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 principles.

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 communicate with Him through prayer; 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 Friend,

Anytime I get an opportunity to introduce information about Clear Creek Baptist Bible College I always get excited. As you read through this catalog of information, I am excited for you as you begin to think about Clear Creek as the place for God to fulfill His call on your life.

There is one thing that I know for sure; God does have a plan for your life. Please know that I am praying with you as you seek God’s will. All of us at Clear Creek desire to be used of God to help equip you to fulfill His plan for your life.

If you were to ask me to give you one word that describes Clear Creek I would say it is “family.” As you begin to experience Clear Creek I have no doubt that this will be the same for you also. Our smaller size campus encourages this type of “family” relationship that can easily be developed between students, families, staff and faculty. I always tell people that when God calls someone to Clear Creek, “He begins a work in you that you never get over!” I have no doubt that as God calls you here that will be your experience too.

Please feel free to contact me anytime if you have questions about Clear Creek after reading through our catalog. I will continue to pray for you as you seek God’s direction for your life.

Blessings!

Donnie Fox
President

“For I know the plans I have for you”—this is the Lord’s declaration—“plans for your welfare, not for disaster, to give you a future and a hope.” Jeremiah 29:11

FROM THE DEAN OF STUDENTS

I would like to take this opportunity to say welcome to Clear Creek! You have made a great decision in following the leadership of the Lord to such a wonderful and distinguished place for ministry education and preparation. You will find that just like with everything in life, Clear Creek will be what you make of it. Therefore, I encourage you to make the most of your time here. Remember, you have a lifetime of ministry ahead of you, but just a miniscule amount of time for preparation here at Clear Creek.

I look forward to getting to know you, and helping you through anything that may arise during your time here. My office is always open to you, so please come by anytime.

Blessings in the Lord,

Charlie R. Goodman
Dean of Students
WELCOME FROM STUDENT BODY PRESIDENT AND VICE PRESIDENT

Dear incoming students,

It is my privilege as the Student Body President to welcome you to your first semester here at Clear Creek Baptist Bible College. As you begin this journey, I wish to share with you three charges from scripture that I believe will be extremely beneficial to you.

Charge #1: Revelation 2:4. As you embark upon this journey, it will be your primary focus for the next four years to obtain as much knowledge and understanding about the Word of God as possible. You will sit under well-educated professors, hear sermons during chapel from men that have earned their doctorates in theology, and have so much homework at points that you will have no idea how you will be able to finish it. However, you must remember that education is not the goal; it is only a means to the goal. The goal here at CCBBC is that you have a deeper and more passionate love for God, the Gospel, and His Word. Do not forsake your first love.

Charge #2: Acts 17:11. All of your professors are men that have experienced that which you are about to experience. They have taken the same classes, studied for similar tests, and probably studied all night for finals. They have also passed those tests, read their books, and received their degrees, which is why they are here today. However, just as the Bereans searched the Scriptures to ensure that Paul was speaking the truth, it is similarly your duty to take the knowledge that you gain from these men and examine it in light of the Scriptures. In doing this, you are not communicating distrust of any professor but are rather demonstrating your commitment to God’s Word as the sole authority of your faith.

Charge #3: Romans 12:1-2. If you ask any senior about their spiritual walk while here at CCBBC, I am confident that you will receive a similar answer from all of them: “My time here has been filled with times of spiritual fervor and times of spiritual depression”. Remember that truth. Remember, that even during the difficult times, the times that you feel far from God, it is still your duty as a Christian to be a living sacrifice. You will face temptations, suffer losses, and will have to set aside old lifestyles. In light of this, focus on the truth of Romans 12:1-2 by memorizing it, meditating upon it, and seeking to apply it to your daily life.

Grace and peace to you from God our Father and the Lord Jesus Christ,

Michael Schoenherr, Student Body President

Welcome to Clear Creek!

It is an honor and privilege to welcome you to the Clear Creek family. God has blessed each of us with a calling and the journey you are beginning here will prepare you for your future ministry; here you will grow in your knowledge of and your love for Jesus.

I can personally say that while at Clear Creek you will experience some of your best days, but also some of your most challenging days. However, in spite of the challenges, everything you do here will become a learning experience, both inside and outside the classroom. Classes, homework assignments, relationships, ministry opportunities, and other circumstances (both good and bad) will mold, shape, and prepare you for the future ministry which God has called you to.

Clear Creek is a place for preparation for your future ministry. However, it is also a place for you to grow abundantly in God’s love as well as in your love for others. It is important here that you never forsake your personal worship of God. Because of homework assignments and campus life, it can be very easy to neglect your personal worship of Jesus in quiet times with Him. Our love for God, shown in our worship of Him, should be evident in every aspect of our lives; Clear Creek is a wonderful place to further that goal. Therefore, I encourage you to actively seek Him in daily quiet times of prayer, worship, and reading His Word.

Always remember why you are at Clear Creek. It is not about you and me, nor making our names known. It is about making His name known and sharing Christ’s love with everyone we meet. While you are here, allow God to radically change you. God never ceases in pursuing us; therefore, we must never stop pursuing Him. Remember His love, grow in His grace, and follow where He leads.

In Christ, Kendra McNeeley, Student Body Vice President
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 (2 representatives), Harmony Heights, Hemlock Heights, Moore Hall & Courts, Melzoni-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**

**SOPHOMORE CLASS OFFICERS**
President
Vice President
Secretary/Treasurer
Faculty Advisor

**FRESHMAN**
(Elected each fall semester)

**SENIOR CLASS OFFICERS**
President
Vice President
Secretary/Treasurer
Faculty Advisor

**JUNIOR CLASS OFFICERS**
President
Vice President
Secretary/Treasurer
Faculty Advisor
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, and Social Rules.

See Individual Responsibilities and Standards for additional information.
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 four executive administrators. The executive administrative staff (dean of academic affairs, dean of student affairs, dean of administrative affairs, and dean of institutional advancement) meets 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 advancement 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 recommends 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

Dean of Academic Affairs

Academic Secretary

Registrar & Accreditation Liaison
Director of Institutional Research
Director of Institutional Effectiveness
Director of Library Services
Faculty
Director of Distance Education
Director of Developmental Studies
Director of Christian Service

Student Workers
Assistant Director
Student Workers
Cataloger
Graders
Distance Education Assistant
Student Worker
Christian Service Secretary

FACULTY

Dr. Jayson Barnett
Mrs. Marge Cummings
Dr. James Ditty
Dr. John Ditty
Dr. Donald Fox
Dr. William Helton
Mr. G. P. Simmons
Dr. Jay Sulfridge
Dr. Roy Lucas
Dr. Bruce Merrick
Mrs. Kimberly Yates

ADJUNCT FACULTY

Mrs. Carmela Bartels
Dr. Lonnie Brooks
Mr. Brian Frederick
Dr. Malcolm Hester
Rev. Richard Bartels
Rev. Gene Roberts
Dr. Mark Simpson
Mrs. Natalie Sweet
Mrs. Brenda Hester
ACADEMIC AFFAIRS

CATALOG INFORMATION

Information pertaining to grading scale, registration procedures, transcripts, and other Academic Affairs related topics not included below may be found in the CCBBC Course Catalog 2015-16.

