



BOISE  
BIBLE  
COLLEGE

# Student Life

## 2025-2026

# Handbook



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## POINTS OF CONTACT

The following list allows you to quickly contact us to help you if you have a question. If you are unsure who you should contact, give us a call in the Student Life Office at (208) 376-7731.

Department	Employee Name
Academics Disability Support Services Compliance and Assessment	Dr. Kelvin Jones (VP of Academic Affairs, Academic Dean)
	Michael Ansley (Director of Institutional Research/Registrar)
Admissions	Bralyn Decker (Director of Admissions)
	Dexter Macauley (West Coast Admissions Counselor)
	Allie Brink (Admissions Office Manager)
Advancement Church/Alumni Relations -- Donor Support	Traber Cass (Director of Advancement)
	Laranah Leion (Advancement Assistant)
Operations & Finance Student Accounts; Human Resources; Payroll	Darla Read (Director of Operations)
	Maxine May (Business Office Assistant)
Dormitories	Nancy Jones (Resident Director)
	River Gallup (Resident Ambassador)
	Zaidah Graziano (Resident Ambassador)
	Wyatt Sheldon (Resident Ambassador)
Faculty	Amber Grove (Christian Teaching)
	Russell Grove (Christian Education)
	Danny Harrod (Intercultural Studies)
	Lisa Ruhl (Christian Psychology)
	Vance Russell (Greek & New Testament)
	Dr. Ben Williams (Preaching & Old Testament)
Financial Aid	Ben Bishop (Director of Financial Aid)
Food Service	David Leion (Director of Food Services)
	Bryan Leion (First Cook)
Learning Resource Center (Library)	Julie Russell (Librarian)
Physical Plant	Daniel Mata (Director of Physical Plant)
President's Office	Scott Lerwick (President)
	Nadene Hart (Executive Assistant to the President)
Business Office Assistant Mail/Packages	Maxine May
Student Services	Amber Grove (Interim Dean of Students)
Lion's Den Coffee Bar	McKenna Olson (Manager)

## Mission Statement



## CORE VALUES

**Scholarship** Taking studies seriously; Keeping it real “Where the Scriptures speak, we speak”

We want to know timeless biblical truth, to have a biblical worldview, to embrace self-reflection that leads to personal growth, and to spend time applying truths to contemporary issues rather than debating esoteric theological viewpoints.

**Humility** Following Jesus; Learning from each other “We are not the only Christians”

We want to be disciples of Jesus, to depend on prayer, to submit to God’s authority, to embrace accountability, to be listeners and learners, and to seek out the perspectives of cultures and experiences that differ from those of our own.

**Community** A welcoming campus; Having an outward focus “In all things, love”

We want our campus to be hospitable and warm. We want to be a family that encourages and challenges. We want to be a force that brings people together. We seek to develop partnerships that foster greater effectiveness and efficiency.

**Innovation** First century text; Twenty-first century church “Bible things in Bible ways”

Our roots are in the Restoration Movement, and we seek to free ourselves from human conventions developed in previous centuries or even decades. We embrace restoration not as a tool of preservation but as a path to innovation.

## STUDENT SERVICES OFFICE VISION

The Student Services Office of Boise Bible College (BBC) supports and enhances the academic mission of the college in providing students a community of discipleship. The holistic focus of this community is to glorify God in all things. This focus applies to academic life, residential life, and all other aspects of campus life.

Romans 15:1-7; 1 Peter 2:1-10; 1 Peter 4:7-11; John 13:31-35; Psalm 86:11-13; Revelation 4:11; Psalm 100

# **1 - ACADEMICS**

## **1.1 - ACADEMIC INTEGRITY**

As a training center for Christian men and women who are preparing for ministry, Boise Bible College expects students to value honesty and integrity in their lives and to put into practice these vital character traits throughout the education process.

Academic dishonesty is any practice by which a student knowingly and intentionally attempts to distort the truth about his or her own academic performance or that of another student. Examples include but are not limited to:

1. Plagiarism, either by presenting the work of another person as your own or by providing insufficient documentation of your sources.
2. Cheating, by copying the work of another student or allowing your work to be copied by another student without acknowledgement, by making use of unauthorized written or electronic aids during an examination, or by making false claims in order to gain concessions from a professor.
3. Falsifying research, results of projects, completion of assignments, citations in a formal paper, or class/chapel attendance for you or another student.
4. Submitting the same work for multiple assignments or courses without the knowledge or consent of the professor.
5. Intentionally interfering with the successful completion of another student's work.

If you have questions about the acceptability of a practice, you should always consult your professor before proceeding.

Professors have the authority to discipline students for academic dishonesty by requiring the student to redo either the original or a substitute assignment or test (possibly for only partial credit), by failing the assignment or test, or by failing the student in the course. For repeat or flagrant violations, the student may be placed on academic probation or suspended by the Director of Enrollment Services. Students have the right to appeal any disciplinary action.

## **1.2 - ACCESS TO EDUCATIONAL RECORDS**

On November 19, 1974, Public Law 93-380, entitled The Family Educational Rights and Privacy Act (FERPA), became effective. The law provides for:

1. Inspection of education records by a student.
2. The opportunity through a hearing for a student to challenge the contents of the records.
3. The written permission, with certain exceptions, of the student for release of the education records.
4. Maintenance of a record of individuals who, in certain situations, inspect the file.
5. The right to file a complaint with the USDE Family Policy Compliance Office.

The College supports the intent of the law and, to the best of its ability, will provide the rights and privileges specified by the law.

To safeguard student records, the College cannot release transcripts to third parties unless the request is made in writing and signed by the student.

## **1.3 - ADVISORS**

Each student who enrolls at Boise Bible College is assigned an advisor who will help the student with registration and vocational planning as well as other issues. These advisors are eager to be of assistance



and have scheduled themselves to be in their respective offices so as to be available at specified times. They will help you any time they can, but it would be more expedient and considerate if you would make a prior appointment rather than just walk in unexpectedly.

While your advisor provides helpful guidance, it is the responsibility of the student alone to ensure that all requirements have been met prior to the deadline for graduation. If for some reason you believe that your advisor is not meeting your needs, you should feel free to discuss the matter with the Academic Dean and request a transfer to another advisor.

## **1.4 – CATALOG**

*The current Boise Bible College Academic Catalog is the authority on academic policies and procedures.* The academic catalog serves as a contract between the student and the academic office for completing your degree program. There are multiple catalogs in effect at one time, so make sure you see the correct catalog if you have any questions regarding academic policy.

# **2 - STUDENT LIFE**

## **2.1 - SPIRITUAL GROWTH**

### *2.1.1 - Personal Devotions*

There is no substitute for prayer, Bible study, and practicing other spiritual disciplines to nurture spiritual growth. Be sure to include private devotions in your schedule. You will have the opportunity to find other students to serve as mentors, accountability partners, and prayer warriors. However, personal spiritual health is your responsibility first.

### *2.1.2 - Chapel*

Chapel provides an opportunity for students, faculty, and staff to meet for a time of worship and encouragement. Chapel is held on Thursdays from 9:40 am until 10:40 am. Committee meetings and class meetings are held once each month on Tuesdays from 9:40 am until 10:30 am.

In the midst of our formal academic studies, our chapel times provide an important time of community in the development of our relationship with each other and with God. Students actively participate in Chapel by: leading worship, bringing the call to worship/benediction, participating in drama, speaking, and providing audio/visual assistance.

Attendance is required for all full-time students, whether on or off campus. A noncredit pass/fail (P/F) grade will be shown on your transcript. Students must record their attendance by scanning the bar code from their school ID card on the way into the auditorium.

A student may miss up to three chapel services per semester and still receive a passing grade. On the fourth absence, and thereafter, any Chapel service missed must be made up by going to the BBC Chapel Make-up link ([Chapel make-up wufoo](#)). Chapel messages must be used as your make-up unless they were not recorded on the day of an absence. If a chapel message was not recorded, it can then be made up by listening to another message by a different speaker of your choice. The other message must not be the same one you listen to while attending your church for a regular service. There are no excused absences for Chapel attendance (for example: a job or sickness). Students who violate the minimum attendance standard need to be aware of the administrative consequences: (1) the first semester of failing chapel the student will be placed on administrative probation; (2) in a succeeding semester of violation, the student will be on suspension and denied re-admittance for the following semester until the previous semester attendance absences are made up; (3) graduating seniors in this case will not be allowed to graduate until one of the previous two semesters is made up by the student.

### *2.1.3 - Local Church Membership*

Soon after the school year begins, you may have the opportunity to meet ministers and interact with ministries of local churches in the area. We invite you to visit local area churches during the first couple of months of school.

By the end of eight weeks, it is expected that you will have selected one congregation as your new church home and have some responsibility to serve. In choosing a church be sure to consider transportation, the need (both theirs and yours), and the opportunities for service.

### *2.1.4 - Discipleship*

Boise Bible College is constantly developing the way it does discipleship. The Associated Students of Boise Bible College (ASBBC) administers a discipleship program that builds and cycles during your time at BBC. Students are encouraged to get involved by speaking with their Class Leader.

## **2.2 - SPECIAL EVENTS**

### *2.2.1 – All Campus Retreat (sponsored by Student Life Office)*

This retreat has been suspended for now.

### *2.2.2 – Spiritual Leadership/Missions Emphasis Weeks (sponsored by Spiritual Life Committee/Missions Committee)*

These weeks are scheduled in the fall, Spiritual Leadership Week (SLW), and spring, Missions Emphasis Week (MEW), semesters and organized by student committees. These weeks focus on spiritual growth and serve as hinge points for the yearly chapel theme.

### *2.2.3 - Fall Banquet (sponsored by Sophomore Class)*

The sophomore class sponsors an annual event during the fall semester. This event includes food of some kind and is typically an informal party type of atmosphere.

### *2.2.4 - Winter Banquet (sponsored by Freshman Class)*

The Winter Banquet is a long-standing tradition at BBC. The tradition was started over thirty years ago by the Zelotai club as a formal "Sweetheart" dinner on the Friday preceding Valentine's Day. Today, the freshman class sponsors the dinner on an evening in early February. It is typically a semi-formal occasion that the entire student body, faculty, and staff are encouraged to attend.

### *2.2.5 - Spring Banquet (sponsored by Junior Class)*

To honor the graduating class, every year the junior class and non-graduating seniors sponsor the Spring Banquet two weeks before graduation. A number of the BBC family are recognized for outstanding achievements and seniors traditionally give a "last will and testament." This is typically a formal event.

### *2.2.6 – All College Skip Day (sponsored by Senior Class)*

Senior Skip Day is perhaps the longest standing tradition among the BBC student body. Each spring the senior class leaders choose a date that the entire College family "skips" classes for a day of recreation, food and fellowship. The day begins with a Senior breakfast with the faculty.

### *2.2.7 - Preview (for perspective students)*

Preview provides a special time during the academic year to entertain and inspire young people. This event gives potential high school students a first-hand look at the academic, spiritual, and social experience at BBC. Students are invited to take part in planning and leading parts of the program and helping both our guests and the College. Campus residents may be asked to house out-of-town guests during this weekend. Your cooperation may help influence students to attend BBC. We appreciate your willingness to help in this way.

### *2.2.8 - Spring Conference*

Boise Bible College hosts the annual Spring Conference in May. The academic, spiritual, and social importance of the event allows the College to include the conference in semester studies. The BBC community and guests have the opportunity to listen to outstanding speakers from all over the country. Men and women knowledgeable in their particular field will also lead workshops. These programs can help students learn more about the Bible and how to preach it more effectively.

Students serve in several ways at the conference: usher, present, introduce speakers for workshops, present special music, perform drama productions, help lead musical worship, and give public testimonies about their faith. Serving in these capacities is an opportunity to participate in experiential learning, and it is also a chance for church leaders to see future leadership in action. Many churches come to the conference with the thought of finding preachers, worship leaders, youth ministers, children's ministers, and Christian education directors.

*2.2.9 – The International Conference on Missions (ICOM) - 2025 (sponsored by Missions Department)* It will be held in Atlanta, Georgia, on November 20-22, 2025.

## **2.3 - STUDENT ORGANIZATIONS**

### *2.3.1 - Recognition*

Student organizations are an important part of college life. All student organizations are required to have a purpose that complements the mission and purpose of Boise Bible College. To receive official recognition, student organizations must submit budgets, faculty sponsor, bylaws and/or constitutions first to the Associated Students of Boise Bible College (ASBBC) then the Dean of Students for approval. After receiving formal recognition, student organizations will operate under the direction of their officers, with advisement from a faculty sponsor, and with the authority of the Student Services department.

### *2.3.2 - Officially recognized student organizations:*

*Associated Students of Boise Bible College (ASBBC)* – ASBBC is the only officially recognized student government organization on campus. The ASBBC has the following committees to help accomplish its mission on campus: Global Outreach Committee, Service Committee, Media Committee, Athletics Committee, and the Production Committee. Committee meetings are held one Thursday of each month following Chapel.

### *2.3.3 - Membership*

Membership to student organizations is limited to students registered for classes at BBC and College personnel. Spouses may also participate but do not have formal decision-making privileges.

### *2.3.4 – Records*

Minutes of organization leadership meetings must be kept and submitted to the Student Services office or faculty sponsor at the end of each school year.

### *2.3.5 – Student Organization Funding*

Student organizations must create a budget each year, propose the budget to the Student Council for a vote, submit a funding request to the Student Council, keep meticulous records of their expenditures, and have a methodology for reporting expenditures to the Student Council. Student organizations must follow protocol from the Business Office in order to deposit funds, receive funds, or be reimbursed for expenditures.

## **2.4 – ATHLETICS AT BBC**

### *2.4.1 - Introduction*

Due to BBC's size and geographic locations, we do not participate in an intercollegiate athletics program. We do, however, make our best effort to offer as many athletic opportunities as possible through intramurals and participation in local church, private, and city league programs. Athletics at BBC focus on the development of

Christian character and the pursuit of excellence. We value the opportunity to practice patience, self-control, cooperation, and self-discipline as a caring community.

#### *2.4.2 - Eligibility*

In order to represent BBC on an organized sports team, students must be: (1) enrolled as a current student at Boise Bible College and (2) free from administrative probation.

#### *2.4.3 - Supervision*

The Dean of Students exercises direction over all athletic activities. This is typically carried out with a tremendous amount of help from the Athletics Committee.

#### *2.4.4 - Spectating*

Students are encouraged to support BBC's teams by attending our games and cheering for our players. Since this is an opportunity to be a witness to others, it is very important to show good sportsmanship and manners towards the other teams and the officials.

#### *2.4.5 - Sports Field*

BBC occasionally allows outside groups to use the sports field; however, BBC students always have priority during the school year. Reservations can be made by going to the BBC website and filling out the College Facilities Use Request form.

