

# STUDENT HANDBOOK

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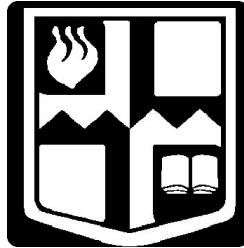
REVISED – July 2011

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Student Affairs Office  
Clear Creek Baptist Bible College  
300 Clear Creek Road  
Pineville, Kentucky 40977  
PH: 606-337-3196 ext.129  
(Toll Free) 866-340-3196  
[www.ccbbc.edu](http://www.ccbbc.edu)

## MISSION STATEMENT

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.



## INSTITUTIONAL OBJECTIVES

1. Nurture God-called students as they prepare for the Lord's work.
2. Provide a quality Bible-based education with an emphasis on practical Christian service.
3. Initiate and maintain cooperative relationships with individual Christians, churches, associations, and conventions.
4. Manage human, physical, and financial resources guided by biblical principals.

## CORE VALUES

To fulfill our vision we commit ourselves to these Bible-based core values that affect how we function. These values will guide us as we seek to fulfill God's vision for the ministry of Clear Creek.

**Centrality of Christ:** We are a community of Christians brought together by faith in Christ as savior and Lord and by surrender to His call to service. We are committed to seek His will; to deepen His lifestyle through the indwelling of the Holy Spirit; and patiently work for His unity among us.

**Trustworthiness of Scripture:** We are a community of learners who affirm the total trustworthiness of God's revealed word as the guide for our life and the foundation for our equipping ministry.

**Evangelism and Missions:** We are a community of individuals redeemed from sin by the death and resurrection of Jesus Christ, and transformed by the power of the Holy Spirit. We affirm He died for the whole world and commissions each believer to take the Gospel into the world. We commit ourselves to the priority of personal evangelism and world missions.

**Servant of the Churches:** We are a community that exists to train individuals sent to us by the churches. We commit ourselves to serve the needs of the churches.

## PRESIDENT'S WELCOME

Dear Students:

Welcome to the Clear Creek Family!

My prayer for you is to experience Clear Creek as one big family. Our size encourages this type of experience through close relationships that can be developed between students and families and with faculty/staff. I always tell people that when God calls them to Clear Creek, "He begins a work in you that you never get over!" I want that to be your experience here too.

Students just like you have been coming to Clear Creek since 1926. They come by faith believing that God has a plan for their life and Clear Creek is a part of that plan. R. P. Mahon, one of L. C. Kelly's best friends and partners in the early years of Clear Creek, had a favorite saying when it came to following God's plan: "Have faith and find God's way." We pray that your faith will be strong in the Lord as you seek to follow God's plan for your life. We look forward to being a part of God's plan for your life as you have now found His Way has brought you to Clear Creek.

I look forward to getting to know you during your time here at Clear Creek. Please feel free to come by my office to visit and pray together anytime.

God's blessings!

Donnie Fox  
President

*"For I know the plans that I have for you," declares the LORD, "plans for welfare and not for calamity to give you a future and a hope."*

Jeremiah 29:11

## FROM THE DEAN OF STUDENTS

Welcome to the Clear Creek family! We are excited about you allowing God to lead you to this wonderful setting. Your experiences here will give you memories that last a lifetime. You will also work through times of joy and disappointment.

In large part, student life on the Clear Creek Campus comes down to what you are willing to make of it. I want to encourage you to make the most of your experiences at Clear Creek.

The Student Affairs Office wants you to know that **you** are the reason we are here. Please feel free to call on us.

Love in Christ,

David Wade  
Dean of Students

**WELCOME FROM STUDENT BODY PRESIDENT AND VICE PRESIDENT**

Dear Incoming Student,

Right now, as you read this letter, I imagine that you may have butterflies in your stomach. And I imagine you may have butterflies in your stomach because you are at your first day of orientation and everything is new. You are in a new place, living in a new house, and meeting new people. If this is how you are feeling, and I imagine it is because that is how I felt when I was sitting in your seat three years ago, then do not fear. Do not fear because the God of the universe, who hopefully called you here, is not new.

With that being said, I, as the student body president, would like to welcome you to the campus and family of Clear Creek Baptist Bible College. In welcoming you, though, I do not just welcome you to a new place, I welcome you here to do many things. First of all, I welcome you here to grow and nurture your relationship with the Lord. I also welcome you here to learn from the brilliance and wisdom of all of the faculty and staff. I welcome you here to learn that worship should be the way we live our lives.

On another hand, I welcome you here to make friends to lean on and laugh with. I welcome you here to play all the intramural sports you possibly can. I welcome you here to take the polar plunge on the first snow day of the year. I welcome you here to eat all the delicious food they offer in Kelly Hall.

Likewise, I welcome you here to do those things that may come a little harder. I welcome you to learn and not just make good grades. I welcome you to speak wisely and pray for your brother when he stumbles. I welcome you to love your enemies, even those here on campus. I welcome you to live above reproach.

There was once a wise man that walked the halls of this campus that came to be known as "The Hust." The Hust once said something that I believe you may be able to benefit from as a new student here at Clear Creek. He said, "Your time here is what you make of it." With the Hust's advice in mind, I welcome you to make good your time here at Clear Creek Baptist Bible College.

With much love,

Andrew Ditty  
Student Body President  
Clear Creek Baptist Bible College

Dear Student,

On behalf of the Clear Creek Baptist Bible College student body we say welcome. I first of all would like to praise God for this unique opportunity to be of any encouragement possible in the Lord. We understand and offer our help during this exciting yet, frustrating time of transition. I am confident that the Lord will supply you with spiritual and physical strength to follow through in your obedience to His call.

There is no better place to be than exactly where God would have you! This does not mean that life will be easy but, rewarding and joyful as you grow in the Lord. Always remember learning is happening every minute of your life. While you are here you will not only learn academically in the classrooms but applicably as you walk out the doors.

You're not alone! If you have had the opportunity to speak with other students then you may have noticed similar testimonies of God's call. We that have been here for a time seem to have it all together but have faced similar pitfalls, jumped the same hurdles, and climbed our own mountains. The victory in every hindrance, frustration, and uncertainty comes as we hand it over to God. There have been countless times God has faithfully walked me through some of the most difficult situations. In these steps of life we are trusting in who God says He is and knowing who you are to Him. Share with others your concerns, don't ever convince yourself you're the only one going through hard times. Allow others to encourage you through prayer and fellowship. Satan would love to see us divided over any issues, sports teams, personality differences, child rearing preferences, etc... Our unity is in Christ Jesus and we are called to serve each other by example of our Lord.

Satan will do his best to create a sense of uncertainty to your call in learning more of God and His Word. At times you may feel you are alone, no one likes you, or you just can't handle the load. These are all common feelings that distract us from truth. The truth is you can just set yourself to the side because it is God who wants to glorify Himself through you. The question is are you available? You are everything in God, God is everything through you. You are nothing without everything God is.

Again Welcome and God Bless You,

Ben Swenson  
Student Body Vice President  
Clear Creek Baptist Bible College

**PURPOSE**

The Student Handbook is an official publication of the College, compiled and edited by students, faculty and staff members. The Handbook is a guide for the students to follow and each student, resident, or commuter, is responsible for its contents. The word "*student*" in the Handbook and in any other official Clear Creek publication is defined to be all persons enrolled in any course or program.

**NON-DISCRIMINATION**

No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the college on the grounds of race, color, national and ethnic origin, sex or handicap in accordance with federal government regulations. Clear Creek is an equal opportunity employer.

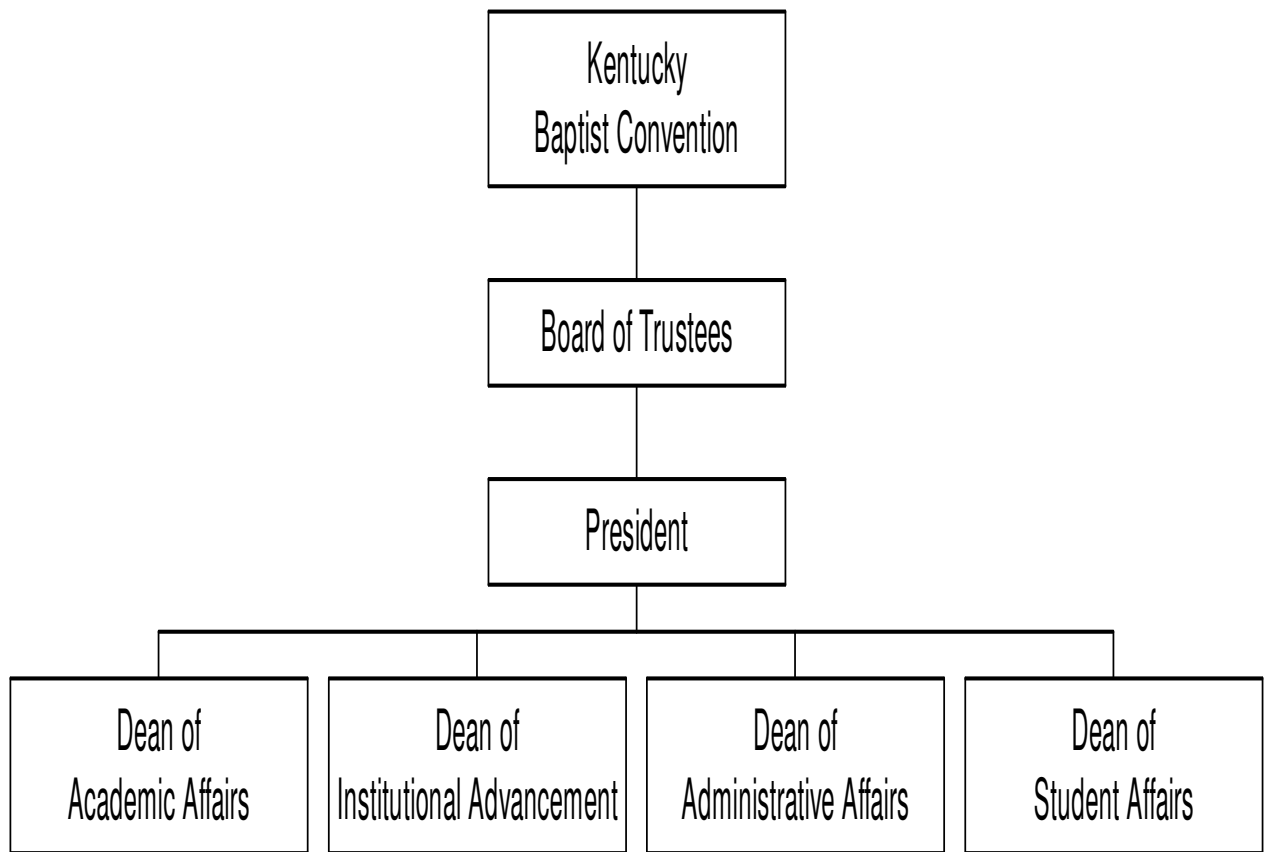
**LITERARY STYLE**

The use of masculine pronouns throughout the Student Handbook is in the interest of simplicity, uniformity and expediency only.

OWNERSHIP, SUPPORT AND ADMINISTRATIVE STRUCTURE

Clear Creek Baptist Bible College holds its charter under the ownership of the Kentucky Baptist Convention. The trustees, not to exceed 32 in number, are elected by the Convention and are responsible to the Convention for the conduct of the College.

The Kentucky Baptist Convention supports Clear Creek through allocations of funds, which are received through the Cooperative Program, both for operating purposes, and capital needs. Listed below are the four divisions of the college. Each division is charted in detail in their appropriate section of the handbook.



**STUDENT ADVISORY COUNCIL**

The Student Advisory Council serves as a liaison between students and the administration of the school. The function of the Student Advisory Council is purely advisory. As need arises, the Council will recommend to the faculty and administration and/or the student body the consideration of student suggestions, concerns or problems which may need attention.

The membership of the Council is composed of a president and vice president elected from the student body, president of each class and a representative from each of the principal campus areas: (Bear Trail, Holly Hill, Harmony Heights, Hemlock Heights, Moore Hall & Courts & Old Trailer Park, Alumni Hall, Kelly Hall Dormitory Rooms and Commuters. Representatives on the Student Advisory Council must have completed at least two semesters of class work at Clear Creek. The Dean of Students is the ex-officio member of the Student Advisory Council.

The Student Advisory Council shall function through committee as needed.

Responsibilities of Student Body President and Student Body Vice-President are:

**President:**

- Preside at all Student Advisory Council meetings.
- Represent students to administrative staff and student representative on the board of trustees.
- Preside at any called meetings of the student body.
- Give leadership to the welcoming of new students to campus.

**Vice-President:**

- Assume the responsibilities of the Student Body President in case he should be unable to perform his duties.
- Represent the student body to the Student Advisory Council.
- Attend all Student Advisory Council meetings.
- Various duties as assigned by the Student Body President.

**MAJOR STUDENT OFFICERS**

**Student Body President**  
**Student Body Vice-President**

**SENIOR CLASS OFFICERS**

President  
Vice-President  
Secretary/Treasurer  
Faculty Advisor

**JUNIOR CLASS OFFICERS**

President  
Vice-President  
Secretary/Treasurer  
Faculty Advisor

**SOPHOMORE CLASS OFFICERS**

President  
Vice-President  
Secretary/Treasurer  
Faculty Advisor

**FRESHMAN**

(Elected each fall semester)

## STUDENT PRIVILEGES AND RESPONSIBILITIES

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal, and municipal governments. Enrollment in Clear Creek Baptist Bible College presents privileges beyond those available to all citizens at the partial expense of the Kentucky Baptist Convention. Commensurate with these additional privileges are additional responsibilities.

## ASSOCIATION AND COVENANT

Clear Creek may extend the privilege of admission to those persons who meet the admission requirements. Attending Clear Creek is a privilege, not a right. The college reserves the right to covenant with those students who desire the environment of a Bible college education within the rules and regulations of the institution.

When a student is officially admitted to Clear Creek there is a covenant between the student and the college. If the student complies with the terms, requirements, rules and regulations of the college, he or she will obtain the level of education being sought. Enrollment in Clear Creek is an agreement to abide by the college's rules of community governance.

## CODE OF STUDENT RESPONSIBILITIES

Each student of Clear Creek Baptist Bible College is expected to maintain the highest standard of moral conduct and concern for the well-being and rights of fellow students. The student's standards of public and private behavior must not reflect unfavorably on him or the college, and they must be such that they will not disturb the student body or the community. Among the student's general and specific responsibilities are the following:

1. The responsibility of being fully acquainted with the Clear Creek Catalog, the Student Handbook, and other published policies for the guidance of students, and the further responsibility of complying with stated regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the college.
3. The responsibility at all times to recognize constituted authority, and to comply with directions given by college officials acting in their official capacity consistent with the policies, rules, and regulations of the college.
4. The responsibility to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
5. The responsibility for supporting the essential order of the college is a fundamental requirement for freedom of expression for all students. There can be no assembly or gathering which interferes with the educational program of the college nor can there be action taken which will disrupt, hamper, or interfere with college activities such as classes, chapel, and other assemblies.
6. The responsibility of meeting college financial obligations and deadlines.
7. The responsibility of attending classes regularly. A student who consistently fails to attend classes, to prepare assignments, and/or to live responsibly in the college community may be considered to have forfeited his status as a student and may be suspended.

8. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college committees, i.e., Residence Hall Rules, Traffic Regulations, Social Rules.

For Individual Responsibilities see page 46.

# PRESIDENT'S OFFICE



## PRESIDENT'S OFFICE

The president is responsible to the Board of Trustees as the chief executive officer of the college. The president represents the administration, faculty and staff to the trustees and in turn communicates board policy to the college community. The work of the president's office focuses on administration, resource development, and Kentucky Baptist Convention relations.

### ADMINISTRATION

The president delegates major areas of administration to five co-workers: four executive administrators. The executive administrative staff (dean of academic affairs, dean of student affairs, dean of administrative affairs, dean of institutional advancement) meet as needed to provide leadership for the college as a whole. This team oversees the preparation of the College Strategic Plan.

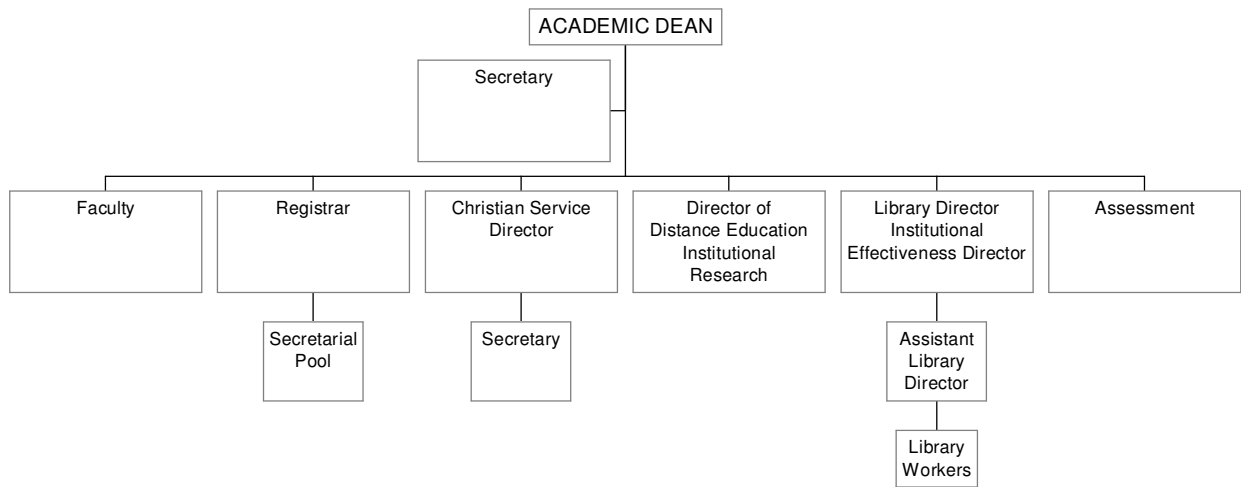
### RESOURCE DEVELOPMENT

The president is also directed by the trustees to provide leadership in the development of financial resources. The office of institutional development coordinates this work.

### KENTUCKY BAPTIST CONVENTION

A covenant agreement defines the relationship and responsibilities between Clear Creek and the Kentucky Baptist Convention. The president of the college nominates trustees to the KBC Nominating Committee and the annual state convention elects the trustees. The college is responsible to submit an annual report and financial audit. The Mission Board of the KBC also has an Agencies Committee that Clear Creek relates to and regularly submits a report.

# ACADEMIC AFFAIRS



Dr. Jayson Barnett  
Mr. Richard Bartels  
Mrs. Marge Cummings  
Dr. Jim Ditty  
Dr. John Ditty  
Dr. Donald Fox

FACULTY  
Mr. Danny Gillum  
Mrs. Eleanor Gillum  
Dr. Bill Helton  
Dr. Malcolm Hester  
Dr. Robert Hughes  
Dr. Roy Lucas

Mr. Bill McGibney  
Mrs. Martha McGibney  
Dr. Bruce Merrick

## ACADEMIC AFFAIRS

### CLASS ATTENDANCE

Students are responsible for all work from the first day of the semester and students are expected to attend all classes. Absences beyond 3 for a 3-hour class, 2 for a 2-hour class or 1 for a 1-hour class will be penalized at the discretion of the professor. Three tardies equal one absence.