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. Tardiness to three class sessions equals 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. Night classes that meet during revival services are expected to attend revival services.

CHAPEL ATTENDANCE

All degree seeking students are required to attend chapel every [Fall and Spring] semester they are enrolled at CCBBC. Chapel meets twice weekly on campus and attendance is required of all students. All full-time students (enrolled in 12 hours or more) on campus and online, will attend 30 sessions including the lectures (Barry and Lacy-Lykins). More than eight absences will result in failure. Part-time students (enrolled in less than 12 hours) on campus and online will attend 15 sessions each semester. More than four absences will result in failure. Online chapel attendance consists of viewing chapel sessions that have been placed on the college website.

The reporting of attendance for chapel is made online through the college website and is combined with the weekly Christian Service Guidance Report. On the Monday of each week the reporting module will be opened and will remain open until the student submits his or her report or until the reporting period expires in three weeks, at which time the report will be available to the student to view only, but not to alter. Students will select each session that he or she attended the previous week from a list of available sessions. Chapel sessions will appear in the list of available sessions until the student has marked the session as attended or until three weeks have passed. After three weeks, if a student has not marked a session as attended, that session will become unavailable and will be counted as an absence. Once a student has exceeded the maximum number of absences allowed by the policy, he or she must contact the Academics Office to obtain instructions for making up absences.

Failure to meet the chapel attendance requirement will result in placement on academic probation. In order for that probation to be lifted the following term, the student must comply with Academics Office directions for making up absences. A student cannot graduate while on academic probation. Also, a
student will be placed on academic suspension if he or she remains on probation for more than two consecutive semesters.

CHURCH INVOLVEMENT

Students are required to submit an Affirmation of Involvement form signed by their pastor to the Academics Office before matriculating for the fall semester each year.

COURSE LOAD

Any student enrolled in 12 or more hours during a semester is considered to be a full-time student. Students who enroll in fewer than 12 hours are considered part-time students. College policies apply to all students regardless of course load.

Campus residents are required to maintain full time status in order to remain in campus housing. Appeals for exceptions to this policy must be made in writing to the Academic Dean.

Students seeking approval to enroll in more than 18 hours in a semester must submit an Academic Request Form to the Academic Dean outlining the reason for the request.

ACCEPTANCE OF ACADEMIC CREDIT POLICY

In order to avoid duplication of academic credit and ensure the integrity of the degree programs at Clear Creek Baptist Bible College the acceptability of academic credit for transfer from other institutions will be restricted to the following circumstances.

1) For credit earned at an institution that is accredited by a CHEA-recognized body, the credit must be of like nature and parallel in content and quality and graded as “C” or better.

2) No credit will be awarded for life experience or professional certificates.

3) No credit for English Composition courses will be accepted without satisfactory completion of the English entrance examination.

4) No credit for courses in doctrine will be accepted from non-Baptist institutions.

5) Credit earned at an institution that is not accredited by a CHEA-recognized body may still be accepted if the above criteria are met and if at least three accredited institutions have accepted transfer credit from the unaccredited institution in question.

6) Credit may be awarded for the satisfactory completion of Advanced Placement (AP) examinations. Satisfactory completion is considered a score of “3” or better. For all natural science AP examinations scored “3” or above three (3) semester hours of lecture credit and one (1) semester hour of laboratory credit will be awarded. For all history AP examinations scored “3” or above six (6) semester hours of credit will be awarded. For all other discipline AP examinations, three (3) semester hours of credit will be awarded in the respective discipline.

7) Credit may be awarded up to a total of 30 hours for an associate’s degree and 60 hours for a baccalaureate degree, with the exception of the B.A. in Church Ministries and Leadership (Christian Service Emphasis) where up to 96 hours may be accepted.

The responsibility for the enforcement of this policy is assigned to the Registrar. Upon receiving an official transcript of an applicant or student the Registrar will use the criteria outlined above to prepare a transcript evaluation. In the case of transcripts from unaccredited institutions, the individual seeking to transfer the credit must submit course syllabi (including booklists) and course catalog (including the credentials of the course instructor) for review to determine “like nature” and “parallel content and quality”. The Registrar will present the evaluation for review to the Dean of Academic Affairs. Upon approval, the Registrar will inform the applicant or student and his or her advisor of the approved transfer and enter it upon his or her transcript with a grade of “S”, excluding it from GPA calculation.
SPOUSES OF STUDENTS

Spouses of students are encouraged to enroll in classes but must go through standard admission procedures. A child development center and playground are provided at nominal charge for preschool children.

WITHDRAWAL PROCEDURES

If for any reason it becomes necessary for a student to leave school, a withdrawal form must be completed. This form is obtained from the Academic Office and must be signed by:

1. Program Advisor
2. Academic Dean
3. Dean of Students
4. Director of Library Services
5. Business Office Supervisor

Withdrawal is not complete until student housing is vacated, the Physical Plant/Kelly Hall is notified, all appropriate financial arrangements have been made in the business office, and the student receives a copy of the completed withdrawal form. If the student drops out of the institution without notifying the institution (i.e. does not officially withdraw), the last recorded date of class attendance by the student, as documented by the institution, will be considered the withdrawal date. See student fee sheet for refund information.

- **You are responsible** for turning in **ALL** keys to the Physical Plant/Kelly Hall **before** vacating the premises.

- The Physical Plant will notify the Business Office if there are any charges or refunds to be assessed to your student account.

- The Business Office will send you a current statement within seven business day **after** you have completed the withdrawal process and vacated the premises.

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 need is more substantial, 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.

3. 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.

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 CCBBC Style Manual. Students are reminded that care must be maintained in all areas of academic life including written works, class work and music.

Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

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 infringe on the rights of other students and the instructor by disrupting the class will 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 file the Intent to Graduate form in the Academics Office a year prior to expected graduation. Commencement exercises are 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 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 - 8:00 a.m. – 10:00 p.m.
Tuesday & Thursday 7:45 a.m. - 10:00 p.m.
Wednesday & Friday 7:45 a.m. - 4:30
Saturday 10:00 a.m. - 2:00 p.m.
Summer hours: Monday thru Friday 8:00 a.m. - 4:30 p.m. Closed Sat.
www.youseemore.com/clearcreek

The Library will be closed during chapel, holidays, and fall and spring breaks. The library will close at 4:00 p.m. for campus wide events.

