



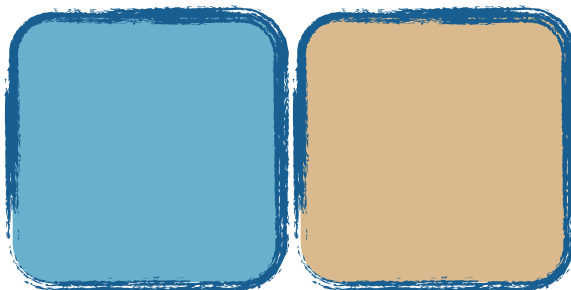
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**Nipawin Bible College**

# **STUDENT HANDBOOK**

**2011 - 2012**

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# COMMUNITY LIFE

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## DORM LIFE

### Residence Living

The transition from living at home, in your own room, to living in a dorm setting with a roommate and multiple hall-mates, is not always an easy one. It requires a change in thinking: you must not only consider what you want to do, but what is best for the other members of your campus community.

It is in the dorm setting that relationships flourish or falter. Campus life places all the residents in an unusual setting of having to function in very close quarters, and this is especially so in the dorms. Life at close quarters can create stresses and tensions in a relationship. Building, nurturing, and restoring relationships is hard work, but it is hard work that brings long term benefits.

For these reasons students are reminded that our campus goal is to help each of you develop character traits that reflect the Spirit of God at work in your life. Among those traits are: mutual respect, mutual accountability, mutual submission, and mutual care. Our goal is to create an atmosphere that is conducive to the growth of each individual, so that each student can move toward his or her Christian maturity.

We realize that these guidelines will not always please everyone. They are general, with the interest of the larger student body at heart. We all must accept that the observance of these guidelines is for the benefit of many, not just one individual. We ask each student to work hard at appreciating the *spirit and intent* of these guidelines.

All single students are expected to be dorm residents, except under special circumstances approved by NBC.

### Conduct in Residences

Even though Christian liberty is something we all enjoy, each student is expected to conduct him/herself with thoughtfulness and concern for the rights and needs of fellow students and to show respect for those in leadership. It takes this commitment from every one of us to build a healthy and vibrant Christian community.

*"Do not look out only for your own interests but also for the interests of others"* (Phil 2:4).

### Residence Leadership

Student Development (Dean of Students, Dean of Men, Dean of Women, Residence Deans) are staff who give oversight to the dorms. Residence Assistants (RAs) have been provided as well, to better meet the individual needs of each student and to assist in providing an atmosphere conducive to personal study and interpersonal growth.

Deans tend to look for patterned behavior, both positive and negative and will speak to these. Your Deans are open to suggestions, concerns and new ideas. It is also to the discretion of Student Development department, including Residence Assistants and Residence Deans, how guidelines are interpreted and applied. The general rule is, "When in doubt, ask."

RD's and RA's are chosen because of their heart and vision for campus life and their interpersonal skills and spiritual gifts. They too are learning and discerning their giftedness. Their purpose is to serve the student and to ensure that Christian community is developed and maintained. RD/RA responsibilities include counseling, guiding, advocacy, and maintaining a safe, comfortable, and secure residence. Your support and partnership in catching their vision for your new home helps make their goals a reality.

It is our desire that NBC provide an environment of security and order, where each person can live in dignity and realize their greatest potential. Each student is expected to recognize and respect the responsibilities undertaken by the RD/RA and to cooperate with them in all respects.

### Quiet Times

Sleep is a fundamental human need (just as necessary as air, food and water!). You are not entitled to deprive another of a good sleep. The right to sleep and the need to study, by your dormmate(s), ALWAYS supersedes your right to be noisy or disruptive.

Students are expected to be diligent and disciplined in their use of time for study, and assignment preparation. We are a small college and quiet places are often hard to find. Certain locations like the library, dorm rooms, and classrooms are prime study areas. To help create reliable opportunities for study, please observe the following Quiet Time guidelines.

- 🕒 All Times – The Library is always designated as Quiet Study. Group study and conversations are to be held elsewhere.
- 🕒 10:00 p.m. – 7:00 a.m. Sunday night to Friday morning.

