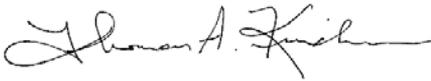


Dear Baptist College of Florida Student,

This handbook is designed to be a helpful resource for your success while attending BCF. As we begin the 2017-2018 Academic Year, I want you to take time to consider your goals. 1 Corinthians 2:9 says, “No eye has seen, no ear has heard, and no mind has imagined what God has prepared for those who love Him.” So what is your goal? Perhaps you will be intentional about your relationship with the Lord and your classmates. Others will choose to commit to involve themselves more in prayer and quiet-time. Still others will set a goal to reach out to the local community and to be more mission minded. Whatever God has planned for you, do it all for His glory and know that all the administration, faculty, and staff are here to support you. Remember we are all here for the purpose of “Changing The World Through the Unchanging Word.®”



Thomas A. Kinchen  
President

### **Accreditation Declaration**

The Baptist College of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Baptist College of Florida.

**In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, The Baptist College of Florida does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service in its programs and activities; admissions policies; or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes. Inquiries or complaints should be directed to:**

S. K. Richards, Director of Student Life and Marketing  
5400 College Drive  
Graceville, FL 32440  
850-263-3261 ext. 415

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## **1.0 COLLEGE FACILITIES**

### **1.1 ADMINISTRATIVE OFFICES**

The main administration building, located on the southwest corner of the college, houses the offices of the President, Vice-President for Development, Director of Operations/Comptroller, as well as the Business Office and Financial Aid Office. Graceville Hall houses the Registrar's Office, Admissions Office, Student Life and Marketing Office, Housing Office, Baptist Collegiate Ministries (BCM), as well as some faculty offices. Music faculty offices are in the Gardner Center. Education faculty offices are in the McRae-Morrow Hall. Theology offices are located in Ed Solomon Hall and in the Mills Center. Campus Safety, the Computer Lab, and the Writing Center are located in the Farris Student Center.

### **1.2 THE DEESE CENTER**

The campus dining facility is located in the Deese Center. It is open Monday through Friday for breakfast, lunch, and dinner, and Sunday for lunch, during the Fall and Spring semesters. All meals are open to the public.

Hours of operation are as follows:

Monday-Friday

Breakfast	7:00 a.m. to 9:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.
Dinner	4:30 p.m. to 6:30 p.m.

Sunday

Lunch	11:30 a.m. to 2:00 p.m.
-------	-------------------------

### **1.3 COFFEE SHOP & BISTRO**

The King's Cup Coffee Shop & Bistro is located in the Student Center.

#### **1.3.1 Coffee Shop Hours**

Monday - Friday 7:30 a.m. to 11:00 p.m.

Saturdays 4:30 p.m. to 11:00 p.m.

Closed during the chapel hour and on Wednesday from 4:30 p.m. to 8:00 p.m.

### **1.4 CAMPUS HOUSING**

Single students, under 21 years of age, not commuting from home where they reside with their parent or legal guardian, must live in an on-campus residence hall for the first four semesters (not counting summers) of attendance at BCF.

Campus housing for students includes the Lakeview apartments and Ezell Street apartments for couples and families; Lakeside Hall, Smith Hall, Brackin-Chandler Hall, Napier Hall, Eastlake Hall, and the Courtyard Plaza (Conrad, Courtyard 2, and Ogletree dorms), the POD, and Bullock House are all residence halls for single students.

## **1.5 CHAPEL**

The Robert G. Lee Chapel, built in 1958 and named for the former pastor of Bellevue Baptist Church in Memphis, Tennessee, is the worship center of the college where special programs and spiritual emphases are held. (For more information about these programs, see section 2.1.)

## **1.6 CLASSROOMS**

The Ed Solomon Hall, McRae-Morrow Hall, the R. C. Mills Center for Evangelism and Missions, the Gardner Center and Heritage Village are all used as classrooms on campus.

## **1.7 DANIEL PLAZA**

Daniel Plaza is a beautiful gazebo area in the center of the college campus. It provides a unique place for prayer, fellowship, meetings, and special gatherings and events such as musical concerts. Built in 1994, it is dedicated to the J. Nixon Daniel family who served faithfully on the college Board of Trustees for many years.

## **1.8 INFORMATION TECHNOLOGY**

### **1.8.1 Information Technology Lab**

The Information Technology Lab (IT), located in room FSC 2 in the Farris Student Center, consists of approximately 20 computers loaded with Microsoft Office. All computers have high-speed internet connections and are connected to a network printer.

Students may not make any adjustments to the hardware, software, or the settings on the computers nor add software to the computers without permission from the instructor or supervisor.

### **1.8.2 IT Lab Privileges**

Students may use the computers in the IT Lab for word processing provided the following guidelines are followed:

1. Students may use the Lab only during regular posted hours.
2. Students will accept and follow the guidance and supervision of IT Lab personnel.
3. Students will demonstrate computer proficiency or agree to take instruction as needed.
4. Students will follow the proper log-in and log-out procedures when using the computer.
5. Students must supply their own USB drives as needed for saving work.
6. Students are to save all work to USB drives and may also save their assignments to the U:drive folder. Any information saved in a location other than the USB drive or the U:drive folder will be automatically removed.
7. The Information Technology Lab cannot be used for business purposes.

### **1.8.3 Information Technology Lab Fees**

The fees for using the IT Lab are covered in the student registration fees.

### **1.8.4 Information Technology Lab Hours**

The following hours are subject to change without notice. Please see posted hours.

#### Fall and Spring Schedule

Monday	11:00 a.m. to 10:00 p.m.
Tuesday	11:00 a.m. to 10:00 p.m.
Wednesday	11:00 a.m. to 4:30 p.m.
Thursday	10:00 a.m. to 10:00 p.m.
Friday	10:00 a.m. to 4:30 p.m.

Summer Schedule varies: *see* schedule posted on the lab door.

### **1.8.5 Computer and Information Systems Policy**

#### **1.8.5.1 Overview**

The Baptist College of Florida's intentions for publishing a *Computer and Information Systems Policy* are not to impose restrictions that are contrary to the spirit of The Baptist College of Florida (BCF), but to enhance the protection of its constituents against illegal or damaging actions by individuals, either knowingly or unknowingly, while promoting a culture of openness, trust, and integrity.

Information systems owned and operated by The Baptist College of Florida are to be used for institutional purposes in serving the interests of BCF and our constituents in the course of normal operations.

Effective security is a team effort involving the participation and support of every BCF constituent who deals with information and/or information systems. It is the responsibility of every constituent to know these guidelines, and to conduct his or her activities accordingly.

BCF reserves the right to amend this *Computer and Information Systems Policy* at any time.

#### **1.8.5.2 Purpose**

The Baptist College of Florida relies heavily upon information systems to meet operational, financial, educational, and informational needs. It is essential that these systems be protected from misuse and unauthorized access. It is also essential that BCF's computers, computer systems, and computer networks, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. Computing resources are valuable, and their abuse can have a far-reaching negative impact. Computer abuse affects everyone who uses computing facilities. The BCF community should exercise high moral and ethical behavior in the computing environment.

#### **1.8.5.3 Scope**

This policy applies to ALL information systems and refers to ALL hardware, data, software, and communications networks associated with these systems whether these systems are owned or leased by BCF or connected to BCF networks. This

policy applies to all constituents of The Baptist College of Florida. In addition to this policy, all constituents are subject to applicable federal, state, and local laws.

### **1.8.5.4 Computer Usage Guidelines**

#### **A. Authorization and Security**

Each constituent: must have a valid, authorized account in areas where required; may only use his/her account in accordance with its authorized purpose; may not allow other persons to use his/her account; is responsible for safeguarding his/her own computer accounts, specifically user names, passwords and/or personal identification numbers (PIN). *Users are cautioned against saving login and password information on their computer. Users who save this information will be responsible for any usage done under their account.*

Each constituent must have specific authorization from IT to use information systems. Constituents may not connect unauthorized or unsupported devices to BCF information systems.

Postings by constituents from a BCF email address to public listings should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of The Baptist College of Florida, unless posting is in the course of business duties.

All hosts used by constituents and connected to The Baptist College of Florida computer systems and computer networks, whether owned by the constituent or The Baptist College of Florida must be continually executing virus-scanning software with a current virus database and definitions.

Constituents must exercise extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan code.

#### **B. Student Identification Verification and Privacy Policy**

The Baptist College of Florida verifies that the student who registers for a course (campus, online, distance site) is the same student who participates in and completes the course and receives credit for the course by issuing and requiring the use of a secure login and pass code to access course information. The IT Department issues the secure login and randomized, complex pass code after a student applies to the college.

The privacy of all students (campus, online, distance site) is protected through the institution's adherence to all FERPA regulations. See *Student Handbook*, item 3.6 as well as item 1.8.7. This applies to the privacy of their online information as well as other student records and files. The student has access to his/her personal information because of the secure login and pass code. For exceptions to the privacy of the information, see *Student Handbook*, item 3.6.

Any charges associated with student identity and privacy are communicated to students (campus, online, distance site) through the Finances section of the catalog and during orientation.

### **C. Auditing and Monitoring Policy**

While The Baptist College of Florida desires to respect the privacy of its constituents, constituents should be aware that the data created or stored on BCF information systems is the property of The Baptist College of Florida and is subject to access by BCF as provided below. Because of the need to protect BCF information systems, BCF cannot guarantee the confidentiality of information stored on any network device belonging to The Baptist College of Florida.

For security and network maintenance purposes, IT may monitor equipment, systems, network traffic and logs at any time. BCF designates certain personnel to investigate suspected information systems abuse or violations of other BCF policies. The college reserves the right to examine any and all files, including email, and logs.