Any student who misses more than 20% of the sessions of a course fails the course unless an appeal is made and a waiver granted. The student may appeal to the Academic Affairs Committee after missing 20% of the sessions and may receive a waiver. Even if a waiver is granted, all absences continue to accumulate. Any student who misses more than 25% of the sessions of a class automatically fails. There is no appeal for missing more than 25% of the sessions of a class.

### SPECIAL LECTURE AND CONFERENCE ATTENDANCE

Lecture series and special conferences placed on the academic calendar are school-sponsored events and attendance is expected for students. Special event sessions are considered chapel sessions and are counted as part of the total chapel sessions. The same attendance requirements apply as regular chapels.

Campus revival is included under this policy for the night classes meet. Night classes that meet during revival services are expected to attend revival services.

### CHAPEL ATTENDANCE

Over 20% absences would result in the necessity of appeal to the Academic Committee. The Academic Committee may choose to grant the appeal or require make-up work for excessive absences.

The penalty for absences exceeding 25% would be placement on academic probation (as stated in the current catalog), the transcription of all chapel services missed and/or other work at the discretion of the committee.

Failure to comply with the deadline fixed by the Academic committee will result in suspension.

The Barry Lectures (each fall) and Lacy-Lykins Lectures (each spring) are considered chapel services and attendance is required under the same policy. All six hours of each lecture are considered chapel hours.

No food or drinks permitted in the Chapel.

### CHURCH INVOLVEMENT

Students are required to turn in an annual "Affirmation of Involvement" form signed by their pastor before matriculating for the fall semester.

ENROLLED STUDENTS

The school welcomes students who live near enough to drive to the campus for one or more classes each day. Any student carrying between 6-12 hours is considered part-time. All the rules and regulations of the school apply to part-time students as well as those who are carrying a full load. Those living on the campus, however, are expected to take a full load of studies unless approved by the Academic Office to do otherwise. Campus residents are required to take a minimum of 12 credit hours per semester. Appeals for exception to this policy must be made in writing to the Academic Dean who will confer with Administrative Staff.

GRADING POLICY

SCALE	GRADE	QUALITY POINTS
98-100	A	4.00
95-97	A-	3.70
92-94	B+	3.30
89-91	B	3.00
86-88	B-	2.70
83-85	C+	2.30
80-82	C	2.00
77-79	C-	1.70
74-76	D+	1.30
71-73	D	1.00
68-70	D-	.70
0-67	F	0.00
	I	0.00
	P	0.00
	WF	0.00
	WP	0.00
	S	0.00 (for transfer credit)

HOW TO COMPUTE A GRADE POINT AVERAGE (GPA)  
(SEMESTER AVERAGE)

The grade point average (GPA) is calculated by dividing the total number of attempted semester hours of credit into the total number of quality points earned. An "A" = 4; "B" = 3; "C" = 2; "D" = 1; "F" = 0; "WP" and "WF" = 0. \* If a three-semester hour course is taken and an "A" is received, that will be 12 quality points (4 X 3 = 12). If a two-semester hour course is taken and a "C," is received, that will have 4 quality points (2 X 2 = 4). If a typical semester of work is taken, then compute the grade point average. Suppose the following schedule:

Course	Grade	Quality Points Per Semester	Hours Per Course	Quality Points
General Science 2313	D	1	3	3
English Grammar 1320	F	0	3	0
Math 1223	C	2	2	4
O T Survey I 1220	B	3	2	6
Church Growth 2231	WF	0	0	0
Fitness Education 1110	A	4	1	4

Total quality points earned = 17

Total semester hours attempted = 11

17 divided by 11 = 1.54 (this is the grade point average (GPA) for the semester; hopefully the GPA will not be this low!)

As each semester or term is completed, semester hours attempted and total quality points earned are added to what are already acquired, and a new quality point average is calculated. Turn in a self-addressed and stamped envelope to the Registrar if you like your grades mailed.

WF and WP are not included in hours attempted. Cumulative average is calculated by dividing the total number of all attempted hours into the total number of quality points earned. This will include all college work attempted. An example of computing the cumulative average is:

	SEMESTER HOURS ATTEMPTED	TOTAL QUALITY POINTS	
Fall Semester	13	22	1.69
Spring Semester	15	38	2.50
	28	60	2.14

Total Quality Points = 60

Total Semester Hours Attempted = 28

60 divided by 28 = 2.14

NOTE: Your cumulative average must be 2.0 or better in order for you to graduate or hold campus offices.

#### TRANSFER OF CREDITS

Credit earned in another accredited institution prior to enrollment at Clear Creek Baptist Bible College may be transferred. Accreditation does not guarantee acceptance of credit. Courses in doctrine are not accepted from non-Baptist institutions. The course must be of like nature and parallel in content and quality. The grade must be a C or better. Official transcripts must support application for such transfer of credit.

Currently enrolled students may obtain permission to transfer credit for study from other accredited institutions before the study is attempted. Only transfer credit with prior approval is certain to be accepted. Students should obtain an academic request form from the academic office to make this request. The academic advisor and academic dean must approve the request.

The maximum credits transferable are 75% for the bachelor's and associate's program. No more than 14 hours may be transferred for the Christian Leader's Certificate and no more than 45 hours may be transferred for the Diploma in Ministry. Only those courses in which the student has received a "C" or better will be considered. There is a transcript evaluation fee (see current fee sheet).

#### SCHOOL RECORDS

Any applicant who has attended high school, accredited college(s), Bible college(s), other specialized school(s) or GED **must** have an official transcript of credits sent to the Academic Office.

#### TRANSCRIPTS

Copies of transcripts are available upon request. No transcript is available for anyone whose financial account with the college has not been paid in full. No partial transcript will be issued for any student who owes money to the College. Request for transcripts must be in written form, signed and dated and addressed to the Registrar accompanied by the fee. The name and address of the institution to which the transcript is to be sent must accompany the request. This policy applies to the time a person is a student as well as after graduation.

## SPOUSES OF STUDENTS

Spouses of students are encouraged to attend classes. A supervised child development center and playground are provided at nominal charge for preschool children.

## WITHDRAWAL POLICY

If for any reason it becomes necessary for a student to leave school, a withdrawal form must be completed! This form is obtained free from the Academic Office and must be signed by (in order listed):

1. Academic Dean
2. Dean of Students
3. Program Advisor
4. Director of Library Services
5. President
6. Maintenance and Facilities Supervisor/Director of Kelly Hall Supervisor
7. Director of Financial Aid
8. Business Services Supervisor

A student's housing deposit will be applied to his account if the account is not paid in full.

## REFUND POLICIES

Please see the current fee sheet.

## CONFERENCES WITH PROGRAM ADVISOR

As soon as a new student has been enrolled, he should arrange a conference with the academic advisor to whom he has been assigned. It is the responsibility of the student to arrange for a definite appointment for this conference (and for later meetings for program planning) at a time mutually satisfactory for student and advisor.

It is expected that the student will maintain contact with his academic advisor throughout his stay in school, since situations may arise when the advice or help of the advisor is needed.

All academic procedures, i.e. program planning, registration, tutoring, drop/add, begin with the advisor.

## TUTORING

Help is available for students who need tutoring in academic areas. Clear Creek has a long and proud history of providing educational opportunities for anyone. That is the basis for the "open admission" policy of the college. Along with that is a long history of helping people who came to the college weak in academic skills. Many have come to the college in that condition and gone out to be very useful in the service of the Lord. The procedure to receive tutoring is as follows:

1. Meet with the course instructor for guidance and advice concerning a particular course. The instructor can guide the student in improving study habits and offer some tutoring on a limited basis.
2. If the problem is greater than a course problem, the student may make an appointment with their program advisor to arrange more in-depth tutoring. The instructor may recommend this step if it is determined that more tutoring is needed. The program advisor will recommend an appointment with the Director of Developmental Studies who will facilitate additional tutoring for the student. The tutoring is usually with volunteers, either student or community persons, who have academic

skills sufficient to tutor. Tutoring may also include the use of on-line tutorials and other teaching aids designed to meet the particular problem the individual student is facing.

## DIVORCE

If a student is divorced in the course of his/her study at the College, the student will be required to drop out of Clear Creek at the end of the presently enrolled semester in order to recover from the shock of this experience. The student must remain out for one full semester. Application for readmission must be submitted by special application, which can be obtained in the Admissions Office.

## COUNSELING

All members of Clear Creek's faculty/staff are available to help you by giving short term counseling concerning problems of a personal, domestic, spiritual, financial or emotional nature. Long-term counseling needs will be referred to the Dean of Students who can make the proper referrals. Students may seek counsel without it being reflected on their record.

## DROP/ADD

There is a processing charge for each drop and add form. This form enables one to drop up to three classes and add up to three classes per form. Forms may be obtained from the Academic Office and fees paid in the Business office.

## PLAGIARISM

Webster defines plagiarism as, "the act of stealing the words, ideas, etc. of another and using them as one's own." All students and faculty are expected to maintain intellectual honesty in their academic pursuits. Consequently, the college does not tolerate plagiarism. Anyone found guilty of plagiarism is subject to strict disciplinary measures. A student may be placed on probation or dismissed from school.

To avoid suspicion of plagiarism, one should always give credit to any known source of borrowed information. Correct citation form can be found in the style manual approved by the faculty. Students are reminded that care must be maintained in all areas of academic life including written works, class work and music.

## CLASSROOM DISCIPLINE

Clear Creek recognizes the rights of students to ask legitimate questions. However the needs of the majority of the students in a class to receive instruction outweigh the rights of an individual to ask questions. It is the responsibility of the instructor to maintain control of the classroom and to determine when and what kind of student interaction is appropriate.

Students who abuse the rights of other students and the instructor by disrupting the class should be disciplined by the instructor. Such discipline may include but is not limited to: prohibition of speech, change of seating or removal from class. Severe discipline problems involving violence (actual or threatened) or angry exchanges should be brought to the attention of the Academic Dean and Dean of Students for discipline. Eating and drinking in classrooms and chapel is prohibited.

## GRADUATION

Students must fill out an application form from the academic office in November. Graduation fee will be applied to the student's account. Graduation is held at the end of the spring semester only.

In order to graduate, the student must meet the following requirements:

1. Fulfill academic requirements for program as specified by the catalog (GPA of 2.0+).
2. Be approved by the faculty for graduation.
3. Show significant improvement on the Bible Knowledge Exit Test.
4. Settle all financial accounts in the Business Office and return all items to the Library.
5. Fulfill all Christian Service and Christian Development requirements as specified by the catalog.
6. Follow the steps in the procedures for graduation outlined in the catalog.
7. Leave forwarding address with the Academic Office, PR and Business Office.

Completion of academic requirements does not guarantee graduation.

## INVITATION TO RETURN

The faculty/staff will meet once a year to review each student to determine if the student may be invited to return to study for the next academic year.

## LIBRARY SERVICES

### LIBRARY HOURS

Monday, Tuesday & Thursday 7:20 a.m. - 10:00 p.m.

Wednesday & Friday 7:20 a.m. - 4:00 p.m.

Saturday 10:00 a.m.- 2:00 p.m.

Summer hours: Monday thru Friday 8:00 a.m. - 4:00 p.m. Closed Sat.

The Library will be closed during chapel, holidays and semester breaks. The library will close at 4:00 p.m. anytime there is a campus wide event.

The Library is a place for research and study, but also a place to relax with a cup of coffee and friends. The Library staff asks that your behavior correspond with the area of the library in which you are working/fellowshipping.

Papers written to fulfill class requirements should follow the style presented in the Clear Creek Baptist Bible College Style Manual, Revised Edition. One free copy of this manual may be picked up in the Library. The charge for subsequent copies will be \$1.00/manual. The Style Manual may also be accessed through the library web page.

## RENEWAL

Materials may be renewed before the due date, if no one else has requested them, by accessing one's personal account through the online catalog. After the due date, renewals must be made in person, by phone, or email.

## OVERDUE MATERIALS AND FINES

It is the duty of the borrower to carefully observe due dates and return borrowed materials on time. Fines will be charged to help students remember due dates. Please be considerate of fellow students and return books on time.

Fines are:

1. 2 week circulation materials - 5 cents per day
2. Overnight materials and videos - 50 cents per day

Fines are counted only for days that the library is open. If a book is lost, report it to the library staff. The fine will stop the day the book is reported as lost, but if it is not found, the student is responsible for the fine and price of the book.

The student is responsible for all materials checked out in their name, no matter to whom the material has been loaned.

Library materials will be due one week before the end of the semester. At the end of each semester be sure that all books are in and fines are paid. All charges not paid before the last day of finals will be turned over to the Business Office and a \$5.00 processing fee will be added.

## SHELVING BOOKS

When materials are used within the library, the user should leave them on the table or place them in the circulation slot for the library assistant to shelve. This prevents misplaced books on the shelves. **DO NOT RESHELVE BOOKS.**

## COFFEE SHOP & LOUNGE

Coffee, tea and hot chocolate are available for donations of money, creamer, coffee, filters, etc. Please do not take uncovered drinks into any other area of the library.

## PERIODICALS

The periodical area of the library, near the coffee lounge, provides current materials for information and leisure reading, as well as magazines, journals, and newspapers which support the curriculum of the college. A few serials are available in microfiche, while thousands are available through online databases.

The current periodicals are arranged alphabetically on the display shelves with preceding issues under the display shelf. Back issues are stored alphabetically and chronologically in a designated area of the stacks. To assist in finding information in these periodicals, indexes are located in our reference section, as well as through the online catalog.

Periodicals are for use in the library only. They may be copied, but they may not be taken out of the library.

## CURRICULUM LAB

The Curriculum Lab is an area of the library that displays current materials from LifeWay, WMU, Brotherhood and other agencies. Its purpose is to familiarize students and visitors with materials available for use in the church setting. These materials are supplied for display purposes only. The current materials are to be used in the lab area only.

Curriculum materials for Sunday School, Discipleship Training, and Church Music are kept on file for one year. Students and faculty may use these for classroom demonstrations or research projects.

#### AUDIO-VISUAL LAB AND MATERIALS

The listening equipment available in the library includes a turntable, tape deck, headphones, VCR, DVD player and TV. These items are located in the audio-visual lab on the second floor. Most of the audio materials are also located on the second floor and may be borrowed for a period of two weeks. Videotapes are located on the first floor and may be checked out for four days.

#### STUDENT IDENTIFICATION/LIBRARY CARD

A Student Identification/Library Card is required for all students taking classes on campus. The Library Services staff issues the card to incoming students during orientation. A returning student must take his Student Identification/Library Card to the Library for renewal before August 31 each school year.

A student needing a replacement card must go to Library Services for a new card and pay a \$10.00 replacement fee. Cards are not transferable and should not be defaced in any way as this will invalidate the card requiring the student to purchase a new card.

Besides purposes of official identification, a Student Identification/Library Card allows the student to receive discounts at retailers and restaurants that are favorable to students.

On-line degree seeking students may purchase a Student Identification/Library Card for \$10.00 from Library Services. The card must be renewed annually by sending the card back to Library Services along with a \$10.00 renewal fee.

#### COMPUTER LAB

A networked computer lab with Internet accessibility, located on the second floor is available for students, faculty and staff use only. Word processing, Bible study and language aides are a few of the resources provided as well as the library's online catalog and various online and electronic indexes and databases. Personal laptops may access the Internet by obtaining a login code from Computer Services.

Children are not permitted to use the computer lab unless accompanied by a parent. On the first floor of the library, two networked computers are available for children of students, and for students wishing quick access to email, Christian Service Guidance forms and Registration forms. Children must sign in to use these computers, and must have a signed parental permission form on file.

#### RESERVE BOOKS

Reserve books are shelved behind the circulation desk. Reserve books may be checked out overnight only and must be returned the first hour that the library is open the following morning. A fine of 50 cents will be charged each day that the book is late. Only the students in the class for which the material is needed may check out reserve books. Chapel tapes are available upon request.

#### CHILDREN'S ROOM

Children are welcome in our library, and there is a special room for them on the second floor, equipped with TV, VCR, DVD and CD player. However, parents are not to leave children unattended in the library while they attend classes.

### COPYING

A copier is located in the library if a student needs copies of material. There are copyright laws concerning the copying of certain materials, especially music. A copy of the law is available from the vertical file. The student is responsible for obeying these laws.

Copying cost: 10 cents per copy

### FAXING

A fax machine is available for a student to send and receive faxes. There is no charge for receiving a fax, but there is a .20 cents per page fee for sending private faxes. Fax number: 606-337-2372.

### CHRISTIAN SERVICE MINISTRIES

Every student is expected to be involved in a local church and some ministry. Every degree seeking student must enroll in Christian Service Guidance every semester, four semesters for the AA degree and eight semesters for the BA degree. Each week during the semester, the student will submit a weekly on-line report of all church related activities/ministries. The course is based on a Pass/Fail grade determined by the number of weekly reports that are submitted during the semester. A passing grade for the required number of semesters is required for graduation. A failed semester will require enrolment in an additional semester to complete the graduation requirement.

Every first year degree seeking student must enroll in Christian Service Assignment which requires that the student participate in an approved community service (two hours per week or thirty hours for the semester) for two semesters. The student reports his/her weekly involvement with a monthly report signed by the service's supervisor and turned in to the Christian Service Secretary.

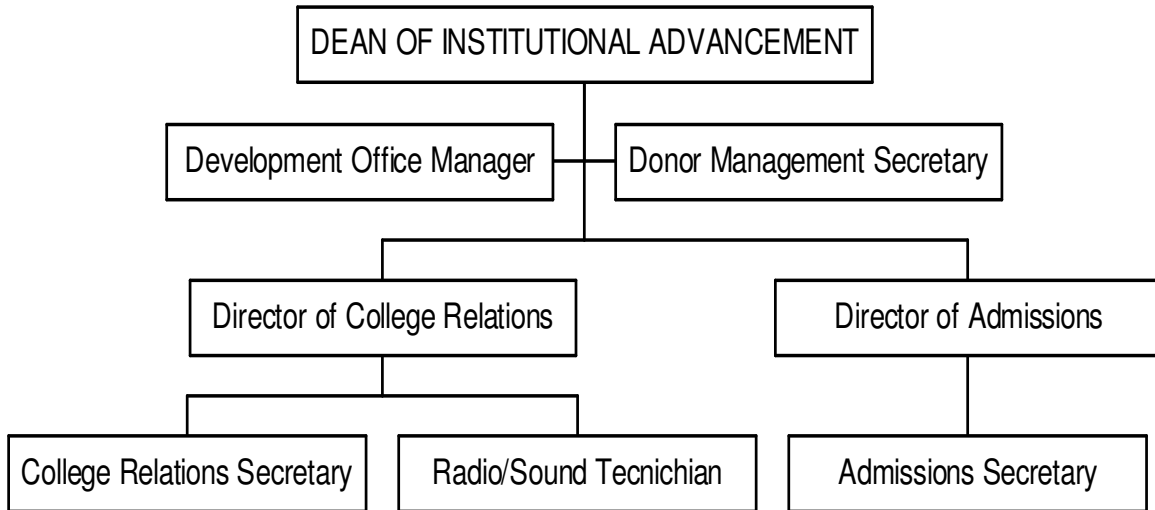
See College Catalog, page 36.

Please refer to the Christian Service Handbook for additional information regarding Christian Service.

### SECRETARIAL POOL

The Secretarial Pool is provided for use by the faculty and staff.

## INSTITUTIONAL ADVANCEMENT



## INSTITUTIONAL ADVANCEMENT

### RESOURCE DEVELOPMENT

The Office of Development, in conjunction with the President, coordinates the development of financial resources for the college. The Development Office prepares appeals for support of the general budget and special needs such as the annual Shopping Spree, Turkey Day, and construction projects. The Development Office also implements multi-year campaigns and seeks foundation grants. Deferred giving through estates, insurance, and annuities are also a focus of the Development Office.

