



2011/2012

PACIFIC LIFE BIBLE COLLEGE STUDENT HANDBOOK

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This Student Handbook presents the standards, protocol, and requirements in effect at the time of publication. Pacific Life Bible College reserves the right to withdraw or modify the courses of instruction at any time. Announcements are subject to change and do not constitute an agreement or contract.

Pacific Life Bible College Student Handbook 2011-2012.

Community Responsibilities

This handbook is designed to familiarize you with the College and its policies. In order to make your experience here the best possible, it is required that you make yourself aware of the following information. If further clarification is needed, please do not hesitate to inquire at the office.

COMMUNITY RESPONSIBILITIES

Ministry can only flow out of a life that is truly submitted to God in all areas; therefore, it is necessary that there be standards in actions, attire and attitudes, attained and maintained, on and off campus, in the lives of our staff, faculty and students. The Board of Governors have set these standards, which are consistent with the objectives of PLBC, not in a spirit of legalism, but as a means by which humility, obedience and personal discipline may be learned. Although the Bible is not explicit on every lifestyle issue, directives are given that, if applied, create a healthy community where respect and love can grow. The Biblical injunction to "love your neighbour as yourself" is the foundation for the following values:

- Value is given to self-control over self-indulgence
- Value is given for respect for one's body
- Value is given for respect for one another and their property
- Value is given to community interests over self-interest
- Value is given when personal freedom is set aside: for the sake of a brother or sister's spiritual growth; when it's exercise might be misunderstood to give the appearance of wrong; and

when an action endangers another in any way

Respect within relationships is characterized by showing compassion, demonstrating unselfishness, and being patient with others' weaknesses. A community of believers is to be characterized by love for one another. "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourself . . . Your attitude should be the same as that of Christ" (Philippians 2:3,5).

Specific Commitments:

These are intended to communicate in concrete form the means by which the community seeks to live out the commitment to the mission of Pacific Life Bible College. Although not all expectations are commanded by Scripture, nor offered as a definition of what is right and wrong, they are shared by the whole to build integrity in the community. Because the Community Responsibilities are intended to reflect a preferred lifestyle for those who belong to this community rather than "campus rules," they apply to both on and off campus students.

Commitment to take responsibility for personal spiritual growth.

Each member of the body of Christ assumes responsibility to pursue personal and corporate spiritual disciplines, to resist temptation and to seek to live in the beauty of personal holiness. It is expected that each student participate in the life of a local church at least once per week, and that full time students attend peer mentoring and chapel each once per

week. All students are encouraged and full time students are required to develop upward and peer mentoring relationships on an ongoing basis.

Commitment to facilitate a spiritually healthy environment.

Pacific Life Bible College is a place of personal growth and preparation for servant leadership in all avenues of life. Members of the community nurture growth through commitments to "speak the truth in love", to accept one another, to honestly confront sin for the purpose of restoration, to uphold one another in personal and corporate prayer, and to worship together.

Commitment to abstain from practices not sanctioned by Scripture.

It is essential that students exemplify a God-controlled life both on and off the campus by refraining from practices that are biblically condemned. Examples of these behaviors include drunkenness, gossip, occult practices, pornographic involvement, homosexual behaviour and any form of intimate pre-marital or extra marital sexual involvement (Galatians 5). Students are to avoid these practices and are not to advocate, endorse or imply acceptance of these behaviours. In addition, such attitudes as greed, jealousy, envy, lust, bitterness, unrestrained anger and an unforgiving or condemning spirit are not acceptable.

Commitment to pursue freedom from enslaving habits and to avoid harmful entertainment.

PLBC recognizes that while the student prepares for positions of spiritual leadership, he or she will often

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be viewed as a Christian leader by others. Therefore, commitment to discipleship includes a willingness to be released from bondage and addictions. It is expected that PLBC students refrain from the use of alcohol, illegal non-prescription drugs, tobacco or other harmful substances. Members of the community are expected to practice discretion in interpersonal relationships, the choice of television programs, music, movies, computer games, videos, theater and printed matter and to refrain from attending bars and lounges. PLBC recognizes that together as we exercise responsibility by the grace of God the result will be development of Christ-like character (2 Peter 1:5-8) that will form a basis for effective Christian living and ministry.

