

JOHNSON BIBLE COLLEGE

STUDENT HANDBOOK

2008 – 2009

Consumer Information: Title IX/Section 504 Statement.

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UNIT ONE

STUDENT HANDBOOK RATIONALE

INTRODUCTION

In the paragraphs which follow, an attempt will be made to explain why Johnson Bible College resists going along with the more liberal and permissive national trends in the area of college rules and regulations. For example, by 1968, open house social events were extended on many university campuses to permit visitation in student rooms by members of the opposite sex at any time. The natural sequel to such permissiveness was the building of coeducational dormitories with 24 hour visitation privileges on some campuses. After the voting age was lowered to 18 years of age, universities began to drop more and more of their regulations affecting student conduct. Therefore, it can no longer be taken for granted that people will understand the rationale for rules and regulations at schools like Johnson Bible College.

The rationale for the *Student Handbook* begins with a statement of the purpose of Johnson Bible College, followed by a list of institutional objectives and student services objectives. Following the list of objectives, College housing, a major part of student services, is discussed as a business operation, then as an aid to achieving the College's educational purpose. After the discussion of housing, a rationale is given for the College's campus regulations, followed by an overview of the kind of criteria used in writing and revising rules and regulations at Johnson Bible College, and that is followed by a discussion of attitude and its relationship to conduct.

Provisions of this *Handbook* are subject to change at any time.

THE PURPOSE OF JOHNSON BIBLE COLLEGE

Johnson Bible College is a private, coeducational institution of higher learning offering associate, bachelor's, and master's degrees. The primary purpose of Johnson Bible College is to educate students for specialized Christian ministries with emphasis on the preaching ministry. A secondary purpose is to provide programs in Christian leadership and community service.

Because Christian ministry requires that students have a Christian world view, understanding themselves as well as the Word of God and the world of people, the College stresses holistic education including spiritual, intellectual, professional, social, and physical development.

Spiritual development includes (1) a Christian world view; (2) a personal devotional life; (3) Christ-like living; (4) a sense of world-wide New Testament evangelism; (5) a commitment to service in the local church; (6) an appreciation for the Restoration Movement, especially the plea for Christian unity; (7) a commitment to Biblical, moral, and ethical values; (8) an appreciation for the College's historic commitment to faith, prayer, and work; and (9) a continuing commitment to spiritual growth.

Intellectual development includes (1) a thorough knowledge of the Bible; (2) an adequate general education including the ability to think critically, and to write and speak effectively; (3) a working knowledge of the fundamentals of a specialized ministry, or a thorough knowledge of a specialized ministry when double majors are undertaken; (4) good study habits; and (5) a continuing commitment to educational growth.

Professional development includes (1) competence in one or more specialized Christian ministries; (2) good work habits; and (3) a continuing commitment to professional development.

Social development includes (1) the cultivation of social graces and interpersonal skills; (2) a sense of personal responsibility as a Christian in the community; (3) a commitment to healthy family relationships; and (4) a continuing commitment to social growth.

Physical development includes (1) an appreciation for personal health; (2) healthful living habits; and (3) a continuing commitment to physical health.

To accomplish its purpose, the College: (1) employs a faculty of genuine loyalty to the word of God, unquestioned character and consecration, and high academic standing; (2) provides adequate administration, business management, financial resources, facilities, academic support services, and student development services; (3) offers curriculums of appropriate scope and sequence; (4) enrolls students with the potential to succeed in the College's educational program and in Christian service; (5) makes every reasonable effort to aid those of limited financial means; and (6) maintains graduation requirements which predict success in a ministry.

STUDENT SERVICES OBJECTIVES

A careful reading of the institutional objectives outlined above leads to a two-fold classification: some of the objectives are related to the College curriculum while others are related to the co-curriculum. The academic department deals primarily with the curriculum, secondarily with the co-curriculum. The student services department deals primarily with the co-curriculum, secondarily with the curriculum.

The overall goal of student services is to help students grow toward maturity in Christ in every aspect of their being and relationships at Johnson Bible College. "Him (Christ) we proclaim, warning every man and teaching every man in all wisdom, that we may present every man mature in Christ" (Colossians 1:28, *RSV*). Maturity in Christ involves the spiritual, social, physical, intellectual — the total person — in all of his or her relationships.

The specific objectives of student services are: (1) to be supportive of the curricular program (*e.g.*, quiet hours, curfew, counseling); (2) to cultivate an environment conducive to spiritual growth (*e.g.*, faith, prayer, work, devotions, prayer rooms); (3) to help build interpersonal and group relationships (*e.g.*, residence hall life, intramural sports, student activities); (4) to promote campus communication (*e.g.*, announcement sheets, bulletin boards, office hours); (5) to guide the development of student leadership (*e.g.*, student council, resident assistants); (6) to encourage student responsibility and accountability (*e.g.*, disciplinary procedures); (7) to help new students, freshmen in particular, adjust to life at Johnson Bible College (*e.g.*, orientation); (8) to publish, uphold, and enforce guidelines for conduct (*e.g.*, *Student Handbook*); (9) to provide those co-curricular services deemed necessary to assist students in achieving their academic goals (*e.g.*, housing services, counseling services, chapel services, co-curricular scheduling services).

HOUSING AS A BUSINESS

Housing at Johnson Bible College is important business. Many of the non-academic jobs at Johnson Bible College are directly related to housing operations. Among others, Johnson Bible College employs electricians, plumbers, carpenters, painters, custodians, trash collectors, head residents, and resident assistants. Work in College housing is exciting and demanding. It is sometimes nerve-racking. It requires training, experience, and perseverance which the College constantly seeks to provide.

In terms of dollars spent, housing for faculty, staff, and students, both married and single, represents a large percentage of the College's annual budget. In floor space, housing represents an equally large percentage of the College's net square feet of floor space.

Johnson Bible College wants students to be satisfied with their housing accommodations and services. This demands sound business management by the College and good stewardship by the residents. Residences are well kept through preventive as well as corrective maintenance practices. Facilities are updated periodically to keep pace with rising expectations.

Two or three decades ago, when the need for housing at Johnson Bible College was considerably less than today's needs, staff and services were also minimal. College housing was mostly unsupervised, with responsibilities distributed often as the result of expediency or need. Single men and married students were mostly neglected except in times of crisis or emergency. There was one dormitory for single men, one for single women, and a dozen or so scattered apartments and mobile homes for married students.

The trend in recent years has been to provide staff and services to all residents along the following lines of organization. Resident assistants report to head residents who report either to the vice president for student services or the vice president for business depending on the circumstances. They in turn report to the president of the College and to their colleagues in the administration and faculty. It can be seen by following these lines of organization that student housing is considered to be closely related to the major divisions of labor within the College as a whole (academic, student personnel, and business), one or more of which may assert responsibility, depending on the circumstances at the time.

HOUSING FOR A PURPOSE

Sound business and administrative practices are not an end in themselves. They are a means to a more important end. At Johnson Bible College, housing serves a purpose beyond filling a need for shelter, a place to sleep, and a place to store one's belongings. Sound business practices are intended to produce educational and spiritual, not financial, profits. Clean rooms, sanitary conditions, paid up accounts, conservative use of energy, and adequate safety/security procedures are each important, but are considered by the College particularly in the spiritual and educational development of students. The goal of housing at Johnson Bible College is a maximum opportunity for each student to take full advantage of his or her college experience.

If the emphasis at Johnson Bible College were exclusively on *teaching*, then the College would focus all of its attention and money on developing its faculty, classrooms, curriculum, and textbooks. At Johnson Bible College, however, the emphasis is on *learning*, and teaching is just part of the learning process. Housing is another part of the learning process. Intercollegiate and intramural sports are another part. Christian service is still another. Therefore, available resources must be spread to cover the total experience, extracurricular as well as curricular, with the understanding that learning goes on around the clock in a variety of places, not just in the classrooms. Because students spend more time in their housing units than anywhere else on campus, Johnson Bible College is especially concerned that College housing units serve as centers of learning.

There are several reasons why Johnson Bible College encourages students, faculty, and staff to live on campus in a compact community. First, there is the quality of association with others of like interests and faith. Nearness enhances communication. The Johnson family spirit is caught, not taught. Second, there is an atmosphere of acceptance and security within which ideas can be examined informally. An old school motto put it this way: "Johnson Bible College is a

preacher-training institution in a preacher-growing atmosphere." Freedom to explore ideas informally is part of that atmosphere. Third, a student is more than a mind. A student is a human being with physical, spiritual, social, and emotional needs as well as intellectual needs. Problems in any of these areas can stifle the mind to the extent that a student cannot react intellectually to what is heard and seen in the classroom. Therefore, a community of believers committed to faith, prayer, and work can help one another effectively to make the most of the total experience at Johnson Bible College.

It does not take very long for a perceptive newcomer to the Johnson Bible College community to realize that there are several social environments in existence on campus. There are dormitory wing groups, residential area groups, prayer groups, work groups, and friendship cliques. These groups often exert significant control over the values and goals of their members, strongly influencing attitudes toward the College and its programs. Housing officers are interested in how these groups develop and how they operate so that their influence can be more consistently on the side of positive learning and constructive growth. If these groups are oriented toward the spiritual and intellectual life of the students, then they contribute greatly to the goals of the College. If they are culturally enriching, then the lives of the students are enriched. Conversely, if the groups are spiritually, intellectually, and culturally impoverished, then so will be the lives of the students who are influenced by them.

A qualified staff of head residents and resident assistants are always on hand to sense what is happening in College housing, to be people helpers, and to take corrective action as needed. The most difficult problem faced by the head residents and resident assistants at Johnson Bible College is to help students understand the purpose for housing and campus regulations. Why is housing provided on campus? Why is behavior in College housing regulated? Why are the dean, head residents, and resident assistants so concerned and burdened by the problems and frustrations associated with regulating life in residence halls and married residential units? It is because solutions to problems in College housing are co-mingled with solutions to problems of the College as a whole. It is because life in the residence units on the campus can either "make or break" a student. Adequate physical facilities for lounging, sleeping and storage of belongings are basic, of course. But they are provided for, and in support of, the primary purpose of the College. Since 1893, that purpose has been to educate faithful ministers of the Gospel.

If a student comes to Johnson Bible College and his or her purpose in coming does not agree with the College's educational purpose, then one of three things will likely follow. First, he or she may tend to disregard the rules or work to change the rules, perhaps not realizing that all regulations on campus are related to a purpose which is different from his or her own purpose in life. Second, some students change to make their purpose in life agree with the College's purpose. Hence, the conflict is removed, not by altering the College to suit the students, but vice versa. And third, some students realize that their purpose in life is valid, however different it may be from the College's purpose, which they also recognize as being valid. Students in the third category usually try to make the best of things while they are enrolled until they can transfer elsewhere for their education. As a rule, the three kinds of realizations discussed in this paragraph come to a head, not in the classroom, but in the living unit.

There is so much to learn and there is so little time available in four years to learn it. Therefore, the emphasis on housing as an educational facility is a necessary step in the efficient concentration of the College's available resources toward its major purpose to educate students in specialized Christian ministries with primary emphasis on the preaching ministry.

STUDENT RIGHTS AND RESPONSIBILITIES Student rights and responsibilities are set forth in Units Five and Six of the *Student Handbook*. These rights and responsibilities are related to student records, alcohol and drug policies, AIDS awareness, security issues, sexual harassment, discrimination (including race, national origin, sex, age, and disability), and other areas where state and federal laws prevail. A clearly defined procedure that is both fair and reasonable has been established to handle disciplinary matters involving students.

All who become members of the Johnson Bible College community have an obligation to support and obey College regulations as set forth in the *Student Handbook*, the same as they are expected to obey local, state, and federal laws. Those who cannot or will not comply will be subject to disciplinary action and the privilege of continued attendance at the College may be withdrawn.

WHY SO MANY RULES

At Johnson Bible College campus regulations have been and continue to be a focus of student resentment and resistance. Over the years a considerable body of rules has accumulated in the *Student Handbook*. Practically every regulation in the *Student Handbook* has been challenged as inappropriate at one time or another. The prohibitions and penalties seem so numerous to some students that they conclude that the answer is "No" whatever might be the question or request. Others seem to find a great deal of freedom in the rules and are able to live their lives in Christ at Johnson Bible College about the same as they always have at home.

Rules and regulations at Johnson Bible College fall into three major categories: (1) *rules of accommodation*, (2) *rules of conviction*, and (3) *rules of Scripture*. Examples in the first category include parking assignments; hours for using the gym, swimming pool, and snack bar; the number of occupants in a given housing unit; one-way streetset hours for

classes, chapel and other meetings; work schedules; and so forth. Without these rules, community life and educational services would be chaotic, inefficient, and wasteful. For example, one person's opinion may be as good as another about which way traffic should flow on a one-way street. But once a decision is reached to go this way and not that, the rule is binding on all, regardless of personal opinions or preferences.

Second, there are *rules of conviction*. Examples include the setting of a curfew and quiet hours; speed limit for automobiles and motorcycles; prohibitions against the possession of alcohol, tobacco, and other intoxicating or addictive drugs; prohibitions against the possession of fire arms, explosives, firecrackers, or dangerous chemicals; prohibitions against gambling and most kinds of dancing; prohibitions against live fires (candles, matches, and incense) in residence halls; prohibitions against the misuse of fire extinguishers and fire alarms; prohibitions against unauthorized removal of window screens; prohibitions against pets in student rooms; and prohibitions against hazing.

The College also has regulations to protect College property. For instance, there are rules governing the use of nails, staples, and tape on the walls of rooms. Transferring furnishings and equipment is not permitted without authorization. With few exceptions, high wattage electrical appliances in single students' residences are not allowed.

Not all rules of conviction are prohibitive. Some convictions result in prescriptive rules. For example, the school prescribes codes for dress, courtship behavior, and chapel attendance. Weekly room inspections are also prescribed.

Rules of conviction are often difficult to justify because, like rules of accommodation, they represent matters of taste, interpretation, opinion, culture, and tradition. For example, how much clothing can a Christian remove in public and still be modest? Or conversely, how much flesh can a Christian expose in public? Although the Bible teaches modesty, what is written is as principles, the application of which can vary considerably with time, culture, and interpretation. As a Christian institution, it is the College's responsibility to select a dress code that will be moderate in the American culture and supportive of Biblical principles teaching modesty. Is the College's dress code too strict, too permissive, or just right? Students disagree on their answers to that question.

There are other questions no less difficult to answer than the above. For instance, how much hair can a man grow on his head and face and still be well groomed? How offensive and obnoxious can people allow their body odors to become and still be acceptable members of the community? How permissive can parents be with their children and still have them under control? How affectionate can a dating couple be in public and not offend their neighbors? How far can a dating couple go in their sexual conduct privately and not sin? How many chapels can a student miss and still get credit for chapel attendance? How many policies can the College liberalize and still uphold its values? Answers to these questions are matters of conviction.

According to Dr. Robert Smith, there is in logic a fallacy called the "Argument of the Beard." For example, suppose a college rules that all men over 21 must wear beards. "How many hairs does it take to make a beard?" a student innocently asks the dean. The answer is of course subject to differences of opinion. The dean says that he will have to take the question to the faculty for an answer. After some discussion the faculty decides on a number, and let us say that the answer is "365." Tomorrow another student comes in and says, "Let's make it 364 hairs." The dean replies, "Did we not determine yesterday that it takes 365 hairs? It's in the faculty minutes and has been published in the *Handbook*." "Oh, one of those narrow-minded fundamentalists fussing over one hair more or less. What difference does it make--365 or 364 hairs?" So the dean gives in, "All right, let's determine 364. I think the faculty will go along with that." Tomorrow another student comes in and says, "What about 363 hairs?" The dean replies, "Didn't we agree yesterday on 364?" "You are just a bunch of legalists," the student reasons, "fussing over insignificant details. The world is lost and dying and all the faculty cares about is how many hairs it takes to make a beard!" "Okay, okay," the dean replies, "let's make it 363. One hair more or less certainly doesn't make that much difference." And on and on goes the Argument of the Beard. At any point on the continuum, there is not much difference between one hair more or less, but in 365 days there will be no more beard!

Professor Lee Richardson preached a sermon in chapel about Christians trying to walk a fine line between the kingdom of heaven and the kingdom of this world. One of his illustrations dealt with baking cakes. The relevant question that he posed was this, "How many wrong ingredients can be substituted in a recipe and still get a cake?" Some substitutions can be made, of course. It is a matter of taste. But there is a point beyond which substitutions cannot be made. The safest principle to follow to get good cakes is to follow tested and proven recipes.

In making rules based on matters of conviction, the faculty and administration realize that only a few standards are fixed and final. Many standards are matters of taste or principle, and therefore subject to differences of interpretation. Nevertheless, lines have to be drawn somewhere. The lines that have been drawn and the rules that have been written at Johnson Bible College represent the results of years of cumulative observation, experience, prayerful deliberation, and careful wording. Student welfare (a concern for their safety, security, education, and health) and College welfare (a concern for its purpose, values, image, and reputation) are probably the two main factors influencing faculty convictions outside the Scriptures themselves.

Third, there are *rules of Scripture*. God's Word is accepted as the rule of faith and practice at Johnson Bible College. Everyone who enrolls at Johnson Bible College majors in Bible. Indeed, "Bible" is the College's middle name. "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work" (II Timothy 3:16-17 NASB).

The commands of God are both prescriptive (do's) and proscriptive (don'ts). For example, there are prohibitions in the

Bible against fornication, idolatry, adultery, effeminate behavior, homosexuality, pre-marital sex, stealing, cheating, drunkenness, dishonesty, occult practices, lying, sorcery, carousing, heresy, blasphemy, cursing, gluttony, sloth, back-biting, forsaking the assembly of Christians, slander, and murder. This list of prohibitions could be continued at some length, as a careful reading of the Bible will reveal. Can Johnson Bible College permit what the Bible condemns, whether a particular behavior is expressly covered in the *Student Handbook* or not? God forbid.

On the prescriptive side of the ledger the Bible commands faith, hope, love, preaching the Gospel, baptizing penitent believers, observing the Lord's supper, supporting widows and orphans, visiting the sick and imprisoned, intercessory prayer, paying taxes, and so forth. The College cannot forbid what the Bible plainly commands. Even here, however, matters of accommodation and conviction must be taken into account, in recognition of the principle that there is a time and a place for everything (Ecclesiastes 3:1-8). Hence, for example, students who regularly miss classes to hold evangelistic meetings or do Christian service will receive failing grades.

The question is sometimes asked, "Do JBC rules apply during school breaks and vacations?" The answer is "Yes," "Yes," and "Yes." (1) Yes, *rules of accommodation* are about the same whether school is in or out of session. (2) Yes, *rules of conviction* are also about the same whether school is in or out of session. (3) Yes, *rules of Scripture* are the same always for all Christians.

The faculty is looking for evidence of growing Christian maturity. Immaturity is evidenced when students rush to break rules, sometimes even before leaving the campus during school breaks. Such students are acting under the false assumption that sanctions are impossible or difficult to apply, given the circumstances.

CRITERIA FOR RULE MAKING

How does a specific rule find its way into the *Student Handbook*? How can a rule be revised? The College must answer questions like the following every time a new regulation seems necessary or an old regulation becomes unnecessary. (1) Does the regulation encourage personal and group responsibility? (2) Are its objectives compatible with the College's purpose? (3) What is the reason for this regulation? (4) Is the policy undergirding it a sound one? (5) Can the reasons for its existence be justified to all interested parties, both faculty and students? (6) Does the policy reflect the considered judgment of a representative group of students, faculty, and administrators? (7) Should a confusing policy be kept as is, revised, or discarded? (8) Is the policy in harmony with Biblical principles and precepts?

ATTITUDE

Two ingredients make up the kind of attitude that characterizes happy and successful students at Johnson Bible College. The first is *enthusiasm*. Students who are eager to learn can get a quality education even at a small, privately funded college like Johnson Bible College. On the other hand, the most costly laboratory equipment and highest priced professors in the largest of universities cannot provide a quality education to students who have no enthusiasm for learning.

The second ingredient making up a happy and successful attitude at Johnson Bible College is *respect*. Students who respect the Word of God, who hold their teachers in high esteem, who have a genuine affection for people, including fellow students, will be more likely to benefit from what Johnson Bible College has to offer than equally capable but disrespectful students.