### COLLEGE RELATIONS

The office of College Relations is responsible for developing and strengthening relationships with the general public, churches, associations, conventions and alumni.

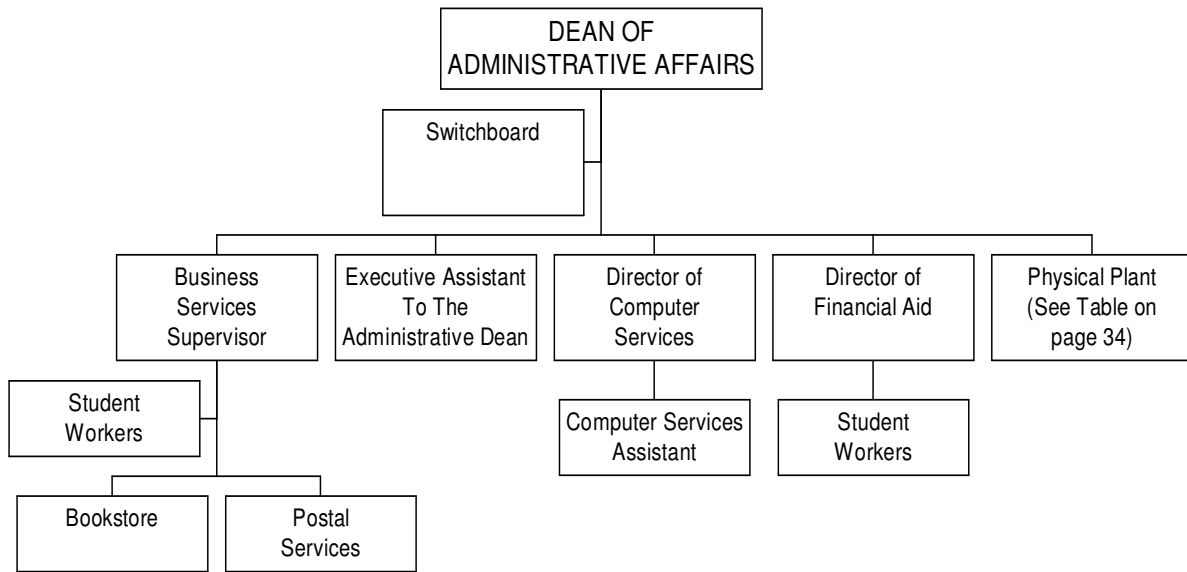
The official college newsletter, *The Mountain Voice*, is published quarterly and is e-mailed to alumni and friends of the college. Arrangements can be made to send a hard copy of the newsletter, via U.S. Postal Service, to those who do not have access to the internet or e-mail. Students are encouraged to contact the College Relations secretary to add names of family, friends and church to this mailing list. The College Relations Office also produces and distributes a weekly radio program, "Clear Creek Chimes." Contact the College Relations Office if you know of a radio station in your hometown that would be interested in using this program. The College Relations Staff also records chapel programs that can be purchased in the bookstore.

Church groups, family and friends are invited and encouraged to schedule a visit to Clear Creek. The College Relations Office can arrange a campus tour. The office can also arrange Clear Creek Days with the churches of your home area.

### ADMISSIONS

The Admissions Offices specializes in serving the student before the student enrolls in their first course and serves as a resource for assimilation into college life. These specialists seek to inform the prospective student and family about the ministry of Clear Creek as they discern the Lord's will for Christian Service training. The office also seeks to maintain a close relationship with the student following enrollment.

# ADMINISTRATIVE AFFAIRS



## ADMINISTRATIVE AFFAIRS

The Dean of Administrative Affairs administers business affairs for the college. The Administrative Affairs team consists of the Executive Assistant to the Administrative Dean, Director of Computer Services, Director of Financial Aid, Business Services Supervisor, Switchboard, Director of Maintenance and Facilities for the Physical Plant and dedicated student workers. This team of dedicated professionals is committed to serving the student body.

### BUSINESS SERVICES

The Business Services Office is open Monday through Friday and hours of operation are posted each semester. The following services are available: check cashing, making change, selling stamps, payments on accounts, questions regarding student accounts, accounts payable, payroll, employee records, UPS Services, etc.

### WORKER'S COMPENSATION

Worker's compensation insurance is provided for all employees. If an employee is injured, notify your supervisor IMMEDIATELY. When possible notice should be in writing. Failure to notify your supervisor could result in denial of benefits. Supervisor is responsible for completing Worker's compensation report and submitting to Business Services Supervisor as soon as possible. For an emergency, the supervisor should immediately call the Business Office for appropriate steps to take to seek proper treatment.

If medical care is needed to treat a workplace injury, an employee may select the physician or medical facility to render care. For work-related injuries, treatment must be sought from a BHN provider, except for emergencies. For an emergency, the injured worker should seek treatment from the closest emergency room. The Business Services Supervisor can provide a list of BHN providers. The COLLEGE CLINIC is not a BHN provider.

### INSURANCE

Students are not required to maintain medical insurance. However, students are encouraged to have medical insurance. Students may select a plan of their own or enroll in one of the plans offered by GuideStone Financial Resources. The insurance rates are determined by GuideStone Financial Resources and are subject to change. Students, who plan to enroll in GuideStone Financial Resources insurance program, may make application on registration day.

### POSTAL SERVICES

Each student family is assigned a mailbox (located in the Foxes Den) when moving onto campus. Each student's mailing address is:

Student's Name  
300 Clear Creek Road  
Pineville, KY 40977-9754

If someone is living in a student's home with a different last name than the one on student's mailbox, please notify the Business office so mail can be properly distributed.

Mailbox keys are issued by the Business office upon arrival (two keys for married and one key for singles). Lost keys can be replaced for a fee by contacting the Business office. Any trouble with a mailbox should be reported to the Business office.

The Post Office delivers mail to campus Monday through Saturday. The Business Office is responsible for the disbursement of all mail. Mail will be placed in mailboxes by 2:00 p.m. each day providing the US Post Office has delivered mail by 11:00 a.m. Notices will be placed in individual mailboxes to report packages or other mail received that will not fit in the mailbox. Such mail will be kept at the Business Office until it is claimed. Please take package notice to the Business Office when claiming package(s).

Stamps may be purchased at the Business Office for mail going off campus. There is a place marked "out-going mail" for mail going off campus in the Foxes Den. Mail is taken Monday through Friday at 3:00 p.m. to the Pineville Post Office.

Mail for residents on campus does not require postage and should be placed in the slot marked "in-house mail." To insure same day service for "in-house" mail, please have it in the mailroom by 11:00 a.m. All mail notices must have a person's name on each notice and signed before it is placed in mailboxes. Because the mail clerk puts mail in boxes according to individual names, please do not use nicknames, and do not put notices in the mailroom and ask the clerk to put in "all third year student boxes" or "all people living at Holly Hill." Special notices for specific purposes such as class year parties, baby showers, etc. must have prior approval by the Dean of Students.

For students leaving campus (including temporary summer moves) a CHANGE OF ADDRESS FORM must be completed in the Business Office. Remember only first class mail is forwarded (this includes temporary summer moves). If mail key is not turned in, this should be noted on change of address form. Mail may be picked up by another individual only if the person has possession of the mailbox key. All mailbox keys are to be returned to the Business Office upon leaving (graduating, withdrawal, etc.) campus. No mail, including refund checks, will be forwarded until all mailbox keys have been returned and a forwarding address form is on file in the Business Office.

Under no circumstance is any person permitted to tamper or force open any campus mailbox. In order to insure confidentiality and privacy, only authorized personnel are allowed in the mailroom.

#### INFORMATION DISSEMINATION POLICY

All articles for dissemination, whether by publication in the Clear Creek Current, distribution through the mail, or posting on a bulletin board **must be approved** by the appropriate manager before being released. For example, if an announcement concerns a student life area or activity, the Student Affairs Office must approve it before being distributed. This is true for Academics, Business Office, Development, Advancement and Physical Plant.

#### UNITED PARCEL SERVICE

The United Parcel Service (UPS) makes daily stops at the Business Office. Students receiving UPS packages will receive a notice through campus mail and may pick up the package in the Business Office. Packages, which are properly wrapped and addressed, may be sent by UPS through the Business Office. The charge for this service is determined by UPS and must be paid on the day of service and cannot be charged to student accounts. No C. O. D. packages are accepted.

## FED EX

Fed Ex does not make daily stops at the Business Office. Students receiving Fed Ex packages will receive a notice through campus mail and may pick up the package in the Business Office. Packages, which are properly wrapped and addressed, may be sent by Fed Ex through the Business Office and will be picked up the same day if the package is in the Business Office before 2 P.M. The charge for this service is determined by Fed Ex and must be paid on the day of service and cannot be charged to student accounts. No C. O. D. packages are accepted.

## STUDENT ACCOUNTS

Each student is required to maintain an account with CBBBC in the Business Office. Students may access their personal account information via the student portal located at <https://sonis.cbbbc.edu> by using a student email address and personal identification number (PIN). Account information can be viewed on the portal by clicking the 'Ledger' tab once a student has successfully logged on. Students should review their accounts carefully for accuracy and notify the Business Office if questions arise.

After consideration of financial aid, one-fourth (1/4) of balance is due at registration (this is the first payment). Final payment is due by the last day of classes each semester. See College Catalog, Business Services Section.

Students and spouses who are employed on campus may designate a certain amount each pay period to be withheld and applied directly to individual accounts. All monies placed on a student's account needs to remain on the account until the student graduates and/or vacates student housing. If an emergency arises and the student has a credit balance, a request for the balance may be given to the Director of Financial Aid for consideration.

Students who maintain a credit balance may pay certain bills from their account. Personal bills, which may be paid in this manner, are health insurance and utility bills. The entire bill should be brought to the Business Office by the student whose name appears on the account (a wife cannot sign for a bill to be paid from a husband's account or vice versa). The student should indicate on the bill the desire to have it paid through student accounts and sign the bill. Checks are issued once a week so the due date for the bill should be considered. If the bill is to be mailed, a stamped, addressed envelope will need to be provided.

## PURCHASING

Clear Creek is a non-profit organization and, therefore, is exempt from paying sales tax. No person is permitted to purchase personal items and use the College's tax-exempt number. Kentucky and Tennessee tax-exempt forms are available upon request in the Business Office for college purchases.

## BOOKSTORE POLICIES

The Clear Creek Baptist Bible College Bookstore is owned and operated by the College. All textbooks, related books, and materials may be purchased through the Bookstore, many times at discount prices. A small selection of books, gifts, college merchandise, and cards are also available.

The following guidelines will be followed concerning the Bookstore:

1. The Bookstore is located in the Classroom Building with the hours of operation being posted each semester.
2. Students will be allowed to charge textbooks or other items if a credit exists on his/her student account. For charging privileges, all textbooks needed for a semester must be obtained by the last

day a student is allowed to add classes (usually two weeks after registration). There will be an exception if textbooks are not in stock at the needed time.

3. Any person charging at the Bookstore must sign a sales ticket. Charges are applied by the Bookstore to student accounts maintained by the Business office.
4. All other purchases will be on a cash, check or credit/debit card basis. Due to limited space, the Bookstore cannot hold books or put them on lay-a-way.
5. Items purchased may be returned within five (5) business days of date of purchase (except for cards, CD's, or general supplies) however, textbooks will not be accepted if written in or damaged in any way. Receipts must be presented with all returns.

Special Orders: The Bookstore will place special orders if an item is not available from our regular stock. A deposit of at least \$5.00 is required for all orders up to \$20.00. Orders exceeding \$20.00 requires a 10% deposit. If the customer does not purchase the special order, the deposit is forfeited.

BUY-BACK POLICY: The college has adopted a text book buy-back policy. Details are available in the campus bookstore.

## FINANCIAL AID

### PURPOSE STATEMENT

The role of the Financial Aid Office of Clear Creek Baptist Bible College is to help eligible students pursue their educational goals to facilitate fulfilling God's call on their lives. We recognize that it is the responsibility of the student and his resources to meet educational costs through employment, earnings and other available resources. It is the goal of the Financial Aid Office that no student be denied an opportunity for education due to lack of funds.

To the extent that funds are available, Clear Creek is committed to meeting the full documented need of all students. This will be done through federal, state and institutional resources. Clear Creek provides award packages, which contain both gift and self-help forms of assistance. Priority consideration for funding is given to students who meet established guidelines and early submission of aid forms.

Financial need is defined as the difference between the total cost of attending Clear Creek Baptist Bible College and the amount of the resources available to the student. Financial aid consists of grants, scholarships, gifts, vocational rehabilitation, veteran's benefits and employment. A need analysis system is consistently applied for determining financial aid and used as the basis for allocating aid. The estimate of a student's expenses includes housing, food, clothing, transportation and a miscellaneous amount. A student's financial resources will include consideration of all support (i.e. parents, church, denomination, etc.), earnings of student and spouse, savings, veterans' benefits, and/or outside gifts. The total amount of financial aid offered shall not exceed the amount of the student's need, except in cases where non-need aid is used to replace a high EFC. The student has the major responsibility for personal, educational, and living expenses. The college's aid will augment the student's efforts.

### FINANCIAL AID APPLICATION PROCEDURES

Any student who desires financial aid while enrolled, as a student at Clear Creek Baptist Bible College must:

1. Complete a FAFSA application (Free Application for Federal Student Aid).
2. Complete and sign a Scholarship Application
3. Provide a copy of his most recent federal 1040-tax form or its equivalent if selected for verification by Department of Education.
4. Provide and/or updated financial information as needed.
5. Sign a Notice of Obligation and Drug Free Statement.

## SATISFACTORY PROGRESS

Satisfactory progress must be maintained in accordance with 34 CFR 668.16 and 668.34. All students must have a 2.0 GPA by the end of their second full academic year and must have completed 67 % of all attempted hours. (Pace calculations: Clear Creek requires 128 semester hours to graduate. The Federal Government allows a time frame or pace of no longer than 150 % of school credit hours required.  $128 \times 1.5 = 192$  attempted hours maximum.  $128 \div 192 = 67\%$  required to be completed of all attempted at any given time.) Eligibility is based upon attempted hours and will include failed courses, repeats, withdrawals and any incompletes. However, transfer hours will not be used to calculate satisfactory progress.

## AWARDS, GRANTS, AND SCHOLARSHIPS

A limited amount of awards, grants, and scholarships are available to those who apply for them or who, in certain cases, merit them. Students should check with the director of financial aid to be aware of current policies and procedures regarding the awarding of financial aid. Scholarships are awarded on a "first come, first serve" basis and are applied to student accounts to meet educational needs. Clear Creek scholarship funds that create a credit balance on the students account may be removed in order to avoid an over award.

It is recommended that students admitted to Clear Creek should have funds to cover expenses for the first semester. Assistance sent directly to the student family rather than to their account can be used for needs other than those charged to the student account.

## SCHOLARSHIPS FROM CLEAR CREEK BAPTIST BIBLE COLLEGE

For a complete listing of scholarships see the *College Catalog*.

## STUDENT WORKSHIP PROGRAM

Clear Creek tries to employ as many students or student spouses as possible. All such employees are issued an identification number to use in clocking-in or clocking-out. Applications may be obtained from the Financial Aid Office. The average hours employed is 20 to 25 per week; however, some offices employ workers for up to 35 hours per week due to the responsibility of that particular office. **Before new employment begins**, the supervisor will send a notification of employment with the new employee to the Financial Aid Office and the new employee will be asked to complete withholding forms for federal and state tax purposes. The new employee will need to include their CCBBC mail box number, e-mail address and a blank voided check for direct deposit and a copy of their driver's license.

Any person working towards a degree at Clear Creek and an employee of the workship program is exempt from having social security withheld. Employees not pursuing a degree must have social security withheld. Any semester (including summer terms) that a student is not enrolled for classes, social security will be withheld. It is the responsibility of any employee to notify the Business Office in the case of a change in status. Employees are paid every Friday. Copies of pay roll reports may be obtained from Business Services with 24 hours notice.

**Off campus employment** is available for those willing and able to work. Many establishments are located in Pineville and Middlesboro pertaining to Food Services and retail as well as other employment opportunities. The Office of Employment phone number is 248-2792. **CCBBC encourages students to work, trust in God and not to depend on government assistance for their keep.**

## POLICY ON APPROPRIATE USE OF CAMPUS COMPUTING RESOURCES

### INTENDED USERS

The CCBBC network and computing resources are provided primarily for the use of college students, faculty and staff. These resources are intended to be used for educational purposes and to carry out the legitimate business of the College. Appropriate use of campus resources includes classroom instruction, study assignments, research, communication, and official work of campus organizations and agencies of the college. In each area of our campus community, users are expected to operate CCBBC's computer resources first and foremost for tasks related to their respective roles, as good Christian stewards. Access to the network may also be provided to alumni, members of the local community, and guests of the college for access to the Internet.

This policy applies specifically to students, employees and guests of CCBBC who use any of the computing resources provided by the college.

### ACCESS PRIVILEGE

The privilege of using computing resources provided by the college is not transferable or extendable by members of the college community to any persons or groups outside the college without the written approval of the Director of Computer Services.

### EXPECTED BEHAVIOR

Students and employees of CCBBC that use the computing resources provided by the college must comply with the guidelines set forth in this policy and with federal, state and local laws. This includes the use of personal computers and terminals, departmental computing facilities, general-use computers, printers, and network resources. Some activities are restricted during regular business hours and considered improper use of college network and computing resources. These include, but are not limited to, the use of chat rooms, games, instant messenger services, social networking (MySpace, Facebook), and streaming media services (Internet-based Radio, YouTube). Some activities are not permitted at all such as Peer-to-Peer (P2P) file sharing programs (BitTorrent, KaZaa, Limewire, etc.) and programs or websites that attempt to circumvent the college's web filtering service (C-Tunnel, Anonymizer, CGIProxy, etc.). Included with these fully restricted activities is the unauthorized modification or maintenance to any CCBBC computer equipment.

### IMPROPER E-MAIL USAGE

Access to email is provided by CCBBC for the purpose and convenience of communicating electronically. Use of such is a privilege afforded to employees and guests of the college. The following are improper use of email:

- Use of the email system for unlawful activities such as the distribution of copyrighted material. This and other illegal use will be reported to the proper authorities.
- Use of the email system for commercial activities with the intent of personal gain.
- Non-essential mass mailing to more than 25 persons (considered SPAMming). This includes the forwarding of any emails unrelated to normal college business.
- Sending of email with a falsified source address with the intention of making it appear to originate from someone else (spoofing).
- Sending of email from another user's email account without that person's knowledge or consent.

- Sending of email considered abusive, harassing, obscene, or threatening.
- Sending or forwarding of an email considered to be a chain letter or other unsolicited email of widespread distribution where the content of an email may hold to a position other than the college's official stance. All users of CCBBC's email system must be aware that any email sent from an account may be perceived as an endorsement of the college as a whole. Always think twice before clicking the 'Send' button!

Any violation of the above policies will result in disciplinary action ranging from suspension of a person's email account to lawful action by the proper legal authority.

#### ACCOUNT SECURITY

For any computer account, each person assigned an account is responsible for how their account is used. All accounts are required to be protected from unauthorized access by the use of a password. Each person is responsible for guarding against unauthorized use of their account. Do not share account information or allow access to the account with anyone, including family members, without first gaining written permission to do so from the Director of Computer Services. If it is discovered that an account has been used in an unauthorized manner, immediately notify the Director of Computer Services and the Dean of Student Affairs.