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

Papers written to fulfill class requirements should follow the style presented in A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition, by Kate Turabian, following each professor’s preference of footnotes or parenthetical references.

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 by email.
OVERDUE MATERIALS AND FINES

It is the duty of the borrower to carefully observe due dates and return borrowed materials on time. Courtesy notices are sent as reminders that items are soon due. Fines will be charged to help students remember due dates. Please be considerate of fellow students and return books on time.

Fines are:

1. Materials that circulate two weeks at a time - 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 his/her name, no matter to whom the material has been loaned.

Charges for printouts, copies, fines and book purchases may be placed on the student's account* until October 31 for the Fall semester and March 31 for Spring semester, as long as he/she has a credit balance in the Business Office. 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.

*Books purchased during the commentary auctions may not be placed on the student's account, since that money goes into the college's Missions Fund.

SHELVING BOOKS

When materials are used within the library, the user should leave them on the table or place them in the book return slot for the library assistant to shelve. This prevents misplaced books on the shelves.

PLEASE DO NOT RESHELVE BOOKS.

COFFEE SHOP & LOUNGE

Coffee, tea and occasionally 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. Styrofoam cups will only be available for campus guests. Covered mugs may be purchased in the campus bookstore.

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 CDs are located close to the periodical section on the first floor and may be borrowed for a period of two weeks. Videotapes and DVDs 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. New cards will be issued to returning students each fall for the academic year, and should be picked up in the library by the second week of classes. 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. For the purpose of legal identification, the student must provide a photocopy of an official pictorial identification, such as a driver’s license or passport photo, even if an alternative photo is sent for use on the student ID. A new card must be purchased 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. All computers are equipped with MS Office, including word processing, Excel and PowerPoint, as well as access to email, Christian Service Guidance forms and Registration forms. Also accessible are 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 and must have a signed parental permission form on file. On the first floor of the library, two computers are available for searching the online catalog. Printouts are 10 cents/page.

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.

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/PRINTING

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.

Costs:
If using the paper supplied by the library – 10 cents/page
If using 2-sided copying – 5 cents/page
If bringing your own paper – 5 cents/page
FAXING

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

CHRISTIAN SERVICE MINISTRIES

Every student is expected to be involved in a local church and some type of ministry. Every degree seeking student must enroll in Christian Service Guidance (CSG) every semester, four semesters for the AA degree and eight semesters for the BA degree. The course is based on a Pass/Fail grade and a passing grade for the required number of semesters is required for graduation. Each week during the semester, the student will submit a weekly on-line report of all church related activities/ministries. Late reports have consequences, and will count against the pass/fail grade as follows:

1. Each late report counts as 1/3 of a failed report.
2. Three late reports equal one failed report and will be counted as such.
3. Three failed reports means you have failed CSG for the semester.

A failed semester will require enrollment in an additional semester to complete the graduation requirement.

Every degree-seeking student is required to enroll in two semesters of the Christian Service Assignment (CSA) course. In this course, the student participates for two semesters in an approved community service project which must be non-church-based. Thirty hours per-semester are required. The student reports the details of his/her involvement in this project with a monthly report signed by the Director of said community service project. This report will then be turned in to the Christian Service Secretary at the appropriate time.
INSTITUTIONAL ADVANCEMENT

Dean Of Institutional Advancement

Development Office Manager

Director of College Relations

Director of Admissions

College Relations Secretary

Radio/Sound Technician

Switchboard

Admissions Secretary
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 Staff also records chapel programs that can be purchased in the bookstore or viewed by going to the college web site and click on sermonaudio.com.

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

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 Information Technology, Director of Financial Aid, Director of Business Services, 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 8AM – 4:30PM. 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, USPS, and FED EX, etc.

WORKER’S COMPENSATION

Worker’s compensation insurance is provided for all employees. If an employee is injured, notify your Director IMMEDIATELY. When possible, notice should be in writing. Failure to notify your Director could result in denial of benefits. Director is responsible for completing Worker’s compensation report and submitting to Director of Business Services as soon as possible. For an emergency, the Director 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 Kentucky Employers’ Mutual Insurance (KEMI) provider, except for emergencies. For an emergency, the injured worker should seek treatment from the closest emergency room. The Director of Business Services can provide a list of KEMI providers. The COLLEGE CLINIC is not a KEMI 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 during student orientation.

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 (Please use first and last name; no nickname)
300 Clear Creek Road
Pineville, KY 40977-9752

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 students and one key for single students). 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 Friday. 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 slot marked “out-going mail” on the mailroom door for mail going off campus. 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 full name on each notice and the sender’s name 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 each department.

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 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. Overnight/Express packages 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 2:00 PM. FedEx Ground packages will be scheduled for pickup on the next business day. Charges for these services are 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 CCBBC in the Business Office. Students may access their personal account information via the student portal located at https://sonis.ccbbc.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 before the first day of class (this is the first payment). Final payment is due by the last day of classes each semester.

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 money 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 that 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.

Students must have a zero account balance prior to entering class each semester. Students must take financial obligations seriously or face suspension from classes or termination of enrollment. No grades, degrees, diplomas or transcripts are issued until all financial obligations are met.

A payment plan is available to help students. On registration day, the costs per semester for tuition, fees, and housing can be found on the fee sheet. Any expected financial aid will be subtracted from the total semester charges and the student will be expected to remit the balance due before the first day of classes. Students are expected to provide documentation for any financial aid that will be received from sources other than financial aid provided by Clear Creek.

The deferred payment policy allows students who are not able to pay the semester charges in full before the first day of class to make equal payments during the semester. After consideration of financial aid, one-fourth (1/4) of the balance is due before the first day of class (this is the first payment). Final payment is due by the last day of classes each semester. Any account with an outstanding balance will be charged a 6% carrying charge which will be assessed once at the end of the fall and spring semesters. Students will not be allowed to enter class for the next semester with an outstanding account balance.

The above payment policy is also in effect for the summer term.
Tuition Refund Policies

Clear Creek maintains a policy for refund in such situations as:

1. The student fails to enter the course.
2. The student withdraws from the course

Refunds will be made in accordance with U.S. Regulations 34 CFR 668.22, and the Federal Student Financial Aid Handbook as follows:

1. 100% - withdrawal on 1st day of class (less permitted fee of $100.00 or 5% of charges whichever is less).
2. After the first day of class, refunds will be calculated by dividing the number of days attended (first day of class through to withdrawal date including weekends) by the total number of days in the semester (including weekends but minus spring and fall breaks of more than five consecutive days). This percentage will be used to determine the amount of tuition the student will be responsible for while the remainder will be refunded to the students' account. This process is the same used by the Department of Education to determine the amount of Pell the student has earned and what portion has to be returned by the university, and is provided by the Departments’ R2 T4 website.
   a. If a student withdraws before the first day of class, no SFA funds may be used to pay any portion of costs, no matter what refund policy a school uses.
   b. A school may exclude from the Institutional charges a reasonable administrative fee, not to exceed $100.00 or 5% of total charges, whichever is less. Also, a school may exclude documented costs to the school of any non-returnable equipment, or returnable equipment that was not returned in good condition within twenty days of withdrawal.
3. Day after 60% of enrollment period – NO REFUND.