Audits may be conducted to: Ensure integrity, confidentiality and availability of information and resources; ensure conformance to *BCF Computer and Information Systems Policy*; monitor user or system activity where appropriate; and investigate possible security incidents or violations of BCF policies.

When requested, or for the purpose of performing an audit, any access needed will be provided to authorized members of the BCF staff. This access may include: user level and/or system level access to any computing or communications device; access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on BCF equipment or premises.

### **D. Access to BCF Information Systems**

Constituents may not: change, copy, delete, read, or otherwise access files or software without permission of the custodian of the files or IT; bypass accounting or security mechanisms to circumvent data protection schemes; attempt to modify software except when intended to be user customized; prevent others from accessing the system by software modification.

Constituents must exercise caution to prevent the unauthorized or inadvertent disclosure or transmission of sensitive information.

### **E. Software Acquisition and/or Distribution**

Constituents may not distribute or make available copyrighted proprietary material without the written consent of the copyright holder; violate copyright, information property or patent laws concerning computer software, documentation, or other tangible assets; load any copyrighted software onto any device (except software lawfully loaded onto personally-owned devices) without specific prior permission from IT.

Constituents are strictly prohibited from the unauthorized copying or use of unlicensed software; such action is not considered to be taken in the course of employment. As a result, BCF will not provide legal defense for individuals who may be accused of making unauthorized copies of software even if these individuals maintain that such action was taken in the course of their employment. If BCF is sued or fined because of unauthorized copying or use by constituents, it may seek payment from the individuals as well as subject them to appropriate disciplinary or legal action.

#### **F. Decency/Community Values**

Constituents must not use BCF computer systems or BCF computer networks to violate any rules in the BCF Faculty/Staff/Student handbooks or policy manuals or any local, state, or federal laws.

A constituent shall disclose to the appropriate BCF authorities misuses of computing resources or potential loopholes in computer systems security and cooperate with appropriate BCF or other authorities in the investigation of abuses.

BCF provides access to various resources, such as the internet, through its network. BCF does not tolerate the use of information systems for pornographic or other uses that are inappropriate in an academic or Christian setting and violate the values set forth in the BCF Faculty/Staff/Student handbooks. Values violations include *computer misconduct, harassment, disorderly conduct, disrespect for others, insubordination, lewd and indecent conduct, misrepresentation or forgery, slander, and other conduct that is not consistent with BCF's moral and Christian values*. In addition to the termination of computer user privileges, employees or students found guilty of values violations are subject to disciplinary action that may include dismissal.

#### **G. Email Usage**

Constituents must exercise utmost caution when sending any email from inside BCF to an outside network.

#### **H. BCF Wireless Network Policy**

BCF operates a wireless network on the 2.4 GHz and 5.8 GHz bands. Usage of low cost wireless 2.4 GHz devices has grown rapidly and this has created obstacles to the proper operation and performance of this wireless technology. We all must be aware of the potential interference of 2.4 GHz wireless devices within our wireless network coverage area.

Devices that interfere or conflict with the operation of BCF wireless networks should not be operated on the BCF campus. Devices that can interfere with BCF wireless networks include, but are not limited to:

- Wireless internet routers and access points
- Wireless printers
- Wireless gaming consoles

- 2.4 GHz spectrum cordless phones
- 2.4 GHz consumer short distance wireless video links
- A computer operating in IEEE 802.11b/g Ad-Hoc (peer-to-peer) mode.
- Apple Airport Base Station and the Macintosh computer operating as a software base station

### **1.8.5.5 Unacceptable Use of Information Systems**

The following activities are prohibited. However, under appropriate circumstances employees may be exempt from these restrictions during the course of executing their job responsibilities. Such authorization will come from the President and will be in writing (For example, IT staff may disable the network access of a host if that host is disrupting production services).

The lists below are not intended to be an exhaustive list of unacceptable conduct, but rather provide examples of types of activities which violate BCF rules. BCF reserves the right to take appropriate disciplinary action against any constituent who violates the letter or spirit of these rules and policies. Sanctions imposed by BCF in response to academic or disciplinary violations shall be in addition to fines or penalties that may be imposed by law enforcement authorities for illegal acts.

#### **A. Privacy Violations**

- Attempting to access another user's computer files or data without permission
- Supplying or attempting to supply false or misleading identification information to access another user's account
- The unauthorized "borrowing" or examination of another user's data or output
- Deliberate, unauthorized attempts to access or use BCF resources, computer facilities, networks, programs, data, or any system files other than those designated for public access
- Unauthorized capturing of data from computer systems or computer networks
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies

#### **B. Theft**

- Using any method to avoid normal charges for the use of computer resources
- Abuse of specific computer resources, such as the internet or BCF computer networks
- Attempting unauthorized or illegal access to computers outside the institution using BCF's computers or computer networks
- Removing or moving BCF owned computer equipment or audio/visual equipment without proper authorization
- Executing any form of network monitoring which may intercept data not intended for the constituent's host
- Providing information about or a list of BCF employees, students, alumni, or former students to parties outside The Baptist College of Florida
- Unauthorized use or forging of email header information

### **C. Vandalism**

- Alteration, or attempted alteration, of user system software, data, or other files, as well as resource or equipment destruction or disruption
- Intentional introduction or spreading of computer viruses, Trojans, email bombs or other software which causes harm to information systems or to another users account
- Tampering with or obstructing BCF information systems
- Inspecting, modifying, or distributing data or software without proper authorization, or attempting to do so
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the constituent is not an intended recipient or logging into a server or account that the constituent is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes
- Damaging computer network related hardware, computer hardware or software

### **D. Copyright Issues**

BCF owns licenses to a number of proprietary programs. Constituents who redistribute software from the computing systems break agreements with BCF software suppliers, as well as applicable copyright, patent, and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software that is clearly marked as being in the public domain. Violations include, but are not limited to:

- Copying, transmitting, disclosing data, software or documentation without proper authorization, or attempting to do so
- Exporting software, technical information, encryption software or technology, in violation of international or regional export controllaws

### **E. Harassment**

- Repeated sending of unwanted messages or files
- Generating or storage of spam on, or sending of spam from BCF Information Systems
- Interfering with the legitimate use of computer resources of another user
- Sending of abusive or obscene messages via information systems
- Use of information systems to engage in abuse of constituents

### **F. Unethical or Illegal Use, Games, Chain Letters, Miscellaneous**

- Sending chain letters, unauthorized mass mailings, "Ponzi" or other "pyramid" schemes of any type
- Using BCF computer systems for non-professional, nonacademic, unethical, or illegal purposes

- Excessive use of BCF computer networks for personal entertainment (e.g.; radio, television broadcasts, music, games, competitions, file downloads, etc.) that hinders the legitimate work of other constituents
- Using BCF owned computers for recreational purposes
- Personal advertisements or commercial activity
- Port scanning or security scanning
- Posting the same or similar non-business-related messages to large numbers of public listings including newsgroups

#### **1.8.5.6 Penalties and Enforcement**

Misuse or abuse of BCF computers, computer systems, computer networks, and data is forbidden. Misuse or abuse of information systems is not simply unethical; it can be a violation of user responsibility and federal laws. Therefore, BCF will take appropriate action in response to user misuse, unethical use, or abuse of information systems. Action may include, but is not limited to the following:

- Referral to the appropriate office for disciplinary action
- Referral to appropriate law enforcement authorities outside of BCF
- Access to all computing facilities and system may be suspended temporarily or removed permanently
- Legal action to recover damages

Alleged computer abuse or misuse of Information Systems by students will be referred to the Academic Dean or the Director of Student Life and Marketing. If evidence of a violation is found, it will be treated as an academic violation or a disciplinary rule violation as appropriate. Violations may result in the suspension or loss of computer and/or network privileges. Violations that could result in misdemeanor or felony charges may be referred to the appropriate authorities for prosecution to the fullest extent of the law.

#### **1.8.5.7 Distribution of this Policy**

The Baptist College of Florida will ensure that all constituents are aware of the policy by publishing and distributing it in appropriate media designed to reach all constituents. Each user (constituent) will be required to agree to abide by the *BCF Computer and Information Systems Policy*.

#### **1.8.5.8 Definition of Terms used in this Document**

**Computer Systems:** Computer systems include but are not limited to stand-alone or networked microprocessor devices, workstations or mainframe resources including the peripheral devices that connect to these resources.

**Computer Networks:** Computer networks are a collection of connected communicating computers, local or wide area, wired or wireless, and the hardware and software that connects the networks and individual terminals, microcomputers, or workstations to other devices.

**Constituents:** Constituents are users; constituents include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers and all personnel affiliated with third parties who use or access Information Systems.

**Custodian:** Individual who has been assigned responsibility for or is accountable for the files and the data contained in the files.

**Email:** The electronic transmission of information through a mail protocol.

**Host:** Individual computer system. This may include, but is not limited to servers, desktop computers, notebook computers, tablet computers, or PDA type devices.

**Information Systems:** Information Systems include internet/intranet/extranet-related systems, including but not limited to computer equipment, computer networks (wired and wireless), software, databases, file services, operating systems, storage media, network accounts providing electronic mail or network access, WWW (World Wide Web) browsing, and FTP (File Transfer Protocol).

**Public Listings:** Sites that are accessible by the public using computer resources. This may include, but is not limited to newsgroups, blogs, or chatrooms.

**Sensitive Information:** Information is considered sensitive if it can be damaging to BCF or its customers' dollar value, reputation, or market standing.

**Spam:** Unauthorized and/or unsolicited electronic mass mailings.

**Unauthorized Disclosure:** The intentional or unintentional revealing of restricted information to people who do not have a need to know that information.

**Users:** Users are constituents; users include employees, students, alumni, contractors, consultants, temporary workers, visitors, volunteers and all personnel affiliated with third parties who use or access Information Systems.