#### INFORMATION PRIVACY

Information stored on CCBBC's computers and network equipment is private property. Some of it is personal property (email messages, class assignments, term papers, etc.) and some of it is the property of CCBBC (information produced by or for CCBBC employees while performing the legitimate business of the college.) Along with the privilege of using equipment provided by the college comes the responsibility to honor the privacy of others. Students must not attempt to browse, copy, or modify files or passwords or to discover passwords belonging to other people or organizations, whether on CCBBC equipment or elsewhere. Students are encouraged to store personal data on diskettes, USB flash drives, or other forms of storage. Any data or programs placed on CCBBC's computer systems that are not considered vital to the daily operation of the college are subject to removal at the discretion of the Director of Computer Services.

#### SYSTEM SECURITY

Access to information stored on CCBBC's computers and network equipment is controlled by the assignment of accounts and passwords. All assigned accounts and passwords are the property of CCBBC and maintained by the Director of Computer Services. If you become aware of any breach in system security, you have an obligation to report this information to the Director of Computer Services. You must not attempt to access, copy or modify this security information or to obtain system privileges to which you are not entitled, or perform any action which interferes with the supervisory or accounting functions of any systems or is likely to cause any such effect. Computer Services personnel may routinely monitor campus computers for appropriate usage, retaining the right to examine personal files and email in the event of deliberate abuse or misuse of such resources. Please use your account responsibly and wisely.

### VIEWING OR ACCESSING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college for the viewing or accessing of questionable, pornographic, or otherwise offensive material is strictly forbidden. This applies to the display or printing of images or to the playback of audio/video content that could reasonably be considered pornographic, harassing, threatening, or offensive.

### TRANSMITTING INAPPROPRIATE MATERIAL

Use of any equipment provided by the college to transmit illegal or otherwise offensive material is strictly forbidden. This applies to any material that could reasonably be considered pornographic, harassing, threatening, or copyrighted.

### RESPECT FOR COPYRIGHTS AND LICENSE AGREEMENTS

The college provides a variety of application software and data for use by the campus community. These have been obtained via contract or licenses that restrict usage to the computer on which it is installed and may not be copied, modified, reverse-compiled, or redistributed. In addition, other institutions and individuals on attached networks accessed by CCBBC's computers make software available under similar conditions and restrictions.

You are responsible for determining that programs or data (including music or video files) are not subject to copyright protection or restricted in this manner before copying them in any form. If it is unclear whether you have permission to copy or reproduce in any form such data or files, assume that you have no right to do so since most material of this sort often requires written consent from the author, publishing company, or copyright holder before such action can be exercised.

### ACCESS TO THE CCBBC NETWORK

CCBBC provides to employees, students, and guests personal access to the college's wired and wireless networks. This is a privilege whereby each person having access is expected to avoid frivolous, excessive, or inappropriate use of this resource. This helps prevent degraded network speed and enables the college to maintain an acceptable level of performance to carry out daily business operations. CCBBC reserves the right to limit an individual's use of this resource through quotas, time limits, and/or other mechanisms to ensure that these resources are always available to anyone having need of them. Any person connected to CCBBC's networks via their own personal computer is expected to abide by all other policies listed in this document.

Prior to granting access, a person must present their computer or device to the Computer Services office for inspection to insure proper functionality and compatibility. The Computer Services department reserves the right to refuse access to network resources if a person's computer equipment appears to present a threat to other equipment on CCBBC's networks. Examples of such threats are computer virus activity due to insufficient virus protection and/or the computing device has software installed that is known to have malicious intentions.

Each person will be held responsible for their privately owned equipment and devices used in conjunction with CCBBC's network(s). CCBBC cannot be held liable for any loss or damage to personal equipment or device, accidental or otherwise. Personal equipment and devices must not be left unattended at any time for any reason. If a person must leave the area where they are using such equipment, they must take their personal items with them.

## COMPUTER VIRUSES

Computer viruses are programs or program fragments that have the potential to inflict damage to computer based information and resources. All users need to be sensitive to the facilitation of viruses and take all necessary steps to insure that files and disks are virus free before using them with any equipment provided by the college. If you suspect that any file, disk or system that you are using is infected with a virus, immediately report it to the Director of Computer Services.

## POTENTIAL IMPACT TO CCBBC

There are many local, state, and federal laws that apply to the use and misuse of email and the Internet. The implications of illegal activity from within CCBBC's network in violation of these laws are far reaching and could even jeopardize the college's tax exempt status as an institution, the results of which could impact the very existence of CCBBC.

## CONSEQUENCE OF VIOLATING CCBBC APPROPRIATE USE POLICY

Any person using CCBBC computing or network resources that in any way violates this appropriate use policy is subject to but not limited to any or all of the following disciplinary actions:

1. Verbal or written warning to the offender.
2. Restriction of system access for a specified period of time or until an act of restitution has been satisfactorily performed.
3. Revocation of all system privileges for a specified period.
4. Filing of a statement of charges could lead to penalties in proportion to the seriousness of the offense.

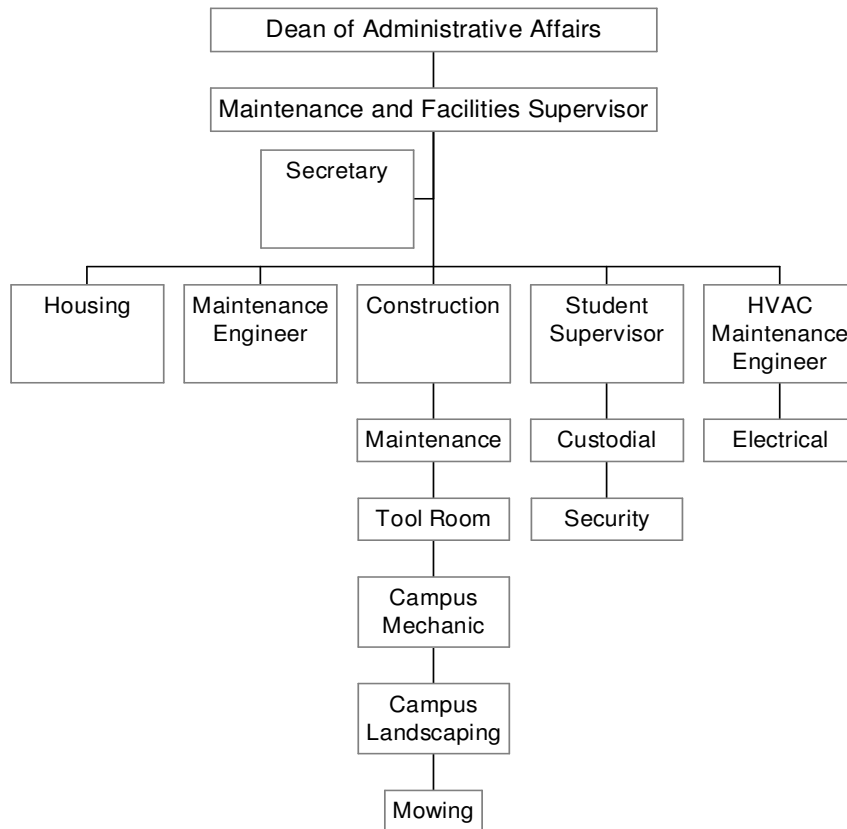
## APPEALS

Appeals concerning disciplinary action taken may be addressed through the standard appeals process of CCBBC.

## POLICY MAINTENANCE

The Policy on Appropriate Use of Campus Computing Resources is updated through the Computer Resources Committee. All questions or concerns about policy should be submitted via the Director of Computer Services to the Computer Resources Committee (CRC). The policies contained in this document will be updated and modified as needed.

# ADMINISTRATIVE AFFAIRS Physical Plant



## PHYSICAL PLANT

### CHILDREN

Parents should not allow their children to play or make unnecessary noise in or around the administration and classroom buildings. Under no circumstances are children to be in or around the Maintenance buildings, the Quonset hut, vacant houses or buildings. No children are to ride in school vehicles unless authorized. Due to safety regulations, children are not allowed in work areas. No small children are to be in the administration or classroom buildings, Kelly Hall or the Foxes Den unless accompanied by parents or adults. Bicycles, skateboards, roller blades etc. are not to be ridden on sidewalks around the administration and classroom buildings

### TRASH CANS

Liquids or sharp objects are not to be disposed of in office trashcans, or in the Foxes Den trashcans. There are specific trashcans marked for pop cans on campus, please remove all liquids from the cans before throwing away. The Foxes Den garbage containers located outside are for custodial use only. Students should use the garbage bins located in their housing area for disposal of trash.

### BUILDINGS, GROUNDS AND STUDENT HOUSING

A principle function of the college is to provide quality housing with regard to standards of health, safety, sanitation and comfort. All residents are expected to respect other individuals' rights to privacy, safety, health and common courtesy. Each resident is responsible for the care and appearance of his house, apartment or room. Housing inspections will be done periodically. Failure to keep your residence clean inside and outside will result in forfeiture of your security deposit (another security deposit must be paid to remain in student housing) and possible eviction from campus housing. Guidelines for discipline are on page 55. This also is extended to whatever yard area may be associated with the particular housing unit occupied (in the case of multiple-unit buildings, this should be shared jointly with the other occupants of the building). Students in the dormitory are responsible for the care of their own rooms and should keep them clean and orderly. Students who live in the apartments on campus are expected to take turns in keeping the halls and stairways clean.

The mountainous region of Eastern Kentucky is known for multiple types of allergens and molds. Constant attention to cleaning so called "problem areas" in your dwelling will enhance your living conditions tremendously. A simple monthly cleaning of moldy areas in your home with a mixture of 25% Clorox and 75% water is suitable for wiping mold away. Remember to always have proper ventilation and wear rubber gloves and eye protection for safety reasons. Never mix chemicals and be sure to contact the Physical Plant if you have any questions about the condition of your dwelling.

It takes the cooperation of every campus family member to help keep the campus area clean. Residents are expected to keep trash out of yards and toys, bikes, etc., put away when not being used. Physical Plant will mow yards; please assist by keeping items picked up.

Students are not permitted to do any painting or wall papering, including wallpaper borders without permission. The Maintenance and Facilities Supervisor must give permission before any renovations or changes are made. Physical Plant will be contacted before air conditioners are installed to be sure wiring is adequate and the windows can accommodate.

Campus resident and commuter students, who stay on campus overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Extenuating circumstances must be addressed with the Dean of Student Affairs.

## HOUSING RE-APPLICATION POLICY

Clear Creek Baptist Bible College reserves the right to deny housing to students who have lived in campus housing and return for further education. Reasons for denying housing are, but not limited to, failure to go through the check out process; damage to housing beyond normal wear and tear (painting and general cleaning), or documented incidents of disruption of campus unity by the students or family members.

## HOUSING CHANGES

Housing assignments are made on the basis of family need and availability of suitable unit. Any student wishing to move to a different campus residence must submit a request in writing to the Physical Plant Office. Request should be made based on valid reasons such as need (change in family size), or medical reasons, not personal preferences. When the student is given permission to move, the move must be completed in a timely manner and is the responsibility of the student. **The Physical Plant office will try to accommodate the student's request, but cannot guarantee a specific unit. In all instances needs of the college prevail.** For practical tips on moving go online to [www.uhaul.com](http://www.uhaul.com)

Permission to move from one campus house to another house may be denied if the present housing unit is damaged beyond normal wear and tear. If a request is made to move, an inspection will be made before permission is given to move. Damages will be assessed and charged to student's account.

Physical Plant will strive to help students who are moving at all times, especially newly arriving students. However, it should be noted if a student is simply relocating on campus, the student needs to make his own arrangements to move.

Flagrant abuse of a housing unit or documented incidents of disruption of campus unity may result in dismissal from campus housing.

## STUDENTS MOVING FROM SINGLE HOUSING TO MARRIED HOUSING

Single students planning to marry and requesting on campus housing may have permission to move furniture into the housing/apartment unit two weeks prior to getting married. Keys will be issued on a daily basis and must be turned into Physical Plant office by 4:30 p.m. each day. Neither party will be allowed to live in the housing/apartment unit until after the marriage. Rent will not be charged until the official move in date. When a student is given permission to move, the move must be completed in a timely manner and is the responsibility of the student.

## VACATING STUDENT HOUSING

Any student who moves before he graduates is required to give a written notice as soon as he knows the moving date to Physical Plant. Failure to give a written notice may mean forfeiting the security deposit.

When a student withdraws from housing before the end of the month his rent will be prorated for the remainder of the month.

All students must go through check out procedures before security deposit will be refunded. The housing unit must comply with checkout form and all keys to the housing unit and mailbox must be turned in at departure. Failure to turn in keys will result in forfeit of the security deposit.

It is necessary for students who graduate to vacate student housing by May 31, to allow time to get houses ready for new students. Graduates are not required to give a written notice of departure.

However, as soon as the student knows his departure date, he must notify the Physical Plant Office. A written request must be made to the Maintenance and Facilities Supervisor to stay beyond the deadline.

Graduates are under the same rules as far as check out procedures. Rent will be prorated for graduating students with part of a week being considered a full week. The move must be completed in a timely manner and is the responsibility of the student.

A student who has vacated campus housing will receive from the Business Office his security deposit within 2 weeks if he meets all checkout requirements and his student account is paid in full.

#### MODIFICATIONS TO CLEAR CREEK PROPERTY

Any modifications to the houses or apartments must first be approved by Physical Plant. Normally there will be no modification to any Clear Creek property by students. The Maintenance and Facilities Supervisor may grant rare exceptions. No student is permitted to erect or move onto campus any type of storage shed.

#### CAR WASHING

The washing of vehicles is not permitted on campus.

#### PETS

See pages 47 and 60.

#### GARBAGE COLLECTION

Garbage collection is a service provided for each housing and building area. There are trash bins at each housing and building area for you to dispose of daily trash items. **ITEMS FOR TRASH BINS MUST BE BAGGED - NO LOOSE ITEMS OR BOXES IN THE TRASH BINS PLEASE.** If you have boxes or other loose items to dispose of you may dump them at the Maintenance Building dumpster. If you have equipment or appliances to discard, you must notify Bell County Solid Waste for that item to be picked up. Physical Plant will not pick these items up, nor do we have the facilities to store any useable item. Number to call for solid waste pick-up is: 337-7035.

#### CABLE TELEVISION

Cable television is provided to the college through New Wave in Pineville. The college does not have cable boxes. If you experience trouble with your cable reception, please call Physical Plant first. If we cannot correct the problem you should then call New Wave at 1-888-863-9928 for assistance.

#### TELEPHONE SERVICE

Students are responsible for arranging their own telephone service through AT&T at 1-800-288-2020. Any installation or extra phone jack charges, and monthly service charges are the student's responsibility. Installation charges vary per customer.

## UTILITIES

Each student must obtain utility transfer forms from the Physical Plant Office to take to the Kentucky Utilities Company and the Delta Gas Company. These forms may be picked up upon arrival on campus.

Students are responsible for their own electrical and natural gas services. Kentucky Utilities and Delta Gas requires each new resident to come to their offices in downtown Middlesboro upon arrival and transfer the electric and natural gas into their name.

The deposit for Kentucky Utilities is \$135.00 for Bear Trail, Courts, Holly Hill, Moore Hall, Harmony Heights; and \$125.00 for Alumni Hall.

Delta Gas deposit is \$95.00.

## KEYS

Keys are issued to students when the housing inspection checklist is signed and the security deposit is paid. A security deposit is required of all fulltime residents both in married student housing and Kelly Hall. A key to each house or apartment is kept in the Physical Plant office. A fee is charged for each key that is lost. Failure to turn keys in when moving off campus may result in forfeiture of security deposit.

## MAINTENANCE

The college strives to maintain housing in the best possible condition. Students are not allowed to make any renovations or changes without prior approval from the Maintenance and Facilities Supervisor. If a student needs maintenance work for his residence, the following steps should be followed:

1. Pick up maintenance request form in hall next to Financial Aid in the Aldridge Building.
2. Fill out form completely and return to box for pick up or give to Physical Plant Office. All requests need to be filled out on a form unless an emergency occurs.
3. Maintenance will be done on a priority basis.

If an emergency occurs, please call the Physical Plant Office to request immediate assistance.

After Office Hours:

Alan Sanders	337-0800
Gary Hinkle	337-3723
Dan Poe	337-5441
Ronnie Washam	337-1722

The college will always try to notify a resident if we need to enter a residence; however, there are times emergencies arise and the college reserves the right to enter a residence at any time. The college reserves the right to inspect a residence for damages at any time without notice.

## CAMPUS SECURITY POLICIES AND PROCEDURES

### HOURS OF OPERATION

Locked Areas:

After hours when campus buildings are locked and secured, the Campus Security crew will not unlock doors for anyone without express permission from the Dean of Administrative Affairs or the President.

**Emergency Numbers:**

In the event of an emergency on campus call:

Emergency Fire	337-7000
Pineville Community Hospital	337-3051 or 911
Pineville Police Dept.	337-2345
Pineville Sheriff	337-3102
State Police	1-800-222-5555

**Campus Numbers**

Campus Security		
1. Physical Plant	337-3196	8 a.m. - 4 p.m. Monday - Friday
2. Dan Poe	337-5441	
3. Adam Lake	606-262-8921	
4. Chris Jenson	606-262-7771	
5. Allen Sanders	337-0800	
Physical Plant Supervisor		
Ronnie Washam	337-1722	

**SEVERE WEATHER**

A severe weather watch indicates that conditions exist for severe weather to develop. A severe weather warning indicates that a tornado or a severe thunderstorm has been sighted or is strongly indicated by radar.

When severe weather conditions occur during business hours, the Maintenance and Facilities Supervisor will advise residents and other personnel on campus. On evenings and weekends, the Maintenance and Facilities Supervisor will notify the Campus Security crew on campus and they will notify the Housing Representatives. In the event of a tornado or other severe weather warnings, the following locations are designated as shelter areas, KELLY HALL DINING ROOM, REC. ROOM, and HALLWAYS.

General rules for such incidents are: 1) Close windows, doors, and curtains or drapes. 2) Do not go outside or attempt to leave via vehicle. 3) Chapel and the Family Life and Conference Center are to be evacuated. 4) Avoid any area with large glass surfaces. 5) There are various first aid kits available on campus. They are located in the Medical Clinic, Kelly Hall, Business Office and Family Life and Conference Center. Staff of the Family Life and Conference Center and the Child Development Center has received first aid and CPR training.

**FIRE REGULATIONS**

Every member of the college community should realize his responsibility for knowing what to do in case of a fire. Fire drills expedite the correct procedure to follow should a real fire occur. Parents are encouraged to practice fire drills with their children.

It is important to remember to be calm. Running and pushing can cause panic and confusion more deadly than the fire itself. Walk quietly to the nearest exit; then keep walking until you are a safe distance from the building.

Should a fire drill occur, occupants should vacate the building as quickly as possible. Students should become familiar with the location and the use of fire extinguishers. Upon entering any building, an occupant should immediately acquaint himself with the fire escape route.

When a fire alarm sounds in the administrative building, chapel, classrooms, child development center, family life center, medical clinic, or student housing units all occupants are required to leave the building immediately after closing all doors and windows. Occupants will stand at least 100 feet away from the building and remain outside the building until an all clear signal is given.

If there is a simple fire, which is obviously causing the alarm to sound, adults present should take reasonable steps to douse the fire by using one of the available fire extinguishers, or by taking similar reasonable measures.