SECURITY DEPOSIT REFUND

Please refer to VACATING STUDENT HOUSING.

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

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 Bookstore is located in the Bill D. Whittaker Classroom Building with the hours of operation being posted each semester.

The following guidelines will be followed concerning the Bookstore:

1. Students will be allowed to charge textbooks on his/her 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 classes begin). There will be an exception if textbooks are not in stock at the needed time.
2. Any person charging at the Bookstore must sign a sales ticket. Charges are applied by the Bookstore personnel to students’ accounts maintained by the Business office.

3. All other purchases will be on cash, check or credit/debit card basis. Due to limited space, the Bookstore cannot hold books or put them on lay-a-way.

4. 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.

RETURNS: 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 10% of the total cost or $5.00 toward the cost of the item if the total amount is not available before the order is placed. 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, and employment. A need analysis system is consistently applied for determining financial aid and used as the basis for allocation aid. The estimate of a student’s expenses includes tuition and fees, room and board, books and supplies, transportation and nominal personal expenses. 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 cost of attendance. 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 be a degree-seeking student, file a FAFSA and complete the Financial Aid process, which is to complete and sign the following forms:

1. **“FAFSA: Free Application for Federal Student Aid** for eligibility to receive Title IV funds (Pell Grant) and financial aid from CCBBC. **BEFORE** you file a FAFSA application, you will need to apply for an electronic pin number at [www.pin.ed.gov](http://www.pin.ed.gov), if you haven’t done so already. You will use this pin number to electronically sign your FAFSA and you will use this same pin number
each year you file a new FAFSA. Once you receive your electronic pin number, you are ready to file a free FAFSA. You can find the (Free Application for Federal Student Aid) application online at www.fafsa.ed.gov. When filing your FAFSA, it is recommended that you select and use the IRS Data Retrieval Tool on the financial page. This button allows students and parents to have their IRS tax return information downloaded directly into the FAFSA. If you choose not to use this option you will have a higher chance of being selected for verification by the Department of Education.

- Please remember that when filing your FAFSA, it is very important that you use the exact same name and address on your FAFSA that is on your IRS Tax Return! Also, the FAFSA is to be renewed each year, after you have completed your Federal Tax Return, in order for you to keep receiving financial aid.
  a. If a student is selected for verification by the Department of Education then a verification worksheet needs to be completed, signed/dated and returned to the Financial Aid Office.
  b. If verification is not completed by the beginning of the fall semester, Pell Grant will not be factored into calculating the quarter down.
  c. If verification is not completed by the end of the fall semester, the student will be responsible for the entire semester charges and enrollment in the spring semester will not be allowed without a zero balance plus the new 1/4 down.

2. **Clear Creek Scholarship Application:** Complete this form for consideration for financial aid scholarships administered by the College. This information is subject to review each semester to update any changes.

3. **Drug Free Declaration Statement:** The Department of Education requires any student who receives financial aid to sign a statement of obligation to remain drug free. Clear Creek Baptist Bible College has adopted a policy concerning "Tobacco, Alcohol, Narcotics, or Illegal Drugs," in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), that was implemented by 20 U.S.C. 1145g. **Clear Creek Baptist Bible College is an alcohol/drug/smoke free campus.**

4. **Permission to Release Information Form.** The purpose of the this form is to give the Financial Aid office the student’s permission to release financial information to outside sources (example: Scholarship Foundation) for the purpose of acquiring additional financial aid. *(This form is optional, but we highly recommend that you sign it).*

5. **Church Resolution/Asher Matching Scholarship:** Students are also eligible for the “Asher Matching Scholarship” for your first four (4) years or 8 semesters of classes if your church wishes to participate. The funds do not have to be sent at the same time as the agreement but are due by December 15th for fall semester and April 15th for spring semester. Please have them complete this form and return it to my office as soon as possible.

6. **Provide updated financial information as needed.**

7. **Students shall be made aware of additional scholarships as advertised by the Financial Aid Office.**

**Satisfactory Progress**

Satisfactory progress must be maintained in accordance with 34 CFR 668.16 and 668.34. All students must have a 2.0 by the end of their second full academic year and must have completed 67% of all attempted hours. *(Pace calculations: Clear Creek requires 130 semester hours to graduate. The Federal Government allows a time frame or pace of no longer that 150% of school credit hours required. 130 x 1.5 = 195 attempted hour’s maximum. 130 divided by 195 = 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.

As per Subpart C-student Eligibility Sec. 668.34 Satisfactory academic progress, special consideration will be given to “mitigating” circumstances. An appeal for a waiver will be presented to the Financial Aid committee and all circumstances taken into consideration. If the committee feels it is appropriate, on a case by case basis, an academic plan could be approved which would allow the student to return to
academic progress and aid would be restored. The Financial Aid Director will notify in writing the results of each evaluation and if any appeal has been granted.

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 Financial Aid Office 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 expenses. 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 accepted 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.

STUDENT WORK-STUDY/WORK-SHIP 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. Employment Applications may be obtained from Clear Creek’s web site or the Financial Aid Office. The average hours of employment are up to 20 per week during each semester of classes; however, some offices employ workers for up to 29 hours per week (during the summer) due to the responsibility of that particular office/department.

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 along with 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 Work-Study/Work-Schip 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 on the 15th and 30th of each month and paystubs are sent to the employee’s email. 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 (606)248-2792. CCBBC encourages students to work, trust in God and not to depend on government assistance for their keep.

STUDENT EMPLOYMENT PROGRAM

A small number of campus jobs may receive Title IV funding. However, the vast majority of funding of student employment is provided by Clear Creek. While employees of Work-Study must be students exhibiting financial need, many spouses and children are also employed. Applications are available from the financial aid office.

In order to ensure consistency in hiring for the work-ship/work-study positions at Clear Creek Baptist Bible College, the following procedure must be followed. All job openings must go to the financial Aid Secretary to be properly posted. Supervisors provide the Financial Aid Secretary with all pertinent information
concerning the available position; including the skills and hours needed of the posted position. The Financial Aid Secretary will post the available position in the Clear Creek Current, by e-mail to all students, and on the “Employment Opportunities” board outside of the Financial Aid Office and in the Foxes’ Den. Those interested in a posted position must complete an employment application, provided by the Financial Aid Office. Once an employment application is completed, the Financial Aid Secretary will scan the application to the computer and the original is placed in their student file. Then the interested applicant’s application will be forwarded to the appropriate Supervisor for consideration for the available position. It is the Supervisor’s choice of posting the job opening and hiring of employees.