### **1.8.6 Illegal File Sharing**

Unauthorized file sharing through peer-to-peer networks and other means is a violation of federal law, as well as BCF policy. If a student is found guilty of illegal file sharing, he or she will be subject to disciplinary procedures as found in §6.2.3 and §6.3 of the BCF Student Handbook.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to

pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **1.8.7 Website Privacy Statement**

**Scope:** The Baptist College of Florida (BCF) privacy statement applies to the college's primary domain name ([baptistcollege.edu](http://baptistcollege.edu)) and all its sub domains, including MyBCF ([mybcf.baptistcollege.edu](http://mybcf.baptistcollege.edu)). These separate domains are referred to collectively as the BCF Website. BCF strives to protect users' privacy and confidential information. BCF will make efforts to ensure that changes to this privacy statement are reflected on the BCF home page. However, the failure of BCF to post changes to this privacy statement shall not prevent any changes from becoming effective in any instance, whether retroactively or prospectively.

**Data Collection and Usage:** BCF collects data from users to help fulfill the mission of the college. The information collected by BCF is voluntarily provided by the user in connection with the completion of online forms or by the user's web browser to facilitate communication with the BCF Website. Collected information is not sold, loaned, or shared with outside entities except where required by law or to fulfill the mission of the college. BCF complies with the federal Family Educational Rights & Privacy Act (FERPA) which protects student records. Please refer to BCF's FERPA policy for information about the release of student directory information.

**General Internet Information:** BCF cannot guarantee the privacy of any data while in transit to or from the BCF Website. Information submitted through forms on the BCF Website containing Social Security numbers or credit card information is protected through HTTPS encryption. Also, all transactions and information passed through MyBCF are encrypted. However, users of wireless internet access are at greater risk of personal information being revealed.

**Cookies:** Cookies are used to assist with the technical operation of the BCF Website. If the user chooses to disallow cookies, certain portions of the BCF Website may become unavailable to the user.

**Transactions:** BCF processes online transactions through a third-party gateway. These transactions are encrypted.

**External Links:** BCF is not responsible for website content, security, or protection of personal information on links found on the BCF Website to outside agencies or entities.

**Email:** BCF is not responsible for the privacy of any email messages. Users are advised that most email sent over the internet is insecure and that, as a result, users should assume that email communications may not be private. BCF reserves the right to review those emails that are sent on the BCF network.

**Log Files:** The BCF Website tracks generic network information to monitor trends in traffic and for security purposes. Information tracked includes but is not limited to:

- IP addresses
- Web Browser Type
- Page Hit Counts
- Date
- Time

This information is generally tracked and monitored by most websites, including BCF's, and is not ordinarily associated with any specific user's personal information.

**Family Educational Rights and Privacy Act (FERPA):** Information about FERPA may be found on the US Department of Education Website at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). BCF makes every attempt to fully comply with FERPA and does not release student information without the permission of the student except as allowed by law.

**Children's Online Privacy Protection Act (COPPA):** To comply with COPPA, children under the age of 13 should not submit any information to BCF without parental consent.

**Additional Information:** If you need additional information about the BCF Privacy Statement please email the webmaster at [webmaster@baptistcollege.edu](mailto:webmaster@baptistcollege.edu).

**Agreement with the BCF Privacy Statement:** By using the BCF Website, you consent to the BCF Privacy Statement.

### **Definitions:**

**Cookies** – Normally a text file stored on your computer by a website containing information about you to facilitate further communications with the website.

**Encrypted/Encryption** – A process for obscuring data transmitted over the internet to protect the confidentiality of the information. Encryption enhances but may not guarantee the security of confidential information.

## **1.9 LIBRARY**

The Ida J. McMillan Library, located in the Carlton Center on the northwest section of the campus, is the resource center which provides educational materials and services for faculty and students. The Director of Library Services and the library staff are available to offer assistance to students in locating materials and providing other library services.

## **1.9.1 Library Hours**

### **Fall and Spring Schedule**

Monday	7:30 a.m. to 10:30 p.m.
Tuesday	7:30 a.m. to 10:30 p.m.
Wednesday	7:30 a.m. to 4:30 p.m.
Thursday	7:30 a.m. to 10:30 p.m.
Friday	7:30 a.m. to 12:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Closed Monday – Wednesday during the chapel hour.	

### **Summer and J-Term Schedule**

Monday thru Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:00 a.m. to 12:00 p.m.

The circulation desk closes thirty minutes before the library closing time. Please refer to library publications for additional information.

## **1.9.2 Rules for the Use of the Library**

Students must leave their ID at the front desk to use the computer, remove books from the Reserve shelves, take material to the Listening/Viewing room, or use of headphones.

Students with overdue books or fines may not check out other materials, use books from the Reserve shelves, use the computer, or graduate.

No food or drinks are permitted in the Library.

Overdue and fine notices will be emailed to your student account.

No cell phone use while in the Library.

## **1.10 RECREATION FACILITIES**

The Wellness Center houses a full-sized basketball court, weight room, racquetball court and locker rooms. There is circuit training equipment upstairs near the indoor walking track available to men and women. Lake Albert is open for fishing within the guidelines of state regulations and college policy, but swimming and boating are prohibited.

### **1.10.1 Rules for Use of the Wellness Center**

All currently enrolled students, staff, faculty, administrators, and alumni of The Baptist College of Florida and their dependants may use the facilities.

Children 12 and under cannot use the facility without a parent accompanying them.

All students and alumni must use their official college ID card. Others must use a dependent ID to check out any equipment or use the facility.

Authorized personnel are permitted to bring one guest. There is no charge for bringing a guest, but each person is responsible for his or her guest, and the guest

must obey all the rules of the Wellness Center. The intent of this is that out-of-town guests may use the facility with the authorized user. It is *not* for the purpose of allowing local persons who are not authorized users to have access to facilities.

There are NO snacks or beverages allowed on the Wellness Center floor; bottled water may be taken into the weight rooms.

The Dress Code for the Wellness Center is as follows:

1. ONLY athletic footwear is allowed in the recreation areas of the Wellness Center.
2. ABSOLUTELY NO bare feet, socks, flip flops, dress shoes or casual shoes allowed in the recreation areas.
3. Shirts must be worn at all times. NO tank tops, midriiffs, or tight fitting clothing unless loose fitting attire is worn over them.

The basketball court, weight rooms, recreation room, and downstairs restrooms are accessible during the evening hours the Wellness Center is open.

The weight rooms are available to those who are properly registered through the Recreation Office and have been through the weight training orientation. NO ONE UNDER 16 YEARS OF AGE MAY USE THE WEIGHT ROOM. Those using free weights MUST have a partner with them in the weight room.

No throwing footballs in the Wellness Center.

Only the approved staff is to set up or move the portable bleachers, basketball goals, and volleyball net.

### **1.10.2 Wellness Center Hours**

#### **Fall and Spring Schedule**

Monday	8:00 a.m. to 10:00 a.m.; 11:00 a.m. to 10:00 p.m.
Tuesday	8:00 a.m. to 10:00 a.m.; 11:00 a.m. to 10:00 p.m.
Wednesday	8:00 a.m. to 10:00 a.m.; 11:00 a.m. to 4:30 p.m.
Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 10:00 p.m.

Closed Monday – Wednesday during the chapel hour.

Closed on weekends

#### **Summer Schedule**

Monday, Tuesday, Thursday, Friday 8:00 a.m. to 8:00 p.m.

Wednesday 8:00 a.m. to 4:30 p.m.

Closed on weekends

### **1.10.3 Rules for Use of Lake Albert**

All currently enrolled students, staff, faculty, administrators, and alumni of The Baptist College of Florida and their dependents may fish in the lake from dawn to dusk within the guidelines of state regulations. Swimming and boating are prohibited as well as fishing after dark. Users of the lake must have their official

college or dependent ID card with them. Any person without an official college or dependent ID must have written permission from the college President on his or her possession.

### **1.11 STUDENT CENTER**

The Farris Student Center houses The Kings Cup Café & Bistro, the student mailboxes, the W.R.I.T.E Stuff Writing Center, Campus Safety, and the Information Technology Lab.

### **1.12 USE OF COLLEGE FACILITIES**

All events that require the use of campus facilities must be reserved and recorded on the official school calendar in the Business Office. Those who are planning special events (club meetings, recitals, banquets, etc.) should come to the Business Office to verify the date, time and person in charge. Arrangements for chairs and tables are coordinated by the Director of Operations/Comptroller and requests should be put in writing and submitted to the Director of Operations/Comptroller at least two (2) weeks prior to the meeting. Arrangements for chairs, tables and setup cannot be guaranteed if this is not done at least two (2) weeks in advance.

### **1.13 USE OF 2.4 GHZ ELECTRONIC DEVICES ON CAMPUS**

Wi-Fi and 802.11b/g devices may be used to access the campus wireless internet service. Use of other 2.4 GHz electronic devices is prohibited on campus. Prohibited devices include 2.4 GHz cordless phones, unauthorized access points, 2.4 GHz radios and other devices operating on 2.4 GHz.

### **1.14 INTELLECTUAL PROPERTY POLICY**

#### **1.14.1 Definitions**

Certain terms are used in this policy with specific meanings, as defined in this section. These definitions do not necessarily conform to customary usage. **1) Intellectual property** includes any patentable invention, any copyrightable subject matter or trade secret. It also includes works of art and inventions or creations that might normally be developed on a proprietary basis. **2) Creator** means any person who creates an item of intellectual property. **3) Substantial use of college facilities** means the use of facilities, equipment, personnel and other resources, to a greater extent than that which occurs in the regular course of one's undertaking to perform the task for which one has been employed, or which is greater than the use afforded to students in the course of their duties. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use, nor does the use of a facility commonly available to all faculty or professional staff and students (such as libraries and offices). (This provision is not intended to override any other department or college policy concerning reimbursement for or facilities useage.)