Evacuation directions are posted in each classroom and office. The State Fire Marshall makes regular inspections. Individuals in Kelly Hall should follow posted directions for exiting the building. Families in campus housing should exit at the nearest exit. Families should have a meeting place outside the house where everyone can wait in safety. Children should be taught evacuation procedures and should practice getting out.

The fire alarm systems are wired to an off-campus monitoring station, which should notify the Pineville Fire Department. Responsible supervisors should encourage all persons to remain calm and wait for the fire department officials to arrive. The supervisors should direct the fire officials to the source of the fire and offer to assist in any way possible.

If the Pineville Fire Department does not arrive within a reasonable period of time, then it would be appropriate to call 911 for assistance.

#### CRIME REPORTING

All crimes or vandalism should be reported directly to the Physical Plant Office. If there is immediate danger, contact the State Police or 911. A written report of each incident will be documented and kept on file and the appropriate action will be taken.

#### TRAFFIC REGULATIONS

Request for reserving campus vehicles should be picked up in front of the Financial Aid office for vans and trucks and at the Administrative office for staff cars. Approvals are limited to college-sponsored activities and must be requested by a Faculty/Staff member. Vehicles will not be loaned out for personal use. All drivers of any campus vehicle **MUST** be 21 years of age or older and have a driving record check on file in the Physical Plant office. (**NO EXCEPTIONS**). All drivers must have a valid driver's license. Vehicles are expected to be returned in clean condition, including all trash removed from inside the vehicle. Report any mechanical problems to Physical Plant office when keys are returned. Vehicles must have at least 3 quarters of a tank of gas upon return to Physical Plant.

**The campus speed limit is 15 mph.** Careless and reckless driving will not be tolerated. The operation of automobiles without a proper driver's license or permit **will not be permitted**. Campus Security can and will file reports with the local law enforcement agencies when appropriate. It is unlawful to operate an unsafe vehicle in Kentucky. The vehicle can be impounded. Unsafe characteristics include: cracked windshield, broken or non-working headlights, taillights, turn signals or brake lights, bald tires, lack of proper mirrors.

**Student are expected to observe carefully the posted speed limits on the grounds, to obey one-way and directional signs**, and to respect the parking areas designated for the use of visitors and members of the faculty and staff. The use of four-wheelers, motorcycles, motorbikes or mopeds on campus is prohibited, any request for a waiver to this rule must be submitted in writing to Physical Plant. All vehicles must be properly registered with the college and must display a numbered parking tag for identification. Parking tags may be purchased in the Business Office. Tickets are issued for illegal parking, parking in "no parking zones" no tag, and speeding or reckless driving. The cost of a ticket is \$2.50 if paid within the first 24 hours of receiving it and will increase to \$5.00 after 24 hours.

It is a violation of Kentucky law to park in a handicapped parking space unless the vehicle has an appropriate permit. This law can be enforced on private property. All vehicles are required to come to a

complete stop before entering a highway or roadway from a private drive. This applies to automobiles and bicycles.

Parking will be allowed in designated areas subject to the conditions of posted regulations. At no time may any private vehicle be parked on lawn areas or driven over landscaped areas. If a vehicle is disabled and must be left on campus overnight the owner should notify the Physical Plant Office.

Parents need to caution children about riding bikes and being extra careful on our bridges. Due to the fact that the highway through our campus is the main connection for the State Park, greater care should be exercised on the part of all our campus community for the safety of our children and for all members of the college.

Violators of the above regulations may be subject to fines issued by the college, or reported to the local authorities, or may lose the privilege of driving on campus.

### SAFETY PRECAUTIONS

All children less than forty inches (40") are to be in child safety restraint devices while riding in a vehicle.

Smith Hill is a very dangerous roadway. Many vehicles have been damaged and even totaled while traveling across "the hill". Use caution even if the roadway is dry.

When one is leaving campus towards Hwy 25E, the **stop sign** at the intersection of Hwy 190 and Clear Creek Rd., means **stop**.

### SECURITY PLAN

In compliance with the Federal Government's Student's Right to Know and Campus Security Act of 1990, we publish the following facts about campus security. Campus security personnel patrol the campus. Times of patrol are published every semester. Any act of vandalism or burglary is reported to the State Police. Clear Creek Baptist Bible College security personnel do not have the authority to make an arrest except citizen's arrest. The Maintenance and Facilities Supervisor oversees the security personnel.

If a student is aware of a crime being committed, he or she should call campus security, see phone numbers on pages 38 and 39, or Kentucky State Police at 1-800-222-5555. That student is to write a report of the incident and submit it to Physical Plant office. Reports are kept on file to be published and distributed to current students and employees, and to any applicant for enrollment or employment upon request.

All keys to campus buildings are kept in Physical Plant office and are signed out to authorized personnel only.

Clear Creek is a relatively crime free campus. Even though we have had no major crime incidents like rape, murder, or aggravated assaults, we encourage students to be aware of potentially dangerous situations and remind their children of the same.

Clear Creek campus facilities are equipped with an after hours security monitoring system. This system is directly linked by phone to the security monitoring system. The security monitoring system calls Clear Creek security personnel. Security is equipped with a cell phone and two-way radios.

Students are encouraged to lock their doors especially if away for long period. Valuables (bicycles, tools, etc.) should not be left in plain sight. They should be locked up or taken inside.

Our campus is comprised of 700 acres and is very appealing for hiking and jogging. Students are encouraged not to walk or jog alone especially at night. An effort is made to maintain lighting in areas where there are no houses; however, it is a good idea to always have a partner when enjoying outside recreation especially at night.

We have a main highway through our campus to the State Park so there are many visitors, which pass through our campus every day. Also the access road by Moore Hall from the lower end of campus to the higher road allows many community persons to pass through our campus on a regular basis. Many people visit campus for jogging or hiking. Therefore, it is entirely possible you will encounter people who are not a part of our campus. If you feel uneasy about a person or group, please do not hesitate to contact the Physical Plant office during the day or call Campus Security at night.

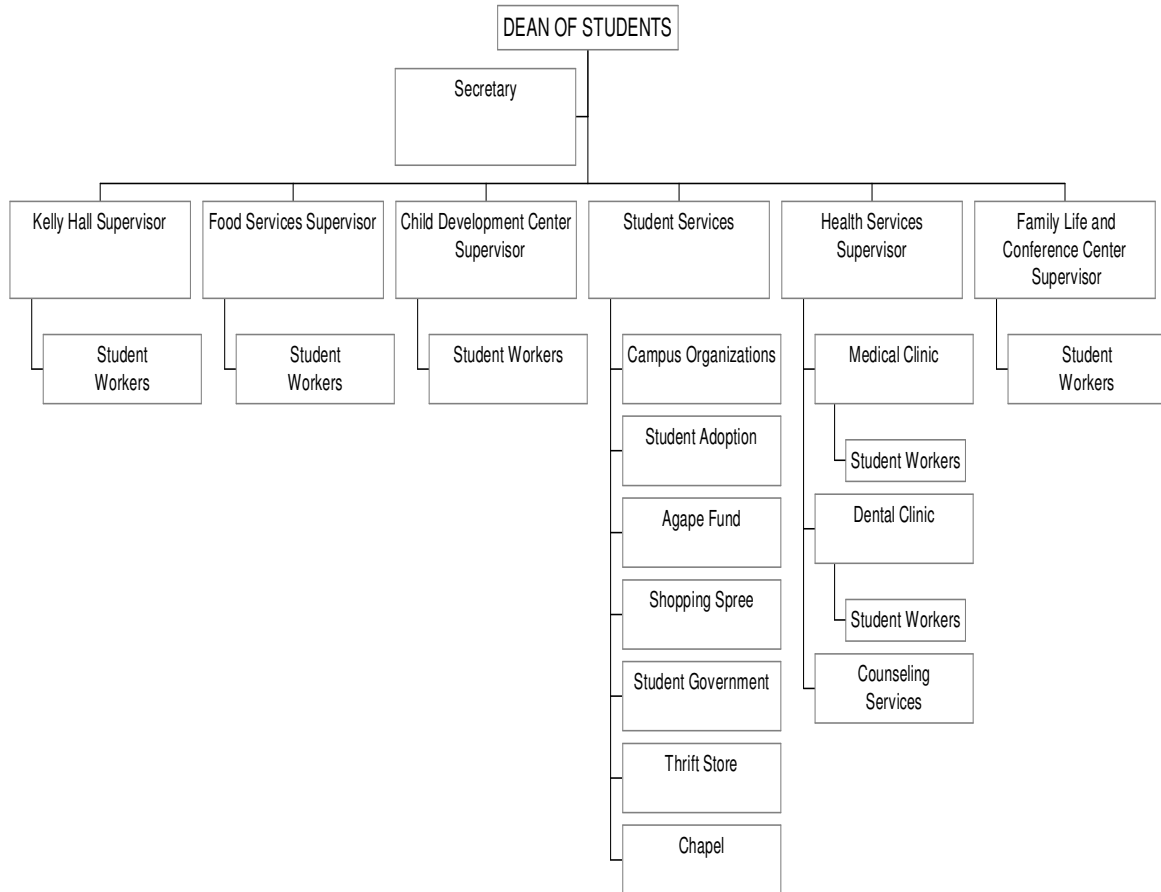
In the last year, there have been no arrests on campus for possession of liquor, drugs, or weapons. Bell County, Kentucky is a dry local option county. The possession of and sale of liquor is illegal. The college's statement of policy concerning the use of intoxicants/narcotics/illegal drugs is published in the Student Handbook on page 46. Clear Creek does not have any institution sponsored off-campus groups.

#### CAMPUS SECURITY REPORT

In compliance with the federal government Student's Right-to-Know and Campus Security Act of 1990, we publish the following facts about Campus Security. In the past year there have been no criminal activities reported to local police.



# STUDENT AFFAIRS



## STUDENT AFFAIRS

### SPIRITUAL LIFE

The cultivation of the personal devotional life through daily Bible reading, meditation and prayer is strongly urged for each member of the campus community. In the case of married students, the practice of the family altar for the growth and development of the Christian home is especially commended. Single students are encouraged to form and participate in student led prayer and devotional groups.

Students are encouraged to become actively associated with one of the nearby Southern Baptist churches and to move their membership soon after coming to campus. Students and members of their families are expected to regularly attend Sunday services and other scheduled activities of the church of their choice.

### STANDARDS OF CONDUCT

Clear Creek is a Baptist institution and as such represents Christian ideals to all.

A respect for Christian morality, personal honor and dignity, and the rights of others is considered essential in the life of the student body. The conduct of the students, both on and off campus, must be in keeping with the Christian principles and ideals of the school.

Upon enrolling as a student, the student and family members agrees to abide by the rules and regulations of Clear Creek now in effect, or those, which may become necessary in the future. It is the responsibility of the student and family members to know these rules and regulations: upon violation of these rules and regulations the student becomes subject to disciplinary action.

Clear Creek reserves the right to dismiss or exclude at any time any student whose conduct, academic standing, or general influence is considered to be undesirable or to be of such a nature as to prevent the college from fulfilling its purpose. In some cases, fees may or may not be refunded, in whole or in part, and neither the college nor any of its personnel or officials shall be under any liability whatsoever for such exclusion.

Any student whose attitude is judged to be destructive to the morale of the campus may be suspended or asked to withdraw. Students who intentionally embarrass, humiliate, or threaten other students, faculty or staff members, by any means whatsoever, are considered undesirable and may be suspended or asked to withdraw from the College.

The life of a Christian is one directed by the Holy Spirit through the Word. His life is consecrated unto God and separated from the world. Clear Creek Baptist Bible College desires that an atmosphere conducive to spiritual growth prevail on its campus. Our standards of conduct are based on the teachings of the Bible.

Christians are to be examples to the world. The spirit of a Christian community and family living will be promoted and preserved as each person actively seeks the good of others. In order to promote family living as well as maintain a proper Christian standard men and women are asked to use proper discretion in visiting the housing areas of other students. (For example: single students are not to visit the rooms of opposite sex singles. Likewise married students are not to visit the rooms of opposite sex singles and married students are not to visit the residences of married students without their spouse being present.)

An attitude of friendliness, courtesy, kindness, consideration and cooperation should prevail at all times. Students and members of their families are to respect others' property, time and reputation. In the place of gossip, slander, or loose talk, there should be good report, praise and efforts to help sustain and uplift other members of the campus family.

Harmony, congeniality and a spirit of holy fellowship should prevail. Boisterousness, unprofitable debates, arguments and any conduct inconsistent with our Christian profession are to be avoided. Genuine Christ-likeness is our pattern and goal. The old saying, "It's easier to ask forgiveness than for permission" is probably a quote from the devil. Do not go there.

#### INDIVIDUAL RESPONSIBILITIES AND STANDARDS

Each student has the responsibility to avoid the following specific offenses to the Clear Creek community. Offenses in these areas of concern are considered extremely serious by the college, and a student who commits one of these offenses may expect severe disciplinary action to be taken. See the Dean of Students for Clarification if needed.

1. **ALCOHOL, TOBACCO, NARCOTICS OR ILLEGAL DRUGS.** We are Christ's slaves (Romans 6:13-23) and should not allow ourselves to become enslaved to anything or anyone else. In addition our bodies are the temples of the Holy Spirit and must be treated as such (I Cor. 6:19; 8:9-13). No student is permitted to use tobacco, alcohol, intoxicants, narcotics, or habit-forming drugs in any form. In the case of married students, this policy extends to include all members of the family who reside on campus. Clear Creek is a tobacco free campus. In addition to the scriptural standards against such practices, Bell County is a dry local option region. If a student or member of his immediate resident family has a substance abuse problem, the college has certified qualified counselors who can be of help. Other help is available through the local Comprehensive Care Unit.

As clearly stated in the application for college admission, students and their family members pledge not to engage in the use of tobacco, nor the use or distribution of alcohol, illicit drugs, drug paraphernalia, or any other substance of abuse while enrolled. Substance of abuse is any form of narcotic, hallucinogenic, sports enhancement, "street drug" or other controlled substance as defined by law.

2. **BREACH OF PEACE.** A student may take no action, which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person. Disruption of the functional processes of the college by individuals and/or organizations cannot be permitted. Such activity will require immediate administrative action.
3. **CHEATING.** Cheating in any form is strictly prohibited. This includes, but is not limited to the giving or receiving of unauthorized help on examinations or quizzes, use of other student work, and plagiarism.
4. **FALSIFICATION OF RECORDS.** Willfully and knowingly giving false information is strictly prohibited. This includes statements (oral or written) to college offices, faculty, or staff, written records such as residence records; and other official records of the college.
5. **FIREARMS-FIREWORKS & WEAPONRY.** The State of Kentucky has legalized the carrying of concealed weapons within the state. Institutions and businesses may elect to not allow the carrying of concealed weapons on their property. Students or visitors in any building, or on any property belonging to Clear Creek may not carry concealed weapons of any type.

The use of any type of gun or weaponry on the campus is STRICTLY PROHIBITED. This includes, but is not limited to, BB or pellet guns, handguns, rifles, shotguns, bows & arrows, etc. The use of exploding devices or fireworks by students or their families/guests on college property is forbidden. Absolutely no manufacturing of any type of explosive, ammunition, etc., will be allowed on college property.

Firearms for students are allowed on college property only under the following conditions and any violation of such conditions will lead to the confiscation of firearms by the college for their disposal:

- ◆ Permission from the Dean of Student Affairs should be obtained prior to moving onto campus.
  - ◆ Reasonable purpose (hunting) must be stated for housing a firearm in campus housing.
  - ◆ A listing of all firearms will be kept on record in the Dean of Student's Office.
  - ◆ Firearms must be kept in the owner's house/apartment locked, unloaded and stored in a secure place at all times. No firearms will be allowed in dormitory/residence halls.
  - ◆ All firearms must remain locked, unloaded and in a case when transferring to or from a vehicle. No firearm is to be carried on college property in any other manner or for any other purpose.
6. FORGERY. The forgery of a legal or financial document, alteration, or misuse of college documents, records, or identification cards is prohibited.
  7. INSUBORDINATION. Failure to comply with a proper request or directive, either written or oral, of an authorized college staff member may be considered an act of insubordination. Insubordination in the workplace or classroom will not be tolerated.
  8. MORAL IMPROPRIETY. Sexuality should be expressed in an appropriate relationship and manner, in keeping with the teachings of the Holy Bible. A student may not participate in premarital sex, extramarital sex, homosexuality or any form of deviate sexual behavior. (Genesis 1: 27-31; Romans 1: 21-27; Galatians 5:19) Those who practice or advocate such actions as acceptable Christian conduct will not be allowed to enroll. Should such conduct become manifest while enrolled, that student will be subject to suspension, dismissal and/or eviction.
  9. PERSONAL ABUSE. Any behavior that results in harassment, coercion, threat, disrespect, and intimidation of another person, or any unwanted sexual attention towards another person will not be tolerated. Any action or statements that cause damage or threaten the personal and/or psychological well being of a person are unacceptable.
  10. PETS. Students or member of a student's family residing or visiting on campus are not allowed to have any pets with the exception of fish, birds, gerbils, or hamsters (this means no dogs and/ cats. Birds, gerbils, and hamsters must be confined to their cages. Fish aquariums should be of moderate size. All pet areas must be kept clean and odor free. No pet will be permitted that is judged to be causing odor or health hazards, that is damaging to property, or that is otherwise a nuisance. (See Guest Accommodations for related information.)

Penalties for having pets other than the exceptions listed above.

- ◆ First offence - Loss of security deposit, a second security deposit must be paid to remain in student housing.
- ◆ Second offence - Eviction from campus housing.

Frequently stray animals wander onto our campus. Often these are hunting dogs or pets of neighbors to our campus. Occasionally they are strays, which have been dropped off along the nearby road. Under no circumstances are these animals to be fed or otherwise encouraged to stay. No table scraps or other items of food are to be left where these animals may find them. All garbage, etc. should be properly secured and disposed. All garbage bins should be closed properly so that animals may not gain access. If a stray animal is hanging around your housing area please contact the Physical Plant. Do not attempt to catch or otherwise harm these animals. Physical Plant is responsible for their safe removal.

11. **PROPERTY DESTRUCTION.** A student may take no action, which damages or tends to damage public property or private property, which is not his/her own.
12. **THEFT.** A student may not appropriate for his/her own use any property without the consent of the owner or the person legally responsible for it. The unauthorized taking and/or possessing of the property of another are unacceptable.
13. **UNAUTHORIZED ENTRY.** A student may not enter, without specific authorization, a college building, office, student room or mailbox which is locked, or which is known to be closed.
14. **VIOLATIONS OF LAW COMMITTED ON OR OFF CAMPUS.** When a student breaks a law while off-campus, he should be aware that any acts which are in direct violation of the college's policies and regulation will also be subject to disciplinary action by the college.
15. **VIOLATION IN STUDENT ROOMS, APARTMENTS, AND OTHER HOUSING UNITS .** Members of the opposite sex are not permitted to visit in the living quarters of single students. Married students are urged to use discretion in visiting the home of other students. Married students should not visit in homes or rooms when only a person of the opposite sex is present. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Extenuating circumstances must be addressed with the Dean of Student Affairs.

## DRUG PREVENTION PROGRAM

### INTRODUCTION

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and employees. Clear Creek Baptist Bible College has adopted the drug prevention program, which is described herein in compliance with federal requirements.

### DRUG ABUSE POLICY

No employee or student of Clear Creek shall possess, use, consume, produce, sell or distribute alcohol or illegal or illicit drugs on Clear Creek property or as a part of any school sponsored function or activity.