The *Handbook* quite understandably deals more with conduct than with attitude. Nevertheless, the College is concerned about attitudes, because God's Word says so much about them. For example, attitudes such as lust, hatred, rebelliousness, jealousy, and despair are condemned by God. From such come murder, adultery, division and all kinds of evil deeds. On the other hand, attitudes such as love, joy, peace, longsuffering, kindness, goodness, faithfulness, and meekness are well pleasing to God. From these come happy homes, lasting friendships, and all manner of good works.

UNIT TWO

STUDENT SERVICES

INTRODUCTION

The Bible College experience provides for a student the opportunity to discover and apply Biblical principles of living; to develop mature Christian attitudes and values; to learn about new personal, social, educational, and vocational roles; to enjoy increased competition in the academic arena; and to associate with a variety of new and different people. A College education can and should be stimulating, stressful, and growth producing for students who experience it.

Most students handle the stimulation of College reasonably well and thrive in the Johnson environment. The stress of the College experience causes some students to reassess themselves, their abilities, identity, values, and feelings. The *Student Handbook* was written to provide guidelines which the administration believes will facilitate optimum student development. At the same time, the *Handbook* will acquaint students with the kinds of services which have been made available to them to help them cope with the stress of being students.

THE COLLEGE CAMPUS

Johnson Bible College is located in the heartland of a region unexcelled in natural beauty. The rolling hills provide a lovely foreground for the Great Smoky Mountains. The rivers, lakes, trees and sky complete the scene which is fresh and vibrant in springtime and multi-colored in the fall. The College campus is about fourteen miles from downtown Knoxville, Tennessee, and about forty miles from Gatlinburg and the Great Smoky Mountain National Park. The College is situated about thirty miles from five beautiful lakes which are a part of the Tennessee Valley Authority system. Oak Ridge, a key city in the development and production of atomic energy, is about thirty-five miles from the campus.

THE COLLEGE LIBRARY

The Glass Memorial Library has holdings of about 97,000 volumes and periodicals. It is an attractive and convenient place to study. The library is open approximately 70 hours per week. The library hours are posted at the library. The librarians will acquaint new students with library resources and policies. There is an ever growing collection of sermons, counseling tools, and Christian education materials on cassettes. The music department is actively building the CD collection of music. An archaeological collection of artifacts is on continuous display.

THE COLLEGE BOOKSTORE

Textbooks and school supplies are sold in the bookstore which is located in the Eubanks Activities Center. Bookstore hours are posted at the bookstore. A student needs about \$725 each semester for books and supplies.

FIRST AID

A part of the student activity fee provides for first aid needs. This fee does not cover hospitalization, doctors' fees, or special drugs and prescriptions. The student health services office is located in the Eubanks Activities Center. Office hours are posted each semester. Students should observe office hours except for accidental injuries and sudden acute illness. Regular office hours are 8:00 a.m. to 2:00 p.m., Monday through Friday, while classes are in session.

ADVISING AND COUNSELING

The academic dean's staff assigns academic advisors to students to assist them with their educational, vocational, and personal concerns. The advisors normally teach in the professional area chosen by the student. They attempt to relate each student's program and purpose to the institution's program and purpose. The advisors also attempt to acquaint students with their assets and liabilities, helping them to assimilate this knowledge, act on it, and make the best possible adjustment. If the advisor to whom a student has been assigned is unsatisfactory, the student may see the vice president for academics for reassignment. If a student changes programs, the academic office staff will normally assign a new advisor to the student. In addition to the advising structure, any member of the faculty is available to any student for advice and counsel.

COUNSELING CENTER

SERVICES. The Johnson Bible College Counseling Center provides limited mental health services to currently enrolled students. If you are a full-time student at Johnson Bible College, then you are eligible for free counseling at the Center. Therapists will not be able to counsel with spouses of students or their children unless the counseling issue is a family problem as determined by a therapist. The counseling center reserves the right to refer people to other organizations when the therapists have no more counseling hours available or if they lack expertise in a particular mental health area.

The counseling center staff is primarily concerned with assisting students in their personal, spiritual, and vocational

adjustments at Johnson Bible College. Related concerns include counseling, dissemination of information, consultation, and providing referral sources.

PROCEDURE. Students are seen by appointment and are asked to notify the Center in advance when cancellations are necessary. Hours are posted and students make appointments with the counseling center teacher aides. In the initial meeting, expectations for the counseling relationship and limits to confidentiality will be discussed. Students will also be asked at this time to complete an intake questionnaire. Counseling records are maintained and secured in the inner offices of the Center. Teacher aides are constantly reminded of their obligation to work professionally and confidentially.

COLLEGE PLACEMENT OFFICE

The College maintains a Placement Office which provides services designed to assist students and alumni in making informed academic and vocational ministry search plans. Any student may consult the Placement Coordinator for current information regarding career and educational opportunities.

For students and alumni seeking traditional ministry positions, the office maintains and provides access to two files: (1) Ministers Seeking Churches, and (2) Churches Seeking Ministers. By periodically checking the files, students and alumni stay informed of the needs of participating churches.

FOOD SERVICES

FOOD CONTRACT. For single students the charges for board are based on a required contract food plan which has proven to be the most economical method to provide both adequate and high quality meals. Because of the added cost of labor and bookkeeping, meal charges would be much higher if each individual food item were priced and charged separately. Under a food contract plan, even students who miss some meals every week eat as economically as they would under a pay-as-you-eat plan.

DINING HALL. Breakfast, lunch, and dinner are served at the posted hours, Tuesday through Friday. Brunch and dinner are served on Monday and Saturday. Only the evening meal is served on Sunday. Meals are served cafeteria buffet style. Students must be prepared to have their I.D. cards scanned by the cashier. Guests without meal tickets or students without I.D. cards may pay the cashier. Resident assistants will enforce the dress code.

FOOD STEWARDSHIP. Food costs are critical. Although meats or main dishes may be limited, students are often allowed to take all they want of most items, if they will eat all they take. No food or drinks can be taken from the dining room. For example, food and drinks are not to be carried to the residence halls or into classrooms.

ETIQUETTE. Students should not cut lines or hold places for other students.

LUNCH CONFLICTS. Students who have a class schedule conflict with lunch should go to the student accounts office to work out alternative plans.

SPECIAL DIETS. Special diets will be provided by arrangement with the manager of food services. A note from a doctor is required.

SICK TRAYS. Requests for sick trays must be ordered by resident assistants or head residents. Authorized forms must be used. Soft diets will be served unless a full meal is authorized by the College nurse.

SNACK BAR. The snack bar in the Eubanks Activities Center is open at the posted hours. If on a thirteen-meal or seventeen-meal contract, up to two meals per week may be eaten in the snack bar.

TELEPHONE SERVICE

Telephones are provided in each dormitory room. Each student pays a low semester fee for local service. Long distance service is available and billed monthly. Policies and instructions for use of the telephones will be issued by the business office.

There is one pay phone on campus. It is located in the Phillips-Welshimer Building.

INTERNET AND EMAIL

LET THE USER BEWARE. Access to the Internet and email is available on campus. You will be assigned a user name and password. When you enter the College network, you leave your privacy at the door. Your email and Internet activity is public information and you should limit your activity accordingly. Your email can be read by people other than the party it is intended for. Internet traffic can be monitored by people outside of the JBC network as well as inside. Therefore, don't even think about abusing JBC's good name to access, for instance, sexually explicit Web pages. The owner of the computer will be held responsible for whoever uses his or her computer. Using your computer privileges for hacking someone else's computer system is a criminal offense as well as a disciplinary offense.

DEALING WITH PORNOGRAPHY. Based on the assumption that visiting pornographic Web sites is a spiritual problem, first offenders will be referred to the Campus Minister for pastoral counseling. Revisiting pornographic Web sites suggests the possibility that there is an underlying psychological addiction as well as a spiritual problem; therefore, repeat offenders will be referred to the Counseling Center for therapy. Continued visits to pornographic Web sites in spite of pastoral counseling and psychological therapy suggests the presence of deep-seated prurient interests that will be dealt with as a disciplinary problem.

ACCESSING THE CAMPUS NETWORK. College residents will need a network card to access email and the Internet via a direct connection to the campus network. If you use the recommended hardware and software sold in the College Bookstore, trained students will be available during posted hours to provide support for network problems associated with it. If you use other hardware and software, you will be on your own to make it work.

ORGANIZATION AND BYLAWS OF JOHNSON BIBLE COLLEGE

Johnson Bible College operates under bylaws established by the board of trustees. This document states the name, location, nature, purpose and basic doctrinal position of the College. It provides for a Board of Trustees composed of no fewer than eight and no more than fifteen members, a majority of whom must be alumni of Johnson Bible College. It also provides for a Council of Seventy, an alumni advisory group. It states responsibilities for the trustees, president, and faculty. A copy of the *Bylaws* is available in the student services offices. A copy of the organizational chart of Johnson Bible College can also be found in the student services offices.

DIRECTORY INFORMATION

A *Campus Directory* is published each fall and spring with pictures, addresses and telephone numbers of students, faculty, administrators, and staff. The *Directory* also contains a telephone listing by location/function and a map of the campus. Each school year the vice president for student services publishes a *Who's Who Directory* and *Whom to See About What*.

FACULTY COMMITTEES

ATHLETIC COMMITTEE. This committee has the responsibility to give advice about the operation and implementation of the athletic events on campus, both intercollegiate and intramural. The committee is comprised of the coaches, a faculty member, two students, and the athletic director who serves as chair. The meetings are called.

CHAPEL COMMITTEE. This committee is responsible for planning and scheduling chapel meetings. Special consideration is given to senior sermons, guest speakers, and other meaningful programs. The committee is comprised of select faculty members, the president of the student council, and the campus minister who serves as chair.

CHRISTIAN SERVICE COMMITTEE. The responsibility of this committee is to advise and recommend policy and procedure for the College program of Christian service. This committee is comprised of a select number of faculty members, two students, and the Christian service coordinator, who serves as chair. The meetings are called.

CREDENTIALS COMMITTEE. This committee is charged with the responsibility to review and determine the academic status of students with serious academic problems. It is a decision making committee and may grant or refuse matriculation as deemed advisable in each situation. The committee is comprised of the vice president for academics, the registrar, the vice president for student services, the vice president for business, and the president. This committee meets at least once each semester.

CURRICULUM COMMITTEE. The function of this committee is to keep abreast of the academic programs and course offerings and to suggest curriculum changes that will meet the needs of the students and the ministries for which they are preparing. The centrality of a Biblical perspective is assumed in all of the programs of study. The committee is comprised of six curriculum division planning units: Bible, general education, specialty studies, teacher education, and graduate studies. Each unit reports to the vice president for academics.

DISCIPLINE COMMITTEE. This committee shall be responsible to review, revise, and interpret the regulations for behavior and conduct as defined in the Johnson Bible College *Student Handbook*. This is a decision making committee with authority to dismiss a student from school for severe disciplinary causes. The chairman will inform the student's parents or guardians and the faculty of any such decision. This committee is comprised of three faculty members, a female and male student, and the vice president for student services, who serves as chairman but does not vote. The meetings are called.

FINANCIAL AID AND WORK STUDY COMMITTEE. This committee is charged with the responsibility of giving direction to the financial assistance program of the College and for dealing with appeals related to financial aid and work study. The committee is comprised of the vice presidents for student services, for business, and for academics. The director of financial aid and the work program director attend the meetings as consultants but do not vote. The meetings are called by the vice president for student services.

GRIEVANCE COMMITTEE. This committee shall process formal, written complaints from any member of the Johnson community. The committee shall consist of two staff members, two faculty members, one administrator, and when a student is involved, the president of the student council. Each group shall elect its appointed representative on an annual basis. Grievance procedures are explained in detail in Unit Five of the *Student Handbook*.

STRATEGIC PLANNING. This committee assists the president and board of trustees in evaluating and planning for the future development of the College, particularly during the next five years. It reviews mission, programs, enrollment patterns, resource allocations, budget considerations, facilities needs, personnel needs, and so forth. The committee meetings are scheduled in accordance with the planning committee calendar. It consists of a coordinator of planning, the president, administrators, two faculty members, a trustee, a staff member, and an alumni representative.

INTERNSHIP COMMITTEE. This committee has the responsibility for recommending policy and procedure for the required internships. The committee is comprised of a chair and three faculty members. This committee meets once each semester.

LIBRARY COMMITTEE. The library committee advises the librarian regarding the development of library resources, on matters of general library policy, and on means which may best integrate library services with other academic activities of the College. This committee is comprised of four faculty members, a student representative, and the librarian, who serves as the chair.

MISSIONS COMMITTEE. This committee is responsible for planning and leading in the missions emphasis week. The committee is given authority to select the speaker and allocate and disburse the missions and internship funds. This committee is comprised of the campus minister, missions professor, president of the student council, president of Harvesters, and one other person. The campus minister and missions professor shall serve as chair on alternate years. This committee meets a minimum of once each semester.

PERSONNEL COMMITTEE. The responsibility of this committee is to assist the administration in securing names of prospective faculty members. Also, it shall participate in interview procedures and make recommendations regarding employment of new faculty members. This committee will act as advisors and handle any faculty grievances that cannot be dealt with through normal administrative channels. The committee is comprised of a select number of faculty members with one of them serving as chair. The meetings are called.

TEACHER EDUCATION COMMITTEE. This committee is responsible for evaluating requests for admission to the teacher education program, initiating curriculum revisions, and generally supervising the overall development of the teacher education program. The committee is the major decision making agency within the teacher education program. This committee is composed of representatives from the Bible, general education, interdisciplinary studies, and professional education components of the curriculum. It is chaired by the head of the teacher education department.

ADMINISTRATIVE COUNCIL

The Administrative Council consists of the president, vice president for academics (academic dean), vice president for business, vice president for student services (dean of students), and vice president for development. It generally meets once each week with the president presiding. In his absence the committee sometimes meets with the vice president for academics chairing the group.

The purpose of this committee is to advise the president on administrative matters, to serve as a sounding board for ideas and plans which he is formulating, to be a forum for communication among the administrators and their departments, to assist in resolving conflicts or crisis situations which impact the entire institution, to provide opportunity for the administrators to seek advice in meeting their own responsibilities.

ALUMNI ASSOCIATION & COUNCIL OF SEVENTY

The purpose of the Johnson Bible College Alumni Association is to: (1) promote sustained loyalty to Jesus Christ as Lord and Savior; (2) promote continual loyalty and support to Johnson Bible College; and (3) maintain a spirit of mutual encouragement and helpfulness among members of the association.

The regular annual business meeting of the alumni association is held during the week of the Johnson Bible College Homecoming and Preaching Rally in February. Seniors are invited to attend the annual business meeting because the constitution of the association grants non-voting membership in the association to all seniors currently enrolled at Johnson Bible College. Voting membership in the association is granted to all former students who have earned credits at Johnson Bible College and have paid their annual alumni dues. Alumni who pay their dues are eligible for election to the Council of Seventy.

The purpose of the Johnson Bible College Council of Seventy is to: (1) provide counsel to the trustees, faculty, and president of Johnson Bible College; (2) nominate trustees; (3) do all possible to send qualified students to Johnson Bible College; (4) be constantly on the lookout for financial support for Johnson Bible College and encourage this support always; (5) work diligently to enlist all alumni in the support of Johnson Bible College; and (6) carry out a system of honoring Johnson Bible College men and women who have rendered distinguished services to the College, the church, the community, or the nation.

Each member of the Council of Seventy serves on one of six standing committees: academic affairs, alumni affairs, fund raising, property, public relations, or student affairs. The purpose of the student affairs committee is to: (1) be thoroughly alert to student needs and problems in general and so advise trustees and administration; (2) be familiar with extracurricular activities and needs of students, advising trustees and administration accordingly; (3) give the trustees and the administration counsel on improving student life and morale; and (4) suggest to trustees and administration any specific physical plant improvements designed to enhance student life.

UNIT THREE

STUDENT ACTIVITIES

WORSHIP AND PRAYER

SPIRITUAL GROWTH. Johnson Bible College recognizes that spiritual growth is an essential experience in ministerial education. It is an experience not inconsistent with academic superiority. To cultivate spiritual growth, both worship and prayer have been given important places in the total student life at Johnson. Through participation in the daily chapel services, weekly church services, missionary emphasis activities, Thanksgiving week of prayer, lectureships, prayer rooms, dormitory devotions, and informal prayer groups, the student has the opportunity and supportive environment to deepen spiritual consciousness.

PRAYER ROOMS. Prayer rooms in the Old Main Building and in the Alumni Memorial Chapel are for private devotions. The prayer room in the Eubanks Activities Center is for both individual and group use, and is not considered "private." Guidelines for couples who wish to pray together can be found elsewhere in the Handbook under "Campus Regulations."

AREA CHURCHES. Students participate in the programs of a number of area churches including:

Knoxville:	Christian Church of Fountain City Farragut Christian Church (Concord) Halls Christian Church Cornerstone Christian Church Sullivan Road Christian Church Thorn Grove Christian Church (Strawberry Plains) West Towne Christian Church Woodlawn Christian Church Gap Creek Christian Church (Kimberlin Heights)
Seymour:	Seymour Heights Christian Church
Sevierville:	Smoky Mountain Christian Church
Pigeon Forge:	First Christian Church
Maryville:	First Christian Church Blount Christian Church Mountain View Church of Christ Meadowbrook Christian Church Unity Christian Church Liberty Christian Church
Louisville:	Louisville Christian Church
Harriman:	First Christian Church
Lenoir City:	Christian Church of Loudon County
Kingston:	Morrison Hill Christian Church
Morristown:	Community Christian Church First Christian Church
Jefferson City:	Jefferson City Christian Church
Newport:	First Christian Church English Mountain Christian Church
Oak Ridge:	West Village Christian Church
Clinton:	Christian Church
Powell:	Lighthouse Christian Church

An up-to-date directory of churches in the Tennessee Valley is available from the Office of Church Relations.

CHURCH MEMBERSHIP. Students who attend area churches are encouraged to transfer their memberships (or place student memberships) and become involved regularly and dependably with those congregations. A church home away from home is a vital part of a student's Christian growth and development.

COLLEGE CHURCH. The Church on the Hill is organized each school year under the direction of the campus minister. It is an unincorporated body of students and their families. No membership roll is kept. Students who worship on the Hill are expected to retain their membership at home or elsewhere. Because the Church on the Hill is made up almost entirely of students, it does not meet during scheduled vacations.

CHURCH ATTENDANCE. It is the custom of most Knoxville area churches to meet both morning and evening on the Lord's Day. Therefore, campus residents are expected to be in church worship services on the Lord's Day, both morning and evening. Recreation areas will not be used during those hours. If the administration hears about students who are habitually absent from church services, they will be asked to appear before the faculty to make explanation of why they have gone astray.

CHAPEL POLICIES

PURPOSE OF CHAPEL. The purpose of chapel is to worship God, in the conduct of which God is to be exalted and His people are to be renewed.

CHAPEL GOALS: (1) to cultivate a Christian life-style and a sense of community through worship, praise, prayer, and fellowship; (2) to provide a time for renewal through Biblical exposition, exhortation, and moral instruction; (3) to provide chapel programs that will support the overall curriculum and goals of the College; (4) to emphasize evangelism through sermons and presentations by guest ministers, visiting missionaries, and faculty members; (5) to emphasize the importance of Christian service and to promote various opportunities for service provided by the College; (6) to develop a sense of Christian behavior and grooming through the requirements of chapel attendance and dress code; (7) to encourage excellence by providing exemplary speakers, song leaders, singers, musicians, and special programs; (8) to provide an opportunity for students to serve in various capacities during chapel services, such as, song leading, organizing, presiding, speaking, and other activities; (9) to stimulate development in all domains of growth through a program of sermons, concerts, and special presentations; (10) to present programs and messages that are in keeping with the Restoration Movement.

SCHEDULE. Tuesday, Wednesday, and Thursday at 9:00 a.m.

CREDITS. Full time students (enrolled for 12 or more class hours per week) earn one-half credit per semester for chapel participation.

Part time students taking 6 to 11 class hours per week are also expected to be in chapel if they are working toward a degree. Chapel is an elective for part time students taking fewer than 6 class hours per week and for part time special students.

The relationship between a part time student's class load, the number of chapel credits earned, and the number of chapels which must be attended weekly to receive credit is as follows:

Class Hours	Chapel Credit	Required Chapels per Week
0.0 – 5.9	0.0	0
6.0 – 8.9	0.3	1
9.0 – 11.9	0.4	2
12.0 or more	0.5	3

GRADES. No more than one week of absences earns an A. No more than two weeks of absences earns a B. Over two weeks of absences earns an F.

