GUIDELINES FOR DORMITORY LIVING

KANSAS CITY COLLEGE and BIBLE SCHOOL

Developing servant leaders who know God, who have a passion for holiness of heart, and who are inspired and prepared for a lifetime of learning and Kingdom service.
Guidelines for Dormitory Living

A PHILOSOPHY OF LIFE

Student Life is Christian in Character
The development of students who live a life pleasing to God that brings glory to Him is one of the main objectives of KCCBS as a Christian institution. Therefore, our goal is to aid men and women in keeping God and His principles at the forefront of all of their endeavors.

As God’s treasured children, our desire is to avoid any hindrance that would keep us from living the effective and abundant life in the Spirit that Jesus gave His life to provide. It is then necessary that all members of the campus community manifest Christian motives and principles, practice integrity in every aspect of daily life, and conduct themselves as mature and responsible individuals.

Student Life is Developmental in Nature
A primary goal at KCCBS is to develop individuals—to aid students as they mature spiritually and socially. The development of godly character and of a life of consistency in every area is essential. Reconciliation with God and with others is a common goal. As Christians, we realize that we live in a broken, upside-down world. It is necessary for us to exhibit understanding and respond in ways that will bring restoration, thus encouraging hurting students to discover God’s best for their lives.

It is understood that by becoming a member of the campus community, each individual commits to the ideals of compassion and consideration. These will be manifested by respect for the dignity, rights, and property of others, and by the avoidance of insensitive, inhospitable, or unjust behavior. Students can then feel welcome and safe in the appropriate pursuit of their goals as they grow in their relationship with God.

DORMITORY LIFE

The dormitories at KCCBS are meant to provide more than a place for sleep or studies. They exist to provide an environment for personal growth. The learning that takes place outside the
classroom is of equal value to that within the classroom. By living in the dorm community, students are exposed to people with different backgrounds, habits, ideas, personalities, and ways of meeting needs. Through the process of learning to live with different people, students learn more about themselves.

Dorm Devotions
Student-led devotions are an integral part of the weekly schedule. Students from each dorm choose an evening to gather voluntarily for a time of sharing and praying together. All students are encouraged to be involved in this opportunity for spiritual growth.

Room Guidelines
Normally, rooms are given on a first-come, first-served basis. In some cases, the resident educators will make assignments. Requests for rooms and roommates are honored when possible.

Living in the dormitory is much like living in a home with a lot of rooms. It is NOT like an apartment building or a hotel where the individual may come and go as he pleases with little regard for or responsibility to others. In light of that and to ensure that you get the most out of your dormitory experience, the following guidelines have been developed:

- A room/key deposit of $50.00 is due upon occupancy and is refundable only when the facilities coordinator is satisfied that the room is vacated in good condition. If deposit money is used to cover damage, another $50.00 fee will be charged.
- There will be a $10.00 charge for replacing a lost key.
- There will be no reductions or refunds for any time a student may be away from campus.
- Students receiving special permission to move into the dorm earlier than the date indicated in the appropriate school calendar will be expected to pay the current rental rate.
- Students may stay in the dorm during vacations within semesters without incurring additional charges, but should be advised that meals are not provided.
- Students wishing to stay in the dorm between semesters must make appropriate arrangements with the business office to cover the resulting additional charges, which are pro-rated and payable in advance.
- Students who do not intend to live in the dorm during the summer months must vacate their rooms by the Monday following KCCBS graduation to avoid paying the summer rental rate. Items may be stored over the summer per guidelines set by the resident educators, but the school accepts no responsibility for loss or damage.
- Guests:
  - Students will be expected to share their rooms with guests from time to time such as during College Days and ISAAC and Field Day events. Students will be expected to cheerfully entertain the guests within reason. The dorm staff will assist in the event of a problem with the arrangements.
  - Overnight guests are welcome in the dorm under the following conditions:
    - They must abide by the same guidelines the residents follow.
Residents may entertain guests in their own room for no more than seven nights during the school year without paying a room charge for the guest. Residents will be charged per night per guest beyond the first seven visits.

Permission for overnight guests must be secured from the resident educators at least one day in advance of the visit. Exceptions will be granted only in the case of extraordinary circumstances.