### **2.5 - BOISE BIBLE COLLEGE COMMUNITY LIVING**

#### *2.5.1 – Resident Director*

The Resident Director lives in the East dormitory and is responsible for the well-being of students while they live in campus housing at BBC. While the Resident Director has the responsibility of making sure all students are following the housing regulations, they are also there to help students in their spiritual growth. If you are aware of a student who is consistently breaking the college rules, you have a responsibility to talk to that individual student and try to help him or her overcome his or her problem. If he or she is unresponsive, you have a definite responsibility to bring the matter to the Dean of Student's attention. The Dean of Students will determine if there is a need for disciplinary action.

#### *2.5.2 - Living Harmoniously*

Students who are unaccustomed to the give-and-take of family living may experience some difficulty in adjusting to living in a suite with other students. Every effort should be made to treat suite mates and other residents with an ethic of care, hospitality, respect, and kindness.

Occasionally, issues arise that are difficult to deal with. In these cases, students are encouraged to seek a resolution that is acceptable to both parties. If there is no satisfactory resolution after both parties have tried to work out the problem, help should be sought first with a Resident Ambassador and second with the Resident Director. If a peaceful solution still isn't reached, the Dean of Students will address the issue.

### **2.6 – CAMPUS SAFETY AND EMERGENCY**

There are seven first aid kits available on campus: (1) near the Librarian's Office; (2) in the boy's laundry room; (3) in the girl's laundry room; (4) in the SUB janitorial closet; (5) in the staff break room in the Administration Building; (6) in the closet across the hall from classroom 101; (7) in the maintenance shop; and (8) in the kitchen.

In the case of a fire, get out of the building quickly. Take every alarm seriously! Everyone is to exit the building at the nearest fire exit in a quiet and orderly fashion. Do not return for personal belongings or to put away your things. Do not mill around on the sidewalks. Go directly to the assigned safe area! In case of an emergency, Fire & Rescue personnel will need easy access to fire hydrants and to the building(s). While



waiting for emergency personnel to clear the building, be respectful of the situation by waiting quietly in the assigned safe area, responding immediately to authoritative directions, and showing respect to the emergency personnel. Once a building has been evacuated, wait for the permission of the person in authority before re-entering.

There are three (3) designated safe areas for evacuating campus buildings. In the event of a building evacuation, please go directly to the designated safe area. These areas are as follows:

<b>BUILDING</b>	<b>SAFE AREA</b>
Administration (Bldg. A)	Flag poles by Marigold St at main (east) entrance.
Classroom/Chapel (Bldg. B)	Track area across from (east) of building B.
Dorms/Gym (Bldgs. C, D, E)	Sand volleyball court.

In the case of a violent act, such as an active shooter, remember to RUN, HIDE, FIGHT (retrieved from [www.ready.gov](http://www.ready.gov)). RUN and escape if possible. HIDE if escape is not possible. Lock the door and barricade your windows with a heavy table or desk. Stay on the floor and under a desk or table until the authorities give an all-clear signal. FIGHT as an absolute last resort. In the unlikely event that a violent act is committed in the room, or building you are in at the time, take every precaution to keep yourself and those around you safe.

#### *2.6.1 – Explosives, Flammables, and Weapons*

For the safety of the BBC community, students are not allowed to have explosives, flammables, and/or weapons on campus. This includes but is not limited to fireworks, ammunitions, flammable liquids, firearms, air guns, large, fixed blade knives, hatchets/axes, swords, and devices used in martial arts. (Housing Regulation 3.5.10 follows this campus policy.)

#### *2.6.2 – Missing Persons*

Student residents (those students who reside in on-campus housing) have the option to identify an individual that the College can contact no later than 24 hours after the time the student is determined to be missing, according to the official notification procedures described below. Confidential contact information is collected via an online form that is completed on Aslan. This information will be used by the Dean of Students, the Student Life Office, or other appropriate campus personnel in the event that a student resident is determined to be missing.

##### *2.6.2.1 - Missing Student Notification Procedures*

- 1) Single-Student Residents - Residents of Single-Student Housing will be determined to be missing if they remain unaccounted for during a 24-hour time period, normally determined by two consecutive nightly curfew checks of the dormitories, unless arrangements to be absent from the dormitories were previously made with a Resident Ambassador or the Resident Director. If a student is not present in the dormitory when a Resident Ambassador checks curfew for the second consecutive night, the Resident Ambassador will immediately notify the Resident Director or Student Life office that the student is missing.
- 2) Student Residents of Family Housing - Student residents of Family Housing will be determined to be missing if a resident family member reports them as having been missing for 24 hours or more to the Dean of Students or Student Affairs office.
- 3) Once a student resident is determined to be missing, attempts to contact the missing student will be made within 24 hours via telephone, cell phone, e-mail, and/or a physical search of the campus.
- 4) If a student resident is determined to have been missing for more than 24 hours and has not returned to campus, the College will initiate the emergency contact procedures that the student designates on the Missing Student Resident Notification Form.

- 5) If a missing student resident is under 18 years of age and is not emancipated from a custodial parent or guardian, the College will notify a custodial parent or guardian no later than 24 hours after the time the under-aged student resident is determined to be missing.
- 6) If a missing student has not submitted a Missing Student Resident Notification Form to the Student Life Office, the College will notify the appropriate law enforcement agency (Garden City Police Department) that the student has been missing for more than 24 hours. In addition, the College will make a reasonable attempt to contact the missing student's family members.
- 7) If a missing student resident is located on or off campus, the student will no longer be considered missing.

## **2.7 - HEALTH ISSUES**

### *2.7.1 - Sickness*

It is important that the Dean of Students be informed immediately of any injury or sickness serious enough to keep a student out of class or from eating in the cafeteria. The responsibility of informing the Dean of Students rests on the roommate of the injured or sick resident.

When appropriate, the student's RA (Resident Ambassador) will bring the student food from the cafeteria. In the event of an emergency, students are advised to either call 9-1-1 or go directly to St. Alphonsus Boise Emergency Department (1055 N Curtis Rd, 208-367-3221) or to St. Luke's Boise Emergency Department (190 E Bannock St, Boise, 208-381-2235) or to Primary Health Medical Group, Garden City (5601 W Chinden Blvd, Garden City, 208-809-2865). If finances are a concern, a list of community clinics can be obtained from the Student Life office or accessing the Ada County Self Rescue Manual (see [selfrescuemanual.com](http://selfrescuemanual.com)). Notify a Resident Ambassador or the Dean of Students immediately. If you are contagious or unable to care for yourself for an extended period of time, there is no alternative except to hospitalize or send you home for family care.

### *2.7.2 - Boise Bible College Health Insurance Policy*

Every student is required to fill out the online Health Insurance Status Form to provide the school with the needed information. As a student, it is your responsibility to be sure you carry adequate medical insurance. BBC does not offer health insurance or medical assistance to students. BBC students are responsible for securing their own medical treatment and fulfilling incurred fiscal obligations. BBC encourages every student to have an active health insurance policy to help in securing medical treatment and fulfilling payment.

### *2.7.3 - Medical Record*

It is extremely important that BBC keeps a complete and current medical record on file for each student. Often the information can help in cases of emergency when the student needs to be treated by a physician unfamiliar with the student's medical history. Every student is required to fill out the Health Record Form to provide the school with the needed information.

Boise Bible College recommends students be immunized prior to or while attending college on campus. These recommendations are consistent with State of Idaho immunizations requirements for measles, mumps and rubella and Hepatitis B, which are required for all K-12 students attending public school in Idaho. Strongly recommended immunizations include MMR, Hepatitis B, and Meningitis. Boise Bible College also recommends immunizations for Tetanus, TB, Chicken Pox, HPV, and Polio.

### *2.7.4 - Counseling*

The Student Services Office and the Resident Ambassadors are available to listen to students about their concerns when needed. In the event that the student is in need of or desires further assistance with personal issues, the student is encouraged to speak with the Dean of Students or a member of the faculty. When necessary, students may be referred to a professional Christian counselor. Contact the Dean of Students for help with a referral. Students must keep in mind that the College staff is responsible for upholding College regulations. These two roles, mentor and employee, can produce real tensions when counseling reveals

breaches of conduct on the part of the student.

The staff and faculty have a responsibility to be sure from the outset that the student counselee knows that while they will not generally share confidential matters with anyone else, they cannot promise to maintain a lawyer-client or minister-church member relationship. The student counselee needs to know that breaches of Christian morality and/or College regulations will be reported to the proper College authority, and that certain violations of the law will be reported to local authorities as required by federal, state, or local laws.

## **2.8 - DRUG AND ALCOHOL POLICY**

### *2.8.1 - Rationale*

The use and abuse of alcohol and illegal drugs by any member of the Boise Bible College family is incompatible with the goals of this institution and ministry within the Christian Community.

### *2.8.2 - Purpose*

Boise Bible College is dedicated to providing an educational environment that encourages students to:

- Develop a lifestyle that's free from the use and abuse of alcohol and illegal drugs;
- Respect the laws and rules prohibiting the use of alcohol and the use of illicit drugs (on and off campus);
- Understand the effects of using drugs and alcohol on personal health and safety;
- Value personal, spiritual, mental, and physical well-being.

### *2.8.3 - Policies*

BBC strictly forbids possession, use, or sale of alcoholic beverages or illegal substances. The following activities and items are prohibited by any student of the College on or off campus:

#### ALCOHOL

Possessing alcoholic beverages  
Using alcoholic beverages  
Manufacturing alcohol  
Selling/distributing alcohol  
Selling alcoholic beverages.

#### DRUGS

Possessing illegal drugs  
Drug paraphernalia  
Using illegal drugs  
Illegal drugs  
Distributing illegal drugs

Students are instructed to report to the Dean of Students any incident of use or any criminal violation of laws related to any type of alcohol abuse or illicit drug use.

### *2.8.4 - Violation*

The Dean of Students and the Disciplinary Committee are authorized to impose disciplinary sanctions on students consistent with local, state, and federal law, up to and including expulsion, termination of employment for student employees, and referral for prosecution, for violations of standards of conduct required by this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program (at personal expense). Any student who is convicted of a drug offense under any Federal or State law that results in loss of eligibility to receive any grant, loan, or work assistance will promptly receive a separate, clear, and conspicuous written notice of these penalties.

### *2.8.5 – Drug Testing*

If BBC deems it reasonable to suspect a student of substance abuse, it is within BBC's right to require a drug

test. If the test results return negative, BBC will cover the cost of the drug test. If the test results return positive, the student will be required to cover the cost of the test. In the event that the test returns positive, the College will initiate disciplinary proceedings. If a student refuses to be tested for substance use, the College will initiate disciplinary proceedings. If a drug test is required as a condition of re-enrollment, the applicant is expected to cover the cost of the test.

#### *2.8.6 - Resources*

Students are encouraged to seek referral for chemical abuse concerns through the Student Life office.

For more information on the effects of alcohol and drugs visit the National Council on Alcoholism and Drug Dependence's website: [www.ncadd.org](http://www.ncadd.org).

## **2.9 - DRESS CODE**

### *2.9.1 - Introduction*

All students are expected to dress in a modest and appropriate manner. "But just as he who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy'" (1 Peter 1:15-16, NIV).

### *2.9.2 - General*

In general, students are expected to attend class dressed in a way that respects the professor's commitment to lead a productive time of learning and the other students in class present to learn. Therefore, it is assumed that students will practice good standards of personal cleanliness and appropriate attire. Please be mindful of both the necklines and the hemlines of the clothing that you wear. This would include but are not limited to low cut tops, spaghetti straps, and exposing an excessive amount of the chest, side and shoulder.

Some guidelines to help in determining modesty for the college campus:

- Shoulder straps are 2 inches wide, and no undergarments or cleavage should be seen.
- Pants should be worn in a manner that does not show any undergarments on the waistline.
- Shorts should have a 4 -5 inch inseam at a minimum.
- Short skirts should be avoided.
- If you have questions about your attire being appropriate, ask your Resident Ambassador for some clarification.

There are some events or occasions on campus where students will be asked to attend in more formal attire. However, the normal expectation for students in the classroom, Library, Chapel, offices and other public forums is casual. Casual does not mean wearing pajamas to class but dressed appropriately to honor the academic mission of the college in classes, worship, and community fellowship. Footwear (shoes, boots, sandals, flip flops, etc.) are required in all buildings except for the residence halls and rooms.

### *2.9.3 - Personal Hygiene and Grooming*

Students at Boise Bible College are expected to maintain high standards of personal cleanliness and neatness both on and off campus. Regular bathing, deodorant, clean clothing, and neatness in grooming is important for health reasons and also out of respect for others.

## **2.10 - COLLEGE FACILITIES**

### *2.10.1 - General*

With proper permission, classrooms may be used for other than academic purposes. Student groups desiring to use facilities should make reservations by going to the BBC website and filling out the College Facilities Use Request form. Groups using the facilities are responsible for putting the room back into order and sanitizing the used area for regular College use.



Furniture and equipment may not be removed from its location by anyone other than college staff without prior approval from the Student Life Office. No food is allowed in classrooms. Covered beverage containers are allowed in classrooms.

Pianos, keyboards, and other musical instruments are reserved for the use of BBC music students. Other students may use the pianos (except the grand piano) when music students do not need them. Close and cover them when you finish using them.

### *2.10.2 - Library*

Books, audiovisual equipment, and supplies may be checked out from the Library. "The library is the successful student's best friend."

#### *2.10.2.1 – Books*

Current textbooks are located in the library offices for reference in the library; however, they are not allowed to leave the library. A library staff member can grant access to the textbooks.

All books removed from the library must be checked out! All you need to check out materials is your student ID. To return items, place them in the book drop located by the front door. You may renew your library materials at the circulation desk or online. Renewal is only available one time per book. Do not let your books become overdue! You cannot check out additional materials from the library if you have overdue items. You can check out a total of ten items at a time, but you may only check out three on any one subject at a time. Wish the library had a book? Notify the librarian and they will do their best to accommodate your needs.

#### *2.10.2.2 – In the Library*

Remember it's a library! Respect all others by using quiet speaking voices. There are sections designated for collaboration, and sections designated for silence. If you need to reconfigure the tables for any reason, please return them to their original groupings before you leave. Do not return the books you use in the library to their spot on the shelf, you may leave them on the table or place them on the return cart. Food is not allowed in the library, and only beverages with lids are permitted.

#### *2.10.2.3 – Reserved and Reference Materials*

Reference and periodical materials cannot be checked out; they are reserved for in-library use only. Professors and students may reserve books. Reserved books will be kept in the library and may not be checked out for the duration of the reservation. The Rare Book Room is available for reservation if you would like to use it for studying or meeting. If it is not reserved, it is open for study.