The following are considerations that need to be made in the hiring process:
- Skills needed for the particular position
- Availability of the needed hours
- Are they currently employed by CCBBC
- Attempt to have at least one member from every household employed by CCBBC before hiring two members from the same household.

If the worker wishes to be considered for another position on campus he/she must file an updated application in the Financial Aid Office.

Supervisors are to complete a “Notification of Employment” form and have the hired employee bring it to the Financial Aid office to complete the hiring process.

» The hiring process has not been completed until all forms have been received and processed.

Documents needed from the New Employee BEFORE BEGINNING WORK:
- Complete/sign a W-4 Tax Withholding Form (provided by the Financial Aid Office)
- A blank voided check: for paychecks to be direct deposited into employees’ bank account.
- A driver’s license to be copied.
- An e-mail address to send paystub to employee.

The Financial Aid Office will then forward the documents to the Administrative Affairs Office and then they are forwarded to Business Services Office for completion.

» Business services will notify the supervisor by e-mail when this process is completed. New employees are not allowed to start work until this process is completed due to Workman’s Compensation Regulations.

The Financial Aid Secretary will give the new employee a copy of the Employee Handbook and the Safety Program Handbook upon completion of their paperwork. It is the responsibility of the supervisor to go through both Handbooks with their new employee and have him/her sign the signature page of both handbooks. Then the supervisor will place that form in their employee file.

All Work-Study/Work-Ship employees will be subject to a six weeks probationary period. During this period the new employee will be monitored for satisfactory performance. If, during this time, the employee is not able to meet minimum job requirements or progress satisfactorily, he/she may be terminated from that position and would be free to look for new employment.
INFORMATION TECHNOLOGY

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, 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. If it is discovered that an account has been used in an unauthorized manner, immediately notify the Director of Information Technology and the Dean of Student Affairs.

In order to maintain a secure environment, all users will receive their own logon credentials. Faculty, staff, and students may request a logon name and password for their family members to access the computer lab computers with the understanding that the student requesting the logons will be responsible for the activity of any minors receiving a logon. In order to request an account, the student must connect to http://inside.cccbbc.edu from one of the school’s computers. Once you have logged-in, you will be able to request logon credentials for any of your family members.

Again, do not give your username and password to your spouse or your dependents. You are responsible for any activity involving your user account. We employ many defenses to protect you from undesirable internet threats and destinations. However, sometimes those measures are subverted by individuals and such attempts are logged. Should your account be flagged in this activity, you alone will bear the responsibility.

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 Information Technology.

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 Information Technology. If you become aware of any breach in system security, you have an obligation to report this information to the Director of Information Technology. 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 Directory or accounting functions of any systems or is likely to cause any such effect. Information Technology 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.

Anyone wishing to gain access to the network with your own device will be required to provide your assigned network username and password to authenticate, and may only do so wirelessly. Your computer name, hardware address, ip address, username, and student ID are recorded by the system at the time of access.

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 Information Technology.

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.
5. Reporting to law enforcement personnel of illegal activities (hacking, child pornography, malicious virus delivery, etc.) along with log files verifying activity.

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 Information Technology to the Computer Resources Committee (CRC). The policies contained in this document will be updated and modified as needed.
ADMINISTRATIVE AFFAIRS
Physical Plant

Dean of Administrative Affairs

Director of Maintenance and Facilities

Secretary

Facilities and Housing
Maintenance Engineer
Campus Landscaper
Student Supervisor
Heating/Air Maintenance Engineer

Campus Construction
Mowing
Custodial
Electrical

Facilities Maintenance
Campus Mechanic
Security
HVAC
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 soda 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 at the Physical Plant 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 twice annually. 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 listed under Guidance and Discipline in this publication. 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.

No alterations, renovations or changes are to be made to campus housing without written permission from the Director of Maintenance and Facilities.

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 immediate (husband, wife and children) family need and availability of suitable unit. Campus resident and commuter students, who stay overnight, are expected to live/stay in assigned student housing for personal privacy, protection, and integrity. 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 immediate family size), or medical reasons, not personal preferences. Any request made for housing changes beyond what is stated above is considered an extenuating circumstance. You must submit this request in writing to the Dean of Student Affairs or Dean of Administrative Affairs. 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

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 onto campus. However, it should be noted if a student is simply relocating or moving off 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/she graduates is required to give a written notice to the Physical Plant Office as soon as he/she knows the moving date. Failure to give a written notice may cause forfeiture of the security deposit at the discretion of Director of Maintenance and Facilities.

Rent will be prorated for students leaving campus housing. A full week is calculated by 7 days. Therefore when a student leaves if there are 7 days left in the month they will be refunded rent for 1 week, 14 days – 2 weeks, 18 days – 2 weeks, or 24 days- 3 weeks.
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 a fee of $5 per key to be withheld from your security deposit.

It is necessary for students who graduate to vacate student housing by the end of the graduating month 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 graduating student knows their departure date, they must notify the Physical Plant Office. A written request must be made to the Director of Maintenance and Facilities to stay beyond the deadline.

Graduates are under the same rules as far as check out procedures. The move must be completed in a timely manner and is the responsibility of the student.

Security deposits are refunded within two (2) weeks after the student moves out if the following guidelines have been met:

A. Premises are left in same condition as they were found; check-in slip will be compared to check-out slip for evaluation.
B. The residence must be swept/vacuumed and all trash removed from the resident's property and properly disposed.
C. Student moving before graduation gives a written notice of moving date.
D. All keys to housing unit and mailbox are turned in before or upon departure.
E. Student’s account must be paid in full. If not, the refund will be applied to the student’s outstanding balance. If this results in a credit balance then a refund check will be issued.
F. If the residence houses two married students, both student accounts must be paid in full.

MODIFICATIONS TO CLEAR CREEK PROPERTY

No alterations of any kind are to be made without written permission from the Director of Maintenance and Facilities. No student is permitted to erect or move onto campus any type of storage structure.

CAR WASHING

The washing of vehicles is not permitted on campus.

PETS

Please refer to Individual Responsibilities and Standards and Guest Accommodations.

GARBAGE

Recently bear activity on our campus has increased and in order to protect our campus community we must take several precautions. All garbage dumpsters in our housing areas are centrally located at the Physical Plant. In consultation with the Kentucky Department of Fish and Wildlife to prevent bear activity around dumpster areas an electric fence has been installed around the residential dumpsters placed at the Physical Plant. The fence will be open during normal business hours M - F 8:00AM - 4:30PM. It will be available on Saturdays approximately 8:00AM - 4:30PM. Please be aware the fence will be charged with electric to prevent bears from traveling into the dumpster area.

