placed in the dumpster located behind the Residence building.
- Carpets 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(s) does not heed the warnings to clean their room due to sanitation (Health Code), a Residence Chaplain or staff member will clean the room. There will be a cleaning fee of \$100.00 and student(s) will be subject to disciplinary action.

Vacuum

- Students may borrow the LABI College vacuum located in the cleaning closet inside the Residence Building. Vacuum cleaner must be returned to its original place.
- The LABI College vacuum is a shared appliance. Before returning it, empty out the dust cup/compartments and clear the brush roll of any debris.

- Students are strongly encouraged to bring his/her small vacuum.

Dorm Restrooms

- Residents are required to clean their own restrooms.
 - Each week, the four rooms surrounding each hall restroom will take turns cleaning the restrooms three days a week (Monday, Wednesday, and Friday).
- Cleaning entails:

Scrubbing showers	Cleaning toilets inside and out	Wiping down sinks and mirror
Wiping down window and sill	Taking out trash	Refill toilet paper, paper towel, soap
Sweeping and mopping floors	Disinfecting dispensers, locks, and light switch	

Note: Students who do not clean the restrooms on their assigned day/week may either be given a write-up, or be fined for each time they fail to clean and/or clean up to standard.

Common 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.
- Lobbies, bathrooms, hallways, and common areas should be clear of personal belongings.
- No eating or drinking on couches.

Note: Students who fail to clean up after themselves, or leave their belongings in common areas will risk having their belongings forcibly removed. LABI College is not responsible for any items left behind or unattended. Students who take our furniture from, leave trash/belongings in, or who damage the common 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 but not limited to building structure, window glass/screen, walls, beds, closets, toilets, sinks, doors, showers, restroom stalls, and closet doors will be subject to disciplinary action and a fine of up to \$500.00 depending on severity.

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

*“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 to 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**.”*

1+1 → 2+1 → Staff

Whether it is an issue between two students or 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 any loss of money, valuables, or damage to 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 Residence Building, while off-campus students/visitors are required to leave campus at curfew.

- Residents are to remain in their hallway/room one hour after curfew.
- Residents may visit each other's rooms within their hall only.
- Residents must be considerate of roommate(s) who may be sleeping, studying, etc.
- Any form of misconduct or disorder after curfew will not be tolerated.
- Residents are not allowed to leave campus after curfew (notify the Residence Chaplain in case of an emergency).
- Knocking on the men's or women's hall door is not permitted.
- Sleeping in the hallway or in another room not assigned by the Residence Team is prohibited.
- Stereos, computers, and/or loud conversations should not be heard outside a resident's room.

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

Curfew Hours

Sunday-Thursday

11:00pm (all off-campus/visitors are required to leave campus; all residents must be in Residence Building)

12:00am (all residents must be in their hall or dorms)

Friday-Saturday

12:00am (all off-campus/visitors are required to leave campus; all residents must be in Residence Building)

1:00am (all residents must be in their hall or dorms)

All residents are to assume the responsibility of being punctual for curfew. When running late due to unforeseen circumstances, residents must notify the Residence Chaplain as soon as possible.

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

Leaving Campus

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

Weekend Passes

Residents are to inform their Residence Chaplain of their whereabouts when absent from campus **overnight** by filling out a weekend pass. This is to ensure that the Residence Team is aware of why the resident is not on campus and in case of emergency.

- All weekend passes are for leaving campus and must be submitted to the Residence Team.
- All residents must leave and return as indicated on their weekend pass. Should any changes occur, it is the responsibility of the resident to inform the Residence Team.
- If the resident has an emergency or is unable to return on the indicated date, he/she must notify the Residence Team.
- All residents are encouraged to stay where he/she has listed on the weekend pass 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 in which the student must be away overnight, he/she must notify the Residence Team.