## CRIMINAL SANCTIONS FOR ALCOHOL OR DRUG ABUSE

Illegal use of alcohol or drugs can result in criminal penalties for guilty violators, local, state, and federal ordinances and statutes apply to illegal use of drugs and alcohol. The following information is a summary of the criminal statutes applicable along with the range of possible sanctions for violation of these statutes:

### COUNTY AND STATE SANCTIONS

The legal sanctions under applicable county and state statutes for the unlawful possession or distribution of illicit drugs and alcohol range from a minimum of a \$25.00 fine for alcohol intoxication, to a maximum of 20 years to life in the penitentiary for certain offenses involving illegal use and transfer of controlled substance, as enhanced by various factors. The penalty under Kentucky Revised Statute 218A.1422 for possession of marijuana is up to 12 months in the county jail and/or a fine of \$500.00. The penalty for possession of cocaine under KRS 218A.1415 is for the first offense a class D felony, with penalties ranging from one year to five years in the state penitentiary and/or a fine of up to \$10,000.00. For subsequent offenses five to ten years in the state penitentiary and/or a fine of \$10,000.00 or both. All penalties for illegal and illicit drug activity as governed by the Kentucky Revised Statutes, Chapter 218A. KRS chapter 222 governs the illegal use of alcoholic beverages.

### FEDERAL STATUTES:

21 U.S.C. - Drug Abuse Prevention Act.

The act lists numerous controlled substances and makes it a federal crime to sell, transport, dispense, manufacture, or possess such controlled substances. Penalties range from fines of \$1,000.00 to \$750,000.00 and/or imprisonment for not more than one year to not more than 90 years.

### FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE:

21 U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.  
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881 (a)(4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

#### MISCELLANEOUS

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc. are vested within the authorities of individual Federal agencies. NOTE: These are only Federal penalties and sanction. Additional **State** penalties and sanctions may apply.

Students who desire assistance with counseling as treatment for drug and/or alcohol abuse or dependency should contact the Dean of Students, the Cornerstone Counseling Center, or CompCare of Middlesboro or Pineville. The Dean of Students can determine the need for in depth assessment and assist with referral to appropriate agencies or competent faculty/staff members if necessary. Confidentiality protects anyone seeking treatment at the Cornerstone Counseling Center or Comp Care. Confidentiality protects the client from unauthorized disclosures to Clear Creek or any disclosures of any sort by the therapist without informed consent of the client.

#### HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Aside from school policy considerations and risks of disciplinary action or criminal prosecution, use of illicit drugs and/or abuse of alcohol can be harmful to your health. Some of the health risks associated with alcohol abuse include: liver damage such as cirrhosis or alcohol hepatitis; heart disease including enlarged heart and congestive heart failure; stomach problems such as ulcers and gastritis; malnutrition; cancer of the mouth; esophagus, stomach or liver; brain damage resulting in memory loss, hallucinations, or psychosis; fetal damage if a pregnant woman drinks alcohol; and death. In addition to diseases brought on by alcohol abuse, 50% of fatal auto accidents involve alcohol and 31% of suicides are alcohol-related. Health risks associated with drug abuse vary somewhat depending on the drug(s) abused, but the following are some common problems: overdoses, psychosis, convulsions, coma, organ damage, mental illness, malnutrition, or even death from long-term use; heart attack, stroke, brain damage, or death even from casual use; infections, hepatitis, AIDS, or death from intravenous drug abuse (sharing needles); and severe fetal injury, stillbirth, or an addicted infant if a pregnant woman uses drugs.

#### EFFECTS OF ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**DISCIPLINARY SANCTIONS FOR VIOLATION OF DRUG PREVENTION POLICY****A. FACULTY/STAFF**

If it is found that a faculty or staff member's behavior is not consistent with the Clear Creek standard of conduct regarding drug or alcohol use, penalties as delineated in the Faculty/Staff Handbook will be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The right of appeal is outlined in the Faculty/Staff Handbook.

**B. STUDENTS**

1. A student allegedly violating the standard of conduct regarding drug or alcohol abuse will receive complete and full instruction by the college regarding Student Disciplinary Procedures including the right of appeal as listed on page 56 and following of this publication.
2. A student found guilty of a violation of the standard of conduct regarding drug and/or alcohol use and/or abuse will be subject to one or more of the penalties listed on page 55 and following of this publication under "Guidance and Discipline."
3. The penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. The college is not limited to the listed penalties.

**REVIEW OF DRUG-FREE PROGRAM**

This drug prevention program will be reviewed biennially by the Student Affairs Committee to determine its effectiveness and implement changes to the program where needed.

**SUBSTANCE ABUSE INFORMATION**

Clear Creek considers illegal drug use and the use of beverage alcohol to be in violation of the college's standards of conduct for its faculty, staff, and students. The college's standards require that each member of the college be in compliance with all local, state, and federal laws regarding drugs and alcoholic beverages as set forth in the Faculty/Staff Handbook, and the Student Handbook. Enforcement and discipline shall be in accordance with established policies and procedures set forth in the respective publications.

## SEXUAL ABUSE

## SEXUAL ABUSE POLICY

## Screening

## Paid Positions

1. All individuals applying for paid positions will provide verification of identification, i.e., and driver's license.
2. All individuals applying for paid positions involving the supervision of children and youth will agree to allow Clear Creek Baptist Bible College (CCBBC) to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors (individuals under the age of 18).
3. Applicants for staff positions involving the supervision of children and youth must complete a General Employment Application, Applicant's Certification **and a Request For Conviction Record**. CCBBC will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicant's qualifications but do not automatically disqualify a person from further consideration. It shall be the applicant's responsibility, if employed; to notify Clear Creek of any change in the representations made by the applicant on the certification.

## Volunteer Positions

1. All individuals applying for volunteer positions will provide verification of identification, i.e., and driver's license.
2. All individuals volunteering to serve in a position involving the supervision of children and youth will agree to allow CCBBC to conduct a criminal background check. "Supervision of children and youth" means a position wherein the applicant will be directly or indirectly involved with minors.
3. Volunteers for positions involving the supervision of children and youth must complete an Applicant's Certification **and a Request For Conviction Record**. Clear Creek will automatically disqualify an individual with criminal convictions for incest, molesting a child, rape, sodomy, pornography, murder, kidnapping, physical abuse of a minor or a spouse, or battery. Other criminal convictions shall be considered in determining applicants' qualifications but do not automatically disqualify a person from further consideration. It shall be the volunteer's responsibility, if selected or requested to volunteer by CCBBC of any change in the representations made by the volunteer.

## Response to Allegations of Abuse

Clear Creek Baptist Bible College will respond expeditiously to any allegations of sexual abuse.

## Initial Tasks in Dealing with Reported Abuse

1. *The Kentucky Revised Statutes (KRS 620.030) require that all individuals, including those acting in an official or professional capacity, report immediately any current suspected or actual act of child sexual abuse, perpetrated by any person, to the Kentucky Cabinet for Human Resources-Department for Social Services. Agents of CCBBC are obligated to report to the civil authorities and will do so without delay. Kentucky Revised Statutes 620.050 provides that anyone participating in good faith in making such a report shall be immune from civil or criminal liability. On the other hand, failure to report, when someone is required to do so, can result in a misdemeanor charge. The person making the report and other appropriate personnel in CCBBC will cooperate with civil authorities, while retaining the right to seek guidance and legal counsel from officials of CCBBC and/or its agents.*

2. Reporting to CCBBC Authorities

Any employee or volunteer who witnesses an act of child sexual abuse perpetrated by another employee or volunteer, or by any other individual working with or connected with CCBBC, or who suspects that such an act has occurred or receives a report of such an act, must make his or her appropriate supervisor aware of the matter **immediately**, and will do so without delay. If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the Dean of Students or, in his absence, the Academic Dean.

Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the Dean of Students or, in his absence, the Academic Dean. The Dean of Students or Academic Dean will then contact the President.

In the event the Dean of Students or Academic Dean is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the President.

3. Investigative Procedure Regarding an Allegation of Abuse

Once an allegation of abuse is reported to the Dean of Students, Academic Dean or the President, the following procedure is enacted. An immediate report by an agent employee or volunteer of CCBBC will be made to the proper civil authority that will be assured of full cooperation.

When an allegation of abuse is received concerning any employee, volunteer or student in performance of an assignment, said person would be immediately removed from the position, which has permitted contact with the victim.

The Dean of Students will form an Investigative Team. The team will be comprised of the Dean of Students, Academic Dean, the appropriate supervisor, and, where appropriate, an employee, volunteer or agent of CCBBC. In the event the Dean of Students or Academic Dean is the subject or such an allegation, the investigative team will be formed by the President and the individual who is the subject of the allegation will not participate on the investigative team or in any part of the investigation. The team will act, to the extent possible, in a confidential manner and will distribute information only on a need to know basis. This team will organize any internal investigation as the particular circumstances demand and will speak directly with the accuser and the accused. Persons other than the accuser and the accused may be consulted as advisable. The team will prepare a written record of the investigation and its findings. The Investigative Team will cooperate fully with the civil authorities and will keep the President of CCBBC fully informed as to its investigation and the investigation of the civil authorities.

4. Outcome of Investigation and Effect on Employment/Association

Violation of this policy may result in disciplinary action up to and including termination of employment or termination of volunteer service with Clear Creek Baptist Bible College.

Any abuse by an employee, volunteer or student may result in termination of employment, volunteer service, or student status with Clear Creek.

#### SEXUAL OFFENSE/ SEXUAL HARASSMENT POLICY

Although Clear Creek is a Bible College with a primarily family orientation the administration recognizes the potential for crimes or abuses of a sexual nature. Clear Creek is committed to providing an environment free from explicit and implicit coercive sexual behavior used to control, influence or affect the well being of any member of the college community.

##### POLICY:

Sexual harassment of any type will not be tolerated and is expressly prohibited. Violations by faculty members are grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off-campus.

Sexual harassment by students is prohibited as stated in the section entitled Individual Responsibilities and Standards, page 46 of this publication. Students violating this standard may expect action to be taken corresponding to the guidance and discipline section of this handbook. Severe violations may be cause for immediate expulsion.

Campus women are encouraged to be alert for situations where they might be at risk. The potential for sexual crimes/abuse is discussed in orientation for new students. At least once a semester a handout is disseminated to all women on campus describing safety measures, procedures to follow after an incident and reporting measures.

Any student in violation of school, state, or federal regulations will be subject to the discipline process as outlined under guidance and discipline in this handbook. Violations of a serious nature may result in immediate expulsion. Any sexual crime should immediately be reported to the state police and then to campus security. See page 38 for emergency numbers. If a rape or attempted rape has occurred the victim should proceed immediately to the hospital.

Clear Creek has a counseling center staffed two days a week by a professional counselor. In addition there are several faculty/staff persons qualified for counseling. Both Pineville and Middlesboro offer counseling through Comprehensive Care, which is available to students.

#### STUDENT CONCERNS/COMPLAINTS

The proper procedure for a student to follow in registering any concern, suggestion, criticism, complaint or conflict is as follows:

1. If at all possible, the student should talk with the person involved to see if the matter can be resolved.
2. If the matter is not resolved satisfactorily, the student should go to his Program Advisor for assistance, if the problem is academic. If outside the academic area the student should see his housing representative.

3. If the student is still not satisfied, a written statement should be given to the Academic Office (with a copy to the President) if the matter deals with a major, course, curriculum, grade(s) or professor. If the matter involves issues outside the classroom, a written statement should be given to the Dean of Students (with a copy to the President). The appropriate office will issue a written response in a timely manner. All written statements need to be addressed in a fair and professional manner.
4. If the student feels the need to further pursue this matter, he/she may confer personally and at length with the President.

## GUIDANCE AND DISCIPLINE

Discipline is required because CCBBC believes that the concerns of the community encourage individuals to function with the good of others in mind. Each student should consider carefully how his/her actions and attitudes affect the safety of others as well as one's own witness to the resurrected Christ.

The guidance and discipline process at Clear Creek College is based on developmental principles. In dealing with behavior contrary to the guidelines and purposes of Clear Creek Baptist Bible College, every effort is made to maintain a redemptive concern for the student and a commitment to the preservation of the quality of community life.

Note: In cases of flagrant infractions of the Standards of Conduct of Clear Creek, the college reserves the right to immediately suspend, dismiss or evict any student without this appeal process.

The following Guidance and Discipline Process is designed to provide the student with opportunities for behavioral change, as well as assuring due process. This process is only a guide and may be abandoned in cases of flagrant infractions of the Standards of Conduct. Below is a diagram of the Guidance and Discipline Process:

1. Identify the Problem
2. Confirming and Reporting Problem
3. Confrontation and Encouragement
4. Behavior Modification and Counseling  
Contractual Agreement
5. Disciplinary Action
  - Fine
  - Disciplinary Probation
  - Suspension/Dismissal/Eviction
    - Suspension – to remove from enrollment for a specific time frame.
    - Dismissal – to permanently remove from enrollment and eviction from campus housing.
    - Eviction – to expel a tenant from a property.
6. Appeals Process

### Step One: Identify the Problem

The identification of a behavior problem is done by any of the following: Faculty, Staff, Administration or fellow student. This identification process occurs when a behavior or act is observed that is not within the parameters established for members of this college community.

#### Step Two: Confirming and Reporting the Problem

When confirmation of unacceptable behavior has taken place, the behavior or activity in question is reported to the Student Affairs Committee or Dean of Students. This reporting of the problem initiates the discipline process.

#### Step Three: Confrontation and Encouragement

If the problem is Kelly Hall related, the Supervisor of Kelly Hall or the Dean of Students may confront the student. If the problem is not solved under the direction of the Supervisor of Kelly Hall, the Dean of Students will become involved for any disciplinary measures. In other areas the Dean of Students will work with the student to develop appropriate behavior modification. If this step fails further action will be taken.

#### Step Four: Behavior Modification and Counseling

This step comes after a repeat offense or at the point in which the Student Affairs Committee or Dean of Students feels progress is no longer evident. The student will meet with the Student Affairs Committee and the Dean of Students, and a contractual agreement will be created for the student in which the problem behavior will be monitored. The contract is written for a specific period of time and is signed by the student, the Student Affairs Committee if applicable, or the Dean of Students. It is understood that the student will be supported and kept accountable by an "accountability partner" during the contract period. The responsibility of the "accountability partner" is to assist the student in developing effective behavior patterns.

#### Step Five: Disciplinary Action

If the student's behavior remains inappropriate after the contract is instituted, or is of such nature as to warrant immediate suspension, the Student Affairs Committee or the Dean of Students may issue a notice of eviction, or other appropriate disciplinary action may be taken by either of these. The student will personally receive a copy of this notice and also a copy of the appeals process.

#### Step Six: Appeal

The student has two days (48 hours) from the time of notification to file an appeal to be made with the Dean of Students. The following information outlines the appeal process.

### APPEAL PROCESS

The following is the process for an appeal concerning disciplinary action/probation served a student.

1. The student must submit a written notice of appeal, stating the reason(s) for the appeal. The student must present additional evidence and/or extenuating circumstances. The appeal must be submitted to the Student Affairs Office within two (2) working days after receiving the written summary of disciplinary action.
2. The Dean of Students then provides the Student Affairs Committee with the necessary background information (including an incident report(s), discipline letter, the appeal notice, etc.) for review. Within two (2) working days, the Committee will schedule a hearing to review the appeal. This hearing must be held within five (5) working days.
3. The Student Affairs Committee reviewing the appeal will be comprised of the Dean of Students and at least one student member, both exofficio, and at least three Faculty/Staff members.
4. The student will meet with the Committee to present his appeal. In the case of an incident involving more than one student, the other student(s) shall be given opportunity to testify at the

hearing whether he/she has chosen to appeal or not. Those staff or faculty members involved in making the original decision shall also be given opportunity to testify.

5. The Committee will present the student with written notice of their assessment of the disciplinary action within two (2) working days.
6. Should the student feel that further appeal is necessary he may submit a written notice of appeal to the president, only after following the above stated guidelines. This must be done within 2 working days of receiving the written decision of the Student Affairs Committee. The President will respond within five (5) working days.

Please Note: The Process must be followed exactly; any breach of appeal process could result in further disciplinary action. This process is also applicable to other student concerns.

### DISCIPLINARY PROBATION

A student may be placed on disciplinary probation by either the Dean of Students or by the Student Affairs Committee.

Those students having recurrent difficulty with rules will be placed on disciplinary probation and may have the following elements included in a contractual agreement:

- A \$50.00 disciplinary probation fee.
- Periodic consultation to assess student progress in problem areas.
- Removal from or ineligibility for campus leadership positions.

Students who are not helped through disciplinary probation will be asked to leave. The probation period may last from one month to one year and is under the discretion of the Dean of Students.

### NOTIFICATION OF DISCIPLINARY ACTION

The following are notified in writing of any disciplinary action:

1. The student
2. Student Services staff (only those involved in the discipline process)
3. The student's Academic Advisor (only in the case of dismissal)
4. The Registrar (in case of suspension, eviction, and probation)
5. The Business Office (only in regard to financial matters, not the disciplinary action).

### READMISSION FOR SUSPENDED STUDENT

Any student who has been suspended for disciplinary reasons will not be considered for readmission until the suspension has been served. The college reserves the right to deny readmission to any suspended student and forego the following process. The process of readmission for a student who has been suspended and desires to matriculate following the determined period of absence from the college is:

Step 1: File a request with the Admissions Committee in the form of a personal letter of explanation.

Step 2: The Admissions Committee will notify the appropriate personnel who initiated the disciplinary action.

Step 3: The student will have an interview with the personnel who initiated the disciplinary action, who will make both a verbal and written report to the Admissions Committee.

Step 4: The Admissions Committee will meet with both the student and the personnel who initiated the discipline at first, and then hear the student without the company of such personnel. The Admissions Committee will make a final decision regarding matriculation based upon the reports and verbal interviews and notify the student in writing of the results of that decision.

**CONFIDENTIALITY**

Clear Creek Baptist Bible College, in compliance with the Family Education Rights and Privacy Act of 1974 (with amendments effective January 1, 1976), provides that information contained in the student's permanent educational record be made available to the student while not released to others, including his/her parents and/or spouse without the written consent of the student unless the student is claimed as income tax dependent. The only exceptions are staff members, administrative officers and faculty who have a legitimate professional right to the material.

A student's academic records and credential file will be kept confidential to responsible campus personnel except: 1) for purposes authorized by the student; 2) in case of legal compulsion; 3) in a situation where the safety of persons or property is involved; or 4) when the Academic Dean and the Dean of Students deem it necessary to make appropriate referrals to personnel on and/or off-campus. The student is simultaneously informed of such action.

Clear Creek Baptist Bible College reserves the right to contact a student's parent(s) or family when a situation, i.e. discipline, health, etc. is deemed extreme, endangering the student or the CCBBC community as a whole.

Student's records are kept in the following locations:

<u>TYPE</u>	<u>LOCATION</u>	<u>PERSON RESPONSIBLE</u>
Academic	Registrar's Office	Registrar
Financial	Business Office	Business Services Supervisor
Financial Aid	Financial Aid Office	Dir. of Financial Aid
Health	Health Services Center	Health Services Supervisor
Housing	Physical Plant	Maintenance & Facilities Supervisor
Christian Service	Christian Service Office	Director of Christian Service
Career Testing	Christian Service Office	Director of Christian Service
Disciplinary	Student Affairs Office	Dean of Students

All requests for access to records shall be presented in writing to the administrator of the office, which maintains the records. That office shall respond to any such request within ten days and shall specify the time and manner which records may be inspected. The administrator shall provide any necessary explanation and interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate.