### **1.14.2 Policy Provisions**

This section states the policies concerning ownership of intellectual property created at the college.

**Externally Sponsored Work.** Intellectual property created as a result of work conducted under an agreement between an external sponsor and the college that specifies the ownership of such intellectual property shall be owned as specified in said agreement.

**Internally Sponsored Work.** When the college provides funds or facilities for a particular project to the extent of substantial use, it may also choose to declare itself the owner of intellectual property resulting from said work. In such cases, the college must specify in advance the disposition of any intellectual property rights arising from the project. Such notice is to be in writing, and the college may require written acknowledgement of such provisions by any person working on internally sponsored projects. If the college fails to notify a creator, effectively and in advance, of limitations imposed on his intellectual property rights by internal college sponsorship, the creator is entitled to receive from the college 50% (fifty percent) of the net proceeds to the college resulting from intellectual property.

**Individual agreements.** Intellectual property which is the subject of a specific agreement between the college and the creator(s) thereof shall be owned as provided in said agreement. Such agreements by the college and the faculty are especially encouraged.

**Intellectual Property Created Within the Scope of Employment.** Intellectual property created by college employees who were employed specifically to produce a particular intellectual property shall be owned by the college if said intellectual property was created within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. On the other hand, computer programs written on the job by staff computer programmers fall under this provision.

**Other Intellectual Property.** Intellectual property created by college employees and students not within the scope of employment, not by agreement, and not externally or internally sponsored, shall be owned by the college if the creation involved substantial use of college facilities; if the creator did not involve substantial use of college facilities the creation shall be owned by the creator. This provision is designed to prevent unauthorized use of college facilities and to promote agreements as described above.

**Consulting Agreements.** Work done by individuals as consultants to outside firms is not to involve substantial use of college facilities, and the rights to intellectual property created under consulting agreements are retained by the outside firms or the individual as specified by the terms of the consulting agreement. Any member of the college community who is engaged in consulting work or in business is responsible for ensuring that the work and the provisions

in this agreement are not in conflict with the college's policies regarding other employment and college facility usage, are not in conflict with the college's values and mission, and do not prevent the employee of the college from fulfilling his employment duties to the college. Each creator of intellectual property should make his obligation to the college clear to those with whom he makes such agreements and should ensure that they are provided with a current statement of the college's intellectual property policy.

**1.14.3 General Procedures.** The creator of any intellectual property that is or might be owned by the college under this policy is required to make reasonably prompt written disclosure of the work to the college President, and to execute any document deemed necessary to perfect legal rights in the college and enable the college to file patent applications and applications for copyright registration when appropriate. This disclosure to the President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is sold, used for profit, or disclosed to the public. Whenever legal protection for intellectual property is anticipated all persons engaged in such creative activity are encouraged to keep regular notebooks and records. The college's share of any proceeds under this policy will be used to reimburse the college for its expenses for commercial development of intellectual property. Any additional returns to the college will be used to further develop the academic purposes of all the disciplines of the entire college.

## **2.0 STUDENT ACTIVITIES**

### **2.1 CHAPEL SERVICES AND SPIRITUAL LIFE**

Chapel services are held every Monday through Wednesday at 10:00 a.m. in the R. G. Lee Chapel. These worship services are led by faculty members, local pastors or other invited guests. All students are expected to attend these times of spiritual inspiration and fellowship. Other special weeks of spiritual emphasis each year include Missions Conference, Prayer Conference, Holiday Heritage Festival, Christmas Concert, Evangelism Conference, Powell Lecture Series, and the Spring Concert. These are always times of great spiritual challenge and inspiration for the entire college family.

Students and their families are also encouraged to join one of the local churches for worship, spiritual growth and service. A list of these churches may be obtained in the Office of Student Life and Marketing.

### **2.2 RECREATIONAL EVENTS**

Recreational events and activities are for the entire college family and are planned and publicized through the Office of Student Life and Marketing. Basketball, flag football, table tennis and volleyball are among the most popular games. Students desiring to participate in intramural sports activities are required to complete a Medical History questionnaire and must be covered by medical insurance prior to participating. Students who have a recent history of illness or injury may be required to secure a physician's release prior to participation.

## **2.3 SOCIAL EVENTS**

BCF offers several regular campus-wide social events and all members of the campus community are welcome to participate.

## **2.4 STUDENT ORGANIZATIONS**

Baptist Collegiate Ministries (BCM) is the parent organization for all student groups and coordinates a variety of events on campus.

### **2.4.1 Baptist Collegiate Ministries (BCM)**

BCM exists to minister to the student body and promote spiritual growth and fellowship on the campus. It supports a number of Bible studies, dorm competitions, and special welcome activities, as well as a variety of social events. Contact the BCM Director for more information.

### **2.4.2 Official Student Groups**

Official student groups meet regularly to address needs and interests that are within the purpose of BCM and the BCF community. Each student group has a faculty advisor. The Baptist College of Florida has no official off-campus student organizations.

### **2.4.3 New Student Groups**

New student groups may be established when there is sufficient interest on the part of the students. The name and purpose of the group must be prepared in writing, address a relevant need and be consistent with the purpose of the college. It must include a proposed faculty advisor and be presented to the Baptist Collegiate Ministries (BCM) Director. If it is approved by the Director of Student Life and Marketing, it will then be presented to the President for final approval.

## **3.0 STUDENT LIFE**

There are many services to students that are provided by various offices of the college. For needs which may not be addressed in this handbook, please contact the Office of Student Life and Marketing for assistance.

### **3.1 BICYCLES/SKATEBOARDING/ROLLERSKATING**

Bicycle racks are located in several areas around campus and are to be used to park bicycles. Bicycles are not allowed in the residence halls or in other college buildings. Skateboards and rollerskates may not be ridden inside of any building. *Hoverboards are not permitted at any place on campus at any time.*

### **3.2 BULLETIN BOARDS**

A bulletin board is provided in the Wellness Center where announcements may be posted. Announcements on these boards should be of a reasonable size. They should also be neat, dated and relevant for the college community (students, faculty and staff). Matters of a personal nature, such as promoting a student's personal ministry, do not belong on these bulletin boards. Announcements may not be placed in other places on campus. All posted announcements must be approved by the Student Life and Marketing Office.

Information about off-campus housing opportunities should be brought to the Student Life and Marketing Office, where it will be processed and added to the appropriate list. Information about ministry opportunities and jobs should be brought to the Director of Student Life and Marketing for dissemination.

### **3.3 COUNSELING**

The college offers counseling assistance through the Office of Student Life and Marketing. Personal counseling is available on campus by appointment with a Licensed Mental Health Counselor during office hours.

### **3.4 STUDENTS WITH DISABILITIES**

#### **I. Introduction**

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The Baptist College of Florida supports the integration of all qualified individuals into the programs of the college and is committed to full compliance with all laws regarding equal opportunity for all students with a disability. Students, faculty, the Academic Dean, division chairs, and various department leaders all play a joint role in ensuring equal access to campus facilities and programs.

#### **II. Definitions**

**A. An “individual with a disability”** is someone with a physical or mental impairment that substantially limits one or more “major life activities.” Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, blindness and visual impairments, deafness and hearing impairments, mobility impairments and some chronic illnesses.

**B. “Major life activity”** means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning. A person is considered to be an individual with a disability and protected by the law if he/she has the disability, has a record of having the disability or is regarded as having the disability.

**C. A “qualified person with a disability”** means an individual who, with reasonable modifications or “accommodations” (if necessary) to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.

**D. “Accommodation”** refers to a change in the status quo. A “reasonable accommodation” in the student setting is a modification or adjustment to a course, program, activity or building that allows the person with a disability to participate as fully as possible in the programs and activities offered by the college.

### **III. Overview**

The Academic Dean evaluates and maintains all disability records for students with disabilities. The Academic Dean will administer academic matters and will refer all other appropriate matters to the Director of Student Life and Marketing or the Director of Operations/Comptroller.

Students should identify themselves to the Academic Dean to request services or accommodations. Documentation of a disability is required. All information regarding a disability is considered confidential.

After evaluation of academic records and disability documentation, the Academic Dean will provide the student's instructors with a message directing the approved accommodations. Faculty members are responsible for implementing accommodations directed by the Academic Dean in a confidential manner.

The Academic Dean and division chairs ensure that faculty and students are informed about the institution's Americans with Disabilities Act (ADA) policies and procedures and that faculty fulfill their roles in assisting with approved accommodations. Only the Academic Dean has the right to waive, substitute or adjust course or degree requirements. The College Hearing Officer resolves conflicts in the provision or denial of reasonable accommodations.

### **IV. Accommodation Requests**

Students with disabilities are required to meet the same academic standards as other students at the college. It is only through a student's voluntary disclosure of disability and request for accommodation that the college can support disability needs.

Students with disabilities who wish to receive accommodations or services must officially register with the Academic Dean. To register, the student meets with the Academic Dean, submits the required disability documentation and formally requests services, including accommodations. A disclosure of disability or request for an accommodation made to a faculty or staff member, other than the staff of the Academic Dean, will not be treated as a request for an accommodation.

Requests for services or accommodation should be made as early as possible to allow time to review requests and documentation and make proper arrangements. Newly accepted students with needs for disability services should report information regarding that need directly to the Academic Dean. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner. Requests for accommodation must be renewed each semester.

### **V. Documentation Requirements**

Students requesting accommodations are required to submit documentation to verify eligibility under ADA and Section 504.

Disability documentation must include a written evaluation from a physician, psychologist or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for an accommodation.

