



LABI
COLLEGE

STUDENT
HANDBOOK
Spring 2022

LABI College
14209 Lomitas Avenue
La Puente, CA 91746

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STUDENT HANDBOOK

SPRING 2021

LABI College is a Biblically based Pentecostal community of higher learning, equipping Christian men and women for service in the church and the world.

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.

Welcome to LABI College! In over twenty years of relationship with my beloved alma matter, 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 respecting the community values.

At LABI College, you will encounter laborious academic programs, intentional learning opportunities and faculty, administration, and staff 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. Steve Pinto

Dean 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.

1. 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.

2. OBJECTIVES

- Academic
 - Students will develop a biblical and theological foundation from a Pentecostal perspective.
- Intellectual
 - Students will gain critical thinking and effective communication skills that will enable them to articulate the Christian faith in the church, academy, and society.
- Spiritual formation
 - Students will experience biblical spiritual formation practices that will form their character in Christ and assist them in discovering their call for the 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.

3. 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

4. VISION

- To be a 21st Century Pentecostal school where students matter, ministry is emphasized, the Spirit is emphasized, teachers care, gifts are developed, theory and hands on meet, curriculum is delivered through non-traditional methods, and where classes are accessible through virtual classroom, online resources, and extensions.

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.

1. 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.*

2. MISSION

In order to develop continuously 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 twenty-first century.

Therefore, in order to accomplish its vision, The Office of Spiritual Formation's mission is *To accept, facilitate, and encourage the LABI community to spiritual maturity and ministry by emphasizing a personal relationship with God, healthy relationships, student-led ministry, small group mentoring, and corporate worship.*

3. VALUES: E⁷

The Spiritual Formation Office has seven 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 Alumni 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 daily devotionals, 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*: To help our students discover, develop, and deploy their gifts, talents, and abilities the Pastoral Office has partnered with over 40 local churches in our Mobilization/Internship program. Local congregations are catalysts for community change and optimize the mutual respect, resources, and common purpose critical in caring for students.

E5: *Engage in Small Groups*: All students are encouraged to join a campus small group. These groups are staff-led with five to eight students covering a variety of topics and themes. Through authentic relationships, in-depth scripture study, prayer, and friendship, small groups provide an avenue for personal growth and vital Christian community on LABI's campus.

E6: *Encourage Unity*: We are committed to being intentionally bilingual and multicultural. We understand that we are a unique community of Spanish, English, and bilingual speaking students. Our entire ministry is committed to welcoming every student and to view everyone with intrinsic value.

E7: *Educate the Spirit Filled Life*: The pastoral office teaches four 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 discussion and reflection papers.

FAITH CONFESSION

The Office of Spiritual Formation 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.
- that 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.
- that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- that 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 a ordained/licensed Pastor and Student interns. The pastoral team meets on a weekly basis to communicate updates, evaluate weekly involvements and to plan and coordinate future events, morning devotionals, and chapels. Pastoral Meetings are chaired by the lead campus pastor and weekly progress on the pastor's individual and corporal responsibility and spiritual life is presented.

The Campus Pastor of LABI College is Steve Pinto. Dr. Pinto serves as the Associate Pastor of Faro Church, a multicultural and bilingual fellowship in the heart of Orange County, CA. He is the author of "The Silent Exodus: A first-hand experience and academic exploration of the complicated challenges of leading a Latino church in the twenty-first century." His knowledge of God's Word and love for people, mixed with his high energy and sense of humor, has been a powerful tool in God's hands as a keynote speaker at various youth events, camps, and conventions.

Additionally, he functions as an adjunct professor at Vanguard University and LABI College. His primary teaching areas are Christian Worldview, Youth Ministry, Effective Leadership, Discipleship Making, and Expository Preaching.

Dr. Pinto obtained an associate of arts degree in Ministerial Studies from LABI College, a Bachelor of Arts in Ministerial and Pastoral Studies from Vanguard University, a Master of Theological Studies degree from Liberty University, and a Doctor of Ministry degree with an emphasis on Formational Leadership in the 21st century from Capital Seminary.

PASTORAL STUDENT INTERNS

LABI College's leadership development is facilitated by the mobilization program and student leadership internships. These programs are integrated and rooted with the schools' educational objectives.