### Individual Rooms

Make the room cozy and "homey", but do not damage it. For hanging pictures, posters, etc., please purchase "Funtak" for use on walls only, not ceilings! Do not use tape or nails! No altering or painting of the rooms is permitted without prior consent from the Deans. Posters and wall hangings must be in good taste and reflect the shared values of the NBC community (e.g. most movie posters do not accomplish this). If in doubt, check with an RD/RA.

To ensure proper sanitation and to prevent undue damage to rooms, students are expected to keep rooms clean and neat. RDs are allowed to check rooms informally for cleanliness and require cleaning within a designated time frame.

### Damage/Repairs

A \$100 damage deposit will be required from each dorm resident. The deposit will then be refunded after the school year ends and after sufficient time for NBC to check and clean the room.

In order to keep residences in the best possible condition, it is important that each student report damages and/or potential hazards to the RD. Damage to school property will be

charged to the students involved. This may include one individual or the whole group. In the case of dorm damage for which no one is willing to take responsibility, all the dorm residents may be held jointly responsible.

Charges will be based on the following rate: a \$50 flat rate plus any other costs.

### Electrical Appliances

Safety regulations do not allow for hotplates, electric blankets, or any other appliances with a heating coil to be used in the rooms. Coffee makers, curling irons, and blow dryers are permitted. Please use the designated areas for ironing clothes!

### Telephones

Our public phones do not take change, but require a phone card or a calling card. Phone cards may be purchased in the NBC Bookstore.

Please be considerate of others in your use of the residence phones. Family or friends from home may be trying to get through to another student. Please minimize the length and number of calls to other dorms as we have ample time to visit during the day. These calls are hardly ever necessary. Give off-campus friends and family ample opportunity to call our students. Uses of public phones (Dining Hall/Gymnasium) are for very short public usages.

### Meals

All meals are to be eaten in the Dining Hall. Food from the Dining Hall is only available during scheduled meal times. No food is to be taken from the Dining Hall for others who were not present at the meal, other than in the case of illness. In that case, the RD/RA may give permission to have meals taken to the dorm.

If you are planning to miss a meal it shows good stewardship to inform the Food Services Department as soon as you know, so they can adjust the food quantities and reduce leftovers.

To encourage a wide variety of friendships, the host/hostess will set-up seating plan for the Dining Hall, which will be revised on a weekly basis. It will be in effect for Lunch and Supper meals, Monday to Friday. All dishes and cutlery must be returned promptly.

A special dietary menu is available to those who require it for medical reasons. The fee is \$200 per semester.

### Visiting Guests

We are more than happy to accommodate your campus guests. However, for safety concerns please register all guests with your Residence Dean and show consideration to your roommate. Meals will be available for them at the regular prices (\$5.00). Each guest will be able to stay free in your room for 2 nights each year, after that they will need to pay a room charge of \$10 per night.

Any visitors not staying overnight must leave campus by curfew. Visitors may qualify for the "Visiting Guests Scholarship" if they plan to attend NBC. Check with the Enrollment Department for details.

Note: Transients or hitchhikers are not to be invited on campus.

### Other Residence Guidelines

The residences of the opposite sex are strictly out of bounds. At no time should students be loitering around or talking through the windows or around the doors of these residences. Such conduct is inappropriate and infringes on the privacy of other people in that dorm.

Weapons, explosives, or fireworks are not permitted in the residences. Firearms must be reported to the Dean of Students to ensure that they are properly stored.

Due to fire code restrictions, any flammable material (i.e., gasoline, oil) and incendiary devices (i.e., matches, lighters, and candles) are not permitted in the dorms.

Residence hallways must be kept clear of sports equipment, mattresses, chairs, boxes, shoes, etc.

## ENTERING AND LEAVING CAMPUS



### General Procedure

Any student leaving campus needs to let either a fellow student or dorm leadership know where they are going. This is important, in case an emergency arises in which we need to contact you immediately, or there is a problem and we need to account for all residents.

Curfew: Saturday - Thursday: 11:00 p.m.  
Friday: 1:00 a.m.

Permission to be late for curfew can be requested from the Residence Dean. If you are unavoidably detained, contact your RD as early as possible. Campus leaves at other times may be requested from the Dean of Men/Dean of Women.