Please dispose of your residential garbage into these dumpsters. DO NOT USE the large open container outside the fenced area to dispose of your residential garbage!!! This large container is used by the campus for large items. If food trash is disposed of in the large open container bear activity will continue.
ALL RESIDENTIAL GARBAGE FOR DUMPSTERS MUST BE BAGGED. In addition it is necessary NOT to leave any garbage near your residence (on the porch). Also be sure if you are dumping grease to place it in a sealed container and dispose of in the dumpsters. After placing garbage in the dumpsters please do your best to close dumpster lids if they are able to be closed.

If you have cardboard boxes to dispose of you may place them in the large open container. If you have equipment or appliances to discard, you must notify Bell County Solid Waste for that item to be picked up. The Physical Plant will not pick these items up, nor do we have the facilities to store any useable item. The number to call for solid waste pick-up is 337-7035.

CABLE TELEVISION

Cable television is provided to the college through Time Warner in Pineville. If you experience trouble with your cable reception, please call Physical Plant first. If we cannot correct the problem you should then call Time Warner at 1-855-222-5344 for assistance.

Satellite Dishes are prohibited.

TELEPHONE SERVICE

Students are responsible for arranging their own telephone service through the provider of their choice. If you desire a landline you can call 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 require 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; Hemlock Heights and $125.00 for Melzoni-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 single student housing. A key to each house or apartment is kept in the Physical Plant office. Failure to turn in keys will result in a fee of $5 per key to be withheld from your security deposit.
HOUSING MAINTENANCE

The college strives to maintain housing in the best possible condition. No alterations of any kind are to be made without written permission from the Director of Maintenance and Facilities. 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. Maintenance forms are also sent via email to all living on campus and may be filled out and returned via email requesting needed maintenance.
3. 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. In case of emergency call the Physical Plant, a request form is still required for reporting purposes.
4. Resident’s will be contacted within a 24 hour time frame notifying the resident that the request has been received via CCBBC email account.
5. Maintenance will be done on a priority basis.
6. The Physical Plant will attempt to notify the resident of the week in which the request will be completed

Our staff works diligently to meet all maintenance requests, please be patient as we work to complete each request. We appreciate your patience and understanding as we work to be great stewards of the campus facilities.

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

After Office Hours:
- Michael Schoenherr 606-269-4130
- Allen Sanders 337-0800
- Ronnie Washam 337-6248
- Gary Hinkle 337-3723

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 SAFETY

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.

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 in the Physical Plant Office and the appropriate action will be taken.

TRAFFIC REGULATIONS

Reserving campus cars is the responsibility of the Administrative Affairs Office. 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 the Administrative Affairs secretary when keys are returned. Vehicles must have at least 3 quarters of a tank of gas upon return.

**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**

Kentucky’s child seat laws are:

- Any child less than 40 inches tall must be in a child and/or infant seat.
- Any child, who is under seven years of age and is between 40 and 50 inches tall, must be in a booster seat.
- All children over seven years of age or over 50 inches tall must be secured in a seat belt.

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.
CAMPUS SECURITY

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 Director of Maintenance and Facilities oversees the security personnel.

If a student is aware of a crime being committed, he or she should call campus security; see phone numbers listed in this publication under Housing Maintenance for additional information, or Kentucky State Police at 1-800-222-5555. That student is to write a report of the incident and submit it to the Physical Plant Office. Reports are kept on file.

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. Campus Security is equipped with a cell phone and phone numbers are posted each semester of security personnel.

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 under Individual Responsibilities and Standards. 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

DEAN OF STUDENTS

Student Affairs Secretary

Director of Kelly Hall
  Student Workers

Director of Food Services
  Student Workers

Director of Child Development Center
  Student Workers

Student Life
  Campus Organizations
    Student Adoption
    Agape Fund
    Shopping Spree
    Student Government
    Thrift Store
    Chapel

Director of Health Services
  Medical Clinic
    Student Workers

Director of Family Life and Conference Center
  Student Workers

Student Government
  Counseling Services
  Student Workers

Dental Clinic
  Student Workers
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.

Clear Creek Baptist Bible College (CCBBC) has deeply held religious beliefs that are solely based upon biblical principles which do not allow for any sexuality other than heterosexuality. Furthermore, CCBBC believes that any and all acts that are sexual in nature must only be expressed within the confines of biblical marriage. Moreover, CCBBC believes that based upon the teaching of the Bible, a person cannot change their birth gender. Therefore, CCBBC will not allow or support any conspicuous examples of cross-dressing or any other actions that are deliberately discordant with the individual’s birth gender. Lastly, CCBBC firmly believes that according to the Bible, marriage is between a natural man and a natural woman. And as a result, CCBBC will only recognize marriages that are biblical in nature. Any actions or propagation that are adverse in nature to the college's beliefs regarding these subjects will result in disciplinary action.
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/
    or 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 US. 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.C.S. 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 sever 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 under Guidance and Discipline and Appeal Process 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 under Guidance and Discipline and Disciplinary Probation of this publication.

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.

CHILD ABUSE

Most often abuse and neglect are recognized in physical, emotional and sexual abuse. By definition these abuses are:

- Physical abuse: the physical injury of a child.
- Emotional abuse: A psychological condition caused by the parent or caretaker. Specifically the refusal or neglect to offer consistent love, attention, or protection.
- Sexual abuse: Contact or interaction between a child and an adult when the child is being used for the purpose of sexual stimulation of that or another person. (Sexual abuse can be committed by a person under the age of eighteen.)

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

Initial Tasks in Dealing with Reported Child Abuse
1. The Kentucky Revised Statutes (KRS 620.030) require that any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian, or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Department of Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report. 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 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 Director aware of the matter immediately, and will do so without delay. If the employee or volunteer is unable to contact his or her appropriate Director, 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 Director, the appropriate Director 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 Director 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 Director, 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.

DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING POLICY

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

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

"Domestic violence" means a "felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWAI,
- or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction."

"Dating violence" means "violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship."

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or suffer substantial emotional distress."
PROCEDURES FOLLOWING AN INCIDENT OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Although Clear Creek is a Bible College with a primarily family orientation the administration recognizes the potential for crimes or abuse. Clear Creek is committed to providing an environment free from explicit and implicit coercive behavior used to control, influence or affect the well-being of any member of the college community especially in regards to domestic violence, dating violence, sexual assault, and stalking.

Any incident of domestic violence, dating violence, sexual assault, and stalking 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 offence. 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.

Violation of VAWA is prohibited as stated in the section of this publication entitled Individual Responsibilities and Standards.

- 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.

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 person 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 Housing Maintenance for emergency numbers. If a rape or attempted rape has occurred the victim should proceed immediately to the hospital.