- Appliances such as microwaves, popcorn poppers, small refrigerators, crock pots, rice cookers, coffee makers, irons, etc. are permitted in the dormitories. There is to be no open cooking in uncovered containers (e.g., woks, skillets, etc.)
- Due to insurance regulations, candles and incense may not be burned in the dormitories.
- The Falcon’s Fortress (Kitchen Level) is a lounge where students can meet to study, watch videos or just hang out with friends. The hours of use are from 8:00 a.m. until curfew. They may eat food in this lounge as long as they clean up after themselves. In other words: Dispose of your trash properly! Students must get advance approval from the administrative committee before adding, changing, or removing any furnishings or equipment in the Fortress.
- The reception rooms on each floor are to be kept orderly at all times. Please minimize the use of food or drinks in these areas and as always dispose of your trash properly.
- To make your room feel more like home, you are encouraged to personalize your room by hanging posters or pictures which are in good taste and do not in any way detract from a Christian perspective. However, to preserve the walls, only products approved by the facilities coordinator may be used to hang items. In any case, NO TAPE MAY BE USED ON THE WALLS OR DOORS.
- There is limited storage space available for personal use. Please do not expect to place anything in KCCBS storage unless you live more than 500 miles from the campus.
- No pets, except for fish, are allowed in student rooms.
- Each dormitory has a hall phone for placing and receiving local calls, or receiving long distance calls. (Long-distance phone cards may be used and toll-free long-distance calls may also be placed.)
- Wondering what to do with all that dirty laundry now that mom’s no longer around? Don’t worry. A coin-operated laundry facility is located on the kitchen level of Shaver Hall.

Room Furnishings
- Each student living on campus will need to furnish his own pillow, bed linen, blankets, towels, etc.
- Beds, clothes storage, closets, and blinds are furnished by the college.
- Students are expected to maintain their rooms in satisfactory condition, keeping them clean and in order.
- Any student wishing to install any permanent fixture in the room must get approval from the facilities coordinator and the work must be performed by the maintenance department. Any fixtures become the property of the college and may not be removed without permission.
• Students may NOT paint their own rooms.
• Students may bring their own furniture as long as there is space to store the school’s furnishings for future use.

Loss or Damage
KCCBS is not responsible for loss or damage of personal property due to fire, storms, floods, or thefts. If a loss occurs, it should be reported immediately to the dean of students.

Care of Rooms
• The goal of building good habits of neatness is supported by a program of regular inspections. The college reserves the right to inspect all residential areas. All dormitory rooms should be cleaned thoroughly once a week, kept tidy at all times, and ready for room check by 9:00 a.m. each day. To prepare for room inspections, dorm residents should make sure that
  o beds are made
  o surfaces in their rooms are clean and organized (not cluttered)
  o mirrors are cleaned
  o floor is vacuumed
  o trash is not overflowing or odorous
  o dirty laundry must be confined to an appropriate container
  o laundered clothes are stored neatly in the closet or dresser drawers
  o dishes are washed and put away neatly
  o shower is clean and free of soap residue
  o toilet is clean inside and out
  o tiled floor is mopped
  o towels and washcloths are hung up (not piled on the floor)

• Shower room guidelines:
  o Immediately after showering, mist all surfaces of the shower and curtain with daily shower cleaner
  o Turn fan timer to one hour when leaving
  o Clean shower weekly with a non-abrasive cleaner

• Dorm residents are responsible to see that their trash is taken to the dumpster. Trash from an individual’s room is never to be placed in a waste can in any common area (restroom, lounge, dining hall, etc.).

Thriftiness
God has entrusted us with resources. With this blessing comes the responsibility of careful stewardship. We can make a contribution to our school by helping to conserve energy.
• Turn off lights, air conditioners, stereos, and all other electrical appliances when not needed.
• Only school officials are to make adjustments on thermostats.
• Report all leaking faucets, showers, or any other situations where there would be a waste of energy.
• Windows should not be unnecessarily left open during cold weather.
• Students should be on the alert to conserve electricity, water, and heat at all times.

Privacy
Students should never enter another’s room without the occupant’s permission.

Right of Entrance
In the interest of the students’ security and well-being, authorized personnel will need to enter a student’s room occasionally. Authorization can be given only by administrators or Resident Educators. When deemed appropriate, advanced notice will be given (e.g. personnel are encouraged to knock and announce presence before entering). However, authorized personnel reserve the right to enter without advance notice or other limitations for the following reasons: inspections, maintenance, health and safety issues, reasonable suspicion or violations of school policies, searches, or any other legitimate reason. Any entry of an occupied dorm room without the resident’s permission will be reported on a written form listing the date, time, room entered, reason, findings if any, and the names of all personnel entering the room. The completed forms will be kept on file in the business office.