### Weekend Leaves

A weekend begins Friday after the last class or campus responsibility (whichever comes last) and ends Sunday at 11:00 p.m. Guidelines for a weekend leave are as follows:

- Sign out on your respective RA Weekend Leave Sheet posted on their doors. Substitutes for Student Ministry and Student Work are the student's responsibility and must be cleared by their respective supervisor(s).
- Closed weekends: Weekend leaves will not be granted during weekends of special events such as exams, conferences, three60five, seminars, tournaments, or other special campus events.

### Holidays and Semester Breaks

The college will be closed during Christmas and Reading Weeks. All students are expected to make arrangements to be away from the campus during these times. Room and board fees do not cover the times of academic recess during the school year (Fall semester break, Christmas break, and Spring break). Under exceptional circumstances considerations can be made but must be approved by the Dean of Students at least a week in advance.

Students may stay during Thanksgiving, and Easter and be assured of meals in the Dining Hall.

### Early Arrivals & Departures

An application to the Dean of Students office will need to be made if a student is wishing to arrive earlier than the scheduled starting date of a semester.

An early departure fee may apply at Christmas and/or at Graduation. See NBC catalogue for more details.



## MEDIA AND ENTERTAINMENT

Clearly, media has become a significant aspect of our lives. We do not discourage media usage but while at NBC we want to maximize opportunities for the Holy Spirit to influence our lives and mold our hearts. Because entertainment creates and influences our moods and affects the atmosphere in a room and a dorm, we believe that some limits are helpful and necessary, in the best interest of all students.

### Music

Please evaluate the content and volume your music, so that it does not have a negative effect on those around you.

Music with lyrics that compromise the listener's testimony or are morally offensive is not acceptable. Remember that whatever is received into the mind affects an individual's Christian character (Phil 4:8).

### Computer Games and Movies/TV

These are to be handled with discretion. Each student must recognize that most of them are addictive by nature. They have their place, but they can become all consuming of our free time. Deans will discuss issues such as morality, time, social behaviour and grades when it becomes apparent that media is the cause of such patterned behaviour.

Recognizing that most people have different media standards please keep the following items in mind as you consider your media consumption:

- Make your media choices based on the values of Christ and your commitment to spiritual growth. Set high moral standards rather than pushing the boundaries. Remember why you are here.
- All movies (personal or community) need to be cleared by a member of Student Development. It is rare that anything above a PG rating would be considered appropriate for the community.
- Movies/TV Shows are permitted on personal computers on Fridays and Saturdays provided that they do not offend your roommate, the volume is kept to a reasonable level. As a rule, aim to have movies done by curfew.

- Short video clips (i.e. Youtube) should be viewed in the same light as movies; these videos should promote community and one should be cautious not to offend.
- TVs are not permitted in the dorms.
- The TV/Blu-Ray player is available in the student lounge Friday and Saturday nights. Be sure to fill out the movie info on the sheet provided in the lounge.
- Movies by nature are not social. Take initiative to create and promote activities that are fun, safe and involve as many people as possible. Talk to the Activities Director if you have ideas.

NBC expects students who make use of the media options (Internet/e-mail, movies, music) to exercise integrity and purity.

Students of NBC are expected to be mindful of the sensitivities and standards of their fellow students. Student Development has the right to have the final say on media standards.

### Gambling

No gambling is permitted while students are attending NBC.

### Cell Phones/Smartphones/iPods

These can be useful technology but must be used with discretion and consideration for surroundings and time. Please do not have them turned on during class time, chapels, meals or while in a meeting.

## DRESS AND GROOMING

Students are asked to recognize that personal appearance, cleanliness and grooming, while not a matter of spirituality, can either enhance or inhibit our witness for Jesus Christ.

Styles come and go and personal tastes in apparel vary with each person. Clothing styles are reflect an inner attitude and character. Students are expected to dress modestly and reflect clothing styles that do not attract undue attention to themselves.

If Student Development considers dress and grooming habits unacceptable, students will be required to make the necessary changes.