ABSENCES. Chapel seating is not assigned. Students are responsible for scanning their ID's for attendance. Scanning another student's ID is a disciplinary offense. "Scan and Run" is also a disciplinary offense. Three times tardy count as one absence.

Each student is expected to keep a personal record of chapel absences, carefully noting the date and reason for each absence. Such a record is essential if it becomes necessary to apply for make-up credit. After the second week of the semester, a summary of the number of absences will be tabulated and posted to student mail boxes each week.

ADMINISTRATIVE ABSENCES. If you were absent while engaged in a College sponsored activity (work assignment for the College, field trip, varsity sports, or music group) or an organized church sponsored activity (worship service, revival meeting, calling program, or class fellowship meeting), then no make up is required. On the "Application for Chapel Credit" form, which is available from the College Receptionist, specify the date you missed and the reason for your absence. Then obtain an authorizing signature (sponsor, supervisor, or minister). Finally, sign the form and return it to the College receptionist. The absence will not be charged against you.

PERSONAL ABSENCES WHICH MUST BE MADE UP. If you were absent for valid reasons other than College sponsored or church sponsored activities (illness, commuting, unavoidable work schedule conflict, baby-sitting for spouse who is ill or employed outside the home, or death in the family), then the absence must be made up to receive chapel credit. Obtain an "Application for Chapel Credit" form from the College Receptionist. Listen to a chapel sermon tape in the library and complete the form. Then sign the form and return it to the College Receptionist. All personal absences must be made up by the deadlines stated below for regular and late make-ups. Single students, if your chapel absence was due to illness you will also need a head resident's signature on the form.

PERSONAL ABSENCES WHICH CANNOT BE MADE UP. Students are allowed up to two weeks of personal absences. If you were absent for personal reasons (*e.g.*, tired, studying, shopping, watching TV, dating, visiting with family and friends, returning late from a weekend trip home, counseling with a friend, helping someone move), then no make-ups are allowed and no credit can be given. The absence will remain on your record.

LETTER OF PETITION. A student who will be absent from chapel on a regular basis for valid reasons (*e.g.*, working during chapel time, commuting students not in class immediately before or after chapel time) should write a letter of explanation to the vice president for student services. A complete schedule of expected absences should be included. Resident students missing chapel for work should include the name, address, and telephone number of their employer along with a schedule of work hours. Such a letter is required each semester. Keep the vice president for student services informed of any changes in circumstances which may occur during the semester.

DEADLINE. "Applications for Chapel Credit" must be turned in at the reception desk or the student services office no later than noon Wednesday following any or all absences of the previous week.

LATE MAKE-UPS. Late "Applications for Chapel Credit" will be accepted for a grace period of two weeks following the original due date. Obtain a make-up form from the College receptionist. Listen to a chapel sermon tape in the Library. Write a one page outline of the sermon. Pay a late fee to the cashier and get a receipt. Return the make-up form, the sermon outline, and the receipt to the student services office. Do not return late "Application for Chapel Credit" forms to the College receptionist.

No make-ups will be accepted after the third week. The absence will remain on the student's chapel record.

FAILING CHAPEL. A student must satisfactorily participate in the chapel program each semester in order to receive a passing grade. In the event that satisfactory participation cannot be secured, the student's advisor and the vice president for student services will counsel with the student.

CHAPEL PROGRAMS. The chapel presider is responsible for announcements, prayer time, introduction of speaker or program, responses, and adjournment. The campus minister and the vice president for student services are responsible for appointing chapel presiders and for scheduling chapel speakers and programs. Song leaders, accompanists, and special music are arranged by the music faculty. Recognition of guests is always in order. Please submit their names to the presider.

CHAPEL ETIQUETTE. Do not use the chapel period for a study hall. No book but the Bible should be open. Do not whisper or pass notes. Give the speaker your undivided attention. If you need to study, visit with others, or catch up on sleep, then by all means use a personal absence.

SPECIAL GROUP MEETINGS. Student Council, Timothy Club, Harvesters, and other faculty sponsored groups meet on Wednesdays during chapel. Wednesday is the only day that groups are allowed to meet during chapel. The following guidelines must be met for a group to meet during the Wednesday chapel (these guidelines are not meant to interfere in any way with authorized groups who wish to meet at times other than during chapel):

1. Each group will be approved by the faculty in a regular meeting.
2. A faculty sponsor must be in attendance.
3. A list of group officers and an agenda for the semester must be on file in the student services office.
4. Groups will not meet during special lectureships when outside speakers have been brought in.
5. A student may belong to only one group that meets during chapel each semester.
6. Attendance will be limited to group members only.
7. Members will be dropped from a group after two absences.
8. The student services office must have a list of group members on file before the fourth meeting of each semester.
9. The secretary of each group is responsible for obtaining silent roll forms before each meeting, taking roll, alphabetizing the roll slips, and returning the slips to the student services office immediately after chapel each Friday.
10. Silent roll must be the first item of business (anyone who comes in late can be given a silent roll form to sign, but must be counted tardy if not present for the roll taking).
11. Chapel excuses will not be honored if the roll is not properly reported.
12. Groups who do not fulfill their obligations (turning in officers' names, semester agenda, membership roll, and weekly silent rolls) will be denied permission to meet during chapel in the future.

CAMPUS MEDIA

CAMPUS MAIL. Each student is assigned a mail box at the Post Office in the Eubanks Activities Center. Both U.S. mail and campus mail are posted daily, except Sunday. Stamps are available in the College Bookstore.

ANNOUNCEMENT SHEETS. An announcement sheet is published twice each week for circulation among all campus residents. Announcements must be dated, signed, and placed in the box in the student services office. Announcements turned in by noon Monday will be published in the Tuesday announcement sheet. Announcements turned in by noon Thursday will make the Friday edition.

BULLETIN BOARDS. No signs may be posted on walls or doors. Administrative announcements will be posted on the bulletin board opposite the post office boxes. Announcements for the main bulletin boards must be neat, dated, and signed. Forms and approval for posting announcements on the bulletin boards may be obtained in the student services office.

Oversized posters are subject to restriction. Bulletin boards will be reviewed regularly and out-dated or unauthorized notices will be removed.

CAMPUS RADIO, TV, AND RECORDING EQUIPMENT. The campus radio, TV, and recording studios are open only to authorized personnel under the supervision of the media instructor.

STUDENT NEWSPAPERS. Student publications must receive official recognition from the vice president for student services and must conform to such editorial standards as may be required by the English faculty.

COLLEGE CALENDAR. Monthly schedules of special events are published by the office of the vice president for student services. The deadline for getting an event printed on the calendar is the 10th of the preceding month.

STUDENT ORGANIZATIONS

OFFICIAL RECOGNITION. All student organizations are required to register and receive approval from the vice president for student services in order to have access to College facilities. No secret societies may be formed. Only currently enrolled students and their families may hold membership in student organizations. The following information must be provided for official recognition: (1) name of the organization; (2) list of current officers; (3) statement of purpose and objectives; (4) name of faculty sponsor.

FINANCES. All student organizations are required to keep their fiscal houses in order. The College business office acts as a depository for all student organization funds. Check requests must be signed by the organization's treasurer or president and co-signed by the organization's sponsor or vice president for student services. The treasurer will keep an accurate record of the organization's current balance and will see to it that all bills are promptly paid. When a group is no longer active or has gone out of existence, the sponsor will arrange to transfer the group's funds to the student council for their disposition.

Student organizations are not permitted to charge admission to events on campus. Fund raising projects must have the permission of the College administration. No more than one fund-raiser per group per year will be permitted. Accounting must be reported to the vice president for academics for class-related fund-raisers. Accounting for other fund-raisers must be reported to the sponsors and to the vice president for student services. All advertising for fund-raisers will be limited to bulletin boards and the bi-weekly announcement sheet. Postings on the bulletin boards may appear as early as two weeks before the event and must be removed in a timely manner.

MINUTES. Because minutes, committee reports, and other group records are an important part of the organization's history as well as containing information of value to future officers, they should be protected from loss. During transitions between officers and during summer vacations, all written records should be deposited for safe-keeping with the faculty sponsor or the vice president for student services. The long-term activities of some organizations form a significant aspect of the history of the institution and a set of written records may become a significant contribution to the archives of the College.

SPECIAL EVENTS. Student organizations are required to submit an "Information Form for Special Events" in order to use College facilities and equipment, on or off campus. Administrative approval must be obtained before scheduling an event. A checklist of procedures for special events can be obtained from the vice president for student services' office. After completing the checklist, it must be returned to the plant services office.

Individual students wishing to use College facilities must first receive permission and schedule use of the facilities in the vice president for student services' office. Special guidelines for scheduling weddings, rehearsals, and receptions are available.

STUDENT COUNCIL

The student council of Johnson Bible College was established to promote better relations between students, faculty, and alumni. Members are elected to the council each spring. A College staff member serves as advisor to the council.

The council coordinates many student activities and plans several weekend activities throughout the school year. One or two student-led chapels each semester are under the direction of the council. The council coordinates the annual class elections each spring. Student grievances can often be resolved effectively by the council which interprets student opinion to the faculty and vice versa. Council members often serve as hosts to campus visitors, promoting a spirit of Christian hospitality for the Johnson Bible College family.

Students on probation (academic or disciplinary) are not permitted to serve as class officers or as members of the student council.

ROLE OF STUDENTS IN INSTITUTIONAL DECISION MAKING

Students sometimes wonder how they can make their voices heard at Johnson Bible College. They have access to the alumni association and trustees through the Student Affairs Committee of the Council of Seventy (see Unit Two). Seniors are invited to attend the annual business meeting of the alumni association on Wednesday afternoon during the week of Homecoming. Students have direct access to the faculty, staff, and administrators (see *Campus Directory*). Results of student questionnaires and surveys are reviewed annually by the planning committee, the administrative council, and the faculty. Several faculty committees include student members, e.g., the athletic committee, the chapel committee, the

Christian service committee, the discipline committee, the grievance committee, the library committee, and the missions committee (see Unit Two).

CLASS RESPONSIBILITIES

Class officers should work closely with class sponsors in making arrangements for the activities described below.

FRESHMAN CLASS RESPONSIBILITIES

FALL SEMESTER. Help the seniors stuff the year end appeal letters. Assist with the Festival of Joy at Christmas time. See the development staff for details.

SPRING SEMESTER. Usher at the *Errosth*e program.

SOPHOMORE CLASS RESPONSIBILITIES

FALL SEMESTER. Help the seniors stuff the year end appeal letters. Help the development office decorate the campus for the Christmas season in November.

SPRING SEMESTER. Assist Mrs. Eubanks during senior week. Help prepare the White House lawn. Help entertain seniors and their guests at the reception following *Errosth*e. Help make preparations for the reception. Carry tables and chairs, serve punch, and clean up afterward as needed.

Help the Phillips-Welshimer housekeeping crew set up chairs for *Errosth*e.

JUNIOR CLASS RESPONSIBILITIES

FALL SEMESTER. Help the seniors stuff the year end appeal letters. Consult with the development office staff before September 15 concerning schedules and procedures.

Choose a speaker and begin making arrangements for the annual junior-senior banquet.

SPRING SEMESTER. Provide candles for the *Errosth*e program. Protect floors and carpets from candle wax drippings.

Usher at the commencement program. Consult with the registrar for procedures and seating arrangements.

Clean up the Phillips-Welshimer gymnasium-auditorium and any work areas used in preparing for the junior-senior banquet. Pay all bills related to the banquet.

SENIOR CLASS RESPONSIBILITIES

FALL SEMESTER. Take overall responsibility for student life, serving as special counselors for the freshmen.

Stuff the year end appeal letters. Consult with the development office staff before September 15 concerning schedules and procedures.

Organize and oversee the annual week of prayer preceding Thanksgiving Day. Arrange schedules for the prayer rooms. Be prepared to explain the procedure in chapel.

SPRING SEMESTER. Work with senior class sponsors to plan the *Errosth*e program. The college registrar is the resource person.

Turn in class history to the development office by the day of graduation. The College provides each class a page on the web for text and pictures. Consult with the development office for ideas on what to include.

ATHLETICS

The athletic program is an integral part of the education process and is considered a significant enhancement to building Christian character. Men's and women's basketball, men's soccer, men's baseball, women's volleyball and men's and women's cross-country teams comprise the major intercollegiate sports at Johnson Bible College. In addition, there is a women's club soccer team.

INTERCOLLEGIATE ATHLETICS. Student athletes do not receive athletic scholarships or any other special compensation for participating in intercollegiate athletics. Students who participate in intercollegiate athletics are required to meet the same academic requirements as other students. A student on probation may not play on a varsity team. Academic eligibility requirements may be found in the *College Catalog*.

INTRAMURAL ATHLETICS. There are adequate facilities for intramural programs in basketball (two gyms), tennis (three courts), racquetball (two courts), baseball, disc golf, floor hockey (in the old gym), and volleyball. The old gym houses an indoor swimming pool. Table tennis, billiards equipment, and a fitness facility are located in the Eubanks Activities Center. The intramural program is supervised by the assistant to the athletic director in cooperation with the athletic committee. The athletic director reports to the vice-president for student services, who is responsible to the president for the overall operation of the athletic program.

ELIGIBILITY FOR INTRAMURALS. Eligibility to participate in intramurals at Johnson Bible College is limited to the people who meet one or more of the following criteria:

1. A full time resident or commuter student with 12 hours or more of class load. A senior in his or her final semester taking the course load needed to graduate will be considered eligible regardless of course load.

2. A spouse or child (at least 16 years old) of a full time student (as defined above) living in the same household. (Child may not compete in a sport that he/she is a member of at school according to TSSAA rulings, unless the season is over; however, participation may not start after teams are chosen.)
3. A member of the faculty or staff, or a spouse or child (at least 16 years old) of a member of the faculty or staff living in the same household. (Child may not compete in a sport that he/she is a member of at school according to TSSAA rulings unless the season is over; however, participation may not start after teams are chosen.)

No one may be added to a team after the season of competition has begun.

UNIT FOUR

CAMPUS REGULATIONS

PERSPECTIVE

Dress, hair, and life styles have become centers of polarization in society. It is the purpose of Johnson Bible College to avoid an image which conforms to an extreme in appearance. College officials realize that no legalized and absolute standard of appearance and behavior can be followed in any community. To achieve a moderate course, however, and to facilitate communication with society, there are general guidelines which can serve to direct appearance and conduct.

Non-verbal communication may either enhance or contradict a person's verbal communication. Nearly every aspect of a person's appearance and behavior communicates something non-verbally. When someone becomes a member of a community such as Johnson, personal actions affect the image the College has with the larger community of its constituency. The College desires to maintain the kind of image which will permit effective interpersonal relationships. To create this kind of image, some personal freedom may have to be surrendered by the individual for the good of the community.

For instance, in choosing Johnson Bible College, you have surrendered the right to dress as you please, wear your hair as you please, come and go as you please, and behave as you please. The College expects sacrificial living, self-denial, disciplined self-control, and conformity to a higher standard because of its commitment to Christ and His church, to God's Word, and to the basic documents governing the policies and procedures of Johnson Bible College.

Johnson Bible College is a private, church-supported, church-related institution. The College operates within the framework of certain basic documents: The Holy Bible, Constitution and Bylaws, Charter from the State of Tennessee, Last Will and Testament of Ashley S. Johnson, trust agreements, Faculty and Administration Guidebook, Johnson Bible College *Catalog*, and *Student Handbook*. The objectives set forth in these documents affect the College's curriculum, rules and regulations, faculty responsibilities, school property, tuition and fees, student services, activities, and responsibilities. Johnson Bible College also makes every effort possible to comply with federal regulations.

Therefore, the rules and regulations which follow have been written with three goals in mind: (1) to serve the students and their needs; (2) to serve the College and its objectives; and (3) to be nondiscriminatory with regard to race, sex, and handicap.

GENERAL CONDUCT

Because Johnson students are being prepared for vocational Christian ministries, they are expected not to gamble, use alcoholic beverages, narcotics, tobacco (in any form), visit nightclubs, or form secret societies. Profane or vulgar language is never appropriate for Christians (Eph 5:4), and is prohibited both on and off-campus. For instance, students are not to use vulgar, profane, libelous, false, or malicious language in web posts hosted on either JBC or off-campus servers. Dancing is not permitted except for some kinds of folk-dancing off campus. In any event, College groups are not permitted to sponsor dancing, whether on or off campus. The smoking of any substance in any form is prohibited. "Don't let anyone think little of you because you are young. Be their ideal; let them follow the way you teach and live; be a pattern for them in your love, your faith, and your clean thoughts....Throw yourself into your tasks so that everyone may notice your improvements and progress. Keep a close watch on all you do and think. Stay true to what is right and God will bless you and use you to help others" (I Timothy 4:12-16, *Living Bible*).

Johnson Bible College does not presume to be a censoring agency for all activities. However, tangible evidence of maturing Christian convictions and discerning judgment is expected. Johnson Bible College reserves the right to dismiss a student who, in its judgment, does not conform to the regulations governing student conduct. Any conduct that does not contribute to the educational purpose of Johnson Bible College is subject to regulation. For example, boxing is not permitted on campus, either as part of the physical education program, or as part of the extracurricular student life.

DRESS CODE

The apostle Paul told the Christians at Thessalonica to "abstain from every form (*or* appearance) of evil" (I Thessalonians 5:22, *NASB*). To the Christians at Philippi, Paul wrote, "Let all men know and perceive and recognize your unselfishness (your considerateness, your forbearing spirit)." (Philippians 4:5, *Amplified Bible*). Elsewhere Paul admonished Christian women to "dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes" (I Timothy 2:9, *NIV*). Therefore, public appearance, unselfishness, and modesty should dictate a person's choice of clothing. Generally speaking, student dress should always be in good taste, clothing must not be tight or revealing as becoming Christian modesty, and clothing should be appropriate to the occasion. Five categories of dress are recognized and defined as follows:

1. *Dress apparel* is clothing which is considered appropriate for and evening chapels and convocations. Dress apparel

is also expected of speakers and may be required of other leaders in morning chapels.

2. *Collegiate apparel* is clothing which is proper in the classroom, library, faculty and administrative offices, and dining room.

3. *Casual apparel* is clothing which may be worn during the student's free time. Casual apparel is not to be worn in the classrooms, library, faculty offices, administrative buildings, or dining hall.

4. *Sports apparel* is clothing which is appropriate to the etiquette for participants in a given sport.

5. *Off campus apparel* will conform to dress standards established for similar activities on campus.

DRESS CODE FOR MEN

The following categories of dress for men do not permit the wearing of earrings, nose rings, lip rings, any other body piercing, or the use of spacers.

1. *Dress apparel* will consist of a dress shirt and tie with dress slacks, dress shoes and socks. Coats and sweaters are optional. A turtleneck or collarless dress shirt worn with a sports coat is an acceptable substitute for dress shirt and tie. The following types of clothing are excluded from dress apparel: overalls, jeans, tennis shoes, sandals, and windbreakers.

2. *Collegiate* will consist of dress slacks, shirts, and appropriate footwear. Shirts made to be tucked in should be tucked inside the trousers. The following types of apparel are excluded: mutilated jeans or jeans with holes; tank tops; football jerseys; baseball shirts; hospital orderly uniforms; underwear, insulated or otherwise, worn as an outer garment; T-shirts with writing or pictures objectionable to the faculty; sweats or warm-up pants. Allowable exceptions are neat jeans and appropriate T-shirts. Hats, caps, and headbands are not to be worn during chapel services. Individual teachers or work supervisors may require a stricter standard of dress in their classrooms or work areas for educational and professional reasons.

3. *Casual apparel* should be in good taste. No drug messages, no liquor messages, no messages with sexual connotations, and no profanity or vulgarity are permitted. Decorum and modesty require that shirts be worn at all times. Jeans should not be tight or revealing. Shorts must be no shorter than mid-thigh length. Shorts are not to be worn in the Phillips-Welshimer Building, the library (the road is the boundary), the Old Main Building, the Alumni Memorial Chapel building, or in the upper two stories of the Eubanks Activities Center. For example, students will not wear shorts to drop off books at the library, visit academic or administrative offices, or to practice in the piano practice rooms. Students who choose to wear shorts on the lower floor level of the EAC should use a downstairs doorway for entering and exiting the building.