Missing Persons

Staff is expected to have contact with every resident throughout the semester. Occasionally, a student leaves campus without letting someone know or has disappeared without explanation. If you have not seen a fellow student in your regular contact, talk with his/her roommate(s)/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 made by the Residence Chaplain and submitted to the RD as soon as a suspected disappearance occurs. If necessary, the parents/guardian or emergency contact will be contacted by the RD.

Note: If you are away from campus on a regular basis for extended periods of time, the Residence Team will inquire about your whereabouts. This is not to pry into your personal matters, but to ensure your personal safety and express concern for your academic

progress and/or adjustment to on-campus living. Keep your RD informed about any issues you may have.

Borrowing Items

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

Television Use in Common Areas

There are two available televisions on campus— one in the WLI and the other in the Upper Room. All students are welcome to use the televisions for entertainment purposes, but must also be considerate and courteous of other students in the common room and of residents who may be sleeping, studying, etc. in their room/hall. If the television will be used for movies/shows or video games, be considerate of students who may be studying, doing homework, etc. in the common room by asking if it is acceptable to do so. If the overall consensus is no, aim to use the television at another time.

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

Video games can be played on the televisions in the Upper Room and the WLI, Friday through Sunday only. All games must conclude at curfew, no exceptions. After gameplay, the console, controllers, and other accessories must be disconnected and stored away. LABI College is not responsible for any loss or damage to the student provided game system(s).

Hallways: Playing Sports/Skating

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

Fountain

The fountain is for decoration purposes only. The fountain will also be used for approved baptismal purposes officiated by the Pastoral Staff. Throwing peers, trash, or any items/liquids into the fountain is not permitted. Putting feet or any body parts inside the fountain is not permitted.

Music

No loud music is allowed in the dorms or in common areas unless agreed upon by all students present. Because of the diverse music taste of our students, music may not be played on speakers in the common areas/dorms 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 Spiritually-driven in word and practice.

Students should be mindful of the volume level of music played in dorms/common areas. Students in surrounding dorms, halls, and common areas may be studying, sleeping, praying, etc.

Public Courtesy

Loud noise levels (i.e yelling, shouting, laughing, talking, singing, etc.) within the dorms are not allowed, and will be addressed at the discretion of the Residence Team.

Extended Stays

- Due to liability reasons, extended stays on campus during holidays/breaks (Spring, Summer, Winter) are not allowed.
- Students must vacate the halls by the established move out date and time at the risk of being charged with a \$100 late checkout fee, as well as rent per day present.
- LABI College assumes no responsibility for the loss or damage of personal belongings of residents, belongings that are left in the residence halls during breaks or other vacation periods. Items left behind for storage must first be approved by the RD and a Storage Agreement Form must be completed and signed. These items must be packed and sealed with the resident's name and phone number. The resident is then responsible for putting these items in the assigned storage room, and for picking up these items after the break.
- Residents are responsible for leaving their dorm clean and empty of personal items before leaving on break.

Note: Exceptions can be made for Out of State (OOS) students for all holidays and breaks except for Winter and Summer breaks. OOS must first get authorization from the Business Office to stay as they will become "renters." If an OOS arrives on campus before the designated time and without notifying the Residence Office 30 days in advance, accommodations are NOT guaranteed and he/she will be charged the \$100 Early Arrival Fee, on top of rent for each night present until the previously scheduled check-in day.

Note: Not complying with the cleanliness policies of common areas and dorms will result in disciplinary action, and a fine of up to \$125.00 will be applied to the student's account.

Residence Life

Each student is expected to obey and respect his/her Residence Team, VP of Student Life, Campus Pastor, Administration, Interns, SGA Cabinet, and student peers. It is expected for each student to have a positive attitude and respect each other's personal property and space.

Meetings

Both house and hall meetings are mandatory for all on-campus students. These meetings are important to attend as important information that pertains to these students is delivered.

Note: Failure to attend will result in a \$25.00 fine for the first absence and a \$50.00 fine for additional absences. If a resident is unable to attend, he/she must inform the Residence Chaplain as soon as possible.

Who May Live At LABI College?