### Types of Dress

- Class / Casual Dress — Pants or jeans and a shirt, t-shirt, or sweater. Items with excessive rips, worn pieces, or inappropriate messages are not acceptable. For health regulations, shoes must be worn in public buildings (non-dorms) at all times. No tank tops are permitted for either ladies or men. Athletic wear, such as sweat pants, sports jerseys, and sweatbands, is not considered class dress.
- Semi-formal Dress — Formal or casual pants, excluding denim jeans, and a casual shirt/top, excluding t-shirts or athletic shirts. The intent is to avoid being too informal, yet not requiring formal dress. Running shoes are not considered semi-formal.
- Formal dress — For ladies, skirt and casual shirt/top (not t-shirts or athletic shirts), or dresses. For men, dressier pants, shirt and tie or equivalent (i.e. turtleneck or mock turtleneck of a dressier style). The intent is that it be dressy in nature versus informal.

Note: Men are asked to remove their hats, toques etc. in chapel. Discretion is given to the faculty and staff in varying situations (ie. Dining Hall, class).

#### Occasions/Events

- **Classes:** Class/Casual Dress. (This is expected while in the Ed Centre during office hours.)
- **Sunday Morning Church Services:** Class Dress, respecting your church culture
- **Chapel Leaders and Worship Team:** Class Dress
- **Graduation:** Semi-Formal Dress

#### Grooming

Hair should be neat and clean and avoiding all extremes. Discrete piercings are permitted at the discretion of the Deans. Typically, tongue, lip and eyebrow rings are not acceptable. If grooming habits are considered inappropriate students will be required to make the necessary changes.

## RELATIONSHIPS

Bible College presents unique opportunities for lifelong friendships, and it can also be a great place to meet a life partner. These relationships, properly balanced with attention to personal spiritual development and ministry training, make Bible College a unique and blessed experience.

Recognizing the need for priorities and balance, the following philosophy and guidelines have been established for those who find themselves in a dating style relationship. These boundaries are not intended to restrict but rather provide direction in light of our unique campus environment.

#### Couples

Healthy dating relationships require the foundation of a strong love for God, a deep respect for each other, an understanding of personal desires, and an uncompromising commitment to integrity, both as individuals and as a couple. Couples should expect to meet with a Dean to invite dialogue about the relationship and ways in which there can be clear communication about expectations from both the couple and Student Development.

Acting with integrity and purity begins in your relationship with God. It is also influenced by your entertainment choices and your thought life. True love respects and protects, it looks out for the good of the other, not the selfish desires of an individual.

Campus relationships are affected by the close quarters of NBC. Because of our close proximity to one another and involvement in mutual activities, it is possible to become very ingrown as a couple. Spending every waking moment together is not healthy for any couple, nor does it reflect life outside our setting. A healthy dating relationship allows each person room to develop other relationships. We do not want you to sacrifice your other friendships at NBC.

We believe the following guidelines encourage a healthy balance between time on your own, time together as a couple (and possible couples) and time in the NBC family.

- Keep focus on all aspects of your life as a Bible College student. This includes things like your studies, your devotional time with the Lord, and your responsibilities to build up and encourage all your fellow students.
- Set specific time to spend together. The weekdays can be full with other obligations. Try to spend your larger blocks of time together on weekends.
- Set high standards of respect and godliness.
- Make use of mixed group outings and friendship relationships. Try not to enter the potential entanglements of dating too quickly. Let a dating relationship grow naturally out of a great friendship instead.
- Public displays of physical affection on campus are to be limited to holding hands and brief hugs. Keep in mind context and avoid needless awkwardness.
- During classes, chapel, conferences, church services, special events, and other occasions where we are doing things together as a group, couples are asked to mix freely, and seek to meet the needs of their fellow students. Couples demonstrating an unhealthy or inappropriate relationship, or who become focused mainly on themselves to the exclusion of their fellow students or their studies, will be confronted by a Dean.
- Couples are expected to conduct themselves with integrity, respect for themselves and others, exercising good judgment regarding their reputation and Christian testimony.

These guidelines for social life are intended to assist the student find a balance in their social life and to free you from problem situations that may arise because of haste, inexperience and the unusual closeness of a campus situation. We sincerely want you to enjoy healthy, vibrant, and God-honoring relationships.

Note: NBC has established a Sexual Harassment Policy for the protection and security of students and staff. A copy of this policy can be obtained from the Dean of Students.