4. *Sports apparel* should be appropriate to the sport in question. Cover-ups must be worn to and from the swimming pool. Abbreviated swim trunks are not to be worn. Shirts are always to be worn in all sports except swimming. When the exercise equipment in the Eubanks Activities Center is unscheduled, unsupervised, and in use by both sexes at the same time, the dress code is sweat suits or sweat pants and T-shirt. No shorts are allowed when there is no supervision.

DRESS CODE FOR WOMEN

The following categories of dress code for women allow for earrings, but not for nose rings, tongue rings, or other piercings.

1. *Dress apparel* will consist of dresses or skirts and blouses (or pantsuits, i.e., coordinated pants outfits). Clothing must not be tight or revealing. Dresses should be of modest design with necklines of a conservative style. Dresses with low cut necklines, either front or back, are not to be worn. Appropriate undergarments must be worn. Skirts or slits in skirts should be no higher than three inches above the middle of the knee. Skorts are not to be worn as dress apparel.

2. *Collegiate apparel* will consist of dresses, skirts and blouses, dress pants, and gaucho suits. Allowable exceptions: jeans and appropriate T-shirts may be worn. The following types of apparel are excluded: mutilated jeans or jeans with holes; tank tops; T-shirts with writing or pictures objectionable to the faculty; sweats or warm-up pants. Skirts or slits in skirts should be no higher than three inches above the middle of the knee. Tights or pants that look like tights require a dress-length top. Individual teachers or work supervisors may require a stricter standard of dress in their classrooms or work areas for educational and professional reasons. Shorts are not to be worn as collegiate apparel.

3. *Casual apparel* includes slacks, jeans, and uncoordinated tops. Tight jeans, shrink tops, halter tops, and bare midriffs are excluded. No drug messages, no liquor messages, no messages with sexual connotations, and no profanity or vulgarity are permitted. Shorts must be no shorter than mid-thigh length. Shorts are not to be worn in or around the Phillips-Welshimer Building (the line is the road on three sides of the building and the edge of the pond on the fourth side). Furthermore, shorts are not to be worn in the library (the road is the boundary), in the Old Main Building, in the Alumni Memorial Chapel building, or in the upper two stories of the Eubanks Activities Center. For example, students will not wear shorts to pick up their mail, to drop off books at the library, or to practice in the piano practice rooms. Students who choose to wear shorts on the lower floor level of the EAC should use a downstairs doorway for entering and exiting the building. The same guidelines apply for skorts as for shorts.

4. *Sports apparel* should be appropriate to the sport in question. No two-piece or French-cut bathing suits are permitted. Cover-ups must be worn to and from the swimming pool. When the exercise equipment in the Eubanks Activities Center is unscheduled, unsupervised, and in use by both sexes at the same time, the dress code is sweat suits or

sweat pants and T-shirt. No shorts are allowed when there is no supervision.

GROOMING AND PERSONAL HYGIENE

Students are expected to maintain high standards with regard to personal hygiene and cleanliness. The school's policy is to promote neat grooming and a wholesome appearance.

Hair should be neatly trimmed and of a style that would not be considered extreme by the faculty. For a guideline, men's hair should not come below the bottom of the shirt collar and at least half the ear should be visible below the hairline. Examples of men's haircuts that are considered extreme and faddish, and thus will not be allowed, are hair carving, Mohawks, ponytails, and unisex styles. Neatly trimmed sideburns, beards, and mustaches are permitted. "Neatly trimmed" means "cut and groomed" as opposed to "natural growth and ungroomed." In other words, appearance that clearly indicates that the person cares about good grooming is required. The faculty, head residents, and resident assistants will counsel students about these matters.

Johnson Bible College reserves the right to refuse its educational services to those who demonstrate little or no care for their total appearance.

ILLNESS

A single student who is ill should inform a resident assistant who will see to it that the student's name is placed on a sick list kept by the head resident. Students who need to see a doctor are responsible for arranging their own appointments and transportation. The College nurse keeps a list of area doctors who are willing to see Johnson Bible College students. For sick tray information, see the food services section in Unit Two.

COURTSHIP AND MARRIAGE

Relationships between couples are expected to be discreet and above reproach. While it is natural for couples to develop genuine affection for one another and to express this feeling in appropriate ways, the public display of affection is limited. Couples should be aware of the fact that the public display of affection causes others to feel self-conscious and ill-at-ease. Even back massages make others feel ill-at-ease.

Except for the holding of hands, the conduct of couples is to be guided by a hands-off policy. For example, a lady and gentleman will not stroll together with her hand in his back pocket or his hand in her back pocket. A lady will not sit on a gentleman's lap and vice versa. A lady and a gentleman will not sit together in a chair built for one.

When strolling on campus, couples must keep themselves to open and lighted areas. When sitting together, couples should not be in a reclining position. Couples will not visit in music practice rooms, isolated areas on campus, in parked cars at the residence halls, in parked cars at Gap Creek School, or in parked cars in area church parking lots. Empty rooms and unoccupied apartments are off limits to any student.

Spending the night together in an unchaperoned situation is considered to be sexual misconduct. For example, let's say that a couple leaves campus and it begins to snow. They decide to spend the night together in a motel rather than return to campus or call for help. Guilt will be assumed by the discipline committee. In all probability, the sanction will be suspension. No coed camping trips are permitted without the presence of married chaperones.

Couples may pray together in the prayer room in the Global-Education- Technology Center with the lights on, in the main auditorium of the Alumni Memorial Chapel with the lights on, but not in the balcony. The upper rooms in the chapel and Old Main Building are for individual use.

Couples planning marriage during the school year must comply with the following conditions in order to remain in school: (1) provide the vice president for student services with the written consent of the parents of both parties; (2) make provision through the vice president for student services or campus minister for premarital counseling; and (3) arrange for housing through the admissions director.

WEDDING POLICY

Scheduling College facilities for weddings and receptions is difficult because of conflicts with busy times and other special events on campus at the end of semesters. The following policies apply if there are no conflicts.

Indoor wedding receptions will be allowed in the hallway and private dining room of the Phillips-Welshimer Building. Wedding ceremonies in locations other than the Alumni Memorial Chapel or Old Chapel will be by special permission only.

The College hesitates to make a charge for utility costs and facility use, but it is appropriate for the College to receive a contribution of not less than \$75 for a wedding and rehearsal and \$75 for a wedding reception.

The person scheduling the facilities is responsible for protecting College property, for cleanup afterward, and for returning pieces of furniture to their original location. No rice or birdseed is permitted inside the buildings. The College also observes a no smoking and no alcoholic beverage policy.

An "Information Form for Special Events" must be filled out to put the event on the official school calendar and to schedule the use of College facilities. This form is available from the Student Services office.

POLICY ON MARITAL SEPARATIONS

If a married student couple separates during the course of a semester, both parties must report their situation to the vice president for student services. The administration will then determine if one or both individuals may be allowed to remain in school and/or on campus. If the couple does not reconcile before the end of the semester, they will not be permitted to continue in school or living on campus. No student will be admitted to school who is separated from his or her spouse. Because of the complex nature of marital problems leading to separation, the College reserves the right to take whatever action is necessary for the welfare of the couple and of the student body in general.

BB GUNS, AIR RIFLES, BOWS AND ARROWS

BB guns, air soft guns, air rifles, and bows and arrows with sharp points are not to be shot on campus at any time. Children need to be made aware of this prohibition whether or not they own such equipment, because some children may be able to shoot with borrowed equipment. This prohibition is of extreme importance to the health and safety of all on campus. Security and administrative personnel are authorized to confiscate any BB gun, air rifle, or sharp arrows shot on campus.

PURCHASING AND SELLING

Purchases in the name of Johnson Bible College are made only on official purchase orders with the permission of the College administration. Items of a personal nature cannot be purchased through the College at any time. Solicitation on campus is to be done only with permission from the vice president for student services. Students are urged to avoid contracting debts at area businesses and to keep their credit in good standing. The vice president for student services cooperates with area businesses in recovering losses for bad checks issued by students.

Solicitors. All salesmen must have permission from the dean of students before College facilities can be used for selling any product.

Anyone selling on campus (insurance, pots and pans, cosmetics, or what-have-you) should be able to produce a permission slip signed by the dean of students. Only one representative from any company will be given permission to sell on campus, if permission is granted at all.

Persons making campus collections for charity (March of Dimes, Heart Fund, Cancer Fund, St. Jude's Children's Hospital, and the like) should also be able to produce a permission slip signed by the dean of students.

Campus collections for family crises and other emergencies can only be done through the Church On The Hill under the supervision of the campus minister with the help of the resident assistants and head residents.

SCHOOL PROPERTY

ACCESS TO MAIN BUILDINGS. The Eubanks Activity Center is open daily until curfew. The Phillips-Welshimer Building is open until curfew Monday-Friday; access to the dining room is available on Saturdays and Sundays. The Global-Education-Technology Center is open until curfew Monday-Saturday. The Old Main Building and Alumni Memorial Chapel buildings are open Monday-Friday until 6 p.m. The Glass Memorial Library hours are posted at the library. Access to all buildings is limited to members of the JBC campus community, including students, faculty, staff, and their immediate family members, as well as guests and alumni.

Children of campus residents must have proper identification (available from the student accounts office) to have access to campus buildings. Children younger than 13 years old must have adult supervision. Children 13 years old or older may access the main campus buildings.

DRESS CODE. The minimum dress code for all main buildings is collegiate, except for the ground floor of the Eubanks Activity Center, where casual is the minimum dress standard.

POST OFFICE HOURS. Sunday, closed; boxes, Monday-Saturday, 6:00 a.m.-10:00 p.m.; window, Monday-Saturday, posted hours.

BOOKSTORE HOURS. Posted.

SNACK BAR HOURS. Posted.

FIRST AID ROOM HOURS. Posted.

ELEVATOR HOURS. Sunday, closed; Monday-Saturday, 6:00 a.m.-6:00 p.m.

LOBBY PHONE. If you have an appointment with someone in the building after hours, a courtesy phone is located by the front door to gain access.

RACQUETBALL COURTS. Courts are closed during chapel and church. You must wear goggles (user supplied). Play at your own risk.

FITNESS CENTER. The exercise equipment is for members of the campus community age 16 and older. A training course is required for all users. Weights must never be used without a spotter. Hours of operation are posted. When the equipment is in use by both sexes at the same time, the dress code is sweat suits or sweat pants and T-shirt. Use the equipment at your own risk.

EAC LOCKERS. To use the ground floor locker rooms, bring your own padlock. To use the lockers by the vending

machines, insert a quarter (refunded deposit). All of these lockers are unassigned, for temporary use only, with no overnight privileges. The College reserves the right to break into lockers and confiscate items left in them overnight.

PING PONG AND BILLIARDS. Equipment for billiards and ping pong will be available at the snack bar during snack bar hours. Have your ID card available for checking out equipment. Broken or missing equipment will be charged to the account of the ID cardholder. Ping pong balls will be available from a dispenser. The minimum age limit for billiards is fifteen, or under the direct supervision of parents. There is no minimum age limit for ping pong, but children must be tall enough to use the equipment properly, and children younger than 13 years old must be accompanied by a parent.

PERSONAL BEHAVIOR. Please do not climb on furniture, turn furniture over, or move large pieces of furniture from their setting. Rough and rowdy behavior is forbidden. Climbing on or rappelling from exterior walls of campus buildings will be treated as a disciplinary offense.

FOOD/BEVERAGES/SNACKS. Do not carry food and drinks beyond snack bar, game, and study areas. For example, do not carry food and drinks into the fitness center or the racquetball court area. Spectators are not to set food or drinks on the game tables in the game room. Players are to dispose of food and drink before playing. Pick up dropped food and report spills to the snack bar personnel.

FURNITURE. Large pieces of furniture stay put. Small pieces (light chairs, folding tables) may be moved.

MEETING ROOMS. The visitors' center and main conference room are scheduled by the development office.

DEFACING SCHOOL PROPERTY. Carving names on furniture or writing on posted announcements is a major disciplinary offense.

LITTERING. The State of Tennessee has stiff penalties for littering on state property. Please do not throw litter on Johnson Bible College property either.

EMPTY ROOMS. Empty rooms and unoccupied apartments are off limits to any student.

PERSONAL COMPUTER LABS. The PCs in the computer labs are for the use of students who have paid lab fees for the current semester. Neither hardware, software, reference books, nor magazines may be removed from the rooms. No food or drink is permitted in the PC labs.

COLLEGE COMPUTER SYSTEM. Unauthorized use of any of the terminals attached to the College's main computer system is a disciplinary offense.

CLASSROOMS. Classrooms are available after class hours for use by authorized groups. They are not to be used after class hours by individuals or couples, for example, as study or prayer rooms. No food or drink is permitted in classrooms.

PRACTICE PIANOS. The pianos in the practice rooms are for the applied music students who have paid practice fees. Students are not to be disturbed while practicing. Students should close the windows and turn off the lights when leaving a practice room.

CHAPEL PIANO AND ORGAN. The chapel piano and organ are not to be used as practice instruments except by those preparing for chapel services or recitals. Permission to use the grand piano should be obtained in writing from a music instructor. Practicing the piano and organ for a service can only be done when no classes are in progress in the building. Schedule of fines assessed for unauthorized use of the chapel piano may be found in Unit Five.

PUBLIC ADDRESS EQUIPMENT. The public address systems on campus are controlled by authorized personnel and are not for student use.

TELEVISIONS, COMPUTERS, VIDEO EQUIPMENT, AND PROJECTORS. School owned equipment in classrooms and other locations are controlled by authorized personnel and are not to be used by students without prior permission.

RECREATIONAL FACILITIES. Use of recreational facilities and equipment is limited to the Johnson community (students, faculty, staff, guests, and alumni).

GYMNASIUMS. No food or drink is to be carried inside either gymnasium.

BALL FIELD. A ball field is provided for ball playing. No ball playing is permitted elsewhere on campus.

CHILDREN'S PLAYGROUNDS. The playgrounds in Old Orchard Court, Gateway Court, Sunset Court, and River Court are provided for the children of married students and their guests, not for College students.

SKATEBOARDS AND ROLLER BLADES. Skateboards and roller blades are not allowed on the sidewalks, porches, or steps of any campus buildings, nor inside the buildings themselves.

PONDS AND RIVER. Swimming and rafting are not permitted. Ice skating is not permitted. The floodgates at Douglas Dam are opened daily without notice. The French Broad River rises rapidly (three to four feet in about thirty minutes). Persons caught in the current of the rising river are in a life-threatening situation.

ENFORCEMENT OF GUIDELINES. Some violations will be regarded as *minor* offenses, for example, playing or running in the building, possessing no ID card, or having no parental supervision, if required. The first offense will result in a warning and notification of parents. The second offense will result in suspension of privileges to enter and use the facilities for a period of fourteen days.

Other violations will be regarded as *major* offenses, for example, malicious damage to walls or carpet, breaking small equipment on purpose, or improper and unsafe use of equipment. These kinds of offenses will result in immediate notification of parents, no prior warning necessary. Privileges to enter and use the facilities will be suspended for a minimum period of thirty days.

COMPUTER POLICY

The following code of computing practice applies to everyone who uses the JBC network or JBC computer systems.

Disciplinary action for violating the code is governed by provisions in the *Student Handbook*, the *Faculty and Administration Guidebook*, the *Staff Handbook*, and the Computer Crimes Act of the State of Tennessee, sections 39-3-1401 through 39-3-1406 (available online at <http://www.state.tn.us/finance/oir/ca/TNCCA.pdf>). The Tennessee Code prohibits fraudulent and malicious use of computing systems and resources.

1. Only authorized users are granted access to any of the JBC computing systems. An authorized user is any member of the administration, staff, faculty, or student body who has been assigned a user account consisting of a valid user ID and password. Family members of people in one of the above groups who are assigned user accounts by Computer Services are also authorized to use the JBC computing systems.
2. You must use only the computer account which has been authorized for your use. You may not use someone else's account. If you have trouble using your account or if you need more than one account, contact Computer Services.
3. You are responsible for the use of your computer account. You should take precautions against others obtaining access to your computing resources. Do not make your account available to others for any purpose.
4. Although Johnson Bible College does not make a practice of monitoring email or files on network drives, the College reserves the right to retrieve the contents of Johnson owned computers, network drives, or email messages for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts, to respond to subpoenas, to stop the spread of viruses, or to recover from system failure. Additionally, pornography, gambling, and violation of copyright laws are stumbling blocks for many Christians. In order to hold all members of the JBC campus community accountable as brothers and sisters in Christ, the College monitors network traffic for the purpose of detecting such activity.
5. The following practices are unacceptable:
 - a. Attempting to circumvent the restrictions associated with your computer account.
 - b. Attempting to access files for which you do not have authorization or attempting to monitor others' network traffic without authorization.
 - c. Copying files or data belonging to JBC without authorization. Written authorization from a Budget Unit Administrator (BUA) must be obtained before one can copy programs belonging to JBC.
 - d. Using the network to illegally transfer copyrighted material or to permit others to illegally transfer copyrighted material. It is JBC's policy to honor copyright restrictions and software licenses. Only software that has been legally obtained may be used on JBC computers.
 - e. Modifying system configurations on JBC-owned computers. Only Computer Services can perform or authorize such changes. Computer Services may remove personally owned hardware or software from JBC computers if they believe that it interferes with the computers' operation.
 - f. Using the network to harass others. This includes, but is not limited to, the use of anonymous or forged email, spam, and other unsolicited messages. Port scanning of systems (campus or Internet) is prohibited and considered harassment.
 - g. Using the network to post vulgar, profane, libelous, false, or malicious statements on weblogs, discussion groups, or other online forums hosted on either JBC or off-campus servers. To minimize the impact of your work on the work of others, do nothing that will prevent others' use of the facilities or deprive them of resources.
6. The use of peer-to-peer (P2P) file-sharing networks, such as Kazaa/FastTrack or Gnutella, is prohibited. Such networks are used on a widespread basis to transfer pornography and to illegally transfer copyrighted material, and the use of such networks places an undue burden on the JBC network. If you have any questions or concerns about this policy, please contact Computer Services.
7. Students are responsible for making backups of their files stored on their network home directories and email accounts.
8. Except as authorized, in writing or by email, by JBC, users are not to use the JBC network for compensated outside work, the benefit of organizations not related to the College (except in connection with scholarly, creative or community service activities), or commercial or personal advertising.
9. Anyone who maliciously attempts to hinder the operation of or gain unauthorized access to the JBC network or any computers on the network will be subject to disciplinary action, up to and including prosecution in a court of law, suspension from the student body, or termination from employment.
10. Computer Services has the responsibility to protect fair access to network and Internet resources by all users and to implement, publicize, and enforce policy consistent with these rights. Accordingly, Computer Services may remove any user, service, or program from the network (without notice) that impedes with fair access pending an investigation and decision, or satisfactory resolution.

UNIT FIVE

DISCIPLINARY PROCEDURES

INTRODUCTION

Johnson Bible College is committed to the principle of justice as revealed in the Scriptures and to the practice of reasonable, fair, and appropriate disciplinary procedures. Johnson Bible College officials never hand down stiff sanctions just to make examples of wrongdoers, nor to express personal feelings of outrage and revenge. The degree and circumstance of the wrongdoing is carefully weighed, innocence or guilt determined, and the appropriate sanction given in all good conscience before the Lord.

OBLIGATIONS OF COLLEGE OFFICIALS

There are three guidelines followed by Johnson Bible College officials in applying sanctions. First, the sanction must be in direct proportion to the nature and degree of the wrong committed, neither more harsh nor more lenient than the misdeed would merit. Commitment to such a principle by Johnson Bible College officials protects the wrongdoer from suffering major penalties for minor offenses and vice versa. Second, sanctions must be administered impartially. The Bible often warns God's people against showing respect for persons in matters of judgment. Therefore, Johnson Bible College officials make every effort to be fair and equitable to all. Third, sanctions are always administered in a spirit of Christian concern with a sense of compassion for the wrongdoer. Johnson Bible College officials take no pleasure in their disciplinary tasks. They act for the College, and not from their own feelings. Many tears have been shed and much sleep has been lost in the fulfillment of this responsibility.

STUDENT OBLIGATIONS

Is there anything students can do in contributing to the establishment of equitable rules and their prompt and fair enforcement? The answer is "Yes." Good discipline is everybody's business, not just the College officials'. Christian students are not to stand by silently, showing no concern for the misconduct of their neighbors.