#### *2.10.2.4 – Library Hours*

*When school is in session:*

- Monday-Thursday 8:00am–10:00pm
- Friday 8:00am–5:00pm
- Saturday 10:00am–1:00pm; 6:00pm–9:00pm (dependent on volunteer workers)
- Sunday 6:00pm–9:00pm (dependent on volunteer workers)

The library is closed during chapel or other College functions where student attendance is required.

*Hours during Holidays and Recesses:*

- Labor Day Weekend: Closed Friday 4:00pm–Tuesday 8:00am
- October Recess: Closed Friday 4:00pm–Sunday; Open Monday & Tuesday 8:00am–4:00pm
- Thanksgiving: Closed Tuesday 4:00pm–Sunday 6:00pm
- Christmas Break: Closed 4:00pm last day of finals–first day of classes 2nd semester 8:00am.
- February Recess and Skip Days: Open regular hours
- Easter Sunday: Closed
- Spring Break: Closed Friday 4:00pm–following Sunday 6:00pm
- Spring Semester End: Closed 4:00pm last day of finals, reopens 8:00am first day of classes fall semester

### *2.10.3 – Computer Lab*

There is a computer lab next to the library that is available for student use. Lab computers will not save documents. Save your documents on an external hard drive or flash drive. Printers are available for printing work directly pertaining to the completion of your education at BBC at no student cost. All other prints (personal, work, church, etc.) cost \$0.10 a page paid at the Library Circulation Desk.

### *2.10.4 - Textbook Services*

BBC does not operate a bookstore. Students are responsible for ordering textbooks through the distributor of their choice. Instructions for doing this are on the textbook list which can be found under Academic Resources on our website at this link <https://www.boisebible.edu/academic-resources>.

### *2.10.5 - Multipurpose Building (Bldg D)*

Sports activities in the Gymnasium include bump, basketball, volleyball, dodge ball, tennis, badminton, pickleball, and soccer. Care should be exercised to avoid damaging or marking the walls with the ball or shoes. Many plastic soles and heels produce black marks on the floor, which are difficult to remove; tennis, or similar shoes, must be used when engaged in sports activities in the gym.

The workout room is equipped with functional machines and equipment for exercise and physical training. For the benefit of all students, please use the equipment for its intended purpose only and do not act in a way that will damage the equipment or cause physical harm. Use of the workout room for other games or activities is prohibited.

#### *2.10.5.1 - Student Kitchen*

The student kitchen is only equipped with the appliances for cooking, but nothing else. Students must bring their own food ingredients and cookware to use the kitchen. All food, cookware, or other plates and utensils must be removed from the kitchen after its use, or it will be thrown away.

### *2.10.6 – The Student Union Building, SUB (Bldg C)*

The SUB is open from early morning until curfew each day so all students can meet together to hang out, watch television, play games, study, etc. For specific hours, see curfew regulations at 3.5.1. Keep in mind that the SUB is meant for use by the BBC community.

#### *2.10.6.1 – Lion's Den*

The SUB also hosts a full-service coffee shop called the Lion's Den. Hours of service for the coffee shop will vary but can be found listed at the shop and on the BBC website.

## **2.11 - INTERNET USAGE**

### *2.11.1 - Access*

Internet access is provided for students through the Business Office. Each student is assigned a login at registration that they may use to access the WiFi on campus.

### *2.11.2 - Management*

Internet activity on campus is monitored and recorded for law or policy violations. Misuse of the internet on campus can be reported to law enforcement or regulatory agencies. BBC staff retains the right to inspect all internet accessing devices on campus, including your personal devices, for policy and/or law violations. BBC also retains the right to confiscate any software or file downloaded through the campus network or Internet.

### *2.11.3 - Integrity*

Internet usage is monitored at the discretion of the administration for inappropriate use. Students are expected to use the Internet appropriately and with integrity. Students are encouraged to be proactive and protect their integrity through the use of accountability software (e.g. Covenant Eyes, X3 Watch, etc.).

#### *2.11.4 - Peer-to-Peer File Sharing*

Use of peer-to-peer file sharing websites and software (Bittorrent, LimeWire, Gnutella, eMule, Morpheus, Kazaa, WinMx, and related programs) for legal or illegal use is strictly prohibited and subject to disciplinary action. This includes both on and off campus students.

#### *2.11.5 - Pornography*

Boise Bible College addresses use of pornography based on the assumption that it is a spiritual issue. Student use of pornography will result in referral to the Dean of Students for assessment of the issue and subsequent measures. Measures can include imposing accountability measures, in-house counseling, referral to outside counseling, or disciplinary measures.

#### *2.11.6 – Copyright Infringement*

Boise Bible College prohibits the use of its equipment, premises, and services for any activity that violates copyright laws, either by making copies for personal use or by distributing copies. Students who violate copyright laws are subject to campus disciplinary action and/or dismissal. They could face criminal charges and incarceration as well as civil lawsuits brought by the copyright owners.

### **2.12 - CAFETERIA**

Boise Bible College aims to provide our campus with quality, affordable food service. BBC has a responsibility to provide full meal service since food preparation in the dormitory is not possible. All students residing in the dormitories must contract for the meal plan consisting of 16 meals per week. Meal plan exemptions can only be made for specific circumstances and require a student to complete the proper forms and submit them to the Dean of Students. The forms will be reviewed to be approved or denied. **Meal plan exemptions can only be made during the first two full weeks of the semester. After this time, a student cannot apply for any meal plan exemption and refunds are prorated by the Business Office based upon the time in which the exemption is approved.**

#### *2.12.1 - Meals Provided*

Three meals are served Monday through Friday, and one meal is served on Saturday. This does not include vacations and holidays when the dining room is closed. Meals are served buffet style with dining room refills. Please see posted menus, prices, and serving times (all are subject to change). Ordinarily, breakfast is served from 7:30am to 10:00am through the Lion's Den; lunch is 12:00pm to 1:00pm; and dinner is 5:30pm to 6:30pm. The Saturday brunch mealtime is 10:00am to 12:00pm.

Typical menu features: *breakfast* - breakfast burritos and sandwiches, poptarts, fresh fruit and more continental style options; *lunch* - salad bar, meat or entrée selection, vegetable, starch, and beverages; *dinner* - salad bar, meat or entrée selection, starch, and beverages. During both the lunch and dinner a dessert option is offered. (Note: Lunch is the "main" or "heaviest" meal served throughout the day. This is implied in both the increased price and the increase in menu selections.)

All contract students are required to show their Student Identification Card at each meal, or they will be required to pay cash for the meal.

#### *2.12.2 - Service Restricted*

The Cafeteria operates as a semi-private food facility and is not open to the general public. Students who do not live in the dormitories may participate in the cafeteria food program in the following ways: (1) purchase the needed meal at a discounted price from the cafeteria cashier, (2) purchase the ten-meal ticket from the Business Office at any time during the semester, (3) purchase the 60 meal plan during the registration process or from the Business Office. It is less expensive per meal to purchase a larger quantity of meals. Students not on the meal plan who bring their own lunches may use the dining room facility, and may purchase drinks, salads, and desserts *à la carte* at posted prices.

### *2.12.3 - Guests*

Students, faculty, and staff are permitted to have guests join them for meals in the dining room. Guests are expected to pay the cash price posted. No charges are permitted.

### *2.12.4 - Missed Meals*

There is no reimbursement to a student for missed meals.

### *2.12.5 - Special Meal Circumstances*

A BBC dormitory resident may request a "to go" meal when he or she is forced by his or her employment or ministry opportunity to miss a scheduled meal on the meal plan. "To go" boxes are available by asking the chef.

### *2.12.6 - Banquets and Other Special Meals*

The cafeteria may be closed during special events that involve meals on campus. During these times, students may go through the line for the meal without staying for the event if they prefer.

### *2.12.7 - Special Diets*

The cafeteria is sensitive in food selection and preparation for a variety of diets. The cafeteria offers selections for individuals requiring gluten free, lactose free, or vegetarian diets. Some medical conditions that require slight menu modifications can usually be accommodated. Medical conditions that require multiple accommodations or complex menu modifications cannot ordinarily be accommodated.

Students with any dietary concerns, special diets, or medical conditions affected through diet are encouraged to set up a consultation with the chef to discuss their unique situation. A chef consult allows the chef to make note of individual need, discuss needed dietary accommodations or menu modifications, review future menu selections, and review ingredient labels. If a student requires a special diet prescribed by his or her primary health care provider, the official letter should be brought to the chef consult and reviewed by the chef. If the chef determines that reasonable dietary accommodations or menu modifications are not feasible for the student, the student may apply for a meal plan exemption in writing to the Dean of Students. The exemption letter should state the student's unique situation, summarize the chef consult, and describe a reasonable plan for addressing personal nutritional needs. The Dean of Students will review the appeal with input from the chef and the Business Office. The student will be notified of the official decision.

### *2.12.8 - Refusal to Serve*

The Dining Room Staff reserves the right to refuse service to anyone who is not properly attired, whose person or clothing is not reasonably clean, or whose behavior is not appropriate.

### *2.12.9 - Keeping the Dining Room Equipped*

To function properly, all tableware must be kept clean and available. Taking serving trays, plates, bowls, glasses, mugs, silverware, or other eating utensils from the dining room is prohibited.

### *2.12.10 - Kitchen and Food Storage Area*

Government regulations require that only food service personnel be permitted in the kitchen and food storage areas.

### *2.12.11 – Food Service during Breaks*

The Cafeteria operates during the October and February recesses. It does not operate over the other major breaks in the semester (e.g., Thanksgiving Break, Winter Break, Spring Break).

## **2.13 - VEHICLE REGISTRATION**

### *2.13.1 - General*



The following vehicle registration policy has been instituted to provide immediate recognition of authorized vehicles, to regulate parking areas, and to increase security on campus. Vehicle and owner information empowers administration to take necessary actions to ensure the safety of the BBC community.

Parking passes will be issued for all BBC sanctioned vehicles (temporary or permanent). Permanent sticker tags must be placed in a visible location on the exterior lower left-hand side of the rear window glass. Parking passes and regulations are different for on campus students, off campus students, employees, and visitors. Follow the policy that applies to your situation. All payments must be made to the Business Office in the Administration Building during normal business hours.

Vehicle maintenance is permitted only by coordinating it with the Operations Department and by using the designated area for such work. Only regular maintenance work that can be completed within 24 hours can be done on campus. Students not following this process will lose their privileges to do such maintenance work on campus.

#### *2.13.2 - Students – Resident Students (Blue Stickers) and Commuter Students (Orange Stickers)*

- All vehicles on campus (temporary or permanent) must be registered with the Student Life Office.
- To register vehicles, please fill out the online form for Student Life. The form requires your name, student ID #, your living location, and the following vehicle information: year, color, make, model, and license plate number.
- Vehicles are only registered for one academic year.
- Students may park registered vehicles in the designated locations (see the *Appendix B - Parking Map* for more information). Warnings will be issued if on campus student vehicles are parked in the wrong areas.

#### *2.13.3 - Employees – Red Stickers*

- All employees that bring vehicles on campus need to use the online form or email to provide the Student Life Office with your name, and the following vehicle information: year, color, make, model, and license plate number.
- Staff and faculty are provided with parking passes free of charge.
- New or temporary vehicles that are brought on campus must be registered with the Student Life Office.
- Staff and faculty are not restricted to specific parking areas but are asked to practice discretion in their choice of parking location.

#### *2.13.4 - Visitors – Hang Tags*

- Visitors are required to register their vehicle(s) with the front office if they are going to be parked on campus overnight.
- Visitors will receive a temporary parking pass free of charge. Hangtags are located at the front desk during business hours or with the Associate Dean of Students after business hours.
- Campus visitors are not restricted to specific parking areas but are asked to practice discretion in their choice of parking location.

#### *2.13.5 - Special Campus Events*

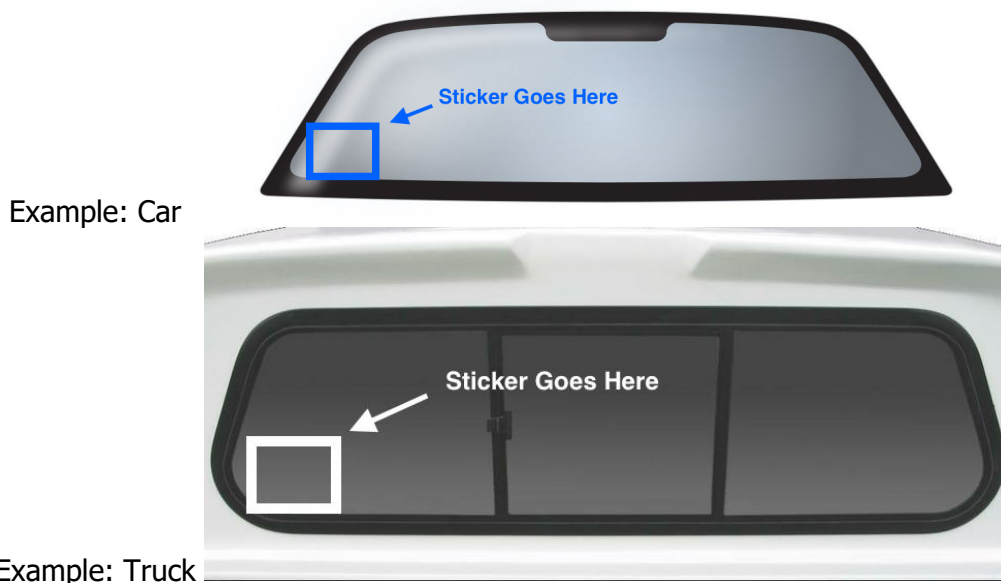
- In the event that a church or other organization holds a special event on campus that will result in multiple vehicles on campus, the organization is required to fill out and sign the "Parking Agreement."
- In cases where BBC hosts an event that results in numerous visiting vehicles on campus, the visitor vehicle registration policy will be temporarily suspended.

#### *2.13.6 - Liability*

Boise Bible College is not liable or responsible for any damage, theft, or loss of any kind to personal property arising from parking privileges or any incidents that may involve vehicles while parked on the premises at 8695 W Marigold St, Boise, ID 83714.

### 2.13.7 - Violations

Violations of the vehicle policy will result in disciplinary action. First, a student will receive a warning and a request to observe the requirements for having a vehicle on campus. After receiving a warning, a student will be required to see the Dean of Students. Last, if a student does not respond to the requests of the Dean of Students, the consequences could include being placed on Administrative Probation, the loss of parking privileges on campus, and/or having his or her vehicle towed.



Example: Car

Example: Truck

## 2.14 - BICYCLE REGISTRATION

### 2.14.1 - General

All bicycles must be registered with the Student Life Office. Students are encouraged to secure their bicycles with locks.