### Engagement and Marriage

Students planning to become engaged during the school year are strongly encouraged to gain parental consent. Should students desire to marry during the academic year they will only be allowed to complete their year of studies by special permission from the Dean of Students.

### Married Students

While married students are part of the campus family, they also have their own private needs. The leadership of NBC would like the married students to understand the principles involved in the guidelines above, and where applicable (especially re: entertainment, dress), apply them to their relationship with the single students on campus.

Integrating married students into campus life is not an easy task. It takes a cooperative effort from both married and single students and the staff. A Married Student Advisor is appointed each year. The advisor will call a meeting early in the year to discuss school policies and activities.

All married students are encouraged to participate in student body activities.

## STUDENT COUNCIL

There are many opportunities for students to become involved in campus activities. The Student Council (StuCo) of NBC has the responsibility of helping foster a healthy spiritual and social atmosphere on campus and establishing a positive relationship between the NBC Administration and NBC student body.

The Student Council is composed of a Faculty Advisor (Dean of Students) and an SC Executive (Chairman, Spiritual Coordinator, Activities Coordinator). Student Council is responsible to supervise and facilitate student body activities, and to give leadership to the student body regarding all matters of student life.

Students contribute to the cost of student activities and dorm/ lounge furniture, equipment and upgrades and student services in a variety of ways:

- Student Activity Fee: This fee is paid at the beginning of each semester and covers the cost of this Handbook, and provides funds for major student body outings, and for furnishings in lounges and dorms. It also makes up for any shortfall in the collection of money for the child the student body sponsors through World Vision.
- Canteen: Student Council seeks to have low canteen costs. Through the marginal profit made on the sale of this merchandise, and through recycling revenue, funds are made available, for special outings, and student activities.
- On occasion, StuCo will plan a fund-raiser, usually for a specific project.

Elections for the Student Council representatives are held at the end of the school year. Student Council supervises other representatives including class reps.

All students are expected to support the activities that planned by their Student Council.

Minutes of all Student Council meetings are posted on the bulletin board downstairs in the Ed Centre. Students are welcome to attend all meetings. A copy of the Student Council Constitution is available from the Dean of Students.

## CHAPEL AND CHURCH ATTENDANCE

### Chapel

All students are expected to attend each chapel. The chapel is to be quiet beginning at the in preparation for the worship and ministry time to follow. Chapel is designed to provide:

- Regular opportunity for the student to worship God.
- Exposure to and challenges from the Word of God.
- Understanding and appreciation of the worldwide Body of Christ.
- Opportunities for students to use their gifting to minister to each other.
- Opportunities to be a supportive and unified campus body of believers.

### Church

Students are also expected to be in attendance at a local church every Sunday they are on campus. This includes Sunday School (if available) and morning Worship service.

- Selection of a Church must be made by the end of September.
- It is expected that students will attend that church throughout the school year.

- Sunday Evening services are not always available at every church, but if offered, attendance is encouraged.
- Students may select the church of their choice providing it is considered “evangelical”.

## VEHICLES

Traffic Regulations: **30** km per hour is the maximum speed on campus. There are many small children on campus. Please DRIVE CAREFULLY. Do not drive on the fields or in the ditches for any reason.

Parking spaces and plug-ins will be assigned at that time. Use the designated parking spaces. Please do not park your vehicle on the road in front of the dorms, or dining hall.

Use of any motorized vehicles (motorcycles, snow machines, ATVs) on campus requires the use of helmets by driver and riders. Failure to comply with this requirement will result in the loss of the privilege of using these vehicles on NBC property.

Students ignoring vehicle guidelines will lose the privilege to use the student parking area.

Student Use of School Vehicles: Students use school vehicles for a variety of school functions. Only those who have been authorized by the Finance & Facilities Manager may drive school vehicles. Each time a student wishes to use an NBC vehicle they must get permission and keys in advance from the Finance & Facilities Manager.

School vehicles are occasionally made available for events/functions that are not directly related to the NBC program (i.e., weekend ministries, tournaments, Student Ministry), provided a minimum number of students travel in the vehicle and a minimum fee be charged per student.

Students driving school vehicles are not permitted to pick up hitchhikers.