During inspections, anything in plain view that is contrary to school policies will be confiscated and/or reported to the Dean of Students and may result in disciplinary action. In the case of room searches, two authorized personnel must be present, and anything discovered contrary to school policies will be confiscated and/or reported to the Dean of Students and may result in disciplinary action. Any contraband found may subject the student to disciplinary action and/or be reported to law enforcement personnel.

Disaster Plan— Tornado/Fire/National Emergency
During announced evacuation drills at the sounding of the Johnson County Civil Defense Warning System sirens at 11:00 AM on the first Wednesday of the month and in any actual tornado warning, impending disaster, national emergency, or special school initiated drill, the following rules must be observed.
1. EVACUATE - In case of fire all residence rooms and public areas of the building will be evacuated. Follow the instructions posted near the doors on each floor.
2. GO TO THE BASEMENT - In case of other emergencies, evacuate all areas to the Falcon’s Fortress if there is not enough time to evacuate to the Cowen auditorium locker rooms.
3. TAKE YOUR PLACE - Sit along the north wall of the room with head down and covered with the arms.
4. TIME IS CRUCIAL - A safe, orderly movement to the shelter areas is the goal.
5. BE CALM - No shouting or talking above the conversational voice level. This will enable all to hear critical instructions as given by those in charge.
6. RETURN TO NORMALCY - The all clear signal will be communicated by the authority in charge. All may then return immediately to the prior activities.
Emergency Exits
The doors on each floor leading to the outside stairwells (commonly known as the “end doors”) are to be used as emergency exits ONLY. Any other use must be with the permission of the resident educators or someone higher in authority.

On-campus Residence Fee
All resident students will be charged a flat fee for room and meals per semester. Check with the business office for the current fee amount. Twenty meals per week are furnished except when school is not in session. (See the current school calendar for open dining hall dates.)

Dining Hall
To present a pleasant atmosphere in the dining hall
- students should avoid boisterous activities
- remarks that are critical in nature about the food will not be tolerated
- punctuality is expected at all meals
- students who are finished with a meal should leave the eating area clean.

Meal serving times are as follows:
- Monday – Friday
  - Breakfast: 7:30 AM – 8:00AM
  - Lunch: 12:10 PM – 12:35 PM
  - Dinner: 5:00 - 5:25 PM
- Saturday
  - Brunch: 11:00 AM– Noon
  - Dinner: 5:00 PM– 5:25 PM
- Sunday
  - Breakfast: 8:00 AM– 9:00 AM
  - Lunch: 1:00 PM– 1:30 PM
  - Dinner: 8:00 - 8:30 PM

Dining hall dishes are not to be taken to the upper floors without permission from the Resident Educator.

The dining hall is in operation on a limited basis during semester breaks and during the summer. Students will not be permitted to use the kitchen without permission from the cook and/or resident educator. Meals may be purchased locally from the many eating establishments that are available.

Laundry Etiquette
Out of consideration for the time of other people, it is essential that dorm residents be alert to remove clothes from washers and dryers immediately after the cycle is completed. Therefore, we ask students not to start a washer or dryer cycle unless they are reasonably sure they can be
there when it is completed. It is important that the laundry be completed by curfew each evening.

**Chores**

In the spirit of cooperation and community living, each dorm resident will be assigned a specific chore or chores to be completed each week. These chores will include but not be limited to:

- vacuuming hallways
- cleaning common restrooms and showers
- cleaning lounges
- cleaning stairways
- washing windows
- emptying trash
- mopping the dining hall
- washing dishes

By cooperating in this area, dorm residents will be able to assist in keeping the dormitory neat and presentable. Jobs will be assigned and supervised at the direction of the resident educators and those who do not complete their chores will be assigned community service or face other disciplinary action.

**On-Campus Employment**

There are a limited number of on-campus jobs for pay, which are made available to interested students. Those who are involved in this work on an hourly basis are to keep a record of their time. This record will be submitted to the business office after it is signed by the staff member who oversees the student’s work. For example, those who work in the dining room or kitchen must have the head dietician sign their work card before the business office will honor it. Work time sheets may be obtained from the business office.

**Off-Campus Employment**

Current employment information must be registered with the resident educator. Students should not accept employment which involves the violation of Christian conscience and Biblical principles. Except for health care or emergency services, students are to avoid employment which requires them to work on Sunday.

Also, students should remember that they are ambassadors of Christ and KCCBS to their employers, and should live carefully on the job. They should refrain from studying on the job without specific permission of the employers. Proper termination notice of at least two weeks should be given when the employment is no longer needed. Students should maintain a good community work record by being

- thoroughly Christian
- mannerly
- diligent
- honest in all dealings
- dependable
- on time
- always neat in appearance
- true to KCCBS standards

**Illness**
Students who are in the dormitory should see that illness is reported promptly to the resident educators, so they can assist the student if necessary.