Clear Creek Baptist Bible College maintains a "Student Body Directory" each semester. The following information from student records is considered to be "directory information" unless the student indicates the he/she does not wish certain information released: Name, Address, Phone Number, Classification, Dates of Enrollment, Major, Date of Birth, Degrees Awarded and Received, Parent's Names, and Home Church. Students have until the end of the matriculation period to notify the Registrar's Office and Student Affairs Office of any or all items they do not want released as "Directory Information".

The student has the right of appeal to challenge records, which he/she feels are inaccurate or misleading. Such appeal is to be submitted in writing to the Dean of Students who represents the Student Affairs Committee from which the Appeals Committee shall be selected. The Committee shall notify the student of the time and place for the hearing, which shall be held within fourteen days of the request. The Committee shall render a decision in writing within ten days after the hearing.

#### HOUSING – KELLY HALL, COURTS AND COMMUTERS

Kelly Hall is the residential dorm for male single students, male commuters and some faculty and staff. The dining room serves as cafeteria and meeting place for both on and off campus groups. The Kelly Hall Supervisor distributes regulations governing Kelly Hall to each resident in a Kelly Hall Handbook. Reservations for the use of Kelly Hall dining room should be made through the Student Affairs Office. Non-residents visiting in Kelly Hall are reminded to be thoughtful and courteous of those individuals who reside there.

The Kelly Hall Supervisor reserves the right to consolidate empty spaces within the building or make reassignments when vacancies occur during the semester, winter or summer breaks and summer school.

#### SEMESTER HOUSING – KELLY HALL & COURT APARTMENTS

Semester housing for new students begins the weekend, (Friday - Saturday), before orientation week and ends the weekend of finals week. Semester housing for returning students begins the weekend, (Friday - Saturday), before classes begin and ends the weekend of finals week. Students do not have to vacate their rooms for holidays and breaks during the fall and spring semesters.

A refundable security deposit of \$100 must be paid by each full time single student planning to live in campus housing and must be paid before keys are issued. Commuter students must pay a security deposit of \$50. If you are leaving campus housing you must give a 30 day written notice and your room be left in satisfactory condition to receive your security deposit refund.

FALL: Reservations must be made to the Kelly Hall Supervisor and a room deposit of \$25.00 paid by the end of spring semester to reserve a room for the following fall semester. The \$25.00 deposit will be applied to college expenses upon enrollment. Failure to pay this room deposit by the end of spring semester will result in a non-refundable \$25.00 fee due prior to receiving housing for the fall semester.

SPRING: Reservations for the spring semester must be made to the Kelly Hall Supervisor by December 1, prior to the spring semester. (No fee.)

#### SUMMER SCHOOL AND SUMMER HOUSING – KELLY HALL & COURT APTS.

Only students attending summer school, working full time or international students will be housed past May graduation. Students with special circumstances must receive special permission from the Kelly Hall Supervisor for summer housing. Space is limited and given on a first come first serve basis. Application for summer housing must be made to the Kelly Hall Supervisor by April 15.

## WINTER HOUSING – KELLY HALL & COURT APARTMENTS

Students who fulfill their academic requirements in December are expected to vacate housing within one week of December finals. Students with special circumstances must receive special permission from the Kelly Hall Supervisor.

## GUEST ACCOMMODATIONS

Those desiring guest accommodations must make arrangements with the Kelly Hall Supervisor. Due to limited availability of rooms, this must be done as much in advance as possible. A very moderate scale of charges has been established to meet the cost of providing guestrooms.

Extended stay of guests in campus housing is discouraged. Housing units are assigned for immediate family use only. Issues of privacy, security, and perceptions necessitate a student living in assigned student housing. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. Extenuating circumstances must be addressed with the Dean of Student Affairs. Guests of students are not permitted to have pets in student housing. Pet boarding is available at the Bell Co. Animal Clinic, (606) 248-4243. Clear Creek is a “tobacco free” campus. Violations could mean forfeiture of use of campus housing.

## DATING

We encourage our students to develop relationships with the opposite sex. Often, however, relationships begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships begin slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

As romantic relationships develop, the following two guidelines suggested in I Thess. 4:3-6 should be evident in your dating practice:

1. “That you should be sanctified: that is you should avoid sexual immorality”  
(I Thess. 4:3)
2. “That each of you should learn to control his own body in a way that is holy and honorable”  
(I Thess. 4:4)

In application of these principles, public displays of affection are to be limited to hand holding or taking an escort’s arm. This guideline also applies to married student and student’s children. Private displays of affection should follow the biblical principles of chastity and purity, which do not allow for activities known as “petting”. In addition, single students are not permitted to visit in the room, apartment or home of a single person of the opposite sex.

## DRESS CODE

Although not a measure of spirituality, manner of dress and grooming may reflect an individual’s maturity, sensitivity, or understanding of appropriateness. Manner of dress also has an effect on their testimony in the local community as well as to those they meet while traveling. A high standard of dress, neatness, and careful grooming is recognized as an essential element in the ministry of which we are a part. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference. Please do not hesitate to discuss this with the Dean of Students.

As a Christian and a member of the Clear Creek family each person is accountable for the image or appearance he or she portrays while enrolled as a student. Students are to be careful at all times of their personal cleanliness, modesty, grooming and neatness. For both men and women, clothing should never be too tight or revealing.

Appropriate classroom attire for women include knee length dresses, skirts or dress pants with blouses (low cut and sleeveless blouses and dresses are inappropriate) and suitable footwear. For day classes men are required to wear slacks, shirts tucked neatly, with ties and appropriate footwear. Ties may be removed for the 5 p.m. – 9 p.m. classes. Final exams week and summer classes have the same dress code with the exception that men need not wear ties and are allowed to wear nice polo type shirts. All persons are encouraged to use Christian integrity concerning hair length and wearing of jewelry. No tennis shoes, flip flops, jeans, T-shirts or athletic sports attire (sweat shirts/pants) may be worn in class at any time.

Body piercing for males and females is inappropriate with an exception for female earlobes.

Students in violation of the dress code will be asked by any faculty (if in class) /staff (if outside of class) to comply. If the student fails to comply, the faculty/staff will notify the Dean of Students in writing, with a copy going to the student. The student will be required to meet with the Dean of Students. If the inappropriate behavior continues, suspension or dismissal may result.

CHILDREN/TEENAGERS: The modest standards outlined for conduct and personal appearance also applies to the children of students. Parents are primarily responsible for the conduct and dress of their children.

#### PUBLIC SCHOOLS

The Clear Creek School calendar is matched to the Bell County School system. Some students choose to enroll their children in other school systems. Pineville Independent Schools welcome Clear Creek children though no bus service is provided. Also, Gateway Christian School is open through Binghamtown Baptist Church, Middlesboro and Mill Creek Academy is provided through Mill Creek Baptist Church, Pineville.

The relationship between Clear Creek and the public schools serving our needs is both harmonious and mutually helpful. Parents are to exercise Christian maturity in relation to the educational process of their children. They should not allow unnecessary absences or repeated leaving of school early. This does not promote a proper attitude about school in our children or in the faculty of their school.

#### CHAPEL ANNOUNCEMENT/OFFERINGS

Chapel time is not usually devoted to announcements. During the semester, *The Clear Creek Current* is published on Monday of each week and e-mailed to faculty, staff and students. Articles, announcements, etc. to be included in this paper must be submitted (preferably by e-mail) to the College Relations Office no later than 3:00 p.m. on the Thursday before Monday's publication. Articles submitted after the deadline will be held until the next publication. Campus organizations and activity announcements must have prior approval from the Dean of Students.

There are three mission offerings taken in Chapel each year: The Annie Armstrong (March) Easter offering, the Lottie Moon Christmas offering and the Eliza Broadus (September) State offering.

On occasion an offering will be taken to help keep money in the Agape fund. There is always probability of a love offering for critical special needs.

## SCHEDULING EVENTS ON SCHOOL CALENDAR

To schedule an event on the school calendar, a written request must be given to the Dean of Students **two weeks** in advance. The Student Affairs Office will notify individuals when events are approved.

## USE OF TELEPHONES

Local calls can be made from the phone located in the Foxes Den. The office telephones are business phones reserved for the use of the school personnel.

## ATHLETIC FIELD

The athletic field is provided primarily for the use of Clear Creek families and campus organizations. Any persons or visiting groups wishing to use the field or tennis court must reserve it through the Student Affairs Office. Student pastors may use the field for their church athletic events, but first reserve it. This is necessary to avoid conflicts. The athletic field and tennis court is not to be used when a scheduled meeting for all the campus community is in progress.

Appropriate clothing (shirts, etc.) will be worn at all times. Modest attire is expected of all participants.

## COURTESY TO VISITORS

A large number of people visit Clear Creek throughout the course of a typical school year. With greater accessibility to the College and the greater mobility of people, even more visitors can be expected in the days to come.

Whether these people come from local areas, nearby towns or distant parts of Kentucky or beyond, it is important that they be shown a spirit of Christian courtesy and friendliness. It is wise to remember that visitors and guests will take the impressions of Clear Creek and Christian ministry they receive from us back to their homes and churches. The old days should be remembered, "You don't get a second chance to make a first impression."

## FINANCIAL CRISIS

### AGAPE FUND

*"But if anyone has this world's goods (resources for sustaining life), and sees his brother and fellow believer in need, yet closes his heart of compassion against him, how can the love of God live and remain in him?"* 1 John 3:17 (amplified).

One objective of Clear Creek is to nurture God-called students as they prepare for the Lord's work. Almost every student family has continuing financial needs, which at times may become critical. The Agape Fund, an account established by the student body and maintained through donations received periodically from members of the campus family and others, is for emergency financial need that may arise in the life of a student during his stay at Clear Creek. Normal financial responsibilities must be met through other means.

The Dean of Students oversees the Agape Fund. Students may contribute to the Agape Fund at any time. Love offerings may be taken during designated chapel services to help keep money in the fund at all times. Announcements will be given prior to the chapel service when the Agape Fund offering will be taken. See the following for procedure for obtaining funds from this account.

When a special offering is taken up for a specific person or need, this money will be put in the Agape Fund and either a check or cash will be given from this fund. This, too, is to be recorded as to the amount and to whom or what it is given. Thus, no special class or area offerings are to be given except through the Agape Fund.

### **Procedures for Obtaining Funds from the Agape Account**

The student in need will fill out an Agape Request form and present it to the Student Affairs office. The Dean of Students or an appointee of the Dean of Students will act upon the request.

After talking with the student in need, the Dean of Students will send a check request to the Business Office or explain to the student why his or her need does not qualify. If a student has a financial emergency, which requires immediate attention, he or she may go directly to the Dean of Students. If the Dean deems the request justified he may give the student the needed funds. The student will sign a receipt for the amount of cash given.

There are circumstances in which a student may have a financial need, which does not justify a gift from the Agape account. The student may approach the Dean of Students for a loan from this account. The Dean of Students will determine the amount to be loaned based on need and the student's financial condition. **The loan must be repaid by the end of the semester in which it was taken out.** If not repaid the amount of the loan will be added to the student's account and must be paid before the student will be allowed to register for the next semester.

### **GUIDELINES FOR THE AGAPE FUND**

1. Agape funds are limited to students and student families. No funds will be given or loaned to an individual or the family of an individual not currently enrolled in Clear Creek Baptist Bible College.
2. Requests for financial help from the Agape Fund are to be of an emergency nature. Routine and regular bills such as electric, telephone, insurance, or car payments are not to be paid from the Agape Fund. If a financial crisis has made such a bill impossible to pay Agape Fund assistance may be considered.
3. The amount of assistance given a student or student spouse will be determined by the Dean of Students. Factors taken into consideration will be: the nature of the need; the overall financial condition of the student; the amount of assistance which may be sought from other sources: i.e. parents, friends, a church and the total amount needed to get the student through the emergency.
4. Students or student spouses seeking assistance from the Agape Fund should be prepared to answer questions as to why the need has arisen.
5. If a pattern of dependence on the Agape Fund develops the student and his or her spouse may be required to enter some form of financial counseling as determined by the Dean of Students before further assistance is rendered.
6. All information concerning Agape Fund applications will be considered confidential and will be limited to those persons necessary to make application and actually issue a check or cash.

## STUDENT ADOPTION

Students enroll through the Student Affairs office. Churches and individuals sometimes desire to help students. The Student Affairs office matches up the students needs with incoming help.

## CAMPUS ORGANIZATIONS

### BROTHERHOOD/WMU

Clear Creek is home to an active Brotherhood and Women on Mission, and Baptist Campus Ministry in which the participation of all students is encouraged.

### CHOIRS

Clear Creek Singers is an ensemble that performs each semester. Interested parties should contact the music department.

When qualified people are available age graded choirs will be offered. Choirs generally meet once a week (time and place TBA).

## PURPOSE STATEMENTS

WMU: The purpose of Women on Mission shall be to promote and teach missions to all groups within the Women on Mission "family" and all who will learn and to instill a love of sharing the Gospel of Jesus Christ with all peoples.

Brotherhood: To teach missions to all groups within the Brotherhood organization and to engage in mission activities in the surrounding area and in the larger world.

Children's Choir: To teach, encourage, and engage children in the performance and enjoyment of music.

## CAMPUS REVIVAL

Every fall a "CAMPUS-WIDE REVIVAL" is held during the month of September for all students, students' families, and faculty/staff. It is a great time of inspirational preaching (a special guest speaker brings the messages), sharing testimonies, and tremendous singing.

## OTHER ACTIVITIES

During the school year many different activities are provided for students and their families. Provision is made for varied activities which will appeal to all ages including films, athletic events, special banquets, etc. All such activities are scheduled through the Student Affairs Office where students may inquire about any upcoming events.

- Christmas at Clear Creek  
As the semester winds down to a close, and the holiday season is in full swing, there is a special atmosphere throughout the campus. Christmas at Clear Creek, usually the first week in December, is a time to reflect upon our Savior's birth and share in the blessings from many who love and support CCBBC. Three events help foster such an atmosphere.
  1. Turkey Day  
Alumni donate funds, turkeys and potatoes so that each degree-seeking student receives a cash gift, a turkey and sack of potatoes. Faculty/Staff also receive a turkey and potatoes.
  2. Nativity/Tree Lighting  
This is a special treat for the children as students "act out" the Nativity while the President reads Scripture concerning the birth of Christ. Our music professor leads all in Christmas songs and a local veterinarian from Harrogate provides live animals to help complete the scene.
  3. Shopping Spree  
Many individuals, groups and churches donate funds to the college. The College prepares a Christmas monetary gift for each degree seeking student. This wonderful gift helps students and their families during the Christmas season.

## STUDENT SERVICE FEE

A student service fee is assessed for all full or part time students. Only one fee is assessed per family. The service fee helps defray the expense incurred by the school for the extension of a wide array of student services. Some of these services are: medical and dental clinics; operation of the mailroom; mailbox rental; all fellowships; campus activities where food or drink is provided; plays; children's choirs; Women on Mission; Brotherhood; and the Senior Tea. The Student Service Fee is not for any one area of campus life but covers the entirety of student life and therefore cannot be waived.

## THRIFT STORE

The Thrift Store is designed to assist members of our Clear Creek family (current faculty, staff, enrolled students and their immediate families) by providing clothing and household items at a nominal fee as such items are available. Students should remember that all items in the Thrift Store are donated and, therefore, cannot be controlled as to quantity, styles or sizes.

The following guidelines must be followed in order to be good stewards of what God provides:

1. You may shop only for members of your family who currently reside with you.
2. Shop for immediate needs and not future needs so as not to deprive others of current needs.

3. Certain items will be limited according to supply and demand.
4. All persons shopping at the Thrift Store must pay cash. Due to limited space we cannot hold items for you. Please do not ask our volunteers to allow you to charge or to hold items for you.
5. Because all prices are kept at a minimum (the majority of items are priced at 25 cents per item and new items priced slightly higher with no item costing more than \$1.00) there are no refunds or exchanges.

## HEALTH SERVICES

The CCBBC Health Services is located across from the Asher Building. Clinic hours are posted outside the front entrance and also in the Clear Creek Current.

The Health Service is provided by CCBBC to promote and protect the health of its faculty/staff, students and their families so that they may better reach their potential for living and learning, and to assure easy access to a health care provider.

Clients generally utilize the Health Service when they are ill or injured. However, the personnel will assist the clients with other health-related concerns and refer to appropriate health professionals or agencies as indicated.

Primary health care is offered on an outpatient basis. This includes health education, health promotion, health maintenance, health history and physical assessment, first aid including bandages and crutches. Minor surgery, physical exams, pap smears, allergy testing and allergy injections are available when a doctor is present. Tests for blood glucose, urinalysis, pregnancy, strep, and blood pressure/pulse/weight are also provided by the nurse on duty.

A volunteer physician is present part-time. Patients are screened and assessed by the professional nurse. They may then be treated, notified of the necessity for further tests, or told to make a future appointment with a physician. Due to limited facilities, any major medical needs are referred to the local physicians and hospitals. These health care providers try to be most considerate of our students in the matter of medical care expenses. If emergency medical treatment is needed, Pineville and Middlesboro hospitals are staffed 24 hours a day with emergency room physicians.

Since most acute illnesses are sudden, the staff at Health Services sees patients on a drop-in basis. Students will be notified when doctors are available on campus. Appointments to see doctors should be made through the clinic. A ten dollar (\$10) fee will be added to the student's account for a "no show" when an appointment has been scheduled.

The basic student health fee (or office visit) is included in the student service fee. Referrals to other physicians, tests performed at other agencies, or emergency room visits at the hospital are at the student's own expense. Additional fees assessed are to cover the operation cost of CCBBC Health Services.

Only the professional people who talk with a student may view his health records. Strict confidentiality is stressed as part of the service. Information can only be released with the written consent of a student.

There is no pharmacy at the clinic. If a prescription is needed, it must be filled at a pharmacy. There are some over the counter medications available for purchase at a low cost.

Should a student develop life-threatening communicable or infectious diseases or conditions while enrolled, the student shall promptly notify the Dean of Student Affairs. Confidentiality in the handling of the information relative to the existence of the disease or condition is assured. The student shall submit to

appropriate related counseling and medical treatment. If the condition cannot be cured by the time the student incurs the maximum allowable absences for the term, or the safety of the student body and staff cannot be reasonably assured, as judged by the Dean of Students, the affected student will be required to withdraw from enrollment and to vacate the campus. At the discretion of the admissions committee, the student may be re-enrolled at a later time after furnishing written proof of normal health for a period of at least six months.

#### DENTAL SERVICES

Clear Creek offers dental services to the student and his family by appointment through the Health Services. These services will be provided at a minimal charge to the student family. Students who have a dental medical card or dental insurance are advised to seek dental care in the community. Students interested in seeing the dentist are to place their names on the waiting list in the Health Services. When area dentists offer their services to the students, appointments are set up through the Health Services and the student will be notified as to the time and date of their appointment. A ten dollar (\$10.00) fee will be added to the student's account for a "no show".

The Dental Clinic is located in the Health Service Building.

#### COUNSELING SERVICES

Professional counselors are available through the Student Affairs Office. All Faculty/Staff are available to meet with members of the campus family for advice with life issues.

#### SCHOOL'S OUT PROGRAM

On days that the public or private schools are dismissed due to inclement weather or teacher in-service days, Clear Creek will conduct a "Schools Out Program" for children grades K-5 through Eighth at the Family Life and Conference Center. Conditions of offering this program is when Clear Creek classes are being conducted and offices are open and the FLCC Supervisor is able to find enough workers to adequately supervise the children.