## ATHLETICS



Students are encouraged to participate, not only in those activities with which they happen to be familiar, but also to avail themselves of the opportunities to learn new ones.

The team coach in consultation with the Athletic Director will select school sport teams. The following items are considered when selecting team members: academic standing, approved Christian character,

and an acceptable attitude toward campus responsibilities.

Students who miss classes, chapel, or student ministry or work assignment due to illness are expected to also miss their sports involvement (including NISL) that day and evening.

Students are encouraged to utilize the NBC Fitness Centre. Due to the dangerous nature and cost of replacing the equipment we would ask the only those over the age of 16 be admitted into the centre. Students wishing to use the weight room must sign out the key from their Residence Dean. Non-resident students may acquire a key from the Athletics Director. Please report any damage to the Athletics Director.

### NBC Athletic Involvement Guidelines

Purpose: The overriding purpose of athletics at NBC is the development of a Christ-like attitude and witness through team competition. Other purposes such as physical exercise, the development of personal discipline, and learning to work as part of a team are also important. In addition, the athletic program of NBC shall emphasize participation over competition, whereby all students of all skill levels are given opportunity to participate.

NBC will field men's and ladies teams in the following sports (as interested students, leagues, and coaching staff allow): outdoor soccer, indoor soccer, volleyball, men's hockey, basketball, and floor hockey.

In scheduling practices and games, coaches are asked to keep in mind the overall academic and non-academic involvement of the students. The scheduling of games and practices should be arranged together with the Academic Dean and the Dean of Students.

- NBC teams will participate in no more than 6 athletic tournaments during the year, preferably 3 per semester.
- Students on athletic teams must display a teachable Christian character. They must be willing to listen and to learn both in skill development and in Christian attitude and conduct. Any display of temper or uncontrollable behaviour will not be tolerated and may lead to disciplinary action (i.e., suspension from participating on a team).

- Students expecting to play on a team are expected to attend all practices. If for any reason a student cannot be at a practice, such a reason must be cleared with the coach before the practice. Failure to do so can lead to suspension from the team.
- A student's involvement in athletic teams is a subject to Academic, Student Ministry, and Student Work requirements. Therefore, any scheduling or time conflicts must be governed by this order of priority, both for practices and games.
- Since sports team participation is a privilege, sports involvement is not to be used as an excuse for handing in late assignments or not having completed Student Ministry or Student Work. Students who are not able to keep up with their work and responsibilities may be asked to leave the team, or asked not to participate in the first place.
- In the event that course grades drop as a result of sports participation, students will forfeit the privilege of participating on sports teams.

## COMPUTER USE

One of the key purposes of access to the Internet is to assist you in your studies at NBC. Many of our library periodicals identify web sites that are beneficial for Christian study and ministry opportunities. It is also important to have access to computers to compile and type your papers. For this reason we are doing our best to provide resources for these goals to be accomplished.

It is expected that students who make use of the Internet/e-mail will exercise integrity and purity. In addition, the following are considered as inappropriate computer use:

- Password violations: sharing accounts, trying to access or use someone else's account.
- Changing any system, program or preference settings.
- Accessing inappropriate material on the Internet.
- Deleting files from the computers that are not yours.
- Copying files from another student for assignment purposes.
- Possessing, using, or transmitting unauthorized material (i.e. copyright protected)
- Sending messages which contain offensive content (e.g. profanity, racial slurs, threats, etc.)
- Intentional introduction of a virus to a school computer.
- Demonstrating a security problem to other users.

We trust you will use computers in a responsible manner. Violation of any of the above policies will result in suspension from use of the computer lab and possible personal probation.

## OTHER THINGS

Choir: NBC sponsors a community-wide Christmas Cantata, which has become a highlight for the town and area churches during the Christmas season. All students may participate in the NBC Cantata Choir during the fall semester. Whether singing or not, assistance with and attendance at the cantata is required.

Medical: Students should make sure that all medical and hospitalization cards are up to date and in order. The school cannot be responsible for bills due to neglect concerning your medical coverage.

Kitchen: Students are not permitted in the kitchen. Access to food in the pantry, fridge or freezer is restricted to your Student Work responsibilities. If you need access get permission from the Food Services Manager.