**Interpersonal Relationship Guidelines**
- Male students are not permitted on the women’s floor of the dormitory, nor are female students permitted on the men’s floor. The resident educators may allow exceptions for specific reasons and with explicit permission. Failure to abide by this rule may be grounds for suspension or expulsion. (These guidelines are in effect even during General Camp, work days, and summer months.)
- Men and women students may visit in each other’s reception rooms at specific times to be posted by the resident educators.
- While students are in a private dwelling, apartment, hotel/motel room, etc. they are not permitted to have guests of the opposite sex regardless of whether it is day or night. Exceptions may be granted in the case of some planned group activity. In this case, see the resident educators. Failure to follow this guideline may be grounds for suspension or expulsion.
- While students are babysitting in a private residence, they are not permitted to have guests of the opposite sex, regardless of whether it is day or night.

**Dating**
Dormitory Resident Educators will give spiritual and moral guidance for all students regarding interpersonal relationships. Permission for dating by high school dorm students is given by the resident educators.
Since there is no way a written set of guidelines can cover every contingency, the resident educators have the responsibility of making any decisions of judgment. Abuse of any of the social privileges may result in temporary loss of such privileges.

Please see the Interpersonal Relationships section of the College Student Handbook for more dating information, plus the guidelines for engagement and marriage.

**Leaving Campus**
Every student is required to sign out whenever leaving campus and sign in upon return. Failure to do so may jeopardize such privileges. As a safety precaution, students are encouraged to go in groups during hours while it is dark.
Students should not use “leaving campus” as an occasion to do things outside the boundaries of the rules.

**Visiting Off-campus**

Students must secure permission from the resident educators when wishing to visit an off-campus home for a day, evening, or weekend. The following rules must be followed:

- The parents of the home being visited must communicate to the resident educators their willingness to accept responsibility for the students visiting.
- If a mixed gender group is invited, at least one parent must be at the house during the visit.
- The house must not be used as a base for other activities that would be attempts to break or circumvent the rules of the school.
- Permission to spend a vacation period at an off-campus home is subject to the same requirements as mentioned above.

**Study Hours**

Respect others as they study. To assist students in doing this, the school has set aside the hours of 7:00-9:30 p.m. as quiet hours in the dormitory. Although this does not mean that all students must be in the dorm studying, it does mean that those in the dorm and close by the dorm must not interfere with those who are studying.

**Curfew**

- **High School Students**
  Recognizing that good health and efficient use of time depend upon proper rest, and in consideration of others, high school students are to be on their own floors by 10:30 p.m. Sunday through Thursday and 11:00 p.m. on Fridays and Saturdays. They are to be in their rooms with their lights turned out one hour after the curfew every night. Computer use is not allowed after lights-out. The resident educators or resident assistants must grant any exceptions to these guidelines.

- **College Students**
  Recognizing that good health and efficient use of time depend upon proper rest, and in consideration of others, college students are to be in the dormitory on their own floors by 11:30 p.m. Sunday through Thursday and midnight on Fridays and Saturdays. The resident educators or resident assistants must grant any exceptions to these guidelines.

No students may leave the dorm before 5:00 a.m. without special permission from the resident educator.

Students coming in later than the earliest curfew are expected to enter quietly out of respect for those who are sleeping, studying, or otherwise quietly engaged.
In the event of a student’s GPA dropping below a 3.0 or his/her behaving in a manner that requires discipline, he/she may be asked to observe an earlier curfew. Reinstatement will require action by the student development committee.

Day visitors are required to leave the dormitory by 10:30 any evening of the week.

Entertainment
There are many pressures and the stress level can be quite intense at times. Relief through wholesome entertainment gives balance to college life. Entertainment takes many forms at KCCBS including:
- Physical recreation
- Board games
- Wholesome videos or DVD’s
- Christian concerts
- Parties
- Reading

Caution must be taken, however, that pleasure not take the place of being filled with the Holy Spirit. Balanced entertainment is that which relaxes one but does not draw him away from a close relationship with Jesus Christ.

“Do...all to the glory of God” (I Cor. 10:31) should be the standard for choosing that entertainment. Much of today’s culture found in television, radio, theater, movies, music, computers, books, magazines, and internet and video games-- does not reflect holy living. Therefore, students must be extremely careful to make choices of entertainment that are consistent with Biblical values. Right choices will prohibit students from viewing, attending, or participating in any entertainment (whether in their dorm rooms or in public) that promotes sexual immorality, contains excessive violence or profanity, or disrespects God. Every effort should be made to determine the appropriateness of the activity or material BEFOREHAND, by such means as labels, ratings, and reviews.