### 2.14.2 - Liability

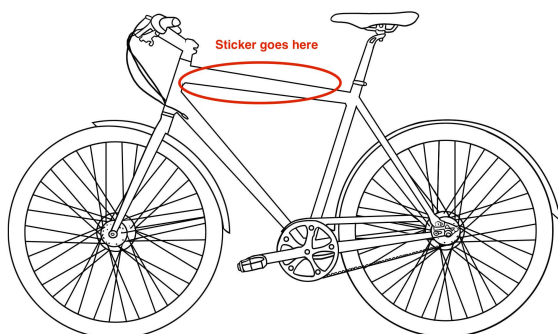
Boise Bible College is not liable for any damage or theft of any kind that might happen while bicycles are parked on the premises at 8695 W. Marigold St., Boise, ID 83714.

### 2.14.3 - Bicycle Stickers – Black Stickers

- Upon registering your bicycle, you must use the online form or email to provide the Student Life Office with your name, student ID #, and the following bicycle information: color, make, and model.
- Upon registering your bike, you will receive an identification sticker, which is to be displayed on the top tube/crossbar of the bicycle.
- Bicycles must be neatly stored on the campus bicycle racks when not in use: racks are located by the East Dorm.
- Students may leave their bicycles on campus over the summer if they are registered with the Student Life Office for that academic year and neatly secured to the bicycle rack by the East Dorm. Abandoned bikes will be donated to charity.

### 2.14.4 - Violations

Violations of the bike policy will result in disciplinary action. First, a student will receive a warning and a request to observe the requirements for having a bicycle on campus. After receiving a warning, a student will be required to see the Dean of Students. Last, if a student does not respond to the requests of the Dean of Students, the consequences could include being placed on Administrative Probation, the loss of bike privileges on campus, and/or having his or her bike placed in locked storage.



Bicycle Example:

## 2.15 - GENERAL INFORMATION

### 2.15.1 - Bulletin Boards

No material shall be posted without prior approval from the Student Life Office. Any material posted without approval will be removed.

### 2.15.2 - Special Speakers or Music Groups

Students arranging for outside speakers or special music for any school function must gain prior approval from the Student Life Office.

### 2.15.3 - How to Address Staff and Faculty

As a form of professional courtesy and living out respect, it is appropriate for students to address staff, faculty, and administrative personnel either as Mr., Ms., or by the appropriate title of Professor, Dean, President, Dr., etc. If given personal permission, students may use first name in direct address.

### 2.15.4 - Student Mail

All students in residence will receive a mailbox number and key at registration. The cost of mail service is included in the Student Life fee charged to each student at registration. Mailboxes are located in the Student Union Building. Student mail is delivered no later than 6:30pm, Monday through Friday. There is no delivery on Saturday or Sunday. If a student receives a package, the student will be notified to receive the package during normal business hours at the reception desk in the Administration building. If a mailbox key is lost or broken, the owner of that key is responsible for a \$15 replacement fee. According to the U.S. Postal Regulations, incoming mail may only be distributed by a person designated by the College administration. Taking mail from another student's mailbox or the exterior mailbox is prohibited and is a federal offense.

Outgoing mail may be placed directly in the exterior mailbox near the Administration building for pickup. All internal mail must have a mailbox number and be given to the front desk. Student mailboxes must be cleaned out of all mail at the end of each semester and in compliance with checkout procedures before returning the mailbox key when moving out.

Mail should be addressed to students in the following format:

First Name Last Name  
BBC – [Box#] XXX  
8695 W Marigold St  
Boise, ID 83714-1826

Alex Smith  
BBC – 872  
8695 W Marigold St  
Boise, ID 83714-1826

### 2.15.5 – Student Email

All students are provided with a Boise Bible College '.edu' email address. Communication via this email address is the college's official form of communication with students. Students are advised to check it at least once per day.

### 2.15.6 - Closing Hours

All school buildings will be closed and locked at curfew (12:00 a.m. on weekdays and 1:00 a.m. on the weekends). Classrooms will be closed and locked after the last class of the day. See the *User's Guide* to the Library for specific hours of operation.

Off-campus students and/or friends are required to leave the campus quietly at curfew.

Students who contemplate employment which will keep them out past regular closing hours must obtain prior approval from the Student Life Office before accepting such employment.

#### *2.15.7 - On-Campus Employment*

The Student Worker program offers various employment opportunities for students in the areas of janitorial, grounds, library, cafeteria, admissions, and housing. Employment applications can be submitted via the online form on the college website ([www.boisebible.edu](http://www.boisebible.edu)). Hiring takes place at the discretion of the individual managers. If interested in a position, students should first fill out an employment application, then follow up with the manager they are seeking employment from. Once employment has been secured with the individual manager, the Business Office will be notified of the new employee. The student must set up an appointment with the Business Office to fill out new employee forms and receive any pertinent institutional orientation. It is the Business Office that has final approval for employment and will communicate the status to the individual manager. Upon approval from the business office, the student is cleared for employment and can communicate with the individual manager for scheduling. For further specific guidance, reference the Student Worker Guidelines and Responsibilities document.

#### *2.15.8 – Lost and Found*

Items are commonly left in places where people gather.

- If an item is found in the classroom or outside of a classroom, it will be taken to the Lost and Found Box in the Student Life Office.
- Students can check in the Student Life Office anytime during regular business hour for their lost items.
- Items not retrieved by the end of each semester will be given away or trashed.
- Items found after regular business hours can be given to a Resident Ambassador to be placed in the Lost and Found Box.

#### *2.15.9 – Voter Registration*

Idaho state voter registration forms are available in hard copy format during registration at the beginning of each semester. Access to an acceptable Idaho voter registration form is also sent out via an email message devoted exclusively to voter registration at the beginning of each semester.

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## **3 - BOISE BIBLE COLLEGE HOUSING POLICY**

The student housing of Boise Bible College is led by the Resident Director. The Resident Ambassadors work under the direction of the Resident Director to serve all students living in college housing. This also means that the RA's have the authority to advise students regarding all housing policies and the enforcement of those policies. The Resident Director oversees the RA's and is the primary authority over all housing issues. Students who desire to appeal any decision or discipline administered by the college housing team can make their appeals to the Dean of Students.

### **3.1 – MANDATORY HOUSING MEETINGS**

There are three (3) mandatory housing meetings for students that live on campus. The first meeting happens at the end of registration at the beginning of the semester, the second one happens the week before the major semester break (before Thanksgiving in the fall and Spring Break in the spring), and the third meeting

happens at the end of the semester. These meetings are a time when the Student Life Office and the housing team disseminate relevant information regarding campus housing facilities, policies, and procedures.

Due to the importance of these meetings, students living on campus are expected to attend. Students failing to attend a meeting will need to make an appointment with the Resident Director to discuss the process for making up for a missed meeting.

### **3.2 – RESIDENT STUDENT HOUSING**

A Boise Bible College education is not limited to the classroom experience. Residential living provides opportunities for learning and engagement that are unique to the college environment. In alignment with our core value of community, freshman, sophomore, and junior single students under the age of 21 are required to live in campus housing and contract for the meal plan consisting of 16 meals per week. Students under the age of 21 who desire to live off campus must seek approval from the Dean of Students unless the student is living with a parent or an immediate family member or taking less than twelve (12) credit hours. To seek an exception, a written appeal can be submitted to the Dean of Students who will review the request and make a decision. Exceptions to this policy are rarely made. Approval must be received in writing from the Dean of Students before signing a lease for an apartment or house. **Refunds for any housing will be determined by the Business Office.**

Studies of students enrolled in both private and state schools have shown conclusively that students who live in college dormitories generally do better scholastically and have a much higher chance of graduating. This is confirmed by our experience at Boise Bible College.

Students enrolled full-time are given priority for student housing and part-time students are provided housing if available. Students must be enrolled in at least one class for credit to live on campus. To seek an exception to this policy, a written appeal can be submitted to the Dean of Students.

The Resident Director assigns rooms prior to the beginning of each school year. Students may only occupy the room assigned to them.

### **3.3 – RV HOUSING**

BBC has limited space available for married couples. In order to help accommodate married students, non-traditional single students 24 years of age and older, and upper classmen in good academic standing there is an RV hook-up area in front of the maintenance shop. This area accommodates up to five 5<sup>th</sup> wheels or RVs and is available on a first come first served basis. Once a student reserves and pays for a spot, that spot remains theirs as long as they are a student. Please check with the Dean of Students for questions or availability.

The Dean of Students accommodates RV spaces prior to the beginning of each school year. Students may only occupy the RV space assigned to them.

### **3.4 - MOVING PROCEDURES**

#### *3.4.1 - Move In*

Rooms are not available before the designated move-in date. Exceptions are made for certain student groups and the Resident Ambassadors (RAs). Otherwise, you must have the prior approval of the Dean of Students for an early move in time. The cost to move in early, if you are not part of an approved student group, is \$16 per night. You also must notify the Resident Director no later than August 1 if you decide not to return to the dorms. Failure to meet this deadline will result in forfeiture of your housing deposit. Students must indicate their intention to return to the dormitories when they pre-register in the spring via the online housing application form.

#### *3.4.2 - Move Out*

Please be aware of the move-out date (fall: 10:00am Saturday following final exams; spring: noon Monday following graduation) and make plans accordingly. The following applies in order to receive a full refund on your housing deposit (\$150): (1) you must sign up for a check-out time, and (2) all posted room cleaning and check-out procedures must be followed. Move Out forms can be found on the BBC website. The College reserves the right to dispose of any unclaimed property in the dorms after the move-out date. If a student chooses to move out between the fall and spring semesters, he or she is required to follow the above procedures with specific checkout time scheduled with the RA. Failure to move out by the dorm closure date will result in loss of the \$150 housing deposit as well as a \$17 charge per day for each day your belongings stay in the room over the stated move out date. If a student chooses to or is required to move out during a semester, he or she is required to follow the above procedures with specific checkout time scheduled with the RA.

#### *3.4.3 - Campus Housing for Winter Break*

The dormitories close between the fall and spring semesters, the winter break. Students who wish to occupy their room during this time may make arrangements with the Resident Director. Rent for the month in-between is based on the following breakdown: \$17 a day, \$100 weekly over winter break. Students choosing to reside on campus during winter break must be aware that the dorms are closed, and no outside guests will be permitted. Students who decide not to return for the spring semester must follow the check-out procedure above and must vacate the room no later than seven days prior to the move-in date for the spring semester. Failure to do so will result in forfeiture of entire housing deposit of \$150. Campus Housing forms can be found on the BBC website.

#### *3.4.4 - Summer Housing*

Students who wish to remain in student housing during the summer must make arrangements with the Resident Director. Summer housing rent is set by the Business Department in early April. Campus Housing forms can be found on the BBC website.

### **3.5 HOUSING REGULATIONS**

#### *3.5.1 - Curfew*

Based upon residential safety concerns and a desire to maintain a healthy academic living community, the college maintains a curfew policy for all students living on campus. This policy is not meant to treat students as children, but to help the college know who is on campus in case of emergency and to help cultivate an atmosphere on campus conducive to academic success.

Dormitory residents are required to be in their own dormitory building between the hours of 12:00am (midnight) and 5:00am. Sunday through Thursday. Curfew on Friday and Saturday is from 1:00am until 5:00 am. There is no curfew for students who are twenty-one (21) years of age or older; however courteous communication with the assigned Resident Ambassador is expected when past curfew. For students who break curfew without following the prescribed approval procedures, the following actions will be taken: 1st offense = warning; 2nd offense = a \$10 fine; 3rd offense = \$25 fine. Following a third offense the student will be required to meet with the Dean of Students for further action which may include administrative probation and/or further action being taken. Resident students may spend the night in a friend's room on campus with the permission of their RA and all residents in that suite.

Employment responsibilities and/or jobs that require students to miss curfew should be brought to the Resident Director's attention so that the appropriate accommodations can be made in the best interest of each student.

#### *3.5.2 - Late Night Passes*

Students who are free from both academic and administrative probation may request permission to stay out past the usual curfew hours. Requests for Late-Night Passes should be made to and approved by the student's

Resident Ambassador (RA) or the Resident Director before 10:00 p.m. The form for a Late-Night Pass can be found on the BBC Website. The student's RA or Resident Director is to know where the student will be and the approximate time of return. Both the RAs and the Resident Director are authorized to grant Late-Night Passes with the following limits: Freshman and Sophomores—six per semester; Juniors and Seniors- unlimited (they are still required to complete forms and obey curfew hours).

### *3.5.3 - Overnight and Weekend Passes*

A student must request overnight, and weekend passes from the Resident Director. The form for an Overnight Pass/Weekend Pass can be found on the BBC website and the Student Facebook page. Students who are requesting these passes to go stay with their parents (or an adult relative) may petition their RA instead of the Resident Director – this is the only exception to the Resident Director's approval. Students who are on academic or any other type of probation but would like a pass must petition approval directly from the Dean of Students. Petitions require the following information: name, address, phone number of the family where the student will be staying, the expected date, and the time of return.

### *3.5.4 - Late or Overnight on College Business*

When residents are on college-sponsored teams and the fulfillment of those obligations requires the student to come in after closing hours or to be absent from the dormitory overnight, the student's RA or the Resident Director must be notified. Such late-night or overnight passes must be submitted through the appropriate online form.

### *3.5.5 - Noise Ordinance*

During the hours from 10:00pm until 7:00am any noise, talk, or music that can be heard through the walls of the dorm rooms is not allowed. This includes noise such as laughing, talking, and yelling, etc. from outside the buildings. Most people need this time for study or sleep. If a complaint is made against a student who violates this noise ordinance the following actions will be taken: 1st offense = warning; 2nd offense = consult with assigned RA; 3rd offense = consultation with the Resident Director. Following a third offense the student will be required to meet with the Dean of Students for further action which may include administrative probation and/or further action being taken. The city of Garden City also has a noise ordinance in effect for these same hours.

### *3.5.6 - Furnishings*

Each occupant is supplied with a mattress with cover, a desk, and a chair. Each room is supplied with window blinds, bulletin board, storage drawers, and closet area. Each suite is supplied with table, stackable sitting chairs, sink drainer, and wedge door stop. Bathrooms consist of a double sink, mirror, toilet, shower (no tub), and closet. Residents are not to remove College furnishings from the room, and they must have prior approval before bringing in their own major pieces of furniture or appliances.

Students are expected to provide their own sheets (Twin Deep Pocket size), blankets, pillows, pillowcases, towels, etc., and to keep them clean. Dorm appliances are governed by fire regulations. Fire regulations *permit* small refrigerators, microwaves, crock pots/Instant Pot®, rice cookers, hot water boilers, hot pots/plates and grills/griddles without an open heating element, and electric blankets. Fire regulations *prohibit* open flames, open heating elements, or anything that works by using external heat (e.g., candles and incense). Toasters, toaster ovens, and range coils are examples of open heating element items that are prohibited in dorm rooms.