Pastoral and Student 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. Interns work six hours per week within the parameters of the pastoral office and meet weekly with 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 the appropriate form with the campus pastor.

SPIRITUAL FORMATION STUDENT REQUIREMENTS

CHAPEL REQUIREMENTS

Chapel is an integral part of the LABI College community and foundational 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 meets three times per week (1 evening, and 2 morning) with the possibility of some additional alternative Chapels scattered throughout the semester. Students are required to attend at least three (3) chapel services per week. On-campus students and commuter fulltime 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 daily. Students must be on time and stay all the way through chapel to receive attendance credit.

| | |
|--------------------------------|-------------------|
| Outlet Chapel (Tuesday) | 8:00pm - 9:00pm |
| Convocation Chapel (Wednesday) | 11:10am - 12:30pm |
| Intern Chapel (Thursday) | 11:10am - 12:30pm |

Morning Chapels:

- Morning Chapels begin at 11:10am sharp
- Arrival after 11:10am will be marked **late**. Three late marks are equivalent to one absence
- Arrival after 11:20am will be marked as an **absence**. Leaving chapel before it's dismissed will be marked as an absence.

Outlet Chapel:

- Outlets begin at 8:00pm sharp.
- Arrival after 8:00pm will be marked late
 - ❖ Three late marks are equivalent to one absence
- Arrival after 8:10pm will be marked as an absence.
- Leaving chapel before it's dismissed or before 9:00pm will be marked as an absence.

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 Team
- After 5 absences- Meeting with Pastoral Staff and Written Warning
- After 6 absences- Student will be fined (this will be done directly through the Financial Office).

After six absences, every missed chapel will be charged \$25.00 per absence. Additionally, students who miss Chapel more than 6 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 or checking in for chapel for someone else, will result in disciplinary action for all students involved. Leaving Chapel without checking out or letting a representative of the office of spiritual formation know of your reason for departure is not permitted and will be met with disciplinary action.

Reasons for excused chapel attendance:

1. Commuter (off campus) student who lives 10 + miles from the LABI College campus.
2. Students with verified employment.
3. Students over the age of 25 and/or whose life circumstances qualify (married/children/veteran, etc.)

A request for excused chapel absences 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, moves farther away, etc.) they must let the Spiritual Formation Office know by emailing studentlife@labi.edu within 2 weeks of the change to be considered for a new Chapel option. Extenuating Circumstances are considered on a case-by-case basis.

MORNING PRAYER/DEVOTIONS

In addition to the weekly LABI Chapel there are three weekly devotions 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.

Attendance to morning devotionals 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 Devotions:

- 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 in you

Devotions occur three times per week with the possibility of some additional alternative devotions scattered throughout the semester. Students are required to attend at least three (3) devotionals per week. On campus students are required to attend a minimum of 39 out of 42 devotionals per semester—unless otherwise approved through an appeal process or approved absences (i.e., doctor's appointments, illness, etc.)

Devotional Schedule:

Tuesday 7:00am - 7:30am
Wednesday 7:00am - 7:30am
Thursday 7:00am - 7:30am

Devotional Attendance Policies:

Attendance is taken daily. Students must be on time and stay all the way through devotions to receive attendance credit.

- Devotions begin at 7am sharp
- Arrival after 7am will be marked **late**. Three late marks are equivalent to one absence
- Arrival after 7:05am will be marked as an **absence**
- Leaving devotions before it's dismissed will be marked as an absence.

Devotionals Discipline Procedure:

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

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

After six absences, every missed devotion will be charged \$25.00 per absence. Additionally, students who miss devotions more than 6 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 or checking in for devotions for someone else, will result in disciplinary action for all students involved. Leaving devotions without checking out or letting a representative of the office of spiritual formation know of your reason for departure is not permitted and will be met with disciplinary action.

Reasons for excused devotions attendance:

1. Commuter (off campus) students.
2. Students with verified employment.

A request for excused chapel absences 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, moves farther away, etc.) they must let the Spiritual Formation Office know by emailing studentlife@labi.edu within 2 weeks of the change to be considered for a new Chapel option. Extenuating Circumstances are considered on a case-by-case basis.