There are three things students can do to help. First, pray for all who are in positions of authority at Johnson Bible College. Heed Paul's directions to Timothy, "Pray much for others; plead for God's mercy upon them; give thanks for all he is going to do for them. Pray in this way for kings, and all others who are in authority over us, or are in places of high responsibility, so that we can live in peace and quietness, spending our time in godly living and thinking much about the Lord" (1 Timothy 2:1,2, *Living Bible*). We must pray for people in authority whether we chose them or agree with them or not. When Paul wrote the above words to Timothy, Nero was the emperor, and he was a cruel and disagreeable tyrant.

Second, submit to the authority of your leaders. Heed the exhortation of the writer to the Hebrews, "Obey your rulers and recognize their authority. They keep constant watch over your welfare, and they have great responsibility. Try to make their work a pleasure and not a painful burden--that would be no advantage to you" (Hebrews 13:17, *Phillips*). Students may consider a particular rule to be unfair. They are free to express their opinions accordingly. But if the rule is in the *Student Handbook*, even in their objections, students should manifest respect for those who must enforce the rule. The use of derogatory or insulting terms when speaking of those in authority is not in keeping with the will of God as revealed in the New Testament.

Third, abide by the honor system. When you have knowledge of lying, cheating, or stealing on the part of another, but do nothing about it, you are endorsing sin. The Bible speaks of such passive behavior as "consenting" with evil (Psalm 50:18; Romans 1:32; Luke 11:48).

Jesus outlined a procedure for church discipline which can be adapted for use at Johnson Bible College (see Matthew 18:15-17). For example, suppose you see a young man cheating on an exam. Go to him privately, tell what you saw, and ask him to go voluntarily to his teacher and confess his cheating. Cheating voluntarily confessed will mean failure in the assignment, but probably no further action will need to be taken. If he refuses to do as you suggest and you are still convinced that he is guilty of cheating, take one or two friends with you and confront the offender again. If he still refuses to do as you say, you have no other recourse than to report the incident to the teacher. Cheating not voluntarily confessed will lead not only to failure in the assignment, but to disciplinary action, which in turn could lead to failure in the course, and possibly to suspension from College. Remember what James said, "Whoever brings back a sinner from the error of his way will save his soul from death and will cover a multitude of sins" (James 5:20, *RSV*). This is not "tale-telling." This is soul-winning.

Acceptance of the honor system means that students will neither give nor receive help on any examination. Students must also take responsibility for each other in the use of key questions, term papers, notebooks, and reading reports. On the job, students are expected to take responsibility for each other in the handling of time cards and work assignments.

GENERAL PROCEDURES

The office of the vice president for student services has been charged with the responsibility of investigating, processing, and reviewing all alleged violations of campus regulations and complaints which are referred to him.

In order to guarantee students' rights to reasonable, fair, and appropriate procedures, a formal hearing process has been adopted for handling all disciplinary matters. However, less serious violations may be settled by informal meetings and discussions. Even more serious violations can sometimes be settled by informal means, particularly when the penitent violator voluntarily initiates the process. In any event, students' rights to a formal hearing does not preclude attempts to settle violations through informal meetings and discussions. Formal hearing procedures may only be necessary when such informal means are not satisfactory either to the students or to the College.

The discipline committee will hear all cases of breach of good conduct except: (1) residence hall and dining hall minor violations; (2) any case which can be settled without the necessity of a formal hearing, thus leaving the jurisdiction of the case with the resident assistants, head residents, vice president for student services, or other school officials, including teachers; (3) any case which the vice president for student services considers inappropriate for reasons of students' or other's health and safety. These exceptions cover the majority of disciplinary problems.

A formal hearing as provided by the discipline committee is necessary only in the relatively few cases when there is a dispute concerning the guilt of the accused party or the appropriateness of the punishment. In such circumstances both the accuser and the accused are protected by the intervention of a fair and impartial hearing system which can hear and consider both sides of the dispute before rendering judgment and prescribing a penalty.

Whenever students face severe penalties, however, it is always advisable to proceed through a formal hearing process. In serious matters, if accused students wish to acknowledge their guilt and waive a hearing, they are required to sign a written statement to that effect, with the understanding that they will accept the judgment of the discipline committee. The discipline committee affords the same reasonable, fair, and appropriate procedures as if the students were present in hearing evidence, weighing facts, and rendering judgment. Students merely waive their opportunity to present evidence or witnesses in their own defense.

The discipline committee consists of three faculty members and two students. The vice president for student services acts as chairman of the committee but does not vote.

HEARING PROCEDURE

Whenever a complaint or alleged violation is referred to the vice president for student services, he will begin by investigating the matter, attempting to assess the validity and seriousness of the charges.

In less serious matters the vice president for student services will meet with the student to see if the charges may be disposed of informally. In such a hearing there are no formal charges and no defense is required. The student is simply told that certain things have been heard about questionable behavior and the student is asked to tell what happened. The dean is especially interested in the student's academic record, Christian testimony, general attitude, maturity, and motivation for college work. If the student acknowledges guilt and agrees to abide by whatever sanctions the dean may impose, the matter is closed. If such informal procedures are not satisfactory either to the student or to the dean, then formal proceedings will be started. The time and place of a hearing before the discipline committee will be scheduled.

Pending final action on the charges, the status of a student will not usually be altered. In extraordinary circumstances, for reasons relating to the student's or other's health and safety, the student may be restricted pending the outcome of the case.

If students are to appear before the discipline committee, they will be informed of the charges against them, of their right to present witnesses and a defense in their own behalf, and to be represented at the hearing by a faculty advisor. They will be given one or two days to prepare their defense.

The usual order of a hearing is as follows: (1) charges in the presence of the accused; (2) evidence in support of the charges; (3) witnesses or depositions in support of the charges; (4) hearing of the accused; (5) evidence in support of the accused; (6) witnesses or depositions in support of the accused; (7) deliberation and finding of the discipline committee, excluding the presence of the accused; (8) penalty; (9) appearance of the accused to hear the decision.

The committee can reach one of four decisions: (1) guilty; (2) innocent; (3) case dismissed for lack of evidence; (4) case returned to the vice president for student services for further investigation because of new information.

Penalties are assigned only if students are found guilty. Students found guilty of second offenses will be penalized severely.

An official digest of the hearing will be maintained. This digest, with the exception of the digest of the deliberative process, will be available under the supervision of the vice president for student services to all parties to the hearing.

If accused students fail to answer the charges or appear at the hearings, their guilt will be assumed, and the discipline committee will act in their absence.

APPEAL PROCEDURE

Depending on where and when students become involved in the disciplinary process, they may have the privilege

of an appeal to the next higher authority. For example, students can appeal the action of resident assistants to the head resident. Actions of a head resident can be appealed to the vice president for student services. Actions of the vice president for student services can be appealed to the discipline committee (under which circumstances the vice president for student services will excuse himself from chairing the committee hearing). Actions of the discipline committee cannot be appealed. Their decision is final.

When a financial aid and work study appeal is made, it must be put in written form and submitted to the vice president for student services who will convene the financial aid and work study committee for the purpose of reviewing and resolving the appeal.

SANCTIONS

Most minor infractions are handled by the resident assistants and head residents. The sanctions at their disposal are reprimands, fines, and campus confinement. More serious infractions are usually referred to the vice president for student services and the discipline committee. The sanctions at their disposal are reprimands, fines, campus confinements, disciplinary probation, suspension and expulsion.

REPRIMAND. This is the mildest form of action which may be taken against wrongdoers. First offenses of a minor nature can oftentimes be handled in this way. The reprimand may be oral or in writing. It usually carries with it the warning that violations of regulations in the future will result in more stringent action. Meanwhile, students are on their "good behavior," and are being watched more carefully than other students.

FINE. Fines may be the most appropriate sanction for some infractions. Fines may be fixed, as in traffic violations, or flexible, as in cases involving property damage. The business office is consulted before assessing fines for property damage.

Following is the schedule of fines imposed for unauthorized use of the chapel piano: first offense, \$10.00 fine; second offense, \$15.00 fine; subsequent offenses may still be \$15.00, with the option of larger fines for repeats.

CAMPUS CONFINEMENT. Campus confinement limits students' social activities for the duration of the disciplinary action. Students are confined to their dormitory rooms, except for classes, meals, chapels, and dorm devotions. They will not be permitted to attend social events and athletic contests. Dating is prohibited. They are not permitted to visit in the student center, the lounge, or any recreation area. Special permission to use the College library must be obtained from the head resident or resident assistant. Permission to leave the residence hall for any other reason may be granted only by the head resident. Permission will ordinarily be granted to fulfill regular employment responsibilities. Permission will not ordinarily be granted to take part in any Christian service, sports, or musical group activities. Loitering or lengthy conversations along the way will be considered a violation of the campus confinement.

Room confinement means that neither the confined students nor their roommates may have visitors, nor may students on campus confinement visit in someone else's room. If campus confinement results in undue hardship on a roommate, the head resident will try to house either the confined student or the roommate in another room for the duration of the sanction.

Confined students may receive incoming telephone calls. Permission to place outgoing calls, however, must be obtained from the resident assistants and will only be granted for business purposes. All calls will be limited to 5 minutes.

At the beginning of the confinement, students must submit a report to their resident assistants that will outline their work, study, and Christian service schedules for the duration of the confinement. At the end of the period, both the students and resident assistants must sign the reports indicating that the confinement was not violated.

Violation of campus confinement will result in referral to the vice president for student services and more stringent sanctions.

DISCIPLINARY PROBATION. This is a severe type of sanction which places students "not in good standing." Students on probation may not represent the College in any official capacity nor hold office in student organizations. For example, students on disciplinary probation cannot sing in the touring choir, participate in College sponsored groups, play varsity sports, hold class offices, student council offices, or other offices in recognized student groups. Such probation indicates to students that violations of regulations while the probation is in effect will result in more stringent disciplinary action (in all probability, suspension).

Additional restrictions and conditions may be attached to the probation, including campus confinement, fines, and the loss of car privileges.

Disciplinary probation may be imposed for any period of time up to one year. Single students will be asked to inform their parents in writing of the sanction and of the circumstances leading to it. The letter will be given unsealed to the vice president for student services who will make a copy of the letter for the student's file before mailing the letter to the parents.

SUSPENSION. This is a very severe sanction which lasts for the period of time determined by the discipline committee and until the conditions for readmission are satisfied. When placed on suspension, students are required to leave the campus within a time limit set by the discipline committee. During the duration of the sanction, suspended students are restricted from all College functions, including classes and extracurricular activities. To return to campus for

any reason during the time of suspension, permission must be obtained in writing from the vice president for student services. The minimum duration of suspension is the remainder of a semester. The maximum duration is three years. Suspended students must obtain clearance from the discipline committee before they can be readmitted as students in good standing. As a penalty, suspension means loss of funds and loss of time. Students cannot graduate in the semester when they have been suspended. Under some circumstances, suspension might not prevent students from continuing their education by correspondence. Parents are informed of this action by the vice president for student services.

EXPULSION. This form of dismissal is a termination of enrollment and is regarded as final. It is only imposed if it is generally felt that no conceivable contingency would bring about reinstatement of the student. It is rarely used because the discipline committee finds it difficult to say that a person can never change for the better.

BREACHES OF GOOD CONDUCT

MAJOR VIOLATIONS. The following categories of wrongdoing are regarded as most serious and result in severe sanctions: (1) plagiarism or academic cheating; (2) forgery or alteration of College records; (3) deliberate destruction of, damage to, defacing of, malicious misuse of, or abuse of College property; (4) assault and battery on another person or the threat thereof; (5) theft of the property of the College or any private individual; (6) fornication, adultery, or homosexual activity (including engaging in, soliciting, condoning, supporting, or promoting such practices); (7) use, possession, distribution, or sale of narcotics, illegal drugs, alcoholic beverages, or tobacco; (8) use or possession of fireworks and firearms; (9) unauthorized entry into campus facilities; (10) reckless driving and speeding; (11) repeated minor violations; (12) failure to give truthful testimony; (13) false and malicious accusations; (14) posting vulgar, profane, libelous, false, or malicious statements on weblogs, discussion groups, or other online forums hosted on either JBC or off-campus servers, (15) insubordination; (16) unauthorized use of the College computer system and network.

MINOR VIOLATIONS. The following categories of misconduct are regarded as less serious and result in lighter sanctions for first offenses: (1) disorderly conduct and disturbing the peace; (2) breach of curfew; (3) parking violations; (4) violations of housing regulations; (5) violations of campus regulations.

POLICY ON PLAGIARISM AND RELATED PRACTICES

PLAGIARISM. Students commit plagiarism when they deliberately submit the writing of someone else as their own work. This offense may involve either submission of a paper written by someone else or directly copying from a printed source without using quotation marks or appropriate documentation.

For demonstrable plagiarism in a paper, students will receive a minimum penalty of a failing grade on that paper. Normally the penalty will include a failing grade for the course and a report of the offense to the vice president for student services, who may initiate action leading to suspension or dismissal from Johnson Bible College.

EXCESSIVE COLLABORATION. To write more effectively, students (like most writers) may discuss their ideas and plans for papers with others or may read a paper (or a section of a paper) to friends making revisions based on their responses. Normally such collaboration improves writing.

Students may also seek help from a volunteer or hired typist. For instructors to gain an accurate representation of a student's work, the student must present the rough draft of any theme or research paper typed by someone other than the student. The final copy must mention the typist's name.

Either of the above practices carried to the extreme constitutes excessive collaboration and prevents instructors from recognizing the real ability and progress of their students, thus inhibiting effective teaching and learning. Students may receive a failing grade on a paper which shows unmistakable evidence of excessive collaboration. Since students often practice excessive collaboration without a deliberate intention to deceive, a professor, after conferring with the student, may allow a rewrite of the paper.

INSUFFICIENT DOCUMENTATION. Honesty and courtesy require that writers acknowledge their debt for information and opinions they draw from other sources. Documentation provides both an acknowledgment of this debt and a kind of support for the ideas expressed in a paper. Appropriate documentation may range from the mere mention of a name or title to the extensive footnotes and bibliography required in a fully documented paper.

Insufficient or inaccurate documentation constitutes a serious weakness in a paper and normally results in a lowered grade. Students may receive a failing grade on a paper where insufficient documentation overwhelms the communication.

INADEQUATE PARAPHRASE. In paraphrasing, students should carefully change the words and sentence structure of the original source while retaining the original sense of the source's meaning. Students must learn the ability to paraphrase. Usually inadequate paraphrase represents a lack of knowledge and skill on the part of the student rather than a deliberate attempt to deceive.

Professors will treat inadequate paraphrase like any other writing deficiency, provided it does not also involve insufficient documentation. Students may receive a failing grade on a paper where inadequate paraphrase makes up most of the communication. In such instances, professors may require the student to rewrite the paper. Inadequate paraphrase without documentation usually constitutes plagiarism.

UNIT SIX

STATE AND FEDERAL GUIDELINES

STUDENT RECORDS

PRIVACY. Johnson Bible College is in compliance with the Family Educational Rights and Privacy Act of 1974 (the so-called "Buckley Amendment"). Briefly, as it affects students at Johnson Bible College, the Act requires: (1) that the College provide students access to official education records; (2) that students be given an opportunity to challenge such records if they are inaccurate, misleading, or otherwise inappropriate; (3) that written consent of students be obtained before releasing personally identifiable data about students from records to other than a specified list of exceptions; and (4) that students be notified of these rights and policies.

PERMANENT RECORDS. Johnson Bible College keeps only one official permanent file on each student. The files are kept by the registrar. Papers and forms are kept in locked, fire-resistant file cabinets. Computer records are kept on restricted, password protected, long-life storage media. A complete file contains the following records: (1) application form; (2) transcripts (high school, other colleges, and Johnson Bible College); (3) standardized test results (ACT scores, CEEB scores, and the like); (4) medical records, and (5) actions of the credentials committee (primarily academic probation letters). These are the records regarded as essential for guiding the personal and educational growth of the student. Data from these records are needed for educational, vocational, and personal counseling; for legitimate research purposes; and for writing letters of recommendation.

TEMPORARY RECORDS. Several kinds of records are kept temporarily with the student's official file. (1) Confidential letters of recommendation received by the College as part of the admissions procedure are kept until the student's application has been processed. Letters of recommendation are destroyed after processing to protect their confidentiality. (2) Disciplinary actions are kept in a sealed envelope to be opened only by the vice president for academics, vice president for student services, registrar, or faculty. These records are destroyed when a student graduates. The student may petition the vice president for student services to have such records destroyed sooner, if the conditions of the disciplinary sanction have been met. The information contained in the confidential envelope is released only by the consent of the student, by lawful subpoena, or by extraordinary circumstances threatening the health and safety of the student or others. (3) Memoranda other than these which find their way into the official file are usually disposed of once the reason for their existence no longer pertains.

ACCESS RIGHTS. Students sometimes wonder who has access to their official records? (1) The student himself has access. (2) Anyone to whom the student gives written consent has access. (3) Johnson Bible College officials, including teachers, have access. (4) Officials of other schools in which the student seeks to enroll have access. (5) Authorized representatives of the United States Department of Education have access. (6) Organizations conducting research considered beneficial to the College may be granted access if such studies guarantee the privacy and anonymity of the students. (7) Accrediting organizations have access to carry out their accrediting functions. (8) Parents of dependent students have access. (9) In an emergency, appropriate persons will be given access if the knowledge of such information is necessary to protect the health or safety of the student or other persons. A record of access is kept with each student's file which shows the use made of the file by anyone other than a Johnson Bible College official or teacher.

GRANTING ACCESS. Granting frequent access to student records can be unnecessarily bothersome. Students should be motivated by something other than idle curiosity before asking to see their official records. When giving consent of access to others, the student is expected to do it in writing, specifying which records are to be released, the reasons for such release, and to whom. Requests for transcripts must be accompanied by a fee (see registrar).

LIMITATIONS ON ACCESS. There are limitations on access. (1) Confidential letters about students are available to no one except Johnson Bible College officials. Students have no access to their reference letters because the letters are destroyed after processing, unless students have waived their right to access. (2) Some records are regarded as strictly private. Neither students nor Johnson Bible College officials have access to private records. For example, faculty or staff members may take notes at meetings or during conversations and interviews with students. These records are regarded as extensions of the memory of the individual who keeps them, and as such are his or her private property. It would be impractical to forbid the keeping of such records, to forbid the making of decisions based on such records, or to expect that they be treated in the same manner as the official records of the institution. People keeping such records are responsible for preventing access to them by others. (3) Some records are limited by their nature to a single function. Neither students nor officials outside that function have access to those records. For instance, financial records of students and their parents are used exclusively by the business office and the financial aid director. Auditing procedures are conducted in such a way that confidentiality is protected. (4) Third parties who are given legitimate access to a student's records are expected to protect the student's right of privacy.

CHALLENGES. Students have the right to challenge the content of their official education records. If any of the contents are believed to be inaccurate, misleading, or inappropriate, students will be given the opportunity to have the

contents in question corrected or deleted. Informal proceedings should be attempted first in settling any disputes students may have over their official records. An informal meeting or discussion with the person responsible for entering questionable contents into the record may be all that is necessary to correct the record to everyone's satisfaction. Formal procedures are necessary only when informal means are not satisfactory either to the student or to the institution. A formal hearing will proceed as follows: (1) The hearing will be conducted and decided within a reasonable period of time following a written request to the registrar for the hearing; (2) the hearing will be conducted, and the decision rendered, by an official who does not have a direct interest in the outcome of the hearing; (3) the student will be afforded a full and fair opportunity to present evidence relevant to the issues in question; and (4) the decision will be rendered in writing within a reasonable period of time after the conclusion of the hearing. It is believed that such formal procedures will guarantee the student's right to a reasonable, fair, and appropriate hearing.

DIRECTORY INFORMATION. Several categories of information have been designated by Johnson Bible College as "Directory Information." This is information which is in the public domain. Such information is given informally, without student consent and without written request, oftentimes by telephone. Directory information includes the following: the student's name; home address; campus location; telephone; e-mail address; date and place of birth; major field of study; participation in officially recognized activities, sports, and Christian service; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous institution attended by the student; and present student status (classification, whether currently enrolled in good standing or on probation, and, if suspended, whether suspended for academic reasons or for disciplinary reasons). If students want any of this information withheld, they must petition the vice president for student services in writing, specifying which information should be withheld without a student's consent.

Students may expect employees or contractors of the College to record student images or voices (for instance, photos during student activities, audio or video of chapel services, Media Department video productions, etc). Johnson Bible College reserves the right to:

- Record student images and/or voices on video tape, audio tape, film, photograph or any other medium.
- Use the student's name, likeness, and voice in connection with the recording.
- Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which Johnson Bible College, and those acting pursuant to its authority, deem appropriate.
- Use the aforementioned media without remuneration.