The type of documentation will vary according to the disability; for example, a psycho-educational or neuropsychological assessment that includes cognitive and achievement testing for learning or other cognitive disabilities and attention deficit disorder; a psychiatrist's report for psychological disabilities; a letter from a doctor or other specialist for physical and most other disabilities, etc. More specific information on documentation requirements can be obtained by contacting the Academic Dean.

Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the guidelines will be required to submit an updated evaluation before being considered for services.

The institution reserves the right to determine eligibility for services based on the quality of the submitted documentation. All documentation is confidential.

## **VI. Determining Accommodations**

Appropriate documentation of the disability must be provided so that the Academic Dean can: 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, determine appropriate academic accommodations.

Accommodations are determined on a case-by-case basis, taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.

## **VII. Confidentiality**

The college recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student's disability is maintained in a confidential file in the Academic Dean's Office and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student or as permitted by the college's student records policy and federal law. At the same time, however, a student's right to privacy must still be balanced against the college's need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve the Academic Dean or his staff disclosing disability information provided by the student to appropriate college personnel participating in the accommodation process.

### **VIII. Implementing Accommodations**

**Student Guidelines.** A student who wishes an accommodation is responsible for submitting documentation to the Academic Dean. The Academic Dean's Office is responsible for informing and instructing faculty of the action required to provide an accommodation for the student. Students are not required to divulge the nature of their disabilities or provide copies of their disability documentation to faculty or staff.

Students are responsible for working directly with the faculty or staff member involved in the provision of an accommodation. Contact should be maintained throughout the semester.

Students need to provide feedback to the Academic Dean on the effectiveness of accommodations. The Academic Dean should be notified if an accommodation is not provided. Questions about the provision of reasonable accommodations should be directed to the Academic Dean.

**Faculty and Staff Guidelines.** A faculty or staff member is responsible for the implementation of the accommodation identified in a message from the Academic Dean. Faculty and staff must implement approved accommodations. Individually, faculty members have a legal responsibility to make sure that each course, when viewed in its entirety, is accessible. Accessibility, the primary consideration of disability law, should be in the forefront of course and technological planning. Further information on this legal obligation may be obtained from the Academic Dean.

Faculty members are required to include a notice on the course syllabus referring students to contact the Academic Dean if they need accommodation related to a disability.

Questions regarding the provision or appropriateness of an accommodation or related to offering a course in such a manner that disabilities are accommodated should be addressed to the Academic Dean. Faculty questions regarding alterations to a course or program should be addressed to the Academic Dean.

### **IX. Denial of Accommodation**

The college reserves the right to deny services or accommodations in the event that documentation does not comply with its published guidelines for service eligibility or documentation is out-of-date or incomplete. If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist or other specialist.

The college is not required to provide an accommodation that compromises the essential requirements of a course or program, imposes an undue financial burden

based on the college's overall institutional budget or poses a threat to the health or safety of the student or others.

## **X. Student Appeal**

A student who disagrees with a determination of eligibility or accommodation is encouraged to meet with the Academic Dean to resolve the matter informally.

A student who disputes the determination by the Academic Dean regarding the existence of a disability or denial of an accommodation may file a written complaint with the College Hearing Officer within 30 days of the date of the Academic Dean's determination. The decision of the College Hearing Officer shall be final.

Students who believe that the college has discriminated against them on the basis of their disability may contact the Title IX Coordinator to discuss filing a formal complaint of discrimination.

## **XI. Information Requests**

For additional information or questions regarding policies, procedures and services for students with disabilities, contact the Academic Dean.

### **3.5 EMPLOYMENT REFERRALS**

The Student Life and Marketing Office provides ministerial job referrals. Students looking for ministerial employment are encouraged to submit a résumé.

### **3.6 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

**The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit to the Registrar, Academic Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate.** Students may ask the college to amend a record that they believe is inaccurate. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:

1. A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
2. A person elected to the Board of Trustees.
3. A person employed by or under contract to the college to perform a special task, such as an attorney or auditor.
4. A person who is employed by the college security (lawenforcement) unit.
5. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or contract agreement.
2. Performing a task related to a student's education.
3. Performing a task related to the discipline of a student.
4. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including email address and permanent), telephone number (both local and permanent), photograph, date and place of birth, date of registered attendance, school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If the inquiry is made in person or by mail, a student's date and place of birth and signature may be confirmed.

An individual student currently enrolled may request that such directory information not be disclosed by completing a nondisclosure form which may be obtained from the Registrar's Office and giving the completed form to the Registrar prior to the last day to register or add courses for credit.

Students with complaints about violations to student record privacy or access to records may contact the Director of Student Life and Marketing at 850-263-3261 ext. 415. Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the

requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **3.7 FINANCIAL AID**

The Baptist College of Florida seeks to provide students quality education at a reasonable cost. The following is a typical nine-month budget for a single student, living in a residence hall with a roommate, with 15 semester hours per semester for the Fall and Spring semesters. (These figures do not include personal expenses and transportation. Cost for other individuals and married students may vary. Check the *College Catalog*.)

Tuition	\$ 10,200.00
Books and Supplies	1,050.00
Fees	900.00
<u>Room and Meals</u>	<u>4,138.00</u>
TOTAL	\$ 16,288.00

The student and his/her family are expected to pay as much as possible of the cost. Financial aid is designed to pay the difference between what the student and his/her family can pay and the actual educational costs. Available to BCF students is a full range of state and federal aid programs, denominational scholarships and college assistance programs. The applicant's financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. An extensive description of financial aid programs and resources is provided in the *College Catalog*. Interested applicants should write or call the Financial Aid Office directly to secure application forms and to determine their eligibility for specific assistance.

### **3.8 FILING A COMPLAINT AGAINST BCF**

#### **Internal Process**

While BCF expects individuals to attempt to resolve problems in a biblical manner, any student may make a complaint against BCF. The college will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent through facsimile transmission. In addition, the college will not act on complaints submitted on behalf of another individual or complaints forwarded to the institution.

A formal complaint is one that is:

1. Submitted in writing describing the complaint in the clearest possible terms
2. Signed and dated
3. Sent to the attention of the Director of Student Life and Marketing

Once the formal written complaint is submitted, the Director of Student Life and Marketing will have 10 working days to acknowledge receipt of the complaint and 30 working days to address the complaint with complainant.

If the complainant is not satisfied with the Director of Student Life and Marketing's response he/she will have 5 working days to submit in writing an appeal to the College Hearing Officer. The College Hearing Officer's decision is final unless the President chooses to review the matter.

### **Appeal to Southern Association of Colleges and Schools Commission on Colleges**

The Baptist College of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The Commission is to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission's standards. Any person who has information that he or she feels should come to the attention of the Commission may submit a complaint in writing to the Commission on Colleges at:

1866 Southern Lane  
Decatur, Georgia 30033-4097  
or call (404) 679-4500

The Commission has a form at their website at [sacscoc.org/pdf/081705/complaintpolicy.pdf](http://sacscoc.org/pdf/081705/complaintpolicy.pdf). In addition to completing the form, the complaint should state the nature of the complaint, then briefly describe the details of the complaint in the clearest possible language and indicate how the institution has violated specific provisions of the *Principles of Accreditation*. The complainant should then describe the steps taken to exhaust the institution's grievance process, describe the action taken by the institution to date, and provide a copy of the institution's response to the complainant as a result of the prescribed procedures.

### **Commission for Independent Education, Florida Department of Education**

Additionally, The Baptist College of Florida is licensed by the Commission for Independent Education, Florida Department of Education. If an individual has exhausted the college's grievance process and wishes to file a complaint against this institution, he/she may write a letter or email containing the name of the student or complainant, as well as a current address and phone number, along with the name of the institution, the location of the institution (city), dates of attendance, and a full description of the problem and any other documentation that will support his/her claim, such as enrollment agreements, correspondence, etc.

One may then send the letter to:

Commission on Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400

or email: amy.lefstead@fldoe.org  
or fax: (850) 245-3238

### **Distance Education Student Complaints**

Out-of-state distance education students participating under SARA, who have completed the internal institutional grievance process and the applicable state grievance process (both described above), may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the [FL-SARA Complaint Process page](http://www.flsara.org) at [www.flsara.org](http://www.flsara.org).

### **3.9 FOOD SERVICE**

The Deese Center is open daily during the Fall and Spring semesters. Meal plans are available for purchase during registration and commuter plans are available throughout the semester. Vending machines are also accessible at different locations on campus as well as the King's Cup Coffee Shop & Bistro. Food and beverages are not allowed in classrooms or administrative areas.

### **3.10 HEALTH SERVICES**

The Campbellton-Graceville Hospital is located across the street from the college. The hospital's emergency room services are available to all students twenty-four hours a day. Graceville also has a 911 emergency service.

In case of student illness or emergencies requiring medical assistance in a classroom, the professor will notify the Office of the Academic Dean and/or the appropriate medical facility or call 911 for assistance. When a residence hall student needs emergency medical care, the Resident Director of the hall will contact the appropriate medical personnel or call 911.

The Board of Trustees encourages every student to enroll in and maintain enrollment in a health insurance plan in accordance with state and federal laws.

### **3.11 LAUNDRY SERVICE**

Coin operated laundry machines are available in each residence hall for the residents of that facility only. A self-service laundromat is located next to the Southwest Apartments across from Lakeside Hall.

### **3.12 LOST AND FOUND**

Items found should be turned in at the Campus Safety Office in the Student Center.

### **3.13 MAINTENANCE**

Physical Plant maintenance needs, except those in the residence halls, should be reported by email to [jwfullington@baptistcollege.edu](mailto:jwfullington@baptistcollege.edu). Residence hall maintenance and repair needs should be reported to the Resident Director of that hall.

### **3.14 MINISTRY OPPORTUNITIES**

The college assists students and alumni in their pursuit of ministry opportunities.