- Students who have fulfilled the requirements for Admissions
- Students who are enrolled in at least 12 units

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

Who May Not Live At LABI College?

- Any student over the age of 29, except under certain circumstances and approval by the VP of Student Life and LABI College President
- Students who have not fulfilled the requirements for Admissions
- Students who are enrolled in less than 12 units

Note: Students may not live in any SPD apartment while attending LABI College unless the apartment is rented by a parent or legal guardian, or are managed by LABI College and approval is given. Students who do not meet the dormitory criteria may never live in the SPD apartments, unless special approval is given.

Men/Women in Dorms

- Women are not permitted in the men's hall nor are men permitted in the women's hall. This includes knocking on the hall doors.
- Students must not open doors, nor look inside the hall of the opposite sex.

- Do not enter another resident's dorm nor touch/use/borrow personal belongings without permission from the owner.

Dorm Room

- To avoid stains when dyeing hair, residents 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, closets, ceiling, light fixtures, windows, blinds, smoke detectors, light switches, towel racks, doors, shelves, and wall outlets will be deducted from the security deposit of every student living in the dorm.
- Items left in the common areas (study room and restrooms) will be discarded daily. Please make sure your personal items are not left behind.

Note: Be aware that the side doors are emergency exits. When exiting and entering any door, remember to be mindful of the noise level for the other residents and the studio neighbors.

Sleeping & Relaxing

More than one person sleeping or lying down in the same bed is not allowed. All feet must be on the ground with students sitting up if sharing the bed as a relaxing space. No inappropriate cuddling or close touching is allowed between students. Discretion is up to the Residence Chaplain/ RD on duty if unclear, and students must listen if asked to sit up or move if deemed necessary by the Residence Team.

LABI Dorm Furniture

- Residents are responsible for all room furnishings: bed, closet, light fixtures and switches, window blinds, screen, and glass, etc.
- Damages and defacement of LABI College property will be charged to room occupants, unless the involved student assumes responsibility.
- LABI College property and furniture must not be removed from the room not be taken out of the Residence building.

Student Furniture

- All furniture must be approved by the Residence Director. Large furniture that limits room space is not allowed (no exceptions).
- No sofas, office chairs, or medium/large desks are allowed in the dorms.
- Desks can be up to 36 inches in length and 22 inches wide or smaller.

- Any material or objects found in the dorms 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 or put in storage by the move-out date will be discarded and the resident will be charged a disposal fee of up to \$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. They must be cleaned as needed.
- 2-slice toasters, coffee makers/Keurigs, and electric kettles are allowed in the dorms.
- No cooking stoves or toaster ovens/airfryers of any kind are allowed in the dorms.

Note: Cooking in the dorms will result in disciplinary action and/or a fine of up to \$500.00 for the potential fire hazard.

Note: The 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 fixtures and replacing them 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 ceilings are not permitted.

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

Room Conditions

- Everyone must sign a *Room Agreement Form*, which verifies the condition of the room when moving in.
- Upon moving out at the end of the semester, the dorm will be inspected by a Residence Chaplain.
- Everyone must properly check out each semester and all personal property must be removed from the dorm.

- The dorm must be left clean and LABI College room furniture should be returned to its original layout.

Note: Disciplinary action and/or a fine of up to \$500.00 will be charged to residents 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 the Residence Hall or in the LABI College dormitories (including restrooms, rooms, closets, drawers, lobbies, etc.)
- This excludes service animals who must have a viable 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 5-7 days depending on the 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.
- Emergency exits (corner doors) are open and may only be used between 9:00am-9:00pm, except in emergency situations. Please DO NOT use emergency doors after hours. Remember there are renters in the studios that sleep early, so 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 Dorms

- Cooking is not permitted in the dormitories.
- Residents who own a refrigerator or microwave, must keep it clean. Failure to do so may result in an automatic write-up for the risk of attracting insects and rodents.

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 residents are ill. The Residence Chaplain will bring meals and return the items to the kitchen.
- If utensils are found in a dorm room or in any other unauthorized location of the school, the resident 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 the dorm will result in disciplinary action and/or a fine of up to \$500.00 for the potential fire hazard.