Students may opt out of this policy by contacting the Academic Office.

COPYRIGHT POLICY

The Copyright Act of 1976 protects original works of authorship (such as, writing, music, art, and computer programs) as an incentive for creativity by allowing an author to profit from his or her work. There is a "fair use" provision in the Act that balances the need to protect the intellectual property rights of the author with the public's need for free and open discussion.

It is the intent of Johnson Bible College that all members of the College community adhere to the provisions of the United States Copyright Law. The full text of the law (Title 17, United States Code) is available on the Internet at:

<http://www.law.cornell.edu/uscode/>

An interpreted version of the copyright code, Circular 21, *Reproduction of Copyrighted Works by Educators and Librarians*, is available from the US Copyright Office on the Internet at:

<http://www.copyright.gov>

Several helpful guidelines can be found at

<http://www.lib.jmu.edu/org/mla/>

on the Internet, including: *Guidelines for Classroom Copying in Not-For-Profit Educational Institutions With Respect to Books and Periodicals*, *Guidelines for Educational Uses of Music*, *Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes*, and *Library Reserve Guidelines*.

Members of the College community who willfully disregard the copyright law do so at their own risk and assume all liability.

ALCOHOL AND DRUG ABUSE POLICY

INTRODUCTION. At most of America's colleges and universities, drinking is taken for granted as a part of college life. Unfortunately, alcohol and drug abuse are also a part of campus life at most of America's institutions of higher learning. In fact, alcohol and drug abuse became such a problem that in 1989, a measure was passed by Congress--the Drug-Free Schools Bill (*HR 3614, PL 101-226*)--requiring colleges and universities to implement substance abuse prevention programs. Johnson Bible College is subject to that legislation.

STANDARD OF CONDUCT. Abstinence from alcoholic beverages, tobacco, and illegal drugs is the only practical and responsible choice you can make at Johnson Bible College. Where drugs are concerned, Johnson Bible College prohibits the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, or tobacco by its students and employees. Please help keep Johnson Bible College an alcohol-free, tobacco-free, controlled-substance-free campus. NOTE: if a beverage contains more than zero percent alcohol, it is considered to be an alcoholic beverage.

DRUG TESTING. Whenever it is reasonable to suspect a student of substance abuse, Johnson Bible College officials will make drug testing available. If the results come back negative, the College will bear the cost of the drug test. If the results are positive, the student will bear the cost and will be subject to disciplinary action. If the student refuses a fair and reasonable request to be tested for substance abuse, then he/she will be subject to disciplinary action.

SANCTIONS FOR VIOLATION OF THE STANDARD. Violation of this policy will lead to disciplinary action up to and including expulsion from college or termination of employment (and referral for prosecution when Local Codes, State of Tennessee Codes, or Federal Codes have been broken).

WHY AN ABSTINENCE POLICY? The pleasures of drinking alcoholic beverages, smoking or chewing tobacco, and sniffing, smoking or injecting illegal drugs are outweighed by their destructiveness. Yes, tobacco is lawful for all college-age students, and alcoholic beverages are lawful for some (21 is the legal drinking age in Tennessee), but remember the words of the apostle Paul. He said, "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any" (I Corinthians 6:12, NKJV). Sobriety and self-control are the Biblical norm, not drunkenness and addiction. Johnson Bible College teaches that abstinence is the best way to achieve the Biblical norm.

HELP IS AVAILABLE. JBC recognizes that the College community is not immune from the societal problem of alcohol and drug abuse. Confidential referrals for counseling, treatment, or rehabilitation are available from the counseling center and the health services office to students and employees who voluntarily seek such assistance. Helpful literature on alcohol and drug abuse can also be found in the counseling center and in the health services office.

TENNESSEE CODES. Copies of the following Tennessee Codes are kept on file for anyone to see in the office of the vice president for student services: Title 39, chapter 17, along with Title 53, chapter 11, contain what is known as the "Tennessee Drug Control Act of 1989," covering the manufacture, delivery, distribution, sale, concealment, and use of controlled substances. Title 53, chapter 4, Title 57, chapter 5, and Title 55, chapter 10, contain codes related to the purchase, possession, sale, consumption, and driving under the influence of intoxicants. Breaking any of these Tennessee Codes is classified as criminal behavior, subjecting violators to possible arrest, fines, and imprisonment. The College is required by law to report all instances of such violations to state authorities.

FEDERAL CODES. The Federal Register dated April 24, 1990, contains regulations for certification of a drug prevention program for students and employees of institutions of higher education. Compliance with these regulations is required by *Public Law 101-226* as a condition of eligibility for institutions of higher education to receive funds or any other form of Federal financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program.

AIDS POLICY

GLOSSARY. ACE is the acronym for American Council on Education. ACHA is the abbreviation for American College Health Association. AIDS is the acronym for Acquired Immune Deficiency Syndrome. AMA is the abbreviation for American Medical Association. CDC is the abbreviation for Center for Disease Control. EPA is the abbreviation for Environmental Protection Agency. HIV is the abbreviation for Human Immunodeficiency Virus. NASPA is the acronym for National Association of Student Personnel Administrators. OSHA is the acronym for Occupational Safety and Health Act of 1970. PHS is the abbreviation for Public Health Service.

REVIEW OF THE LITERATURE. Publications by ACE, ACHA, AMA, CDC, EPA, NASPA, OSHA, and PHS were consulted before writing the JBC policy on AIDS. The following facts, observations, and assumptions were gleaned from a review of the literature.

1. Infection with HIV is silent and produces no symptoms. Individuals infected with HIV are capable of transmitting the infections. HIV infection is life-long. The latent period between initial HIV infection and the development of full-blown AIDS averages from five to ten years. AIDS is uniformly fatal.

2. There is no known cure for any viral infection, whether it be HIV or the common cold. Vaccinations may prevent people from getting some viral infections, but there is no vaccination for HIV.

3. The presence of a virus-specific antibody in the blood is the basis of current laboratory tests for HIV infection.

There is a lag period of six weeks to two years during which an individual initially infected by virus is capable of transmitting disease but demonstrates no antibody.

4. HIV infection is transmitted by contact of infected blood or body fluids from an infected individual to an uninfected person. The main routes of HIV infection are sexual intercourse (anal, oral, or vaginal), drug abuse (shared needles), and transfusion of infected blood products.

5. HIV contaminated seminal fluid contains large amounts of the virus. During the decade of the eighties, AIDS in America was predominately a disease of homosexual males. It is expected that heterosexually transmitted infection will become more common in America in the decade of the nineties.

6. HIV contaminated blood contains large amounts of the virus. This puts certain groups of people at high risk, namely, homosexuals, prostitutes, drug users, and hemophiliacs. Donating blood, however, is without risk for acquiring HIV.

7. The risk of acquiring HIV infection by activities other than those mentioned above is remote, but not non-existent. Risk is related to personal habits and behavior.

8. HIV, we are told, is a fragile virus, incapable of prolonged exposure to environments outside the host cell. (a) It is rapidly deactivated by drying. (b) It is deactivated by heat sterilization. (c) A dilute solution (1:10) of household bleach will disinfect spills of blood or body fluids. (d) HIV is not transmitted by contact with surfaces such as door knobs or toilet seats. (e) Casual contact is not a risk in the transmission of infection.

9. Young adults often feel invincible and tend to deny personal risk. Many people in campus communities believe that HIV infection and AIDS are problems faced elsewhere. The prolonged latency between infection with HIV and the eventual development of full-blown AIDS seems to validate the myth that "it can't happen here." Nevertheless, we must accept the fact that HIV infection and AIDS can happen on any campus, anywhere, JBC included.

10. We are told that HIV infection presents essentially no risk in educational or workplace environments such as found at locations like JBC. According to the literature, HIV infection cannot be acquired by touching, social kissing, coughing, sneezing, nose-blowing, sharing dormitory rooms, sitting next to an infected individual, or by sharing eating utensils, water fountains, telephones, showers, toilet facilities, swimming pools, gymnasiums or other public facilities.

11. There are conflicting demands being placed upon educational institutions. On the one hand, it is illegal to inquire about HIV infection on admissions and employment forms. On the other hand, the uninfected population has a legitimate right to know about the presence of HIV infection. Again, on the one hand, the CDC requires that cases of full-blown AIDS be reported. And again, on the other hand, disclosure will subject the school and its officials to civil liability for breach of confidentiality and invasion of privacy based on the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

12. Civil liberties groups and "Gay Rights" associations have lobbied strongly for guarantees of confidentiality in protection of HIV test results. The weight of legal opinion and the thrust of most newly drafted public health statutes favor personal privacy over public safety. Suits brought against schools alleging that a student became infected with HIV because of failure to warn of the presence of another HIV infected student have been successfully defended on the basis that the Buckley Amendment prohibits disclosure. Any suggestions for isolation or quarantine of people with AIDS or other HIV infection are, therefore, untenable.

13. Schools cannot exclude HIV infected students. Almost without exception, courts have ordered mainstream school enrollment of HIV infected persons, basing their decisions on Section 504 of the Vocational Rehabilitation Act of 1974.

GUIDELINES AND PROCEDURES

Personal Responsibilities. Students and employees are advised to adopt the position that, ultimately, it is a personal responsibility to develop healthy habits which protect against the spread of HIV infection. You must act on the assumption that HIV infected students are attending school with you.

Avoid blood and body fluids. Current AMA recommendations require that all blood and body fluids be treated as potentially infectious. Simplistically put, "if it's wet, it's dirty." Custodial staff should do the cleaning of potentially infectious material. They have been educated about the potential for HIV exposure in handling waste and they have access to gloves and proper disinfectants.

Disinfect wounds. The school requires that open sores of all kinds be adequately covered.

Practice sexual abstinence until marriage. Remain monogamous within marriage. God wrote the following in stone for the good of all mankind, "Thou shalt not commit adultery." This is not merely good advice for the prevention of AIDS, it is a moral absolute for the eternal good of the soul.

Avoid drug abuse and shared needles. Honor the human body as the temple of the Holy Spirit.

Practice good hygiene. Wash your hands before you eat, handle food, or touch contact lenses. Wash your hands after you cough or sneeze (if you use your hand to cover your mouth), or use the bathroom. Hand washing reduces the chance of getting a disease from someone else and it reduces the chance of giving your germs to others.

Institutional Responsibilities. The school is obligated to educate students and employees on how to protect themselves against the risks of HIV infection.

The school will provide proper equipment for disinfecting spills in classrooms, gyms, and dorms. If bleach is

inappropriate because of harm to the surface, such as carpet, tuberculocidal disinfectants will be substituted.

The school will provide custodial employees with adequate supplies of disposable gloves and disinfectants.

The school will provide for the safe medical disposal of needles.

To comply with federal statutes, the school will neither ask for, disclose to third parties, nor keep records of the results of HIV tests.

SECURITY POLICIES AND PROCEDURES

INTRODUCTION. Johnson Bible College is committed to creating an environment that will be conducive to the safety and welfare of the College community. The College is also obligated to comply with the federal Student Right-to-Know and Campus Security Act of 1990, the federal Hate Crime Statistics Act of 1990, and the State of Tennessee's College and University Security Information Act of 1989.

The law requires all institutions of higher learning to make available a printed statement of these policies and procedures to any applicant for enrollment or employment, as well as to any current student or employee of the College.

It is important for people to keep three things in mind when assessing the information provided herein: the location of the campus, its size, and its unique characteristics.

LOCATION. The rural setting of the College tends to keep away such people as vagrants, armed robbers, drug dealers, prostitutes, and gangs. On the other hand, such people as thieves, frauds, forgers, vandals, and rapists are not repelled by the rural setting and we must always be on the alert for the potential presence of such people among us.

SIZE. The small size of the College community prevents most strangers from passing through the campus unnoticed, a definite advantage in crime prevention. Campus residents are urged to report the presence of suspicious strangers to College officials.

UNIQUE CHARACTERISTICS. The requirement for a drug-free and alcohol-free campus, not merely an ideal in theory at JBC but a realization in practice, is a key element in crime prevention. Fewer than one percent of the students at JBC have a problem with drugs or alcohol, a statistic having a direct correlation with the low incidence of crimes of violence on the JBC campus. It is commonly reported that most of the crimes of violence that occur at many big universities are drug and alcohol related--crimes that we are spared because of our teetotaler way of life.

SECURITY RESPONSIBILITIES

CRIME CONTROL. JBC maintains an unarmed, non-commissioned, part time security patrol backed up by the Knox County Sheriff's Department. Whenever necessary, College officials will contact the Sheriff's Department for assistance in the control of serious campus crime. Calls for assistance are typically made only once or twice a year to deal with the occasional arrival of vandals, thieves, or prowlers on campus. Once in every four or five years, married students have called the Sheriff's Department about spouse or child abuse.

REPORTING CRIME. Students and employees of the College have the *right* to report directly to the Knox County Sheriff's Department any campus crime against their person or property. Students and employees have the *responsibility* to report the same to College officials. Generally speaking, the procedure for reporting crime is similar to the procedure for reporting other emergencies on campus. Who you report to depends partly on the hour of the day and partly on the nature and severity of the crime.

HOW TO GET HELP. If you are a victim or a witness of a crime of violence on campus, such as aggravated or sexual assault, call 911, and ask for help from the Knox County Sheriff's Department. Then contact College officials as described in the next paragraph.

Emergency Services. Dial 251-2222 to report security concerns, fire, medical emergencies, or fire alarms. If there is no answer, dial 911. If the situation is of a life threatening nature, dial 911 first, then call 251-2222.

If you need someone to assist you in making contact with security, ask your head resident or a resident assistant for help.

When the immediate emergency is past, the office of the vice president for student services has forms for the victims, witnesses, and investigators of campus crime to use in filing complaints pursuant to the FBI's Uniform Crime Reporting (UCR) and data collection guidelines.

GENERAL RESPONSIBILITIES. Johnson Bible College officials are responsible both for responding to reports of campus crime and for collecting, analyzing, and reporting crime statistics as required by federal and state laws. A summary of crime statistics for the most recent four year period is updated and reported annually for murder, sex offenses, robbery, aggravated assault, burglary-larceny, and motor vehicle theft. See Table 7.1. The annual numbers are typically zero in each category except burglary-larceny, i.e., breaking or entering, theft, forgery of stolen checks, and the like. It seems as if there is almost always a potential for theft at JBC, usually by opportunists who are hard to catch because they live and work among us as students and colleagues.

Table 7.1 Reported Crimes

REPORTED CRIMES	2006	2005	2004
Murder	0	0	0
Sex Offenses*	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary and Larceny	2	8	7
Motor Vehicle Theft	0	0	1

*forcible and non-forcible

In response to a growing national concern about hate crimes, the United States Congress enacted the Hate Crime Statistics Act of 1990. It requires jurisdictions to collect and report data about crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, including the crimes of murder, forcible rape, aggravated assault, simple assault, intimidation, arson, and vandalism. See Table 7.2.

Table 7.2 Reported Hate Crimes

REPORTED HATE CRIMES	2006	2005	2004
Murder	0	0	0
Forcible Rape	0	0	0
Assault*	0	0	0
Arson	0	0	0
Vandalism	0	0	0

*aggravated, simple, or intimidation

The College also reports the annual number of arrests for weapons possession, drug abuse violations, and liquor law violations. See Table 7.3.

Table 7.3 Arrests on Campus

ARRESTS ON CAMPUS	2006	2005	2004
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

SPECIFIC RESPONSIBILITIES. *The financial aid office* is responsible for certification of compliance with the federal Student Right-to-Know and Campus Security Act of 1990.

The student services office is responsible for: (1) collecting, investigating, clearing, and classifying all reported incidents of campus crime; (2) the timely notification of students, including commuters, regarding crimes on or near the campus to aid in the prevention of similar incidents; (3) disclosing information to students and employees who are victims of violent crimes; (4) making monthly crime reports to the Tennessee Bureau of Investigation pursuant to the provisions of the State of Tennessee's College and University Security Information Act of 1989; (5) publishing and distributing the annual report on crime statistics to the College community in compliance with the federal Student Right-to-Know and Campus Security Act of 1990.

The business office is responsible for: (1) the overall security of campus facilities; (2) publishing campus-wide

security procedures and practices in the form of an emergency preparedness manual; (3) cooperating with the office of student affairs in reporting and investigating all incidents of campus crime; (4) the timely notification of employees regarding crimes on or near the campus to aid in the prevention of similar incidents; (5) negotiating for help from the Knox County Sheriff's Department for the control of crimes that pose a serious threat to campus security; (6) disclosing the Right-to-Know crime statistics to prospective employees.

The admissions office is responsible for disclosing the Right-to-Know crime statistics to prospective students.

The housing staff is responsible for: (1) maintaining restricted access to the residence halls; (2) encouraging students to be alert for their own security and the security of others; (3) programs designed to inform residents about campus security procedures and practices.

The public relations office is responsible for informing head residents in advance of the presence of dormitory guests.

Students and employees are responsible for securing with locks their own dwelling places, automobiles, and possessions.

OFF-CAMPUS STUDENT ORGANIZATIONS. JBC does not recognize any off-campus student organizations. Therefore, the College makes no attempt to monitor and record crime statistics in this category.

SECURITY AWARENESS

PUBLIC BUILDINGS. Public buildings (Phillips-Welshimer Building, Eubanks Activities Center, Old Main, Library, Chapel, Old Gym and Swimming Pool) will be open only during business hours and/or at other announced times. Exceptions are made for employees of the College (faculty, staff, or student) to perform their assigned duties. Generally speaking, people are not permitted to use public buildings after the scheduled closing times and before reopening. Using facilities after hours requires special permission in advance.

PRIVATE BUILDINGS. Residence halls for single students (Brown Hall, Clark Hall, Johnson Hall, and Myrtle Hall) are not open to the public at any time unless advance special event announcements have been made. Outside doors will be locked at curfew. Interfering with this policy is a disciplinary offense. When the residence halls are open, only the main lobby of each dormitory is open to members of the opposite sex. Even visitors of the same sex are not welcome elsewhere in the residence halls except by invitation or permission. Students with unreported overnight guests are in violation of campus security policies and are subject to disciplinary action. JBC maintenance shops are off limits to everyone except College employees and their escorted guests. Visitors not complying with these requirements governing dorms and shops may be prosecuted for trespassing.

IDENTIFICATION. College employees assigned to tasks in a dormitory shall identify themselves to the head resident when initially responding to a job order. Each worker shall have an ID badge appropriately displayed. When contracts bring workers from off campus into a dormitory, they will be announced by College officials beforehand to the head resident. Wherever possible, advance notice will be made by the head resident to the resident assistants whose areas are affected. Guests of the College staying in the dormitories will be identified by their official correspondence with the College or by written notification to the head residents from the public relations office.

EDUCATION. JBC will assist the campus community to become aware of possible sources of, and ways to prevent, campus crime. Information on crime prevention will be made through special bulletins, announcements, and workshops. The College will also respond to specific needs from time to time, possibly resulting in one or two special programs each year. Furthermore, the College will provide "timely notice" crime prevention warnings to the community whenever appropriate.

WORDS OF CAUTION AND ADVICE. To a large extent, students are responsible for their own security and the security of others in the residence halls. For example, dormitory residents should keep first floor doors and windows locked after curfew. Residents should report for disciplinary action the names of any students who prop outside doors open after curfew. Students should write down their ideas and turn in their suggestions to the physical plant office for making the campus more secure.

SEXUAL ASSAULT

ATTENTION WOMEN. JBC women have not been immune from physical/sexual assault on the back roads to the College. After dark, women who are driving alone to and from town should stay on the most public roads, avoiding the less traveled back roads to the College. Indeed, for security's sake, it would be better if women did not travel to and from town alone after dark. The following word of advice comes from the Knox County Sheriff's Department. If the occupant of a car with flashing blue lights tries to pull you over, turn on your emergency blinker lights and continue driving until you come to a brightly lit public parking lot where other people are present. Real police won't mind the extra driving. Would-be assailants will very likely drive away.

SEXUAL ASSAULT PROGRAMS. The College offers educational programs for the residence halls that promote the awareness of rape, acquaintance rape, date rape, and other sex offenses, forcible or nonforcible, heterosexual or homosexual. Self-defense classes for women are also taught on demand.