PLBC recognizes that Scripture does not include specific teaching for every social practice or situation, but does provide guidelines for community life in controversial matters (cf. Romans 14).

Commitment to accept reproof and correction when needed. Those who make a commitment to hear the honest feedback provided through the community are those who continue to grow in the likeness of Christ. When difficulties arise, restoration and discipline are implemented for the purpose of building up one another. It is expected that each student will sign the Community Standards form included in their application packet, declaring their commitment to uphold these standards.

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ATTITUDE

The attitude of PLBC students should reflect a desire to serve in the context of community, not to defiantly defend individual rights/freedoms. As representatives of Jesus Christ, and as those who have been assigned the task of presenting His life-changing message, distractions through improper and careless behaviour and grooming are self-defeating contradictions.

The lack of voluntary cooperation with the regulations of the College is sufficient basis for dismissal of the student. Students who will not support the policies of the College, who lack seriousness of purpose, or who by indiscrete actions discredit the College, may be asked to withdraw.

RELATIONSHIPS

The development and enjoyment of friends are two advantages of college life. The Biblical qualifications for leaders in the church indicate that relationships are a proving ground. We therefore expect that all students will maintain healthy relationships with each other, resolving differences as they arise personally and directly. Students of Pacific Life should show thoughtfulness in their choice of words, refraining from "corrupt communication", such as profanity, crude language, cutting sarcasm, disrespectful jokes, racist or sexist remarks, gossip, etc. "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity" (1 Timothy 4:12 NIV).

DATING: Because relationships between

young men and women tend to demand more of a student's time than is wise at the outset of a new phase in life we encourage students to make their studies a priority and avoid dating for their first semester.

PDA: To avoid exclusivity and uncomfortable feelings among others, students are expected to be modest and courteous in their expression of physical contact with the opposite sex.

DRESS

Sensitivity to others in how you dress is expected. Although there is freedom for individual preferences, freedom is to be expressed in the context of community with concern for appropriateness, modesty, and cleanliness.

It is important to note that we share our campus with a uniformed K-12 school where its students look up to you as a role model in dress and conduct.

In an effort to more clearly define what appropriateness, modesty, and cleanliness looks like in the context of PLBC student life, the following articles/styles are not permitted in classes or other sessions: unnatural colours of hair dye, noticeable piercings (other than earrings), low-cut tank tops, muscle shirts, grub clothing, pajamas, or clothing with holes or cuts. Tummy shirts, low neck and spaghetti strap blouses, and short shorts or skirts are to be avoided. Foundational garments are to be worn at all times. Men are not to wear make-up, nail polish, piercings, or show tattoos.

It is also to be noted that at certain times

higher standards will be required (i.e. banquets, graduation, tour, LifeLaunch, etc.).

Although it is expected that the guidelines outlined above be followed, the intention is not to promote legalism, but rather to encourage community unity and sensitivity.

MEDICAL COVERAGE

All students must ensure that they are adequately covered by medical insurance. Students that fail to provide proof of medical coverage at registration will be automatically billed for medical insurance through PLBC's private carrier. After three months' residence in B.C., students are eligible for B.C. Medical Insurance coverage at modest rates. Go to <http://www.healthservices.gov.bc.ca/msp/> for more details.

FALL RETREAT

Every September the students and staff gather at a retreat destination for a weekend getaway. This event is an important time for plugging into the community and starting the year well. All full-time students are required to register and attend. Check the PLBC Calendar to see when the dates of this event are and book off work/family/ministry engagements.

CHAPEL

Chapel worship services and student prayer meetings are a highlight of student life. God ministers as students open their hearts to Him in worship. Chapels also provide opportunities for practical ministry experience and to hear speakers from a variety of Christian ministries. Attendance at Chapel is required for full-time students

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and encouraged for part-time students. No food or drink is allowed in the Chapel.

MORNING WORSHIP

Every weekday morning before class begins students can begin their day in worship led by their peers.