CHAPEL AND DEVOTIONALS ETIQUETTE

We expect all students to respect the invited speakers, students, and staff when they share in chapel or devotions. Regardless of preference or opinion, students are not to disrespect those speaking or those gathered to participate in Chapel. We have a high standard of expectation for students attending Chapel and Devotionals 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, first toward the Lord and second toward one another. Students are not permitted to use laptops, iPads, tablets or other distracting electronic devices during Chapel. In short, Chapel and Devotions 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 Devotions gathering. 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 Devotional experience, or engages in disrespectful behavior, they will be asked to leave the Chapel or Devotions and be marked absent for the gathering—and may be referred to student discipline dependent on the nature of the behavior. Students may bring water to chapel/prayer, but no food or other drinks.

Chapel Attire

Men: May dress semi-formal or casually (i.e., Slacks, kaki, Button-up dress shirts and polo shirts, ties are optional)

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

Students who violate the dress code given for Chapel or Devotions (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 devotional attendance and good Residence and Academic standing. 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/or lose their privilege of continuing as an LABI College student.

The Residence Life Team strives to maintain a positive atmosphere in the dorms that is conducive to spiritual and academic growth, and safety in all ways. Therefore, students that exhibit excessive write-ups, or that fail to follow these rules are subject to the consequences mentioned above.

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 teams 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 call.

This handbook thus aims to help guide you through the experiences of LABI College by informing you of expectations, policies, procedures, and resources that will lead to a more productive and rewarding life on campus.

It is the responsibility of each student to become familiar with the contents of the Student Manual and to abide by the academic, social, and spiritual responsibilities that come with being a member of the LABI College community.

LABI College reserves the right to make changes and periodic updates to this manual at any time. We hope that you will view this manual as a resource worth consulting, as it will help you become fully involved with the LABI College life. If you have any questions about campus life that remain unanswered, or you do not understand the information given, please stop by the residence office for a personal explanation.

Biblical Principals

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

Christian Perspectives

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

In 1 Corinthians 6:12, Paul addresses Christian liberty when he says, “‘Everything is permissible for me’ – but I will not be mastered by anything.” Therefore, the first principle is to ensure that our decisions will not master us. As Christians, we need to avoid activities that can become addictive or that can lead us astray.

In 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:

| | |
|---------------------------------|-------------------|
| Devotionals (Tues, Wed, Thurs.) | 7:00am - 7:30am |
| Breakfast | 7:30am - 8:00am |
| Morning Courses | 8:00am - 11:00am |
| Chapels | |
| Convocation Chapel (Wednesday) | 11:10am - 12:30pm |
| Chapel (Thursday) | 11:10am - 12:30pm |
| Lunch | 12:30pm - 1:30pm |
| Afternoon Courses | 1:30pm - 4:30pm |
| Dinner | 5:00pm - 5:30pm |
| Evening Courses | 5:30pm - 9:30pm |
| Outlet Chapel (Tuesday) | 8:00pm - 9:00pm |
| Curfew | |
| Sun. - Thurs. | 11:00pm |
| Fri. - Sat. | 12:00am |

**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 takes place in our internship churches. Students are *required* to participate and attend a church every Sunday to fulfill their practicum requirement. No students are allowed to miss church or skip Sunday worship services as defined by practicum course and guidelines.

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

Work-Study

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

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

Guidelines for Work-Study

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

BEHAVIORAL STANDARDS

Dishonesty of Any Kind

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

Student Records

LABI College is entitled to keep a copy of student's behavior record within their Residence File. Although the Residence office maintains separate records of conduct for each student every semester, suspensions, expulsions, and other serious cases are kept as part of the student's permanent file.

Pranks

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

Hazing

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

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

Guns/Firearms

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

Prohibited Substances

Whether on LABI College property, at any LABI College sponsored activities, 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 pharmaceutical substances with or without prescription, unless otherwise approved by the Dean of Students for medical need)
- All tobacco products (including snuff or chewing tobacco)
- Illegal drugs of any kind

- All Smoking (This includes all tobacco products, including 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.

*PLEASE 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 Dean of Students. 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 or symbols is not allowed at LABI College.