Laundry: Facilities are provided in the Dining Hall basement and in the Dorms. These have been paid for as part of your Rental Fee. Please do not abuse these machines by overloading them. Students found to be abusing these machines will lose the privilege of access to these machines. Men may do their laundry on odd numbered dates while women may do their laundry on even numbered dates in the Dining Hall.

Pets: Students are not permitted to have pets on campus.

Fire/Safety Regulations: All halls, entrances, and stairs must be kept clear at all times. Students are responsible to avoid situations that have the potential of being fire hazards. Fire drills may occur at any time.

- Fire Prevention: The following articles are prohibited from the dorms: candles, oil lamps, firecrackers, ammunition, and cleaning fluids such as gasoline, solvents.
- Fire Regulations: Deliberately turning in a false alarm is subject to severe discipline and is a criminal offense.
- Turning On a Fire Alarm: Any fire should be treated as dangerous and reported to the RD, NBC office, Deans, President or other staff member immediately.
- Use of Fire Extinguishers: It is important to become familiar with the location of fire extinguishers and how to use them. Directions are stamped on the extinguishers. They are located at the end of each hallway near an exit.
- Caution: Point the extinguisher only at the fire.

Evacuation: Move as quickly as possible to the nearest exit moving a distance of at least 100' from the building.

Scented Items: Students and campus family members are asked to be sensitive to those with environmental allergies in their use of room sprays, perfumes and colognes, and deodorants.

## PERSONAL PROBATION

As has been noted throughout this handbook, these guidelines and rules of conduct are given with the intent of enhancing the campus atmosphere and maximizing the spiritual goals each person brings when coming to a college such as NBC. They are in place for a reason.

If you have a problem with any of these rules it is your responsibility to talk with the respective Dean or supervisor. You are not free to take matters into your own hands, to change the rules, nor to disregard the rules. If we are to function as a healthy Christian community we must follow the biblical guidelines of "speaking the truth in love," mutual respect and mutual accountability.

It is expected that all students appreciate the spirit of these guidelines and the ends to which these guidelines point.

All students must sign and submit the form "My Commitment to the Community Standards of NBC."

If you have a problem with another student, a staff or faculty member, it is your responsibility to go to that person and make things right. If they have offended you, or you discover that you have offended them, the Bible is clear on whose responsibility it is to approach the other (Matt 5:23-24; 18:15-17; Luke 17:3-4).

We realize that most people do not come to a Bible college because they have their "act together." Rather a person comes here to grow in the grace and knowledge of our Lord Jesus Christ. Along the way there will be failure. A teachable spirit is one that is open to reproof and correction because that person wants to grow in a way that honors their Lord. Whether that reproof comes from a peer or a teacher, it is to be given for the purpose of helping the other person grow. These types of experiences, though unpleasant at the time, are normal for every follower of Christ.

However, if in the course of the school year it becomes apparent that a student is:

- becoming uncooperative with those in leadership at NBC (Instructors, RD's, RA's, Supervisors, or other Staff),
- failing to fulfill commitments they have made in order to serve on school committees,
- not demonstrating respect for fellow students,
- in some other way making a negative contribution to the desired campus atmosphere, that individual will be invited to a private meeting with the Dean of Students.

The continuance of the problem(s) will be met with any number of sanctions. There are a variety of options available for sanctions:

- suspension from an athletic team,
- suspension from a ministry team,
- not being granted special leaves (except for family emergencies),
- removal from any campus committees on which they serve,
- not being permitted to run for or hold any student body or class office (\*If a student has been elected or appointed to such an office before being placed on probation, there will be another election or the appointment of a replacement),
- being restricted to dorm or room for a specific period of time,
- suspension from school for a determined length of time.

The duration of a student's sanctions will vary according to the situation. The NBC Executive Leadership Team will examine each situation. When the administration sees evidence of positive improvement and notice steps of growth in the individual, the sanctions will be lifted.

Should the situation not improve after disciplinary action has been taken, the only recourse is expulsion. If expulsion proves necessary, a letter will be written to the family of the student, as well as the home church, explaining the reason for such action. Probation will also be noted in a student's permanent record. Criminal offenses that occur on campus will be automatically reported to the local RCMP detachment.