### *3.5.7 - Pets*

No animals of any kind are allowed in the student dorm rooms or on campus. Fish and hermit crabs are permissible if the aquarium or habitat is 5 gallons or less.

### *3.5.8 - Food Storage and Preparation*

Food items may be kept in the rooms when sealed in metal, glass, or plastic airtight containers. Perishable food items should be regularly checked for expiration. Food preparation in the dormitories is limited to the use

of approved appliances listed in 3.5.6. Students must stay in the room and be attentive when preparing any food. Smoke from burning food in a microwave (e.g., preparing pasta/noodles without water) will cause the fire alarm to be activated. Excessive steam generated from food preparation (also shower, diffusers, humidifiers, and so forth) may cause the fire alarm to be activated. Any cost assessed to the college for fire department response and inspection will be passed on to the responsible student. Any damage to the room or college furnishings during such occurrences will be passed on to the responsible student.

The Student Kitchen is adjacent to the weight room, located in the Multipurpose Building. Additional cooking may be done during normal hours of operation in the student kitchen. Students need to bring everything they need to the kitchen to cook. This includes all food items and ingredients, cookware, utensils, plates, bowls, etc. Any food, cookware, utensils, plates, or bowls left in the kitchen will be discarded at the discretion of college personnel. All trash must be removed after every kitchen usage. The kitchen will be closed if it is not kept clean and will not be opened again until it is cleaned and approved to be opened again by the Student Life Office.

This kitchen is considered a benefit for all on-campus and off-campus students. Therefore, if students do not clean up after themselves and keep the kitchen clean, the kitchen will be closed for periods of time to address the situation. It is the desire of the Student Life Office to always have this facility available for students, but it needs to be maintained so it is clean and useful for all.

### *3.5.9 - Room Care*

Vacuum cleaners are to be checked out through proper forms located in the janitorial closet. After use, they must be cleaned out, promptly returned to the floor janitorial closet, and checked in on the proper form. Other items such as waste containers and liners, brooms, cleaning supplies, light bulbs, etc. are to be provided by the occupants.

Waste containers must be of flame-resistant plastic or metal and are to be emptied as necessary by the occupants into dumpsters located on the west side of the dormitories or the east side of the multipurpose building. Cardboard boxes and large plastic containers should be flattened and recycled.

Do not change the showerhead that is supplied.

Room décor and personalization items may be affixed to walls using push pins or blue painter's tape only. Pictures, mirrors, shelves, etc. should be affixed to the walls with great care using proper supports. Damage to walls must be reported to a RA or the Resident Director. Due to the paint finish used on dormitory walls, Command Strips and other foam tape brands are known to damage the wall upon removal. Cost of repairs will be charged to the student responsible for the damage.

The exterior building doors and floor hall doors may *not* be propped open without permission from the Resident Director or Resident Ambassadors. Putting tape over door locks in order to bypass using the keypad is prohibited (this is a safety issue for the automatic door locking system in Building C). No posters, nameplates or other ornamentation should be placed on the doors of dormitories or other buildings. Usually, such items deface the finish when they are removed. The cost of repairs will be charged to the student responsible for the damage.

Nails, push pins and tape of any kind are prohibited from being used on the walls of hallways and common areas without prior permission from the Resident Director or Resident Ambassadors. The administration reserves the right to take down and discard any items hung on the walls of common areas and hallways without seeking permission from the owner.

The cost of repairing damage to your room or furnishings will be taken from your deposit. If the deposit is not sufficient to cover damages, the balance will be charged to your account. Room deposits will not be available immediately after check-out but will be calculated after the room is cleaned and necessary repairs are made. Check out is not complete until the room is put back in its original condition.



Any maintenance issues should be reported promptly via the online form. This includes such things as leaking showers, loose doorknobs, temperature regulation issues, lighting outages, etc.

#### *3.5.10 - Explosives, Flammables, and Weapons*

Fireworks, ammunition, and other explosives or flammables such as gasoline and oil are forbidden in the dormitories. Firearms, air guns, blow darts, BB guns, and sharp weapons such as large, fixed-blade knives, hatchets/axes, swords, throwing stars, devices used in martial arts, etc. are also not permitted on campus at any time unless otherwise permitted by the Resident Director or the Dean of Students. Students can check in their guns or weapons with the Resident Director for secure keeping while living on campus. Guns or weapons found in a student's room can be the basis for automatic dismissal from college housing and/or the college. (Campus Safety and Emergency regulation 2.6.1 provides the general guidance.)

#### *3.5.11 - Room Checkups*

There are many who do not enjoy cleaning and household chores, but they are necessary. This is especially true when living in a community. Therefore, it is everyone's responsibility to keep their dorm rooms in good shape. And remember, "Do everything without grumbling and complaining, so that you are blameless and pure, children of God" (Philippians 2:14, NIV), and "Commit to the Lord whatever you do, and he will establish your plans" (Proverbs 16:3). This is a very practical way to serve God and others in our discipleship community on campus. Bedrooms should be the responsibility of those who live in them. The common areas such as the bathroom, living room, and kitchenette areas are the responsibility of everyone in a dorm suite.

Rooms will be reviewed monthly and should always be kept clean and in good order. Resident Ambassadors will conduct the reviews at a scheduled time each month. These reviews will be conducted based upon an itemized list of priorities expected of all students in keeping their dorm rooms in good order. This list will include floors that are uncluttered and clean, bedrooms which are in good order, bathrooms with clean toilets, sinks, and showers, etc. Personal belongings should be taken care of appropriately with closets in order. The RA's will also be looking for any damage to the rooms. Rooms not passing a monthly review will be placed on a weekly schedule of being reviewed for the next month to help students develop the discipline to keep their living areas in good shape.

Room reviews are done to ascertain the following: Damages (Are there repairs that need to be made? Is the resident taking care of God's property?); Safety (Are Health Department requirements being met?); Cleanliness (Are the rights of roommates being respected?). Students are given cleaning guidance and the review checklist at the beginning of the semester. Students can set up an appointment with their Resident Ambassador to seek clarification on any aspect of the room inspection and/or cleaning help.

The Student Life Office reserves the right to conduct surprise inspections in the presence or the absence of residents to make sure housing regulations are being adhered to. This usually will be triggered by complaints from roommates or RA's see that rooms falling into disorder or disrepair. This type of action could result in a room being put on a weekly schedule of review for one month. It is not the desire of the Student Life Office to burden students with excessive room inspections, but the desire is for students to be responsible for themselves and serving one another by being good stewards of their living spaces.

For students who fail a room review the following actions will be taken: 1st offense = a warning by the inspecting RA; 2nd offense = consultation with RA and/or Resident Director and a fine of \$15;<sup>[1]</sup><sub>SEP</sub> 3rd offense = \$25 fine. Following a third offense the student will be required to meet with the Dean of Students for further action which may include administrative probation and/or further action being taken. Students failing to complete their assigned weekly chores will also be held to the disciplinary actions described above.

It is the policy of the Administration to search any dormitory room if there is reasonable evidence of criminal activity there, whether the resident is present or not.

### *3.5.12 - Laundry Care*

Laundry rooms are provided for each dormitory. A student may use only one washer and one dryer at a time. Laundry detergents stored in the laundry room *must* be marked with the student's name. The laundry room is only for clothing that is either in a washer or dryer. Dirty clothing should be kept in an appropriate container in your own room and only taken to the laundry area when you are ready to wash. Clean laundry should be immediately removed from the laundry area to your own room. Any laundry left in the machines longer than 20 minutes is subject to removal by the RA and those failing to remove their laundry will face the following actions: 1<sup>st</sup> offense = warning from RA; 2<sup>nd</sup> offense = \$10 fine; 3<sup>rd</sup> offense = \$15 fine; 4<sup>th</sup> offense = \$25 fine and possible disciplinary action from the Resident Director. Laundry or other items are not to be hung on the railings of the dorms upstairs. Laundry machine operation is explained at the first housing meeting of each semester. Students can set up an appointment with their Resident Ambassador for further clarification on laundry machine operation.

All ironing should be done on standard ironing boards. Do not use desks, dressers, or the rug for ironing. You will be held responsible for damage which results from burns and scorches. Unplug irons when they are not in use.

### *3.5.13 - Damage to Property or Equipment*

Residents are responsible for any damage or loss of college property, which they or their guests cause either purposefully or accidentally. Any damage or loss should be reported immediately to the Resident Director or an RA with a full explanation.

### *3.5.14 - Maintenance Requests*

Malfunctioning equipment should be reported immediately on a Maintenance Request Form, which can be found on the BBC website, so repairs can be made. Do not attempt to make the repair yourself.

When you occupy your room at the beginning of the semester, you are required to note on your inventory sheet any damage or exceptions observed. This record will be used by the college when you vacate your room to assess charges for damages and may affect your deposit refund.

### *3.5.15 - Guests*

The college may have guest facilities for visitors available. Also, there may be times during the school year (e.g., perspective student events, Preview, etc.) when you will be asked to house potential students. Family and friends who come to visit overnight normally stay in your dorm room, in the dormitory room of friends, or in a local hotel. The conditions for having guests on campus are:

- (1) Form must be filled out and arrangements made with the Resident Director before the guest is invited. Forms can be found on the BBC website.
- (2) Prior approval must be obtained from the other students who live in the suite where the visitor will stay.
- (3) Residents who invite guests to stay in the dormitories are responsible for any damage or theft done by the guest(s).
- (4) The visitor is the responsibility of the resident who invited him/her and must abide by the rules governing conduct on campus.
- (5) Meals may be eaten in the dining room on a cash basis (please refer to section 2.13 for more information).
- (6) There is a per night charge for all guests (\$17/dormitory room or \$75/guest quarters). The only exception to the per night charge is for a student's parents. Parents may stay free of charge in their student's dormitory room; however, if parents choose to stay in the guest quarters, standard charges apply. Please make arrangements for payment with the Business Office before guests arrive on campus. This fee will be charged to the appropriate student account if arrangements are not made in advance.

- (7) Any guest must check in at the reception desk in the Administration Building when first arriving on campus. Check in with the Resident Director after business hours.
- (8) The blackout dates for housing guests on campus are mainly at the beginning and end of semesters when the priority for the housing team is on the check-in and check-out of students. Since those dates vary from year to year, the Resident Director reserves the right to deny housing for guests and family based on that priority.

#### *3.5.16 - Privacy*

Each resident is expected to respect the privacy of others. Knock before entering. Do not enter the room/suite of another resident when that person or his/her suitemate is not present. Borrowing another's clothing, computer, printer, or other items is unacceptable without approval from the owner. No key code can be given to any student not occupying the current suite.

#### *3.5.17 - Visitation*

Male/Female visitation is permitted in public areas only. No men are allowed in women's dorm rooms and no women are allowed in men's dorm rooms.

#### *3.5.18 - Movies/video games*

R rated movies are prohibited to view in any common areas on campus. In addition, video games rated M (Mature) or higher are also prohibited to be played in any of the common areas on campus. Local and online single player video games are restricted from common areas. Violation of this guideline will result in disciplinary action.

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## 4 - DISCIPLINARY PROCEDURES

### 4.1 - INTRODUCTION

Discipleship Community Goal: "Do not let anyone look down on you because of your youth, but set an example for the believers in speech, conduct, in love, in faith and in purity. Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. . . Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers" (1 Timothy 4:12-16, NIV).

Discipleship Community Process: "Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ" (Ephesians 4:14-15, NIV).

Discipleship Community View of Discipline: "Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth" (2 Timothy 2:15, NIV). "Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray" (Proverbs 10:17, NIV). "My child, do not despise the Lord's discipline, and do not resist his correction, because the Lord disciplines those he loves" (Proverbs 3:11-12). "Those whom I love I rebuke and discipline. So be earnest and repent" (Revelation 3:19, NIV).

BBC is committed to the principle of discipline as revealed in Scripture and to the practice of reasonable, fair, and appropriate disciplinary procedures. The degree and circumstance of the wrongdoing is carefully weighed, innocence or guilt determined, and appropriate disciplinary measures are taken in order to uphold the lordship of Christ, the authority of Scripture, Christian character, institutional excellence, and finally to remain accountable to the local church. Students, as part of the college community, are expected to conduct themselves in such a way as to respect the rights of others and observe the legal norms of society. In all situations, students are expected to guide their decisions by both common sense and the highest Christian principles.

#### *4.1.1 - Obligations of College Officials*

College employees are ethically bound to help enforce the guidelines for student conduct as set forth in the *Student Handbook*.

BBC disciplinary officials uphold the following three principles when taking disciplinary actions. First, the discipline must be directly proportionate to the nature and undertaking degree of the wrong committed. Second, discipline must be administered impartially. Third, discipline must be administered in a spirit of Christian concern with a sense of compassion for the wrongdoer (redemptive discipline).

#### *4.1.2 - Student Obligations*

Students must take appropriate responsibility for the execution of equitable rules. Good discipline is everybody's business. Christian students are not to stand by silently, showing no concern for the misconduct of their neighbors.

Jesus outlined a procedure for church discipline, which can be adapted for use at BBC (see Matthew 18:15-17). For example, suppose you see a student participating in wrongdoing. Go to them privately, tell them that you noticed their wrongdoing, and ask them to go voluntarily to an authority and confess their sin. If they refuse to do as you suggest and you are still convinced that they are guilty, take one or two friends with you and confront the offender again. If they still refuse to do as you say, you have no other recourse than to report the incident to the appropriate authority. Further explanation and direction is outlined in the Student Grievance Policy.

## **4.2 - DISCIPLINE COMMITTEE**

The discipline committee handles major conduct infractions that require administrative discipline. The Discipline Committee was initially formed in 1986 to solve communication problems between the Administrative Committee and Faculty Advisors and to prevent unpopular decisions being made by a few individuals.

This committee shall be responsible to review, revise, and interpret the regulations for behavior and conduct as defined by the Disciplinary Procedures in the *Student Handbook*. This is a decision-making committee with authority to dismiss a student from school for severe disciplinary infractions. The Dean of Students will inform the President, and the student's academic advisor of any such decision. The Discipline Committee is comprised of five voting members (three faculty members, a female and male student), and the Dean of Students, who serves as chairman but does not vote. A secretary will be appointed to take official record of the meeting. The Student Council President has the option to attend as a non-voting voice of the student body. For any student that has requested accommodation from the Disability Services office, a representative from the Disability Services office will be consulted to help the committee understand disciplinary infractions in light of any known disabilities. Officials of the committee must be appropriately trained and not have a conflict of interest or bias for the accused or accuser. The student representatives on the disciplinary committee are nominated each year by the Student Council President and approved by the Dean of Students. Upon written request from the student whose case is being heard, an advisor of the student's choice may be present at the hearing.