MENTORING

Students are encouraged to find an upward mentor. The task of the mentor is to work with you in clarifying goals in the areas of academics, character development and ministry involvement. The student is responsible to schedule regular meeting times with their mentor.

LIFE GROUP

LIFE Groups are led by a Student Life Team member for the purpose of accountability, support, encouragement, and connection. Each group is assembled within the first three weeks of the semester. Students are to faithfully attend and participate in their LIFE Group. All full-time students are required to enrol in a LIFE Group or LIFE Group substitute (local church based). Substitutes and exemptions are to be approved by the Director of Student Life.

STUDENT ACTIVITIES

Throughout the school year, there are many activities (i.e. Fall Retreat, Campus Clean-up, Spiritual Emphasis Days, etc.) that require full-time student participation. Students that fail to attend will receive appropriate discipline and/or receive a failing grade on their LIFE Experience transcript record for the corresponding semester.

CHURCH AND DEVOTIONAL LIFE

Spiritual life doesn't happen outside the body of Christ. Students are required to attend and participate in the life of a local Church. Students must commit to becoming a part of a local church by the sixth week of their first semester. Commitments can be renewed at the beginning of every Fall semester. An online church directory can be found at www.pacificlife.edu/churches.

It is each student's responsibility to maintain a vital personal devotional life consisting of regular times of prayer and bible study (apart from course assignments).

STUDENT LIFE TEAM

Every year a new student life team is selected by the Director of Student Life to serve the student body as LIFE Group leaders, campus hosts, and activity planners.

PRACTICUMS/INTERNSHIPS

Practicums are supervised ministry assignments designed to give the student hands-on experience in a variety of ministries in and through the local church. Progress is monitored through reports by the student and cooperating church leaders, and evaluated by assigned faculty. This ministry experience can be earned each semester, one unit at a time, or combined in a more comprehensive assignment (i.e. a full-time summer internship).

HARASSMENT

Any form of harassment is strictly prohibited.

Campus Facilities and Services

CLASSROOM REGULATIONS

While classes are in session, it is expected that students conduct themselves in an orderly and respectful manner. Instructors are asked to raise the level of professionalism and encourage respect for others in a healthy learning environment. Students are expected to pay attention in class. Private conversations (print or electronic), slouching, sleeping, facebooking, playing computer games, or catching up on homework will not be allowed while classes are in session. Although discussion is often encouraged at various times in class, this is to be monitored by the individual instructor and their particular guidelines are to be honoured by each student. When given permission to speak, only do so when it is a matter of sincere concern and in line with the subject being discussed. Out of respect for the faculty and other students, do not dominate a discussion time. On points requiring further clarification or dealing with other subjects, arrange a time after the class to talk personally with the instructor. For reasons of public courtesy and decorum, food is not allowed in the classroom during class hours or in the library, except for special meetings. Beverages in bottles or in cups with lids may be permitted in the classrooms at faculty discretion.

LIBRARY

The library is a place set aside for study; therefore, there should be no extended conversation or disruptive behaviour. No food or beverages are permitted in the library. Distance Education students may use the PLBC Library for a fee of \$10/course. Library hours and policies can be found online at www.pacificlife.edu/library. The

library is open Monday – Thursday: 7:45 am to 5 pm and 6 pm to 10 pm AND Friday 7:45 am to 4 pm. For additional research, PLBC students can access the Trinity Western University Library (www.twu.ca/library) located 20 minutes North East in Langley (7600 Glover Rd.). Students however, must pay for borrowing privileges at TWU.

COMPUTER LAB

There are computers available for student use in the library. Students who wish to use them must store personal work on their own storage device (i.e. USB memory stick). Students are not allowed to change any settings or install software or hardware. There are procedural instructions posted by the computers.

In times of heavy usage, students may have to reserve computer time on posted schedules. Access to the internet is available for students to check their email and to conduct research for assignments only. Journals, periodicals, and Bible software can be found on labeled computers.

RECREATIONAL FACILITIES

Students have many opportunities for recreation and sports involvement: there is an outdoor field/volleyball court, gymnasium, and student lounges. A local YMCA offers student rates and boasts new exercise facilities, rooftop track, pool, hot tub, and gymnasiums.