Cohabitation

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

Flammable Materials

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

Setting a Fire/Arson

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

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

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

Littering

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

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

DRESS CODE AND PERSONAL APPEARANCE

LABI College students are expected to dress in a manner, which reflects the atmosphere of the campus. While we realize that there is freedom for personal choice; the way one dresses should echo a commitment for both men and women to 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 strap shirts/dresses, etc...).
- T-shirts with negative, suggestive, or sexual messages are not permitted.
- See-through clothing that exposes under-garments are not permitted.
- Low cut pants, which reveal midriffs or underwear are not permitted.
- Bare feet are prohibited anywhere on campus for safety and health reasons.
- Wearing underclothes is always required for both men and women. This includes bras (for women), underwear, etc.
- Leggings/Yoga pants/Work-Out pants that do not properly cover underclothes or are too tight are not permitted.

Body Art

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

Hygiene

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

Note: Students (on and off campus) who violate the LABI College dress code will be asked to change immediately. Students who violate 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, we do have a set standard/rules for modesty on our campus. If you have any questions, comments, or concerns regarding dress code, please come speak to the Residence Team.

DATING RELATIONSHIPS

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

Our students are called to follow these guidelines:

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

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

STEWARDSHIP

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

Room Checks

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

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

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

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

Vacuum(s)

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

Dorm Restrooms

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

Note: Students who do not clean the restrooms three times on the assigned week and days may either be given write-ups, or be fined for each time they fail to clean/clean well.

Common Interest Rooms/ Study Rooms

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

- Students who use any of these facilities are responsible for the condition in which they are left.
- Students should never move furniture from common areas: Study rooms, lobbies, restrooms, library, and benches around the campus.
- In addition, lobbies, bathrooms, and hallways should be clear of personal belongings.
- No eating on couches/recliners

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

Damage to LABI College Property

Students who cause damage to LABI College property including: building structure, window glass, screens, walls, beds, closets, toilets, sinks, doors, showers, restroom stalls, closet doors, etc. **will be subject to disciplinary action and a fine of \$50.00-\$500.00 depending on damage caused.**

COMMUNAL LIVING

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

Conflict Resolution

- Matthew 18:15-17 (with comments)

*“If another **Believer** sins against you, go to them **privately**, without telling anyone else. When you are **alone** with them, **tell them** how they have offended you. If they **hear you**, you have gained them back.*

*But if they **refuse to even consider** what you are saying, or they just **don’t understand**, take **one or two witnesses** and **try again** to talk with them. Remember, they are not required to agree with you, just hear you out. If you are refused again, tell it to the **church** leadership. Let the church talk with them.*

*If they **refuse to hear the church**, treat them and think of them as an **outsider**.”*

- **1+1→ 2+1→ STAFF:** Whether it is an issue between two residents or staff members the protocol should be the same. The basic rule for conflict resolution is for the two parties involved in the conflict to talk directly with each other. If it is not possible to resolve the issue at that level, they may involve a third party. If there is further conflict, then they may go to a person in authority to help mediate.

Legal Liability of Personal Property

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

Announcements and Notices

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

Curfew

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

- Students are to remain in their hallway or room after curfew.
- Students may visit each other's room within their hall **ONLY**.
- Students **MUST** be considerate of roommates who may be studying or sleeping.
- **Any form of misconduct or disorder after curfew hours will not be tolerated.**
- Students are not allowed to leave campus after curfew (notify the RA in case of an emergency).
- Knocking on the men's or women's hallway door is not permitted.
- Sleeping in the hallway or in another room not assigned by the RD/RA is prohibited.
- Stereos, computers, and loud conversations should not be heard outside a student's room.
- If guests are too loud or are not abiding by the residence rules he/she will be asked to leave campus by the RA/RD.

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

Curfew Hours:

Sunday – Thursday 11:00pm

Friday – Saturday 12:00am

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

All students are to assume the responsibility of being punctual for curfew. When running late due to unforeseen events, students must notify their RA 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 student record.

Leaving Campus

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

Weekend Passes

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

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

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

Personal Emergencies

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

Missing Persons

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

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

Borrowing Items

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

Projector Use in Common Area(s)

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

Hallways - Playing sports/or Skating

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

Fountain

The fountain 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 into the fountain is not permitted.
- Putting feet or any body parts inside of the water is not permitted.