**Ministry Referral** is a service that provides resumes of students and alumni in this registry to churches and other ministries that are seeking staff persons. Students are encouraged to file a resumé with the Student Life and Marketing

Office and to keep it current so accurate information may be sent. The college can only refer those in this registry; it cannot guarantee placement.

### **3.15 OFF-CAMPUS HOUSING**

The Housing Office helps to provide information about available off-campus housing.

### **3.16 PARKING**

Parking is permitted only in designated areas on campus. All students are required to display an official college decal for any vehicle they wish to park on campus. Decals are obtained from the Campus Safety Office in the Student Center during regular office hours. Red zone parking is for faculty and staff only.

#### **3.16.1 Tickets and Fines**

Parking spaces painted red on the curb are reserved for faculty/staff parking only. Students may park in any non-designated space on campus.

Tickets will be issued for improper parking, parking in red zones, not having a BCF parking decal properly displayed, parking in a handicap zone without the proper handicap decal displayed, driving or parking on grass, driving in the wrong direction on campus, and any other traffic violation that is observed.

These are the fines for observed violations:

First offense—Warning

Second offense—\$10.00 Fine

Third offense—\$20.00 Fine

Any offense after the third—\$50.00 Fine

On the third offense the student reports to the Director of Campus Safety to receive a written reprimand that is placed in his/her file.

Unauthorized parking in a designated handicap parking space will be ticketed and charged a fine of \$250.00 for the first offense. Subsequent offenses will result in a fine with the offender losing all campus parking privileges for one semester.

All Tickets will stay in a student's file for one year.

#### **3.16.2 Appeal Process**

Any person who believes his/her vehicle has been ticketed in error without cause may appeal. All appeals must be made to the Director of Campus Safety within five (5) business days of the date appearing on the citation or the right to appeal is forfeited. All appeals must be in writing.

#### **3.16.3 Parking Recreational Vehicles**

The college provides parking spaces for recreational vehicles. These spaces are limited in number and availability. They are intended for use by friends and family of the college community. Use of the spaces is limited to a maximum time of two weeks except for volunteer work groups on the campus.

No recreational vehicles are to be parked in the housing areas or at any place other than that designated by the school. All use of the spaces is to be scheduled through the Office of Student Life and Marketing.

### **3.17 SOCIALIZING**

BCF encourages Christian fellowship in the college family. When socializing during evening hours, students are asked to take appropriate precautions for everyone's safety and well-being. Although there is no curfew, BCF discourages socializing after midnight.

### **3.18 STUDENT MAILBOXES**

The student boxes are for students living in residence halls only. They are located in the Student Center just outside the King's Cup Coffee Shop & Bistro. The boxes are used to deliver U. S. mail and students need to check their boxes several times each week. Student mailboxes are assigned by the Housing Office.

### **3.19 STUDENT PHOTO ID CARDS**

During New Student Orientation, each new student has his/her photo ID card made. This card is used for identification purposes on and off campus and is essential for checking out books from the McMillan Library and recreational equipment for use in the Wellness Center. All students are required to have their student ID cards on them at all times and must present them to college officials and campus safety personnel when requested. Students on the college meal plan are required to show ID cards when entering the cafeteria. There is a charge for lost ID cards. Lost ID fees are paid in the Business Office. ID cards are issued by the Registrar's Office.

### **3.20 TESTING AT BCF**

Students at BCF will encounter several kinds of tests that are used for a number of different purposes. One such test is the classroom variety which includes daily quizzes, sectionals, mid-terms, and finals which must be passed to gain college credit in the courses taken. Other tests fall into three major categories: placement, CAAP or ETS Proficiency Profile test, and program evaluation assessments.

It may be observed that testing at BCF is varied, but each test serves a specific purpose. Behind the testing is an attempt to offer students the best possible opportunity to succeed in the shortest possible time. Placement testing makes possible arrangements for special help. Testing also opens sources of financial aid to our student body that would be otherwise unavailable.

#### **3.20.1 Tests for Placements**

English and math instructors of remedial courses administer an in-house, remedial course exemption test at the beginning of the semester. Should a student's placement appear to be in error, based on exemption test results, he/she may transfer to an appropriate English or Math course as advised by the General Education Division.

### **3.20.2 Teacher Education Tests**

To enroll in professional and elementary education courses of the Teacher Education Program (TEP) of The Baptist College of Florida, a student must have earned 50 hours with a cumulative GPA of 2.50 or better and must have passed the General Knowledge section of the Florida Teacher Certification Examination (FTCE).

As a graduation requirement, students enrolled in teacher education certification programs must pass the Florida Teacher Certification Examination (FTCE). However, Teacher Candidates whose residence is more than 60 miles from Graceville, and outside of Florida, may choose to take and pass their state required standardized test(s) for teachers if they do not want to be certified in the state of Florida.

### **3.20.3 Program Evaluations**

In an attempt to evaluate institutional effectiveness, program coordinators, together with the Office of Institutional Research and Strategic Planning, have designed a series of evaluations based on a collective list of competencies drawn from the General Education Foundation, the Biblical/Theological Foundation, and each of the academic programs. The evaluations were designed to assess student learning during and after completion of the chosen program of studies.

Ultimately, evaluations are intended to reveal strengths and weaknesses in curriculum and instruction and facilitate learning. Evaluation results will be used to assist the faculty and administration in strengthening academic programs and in seeking ways to better prepare students for their chosen fields of ministry. Graduating seniors are required to participate in the exit interviews.

### **3.21 WELCOME MINISTRY FOR NEW STUDENTS**

The Encourager Ministry is a welcome ministry for new students and their families. A current student or student family helps the new student and his/her family to be welcomed to BCF and the Graceville area. For more information about this ministry, contact the Office of Student Life and Marketing.

## **4.0 GENERAL INFORMATION**

### **4.1 EMERGENCY PROCEDURES**

The Baptist College of Florida has a formal Emergency Response Plan. It is contained in the Student Handbook. For further information, refer to the Emergency Response Plan. Every attempt will be made to inform the campus community of emergencies in a timely manner utilizing the emergency notification system.

#### **4.1.1 Inclement Weather**

Decisions affecting classes and college operations will be made by the President no later than 7 a.m. (local time) on the day in question and will be announced

through area radio and television stations, email, and the emergency notification system.

#### **4.1.2 On Campus Emergencies**

Major emergencies encompass such disasters as fire, hurricanes, floods, tornadoes, earthquakes, chemical spills, and military action. Should any of these events occur, the President of the college or his designee may declare a state of emergency and order evacuation of all or part of the campus. Evacuation shall be supervised by the Director of the Operations/Comptroller and Director of Campus Safety.

In the event of injury to a student, employee, or campus visitor, first call 911 and then contact the Director of Campus Safety.

In the event of a national disaster or explosion, seek shelter in an interior doorway or under a desk or table. After debris ceases to fall, evacuate the building and contact the Director of Campus Safety or the Director of the Operations/Comptroller. Assist the disabled and wounded during evacuation and follow the directions of college or civil authorities.

In the event of a fire, sound the fire alarm and evacuate the building. Call 911 and then contact the Director of Campus Safety and the Graceville Fire Department (263-3214). Do not re-enter the building.

In the event of a man-made hazard (e.g., chemical spill, radiation leakage), evacuate the building or area immediately. Then call 911, Director of Campus Safety, and the Director of the Operations/Comptroller.

#### **4.1.3 Emergency Contact numbers**

In case of emergency please contact these individuals:

Campus Safety	(850) 415-0801 (cell)
Campus Safety Director (Olan Strickland)	(850) 415-0800 (cell)

#### **4.2 CAMPUS SAFETY AND SECURITY**

The Baptist College of Florida shall make an Annual Campus Security and Fire Safety Report to all enrolled students and current employees by October 1 of each school year. Distribution of the annual security report shall be accomplished by posting the report on a website and by giving notice through emailing students and employees that the report is available on a specified web address and by advising that a paper copy is available on request.

Prospective students and employees shall also be advised of the availability of the report. Prospective students shall be advised by the Office of Student Life and Marketing.

## **4.3 POLICIES FOR REPORTING CRIMINAL ACTIONS**

### **4.3.1 Distribution of Annual Crime Report**

The annual crime report will be prepared and distributed by the Director of Campus Safety. A copy will be available in the office and on the website. All students will be emailed a copy of the crime report to their college email address.

### **4.3.2 Crime Reporting**

All crimes on campus are to be reported to the Director of Campus Safety. If necessary, call 911, and then contact the Director of Campus Safety.

### **4.3.3 Access to Campus Facilities**

See section 1.12 in the Student Handbook. Students are not normally permitted in BCF buildings and classrooms after regular hours. Anyone requiring access after hours must notify the Campus Safety Office. Anyone gaining unauthorized access is subject to punishment by BCF as well as criminal charges, if warranted. Any faculty or staff member wishing to grant access to students after hours must notify the Campus Safety Office via email at [atocstrickland@baptistcollege.edu](mailto:atocstrickland@baptistcollege.edu).

### **4.3.4 Law Enforcement**

Safety personnel will secure buildings and ensure the safety of the campus. Because Campus Safety is not a law enforcement agency, in the event of a crime, Campus Safety will contact local and state law enforcement agencies.

### **4.3.5 Keeping the College Community Informed**

At least once per calendar year, the Director of Campus Safety will inform all students, faculty, and staff of security procedures and practices and to encourage students and employees to take responsibility for their own security and the security of others.

The Director of Campus Safety will also provide information to the college community about the prevention of crimes.

Sexual misconduct and sexual crimes are addressed in section 5.40 of the Student Handbook.

The possession, use, and sale of alcoholic beverages, illegal drugs, and drug or alcohol abuse education programs are addressed in section 5.4 of the Student Handbook.