Specific additional guidelines:
- Trash-talk and bullying are forbidden.
- Televisions are not allowed in students’ rooms.
- Internet connections are permitted, but the school reserves the right to check the online history of sites visited. If it is determined that the student is spending time at sites deemed to be unwholesome or pornographic, the student development committee will be called upon to investigate and determine a course of action to correct the problem.

Music
Music is one of God’s provisions that enable us to praise Him. When we remove from our lives those things that would hinder spiritual growth, we should fill the vacuum with a new song to the Lord.
Singing or listening to music can be refreshing, even spiritually so. It can also have the opposite effect. Be careful to honor Christ in your selection of the music. Because philosophies of life are so strongly proclaimed through music, we need to be careful as believers that our music is not in conflict with the biblical message.

The resident educator may confiscate materials used in persistent playing of music deemed inappropriate. Music should not be played at a volume level that would be offensive to any other dorm resident or visitor.

**Dormitory Dress**
Students will follow the dress code as outlined in the Student Handbook whenever they leave their dorm floor. Athletic shorts may only be worn on the dorm floors, for PE classes, when participating in athletic events, and on special student activity days.

**Off-campus Housing**
One vital source of personal development is community living and group involvement. Most students live in the dormitory and take their meals in the dining hall. However, if a student feels that other arrangements need to be made, he or she may submit a written petition to the student development committee requesting permission to live off campus.

Permission may be granted by the student development committee for various reasons, such as the following:

- When an employer requires that the student live at the place of employment.
- When the student has a close family member at least fifteen years his senior in the local area who will provide housing.
- When the student has health problems which necessitate off-campus housing.

The student development committee will take into consideration the following factors when making their decision:

- Spiritual maturity of the student
- Personal/social status of the student (chapel attendance, discipline record, etc.)
- Academic status of the student (GPA, class absences, etc.)
- Financial responsibility of the student
- Age of the student

If the student is younger than 21, a notarized letter from the parents/guardians must be submitted to the student development committee. Submission of such a letter does not ensure that permission will be granted. Students under 21 must reapply at the beginning of each semester for off-campus housing. They may be granted a ten day grace period to get the parental letter of permission.

Unmarried students under the age of 21 are required to live in the dormitory their first year at KCCBS unless they live with their parents or family members while attending school. Other
exceptions may apply. If the student is not satisfied with the decision of the student development committee, a written appeal may be made to the administrative committee.

**Additional Topics Addressed in the College Student Handbook**

- Campus Organizations
- Chapel Attendance
- Church Attendance
- Class Attendance
- Dating
- Dress Code
- Engagement
- Health Services
- Interpersonal Relationships
- Marriage
- New Student Orientation
- Observance of Sunday
- Parking Policy
- Religious Life
- Standards of Conduct
- Student Due Process
- Student Grievance Procedure
- Student Organizations
- Suspension
- System of Discipline
- Vehicles
- Work-Schedule Limitations

**Additional Topics Addressed in the College Catalog**

- Academic Information
- Academic Programs
- Admissions Procedure
- Application Forms
- Calendar
- College Personnel
- Field Education
- Course Descriptions
- Directed Student Ministries
- Educational Rights and Privacy
- Financial Information
- School History
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URGENT CARE
9040 Quivira Rd. (91st and Quivira)
913-888-1151

Directions from KCCBS

7401 Metcalf Ave, Overland Park, KS 66204

1. Head south on Metcalf Ave toward W 74th St
   go 0.2 mi
   total 0.2 mi

2. Take the 2nd right onto W 75th St
   About 4 mins
   go 1.7 mi
   total 1.9 mi

3. Slight left to merge onto I-35 S toward Wichita
   About 2 mins
   go 0.9 mi
   total 2.8 mi

4. Slight left to stay on I-35 S
   go 0.5 mi
   total 3.3 mi

5. Take exit 225A for 87th St Pkwy
   About 1 min
   go 0.4 mi
   total 3.8 mi

6. Turn right onto W 87th St/W 87th St Pkwy
   go 0.2 mi
   total 4.0 mi

7. Take the 1st left onto Quivira Rd
   Destination will be on the right
   go 0.5 mi
   total 4.4 mi

9040 Quivira Rd, Lenexa, KS 66215

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

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