PARKING

All vehicles must be registered at the office to receive a parking pass. Park only in designated areas. Parking is prohibited on grass areas, fire lanes and in areas blocking

building entrances. Campus speed limit is 15 km/h. Watch for children. Obey all traffic signs. Violators may receive a fine.

Off campus students are required to park in the Bible Fellowship Church parking lot. Parking in front of PLBC offices is limited to staff and visitor parking only.

CAFETERIA

Visitors or off campus students are welcome to purchase meals in the cafeteria by booking with the kitchen staff.

MAIL

Mailboxes are assigned to all students in the main office. Respect other students' privacy by not looking in their boxes. Check your box regularly for important information from faculty, staff and other students. Student mailing address is: PLBC, c/o Student Name, 15030-66A Ave., Surrey, BC V3S 2A5 CANADA. There is an outgoing mailbox on campus located at the reception area. Postage may be purchased at reception as well.

INTERNET

The PLBC campus features highspeed wireless internet available to all students. Basic connection support is available at the Library. All Internet use is logged and tracked. Students that use the network or Internet for malicious or self-harming ways may lose their Internet privileges and/or face greater discipline.

EMAIL

Every student at PLBC receives an email address (student@pacificlife.ca) at the same time you login to Populi (online stu-

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student interface for PLBC) at or before registration day. Students are required to check their email and Populi at least once a week (preferably 3-4 times a week).

Counsel and Discipline

Counsel and discipline are integral elements of growth. Students are encouraged to seek counsel at any time from any of the Pacific Life Bible College staff or faculty. The mentoring relationships as described earlier will be very effective in the growth process, given mutual commitment and desire for accountability. Responsibility for this process is shared by every member of the community - each person is responsible to one another for support and spiritual encouragement. We have high expectations and are committed to showing our care for each other by encouraging responsible choices, and confronting and correcting those choices which are irresponsible and which undermine our goals for being here.

DISPUTE RESOLUTION POLICY

In the case of a student dispute, the first line of resolution is direct personal contact with the faculty or staff member assigned to the area of concern.

Course or classroom concern: course instructor. Financial dispute: Registrar. Student activities: Director of Student Life. Residence issues: Resident Leader or Assistants. Policy issues: Director of Student Life.

When disputes cannot be resolved through personal contact with the representatives listed above, they should be submitted in writing to the President who will respond, either in writing or through personal appointment within ten days.

DISMISSAL POLICY

While we believe that students attending Pacific Life Bible College will be desirous of

living their life in a manner pleasing to the Lord, there may be times when attitudes or actions do not reflect that desire. Every effort will be made to work with individuals on a personal level to bring wholeness and restoration. Most difficult situations will be dealt with according to the dispute resolution policy, on a one to one level, with the persons involved working the matter through. When there is consistently no response, or the student shows contempt for the biblical values described in our community responsibilities, the student is making the declaration that he or she no longer wishes to be a part of student life and they will be dismissed. At any stage in the disciplinary process, the PLBC community will view positively any initiatives by the student which demonstrates a sincere desire to re-establish him/herself as a responsible member of the community.

STAGE ONE: Warning (For first-time, minor offenses)

- a) The student will meet with the Director of Student Life.
- b) The student will be asked to sign a "Memo of Understanding" to ensure that he/she is fully aware of his/her stage in the disciplinary process.
- c) Some, or all of the following may be included in this response: an appropriate work assignment or project; an appropriate fine; an assignment to a specially chosen support group for regular intensive meetings for the purpose of providing ongoing support and encouragement.
- d) A temporary record is kept.
- e) A specific time-frame for follow-up is set in place to the end of the semester,

but not less than six weeks.

STAGE TWO: Probation (For repeated or more serious offenses)

- a) The student will meet with the Vice-President (plus a student advocate if they so choose) to consider all relevant factors and determine a course of action.
- b) A letter will be sent to the student's parents and/or home church apprising them of the situation, as well as encouraging their support of the student.
- c) Some, or all of the following consequences will be applied: an assignment to a support group; removal from leadership positions; a statement to the student body; a fine; or a special work assignment. Financial aid may be affected as well.
- d) An entry is made in the student's file.
- e) The probation usually extends to the end of the school year.