## **4.3 - GENERAL PROCEDURES**

The Dean of Students is responsible for investigating, processing, and reviewing all alleged violations of campus regulations and complaints that are referred to the Student Life office. A copy of any disciplinary memo(s) sent to the student will be included in his or her permanent file. A copy of each student's signed Lifestyle Commitment is also kept on file. Copies of the Lifestyle Commitment are available online or from the Student Life Office, a sample copy is located in Appendix C.

In order to guarantee students' rights to reasonable, fair, and appropriate procedures, a formal hearing process was adopted in 1986 for handling major disciplinary matters. Informal meetings and discussions between the student and the appropriate authority may settle less serious violations. Minor disciplinary matters, even if settled between a student and an appropriate authority, must still be reported to the Dean of Students via an incident report. These incident reports are not necessarily "held against" students but are kept on file to prevent continuous minor infractions from going unnoticed. Occasionally, major violations can sometimes be settled by informal means, particularly if the penitent violator voluntarily initiates the process. It is standard procedure to be more lenient with disciplinary action if a student makes the initial effort to confess their misconduct. Attempts to settle a disciplinary matter informally do not preclude a student's right to a formal hearing. Additionally, if the Dean of Students deems the matter too serious for unilateral judgment, the Dean of Students reserves the right to hand the matter over to the discipline committee either for guidance or a formal decision.

The discipline committee hears all cases of conduct violation as handed over to them by the Dean of Students or as requested by the violator except: (1) any case which can be settled without the necessity of a formal hearing, thus leaving the jurisdiction of the case with the Resident Ambassadors, Resident Director, Dean of Student, faculty member, or other school official; (2) any case which the Dean of Students considers inappropriate for reasons of students' or others' health and safety. These exceptions are intended to cover the majority of disciplinary problems.

Whenever students face severe penalties, it is advisable to proceed through a formal hearing process. The spirit of creating the discipline committee was to prevent a limited number of individuals from being the ones to consistently make unpopular decisions. 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. In the case of a hearing waiver, students merely waive their opportunity to present evidence or witnesses in their own defense.

#### **4.4 - HEARING PROCEDURE**

Whenever a complaint or alleged violation is referred to the Dean of Students, the Dean of Students will begin by investigating the matter, attempting to assess the validity and seriousness of the charges.

If the Dean of Students deems the matter less serious, charges may be disposed of and discipline issued informally. In these cases, there are no formal charges made and no defense is required. The student will be informed of the received information, and required to explain the situation. The Dean of Students is especially interested in the student's academic record, Christian testimony, general attitude, maturity, and motivation for the college's mission. If the student acknowledges guilt and agrees to abide by sanctions imposed by the Dean, then the matter may be closed. If informal procedures are not satisfactory for the student or the Dean, then formal proceedings will be initiated. The time and place of a hearing before the discipline committee will be scheduled no later than two (2) calendar weeks after the initial charge was made.

Pending final action on the charges, the status of a student will not usually be altered. In extraordinary circumstances, the Dean of Students reserves the right to temporarily sanction a student pending the outcome of the case.

Students that appear before the discipline committee 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 an advisor of their choice. Their representative serves only as a character witness; they are not present while the committee is deliberating, and they do not have a vote in the matter. Students are allowed up to two days to prepare their defense.

The usual order of a hearing is as follows: (1) charges are read by the Dean of Students in the presence of the accused; (2) if necessary, evidence in support of the charges is presented (this includes witnesses, depositions, written testimony, photographs, etc.); (3) hearing of the accused; (4) if claiming not guilty, evidence in support of the accused; (5) excluding the presence of the accused, and any witnesses or representatives, the discipline committee comes to a verdict and deliberates an appropriate punishment; (6) penalty is written, signed by the committee and formally given to the Dean of Students; (7) appearance of the accused, representatives may also be present, to hear the decision, which is delivered by the Dean of Students. The Committee decides based on a preponderance of evidence standard of whether it is more likely than not that the student violated the college's standards of conduct. After the committee's decision, a written notification of the results of the proceeding will be simultaneously given to both the accused and the accuser.

The committee may reach one of four decisions: (1) Guilty; (2) Innocent; (3) Case dismissed for lack of evidence; (4) Case returned to the Dean of Students for further investigation because new information was presented during the hearing.

Penalties are assigned only if students are found guilty. Students found guilty of second offenses may be subject to more severe penalties. 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.

An official record of the hearing will be maintained. This record, with the exception of the deliberative process, will be available under the supervision of the Dean of Students to all parties to the hearing.

#### *4.4.1 - Grievance Procedure*

The Academic Council is the final Board of Appeal for student appeals.

Students who have any form of grievance regarding a Title IX decision should submit a formal appeal to the Title IX Coordinator to be assessed and passed on to the Academic Council. Students who wish to appeal decisions made for disciplinary action may submit their formal appeal directly to the Academic Council through the Academic Dean. The person bringing the charge or appealing a decision must submit to the Academic Dean a signed and written request for a hearing. Except under unusual circumstances, such hearings will take place within two weeks of receipt of the written request by the Academic Dean. The complainant and all parties named in the written complaint or appeal have the right to present their cases personally during the hearing which states the nature of the complaint and the names of the parties involved. The Academic Council has the right to request testimony from individuals not named in the written complaint or appeal. All involved parties have the right to have counsel present. Copies of the report will be provided to the complainant and all parties named in the written complaint or appeal within the same time frame.

Other grievances and appeals must be filed in writing to the appropriate supervisor within 30 days of the date of the incident. If you have a problem getting information or assistance from a department, ask to speak to the administrator in charge of that department. If you have a general complaint about Boise Bible College, determine who has oversight of that area, and then make an appointment to see him or her. For further information about filing a grievance or appeal, please contact the Student Life Office. Further explanation and direction is outlined in the Student Grievance Policy.

### **4.5 - DISCIPLINARY ACTION**

#### *4.5.1 - Loss of Privileges*

This is the mildest form of action. First offenses of a minor nature can oftentimes be handled in this way. This could include but is not limited to loss of late-night passes, or dismissal from a student group or team.

#### *4.5.2 - Community Service Hours*

The College may impose community service hours as a consequence. Failure to follow through with the completion of community service hours will result in more stringent consequences.

#### *4.5.3 – Financial Charges*

Financial charges will be assessed to students in areas that involve property damage. The Business Office is consulted before assessing fines for property damage.

#### *4.5.4 - Administrative Probation*

This is a severe consequence that places students "not in good standing." Students on probation cannot represent the college in any official capacity or hold offices in student organizations. Administrative probation may be imposed for any period of time up to one year.

#### *4.5.5 - Academic Probation*

Any student who fails to earn a semester GPA of at least 2.00 will be placed on academic probation. "Academic Probation" will appear on the student's transcript. Students on academic probation are not eligible for scholarships offered by Boise Bible College and may lose their eligibility for federal student aid. See the college's Academic Catalog for conditions of continued enrollment.

#### *4.5.6 – Administrative Suspension*

This is a very severe consequence, which lasts for the period of time determined by the discipline committee or Dean of Students until the conditions for readmission are satisfied. See the Academic Catalog for specifics on Administrative Suspension. When placed on suspension, students are required to leave the campus within a time limit set by the Discipline Committee or Dean of Students. Students placed on more than one probation

will be suspended from school for a duration set by the Dean of Students or the Discipline Committee. During the duration of this suspension, 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 Dean of Students. The minimum duration of suspension is the remainder of a semester. The maximum duration is three years. Suspended students must obtain clearance from the Dean of Students before they can be readmitted as students in good standing. Clearance is granted based on fulfillment of requirements imposed by the Discipline Committee. Students cannot graduate in the semester when they have been suspended. The Dean of Students reserves the right to inform the suspended student's parents regarding the circumstances of the suspension.

#### *4.5.7 – 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.

### **4.6 - ACTIONABLE CONDUCT VIOLATIONS**

#### *4.6.1 - General*

The list below is not exhaustive; the Dean of Students and Discipline Committee reserve the right to interpret what is described as a "strong Christian lifestyle" in the Lifestyle Commitment. Any failures to live a strong Christian lifestyle could result in disciplinary consequences.

#### *4.6.2 - Breaches of Conduct*

(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) any sexual activity not confined to marriage, or soliciting, condoning, supporting, or promoting such practices; (7) Title IX misconduct (e.g. sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, sexual exploitation, gender-based harassment, indecent exposure); (8) use, possession, distribution, or sale of narcotics, illegal drugs, alcoholic beverages, marijuana or concentrate thereof (dabbing), tobacco, smoking/vaping/juicing/blazing any substance in any form, or the abuse of legal substances; (9) unauthorized entry into campus facilities; (10) repeated minor violations; (11) failure to give truthful testimony; (12) false and malicious accusations; (13) posting vulgar, profane, libelous, false, or malicious statements on the internet; (14) unauthorized use of the college computer system and network; (15) regular or habitual gambling; (16) use of pornography in any form; (17) disorderly conduct and disturbing the peace; (18) curfew violations; (19) parking violations; (20) violations of housing regulations; (21) violations of campus regulations; (22) excessive public displays of affection

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## 5 – TITLE IX AND CLERY POLICY

### 5.1 - POLICY.

*It is the policy of Boise Bible College that sexual misconduct and discrimination is unacceptable and will not be tolerated; therefore, sexual misconduct or discrimination committed by or upon a Boise Bible College student or employee is strictly prohibited. Reported violations of this policy will be investigated thoroughly and resolved promptly.*

#### 5.1.1 - Rationale

Relationships between men and women at Boise Bible College are guided by Biblical principles of respect for other's consent, feelings, rights, and responsibilities. BBC is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, *et seq.*,
- Disclosure of Campus Security Policy and Campus Crime Statistics (Jeanne Clery Act) U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)
- Violence Against Women Reauthorization Act of 2013 (VAWA)

#### 5.1.2 - Scope

This policy applies to all Boise Bible College students (including campus residents and commuters) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a Boise Bible College student or employee. It applies whether the act of sexual misconduct was committed on or off campus, regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

#### 5.1.3 - Non-Discrimination Policy

BBC is a Christian college affiliated with Christian Churches and Churches of Christ. Its mission is to glorify God by equipping servant leaders who build up the church to advance the gospel worldwide. Accordingly, BBC seeks to hire and educate individuals who share its vision and core values to carry out that mission. Boise Bible College does not unlawfully discriminate in admissions, educational programs, or employment practices.

Boise Bible College does not discriminate on the basis of race, sex, color, national origin, age, handicap, veteran status, genetic information, or political affiliation in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

Direct questions concerning the non-discrimination policy can be directed to BBC's Title IX Coordinator: Ben Bishop; Title IX Coordinator; Boise Bible College, 8695 West Marigold Street Boise, Idaho 83714; e-mail: [bbishop@boisebible.edu](mailto:bbishop@boisebible.edu); Office: 208-376-7731

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education's Office for Civil Rights at 800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

#### 5.1.4 - Sexual Misconduct Definitions

Examples of sexual misconduct prohibited by BBC include, but are not limited to, sex discrimination, sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, gender-based harassment, indecent exposure, and any other illegal sexual conduct. [BBC's editorial update to quoted

source material appears in square brackets.]

- a. **Rape** – "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes either gender of victim or offender. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent." *Source: Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Summary Reporting System.*
- b. **Sex Discrimination** - Sex discrimination involves treating someone (an applicant, student,] or employee) unfavorably because of that person's sex. *Source: U.S. Equal Employment Opportunity Commission (EEOC) web site, specifically located on <http://www.eeoc.gov/laws/types/sex.cfm>.*
- c. **Sexual Harassment** - Sexual harassment is unwelcome conduct of a sexual nature; including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. 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 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. *Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a).* Examples [of sexual harassment] 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[, educational,] or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working. *Source: American Council on Education's publication entitled "Sexual Harassment on Campus: A Policy and Program on Deterrence."*
- d. **Sexual Assault** - Sexual assault can be defined as coerced or non-consensual sexual intercourse, sexual activity, or sexual conduct against the victim's will. Sexual assault includes rape, sexual battery, sexual coercion, and sexual exploitation.
- e. **Sexual Violence** - Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious act committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by prosecuting authorities.
- f. **Stalking** - Stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Aggravated stalking includes a credible threat to the person or failure to follow an injunction for protection or other court-imposed prohibition against repeat violence toward the person.
- g. **Dating Violence** - Dating violence means violence between individuals who have or have had a

continuing and significant relationship of a romantic or intimate nature.

- h. **Domestic Violence** - Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- i. **Sexual Exploitation** - Sexual exploitation means taking the advantage of sexuality and attractiveness of a person to make a personal gain or profit (*i.e.*, coercing someone into prostitution). It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.
- j. **Gender-based Harassment** - Gender-based harassment is an act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if that act does not involve conduct of a sexual nature.
- k. **Indecent Exposure** - Indecent exposure means exposing or exhibiting one's sexual organs in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public.
- l. **Any other illegal sexual conduct** that is not explicitly defined above.
- m. **Consent** - Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.
- n. **Hostile environment caused by sexual harassment** - "[Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity." (U.S. Department of Education, This standard would be applied to the work place in the case of an employee.
- o. **Quid Pro Quo** – "An employee, agent, or other person authorized by the school to provide an aid, benefit, or service under the student's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct."
- p. **Intimidation** - Intimidation means making a person timid or fearful; compelling or deterring a person by threats.
- q. **Responsible Employee** - A "responsible employee" is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate college officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees receive specialized training annually. Responsible employees include college administrators, Student Services personnel (including Resident Ambassadors), and athletic coaches.
- r. **Retaliation** - It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. BBC prohibits retaliation against those who file a complaint or third-party report or those who otherwise participate in the investigative and/or disciplinary process. BBC will take strong responsive action if retaliation occurs.

#### 5.1.5 - Other Related Definitions

- 1) **Hate Crime** - A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime. *Source: Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Summary Reporting System.*

### *Hate Crime Categories of Bias*

- **Bias** - Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias under the Clery Act, only the following eight categories are reported:
  - **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and White).
  - **Gender** - A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
  - **Gender Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).
  - **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
  - **Sexual Orientation** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.
  - **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
  - **National Origin** - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
  - **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- 2) **Bystander Intervention** - The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action. *Definition provided by the Department of Education Prevention Training Subcommittee, available at:*  
<http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>
- 3) **Programs to prevent** - The term programs to prevent refers to comprehensive educational and training programs intended to prevent violence that incorporate diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship, community and societal levels. *Definition provided by the Department of Education Prevention Training Subcommittee, available at:* <http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>
- 4) **Primary prevention** - The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for

bystander inaction and change social norms around bystander inaction are all examples of primary prevention. *Definition provided by the Department of Education Prevention Training Subcommittee, available at: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>*

- 5) **Awareness programs** - The term awareness programs refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, "Speak Outs," rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs. *Definition provided by the Department of Education Prevention Training Subcommittee, available at: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>*
- 6) **Risk reduction** - The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate sexual violence, domestic violence, and stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security. *Definition provided by the Department of Education Prevention Training Subcommittee, available at: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>*
- 7) **Ongoing awareness and prevention campaigns** - The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, domestic violence, and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved. *Definition provided by the Department of Education Prevention Training Subcommittee, available at: <http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-preventiontrng.pdf>*
- 8) **Title IX Coordinator** - Core responsibilities of the lead Title IX Coordinator include overseeing the College's response to Title IX reports and complaints, identifying and addressing any pattern or systemic problem revealed by such reports and complaints, and evaluating an alleged victim's confidentiality request, if one is made.