Any person who has been abused and/or perpetrated by another employee, student, 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.

If the employee or volunteer is unable to contact his or her appropriate supervisor, the employee or volunteer should contact the Dean of Student Affairs or, in his absence, the Dean of Academic Affairs. Once the employee or volunteer reports a matter to his or her appropriate supervisor, the appropriate supervisor will immediately inform the Dean of Student Affairs or, in his absence, the Dean of Academic Affairs. The Dean of Student Affairs or Dean of Academic Affairs will then contact the President. In the event the Dean of Student Affairs or Dean of Academic Affairs is the subject of an allegation of sexual abuse, the appropriate supervisor will immediately inform the President.

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 victim will be offered assistance in, changing academic, living, transportation, and working situations if requested and reasonably available.

The Dean of Students will form an Investigative Team. The team will be comprised of the Dean of Students, Academic Dean, the appropriate Director, 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.

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.

OPTIONS AND ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Clear Creek employees a professional counselor on the faculty and would offer the services of the staff counselor to the victim at no charge. In addition there are several faculty/staff persons qualified for “nonprofessional” counseling. In Pineville and Middlesboro counseling services are available to students through Comprehensive Care. The victim will be offered assistance in, changing academic, living, transportation, and working situations if requested and reasonably available.

SCREENING FOR CCBBC EMPLOYMENT

Paid Positions

1. All individuals applying for paid positions will provide verification of identification (e.g., 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 and an Applicant’s Certification. 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
Volunteer Positions

1. All individuals applying for paid positions will provide verification of identification (e.g., 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. 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, to notify Clear Creek of any change in the representations made by the volunteer.

STUDENT CONCERNS/COMPLAINTS POLICY

Students may register complaints/concerns in the area of academic and/or student life. Complaints/concerns should be written and presented according to the following procedure.

STUDENT CONCERNS/COMPLAINTS REGARDING ACCREDITATION PROCEDURE

Formal complaints by students in reference to issues that relate to accreditation standards are the concern of the academic office. The academic office maintains records relating to issues raised by students as well as action taken by the college to resolve those issues. The proper procedure for formal complaints is as follows:

1. Student’s academic advisor
2. Academic Dean
3. President
4. Board of Trustees (at the President’s initiative)
5. Accrediting Association (contact information in College Catalogue p. 1)

STUDENT CONCERNS/COMPLAINTS REGARDING CAMPUS LIFE PROCEDURE

The proper procedure for a student to follow in registering a 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 immediatelysuspend, 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 Director of Kelly Hall or the Dean of Students may confront the student. If the problem is not solved under the direction of the Director 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 ex officio, 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:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LOCATION</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Registrar's Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial</td>
<td>Business Office</td>
<td>Director of Business Services</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Health</td>
<td>Health Services Center</td>
<td>Director of Health Services</td>
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<tr>
<td>Housing</td>
<td>Physical Plant</td>
<td>Director of Maintenance &amp; Facilities</td>
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<tr>
<td></td>
<td>Kelly Hall</td>
<td>Director of Kelly Hall</td>
</tr>
<tr>
<td>Christian Service</td>
<td>Christian Service Office</td>
<td>Director of Christian Service</td>
</tr>
<tr>
<td>Career Testing</td>
<td>Christian Service Office</td>
<td>Director of Christian Service</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Student Affairs Office</td>
<td>Dean of Students</td>
</tr>
</tbody>
</table>

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 that 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, MELZONI-ALUMNI HALL APARTMENTS 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 Director of Kelly Hall 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 Director of Kelly Hall 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 AND MELZONI-ALUMNI HALL APARTMENTS

Semester housing for new students begins the 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 Director of Kelly Hall 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 Director of Kelly Hall by December 1, prior to the spring semester. (No fee.)

SUMMER SCHOOL AND SUMMER HOUSING – KELLY HALL AND MELZONI-ALUMNI HALL APARTMENTS

Only students attending summer school, students working 25 or more hours weekly or international students will be housed past May graduation. Students with special circumstances must receive special permission from the Director of Kelly Hall for summer housing. Space is limited and given on a first come first serve basis. Application for summer housing must be made to the Director of Kelly Hall by April 15.

WINTER HOUSING – KELLY HALL AND MELZONI-ALUMNI HALL APARTMENTS

Students who fulfill their academic requirements in December are expected to vacate single housing by the Monday after finals week. Students with special circumstances must receive special permission from the Director of Kelly Hall.
GUEST ACCOMMODATIONS

Those desiring guest accommodations must make arrangements with the Director of Kelly Hall. 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 guest rooms. Pets are not allowed in any of the guest housing. Because of our limited guest accommodations, reservations during graduation week are limited to one unit per graduate family.

RV parking is available for guests. This is located in the Harmony Heights housing area and includes electric and water/sewage hook-up. The cost to hook-up is $5/day. Please check availability of these limited spaces with Director of Maintenance and Facilities.

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 or the Dean of Administrative 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.

Here at Clear Creek, it is very important that we display high moral standards. The Bible says in 1 Thessolians 5:22, “Abstain from all appearance of evil.” Therefore, we must all strive to be above reproach in all of our actions.

CURFEW

Students are required to be in the residence hall where they reside by 1:00 a.m. each night. It is not permissible to stay out after curfew (studying, talking, etc. at a restaurant, hotel/motel, local park, friend’s apartment, etc.). The time that is considered a violation is when a student does not spend the time between 1:00 a.m. and 7:00 a.m. in their room. This does not mean that a student can return to campus at some time after 7:00 am and be free of a curfew violation. Students 21 and older are not subject to curfew, but may face disciplinary action for irresponsible dorm life. (Kelly Hall Handbook p.4)

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 are suggested in I Thess. 4:3-6, that 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 students and student’s children who are dating. 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.
FRATERNIZING/LOITERING

We encourage social connection and interaction. However, social contact must be conducted within the parameters of 1 Thessalonians 5:22, “Abstain from all appearance of evil,” as well as all other procedures found within the handbooks of CCBBC. Moreover, these guidelines must be followed regardless of the age or marital status of the student. Furthermore, any display of fraternizing or loitering that does not exude the biblical precepts of this institution will not be permitted.

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.

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

APPROPRIATE CLASSROOM ATTIRE FOR WOMEN

Appropriate classroom attire for women includes dresses/skirts, which are at least knee length. Dress slacks or capris are also permitted, with blouses and appropriate footwear. Low cut blouses and dresses, as well as overly tight fitting garments are inappropriate. All persons are encouraged to use Christian integrity concerning hair length and wearing of jewelry. No tennis shoes, flip flops, jeans, T-shirts, athletic sports attire, sweat shirts, hoodies, sweat pants, parachute pants, or leggings may be worn in class at any time.