STAGE THREE: DISMISSAL (For repetition of unapproved behaviour or failure to keep commitments - showing contempt for values outlined in the community responsibilities or violations of a severe nature.)

- a) The Vice-President (plus a student advocate if they so choose) will meet with the student to consider all relevant factors, and determine a course of action.
- b) If dismissal remains the only option because of the student's attitude or behaviour, the student will be dismissed. The student will be informed in writing and given the opportunity to appeal to the Board of Governors.
- c) Details of dismissal are noted in the student's permanent record.
- d) Suspensions will be for not less than one

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semester and special conditions for readmission will apply.

NOTE: Not all options listed in each stage need be applied in every situation. Each case will be examined on an individual basis. There may be circumstances that warrant bypassing one or both of the first two stages. At all times, Pacific Life Bible College is committed to wholeness and restoration given the biblical values outlined in the Community Responsibilities.

Student Handbook

Residence

We believe that resident living is an integral part of your education at Pacific Life. The dormitories are designed to provide comfortable accommodations in an atmosphere that facilitates Christian growth and maturity. Inter-relational skills can be enhanced and lifelong friendships established in this special environment. Though our culture largely equates maturity with independence and looking out for oneself, the body of Christ is properly characterized by interdependence and personal responsibility for the welfare of one another. The residence provides a positive atmosphere for the development of both. In order to maintain a productive, godly atmosphere, we ask that all dorm residents observe the Community Responsibilities.

All students under the age of 21 are expected to live in the dormitory for their first year at PLBC. Exceptions are made for students living with their parents.

DAMAGE DEPOSIT

Residents are required to pay a room deposit at the time of registration to cover keys, potential damage, and basic supplies. At the close of the year, a portion of this fee may be refunded if your room is left clean, undamaged, and your account has been paid in full.

ROOMS

Students are expected to keep their rooms clean and tidy at all times. Residents are subject to weekly and random room inspections.

Residents are expected to respect College property and use of utilities.

Residents are to ensure that members of the opposite gender are not allowed in their room.

Local fire code requires that candles, incense, and hotplates are not to be used in the dorm rooms.

Pets are not permitted. Smoking, alcohol, or illegal drugs are not permitted on campus. Fireworks, firearms, or ammunition are not allowed on campus. Flammable material such as gas, oil or solvents should not be stored in your room.

Residents relinquish the right of ownership of any personal property left on campus more than three months after moving off campus.

Residents are not allowed to remove or tamper with fire and safety equipment, such as smoke detectors. Doing so may result in significant fines.

Hanging decorations on walls/furniture/doors, etc. (anything except cork boards provided) will result in fines taken from your damage deposit.

Large pieces of personal furniture (i.e. couch, lazyboy, etc.) are not permitted in rooms.

ROOM CHECKS

Start looking forward to weekly room inspections (every Thursday at 9:00pm). You're responsible for your entire room (not just your part) and bathroom. While cleaning may come easy to some, others see it as a bad habit.

Whatever the case, your entire room and bathroom must be spic 'n' span every week. It would be wise for the residents of each room and bathroom to develop a cleaning rotation where every Wednesday night or Thursday afternoon the room and bathroom are cleaned.

If you are not around during room checks, the RA will enter your room at the scheduled time. If there is an area of your room/bathroom that needs cleaning, all occupants will receive a warning. If that area isn't cleaned by the following week a fine will be issued to all occupants.

CLEANING YOUR ROOM/BATHROOM

Cleaning supplies (all purpose cleaner, window cleaner, toilet paper, and garbage bags) are supplied and available on the second floor. Two vacuum cleaners are available and must be returned to their location immediately following every use.

HALLWAYS/SIDEWALKS

All hallways and sidewalks are to remain empty and clear of any obstacle(s) (i.e. books, garbage, boxes, shoes, etc.). Guys rooms are to keep their mats, windows, and doors clean and presentable.