## **4.4 COLLEGE HYMN, MOTTO, COLORS AND MISSION STATEMENT**

### **4.4.1 College Hymn**

"Tell Me The Story of Jesus"

*Words by Fannie Crosby, Tune by John Sweney.*

### **4.4.2 College Motto**

"Changing the World Through the Unchanging Word®"

### **4.4.3 College Colors**

Crimson and gold.

#### **4.4.4 BCF Mission Statement**

The Baptist College of Florida shall operate within the confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding certificates and associate, baccalaureate, and graduate degrees in a co-educational postsecondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the areas of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

#### **4.5 Professional Licensure Disclosure Statement**

The Baptist College of Florida's Elementary Education program prepares students to become licensed in the state of Florida. In order to comply with the U.S. Department of Education regulations regarding distance education and professional licensure, BCF is required to make the following disclosure with respect to professional licensure outside the state of Florida. BCF cannot confirm whether a particular program meets requirements for professional licensure outside of the State of Florida. Please contact applicable licensure board(s) in any state you may want to pursue licensure prior to beginning the academic program in order to determine whether the program meets licensure requirements.

## **5.0 COLLEGE CODE OF CONDUCT**

### **5.1 INTRODUCTION**

Each student at The Baptist College of Florida has given evidence of above-average dedication to the Christian ethic presented in the Sermon on the Mount (Matthew 5-7). The practice of going beyond what is expected, in spirit as well as in service, should characterize every student's activity in and outside the classroom, on and off the campus. Anything less than personal honesty, integrity, industry, morality, and sensitivity is out of character for anyone preparing for Christian leadership and will be a factor in evaluating a student's continuance in study as a part of the BCF family.

The entire college family is encouraged to resolve any conflicts that may arise by following the Biblical teachings of Matthew 5 and Matthew 18. Conflicts are best resolved through humble confession of offenses and gracious forgiving of the

same, all in the spirit of Christian love and fellowship. The Director of Student Life and Marketing is available to help students as they seek to resolve conflicts in this way.

## **5.2 ABANDONED EQUIPMENT OR VEHICLES**

Any equipment or vehicles such as junk cars, motorcycles and bicycles that are abandoned on campus will be hauled away at owner's expense.

## **5.3 ACADEMIC DISHONESTY/COMPLICITY**

### **5.3.1 Dishonesty**

Cheating, plagiarism, and any other misrepresentation of work are prohibited. In the instance of papers written outside of class, academic dishonesty includes plagiarism. For the purposes of any course, the professor may give additional definition to plagiarism. Plagiarism includes:

1. failure to use quotation marks or other conventional marking around material quoted from any printed source;
2. paraphrasing a passage without accurately indicating the source;
3. having another person compose or rewrite a student's written assignment.

Academic dishonesty also includes obtaining or referring to a copy of an examination before it has been distributed by the professor. During examinations, academic dishonesty includes referring to written information without the approval of the professor, or receiving written or oral information from a fellow student.

A student who assists another in the forms of dishonesty mentioned above is also guilty of dishonesty. A faculty member may impose academic penalty on the student who violates this section in his/her class, and/or may report the student to the Academic Dean.

Academic dishonesty may result in dismissal.

### **5.3.2 Complicity**

If a student gives permission, approval, or assistance to another student to violate any section of the Code of Conduct, he/she may be charged with complicity. If a student witnesses any violation of the Code of Conduct, he/she must report the incident to the proper authority.

## **5.4 ALCOHOL, DRUGS, NARCOTICS AND TOBACCO**

### **5.4.1 Tobacco**

Students are not to use tobacco in any form or amount at any time. Additionally, the practice of using electronic vapor devices and the practice commonly referred to as “vaping” is prohibited.

### **5.4.2 Alcohol and Drugs**

The use, possession, or distribution of alcoholic beverages and/or illicit drugs is prohibited. Students attending establishments where alcohol is the primary service, such as bars and clubs, gives the appearance that the student is involved in such behaviors. Whether the student is actually involved in drinking or not, it is still inconsistent with the beliefs and practices of this institution. Since the Scripture cautions Christians to abstain from the appearance of evil, students are warned that attendance at such establishments is grounds for dismissal from the college. In addition, violation of this standard of conduct may result in severe criminal penalties under local, state and federal law. These penalties are described in compliance with federal law.

### **5.4.3 Disciplinary Sanctions**

Any student found to be in violation of this policy shall be subject to one or more of the disciplinary sanctions as described in section 6.4. The college reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

The use, possession, or distribution of alcoholic beverages or illicit drugs may result in required participation in a drug or alcohol treatment or rehabilitation program, and/or result in other disciplinary action including dismissal.

In addition, illegal activity involving drugs and alcohol may be referred to law enforcement officials for criminal prosecution.

#### **5.4.4 Criminal Sanctions**

Though the City of Graceville has not passed ordinances that govern sale, use, and distribution of controlled or illegal substances and alcohol, it does enforce the laws imposed by the State of Florida addressing these matters. According to the state, it is illegal to possess, distribute, sell, or use prohibited drugs and other controlled substances. Depending on the specific drug offense, the charge may range from a third to a first-degree felony. Punishment may range from a \$500 fine to confinement in a state prison facility. It is illegal for minors (under age 21) to possess, use, or sell alcohol. Further, it is unlawful for a person to sell, give, or serve alcoholic beverages to a person under age 21. It is illegal to misrepresent one's age or that of another to induce a licensee to serve alcoholic beverages to persons under 21. Charges may range from a second degree to a first-degree misdemeanor. In addition to other penalties, the courts may suspend the driving privileges of those convicted.

#### **5.4.5 Health Risks Associated with Drug or Alcohol Use**

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia,

and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

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

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

#### **5.4.6 Treatment, Re-entry or Rehabilitation Programs**

Though the college provides no counseling or rehabilitation programs for drug or alcohol abusers on campus, students or employees may contact the Director of Student Life and Marketing (263-3261, ext. 415) for information on referral. The following agencies offer counseling and help:

Alcoholics' Anonymous	(850) 526-3948
Southeast Alabama Medical Center	(334) 793-8194

The financial responsibility for any treatment or rehabilitation program remains solely the responsibility of the individual. The college in no way endorses or affirms the competency or effectiveness of the services offered by these agencies.

#### **5.4.7 Reports by Pell Grant Recipients**

In accordance with the Drug-Free Workplace Act of 1988, any student who receives a Federal Pell Grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell Grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Service Building No. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell Grant, and ineligibility for other types of federal financial assistance.

### **5.5 ARSON**

No student shall commit, or aid in the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the college or to the property of another person.

### **5.6 ASSAULT AND/OR BATTERY**

No student shall threaten or cause bodily harm or discomfort to another which would constitute assault; nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to another person which would constitute battery.

### **5.7 ATTENDANCE IN CLASSROOMS BY CHILDREN**

While special circumstances may make it necessary for children to attend with their parents on special occasions (sickness of the regular sitter, etc.), regular attendance with the parents is not permitted. All parents of children who are preschoolers or homeschooled must make certain they have long-term care arrangements for their children. Attendance with the parents on a routine basis is not permitted.

### **5.8 BAD CHECKS**

Students shall not make and/or deliver any check which is not supported by sufficient funds on deposit or is in any way worthless. Such a practice may lead to dismissal from the college.

### **5.9 CAMPING**

Camping on campus is not permitted except in designated areas. Students are prohibited from affixing hammocks or other such devices on campus to trees, permanent or temporary structures.

### **5.10 CHILD CARE**

Providing regular child care for anyone in a college-owned apartment for more than two days in any week is not permitted. Any student or student's spouse accepting the responsibility of child care for off-campus children must go to that child's home or to another off-campus location.

### **5.11 COLLEGE KEYS**

Possession of or making use of college keys for unauthorized purposes are prohibited. Making copies of keys without authorization is prohibited.

### **5.12 COMPLYING WITH OFFICIAL REQUESTS**

Students are required to comply with reasonable requests or orders by authorized college officials acting on behalf of the college. This requirement includes requests for students to meet appointments in administrative offices and for disciplinary investigations and hearings. Because these requests are often relayed to the student by way of the student mailbox, it is necessary for students to check their mailboxes several times each week. These request can be made verbally, written or by email.

### **5.13 CONTRACTING OR REPRESENTATION IN THE NAME OF THE COLLEGE**

Students are prohibited from contracting in the name of the college and may not claim to be official representatives of the college for any commercial purposes.

### **5.14 CRIME AWARENESS AND CAMPUS SECURITY STATEMENT**

In compliance with its duties under federal law, the college makes annual disclosure of campus crime statistics. These disclosures are made to current students and employees and prospective students and employees.

### **5.15 DAMAGE OR DESTRUCTION OF PROPERTY**

Vandalism, including misusing, defacing, destroying or damaging property belonging to BCF or to others, is prohibited. Accidental damage may also require restitution from the person(s) responsible for such damage.

### **5.16 DATING**

Dating practices must be kept on a high level of Christian conduct and refinement and in harmony with the calling to Christian ministry. BCF expects students to set an example for the Christian community by maintaining the highest standards of behavior between male and female. Therefore, all close physical contact is inappropriate and unacceptable. Daniel Plaza, the Wellness Center and the Student Center provide well-lit places for socializing during the evening hours.

### **5.17 DEBTS**

No one is permitted to contract a debt for BCF unless authorized to do so by the Business Office. To preserve the good reputation of the institution and its entire family (faculty, staff, and students), all personal debts on and off campus should be satisfied completely, on or before the dates due. Failure to attend to one's financial obligations is not in keeping with the Christian principles of BCF and is grounds for dismissal.

### **5.18 DEFAMATION, THREATS AND EXTORTION**

Oral or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Oral or written communication which threatens another of a crime or offense, or threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

### **5.19 DISORDERLY CONDUCT**

Conduct that is annoying or offensive to others, or infringes on the rights of others, is prohibited. This also includes lewd, indecent or obscene conduct or expression, either on or off campus.