WHAT TO DO ABOUT SEXUAL ASSAULT. A victim of rape on campus must take immediate action by reporting the incident to health services or student services or other College officials, no matter what the hour of day or night. The

victim should not bathe because it is important to preserve evidence for examination by a physician to prove criminal sexual assault, particularly if there were no witnesses. Health services or student services officials will help the victim report the incident to the Knox County Sheriff's Department, if the victim so chooses. If the rapist is a student, then for disciplinary action to be taken against the offender, the alleged offense must be reported to the vice president for student services. If the incident took place off campus by an unknown assailant, similar procedures should be followed in seeking appropriate medical attention immediately and in taking legal action against the perpetrator.

DISCIPLINARY PROCEDURES. If a student is accused of sexual assault against another student, both the accuser and the accused are entitled to have others present during a campus disciplinary hearing. Because of the nature of the hearing, the anonymity and privacy of the individuals involved cannot be guaranteed. Both the accuser and the accused shall be informed of the outcome of the hearing. Victims will be given the option to notify proper law enforcement authorities, including the option to be assisted by campus officials in notifying such authorities.

POSSIBLE SANCTIONS. A student or employee found guilty of sexual assault in an on-campus disciplinary hearing will be subject to disciplinary action up to and including expulsion or termination of employment.

HELP IS AVAILABLE. Local and referral help is available both from health services and from the counseling center for victims of sexual assault. Victims of sexual assault will be assisted in changing their living situation, if requested and reasonably available.

SEXUAL HARASSMENT

POLICY. Relationships between men and women at Johnson Bible College are guided by the principle of respect for each other's feelings, rights, and responsibilities. The College has a moral, educational, and legal obligation to provide policies, procedures, and programs that protect students and employees from sexual harassment and to establish an environment in which unacceptable behavior will not be tolerated.

DEFINITION OF SEXUAL HARASSMENT. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined [with our editorial updates in square brackets] by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment.--EEOC regulations, 29 C.F.R., Section 1604.11(a)

EXAMPLES OF SEXUAL HARASSMENT. Examples of sexual harassment can be found in the American Council on Education's publication entitled "Sexual Harassment on Campus: A Policy and Program on Deterrence" as follows:

Examples include, but are not limited to, unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working.

GRIEVANCE PROCEDURES FOR SEXUAL HARASSMENT. Recognizing that many employees and students will be reluctant and/or embarrassed to complain about sexual harassment, two different formal channels are open to encourage victims to come forward with a complaint. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail.

If the offender is a student, the victim should follow the disciplinary procedures found in Unit Five of the *Student Handbook*. The complaint should be made to the vice president for student services who will investigate the matter. If the complaint is found to be valid and it cannot be resolved informally, the vice president for student services will call a meeting of the discipline committee to hear the charges and render a decision.

If the offender is a member of the faculty or staff, the victim should follow the grievance procedures that can be found at the end of Unit Six of the *Student Handbook*. The complaint should be made to the chairman of the grievance committee who will investigate the matter. If the complaint cannot be resolved informally, there are two courses of action available, depending on the seriousness of the complaint. Less serious complaints will be handled by the grievance committee. More serious complaints (*e.g.*, charges that could result in suspension or termination of employment) will be

handled by a special hearing committee.

Implicit in these procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor on the assumption that he or she might be the source of the problem. Complaints will be investigated and resolved promptly.

ADDITIONAL CONSIDERATIONS. (1) Although every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to the institution's obligation to investigate and take appropriate action. (2) Claims of sexual harassment may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution impossible. (3) It is unlawful to retaliate in any way against anyone for articulating a concern about sexual harassment or sex discrimination. (4) Regardless of the truth or falsity of the allegations, sexual harassment charges that cannot be proved can have an adverse effect both upon the career and family life of the alleged harasser and the victim. (5) If allegations of sexual harassment prove to be untrue, the complainant may be guilty of defamation of character and may be sued in a court of law.

GENERAL GRIEVANCE POLICY

Campus grievance procedures include informal measures to resolve a grievance, provision for a formal written complaint from the grievant, a grievance committee with multiple roles, and a set of policies for the operation and guidance of the grievance system.

The officials of Johnson Bible College hope that all disagreements or difficulties can be handled informally. All persons in administrative or supervisory positions are committed to pattern their attitudes and actions after those of our Lord Jesus Christ. This commitment is evidenced at least in part by the "open door" policy of these persons, an indication of their willingness to share, discuss, and try to solve problems. It is further indicated in a grievance policy which is in the spirit of the teaching of the Lord as recorded in Matthew 18:15-18.

INFORMAL GRIEVANCE PROCEDURES. It is desirable to attempt to identify and resolve difficulties before the first formal statement of a grievance is prepared. Usually, this step calls for a conference with a supervisor in the chain of authority. For example, faculty members with a complaint or a need to discuss College policies could go either to the vice president for academics or to the faculty personnel committee. Non-academic employees of the College could go either to their immediate supervisors or to the vice president for business. Students could go to a teacher, the vice president for academics, the vice president for student services, or to the student council. Any member of the College community may take any complaint directly to the College president who will listen impartially and discuss the matter informally.

Quite properly, it is not part of the grievance policy to prescribe the scope of informal grievance conferences. Informal procedures rest on the assumption that supervisors are knowledgeable, impartial, and skilled in personal relations, and have the authority to resolve many kinds of grievances. Where these conditions prevail, the kinds of cases unresolved by informal conferences are likely to fall into a limited group of categories: (1) those in which the grievant is certain that the supervisor is the cause of the distress; (2) those the supervisor has no authority to resolve; and (3) those in which the cause of the distress is beyond the supervisor's skill or experience to resolve.

WRITTEN COMPLAINT. If informal procedures fail to resolve a conflict, grievants may submit written complaints. A grievant must indicate the nature of the complaint, the evidence on which it is based, and the redress sought. The complaint must be typewritten, word processed, or printed on standard letter or notebook paper, and submitted to Lee Richardson at his office (F-221) in the Phillips-Welshimer Building. His office phone number is 573-4517, extension 2216. Mr. Richardson will act as coordinator of grievance procedures, and in this capacity will be obligated to turn the grievance over to the grievance committee within 72 hours. Grievants, of course, can withdraw complaints at any time if, in the interim, other avenues of informal procedures prove to be successful.

GRIEVANCE COMMITTEE. By the time a grievance has passed the informal stages and the grievant has prepared a written complaint, the issues should have been sufficiently refined so that the sources of the grievance have been identified and an impartial and knowledgeable grievance committee can begin the necessary sorting that eventually leads to action. Grievance procedures have two related functions: (1) to determine whether an injury alleged by the grievant was the result of an error in the administration of the institution's policies and procedures, and (2) if error is established, to determine an equitable redress for the grievant.

The grievance committee's options include the following: (1) Refuse action after a review of the written complaint, along with such additional information as the committee may solicit to determine whether a clear case of error has been made. (2) Engage in more formal fact finding and mediation, with a view toward suitable disposition of the case.

Because the grievance committee at Johnson Bible College will serve to process complaints from any member of its community, the committee will be made up of two staff members, two faculty members, one administrator, and in cases involving students, the president of the student council. The president will appoint committee members each August. Mr. Lee Richardson will preside at all meetings of the committee, and act in a mediator capacity, but will not be a voting member of the committee. The committee will consider grievances no later than five days from the date of filing.

UNRESOLVED COMPLAINTS. If neither formal nor informal procedures can resolve a conflict, students should contact the Division of Postsecondary School Authorization at the Tennessee Higher Education Commission, telephone (615) 741-

5293. Grievants may also file unresolved complaints with the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781.

Appendix A: JOHNSON BIBLE COLLEGE
MARRIED STUDENT HOUSING POLICIES

These policies pertain to College owned mobile homes, apartments, townhouses, duplexes, and homes which are located on the Johnson Bible College property and occupied by married students.

Part 1. Regulations

Assignment of units to incoming students is determined by six considerations: (1) date of payment of the housing deposit; (2) date of Housing Application; (3) size of family; (4) arrival date; (5) specific unit requested; and (6) discretion of College administration.

Before Moving In. A student may not move into a housing unit until he or she has: (1) been accepted by the Admissions office, (2) paid the appropriate housing deposit to the Business Office, (3) signed the Married Student Housing Lease Agreement (MSHLA) and returned it to the Plant Services office, and (4) completed and returned the housing checklist to the Plant Services office.

Married students who vacate their housing units before the completion of a semester to move into off-campus housing will be refunded only one-half of the remaining rent due for the semester.

College Owned Housing Units. The College housing units are rented as single family dwellings. Units cannot be sub-rented at any time. Written consent must be obtained from the Vice President for Business and the Dean of Students before anyone other than parents and their dependent children may occupy a unit. Normal visits by others are permitted. Visitors bringing recreational vehicles must arrange with the Guest Services office to park in spaces built for that purpose.

Since College owned housing units are intended to serve as temporary homes for many couples and families, the following guidelines are intended to: (1) control the permanent physical changes to the units to satisfy the personal tastes of many instead of a few; (2) make sure that approved changes meet state and local building and fire codes; and (3) encourage Christian stewardship.

Installation of air conditioners must be cleared with the Plant Services office in order that the: (1) window areas are properly modified; (2) electrical wiring is safe and meets required standards. Attaching anything to the structure of the unit is strictly prohibited.

Pets. *Pets are strictly prohibited.* Pets are not allowed in any housing unit covered by this agreement. Exceptions for small caged pets such as birds, fish or gerbils will be considered by the Dean of Students on a case by case basis.

Residents found in violation of the pet policy will be given written notice that the pet must be removed immediately. The College reserves the right to inspect units where there is reason to suspect that pets are being kept. Violators must notify the Dean of Students in writing after the pet has been removed.

Residents found in violation of the pet policy will immediately be assessed a punitive \$500.00 fine plus actual damages, and may be subject to forfeiture of their housing deposit and eviction from their housing unit. The fine plus actual damages will be added to the student's account. Once it has been added, the fine must be paid to clear the account.

Resident Assistants. Resident Assistants (RA's) are employed by the College to serve as counselors and helpers to students who live in the residence halls, mobile home courts, apartments and homes on campus. If you have questions about school life, activities, services, or campus regulations, contact the RA. Married RA's are responsible to the Dean of Students and the Vice President for Business. A list of RA's for each living area is included in your move-in packet.

Vacation Precautions. In order to prevent damage to the housing unit, the following guidelines should be followed if you temporarily vacate the housing unit during the winter months. Set the thermostat on the lowest setting, but do not turn off the furnace. (Note: any repairs for damages, such as broken water pipes and water damaged floors or carpeting, occurring to College owned units and caused by your negligence must be paid by you.) As an added precaution, ask someone remaining on campus to check your housing unit while you are away to help prevent serious problems from happening.

Contact the RA when you are leaving and will be gone for several days.

Please remember that neither single students nor other guests are permitted to stay in married housing when the regular occupants are away.

During severe freezing weather (usually below 25 degrees Fahrenheit), mobile home residents may need to let the water run slowly day and night to prevent water pipes from freezing and breaking. However, please be as conservative as possible by not running more water than is necessary.

Good Housekeeping. Neat and tidy homes are an asset to any community. This is particularly true in a Bible college community where students are preparing for the ministry of the Gospel. **Please keep your living area clean inside and out.**

Fire Prevention. Fire extinguishers and smoke alarms are furnished by the College. Residents should always know where their extinguishers are. Batteries should not be removed from the smoke alarms. Replacement batteries for the smoke alarms are available in the Plant Services office. Fire prevention requires diligent effort around the home. Fire hazards can be prevented by regularly disposing of trash, keeping weeds mowed down around your living unit, and eliminating overloaded electrical circuits.

Because of insurance and fire code regulations, the fire escapes and hallways must be kept clear at all times.

Kerosene heaters are not permitted. Users of electric space heaters must observe all manufacturer guidelines.

The use and storage of charcoal or gas grills is strictly prohibited at Bell hall. The use and storage of charcoal and gas grills at the Garrett Way and Gateway townhouses is permitted, but must be stored and used at a distance of at least 10 feet from the residence. Community grills are also located at the sports shelter. Arrangements to use that facility are to be made with the Student Services office.

Insurance. The College carries structural fire and liability insurance on College owned housing units. To protect personal belongings, renters would need to take out their own renter's insurance from the agency of their choice.

Most insurance agencies require the following information which is provided for your convenience: The College has a trained and well-equipped volunteer fire brigade with one fire truck on campus. The College also shares its fire station with the Seymour Volunteer Fire Department and has an I.S.O. rating of 9. SVFD keeps one truck on campus.

Part 2. Families

Standards of Conduct. Johnson Bible College residents are expected to be sensitive to the many principles of Christian living found in the Bible. The College imposes certain specific guidelines for the conduct of students, staff, faculty, administration, and their families. Although such man-made regulations cannot improve a Christian's relationship to Christ, they can strengthen the life and testimony of both the individual and the College. Johnson Bible College does not presume to be a censoring agency for all activities. The College does, however, expect tangible evidence of maturing Christian convictions and discerning judgment. Students are held accountable for the conduct of their families.

Courtesy. Because most married student living quarters are located only a few feet apart, residents must be careful not to intrude upon the study or quiet time of neighbors. In consideration of others, radios, television sets, stereos, etc. should be played during reasonable hours and at low volume. If possible, practice musical instruments before 9:00 p.m.

During class months, encourage children to play quietly in order that students studying are not distracted. Set a good example by not talking boisterously when out in the yard or going to and from classes.

Respect for Private Property. In a community such as ours where all are as one family in Christ, it is sometimes overlooked that children must be taught to respect the privacy and property rights of others. To be good stewards means that none of us nor our children will use College property in an unauthorized or destructive manner.

Dress Code. The campus dress codes for men and women are defined in the *Student Handbook* and apply to both single and married students, spouses who live on campus but are not enrolled as students, and children who have reached the age of twelve or who have entered the seventh grade. RA's, both married and single, enforce the dress code for all students.

Playground Rules. Children of all ages share the playgrounds. The following guidelines have been created for the safety of the children: no bicycle, tricycle, or big wheel riding is permitted in the immediate vicinity of the swings and other playground equipment; unsupervised children under five are not permitted in areas where swings are located; no standing on the seesaw; no more than two people on the seesaw at one time; no jumping off the seesaw; no fighting, sand throwing, name calling, or bad language. These are acts of misconduct that could lead to a revocation of playground privileges. Children should not be outside after dark; bicycles and big wheels are not to be ridden down hillsides into the road or ditch.

Children knowingly or innocently breaking the above playground rules can and should be corrected by any adult. Children should respectfully submit to an adult's authority to send them home if the misconduct is repeated during the same day. Continued misconduct and penalties are the responsibility of the RA's and the Dean of Students.

BB Guns, Air Rifles, Bows and Arrows. BB guns, air rifles, bows and arrows with sharp points are not to be shot on campus at any time. Children need to be made aware of this prohibition whether or not they own such equipment, because

some children may be able to shoot with borrowed equipment. This prohibition is of extreme importance to the health and safety of all on campus. Security and administrative personnel are authorized to confiscate any BB gun, air rifle, or sharp arrows shot on campus.

Rules of the Road. Parents, please tell your children to respect the movement of traffic. The orderly movement of traffic must not be blocked on our campus roads. Children on bicycles should be taught to obey the rules of the road while riding on campus. Security personnel and RA's will enforce the rules of the road.

Part 3. Miscellaneous

Moving Out. In an effort to prevent any misunderstandings which might occur, the following guidelines and policies relate to vacating married housing units. This information relates to all types of married housing units.

When the Business Office is notified that a student is graduating, withdrawing, or being suspended from classes, the housing unit occupied by that student is put on a list of available units to be assigned to incoming students.

Every effort is made to work out any problems which occur because of a conflict between the departure date of the student who has graduated, withdrawn, or been suspended and the arrival date of the incoming student. However, if such conflicts cannot be resolved, the following apply: (1) Couples without children or with preschool children are to vacate their units within two weeks after graduation, withdrawal or suspension; (2) Couples with school age children are to vacate their units within one week after the public schools close.

A graduating or withdrawing student may request to remain in his housing unit beyond the above departure times by completing a housing extension request at least ten days before the College deadline for departure. If permission is granted, rent is to be paid in advance for the extended period. The requested date of departure can be extended no later than December 31 following the fall semester and July 15 following the spring semester.

When married students graduate from Johnson Bible College, a two-week grace period will be allowed beyond the end of the semester (three weeks after graduation) during which students may occupy their housing units without additional charge. If a graduating student has permission to remain longer than the two week grace period, then the credit will be allowed for the last two weeks of occupancy.

Before Moving Out. Before permanently vacating a unit, you will receive a housing checklist from the Plant Services office. It lists the required cleaning that must be done before the unit is vacated. An inspection will be done after the unit is vacant and appropriate charges will be levied. A fee structure detailing charges for damages is available at the Plant Services office.

Campus Facilities. The guidelines for using campus facilities are found in Unit 4 of the *Student Handbook*. Parents, please advise your children concerning access times, age restrictions, proper identification, codes of behavior, and sanctions for disregarding the guidelines.

Solid Waste Disposal and Recycling. Residents are to place garbage/trash in tied plastic bags. Please refer to the JBC Plant Services intranet webpage for the trash collection schedule for your address. JBC recycles aluminum cans, cardboard, magazines, and newspapers. To participate in recycling, please refer to the Plant Services intranet webpage for specific instructions. Recyclables are collected at the same time as regular trash. Large items and hazardous materials (such as: furniture, motor oil, tires, wet cell batteries) require special handling. There will be a charge to pick-up and dispose of these items. See the Plant webpage for the fee structure. Residents who live in housing units that share in a central disposal area, please place waste in the containers provided.

Emergency Services. Dial 251-2222 to report security concerns, fire, medical emergencies, or fire alarms. If there is no answer, dial 911. If the situation is of a life threatening nature, dial 911 first, then call 251-2222.

Urgent Services. to report utility outages, service interruptions, or a dangerous situation, dial 251-2222. For lockouts, contact the RA first. Call 251-2222 if the RA is not available.

Work Request. Dial "BUSY" (251-2879), email workorder@jbc.edu, or go to the Plant Services webpage and fill out a work request online. Work requests will be processed as soon as possible.

Part 4. Summer Guidelines

Dress. Summer dress code guidelines will be issued by the Dean of Students.

Swimming. Swimming pool guidelines and pool schedule are located on the Plant Services intranet webpage.

River and Ponds. The river and ponds are off-limits. Swimming and rafting are not permitted. The floodgates at Douglas Dam are opened daily without notice. The French Broad River rises rapidly (three to four feet in about thirty minutes). Persons caught in the current of the rising river are in a life-threatening situation.

Children. Construction sites are off-limits. Children should not enter College buildings except for guidelines listed in Unit 4 of the *Student Handbook*. For example, children should not run in and out of the Phillips-Welshimer building, Eubanks Activity Center, Global Ed-Tech Center, or the residence halls to get drinks of water or to use restrooms. The television sets in the lobbies are not to be used for playing games or watching videos. Bicycles should be parked so as not to block building exits or walkways. Bicycles, skateboards, and roller skates should not be ridden on the sidewalks or on the tennis court.

Because skateboards and rollerblades have been a problem on campus, they are not allowed on the sidewalks, porches, or steps of any campus building, nor inside the buildings themselves.

Summer Storage. If you want to store belongings in the unit while you are away for the summer, you can do so by paying a summer storage charge equivalent to one month's rent. By paying this charge, you are also guaranteed the same housing unit for the next semester. The charge must be paid before leaving campus for the summer.

For residents of Bell Hall and the townhouses, there are areas in the warehouse for limited storage. This storage space may be used in the summer and during the school year. Please contact the Plant Services office for additional information.

Church Attendance. It is the custom of Knoxville area churches to meet both morning and evening on the Lord's Day. Therefore, summer residents are expected to be in church worship services on the Lord's Day, both morning and evening, the same as during the school year. Recreational areas will not be used during those hours.

APPENDIX B: JOHNSON BIBLE COLLEGE
SINGLE STUDENT HOUSING POLICIES

Part 1. General Housing Policy

Housing Policy. Single students are not permitted to live in off-campus or married housing with the following exceptions: (1) Students living with parents or guardians may commute; (2) Students enrolled for less than 12 hours may not live in college housing and must commute; (3) Single students twenty-three years old or older may petition the dean of students for permission to live in married housing, if available, or off-campus.