Visitors/Guests

- Visitors during the day may request a visitor's pass from the Front Office when arriving on campus. Visitors without a guest pass will be asked to obtain one or leave campus.
- Guests are welcome in common areas– lobbies, library, WLI, cafeteria, deck, etc.
- Guests are not allowed in the dorms or study rooms.
- Guests are not allowed to use the restrooms in the dorms, but are welcome to use the restrooms by the classrooms.
- 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 are allowed in the dormitory halls and restrooms.**

Vehicles/Parking Guidelines

- All students must register their vehicles with the Business Office.
- All parking vehicles must have a visible parking pass.
- All students must respect all parking signs, fire lanes, and handicap zones.
- The speed limit inside the school area/parking lot is 5 miles per hour.
- Students may not bring trailers, RVs, boats, jet skis, or any other vehicles of the sort without prior permission.
- Mechanical vehicles such as motorbikes, bikes, etc. are not permitted in the dorms.
- Students may not wash their car nor change oil on campus.
- Vehicles are not permitted on the grass area nor in front of the Residence Building.
- Abandoned vehicles will be towed at the 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 Business Office and without a parking permit.
- Vehicles parked in unauthorized areas (handicap spaces, fire lanes, blocking cars, and walkways.)
- Driving vehicles in places not permitted (grass, in front of the Residence Building, etc.)
- Changing oil or mechanical work within the property.

Laundromats

- Laundry rooms are located on the second floor next to the emergency exit doors.
- All laundry must be done between 9:00am-9:00pm. 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 Residence Director's office Monday through Friday. Mail notices will be sent to the student when he/she receives mail.

Activities And Organizations

Yearly Activities

Week of Welcome (WOW)	Apertura	Beach Day/Park Day	Spirit Week
Spiritual Emphasis Week	Elevate Conference	SPD Convention	Christmas Banquet

Student Organizations

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

LABI Tour Team	Student Chaplaincy	Chapel Worship Team
SGA (Student Government Association)	Yearbook Committee	

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 VP of Student Life.

- 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 occurrences, 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 VP of Student Life immediately.

Note: LABI College and 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. Call the appropriate emergency number depending on the situation.

- a. VP of Student Life: Pastor Krystal Baca-Matthews (626) 893-5504
- b. 911 → be prepared to give the dispatcher your name, location, and the phone number you are calling from.
 - i. Students are not allowed to accompany other students to the E.R or travel with them in the ambulance.
 - ii. The Residence Director or a Residence Chaplain will accompany the student(s) to the emergency room.

2. Respond according to the type of emergency listed:

a. *Medical*

- i. Do not move the victim, unless vital.
- ii. If you are trained and certified, and comfortable to do so, administer First Aid.

b. *Fire*

- i. If you hear a fire alarm, evacuate the building immediately.
- ii. Walk, don't run!
- iii. If you discover a fire, activate the nearest fire alarm. Check doors for heat (top and bottom) with the back of your hand. If it's hot, do not open! Wait for emergency personnel to respond. Open a window if you are able to do so. Yell for help.
- iv. Fire extinguishers are located in all buildings. Familiarize yourself to their locations prior to emergencies.
- v. Do not attempt to fight large fires.
- vi. For small fires (wastebasket size), only use a fire extinguisher.
 1. If the fire grows larger, alert others and move away from the fire. Close (but do not lock) all doors behind you as you move away.