Music

- **No loud music in the dorms or in any commons area, including the Student Union.**
- Because of the diverse music taste of our students, music may not be played on speakers in the rooms unless agreed upon by all students present. **Derogatory music and non-Christian music is not allowed anywhere on the LABI College campus.** Students are expected to listen to music in which the language, music, performers, and performance practices are Scripturally-driven in word and in practice. Music played in a room in general should not be heard in the hallway or entrance to any unit of the dorms.

Public Courtesy

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

Extended Stays

- Due to liability reasons, extended stays on campus during holidays, spring, winter, and summer breaks are **not** allowed.
- Students must vacate the halls by the established date and time of the holiday or break period or they will be charged 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 students, belongings that are left in the residence halls during breaks or other vacation periods. Items left behind for storage must be first approved by the RD and all items must be put in a box and sealed with the student's name.
- Students are responsible to leave their room clean, locked, and secured 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 students must first get authorization to stay through the BUSINESS OFFICE, and not through the Residence Office, 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/or he or she will be charged the \$100 Early Arrival Fee, on top of rent for each night present until the previously scheduled check-in date.

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

RESIDENCE LIFE

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

Meetings

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

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

Who May Live at LABI College?

- Students who have fulfilled all the requirements for admissions.
- Students who are enrolled in at least 12 class hours.
- LABI College reserves the right to reassign or restrict student housing where that decision will serve a compelling community interest, or in instances where a student has demonstrated a flagrant and/or repeated disregard for the principles set forth in the Student Manual.

Who May NOT live at LABI College?

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

Note: Students may not live in any SPD district apartment while attending LABI College unless these apartments are rented by a parent or 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 dormitories, nor men in the women's dormitories.
- Students must not open doors nor look inside the dormitory of the opposite sex.
- Do not enter another student's room nor touch his/her personal belongings without permission.
- Men must not knock-on women's halls doors, nor women on the men's doors.

Dorm Room

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

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

Sleeping & 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 upwards if sharing the bed as a relaxing space. No inappropriate cuddling or close touching is allowed between students. Discretion is left up to the RA or RD on duty if unclear, and students must listen if asked to sit up or move if deemed necessary by the RA or RD.

LABI Dorm Furniture

- Occupants are responsible for all room furnishing: bed, closet, light fixtures and switches, window screens, blinds, etc.
- Damages and defacement of LABI College property will be charged to room occupants. (Unless the person who is responsible for the damage admits fault.)
- LABI College property and furniture must not be removed from the room nor be taken outside the buildings.

Student Furniture

- All furniture must be approved by 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 dorm rooms.
- Desk can be up to 36 inches in length and 22 inches wide or smaller.
- Any material or objects found in the dorm rooms that are against our Christian values will be confiscated. (I.e. non-Christian posters, symbols, pictures, and any artifacts that are known to be part of any non-Christian ritual).
- All furniture must be compact and adequate for dorm living.

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

Electrical Appliances

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

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

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

Room Decorations

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

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

Room Conditions

- Everyone must sign a *Room Agreement* form, which verifies the condition of the room when moving in.
- Upon moving out of the residence hall at the end of the semester, the room will be inspected by an RA.
- Everyone must properly check out each semester and all personal property must be removed from the room.
- The room should be left clean and LABI College room furniture should be returned to an acceptable layout.

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

Pets

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

Maintenance Request

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

Dormitory Doors and Windows

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

Food in the Dormitories

- Cooking is not permitted in the dormitories.
- If you have a refrigerator or microwave, you must keep it clean. **Failure to do so may result in an automatic write-up**, due to 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 a student is ill. The RAs will bring meals and return the items to the kitchen.
- If utensils are discovered in a dormitory room or in any other unauthorized location of the school, the student will face a fine of \$10.00.