#### 5.1.6 - Rights of Accuser and Accused

*5.1.6.1 - The following rights apply to both the accuser (alleged victim) and the accused (alleged perpetrator):*

- a. The right to investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to college administrators
- b. The right to be treated with respect by college officials
- c. The right to have College policies and procedures followed without material deviation
- d. The right to be fully informed of the nature, rules, and procedures of the campus disciplinary process
- e. The right to be informed in advance, when possible, of any public release of information

regarding the complaint, except in cases where College officials are required to make a timely warning to the campus community

- f. The right to be notified of available counseling, mental health, or student services, both on campus and in the community
- g. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing
- h. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused for compelling safety reasons (this exception does not include the name of the alleged victim/complainant, which will always be revealed to the accused)
- i. The right to a hearing closed to the public
- j. The right to have complaints heard by disciplinary and appeals officers who have received annual sexual misconduct adjudication training
- k. The right to a disciplinary committee hearing comprised of representative of both genders
- l. The right to petition that any member of the disciplinary committee be removed on the basis of bias
- m. The right for the same opportunity to have another person present, in a support or advisory role, during a college disciplinary hearing to accompany and assist in BBC hearing process, according to student disciplinary hearing policies and procedures
- n. The right to have BBC compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence
- o. The right not to have irrelevant prior sexual history admitted as evidence in a college hearing
- p. The right to make an impact statement at the campus disciplinary proceeding and to have that statement considered by the disciplinary body in determining its sanction
- q. The right to appeal the finding and sanction of the disciplinary body, in accordance with the standards for appeal established by BBC

*5.1.6.2 - The following rights apply only to the accuser (alleged victim):*

- a. The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities
- b. The right to be informed by college officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by College authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes the right not to report to law enforcement authorities, if this is the victim's desire.
- c. The right to notification of options for, and available assistance in, changing academic, living, transportation, or working situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available. Accommodations may include:
  - i. Change of a student resident's housing to a different on-campus location
  - ii. Assistance from College support staff in completing the relocation
  - iii. Arranging to dissolve a housing contract and pro-rating a housing refund
  - iv. Exam or assignment rescheduling
  - v. Taking an "Incomplete" grade for a course
  - vi. Transferring to a different course section
  - vii. Temporary withdrawal
  - viii. Alternative course completion options
  - ix. Change in working location and/or supervisor
  - x. Change in work duties and/or responsibilities
- d. The right to preservation of privacy, to the extent possible and allowed by law
- e. The right not to have released to the public any personally identifiable information about

- the accuser/complainant, without his or her consent
- f. The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated)
- g. The right to a college no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others
- h. The right to give testimony in a college hearing by means other than being in the same room with the accused
- i. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses
- j. The right to be present for all testimony given and evidence presented before the conduct body
- k. The right to be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made

*5.1.6.3 - The following rights apply only to the accused (alleged perpetrator):*

- a. The right to a timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions
- b. The right to a fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation
- c. The right to written notice of the outcome of the hearing and the sanction(s) imposed by the disciplinary body

*5.1.7 - Confidentiality*

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 BBC's obligation to investigate and take appropriate action, especially if BBC is required to provide a timely warning of a Clery Act-reportable campus crime or an immediate threat to the health or safety of students or employees. When necessary, College officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

BBC encourages our pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery Act-reportable crimes may be included in the annual disclosure of crime statistics.

## **5.2 - TITLE IX AND CLERY GRIEVANCE PROCEDURES**

*5.2.1 - General*

Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source of the problem. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail. However, in the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. In such a case, the formal grievance procedure should be initiated immediately.

*5.2.2 - Reporting Procedures*

Reporting procedures include the victim or eyewitness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim's or eye-witness' privileged or confidential disclosures to a professional or pastoral counselor.

A victim or eye-witness of sexual misconduct by or upon a Boise Bible College student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night. The complaint will then be turned over to the Dean of Students for investigation and processing through to conclusion.

Time is especially critical in a sexual assault case. In the case of sexual assault, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician to prove criminal sexual assault, particularly if there were no witnesses. If sexual violence has occurred, BBC will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects. When deemed necessary, BBC will take steps to protect the complainant, including interim steps taken prior to the final outcome of the investigation.

Upon the victim's request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, guide the victim through the available options, and support the victim in his or her decisions related to the incident.

If a victim or eyewitness desires to make an anonymous report, BBC's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery Act crime is evaluated on a case-by-case basis to determine whether or not the College must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Dean of Students.

The College is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the U.S. Department of Education. The College is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees. When necessary, College officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

Upon any report Boise Bible College will make supportive measures to (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

### *5.2.3 - Investigation Procedures*

Boise Bible College will provide for adequate, reliable, and impartial investigation of complaints. The burden is on Boise Bible College—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether or not the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the College's investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the College's disciplinary process, or both.



A Title IX investigation begins with the initial report of sexual misconduct made to a responsible employee. It is the duty of the responsible employee to notify the Title IX Coordinator immediately of any report of sexual misconduct made by a college student, College employee, or third-party. The Title IX Coordinator will either lead the investigation or appoint a lead investigator to thoroughly investigate the claims made in the initial report.

Throughout the course of an investigation, both the accused and the accuser will have an equal opportunity to present relevant witnesses and other evidence. The investigation and any subsequent disciplinary hearing will be conducted impartially. Any real or perceived conflict of interest between the factfinder or decision-maker and the parties involved in a complaint will be disclosed and resolved immediately. A prompt and equitable resolution of a sexual misconduct complaint will be made using a preponderance of the evidence standard to evaluate the complaint (*i.e.*, it is more likely than not that sexual misconduct occurred). "In each case, the issue is whether the harassment rises to a level of severity or pervasiveness that it denies or limits a student's ability to participate in or benefit from the school's program based on sex" (U.S. Department of Education). This standard would be applied to the workplace in the case of an employee.

Sexual misconduct investigations will be resolved promptly. A typical sexual misconduct case investigated in two phases and takes approximately more than a total 60 days following receipt of the complaint; **Phase 1:** 1 day to initiate the process, 1-20 days to thoroughly research the incident, **Phase 2:** 2-20 days to setup and conduct any interviews and a disciplinary hearing), 1-6 days to reach a fair and equitable decision, 1-2 days to concurrently provide written notification to the complainant and the alleged perpetrator of the final outcome of the complaint, and 2-14 days to allow time for an appeal (if applicable). These time frames are estimated; the actual amount of time needed for each stage of the process will be determined by the facts of a particular case. These time frames may be increased, if needed, by the Title IX Coordinator or the College official in charge of a particular case.

The Title IX Office **may dismiss a complaint at any time when:**

1. Respondent cannot be identified
2. Respondent is no longer enrolled or employed
3. Complainant voluntarily withdraws any or all of the allegations in the complaint,
4. Title IX Coordinator declines to initiate a complaint and allegations, if true, would not constitute sex discrimination.

Upon dismissal, Boise Bible College will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Boise Bible College will notify the parties simultaneously in writing. Boise Bible College will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then Boise Bible College will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, Boise Bible College will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, Boise Bible College will, at a minimum:

- a. Offer supportive measures to the complainant as appropriate.
- b. If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- c. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Boise Bible College's education program or activity.

*If the investigation is not dismissed and reaches Phase 2 then Boise Bible College will notify the parties in writing the following with sufficient time for the parties to prepare a response before any interview/hearing.*

Boise Bible College will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate. Boise Bible College will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- Boise Bible College will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- Boise Bible College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

Boise Bible College will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Boise Bible College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Boise Bible College will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. Boise Bible College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- Boise Bible College will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or the same written investigative report that accurately summarizes this evidence.
  - If Boise Bible College provides access to an investigative report: Boise Bible College will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- Boise Bible College will provide a reasonable opportunity to review and respond to the evidence or the investigative report. If Boise Bible College will provide this opportunity to review the evidence in advance of the live hearing.
  - Boise Bible College may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing.
- Boise Bible College will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures

After any investigative interviews a live hearing will take place as described in section 4.4. with the following changes:

A decisionmaker will be established who is a 3<sup>rd</sup> party. This decisionmaker is effectively the judge of the hearing and case.

Boise Bible College enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment and will allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below

The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or

revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Boise Bible College will conduct the live hearing with the parties physically present in the same geographic location or, at Boise Bible College's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking.

Boise Bible College will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review

Following an investigation, any hearing and evaluation of all relevant and not otherwise impermissible evidence, Boise Bible College will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
  - A description of the alleged sex-based harassment.
  - Information about the policies and procedures that Boise Bible College used to evaluate the allegations.
  - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred.
  - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions Boise Bible College will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by Boise Bible College to the complainant, and, to the extent appropriate, other students identified by Boise Bible College to be experiencing the effects of the sex-based harassment; and o Boise Bible College's procedures and permissible bases for the complainant and respondent to appeal.
- Boise Bible College will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
  - Coordinate the provision and implementation of remedies to a complainant and other people Boise Bible College identifies as having had equal access to Boise Bible College's education program or activity limited or denied by sex discrimination.
  - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within [ABC College's] education program or activity.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that Boise Bible College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

#### *5.2.4 - Appeal Procedures*

Recognizing that employees and students may be reluctant and/or embarrassed to voice a complaint about sexual misconduct decisions, the College's formal grievance process is available to permit a dissatisfied victim, eyewitness, or offender to make an appeal of a Title IX decision. A dissatisfied victim, eyewitness, or offender should follow the grievance procedures outlined in section 4.4.1 and explained in the Student Grievance Policy.

In short, a student Title IX appeal would begin at the appropriate step found in section 4.4.1 of the *Student Handbook*. After the student's written grievance complaint is submitted, the Title IX appeal will be investigated by the appropriate administrator and handled by the Academic Council. Since the Dean of Students and lead investigator were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the appeals board assigned to a Title IX appeal.

#### *5.2.5 - Awareness and Prevention Programs*

The college desires to have in place educational programs to promote the awareness that rape and other sexual offenses may occur among students. These include the annual distribution of a written summary of the Sexual Assault policy to all new students (included in the Student Handbook), an explanation of the policy at New Student Orientation, and annual instruction given to female students in sexual assault awareness and avoidance, usually taught by a law enforcement officer.

#### *5.2.6 - Victim Services and Resources*

Local and referral help is available for victims of sexual misconduct from the College's Student Services department. Local community and state victim services organizations are listed.

Garden City Police Department

[www.gardencitypolice.org](http://www.gardencitypolice.org)

Emergency Phone: 9-1-1

Garden City Police Department offers the following contacts in their online resource guide.

Sexual Assault:

- BSU Sexual Assault: (208) 426-2624
- Valley Crisis: (208) 465-5011
- WCA: (208) 345-7273

Ada County Sheriff's Office Victim Services 7200 Barrister Boise, ID (208) 577-3000	Boise City Police Department Victim Services 333 N. Sailfish Boise, ID (208) 570-6220
Meridian City Police Department Victim Services 1401 E. Watertower Meridian, ID (208) 888-6678	Ada County Prosecutor's Office Misdemeanor and Felony Cases 200 W. Front, 3rd Floor (208) 287-7700

BBC will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct victim, if requested and reasonably available. For example, a victim of sexual assault may be moved to a different residence hall (if a student) or work location (if an employee), if available.

Immediate Assistance:

- a. Contact information for trained on- and off-campus victim advocates or counselors who can provide an immediate confidential response in a crisis situation

- b. Emergency numbers for on- and off-campus safety, law enforcement, Dean of Students, and other first responders
- c. Health care options, off-campus

Ongoing Assistance:

- a. Counseling, advocacy, and support resources, both on- and off-campus
- b. Academic accommodations and interim protection measures

### *5.2.7 - Possible Disciplinary Sanctions*

A student or employee found guilty of sexual misconduct following a disciplinary hearing will be subject to disciplinary action up to and including expulsion from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a student include the following:

- a. Issuance of disciplinary, verbal or written warning, and/or monetary fine
- b. Mandatory meeting with Dean of Students or his/her designee
- c. Mandatory counseling or other professional intervention
- d. Disciplinary hearing
- e. Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing the College, loss of institutional financial aid, etc.)
- f. Housing suspension or expulsion
- g. Administrative probation for a specified period of time
- h. Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an employee include the following:

- a. Issuance of verbal or written warning, recorded in the personnel file
- b. Mandatory meeting with the appropriate College administrator or his/her designee
- c. Mandatory counseling or other professional intervention
- d. Disciplinary hearing
- e. Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing BBC, etc.)
- f. Employment probation for a specified period of time
- g. Suspension from or termination of employment

### *5.2.8 - Additional Considerations.*

- 1) Claims of sexual misconduct may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution difficult.
- 2) Regardless of the truth or falsity of the allegations, sexual misconduct charges that cannot be proved may have an adverse effect upon the career and family life of both the alleged perpetrator and the alleged victim.
- 3) If allegations of sexual misconduct prove to be untrue, the complainant may cause irreparable damage to the reputation of the accused, may be guilty of defamation of character, and may be sued in a court of law.
- 4) Pregnancy or related Conditions.
  - Discrimination/harassment based on pregnancy or related conditions is prohibited
  - Boise Bible College will provide reasonable modifications based on student's individualized needs. These modifications will not fundamentally alter the Education Program Activities that the student is in.
    - This includes lactation spaces.
    - Student may take a voluntary leave of absence and reinstated to prior academic status
  - If a student informs an employee of a pregnancy or related condition, the employee must provide the student with the contact information of the Title IX Coordinator. The Title IX

Coordinator must (1) contact and (2) notify student of legal rights, nondiscrimination policy and process of requesting reasonable modifications

The accrediting association for Boise Bible College is the Association for Biblical Higher Education.

As a student, you have the right to contact them with questions and complaints.