REPAIRS & MAINTENANCE

If you notice something that needs repair, whether it is in your room/bathroom, common area, or a piece of equipment (i.e. laundry machine, tv, vacuum, etc.), please contact the Resident Manager via email or phone. Concerns expressed to leaders or staff by word of mouth or rumour are not guaranteed to be followed up on.

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CURFEW

Your sleep and safety is vital to a healthy lifestyle (i.e. staying awake during class, avoiding illness, etc.) so PLBC encourages students get eight hours of sleep each night and create an environment where sleep is possible for others. PLBC doesn't have a specific curfew, but requires that residents are respectful of the community, especially between the hours of 10:00pm and 7:00am.

COMMON AREAS AND ACCESS

Main doors, lounges, and gates are locked each night at midnight. Residents are responsible for ensuring that when a room is left unoccupied it is locked/armed.

Resident's room keys also give access to common areas, laundromat, and dorm parking lot gate. Losing or damaging a key and/or electronic fob will result in a significant fine.

It is each student's responsibility to clean up after himself/herself especially when using common areas such as the dorm kitchen, rec rooms, and lounge. Coming back later to clean up is not acceptable.

PRIVACY

Respect other students' privacy by not entering their rooms unless permission has been given. This respect is important for the privacy of every resident and the security of their belongings. Respect other students' needs during quiet time for devotions, study, and sleep.

ENTERTAINMENT

Your computer may be checked for illegal

and inappropriate content. PLBC administrators can also check the logs of internet use which tracks each student's IP address. Due to intellectual property laws and biblical ethics, students are not allowed to download movies, ads, television shows, music, software, etc. that are illegal. Legal options such as iTunes are allowed.

Music and movies are to be played at listening level as louder levels disrupt other's study and sleep.

Please be respectful and servant-hearted. You are expected to practice a wise habit of choosing healthy, Christ-centered entertainment.

Loud instruments (i.e. bass guitar and drums) are not allowed to be played in residence (unless all sound can be directed through headphones).

RESIDENT VEHICLES

Residents with cars are advised not to let others drive/borrow their vehicles. PLBC also advises that car owners carry adequate insurance. All vehicles parked on PLBC property must carry proper insurance. Students that receive rides from other residents should generously compensate car owner/driver (i.e. give \$5-10 for gas to Skytrain).

Vehicle owners are also asked to practice diligent security practices (i.e. don't leave valuables in vehicle, lock vehicle, and use anti-theft devices).

All residents with vehicles are required to secure a resident parking pass and park

only in assigned space. Residents are not allowed to park in Visitor or Staff spaces.

PUBLIC PHONE

A pay phone is located in the Aframe lounge (phone number is 604-590-9902). Respect others' needs when using phones. Answer all public phones politely and take messages for other students. Installation of personal dorm phones must be approved by the administration and are the sole responsibility of the student. Office and kitchen phones are for official use only.

LAUNDRY

An affordable laundromat is provided for student use in the lower floor. Washers and dryers take quarters only. If a machine breaks, please hang an "Out of Order" sign (provided by the Resident Manager) and let the Resident Manager know via email or phone.

Students are also required to supply their own soap, bleach, fabric softeners, etc. Do not take what is not yours. Ensure that after each dryer load you empty the lint trap. Please be courteous and empty or transfer your load immediately following the wash/dry cycles.

SECURITY

Residents are required to keep their room's doors and windows locked upon exit. Main doors and common areas must be locked when left unoccupied.

Any theft, damage, or suspicious activity must be reported to the Resident Manager and Police.

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LEAVING CAMPUS

Campus life is designed to contribute to the development of the Christian character of individuals and the community. You are to keep in mind your responsibilities such as work assignments and studies before leaving campus.

Students who desire to leave the campus overnight must complete a "Campus Leave Request" form.

CAFETERIA

Our cafeteria serves a wholesome and nutritious menu designed to give you needed strength.

Monday through Friday and on Sundays, three meals are served, while on Saturdays, a full brunch and dinner are served. If you have to miss a meal, please notify a friend that you will be away and a meal can be packaged and put in the dormitory refrigerator at your request.