- vii. If you are trapped in heavy smoke, drop to your hands and knees, and crawl towards the nearest exit.
- viii. 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.
- ix. If your clothes catch on fire, STOP, DROP, and ROLL! DO NOT RUN!

c. Earthquakes

i. Earthquake Preparedness

- 1. Be familiar with emergency procedures, evacuation routes, and potential hazards to avoid.
- 2. Put together a personal emergency kit.

ii. DUCK, COVER, and HOLD.

iii. Remain calm, do not rush outside.

iv. During the shaking

- 1. If inside, take cover under a desk or table near an interior wall.
- 2. If outside, move away from the windows, tall objects, and overhead lights.

v. After the shaking

- 1. If someone is severely injured, call 911.
- 2. For all non-emergent cases, notify a LABI Staff Member.
- 3. If you smell gas, evacuate the building immediately.

d. Crime In Progress

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

e. Bomb Threat

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

f. Gas Leak

- i. Open the windows. Do not light matches nor turn on the lights.
- ii. Evacuate the building.
- iii. Notify the Residence Director or the VP of Student Life immediately.

Safety/Crime Prevention Tips

- Be familiar with emergency procedures and all possible exit routes in the building.

- Keep hallways clear and doors locked.
- Report problems with smoke detectors or fire alarms to the Residence 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 building immediately.
- Fire lanes must be kept clear of obstructions and vehicles.
 - If a vehicle is parked in a fire lane, 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 Residence Chaplain and Resident Director as soon as possible. All other immediate emergencies should contact 911.

Medical Centers Within 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	Emanate Health Queen of the Valley Hospital 1115 S. Sunset Ave. West Covina, CA 91790 (626) 962-4011
Kaiser Permanente 1011 Baldwin Park Baldwin Park, CA 91706 (626) 851-1011	Whittier Hospital 980 Colima Rd. Whittier, CA 90603 (562) 945-3561	

Suggestions 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.

Resident Director Contact Information:

Silvia Jovel, Residence Director

sjovel@labi.edu

(669) 289-2971

****Please make sure to have the Residence Chaplains' cell phone numbers. Residence Chaplains 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 offense.
- A verbal warning will be given for the first offense (if the offense is considered major the student may be expelled.)
- Depending upon the nature of the second offense, the second warning will be either a verbal warning OR 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 or VP of Student Life, depending on the nature of the offense, with the possibility of further disciplinary action.

Disciplinary Committee

This committee is supervised by the VP of Student Life. The invited Committee members include:

- Dean of Spiritual Formation/ Campus Pastor
- Resident Director
- Academic Dean
- Chief Financial Officer
- SGA President and/or Vice President (only if necessary and appropriate)

Disciplinary Categories

- *Minor Violations*
 - Repeated curfew violation (tardiness, entering/leaving dorms after curfew)
 - Improper language or vulgar gestures
 - Damage to LABI College 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 dorm rules including, but not limited to keeping dorm 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 that 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/or physical threat
 - Any inappropriate behavior that causes physical or emotional harm to two or more students and violates the principle 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 VP of Student Life. 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 will determine 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 decisions.
- Appeal letter is to be given to the VP of Student Life.
- The Presidential and Disciplinary Committee will review the appeal, and will advise the 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 the student from any student financial aid or scholarship.
- Violations will disqualify the student from leadership opportunities.

Sexual Harassment Policy

Every student, staff, and faculty member is expected to maintain a high standard of Christian sexual ethics 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

- Unwelcome and unwanted sexual jokes, languages, 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.
- Unwelcome or unwanted comments or notes about an individual's body, sexual prowess, or sexual deficiencies.
- Asking questions about sexual conduct.
- Unwelcomed: touching, leering, impeding or blocking movements, whistling, brushing against the body, or suggestive, insulting, and obscene gestures or comments.
- 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 VP of Student Life. If the complaint is against the VP of Student Life, 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. 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 (Genesis 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 perverts the created order of human sexuality, the heterosexual fulfillment of both man and woman (1 Corinthians 7:2-5).

COMMUNITY BEHAVIORAL STANDARDS

Human Sexuality

Sexual acts outside of marriage are prohibited as sin. This includes the viewing of or listening to pornographic media of all kinds, or 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 any of 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 College 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 healthy heterosexual relationships (p. 25). All 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. 17, 31).