Burning Candles/ Incense

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

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

Visitors/ Guests

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

Vehicles/Parking Guidelines

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

Parking fines (\$50.00)

The following will result in a parking fine:

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

Laundromats

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

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

Mail

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

Administration Office Hours

- Monday-Thursday: 8am- 5pm Friday: 8am-3pm
- **Closed for lunch daily: 12:30pm- 1:30pm**

ACTIVITIES AND ORGANIZATIONS

Yearly Activities:

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

Student Organizations

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

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

Student Government Association (SGA)

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

Nominations and elections:

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

CAMPUS EMERGENCY AND SAFETY

Emergency Notification

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

Illness or Medical Emergency

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

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

Emergency Procedures

1. Step #1: Call the appropriate emergency number depending on the situation.

- Dean of Students (562) 480-4423
- 911- Be prepared to give the dispatcher your name, location, and the phone number you are calling from.

2. Step #2: Respond according to the type of emergency listed:

- **Medical**
 - Do not move the victim, unless vital.
 - If you are trained and certified, and comfortable to do so, administer First Aid.
- **Fire**
 - If you hear a fire alarm, evacuate the building **immediately**.
 - Walk, don't run!
 - If you discover a fire, activate the nearest fire alarm. Check doors for heat (top and bottom) with back of hand. **If hot, do not open!** Wait for emergency personnel to respond. Open window if able to do so. Yell for help.
 - Fire extinguishers are located in all buildings. Familiarize yourself to their locations prior to emergencies.
 - Do not attempt to fight large fires.
 - For small fires (wastebasket size) only use a fire extinguisher.
 - If fire grows larger, alert others and move away from the fire. Close (but do not lock) all doors behind you as you move away.
 - If trapped in heavy smoke, drop to your hands and knees and crawl towards the nearest exit.
 - If you are trapped by a fire, place cloth material around/under the door. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from a window.
 - If your clothes catch fire, **STOP, DROP, and ROLL! DO NOT RUN!**

Earthquake Preparedness

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

Earthquake

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

Crime in Progress

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

Bomb Threat

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

Gas Leak

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

Safety/Crime Prevention Tips

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

Emergency Fire Drills

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

Hospital/Clinics

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

Medical Centers in close proximity:

Azusa Way Medical Center

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

Doctors Hospital of West Covina

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

Whittier Hospital

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

Kaiser Permanente

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

Suggestion for a Better Campus Life

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

Resident Director Contact Information:

Sandi Pirir, Resident Director
spirir@labi.edu / (323) 945-8683

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

DISCIPLINE POLICIES & PROCEDURES

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

Dorm Life Violations

- If a room is not kept accordingly or if any rule is disobeyed, the student will be disciplined according to the offense.
- A verbal warning will be given for the first offence (if the offence is considered major the student may be expelled).
- Depending upon the nature of the second offence, the second warning will be 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 Dean of Students, depending on the nature of the offense, with the possibility of further discipline.

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| <p><i>1st-2nd Offense:</i> Verbal Warning</p> <p><i>3rd Offense:</i> Written Warning</p> <p><i>4th Offense:</i> Meeting with the RD</p> |
|--|

Disciplinary Committee

This committee is supervised by the Dean of Students

- Committee members invited:
 - Dean of Students
 - Dean of Spiritual Formation/Campus Pastor
 - Resident Director
 - Dean for Academics
 - Financial Director
 - SGA President and/or Vice President (Only if necessary and appropriate)

Disciplinary Categories

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

- Destruction to another student's property
- Not respecting rules of the dormitory includes but is not limited: to keeping dorms rooms clean, vandalism, etc.
- Not respecting the rules for spiritual and academic life.
- Amorous contact among members of the opposite or same sex
- Any inappropriate behavior 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 any 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 Dean of Students. Major and severe violations are sent to the Presidential Cabinet for action. The disciplinary consequences may be the following:

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

Steps for Appeal

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

Record of Discipline

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

SEXUAL HARASSMENT POLICY

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

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

Sexual Harassment

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

Sexual Harassment Procedures

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

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

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

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

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



LABI COLLEGE STATEMENT ON HUMAN SEXUALITY

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

BIBLICAL FRAMEWORK

Creation and Identity

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

Sexual Purpose

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

Homosexuality is both a sin against God and mankind. It runs contrary to the divine plan, purpose, and will of God who created us in His image (Genesis 1:27) and redeemed us so that this image, marred because of sin, might be renewed (Colossians 3:10). Most fundamentally, homosexuality is sin because it perverts the created order of human sexuality, the heterosexual fulfillment of both man and woman (1 Corinthians 7:2-5).