Residents are not allowed to take food or beverages from the cafeteria in between meals. This includes coffee or muffins during a break. Your room and board covers your food during meal times and not snacks, regardless of whether or not you missed a meal. Snacks and beverages can be purchased in between meal times at the Cafeteria or Clement's.

Meals must be eaten in the cafeteria and taking extra food for a later snack (i.e. "an apple for the road") is not allowed. During meal times you are welcome to have seconds/thirds (15 mins. after the start of each meal time).

On holiday weekends and/or reading breaks, meal times may change and students may be required to sign-up in advance for meals. Changes to meal schedules will be communicated to your pacificlifeca email account.

There is a public kitchen available on the second floor where you can store your marked and dated, personal food. Unmarked/expired food will be thrown out. Do not eat food that does not belong to you.

COMMUNITY VIOLATIONS (FINES, ETC.)

Whenever an infraction of community standards, policies, and guidelines occur, a community violation fine and/or other consequence will be issued. For minor infractions the penalty is generally \$20.

Students are allowed a total of three minor infractions per school year semester. Major infractions of school standards and guidelines will result in the appropriate disciplinary action as outlined in the Student Handbook.

Examples of minor infractions would be an absent or late work assignment shift (fined \$20 per shift for kitchen gratis), messy room/bathroom at time of inspection or extremely dirty at any other time, disrespectful use of common areas, boundary violations, etc.

In addition to fines, extra work/gratis assignments may be required as well.

WORK ASSIGNMENTS/GRATIS

This single aspect of community life will tell the world what kind of person you are and what kind of leader you will become. Every week you will be required to do three to four hours of work which subsidizes your room and board cost. Work assignments develop character and provide an opportunity for you to develop a stronger work ethic and servant's heart. If you choose to have a poor attitude, work assignments will become annoying, so stay focused.

At the beginning of each semester you will be assigned to a work assignment position. You will be given a job description (which includes who you report to) and job contract. Included in the contract is the weekly schedule you will be required to keep. Work assignments are the same as a job in that you must report for your position on time, prepared, and ready to do the work that is required. Failure to be punctual and/or diligent in your assignment will result in a fine (\$20) per incident. If a student receives more than two fines per semester (in any area) they will be placed on stage one of dismissal (which may contain stringent requirements for the future). Further infractions will escalate the discipline process.

The majority of work assignments are in the kitchen (cleaning up and washing the dishes). Students assigned to the kitchen are required to work two 1.5 hour shifts per week. The entire 1.5 hours must be completed and if dishes are done ahead of schedule than the chef will assign additional tasks to fill the remaining time.

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If you cannot make a scheduled shift, you are required to find a trained replacement and switch shifts with them. This must be done in advance by filling out a "Shift Switch" form (available in the Cafeteria). ALL switches must be done with a form as switching shifts is limited to five (5) times per semester. It is the student's responsibility to find someone with whom to switch. Failure to find a replacement or fill out a form will result in a fine.

Each position requires appropriate attire and students will be instructed on what is appropriate for their position. Students are also trained in their position and are expected to complete the required tasks. Failure to do so will result in a fine. If you are unsure of what to do or how to do it, please talk to your supervisor.

Work assignment positions include kitchen crew, kitchen prep, office help, kitchen laundry/laundry room cleaning, common area cleaning, sweeping/mopping/vacuuming, landscaping, and library help.

At the end of each shift students must have their supervisor check their work and sign off on their time sheet. Unsigned time sheets will result in a fine.

Exceptions to work assignments can be made in special circumstances, where the student cannot physically or practically complete assignments. They will be charged an additional \$400 per semester. Permission must be given in advance from the Student Life Director. Payment for the \$400 is due up front at the time of registration.

MOVING IN

Prior to physically moving your stuff into your new room you must fill out a "Check-In/Out" Form. You must record any damage to your room (check walls, carpet, doors, windows, dresser, desks, the bathroom, etc.) to avoid being charged for it when you check out.