Dorm Closings. Dormitories are closed during all school breaks (Thanksgiving, Christmas, Week of Evangelism). No students are housed in dormitories during these times. Dormitory rooms are available for occupancy by each student from opening time each semester until 24 hours after the student's final exam, but not beyond the stated closing time and not during school breaks. Single students are not permitted to stay in married housing when the regular occupants are away.

Part 2. Spiritual Development

Resident Assistants. Resident assistants are assigned to each wing of each dormitory floor. The resident assistants are responsible to the dean of students and the head residents. They are carefully selected and employed by the College to (1) help establish the environment within the residence hall; (2) assist, advise, and counsel residents; (3) enforce rules and regulations anywhere students are present; (4) assist with administrative responsibilities.

Devotions. Devotions are an important part of dorm life, with varied types of meetings and groups enriching the spiritual lives of the participants, who also benefit from the close bond of fellowship with other Christians. Schedules are posted by the resident assistants.

Prayer Rooms. Prayer rooms are provided on the third floor of Brown and Johnson Halls. A vacant room in Clark Hall may be designated for prayer and meditation. Prayer rooms are to be used for no other purpose.

Part 3. Facilities

Room Assignments. Room assignments are made by the head residents on a first-come, first-served, seniority basis. Every student has a roommate unless he or she wishes to pay for a private room, if available. If two persons in a dorm are without roommates, they will be moved together and one room will be closed. Any room changes must be requested in writing and approved by the head resident and the Dean of Students before any change is made. A fee of \$25 will be assessed for room changes made after the academic calendar's drop/add deadline.

Furniture. Furniture is not to be moved from the room. All fixtures are to remain in place. Leave mattresses on the beds at all times. Do not take mattresses to another room. Window coverings are furnished and must be used.

Keys. Each occupant is issued a room key. For security purposes and to avoid putting temptation in the way of weaker Christians, please lock unoccupied rooms and carry the key with you. Report any unauthorized entry immediately to the head resident. Lost or stolen belongings should be reported in writing to the head resident. There is a substantial charge for a lost key.

Part 4. Student Responsibilities

Personal Needs. Students should bring such clothing as they will need for all kinds of weather. Each student will also need towels and wash cloths, sheets for a single bed (80-inch twin), one mattress pad, one bedspread, extra blankets or quilts, one pillow, pillowcases, a waste basket, a laundry basket or bag, and toilet articles.

Room Decor. Repairs, painting, and alterations of rooms must have the permission and supervision of the Head Resident and the Physical Plant Director. Nails, screws, scotch tape, or duct tape are not to be used on the walls or doors. 3M Command[®] strips may be used to hang pictures, but will cause significant damage to the wall if instructions are not followed during removal. The student is responsible for damages caused when the strips are improperly removed. Plastitack (white only) may be used to hang posters, but student should be aware that improper removal may damage the wall. Plastitack may also leave an oily residue on the wall. The student is responsible for damages. Exercise the same

respect for College furniture and fixtures that you would at home.

Report any problem regarding lights, plumbing, doors, and fixtures to the head resident or a resident assistant.

Insurance. College insurance does not cover personal belongings of students. The College recommends that you buy personal property (renter's) insurance to cover expensive items such as computers, televisions, stereos, etc.

Courtesy. Each student's room is his or her private domain. Knock before entering. Do not enter another's room without permission or knowledge and permission. The rooms are functionally designed for study and rest, neither of which is possible without a spirit of good will and cooperation. In consideration of others, radios, televisions and stereos should be played at low volume even when quiet hours are not in effect. During dorm devotions, persons not attending are to remain in their rooms in respectful silence.

Running in the halls, boisterous talk, and shouting are a serious breach of courtesy. Wrestling, boxing, and roughhouse play are not permitted.

Quiet hours. Quiet hours are in effect after 9:00 p.m., Monday through Friday. Radios, television sets, stereos, and computer games should be turned off, or played at such low volume that no one outside the room knows they are on. The residence hall staff reserves the right to remove the stereo, radio, or TV if an offender does not respond to the request to keep the volume low. This removal can be for the remainder of a semester, and permission may be denied for offenders to keep a stereo, radio, or TV in their room during their stay in the residence hall. Violation of quiet hours is disciplinary offense.

Television And Video. Head residents and resident assistants will monitor TV and DVD/VCR reviewing habits in the residence halls. If sleep, study, roommate, and moral considerations are ignored, then TVs or DVD/VCRs may be confiscated, or viewing times may be regulated.

Hazing. Subjecting others to abusive or ridiculous tricks and pranks is not allowed because it is harassing and interferes with the rights of others. Hazing is a disciplinary offense.

Curfew. Curfew is observed at 1:00 a.m. on Friday, Saturday and Sunday nights and 11:00 p.m. on other weekdays. All outside doors will be locked at curfew. Dormitory residents may not open doors after lock-up. Commuters should be off campus at curfew unless registered as guests. Violation of curfew without good reason is a disciplinary offense.

Late Permission. Late permission may be requested in advance for special College-approved activities within these guidelines: traveling groups; College-sponsored activities; Christian service; symphony or other approved concerts, plays, and cultural events; with parents or relatives from out-of-town; campus responsibilities such as baby-sitting, supervised meetings, play practice, and work duties; emergencies (each situation to be evaluated individually); other special considerations.

Secure late permission in advance from the head resident or designated resident assistant. If something unforeseen should delay you, call the head resident when you know you will be arriving late. Sign in on return.

Signing Out And Signing In. Emergency and security procedures require the head resident to know who is in the dorm at all times. Permission for leaving campus for a weekend visit is given in line with the permission blank received from the parents or guardian of dependent students. In addition, the head resident must be assured that students away from the dorm are in a properly chaperoned environment. Ordinarily, a student is not permitted to leave the dormitory for overnight visits during the week (Monday through Friday).

All students who leave the dormitory for overnight must clear their absence with the head resident and sign out on the card provided in the residence hall where they reside. Leaving overnight without permission is disciplinary offense. Fill in the required information on the card and place it in the "OUT" file. Complete the "IN" portion of the card with date and time when you return to the campus. Return it to the "IN" file.

Students are expected to return from weekend trips before curfew. If meeting the curfew causes a bona-fide hardship, then late permission should be obtained in advance.

A late entry sign-in sheet is kept in the main lobby of the residence halls. A total of thirty minutes emergency late leave is permitted without penalty each semester. Approved late leave will also be entered on the sign-in sheet, but will not be charged against the total.

Single students coming on campus after curfew will be reported to the respective head residents by means of a Late Entry Report prepared by security personnel. These reports will be compared with the late entry sign-in sheet. Sign-out cards and permission blanks are periodically reviewed. Irregularities are investigated.

Dormitory residents are expected to abide by the honor system in signing out. Violation of your word of honor without good reason is a disciplinary offense.

Room Inspection. Rooms are to be kept neat, clean, orderly, and ready for weekly inspection. Sheets and mattress pads must be used on all beds. Shower and sink areas in Johnson and Brown Halls must be kept clean. Dirty clothes should be kept in a laundry bag or basket. Bottles and trash should be removed daily and deposited in the places provided. Any food kept in rooms should be in sealed containers. Failing regular room inspection is a disciplinary offense. A permanent record is kept on each room. Students will be charged for any damage during their occupancy.

Cleaning. Vacuums are provided to aid students in cleaning their rooms. Cleaning products are available at low cost from the College Bookstore. Students should use only those cleaning supplies which are approved by the College. Carpet spots are to be removed immediately with products provided by the Housekeeping department or Residence Hall staff. Vacuums are not to be taken outside for any reason.

Dorm residents are expected to take an interest in the total appearance of the residence halls. The cleaning of the general areas of the dorms is done by work students, but all students should take responsibility to pick up anything they drop, clean up anything they spill, carry cans and paper to the appropriate recycling container, and dispose of trash properly.

Personal items are not to be left in the lobby areas.

Window Screens. The outside screens must be left on at all times. Lost, damaged, or otherwise misused screens will result in disciplinary action. Windows are not to be used for entering and exiting rooms.

Electrical Appliances. Cooking and ironing are permissible only in rooms provided for their use. Cooking equipment found in other rooms will be confiscated. Hot plates, coffee pots, popcorn cookers, and microwave ovens are included in the restriction for Clark Hall. Microwaves and coffee makers are allowed in Brown and Johnson Halls.

Residence Hall Kitchens. If the kitchen in a residence hall is left in a messy and disorderly condition (food scraps left lying around, open pop bottles, empty food cans and wrappers), the residence hall staff reserves the right to close the kitchen. Food scraps attract roaches which necessitates frequent spraying. A closed kitchen will be reopened only by assurance from the residents that it will be used properly, kept clean and orderly.

Laundry Rooms. Laundry rooms are shared by all. Please remove clothes from washers and dryers as soon as they are finished. Take washing supplies from the laundry room when finished with them. The laundry room is cleaned daily and items left over 24 hours will be removed.

Telephones. Telephones are provided in each dormitory room. Each student pays a low semester fee for local service. Long distance service is available and billed monthly. Making of harassing or obscene telephone calls will be treated as a disciplinary matter.

Fire. No live fire (candles, incense, etc.) is permitted in the residence halls. Because of the fire hazard involved, no real trees or live greenery are permitted in the dormitories during the Christmas season. Only fire resistant artificial trees and greenery are allowed.

Halogen lamps are not permitted in Clark Hall.

Fire Escape Exits. The fire escape exit at Clark Hall is for emergency use only. In every dorm, propping open exterior doors is a disciplinary offense.

Stewardship Of Energy. Radios, televisions, stereos and lights are to be turned off and windows closed before leaving the room. Windows are to remain closed when either heating or air conditioning is on. Following these guidelines will help keep the increasing cost of utilities from being passed on to the students.

Firearms And Fireworks. Students living in the residence halls are not allowed to keep firearms. The possession of fireworks is a disciplinary offense. Setting off fireworks is illegal in Knox County.

Animals. No pets are allowed.

Part 5. Miscellaneous

Visiting Hours And Restrictions. All areas of the dormitory are off limits to members of the opposite sex, except the main lobby. Because the main lobby is where visitors are received, appropriate dress and shoes are always required. The main lobby of each dormitory is to be considered an extension of the head resident's living room and should be respected

as part of the head resident's home. Students are expected to clean up any mess they make. Students are not to sleep on lobby furniture. Rough and rowdy behavior is not acceptable. Visiting hours will be enforced as posted.

Men and women will not converse with one another through the dormitory windows.

Guests. All persons remaining overnight in the dorms are to be registered. Emergency and security procedures require the head resident to know who is staying in the dorm. People not currently living in a JBC residence hall (including commuters, former students, and friends) are considered to be guests. Guests are always welcome, but reservations should be made for them in advance. All guests must check in and out during business hours at the reception desk in the admissions office which is located in the Eubanks Activities Center. After business hours until 10:00 p.m., students' guests may register with the head residents. Guests will be charged rates as determined by the College administration. Guests are requested to furnish their own linens and towels.

Students are responsible for registering their guests and they are responsible for damages done by their guests. Students will be responsible for room and meal charges if their guests fail to pay. Guests are not to remain for more than one week in the dormitory without special permission from the dean of students. Failure to register guests will be treated as a disciplinary offense.

Johnson Bible College does not provide facilities for housing and feeding transients and other homeless people. Students wishing to help people in these circumstances should direct them to the Salvation Army, the Volunteers of America, or other Knox area rescue ministries founded for this purpose.

Children. Children are to stay out of the resident halls without parental supervision. Students may not keep children as overnight guests in their rooms. Babysitting is not permitted in the College dormitories.

Storage. Limited storage is provided in the residence halls for luggage and personal belongings not in use. All boxes and luggage should be labeled with name and home address. Johnson Bible College cannot be held responsible for loss, theft, or damage. Storage rooms are for the use of currently enrolled students only. Abandoned items will be disposed of after 90 days.

Summer Storage. Students may not store personal items in the dormitories during the summer months. Items left in halls, lobbies, dorm rooms, storage closets, or otherwise not claimed, will be disposed of.

APPENDIX C: JOHNSON BIBLE COLLEGE **Student Vehicle Regulations**

Part 1. Registration and Operation

Section 1. Vehicle Registration

These regulations cover any vehicle operated on campus streets, including bicycles and motor vehicles. Students operate their vehicles at their own risk.

DRIVING PRIVILEGES. Motor vehicles are for transportation to and from campus, not on campus. No driving is permitted on campus except: (1) for loading and unloading vehicles; (2) for picking up or dropping off passengers; (3) by married students using the upper campus laundry facility; and (4) by special permission obtained from the business office. Students may not drive to chapel or to classes. Dorm residents may not drive to the gym or pool. Violators will be ticketed. Students operate their vehicles at their own risk.

PEDESTRIANS. The Johnson Bible College is a pedestrian-friendly environment. Pedestrians have the right-of-way at all crosswalks. Pedestrians sometimes use the street as a walkway, particularly in areas where sidewalks are not present. Drivers of all vehicles, including bicycles, are to exercise caution when driving on campus and be alert to the presence of pedestrians. **SEED LIMITS ARE STRICTLY ENFORCED IN ORDER TO PROTECT THE SAFETY OF PEDESTRIANS.**

MOTOR VEHICLE REGISTRATION. Motor vehicles must be properly licensed, carry liability insurance, and be registered with the business office. There is a registration fee assessed each semester for each motor vehicle. Dormitory residents must have special permission from the business office to bring more than one motor vehicle on campus. The Johnson Bible College motor vehicle registration tag should be mounted as directed by the business office at the time of registration. Failure to register each vehicle and to display the registration tag will result in a traffic citation and a fine. This also applies to cars brought to campus in mid-semester.

BICYCLE POLICIES. All bicycles must be registered with the business office. There is a registration fee assessed annually for each bicycle. The registration sticker should be mounted as directed by the business office at the time of registration. Unregistered bicycles will be confiscated. All bicycles must be removed from the dormitories at the end of the school year. Any bicycles left in the dormitories over the summer vacation period will be disposed of. Cyclists are expected to obey the rules of the road on campus.

SECTION 2. PARKING

DORMITORY RESIDENTS. Parking areas are assigned by the business office. All student vehicles are to be parked in assigned parking areas while on campus. Failure to park in the assigned areas will result in a citation.

MARRIED HOUSING RESIDENTS. Apartment residents will have parking spaces assigned to them by the Business Office. Students who live in the Courts will park in their driveways, not on the street. Court residents may drive their vehicles to campus in inclement weather, but may park only in areas designated for use by commuter students.

COMMUTER STUDENTS. Commuter students will park only in the designated parking areas.

NO PARKING ZONES. Vehicles will be ticketed if found parked: (1) in front of the Alumni Memorial Chapel and the east end of Myrtle Hall; (2) in the roadway between Bell Hall and the Old Gymnasium; (3) in front of the dormitories, except head residents and visitors; (4) other areas as posted or announced.

SECTION 3. SPEED LIMITS

SPEED LIMIT AND RECKLESS DRIVING. Speed limits are posted on high-visibility signs around the main campus, dorms, and residential areas. Please observe the posted speed limits. **IF YOU EXCEED THE SPEED LIMIT OR DRIVE RECKLESSLY, YOU WILL BE ISSUED A DRIVING CITATION.**

SECTION 4. OTHER REGULATIONS

ONE WAY. Traffic flow around the Old Main Building and the Clark Hall is one way. The direction is counterclockwise from the front of Bell Hall, around the front of the Old Main Building, then around Clark Hall toward the old gymnasium and Alumni Memorial Chapel. Traffic flow around Johnson Hall is also one way. Observe the one-way signs as posted.

PEDESTRIANS. Most roadways on campus are also walkways. Pedestrians should be given the right-of-way. On the other hand, pedestrians should not block the orderly movement of traffic. Where sidewalks are available, pedestrians should use them.

ACCIDENTS. Any vehicular accident which results in personal injury must be immediately reported to the Knox County

Sheriff by calling 911. Any property damage accident that does not involve a college-owned vehicle or college property must be reported to the Knox County Sheriff. All accidents involving either a college owned vehicle or college property must be immediately reported to the Plant Services office by calling 2222. In the case of an accident involving student-owned vehicles, students must be prepared to exchange insurance information. The dean of students may also release student auto insurance information to students involved in an accident on campus.

CURFEW. Those in charge of campus security will inquire about the movement of vehicles that come on campus after curfew. Regular late arrivals, such as students working off campus, must notify the business office. Disregard of curfew is a disciplinary offense.

WASHING CARS. Students living in the residence halls or apartments may not wash their cars on campus.

REPAIRING AND MAINTAINING CARS. Do not change engine oil or repair cars in the parking lots or on the campus roadways. The College does not offer maintenance facilities for student use.

PART 2. ENFORCEMENT

SECTION 1. SECURITY PATROL

In response to student surveys, parental concerns, federal regulations as found in the Student Right-to-Know and Campus Security Act of 1990, and state regulations as found in the College and University Security Information Act of 1989, the following security measures have been put in place and are subject to change on short notice. The Johnson Bible College security patrol is directed by a security supervisor who has experience working with a city police department. Working under him are mature work-study students who are expected to maintain the highest level of credibility, attitude, appearance, courtesy, and dependability. To help identify them, they will wear uniforms with insignia denoting JBC security and clip-on photo ID cards. They will be equipped with two-way radios.

DUTIES. During the school year a security patrolman will be posted at the main entrance to the campus during hours designated by the Director of Plant Services. He will offer information and assistance to guests as well as safeguard the campus by screening entering vehicles. The gate at Bell Drive and Hodges Ferry Road and the gate at the dorm drive and Hodges Ferry Road will be locked from 9:00 p.m. until 6:00 a.m. Guests will be verified and temporary parking permits will be issued. A log will be kept of incoming traffic between curfew and 6:00 a.m. Security will be equipped with a portable radar unit to make the campus a safer community for residents and guests.

SECTION 2. MOTOR VEHICLE VIOLATION

The following are examples of registration, parking, and moving violations.

REGISTRATION. (1) On College property with no visible permit; (2) altered or mutilated registration tag; (3) falsification of registration information.

PARKING. (1) In a no-parking zone; (2) in unauthorized area; (3) in loading zone; (4) in fire lane; (5) blocking or obstructing traffic, street, sidewalk, driveway, building entrance or exit, or another vehicle; (6) parked overtime; (7) in handicapped space; (8) parked outside lines or appropriately marked space; (9) parked in space assigned to someone else.

MOVING. (1) Exceeding posted speed limit; (2) excessive speed for existing conditions; (3) failure to obey a traffic sign; (4) failure to obey a security patrolman; (5) operating vehicle without a valid operator's license; (6) reckless driving and/or racing; (7) failure to yield right-of-way; (8) leaving scene of accident; (9) wrong way on one-way street; (10) operating mechanically unsafe vehicle; (11) driving under the influence; (12) operating vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. systems, stereos, and the like; (13) drive off of roadway or street.

SECTION 3. CITATIONS.

Violations of motor vehicle regulations will result in citations. It is not college practice to issue "warning" citations.

Fines for registration and parking violations are \$25. Fines for moving violations are \$35. Fines must be paid in cash at the reception desk in the Phillips-Welshimer Building during business hours. Fines unpaid after fourteen days will be charged to the student's account with an additional \$5 service fee for each citation. A student with outstanding traffic fines at the beginning of a semester will lose his or her vehicle registration permit. This means

that driving privileges on campus will be forfeited until the fines have been paid. The College reserves the right to withhold or withdraw vehicle registration for excessive noise.

TRAFFIC BOARD. A traffic hearing board has been formed to review motor vehicle regulations, safety procedures, and to consider appeals of traffic or parking citations. The board consists of the married resident assistants or such members as may be appointed by the dean of students. The dean of students presides over the traffic board.

APPLICATION FOR APPEAL. A written appeal, using the form supplied by the dean of students, is the initial step in the appeals process. This must be done within fourteen calendar days from the issuance of the citation or the right of appeal will be forfeited. Appeals must be made by the person cited or the person to whom the vehicle is registered. The completed form should be submitted to the assistant dean of students.

HEARING. The dean of students may attempt to settle the dispute informally. The traffic board will meet as required. Failure to appear without prior notice at a scheduled office or traffic board meeting will result in forfeiture of right to appeal.

DISCIPLINARY ACTION. After the second moving offense in an academic year or after the third parking offense, additional violations of motor vehicle regulations will result in disciplinary action by the dean of students or the discipline committee. Penalties at their disposal include discretionary fines, loss of driving and/or parking privileges on campus, disciplinary probation, and disciplinary suspension. See Unit Five of the Student Handbook for a thorough explanation of disciplinary procedures.

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