ABHE, 5850 T G Lee Blvd, Suite 130, Orlando, FL, 32822

www.abhe.org • 407-207-0808 • Email: info@abhe.org

*The Student Handbook is not a static document. We make changes in the Student Handbook each year to strengthen our procedures and students should be aware of changes that affect their participation on campus.*

*Working through ASBBC, students have the opportunity to advocate for changes or additions to these regulations. The Student Handbook also outlines the procedures students can follow if they believe they have been treated inappropriately or unfairly. We urge students to seek out an advisor if they believe they have been treated in ways that violate the principles that are outlined in this document. Students are a critical part of the life of this community. We urge all persons on campus to use these guidelines in effective ways to support and enhance student engagement at BBC.*

# APPENDIX A – STUDENT GRIEVANCE POLICY

## FEDERAL REGULATIONS

The U.S. Department of Education has amended the Higher Education Act (HEA) authorizing the “Program Integrity Rule.” This amendment provides, among other things, regulations associated with the federal student financial aid program that require colleges or universities authorized to offer post-secondary education in one or more states to ensure access to a complaint process 34 CFR 668.43(b) that will permit student consumers to address the following:

- Alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising;
- Alleged violations of State laws or rules relating to the licensure of post-secondary institutions; and
- Complaints relating to the quality of education or other State or accreditation requirements.

The institution must make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its State, Federal, or tribal approval or licensing [or the basis for its exemption from these]. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint. —34 CFR 668.43(b)

## Accreditation and Recognition

Boise Bible College is accredited by The Association for Biblical Higher Education (ABHE) (5580 T. G. Lee Blvd, Suite 130, Orlando, FL 32822, phone 407-207-0808), a national faith-related accrediting organization recognized by the Idaho State Board of Education and by the Council on Higher Education Association (CHEA). Boise Bible College is recognized by the Idaho State Board of Education as an accredited private postsecondary institution authorized to grant degrees in the State of Idaho.

- Accreditation documents are available for viewing through the Boise Bible College Academic Department. Please contact the Academic Dean, 208-376-7731, to make arrangements for viewing accreditation documents.
- Accreditation listing can be viewed on the ABHE website at <https://www.abhe.org/directories/member-colleges/>
- Status with the Idaho State Board of Education can be viewed on the state website at <https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/>.

## Grievance Procedure

The college recognizes that interpersonal difficulties and disagreements can and will occur in any situation where individuals work, learn, and live together. Thus, a grievance procedure has been established to assist with resolution. In pursuant with biblical guidance (Matthew 18:15-17), emphasis is placed on settling complaints and grievances at the lowest administrative level possible. Boise Bible College encourages students to communicate freely with the administration, faculty, and staff before filing a formal complaint or grievance. Problems can often be corrected to the satisfaction of all parties through informal communication. The administration encourages students to avoid frivolous complaints or grievances, so that staff will have more time to devote to serious matters. The outlined grievance procedure views a progression of incident (conflict, complaint, grievance) with graduated levels of advisement and mediation (peer, advisory, departmental, institutional).



**Conflict.** A conflict occurs when two or more perspectives or perceptions become incompatible or reach an impasse.

*Peer Level-* Many complaints can be resolved through a crucial conversation with an offending party that pointedly addresses the issue(s) at hand through the conversational skills of assertiveness and active listening. Peer mediation from a student leader can be helpful at this level. Also, the Associated Students of Boise Bible College (ASBBC) exists to promote good relations between students, faculty, and staff. Many student complaints can be resolved effectively through the ASBBC, which interprets student opinion to the faculty and vice-versa.

*Advisory Level-* Both the Student Life Office and Residence Office have staff positions that help to hear student concerns, mediate conflicts between students, and offer advisement for proposed resolutions. Also, students have access to faculty advisement. Each class has a faculty sponsor, and each student has a faculty academic advisor. These positions allow the student to have faculty advisement for conflicts and complaints and proposed resolutions. At this level, the faculty member can act as mediator.

**Complaint.** A complaint is any oral, unwritten accusation, allegation, or charge against another student or employee of the college. It should be a timely expression of a problem. Complaints must be expressed and discussed at the advisory level first. If the complaint cannot be resolved, the complaint should be taken to the departmental level.

*Departmental Level-* Students may present any unresolved complaints to the administrator of the department which the complaint is with. The administrator will mediate the complaint.

- In regard to academic complaints, the Academic Department should be contacted.
- In regard to non-academic complaints, the Student Life Office should be contacted.
- In regard to student employment, the Finance Department should be contacted.

*Institutional Level-* The Discipline Committee is convened in matters of unresolved department level complaints. The Student Handbook outlines the Discipline Committee.

**Grievance.** A grievance is defined as a formal written appeal by a student of an institutional decision or an allegation that there has been a violation, misinterpretation, misapplication, discriminatory application, or unreasonable application of an official college policy, procedure, rule, or regulation regarding the student's personal situation. Students have the right to file a grievance about unsatisfactory situation(s) if all other forms of redress failed to correct the situation

The grievance must:

- Be timely (see time limit below).
- State when the incident(s) being grieved occurred.
- State all the details of the incident(s) being grieved.
- Specify the policy, procedure, rule, regulation, or decision involved.
- Present a proposal for reconciliation or recompense.
- Sign grievance attesting to personal ownership and authenticity of the grievance.

*Time limit.* The completed formal grievance must be filed with the Student Life Office no later than 30 calendar days after the event(s) being grieved occurred. Time limits may be extended by the Student Life Office upon written request.

At the institutional level, the Academic Council is the final board of appeal for student grievances. In regards to a Title IX decision adjudicated by the Discipline Committee, a student should submit a grievance to the Title IX Coordinator to be assessed and passed on to the Academic Council.

In regard to a disciplinary decision adjudicated by the Discipline Committee, a student should submit a grievance directly to the Academic Council through the Academic Dean. The student must submit the grievance to the Academic Dean for a hearing. Except under unusual circumstances, such hearings will take place within two weeks of receipt of the grievance by the Academic Dean. The grievance and all parties named in the grievance have the right to present their cases personally during the hearing which states the nature of the complaint and the names of the parties involved. The Academic Council has the right to request testimony from individuals not named in the grievance. All involved parties have the right to have counsel present. Copies of the report will be provided to the complainant and all parties named in the written complaint or appeal within the same time frame.

For further information about filing a grievance, please contact the Student Life Office.

### **Institutional Oversight**

*ABHE Complaint Procedures.* Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to the ABHE's Commission on Accreditation pursuant with the Policy on Complaints Against and Institution. A copy of the policy can be obtained by email at [coa@abhe.org](mailto:coa@abhe.org) or telephone (407-207-0808). Written correspondence can be addressed to ABHE, 5850 T.G. Lee Blvd, Suite 130, Orlando, FL 32822. ABHE should be contacted only if there is evidence that appears to support Boise Bible College's significant noncompliance with a standard or essential element. Normal inquiries about the college (such as admission requirements, financial aid, educational programs, etc.) should be addressed directly to Boise Bible College and not to the ABHE's office.

*State of Idaho Complaint Procedures.* Students are encouraged to work through their school's internal grievance process to resolve any school disputes. If the issues have not been resolved after completion of that process, students may file an appeal with an appropriate agency.

- Complaints regarding alleging unfair competition or deceptive business practices and violation of Idaho consumer protection laws may be made to the office of the Attorney General, Consumer Protection Division in accordance with the rules set forth under IDAPA 04.02.01, Idaho Rules of Consumer Protection (retrieved from <https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/>).
- *State Authorization Reciprocity Agreement (SARA) Complaint Procedures.* Online students not satisfied with the outcome of the college's resolution process may file an appeal with Idaho's SARA portal entity. The SARA website details the student complaint process ([www.nc-sara.org/student-complaints](http://www.nc-sara.org/student-complaints)) and lists Idaho's SARA portal agent contact information ([www.nc-sara.org/state-portal-entity-contacts](http://www.nc-sara.org/state-portal-entity-contacts)). Student complaints about grades or student conduct may not be appealed to the SARA state portal entity.

The state requires the student to exhaust the institutions dispute resolution process. All complaints regarding student grades or conduct violations are governed by the intuition and the laws of the institution's home state.

Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaints.

Boise Bible College has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b)(3) and 668.43(b). If anything in this disclosure is out of date, please notify the Director of Financial Aid, Boise Bible College, 8695 W Marigold St, ID 83714, 208-376-7731.

Initial Submission: December 22, 2017

US Department of Education Approval: January 10, 2018

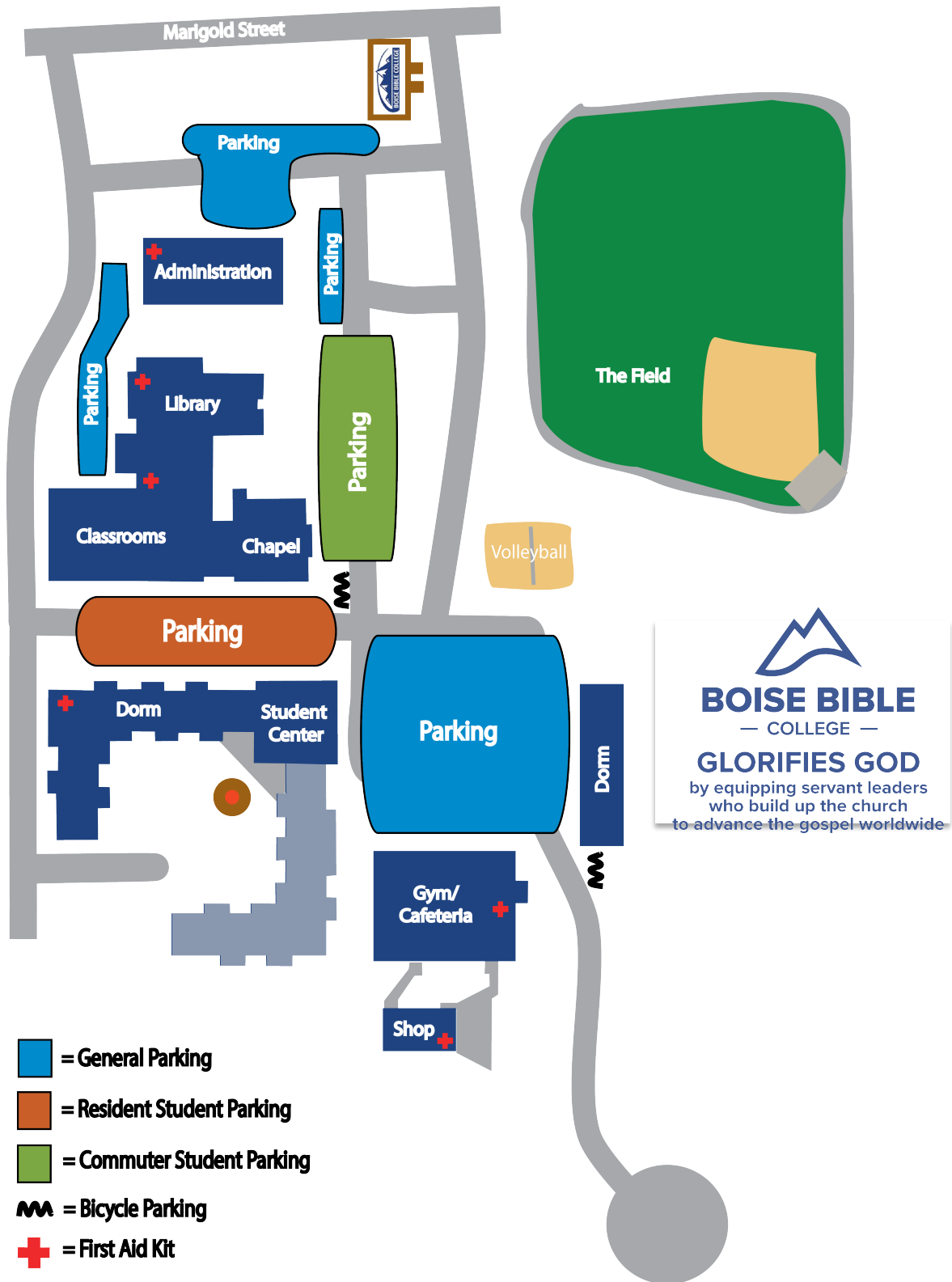
Clerical Revisions: January 22, 2018

Administrator Approval: January 23, 2018

Board Approval: February 2, 2018

Added SARA Complaint Procedure: September 1, 2020

## APPENDIX B – PARKING MAP



# APPENDIX C – LIFESTYLE COMMITMENT



## Student Services Department

8695 W Marigold St, Boise, ID 83714  
boisebible.edu • 208-376-7731

### Boise Bible College Lifestyle Commitment

At Boise Bible College, we exhibit a posture of submission, service, and sacrifice as we seek to glorify God in all that we do.

Boise Bible College (BBC) faculty, staff, and students are guided by a Mission Statement, Vision Statement, Core Values, and Statement of Faith, which are based on biblical teachings. Specific guidelines are outlined in the Student Handbook (found on the BBC website at boisebible.edu) and summarized below.

The College admits students of any age, race, color, and national or ethnic origin. Such students are admitted to all the rights, privileges, programs, and activities generally available to students at this college. Article VIII of our Articles of Incorporation also states this nondiscriminatory policy.

The College believes that the Bible clearly teaches God's intention for sexual union to take place solely within a marriage relationship between a man and a woman. The College believes that the Bible teaches this conviction would be compromised by admitting students who engage in sexual practices that are out of keeping with the Biblical ethic. The College therefore reserves the right to limit admission to those who submit to God's Biblical standards as demonstrated in the embracing of a lifestyle characterized by sexual activity or sexual orientation that is in keeping with the biblically designed expression of sexuality between a man and a woman within a marriage relationship.

The College reserves the right to make changes in calendar, programs, courses, degree requirements, tuition, fees, refunds, and other matters without further notice.

#### Abiding by the BBC Lifestyle Commitment Means

- Accepting the lordship of Christ and the authority of Scripture.
- Committing to a life of ministry and a pursuit of biblical literacy.
- Refraining from alcohol, tobacco, and illegal drugs.
- Maintaining BBC's standards for sexual purity.
- Treating BBC property with respect and abiding by all housing regulations.
- Striving to mature intellectually, spiritually, relationally, personally, and professionally.
- Showing responsibility in all commitments by practicing biblical stewardship.
- Faithful involvement in a local congregation.

#### Commitment Statement

By enrolling at Boise Bible College, I commit to:

- Exhibit a posture of submission, service, and sacrifice as I seek to glorify God in all that I do.
- Abide by all rules and regulations outlined in the *2024-2025 Student Handbook*.

By signing this document, you acknowledge that you have read, and you understand the statement of the College's code of conduct as summarized above and that you agree to follow the rules and regulations outlined in the Student Handbook.

Student's Signature

Date

Student's Printed Name



**BOISE BIBLE**

— COLLEGE —

**GLORIFIES GOD**

by equipping servant leaders  
who build up the church  
to advance the gospel worldwide

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