¹ The full position papers on this topic are available in PDF form here:
http://ag.org/top/Beliefs/position_papers/pp_downloads/pp_4181_homosexuality.pdf and on the AG.org website here: http://ag.org/top/beliefs/relations_11_homosexual.cfm

COMMUNITY BEHAVIORAL STANDARDS

Healthy Sexuality

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

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

Bullying

Any hateful comments, bullying, altercations, or condemning concerning those struggling with homosexual temptation or appearing in stereotypical or assumed homosexual fashions, shall not be tolerated on LABI campus. This falls within the category of *hazing* within our Student Manual (p. 10), and is a criminal offense in violation of California law. At the same time, it is entirely inappropriate to bully any students for their conservative beliefs against homosexuality. If any student feels targeted in any way, he or she must adhere to conflict resolution guidelines (p. 14) or move to file a grievance, as outlined within the Student Manual (p. 30). Our policy on sexual harassment must also be strictly observed (p. 28).

RECONCILIATION AND REDEMPTION

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

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

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

SEVEN GUIDELINES AND BOUNDARIES FOR HEALTHY DIALOGUE AT LABI COLLEGE

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

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

2. Be discreet. If one chooses to share their story or details of their struggle, listen in patience and respect, perhaps asking questions he or she is comfortable answering, and only as you are comfortable and ready to hear—compassion, not obligation, should be our motivation in listening. At the same time, remember that details of one’s personal life are not the listener’s property to share for prayer groups or bible studies without that person’s clear permission. Strive to be someone all friends can confide in, with no fear of gossip or retribution.

3. Avoid Repetitive Statements. Every student at LABI has been required to read and acknowledge understanding of the college’s beliefs concerning homosexuality. Our stance is not a surprise to anyone. For this reason, it is not any student’s job to repeat these standards to a student struggling with temptation when he or she already knows, or to simply retort learned

blanket statements of right and wrong, which someone struggling in this way has likely heard throughout their life, and often produces much pain and confusion. We must operate in love and kindness rather than guilt and shame.

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

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

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

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

WHO TO SEE AT LABI COLLEGE

Academic Dean

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

Registrar

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

Business Administrator

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

Dean of Students

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

Residence Director

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

Campus Pastor/ Dean of Spiritual Formation

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

Faculty

- Grades
- Make up Exams
- Attendance issues
- Syllabi

Office Manager

- Students' correspondence
- Outgoing mail postage
- Copies/Fax
- Set up appointments with Administration
- General College information

STUDENT GRIEVANCE PROCEDURES

I. Definition:

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

II. Informal Grievance Resolution:

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

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 it is possible.

IV. Official Grievance Resolution Procedure:

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

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

Step 2: The administrator will investigate the dispute. Interviews will be used to gather relevant information regarding the complainant, respondent, witnesses, etc. If the grievance involves an LABI College staff or representative acting within their role or duty, their supervisor involvement in the investigation, if applicable, will be requested.

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

Step 4: A Restorative Justice Hearing can be requested if the grievance and mediation process did not bring full resolve. Restorative Justice Committee (RJC) Members are made up of members of the Presidential cabinet for all departments besides Student Life (S.L.), except for extreme cases. In general for S.L. issues, the RJC will include the Dean of Students, Campus Pastor, (1) Administrator, Residence Director(s), the SGA President, and SGA Vice President. When necessary, the entire Presidential cabinet may be involved in S.L. grievances. Where appropriate, all information is presented to the Restorative Justice committee for a formal recommendation 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 Restorative Justice Committee, an appeal in writing can be made to the President of LABI College. If against the President, this appeal must be written to the Business Office. The President may call a meeting of the Presidential Cabinet to collaborate on appropriate action and response.

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

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



LABI College Grievance Form

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

Your Information:

Full Name: _____ Email: _____

Phone Number: _____

Department to Receive and Address Grievance:

Top of Form

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

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

His/her role at LABI College: _____

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

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

Your Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

SIGNED AGREEMENT

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

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

Print Name

Signature

Date

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