MOVING OUT

Towards the end of the spring every resident will receive a letter with the move-out deadline date and any specific instructions. The most important part of moving out is the check-out procedure. Checking out requires the following: 1) Schedule a check-out inspection with the Resident Manager; 2) Box up your belongings and move out of your room; 3) Clean your entire room and bathroom (you are not allowed to leave certain tasks to your roommate/bathroom-mate [each time someone moves out the room must be spic-n-span]); and 4) Submit your room key at the end of your room inspection. Plan your check-out in advance (communicate with your roommate/bathroom-mate and the Resident Manager). Clean like crazy (this helps you get more of your deposit back) and every part of your room/bathroom must be clean. Follow the specific cleaning instructions on the Check-In/Out form. Don't leave your garbage/junk in the hall/sidewalk or in your room (walk to the bin and throw it out). Don't put a pile of your stuff in a common area and leave it with a 'FREE' sign on it.

If you desire to leave some of your belongings over the summer they must be boxed properly and clearly (full-name, contact info, date returning for pick-up). You may

store your boxes under the bottom bunk bed or in the top shelf of your closet. Please note that these storage areas are not secure and your belongings run the risk of being stolen and/or damaged. Do not leave valuable items in storage. If you have items you wish to store that don't fit in the designated storage areas please ask the Resident Manager for storage alternatives and permission. Unmarked items left in rooms will be given or thrown away. Storage that isn't picked up by the beginning of the following semester will be given or thrown away.

If you are going on the LifeLaunch or PLBC Tour Team trips please check out before you leave for your trip (this includes packing up all your belongings, storing them, and submitting your room key). You will not receive your damage deposit until you are checked out properly (see instructions above). Upon your return you will be able to stay for up to four days free after which you will be required to pay \$14/day. You are required to leave your room clean.

Upon your successful completion of checking-out you will be given the choice to apply your refund amount to credit your account (for next year or summer) or you may choose to receive your refund in a cheque (cheques will take 1-3 business days to complete and can be mailed to your summer/designated address).

SUMMER RENTAL

Depending on the summer, renting a dorm room for the summer may be possible. Because PLBC has conference groups renting the dorms you will most likely be required

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to move rooms and have a roommate. The cost for summer rental is \$14/day or \$400/month for double occupancy and \$17/day or \$500/month for single occupancy. During the summer all rules apply. Summer residents are required to clean common areas (as needed) and pay another damage deposit for their summer tenancy.

VISITORS

When entertaining guests you are responsible for their conduct and adherence to the community standards and guidelines of living in residence. Guests are welcome to stay until midnight.

Overnight guests are allowed to stay over with advanced permission from an RA or Resident Manager. Permission is received by completing an Overnight Stay form. Off campus students and guests other than family may stay overnight for one night per week after which there is a \$10/night charge. You are responsible for their actions and any mess or damage they may cause.

Guests are welcome to eat in the cafeteria but must pay for their meals. If possible, please tell the kitchen staff when there will be extra guests. Residents are not allowed to share their meals with non-paying guests.

Only registered prospective students can receive free meals when displaying the PLBC visitor ID tag and meal card.

UNKNOWN GUESTS

If you see someone and do not recognize them, ask for their name and reason for be-

ing on campus. If they are not with PLBC, RCA, or BF, please remind them that they are on private property and will have to leave. If you do not feel comfortable or safe doing this then please notify an RA or staff member to approach them. If at any time you feel your safety is being compromised, please call the police and notify an RA or Resident Manager.

FIRE/EMERGENCIES

In case of an emergency please call 911 and report the situation and then notify an RA or Resident Manager.

In the case of fire, if safe, locate the nearest pull station and pull the fire alarm then evacuate the building via the nearest emergency exit. Exit the building at meet at the designated gathering area.

In the case of an earthquake cover your head and crawl under your desk and count to 60 seconds or stand under the door frame of your front door and count to 60 seconds. Once the 60 seconds is up, the shaking should be stopped, vacate the building in the safest manner and meet in the designated gathering area. During earthquakes stay away from glass objects (i.e. mirrors, windows, light fixtures, etc.).

The official/designated gathering area is the back field behind the dorm building.

In the case of a medical emergency call or get someone to call 911 and notify an RA or Resident Manager then return to the accident scene. In the case of non-emergency medical issues please contact an RA or Resident Manager and arrange a ride to

the hospital or walk-in clinic.

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