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 College 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 College campus. This falls within the category of hazing within our Student Handbook (p. 20) and is a criminal offense in violation of California law. At the same time, it is entirely inappropriate to bully any student for their conservative beliefs against

homosexuality. If any student feels targeted in any way, he or she must adhere to conflict resolution guidelines (p. 28) or move to file a grievance, as outlined within the Student Handbook (p. 54-55). Our policy on sexual harassment must also be strictly observed (p. 46-47).

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 fallen 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.

SEVEN GUIDELINES AND BOUNDARIES FOR HEALTHY DIALOGUE AT LABI COLLEGE

LABI College does not tolerate unfruitful arguments or the bullying of any student 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 guideline 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 the person 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 other’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 struggles, 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 College 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 encounters 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, 2) point them to Jesus, and 3) do what we can to create an atmosphere of respect, love, and holiness in all our interactions.
5. **We Have All Fallen Short (Romans 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 Corinthians 5:12), this is done in a careful and appropriate way by administrative leadership, and not by students. In the meantime, we encourage all persons to avoid the pitfalls of “sin comparisons,” 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 for humanity. *Definitive pronouncements* do not settle the issue (such as “you’re wrong!” or “you’re going to hell!”), but rather diminishes relationships, heightens tension, and promotes disunity. There are other aspects that

should precede our thought 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 towards those struggling with homosexuality, and choose to separate from others who do so. 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)n has not always been handled well in the Church, historically. LABI College 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 College

Administration Office Hours

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

Friday: 8:00am-3:00pm

Closed for lunch daily: 12:30pm-1:30pm

Academic Dean

- Academic advising
- Transferring college and universities
- Academic probation
- Graduation requirements
- Class registration
- Faculty problems
- Student practicum

Registrar

- Academic advising
- Graduation requirements
- Grades
- Transcripts
- Adding/dropping classes
- 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

- Residence Chaplain information/complaints
- Student medical and health emergencies
- Dorm life

Campus Pastor/ Dean Of Spiritual Formation

- Spiritual guidance
- Chapel services/prayer
- Worship/Tour Team

Faculty

- Grades
- Make up exams
- Attendance issues
- Syllabi

Grievance Procedures

I. Definition:

A grievance may arise when a student believes, based on policies and/or procedures, that he/she has 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 a 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. For example: when a grievance is against another student, after a failed attempt at 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.

Note: There are cases when 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 College representative whom you feel has wronged you.

III. 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 possible.

IV. Official Grievance Resolution Procedure:

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.

- If filed against a Residence Chaplain, SGA member, or student, the Dean of Students will address the grievance.
- If filed against a faculty member or if involving a class, the Dean of Academic Affairs will address the grievance.

- If filed against the President, Facilities, or Kitchen, the Business Office will address the grievance.
- If filed against the Business Office, the President's Office will address the grievance.
- If filed against the Deans, the President's Office will address the grievance.

Step 2: The administrator will investigate the dispute. Interviews will be conducted to gather relevant information regarding the complainant, respondent, witnesses, etc. If the grievance involves a LABI College staff or representative acting within their role or duty, their supervisor's 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 affected present.

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

A formal grievance is presented in writing to the head administrator of the relevant department:

- If filed against a Residence Chaplain, SGA member, or student, the Dean of Students will address the grievance.
- If filed against a faculty member or if involving a class, the Dean of Academic Affairs will address the grievance.
- If filed against the President, Facilities, or Kitchen, the Business Office will address the grievance.
- If filed against the Business Office, the President's Office will address the grievance.
- If filed against the Deans, the President's Office will address the grievance.

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: _____

Signed Agreement

Congratulations, you have completed reading this handbook! We hope that you will be a good example, blessing, and exemplary leader to your fellow students. We suggest that you read this handbook 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 College, 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 handbook. 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 College community. I agree to refrain from any and all action or behavior that may be in violation of the standard codes of the above and promise to abide by this handbook.”

Print Name

Signature

Date

**PLEASE SIGN AND RETURN THIS SHEET ONLY TO THE RESIDENCE DIRECTOR
OR RESIDENCE CHAPLAIN.**