APPROPRIATE CLASSROOM ATTIRE FOR MEN

For classes men are required to wear dress slacks or kakis, with a collared button up or polo shirts tucked neatly and dress footwear. Garments that fit overly tight and or revealing are inappropriate. All persons are encouraged to use Christian integrity concerning hair length and wearing of jewelry. No tennis shoes, flip flops, jeans, T-shirts, athletic sports attire, sweat shirts, hoodies, sweat pants, or parachute pants may be worn in class at any time.

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 probation, suspension, or dismissal may result.
DRESS CODE FOR FINALS WEEK

During the week of finals, we will continue to adhere to the normal standard of dress outlined in this Student Handbook. However, jeans may be substituted for dress slacks/kakis during Finals week only.

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 developed through the Academics office. There are several possibilities for education of school children in nearby schools. Pineville City Schools (about four miles from campus), Bell County Public Schools (approximately five miles from campus) and Gateway Christian School are available. Campus children can be transported by school bus to schools in the Bell County School system. Students in grades K-8 may attend Bell Central School and students in grades 9-12 may attend Bell County High School. Students in grades K-12 may attend Pineville City Schools, however, transportation is not provided. (Pineville City Schools is limited on the number of students that can enroll if the student lives outside the city.) Gateway Christian School, 3K-12, is in Middlesboro, Kentucky (approximately twelve miles from campus). Those who attend Gateway must pay tuition and provide their own transportation.

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. Chapel monitors, managed by College Relations, also will be scrolling announcements before services. 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 Director of the Family Life and Conference Center. 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?” I 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 during the semester in which it was taken out. The deadline for the fall semester is November 15 and April 15 for the spring semester. 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

MEN'S MINISTRY/WOMEN IN MINISTRY

Clear Creek is home to an active Men’s Ministry and Women in 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

Women in Ministry:
Our goal is to minister to the women of Clear Creek Baptist Bible College by offering opportunities that would aid them in spiritual growth and development and provide interaction with other women to build relationships and also to help the women see the need to equip one’s self for ministry.

Men’s Ministry: The purpose of the Men’s Ministry is to help men develop Christ centered friendships with other men and be an encouragement to them as they try to live the lives that God has called them to. It is a time to study, fellowship, pray and work side by side as men of God.

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 and distributes 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 in Ministry; Men’s Ministry; 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 Thrift Store 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) 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. Students will be contacted by Dr. Kathy's office when an appointment is available. Services will be performed in her office located on the 3rd floor in Pineville Community Hospital. Charges will be sent to students through Health Services. Anyone who bypasses Health Services and schedules his own appointment with Dr. Kathy’s office will be charged for a full office visit and be responsible for payment of services on the day of the visit to her office. A ten dollar ($10.00) fee will be added to the student’s account for a “no show”.

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COUNSELING SERVICES

All members of Clear Creek’s faculty/staff are available to help students 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 unless needed due to personal or campus safety/security. Women on campus are encouraged to seek advice from faculty/staff wives whenever needed. There are three specific women that have volunteered to serve in a “Dean of Women” role for single-married women. Mrs. Marge Cummings-Librarian, Mrs. Kay Jones-Kelly Hall and Mrs. Mary Benefiel-Admissions have made themselves readily available to address issues related to women. Therefore, please feel free to discuss any female specific concerns with any of them.

SCHOOL’S OUT PROGRAM

On days that the public or private schools are cancelled 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 Director of FLCC 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)

Clear Creek Baptist Bible College uses the One Call Now notification system to send closing alerts to faculty, staff and students via email, text and phone message.

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

TV
Channel 27 Mountain News - (Channel 7)
Channel 10 WBIR – Knoxville, TN

INTERNET
www.wbir.com and select the school closing link.

One may also sign up for text alerts through the media outlets.
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 Director of Kelly Hall at ext. 151.

Students are advised to use their own judgment in traveling to CCBBC during inclement weather.
DUDLEY THOMAS AND JEAN ASHER POMEROY FAMILY LIFE AND CONFERENCE CENTER

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 student mail boxes and email. Calendars are also posted on bulletin boards throughout Campus. Extra calendars may be picked up at the FLCC Control Counter.

REGULAR OPERATING HOURS

Please refer to the Family Life and Conference Center Monthly Calendar, the Current, or contact Director of FLCC for regular operating hours.

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 no 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 Director of Family Life and Conference Center.

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 18 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 in the Pool Restrooms 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 from Director of FLCC.

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 times 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 Director of FLCC or Dean of Students.

2. Organizations or individuals reserving facility for their event must check with the FLCC Director for dates, times and cost.

3. All reservations must be made through the Director of Family Life and Conference Center 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 Director 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 Director of Family Life and Conference Center or the Dean of Students.

10. Non-campus visitors may reserve the facility as well as campus members but must contact FLCC Director for dates, times, availability 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 5 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 Director of Family Life and Conference Center’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, skates, 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. For FEMALE GUESTS-the showing of underwear, bra straps or cleavage is prohibited. Tank Tops or Spaghetti Strapped Tops are prohibited. Skirts and shorts must be at least knee length. Leggings and Leotard/Yoga type pants are prohibited. (Ladies please be aware of tops that hang down when you bend over.) MALE GUESTS-pants that are baggy and hanging off the hips and the showing of underwear is prohibited. Shirts that are cut too low in front and on the sides are prohibited. Proper clothing and shoes must be worn at all times throughout entire facility.

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 Director of Family Life and Conference Center.

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 or water fountain in the hallway.

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.

7. Modest shirts, and shorts or pants are required to be worn. Some examples are: For Men: Shorts should reach to the top of the knee, the showing of underwear and shirts that are cut too low in front and on the sides are prohibited. For Women: Tank or spaghetti strapped tops, the showing of underwear, bra straps, cleavage or back are prohibited. Short should reach the top of the knee, leggings and leotard/Yoga type pants are prohibited.

8. All guests utilizing the Weight Room must have at least one person with them at all times. If you do not have someone, please ask an employee to sit in room with or spot you if needed.

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 Director’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 Director of Family Life and Conference Center 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 ask the Director.

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 Director.

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 Director.
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

FEBRUARY
Campus-Wide Valentine Banquet
Intramural Basketball

MARCH
Intramural Basketball Championship

APRIL

MAY

JUNE
Kids Summer School Program w/the CDC

JULY
Kids Summer School Program w/the CDC

AUGUST
Campus-Wide Fellowship
Intramural Flag Football

SEPTEMBER
Intramural Flag Football

OCTOBER
Campus-Wide Fellowship & Fall Festival
Intramural Volleyball

NOVEMBER
Campus-Wide Chili and Dessert Cook Off
Intramural Volleyball

DECEMBER
Christmas at Clear Creek
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