Children can be brought to the FLCC as early as 7:20 a.m. and picked up no later than 5:00 p.m. Parents must sign children in and out at the control counter inside the FLCC regardless of age. Children should bring lunch and snacks, tennis shoes, bathing suits and towels (swimming will only be available when a Lifeguard is on duty). Children must be picked up after a parent's last daytime class, or work is over.

Children must abide by established rules and obey the requests of their leaders. If a child refuses to follow instructions, or is abusive toward others, a parent will be called out of class or work to remove his or her child from the "Schools Out Program".

The "Schools Out Program" will not be offered on holidays or on days when Clear Creek offices are closed or during the summer after graduation.

#### SCHOOL CLOSING (CCBBC)

To find out if CCBBC is closed due to inclement weather tune into the following:

TV

Channel 27 Mountain News - (Channel 9)

Channel 10 WBIR – Knoxville, TN

INTERNET

[www.wbir.com](http://www.wbir.com) and select the school closing link.

If commuting from an area outside the above listings call 1-866-340-3196 ext. 324 (Information). This message will be recorded by 5:45 a.m. if CCBBC is closed. It is rare for Clear Creek to close. Arrangements may be made for overnight stays by contacting the Supervisor of Kelly Hall at ext. 151.

Students are advised to use their own judgment in traveling to CCBBC during inclement weather.

#### STUDENT IDENTIFICATION/LIBRARY CARD

See page 20.

## PURPOSE

The purpose of the Clear Creek Baptist Bible College Family Life and Conference Center is to provide a wholesome environment for recreation and allow the College a means to minister to the total person, body, soul and spirit. "A family that plays together grows together". This center is a vital part in equipping our students to become the most effective ministers possible for our Lord. It provides a comfortable surrounding for education, instruction, recreation, conference, and physical fitness for students, faculty, staff, alumnus and visitors.

## CALENDAR

The Family Life and Conference Center publishes a monthly calendar listing events and related information. The Calendars are distributed through email (so please be sure Computer Services has your email address). If you do not have email please check the Bulletin Boards throughout Campus. Extra Calendars may be picked up at the FLCC Control Counter.

## REGULAR OPERATING HOURS

For Regular Operating Hours see Family Life and Conference Center Monthly Calendar, or contact FLCC Supervisor.

## CLOSING TIME

All equipment should be returned to the Control Counter, locker rooms emptied and the building vacated by closing time. We will do our best to open on time, and with your assistance, close on time. The swimming pool will always close 15 minutes before the regular FLCC closing time.

## NOTE:

In being good stewards of God's resources the Family Life and Conference Center reserves the right to close down for the night within one hour of the scheduled closing time, if there are less than (5) participants in the building.

## QUALIFICATIONS FOR PARTICIPATION

1. All currently enrolled full or part-time students, alumnus, faculty and staff members of Clear Creek Baptist Bible College and their families are eligible to participate in the recreation of the Family Life and Conference Center.
2. Eligibility to participate will depend on an individual's willingness to abide by the policies and procedures approved by the college staff governing the use of the facilities. Any unwillingness or disruptive behavior or unsportsmanlike-conduct could result in the loss of privileges at the Family Life and Conference Center. Such decisions will be at the discretion of the Dean of Students and the Family Life and Conference Center Supervisor.
3. A parent or guardian must accompany children under the age of 10. Parents/guardians are responsible for their children in all areas of the facility. **Only Exception:** Special functions for this age group where adult supervision is provided by the Family Life and Conference Center staff.
4. Thirteen (13) is the minimum age to be responsible for a child under the age of 10 at the Family Life and Conference Center. This includes an older brother, sister or babysitter. This person must stay with the child under their care. Parents or guardians must send a note giving permission for their child to be at the FLCC under someone else's care.

5. All non-expendable equipment destroyed must be replaced by the individual; if a child under age for 17 destroys equipment the parents of individual causing the damage will be held responsible.
6. The Family Life and Conference Center or Clear Creek Baptist Bible College will not be responsible for lost or stolen articles. However, a lost and found section will be kept at the Control Counter. After proper identification is made of the item, it will be returned. Items will be discarded if not claimed within 30 days.
7. All persons should strive to keep the FLCC as clean as possible.
8. Any persons indicating heart, respiratory or extreme high blood pressure problems will be required to submit a written permission statement from a doctor before privileges can be extended.
9. All personal equipment should be placed in lockers and not left on the Gym floor, in hallways or areas where someone may trip and fall.
10. Running is not permitted in any part of the FLCC except in the Gym.

#### GUESTS, VISITORS, AND PROSPECTIVE STUDENTS

1. Campus members are limited to (2) guests. More than (2) guests will require prior approval of FLCC Supervisor.
2. Each guest will fill out a visitor enrollment form. There is no charge for visitors of campus members or for prospective students and their immediate family.
3. Campus members must accompany their guests at all time and will be held responsible for their conduct.
4. For first time visitors a FLCC staff person will familiarize them with the facility, equipment, and rules/regulations if necessary.

#### RESERVATIONS

1. Organizations and individuals wanting to reserve the facility must contact and reserve through the FLCC Supervisor or Dean of Students.
2. Organizations or individuals reserving facility for their event must check with the FLCC Supervisor for dates, times and cost.
3. All reservations must be made through the Family Life and Conference Center Supervisor or Student Affairs Office. If activities are not scheduled at least two (2) weeks in advance, reservations will depend on availability of FLCC staff.
4. There must be a Family Life and Conference Center staff member in the building when it is in use. Except with special permission from FLCC Supervisor or Dean of Students.
5. All groups must have adequate adult supervision. One adult to 5 youth or children. Co-ed groups must have both male and female chaperons.
6. All groups utilizing the Family Life and Conference Center will be responsible for policies and procedures established in this manual and for following instructions of Family Life and Conference Center staff personnel on duty.

7. Reservation, confirmation, and agreement forms along with Rules and Guidelines will be sent to the Person making the reservations. Person making reservations will be responsible for informing their guest of these Rules and Guidelines. Groups are required to vacate the facility at the time indicated on the reservation sheet.
8. Damages incurred by members of a group during reservations will be considered the financial responsibility of the person/s or the organization in charge.
9. Questions concerning the use or enforcement of these policies should be directed to the Family Life and Conference Center Supervisor or the Dean of Students.
10. Non-campus visitors may reserve the facility as well as campus members but must contact FLCC Supervisor for dates, times available and the cost.

#### EQUIPMENT CHECK-OUT COUNTER

1. Only authorized Family Life and Conference Center staff and personnel are allowed in the Control Counter Room.
2. Any equipment checked out is the responsibility of the individual or group who checked the equipment out. The individual who checked out the equipment must return equipment. Equipment is to be used for its intended purpose only.
3. No equipment will be checked out 15 minutes before closing.
4. All equipment is to be returned 5 minutes before closing.
5. Check out procedure is as follows:
  - a. Person must be 10 years old to check out equipment, and at least 16 to check out pool table equipment.
  - b. Continuous failure to return equipment will jeopardize individual and family use of facility.

#### GYMNASIUM

1. Only non-marking tennis (gym) shoes are to be worn on the gym floor. Street shoes are not permitted.
2. Shoes will be checked for sole cleanliness by Family Life and Conference Center staff prior to entrance onto the gym floor.
3. All activities must be scheduled in advance through the Family Life and Conference Center Supervisor's Office.
4. All children under the age of 10 will be under direct adult supervision at all times. Children will not be permitted to go unsupervised while adult is participating in other Family Life and Conference Center activities.
5. Personal equipment will not be used without Family Life and Conference Center staff approval. No basketballs, etc. that have been used outdoors will be permitted.
6. Skating in the Gym, see #1 under **Skating**. No roller blades are allowed.

7. Appropriate clothing such as shoes, shirts, etc. are to be worn at all times. Modest attire is expected of all participants.
8. Only approved kick-balls will be used for special supervised games. No kicking basketballs, footballs or volleyballs in the gym.
9. A member of the staff will set up any equipment needed for activities in the gym, with assistance from persons requesting special set up.
10. No participant is to hang from or climb on the basketball goals, or any equipment in the gym. Any assistance needed for retrieving balls, using equipment, etc. will be coordinated with the Family Life and Conference Center staff on duty.
11. Participants or guests should avoid hitting the ceiling, lighting, heating and air condition units with a ball or any other object.
12. No food, drink or **chewing gum** will be allowed in the gym.
13. Scoreboards, microphone jacks and electrical equipment, which has been installed for use during large events, must be operated only under the guidance of a member of the Family Life and Conference Center staff or trained personnel approved by the Family Life and Conference Center Supervisor.
14. Children are not to run, play on or under bleachers.

#### SKATING

1. Full court skating in the gym is available only when no one else is using the gym for other activities. Half court skating may be allowed while other activities are going on, if there are not many guests in the gym. The Family Life and Conference Center Control Counter Worker will determine whether there are too many in gym for half court skating. Orange safety cones will be at mid-court to divide skating from other activities. No one is allowed to play basketball or any other activity while wearing skates.
2. Skates will be checked out from the Control Counter and returned as soon as the session is over.
3. Socks must be worn with all skates.
4. Skates are not to be worn outside the gymnasium. An individual leaving the skating area must remove skates. This includes going to the restroom.
5. Any mechanical failure of skates should be reported as soon as observed to the Family Life and Conference Center staff.
6. Flow of traffic will always be the same.
7. All skaters are subject to obey the request of skate monitors. Failure to comply may mean dismissal from the floor.
8. Personal skates are permitted with the approval of the Family Life and Conference Center staff personnel on duty only.

## WEIGHT ROOM

1. No individual is allowed in the Weight Room without being properly checked in at the Control Counter. The Weight Room will be unlocked by the Control Counter Worker or the Upstairs Worker upon request.
2. This is a room for developing personal physical fitness and should be used with this in mind. No certified staff will be on duty. All persons using the Weight Room equipment will use at their own risk. Proper instructions for strengthening are posted on wall of Weight Room.
3. Children under 18 years of age must have a parent present or may be with an adult with written permission from parents to use Weight Room equipment.
4. Anyone using this room must have basic instructions on the proper use of equipment by a member of the Family Life and Conference Center staff. Again, no certified staff will be on duty.
5. Participants will be held financially responsible for any and all damages to Weight Room equipment due to abuse of equipment.
6. No horseplay or loitering in Weight Room. Modest shirts, and shorts or pants are required to be worn. Some examples are: shorts should reach to the top of the knee, and shirts without sleeves should not hang below the under arm pit.

## SWIMMING POOL AREA

1. No individual is allowed in the Pool area without being properly checked in at the Control Counter.
2. All pool rules are to be followed.
  - a. No running.
  - b. No roughhousing.
  - c. No diving.
  - d. **No chewing gum, food or drinks are allowed in the pool area.**
  - e. No glass containers are allowed in the pool area.
  - f. Only approved swimming apparel may be worn, no cut off clothing items will be allowed in the pool. (See number 6 below).
  - g. For everyone's safety, **THE LIFEGUARD HAS FINAL SAY IN THE SAFETY OF SWIMMERS.**
  - h. No Band-Aids - Persons with open cuts will not be allowed in the pool.
  - i. No child under the age of 10 will be permitted in the Pool unless the parent is in the Pool area with the child.
  - j. No hair pins or clasps allowed.
3. All Pool activities programmed or otherwise, will be scheduled through the Supervisor's Office.
4. Participants who cannot swim will not be allowed in the deep end of the pool or area where water goes over their head.
5. All participants must be checked for swimming ability. Individuals will be required to swim the width of the pool and back without stopping to be permitted in the pool where water goes over their heads with their feet flat on the bottom of the pool.

6. Modest swimming apparel is expected (no French cuts, or thongs will be accepted.) No two-piece swimsuits, however, a dark colored t-shirt may be worn over a two-piece swimsuit. Swimming apparel that does not meet the standards of the lifeguard will be directed to the Family Life and Conference Center Supervisor before entering water.
7. All swimmers must dry off completely before leaving pool area.
8. Swimming apparel will not be worn as an outer garment anywhere in the Family Life and Conference Center except the pool area.
9. Flip flops, sandals or other shoes are encouraged to be worn to and from pool area and in restrooms for sanitary reasons. This will keep dirt out of the pool and help prevent people from slipping on slippery surfaces.
10. No rubber floating devices are permitted in pool - this is for the safety of all. Swim supports are allowed; water wings, life vest, kickboards, etc.
11. The swimming pool will always close 15 minutes before the regular FLCC closing time.

#### POOL AND WEIGHT ROOM DRESSING ROOM

1. Dressing rooms are to be used by those participants using the Pool and Weight Room.
2. Participants must provide their own locks when using lockers. Locks are encouraged, but they must be removed nightly.
3. No lockers will be assigned to participants on a permanent basis, except FLCC employees, college faculty and staff.

#### SNACK AREA

1. No individual is allowed in the Snack Room without being properly checked in at the Control Counter.
2. All eating and drinking is to be confined to the snack area.
3. Participants should clean tables and the general area after use.
4. Tables and chairs in the snack area are not to be moved to other areas of the FLCC.
5. All spills should be reported to a member of the FLCC staff immediately.
6. Do not abuse vending machines. If the vending equipment malfunctions, please bring it to the attention of a member of the Family Life and Conference Center staff. DO NOT HIT OR ROCK THE MACHINES.

#### GAME ROOM

1. No individual is allowed in the Game Room without being properly checked in at the Control Counter.

2. A Family Life and Conference Center staff member will assist participants in correct usage of all games and equipment.
3. Equipment must be checked out at the Control Counter and should not be loaned to other individuals. The person checking out the equipment will be responsible for care of equipment.
4. Game tables are not to be sat on or moved from their positions.
5. No food, drink or chewing gum allowed in the Game Room.

## NURSERY

Hours: Check monthly FLCC Calendar or Supervisor

### Guidelines:

1. No individual is allowed in the Nursery Room without being properly checked in at the Control Counter.
2. Parents leaving their children in the care of the FLCC Nursery **must** stay on the premises, unless prior agreement is made with the FLCC Supervisor.
3. The children left in the nursery must be between the ages of birth to four years.
4. Diapers, wipes, drinks and snacks for the children must be supplied by the parents.
5. Parents will be asked to sign an enrollment/release form.
6. If a child is brought to the FLCC nursery by another person other than the child's parents, the responsible person **must** remain on the premises and a note from the parents/guardians must be sent to the FLCC giving permission for that child to be left in the care of the FLCC nursery staff.
7. No more than five children are permitted in the Nursery per one worker in order to administer proper care. No more than ten children will be permitted in the nursery at any time.
8. If a child is sick or has had symptoms of an illness during the day (running a fever, vomiting, has diarrhea, head or chest congestion, conjunctivitis or any other contagious diseases), **we will not accept** the child in the Nursery. If the child experiences any of these illnesses while in our care, the parent will be paged in order for them to take the child home.

The Family Life and Conference Center Nursery is provided by the college as a courtesy to the students, faculty, staff and alumnus of Clear Creek Baptist Bible College.

## CRAFT/CERAMIC ROOM

1. No individual is allowed in the Craft/Ceramic Room without being properly checked in at the Control Counter.
2. Children younger than 10 are permitted if they sit quietly beside their parent. Only participants working in arts and crafts will be permitted in this area because of space limitation.
3. All tools and equipment are to be cleaned and returned to original storage places immediately after use.
4. Participants should handle only their own green ware.
5. Only a FLCC staff member or designated person will load or unload the kilns.
6. Prior to cleaning green ware or painting items, always cover counter and tabletops with newspaper or other material. Do not open paints or other supplies on uncovered counter or tabletops.
7. Projects not made at the FLCC may be fired in the FLCC kilns for a fee on a space available basis. Craft/Ceramic Room Worker can provide fee estimate.
8. Permanent supplies and materials belonging to the FLCC Craft/Ceramic Room are not to be loaned or removed from the FLCC.
9. The exit door in the Craft/Ceramic area is for emergencies only.
10. Entire balance for Ceramics must be paid at time of order.
  - a. Persons must pick-up green ware within 7 days from date poured.
  - b. Any item left for more than 30 days at any stage of its development will be discarded.
  - c. No refunds will be given.
11. Ceramics are for Clear Creek faculty, staff, students, alumnus and their families. Orders for churches will not be allowed (VBS, Sunday School, etc.) unless approval by FLCC Supervisor.
12. Please clean all areas prior to departing. This will help us to keep the facility clean for your use.
13. No children are permitted in the paint or kiln room.
14. Please ask the staff member on duty for assistance and any questions you may have.
15. No paints and/or tools will be issued out 30 minutes before closing.
16. All paints and tools are to be returned 15 minutes before closing. All painting should be stopped 30 minutes before closing to allow drying of paint, so item may be carried home.

**TENNIS COURT**

1. Primary use is for Clear Creek students, faculty, staff, alumnus and their families.
2. A one-hour time limit will be imposed if courts are reserved or if others are waiting to play. If doubles are playing, there is a two-hour limit.
3. Reservations are forfeited if parties are late. Fifteen-minute grace period is allowed.
4. The tennis court is not to be used when a scheduled meeting where all the campus community is in progress, such as a Campus Revival, etc.
5. Appropriate clothing (shirts, shoes, etc.) must be worn at all times. Modest attire is expected of all participants.

ANNUAL FAMILY LIFE AND CONFERENCE CENTER SPONSORED EVENTS

JANUARY

Intramural Basketball begins

FEBRUARY

Campus-Wide Valentine Banquet

MARCH

APRIL

Softball

MAY

JUNE

Kids Summer School Program w/the CDC  
Campus-Wide Picnic

JULY

Kids Summer School Program w/the CDC  
Campus-Wide Picnic

AUGUST

Ice Cream Fellowship  
Intramural Football

SEPTEMBER

Campus-Wide Picnic & Fall Festival

OCTOBER

Intramural Volleyball

NOVEMBER

Campus-Wide Chili and Dessert Cook Off

DECEMBER

Christmas at Clear Creek  
Turkey Day  
Nativity/Tree Lighting

## WHOM TO CONTACT

Academic Advising	Your Program Advisor	
Academic Matters	Academic Dean	Ext. 110
Admissions	Director of Admissions	Ext. 103
Bookstore Matters	Bookstore Manager	Ext. 139
Business Matters	Business Services Supervisor	Ext. 143
Christian Service	Director of Christian Services	Ext. 115
Class Schedules	Academic Office	Ext. 107
Resource Development	President's Office	Ext. 280
Family Life and Conference Center	FLCC Supervisor	Ext. 178
Food Services	Food Services Supervisor	Ext. 152
Financial Aid	Director of Financial Aid	Ext. 142
Housing (Married)	Physical Plant	Ext. 155
Housing (Singles & Commuters)	Kelly Hall Supervisor	Ext. 151
Health Services	Health Services Supervisor	Ext. 131
Maintenance/Building & Grounds	Maintenance & Facilities Supervisor	Ext. 215
Kelly Hall Reservations	Kelly Hall Supervisor	Ext. 151
Library Services	Director of Library Services	Ext. 127
College Relations/News	Director of College Relations	Ext. 150
Placement	Director of Christian Services	Ext. 115
Child Development Center	CDC Supervisor	Ext. 161
Student Affairs	Dean of Students	Ext. 112
Student Accounts	Business Services Supervisor	Ext. 143
Transcripts	Registrar	Ext. 111
Vehicles	Maintenance & Facilities Supervisor	Ext. 215
Veterans Benefits	Director of Financial Aid	Ext. 142
Vocational Rehab	Director of Financial Aid	Ext. 142
Workshop Program	Director of Financial Aid	Ext. 142

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