## **5.20 DISRUPTION**

Disruption of the normal activities of the institution is prohibited. Disruption shall include, but not limited to:

- physical violence or abuse of any person on college-owned or controlled property, or at college-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.
- deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the college community to express his/her views (faculty are authorized to remove students from class, if warranted).
- forcible interference with the freedom of movement of any member or guest of the college.
- blocking of any entryway to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.
- noise making or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, meeting, or any other authorized event.
- congregating in such a fashion as to endanger life or property. Incitement to any of the above mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures.
- any disruption of teaching, research, administration, disciplinary proceedings, or other college activities.

## **5.21 DISTRIBUTION OR SALE OF LITERATURE OR GOODS**

The distribution or sale of literature or goods must receive the approval of the college. Permission must be requested through the Director of Student Life and Marketing.

## **5.22 DOMESTIC VIOLENCE**

Domestic violence is defined as any physical or verbal expression that brings fear or threat of harm. An outburst of anger is an example of domestic violence. Such acts are a threat to peace and health in a home and are also disruptive to neighbors. Domestic violence may lead to dismissal from the college.

Child or spouse abuse is not only illegal and punishable by law, but can be cause for dismissal from BCF. The college defines abuse as any willful act that results in any physical, mental or sexual injury that causes or is likely to cause the physical, mental or emotional health of a child or spouse to be significantly impaired. Abuse also encompasses neglect—the willful disregard of emotional or physical needs such as food, clothing, shelter and medical attention when that disregard is likely to cause physical, mental or emotional health to be significantly impaired.

### **5.23 DRESS STANDARDS**

Personal appearance and dress are a vital part of a Christian student's example and should reflect modesty, neatness and cleanliness. The specific guidelines included below are shaped by biblical principles, community preferences, and cultural expectations in terms of propriety and are meant to help shepherd students in relation to moral purity and in glorifying God:

- In keeping with Christian values and modesty, students should refrain from wearing clothing that is revealing, tight-fitting, or immodest in any way.
- Shorts are permitted on campus with the exception of classrooms and chapel. Gym or workout shorts should be reserved for appropriate locations and activities. Walking shorts are preferred for most locations on campus.
- Students should refrain from wearing clothing that shows undergarments, or clothing that is not consistent with institutional values.
- Midriff should remain covered.
- Shirts should be worn everywhere on campus, including the Wellness Center, but swim wear, tank tops and halter tops are not appropriate on campus at any time.
- Sleepwear is appropriate in the dormitories, but not in public areas. It should not be worn in the classrooms or in chapel. Modest sleepwear may be worn on special occasions (such as midnight breakfast) by exception.
- While spandex and athletic sportswear is appropriate for exercise and related activities, it should be covered with loose fitting shorts/shirt.
- Footwear is required at all times on campus.
- Men are expected to remove hats before entering class or chapel.

Realizing that these standards can be subjective, each student is expected to submit to the judgment of college officials regarding interpretation of dress and grooming standards. If a garment is deemed offensive or inappropriate by any college official, immediate cooperation is expected from the student. Some departments or programs may occasionally assign higher standards of dress in order to accomplish the goals of their programs.

### **5.24 EMERGENCY EQUIPMENT, MISUSE OF**

Fire escapes, ground level fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with or misusing these emergency devices, or blocking fire exits or other means of impeding traffic, is prohibited.

### **5.25 FACILITIES, UNAUTHORIZED USE OF OR ACCESS TO**

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields), whether or not by force, is prohibited. (See section 1.12.)

### **5.26 FRAUD**

To willfully or knowingly provide false information, either written or oral, is prohibited. This includes false statements made to any member of the college

faculty, staff, or administration. This also includes the falsification of any college records by forgery or other means of deception.

### **5.27 GAMBLING**

Gambling by BCF students in any form is prohibited. This includes playing at any game of chance for material gain or wagering for material gain on games played by others.

### **5.28 GARAGE, YARD OR PORCH SALES**

Garage, yard or porch sales are not permitted on campus or at any college-owned facility. Students having items for sale may post notices on student bulletin boards after having information approved in the Office of Student Life and Marketing.

### **5.29 HARASSMENT**

The college prohibits any harassment of any person, whether or not it is related to a person's race, sex, religion, national origin, age or physical condition. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates federal civil rights laws.

### **5.30 HAZING**

Infliction of physical violence or harm on any person including any activity calculated to embarrass, harass, or impose physical, emotional, or mental strain is prohibited. Any activity that would in any way jeopardize the physical, moral, or scholastic well-being of any person is also considered hazing. To haze by way of initiation includes, but is not limited to, activities which involve forcible constraint or restraint (even if the person is willing to submit to the restraint) and kidnapping (even if conducted as a prank) and is prohibited.

### **5.31 HOUSING REGULATIONS**

The college maintains campus housing for single and married students. Specific regulations are found in the housing contract. To obtain a copy of the residence hall contract or the married housing lease contact the Office of Student Life and Marketing.

Residents of the residence halls may not have overnight guests without prior written approval from the Housing Office.

### **5.32 INSUBORDINATION**

Insubordination is defined as the student's disobedience of any college faculty member, administrator or staff member, including any form or expression of

disrespect. The professor or instructor of each class has full charge of that class and will convene, lead, and dismiss the class. If a student fails to fully cooperate with the professor, he/she will be in violation of this section.

### **5.33 LAWS, PUBLIC, VIOLATION OF**

Any act by a student which constitutes a charge of violation of a public law may establish cause for legal and/or disciplinary action by the college.

### **5.34 MARITAL CONFLICT AND DIVORCE POLICY**

Students having marital difficulties during college days should consult the counselor on campus.

### **5.35 PEDDLING AND/OR SOLICITING**

BCF has a no solicitation policy on campus. Any group wishing to conduct fund raising activities for BCF events must be approved by the professor and the Office of Student Life and Marketing.

### **5.36 PETS**

Pets are not allowed on campus. The only exceptions are aquarium fish and registered service animals. Residents are not to feed or house stray animals. Stray animals on campus should be reported to the Office of Campus Safety so arrangements can be made to have them picked up. Violations may lead to eviction from housing and/or other discipline.

### **5.37 PORNOGRAPHY**

Possession or use of any pornographic material in any form is contrary to preparation for Christian ministry and will lead to dismissal from the college. This includes any internet activities which involve viewing, downloading, or trading online pornography or engaging in adult fantasy role-play chatrooms.

### **5.38 PROBATION, VIOLATION OF**

A student who is alleged to have violated the Code of Conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

### **5.39 SEARCH AND ENTRY POLICY**

The college reserves the right to enter a student's apartment or room to check conditions, perform repairs and maintenance, conduct pest control operations, and respond to emergencies. In addition, when the college believes there is sufficient reason, it may search a student's room or apartment without notice for the purpose of (1) investigating suspected violations of the college code of conduct and/or city, state, or federal law, or (2) investigating circumstances which require immediate action. No search shall be carried out without prior approval of the President of the college. A witness shall accompany the official conducting the search.

## **5.40 SEXUAL MISCONDUCT**

### **5.40.1 General**

Engagement in any sexual act outside of a monogamous heterosexual marriage is not in keeping with the ideals of Christianity or this institution. Such an act is grounds for dismissal.

Cohabitation and/or keeping company in a private place that leads to suspicion of illicit sexual activity is grounds for dismissal. Avoiding the appearance of evil is necessary to positive Christian witness.

### **5.40.2 Sexual Harassment**

The college is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the college community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the college community, students, staff and faculty.

Students have the right to be free from sexual harassment. Students are prohibited from engaging in sexually harassing conduct towards any other person. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working environment.

Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the college, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Any student who engages in sexual harassment will be subject to disciplinary action ranging from a warning to expulsion. Those who have a complaint regarding sexual harassment should contact the Director of Campus Safety.

### **5.40.3 Complaint Procedure for Harassment and Discrimination**

If you suspect that your rights under any of the above-stated policies on discrimination have been violated, you may register your complaint with the

Director of Campus Safety. Upon receipt of a complaint which alleges a violation of these policies, the Director of Campus Safety shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the nondiscrimination and anti-harassment policies and any person designated by either of the principal parties as witnesses to the incident in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the College Hearing Officer in the form of written recommendations. At discretion, he/she may accept the recommendations, interview the persons involved, direct further investigation by the college and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and shall make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the college. The decision of the College Hearing Officer shall be final. Throughout this process the identities of the complaining party and accused will be kept confidential and disclosed only on a need-to-know basis.

#### **5.40.4 Sexual Assault**

The Baptist College of Florida will not tolerate sexual assault in any form, including acquaintance rape. Rape is generally defined as, but not limited to, forced sexual intercourse perpetrated against the will of the victim. This applies regardless of whether the assailant is a stranger or an acquaintance of the victim and applies to all members of the BCF community. The type of force may involve physical violence, the threat of harm to the victim or sexual exploitation of a person who is physically unable to resist or who is unconscious. This policy also applies to any other sex-related assault or offense including any form of sexual battery.

Many forms of sexual assault are a violation of the criminal statutes of the State of Florida and may subject the perpetrator to criminal penalties. The college will make no attempt to shield members of the BCF community from the law, nor will it intervene in legal proceedings against a member of the BCF community. In addition to criminal prosecution, BCF will pursue strong disciplinary action through its own channels when there is reason to believe that the college's regulations against sexual assault have been violated. Thus, a member of the BCF community may be prosecuted by the state and disciplined by the college, and even if criminal authorities choose not to prosecute, the college may pursue disciplinary action.

#### **5.40.5 Emergency Reporting**

BCF encourages victims of sexual assault to report the incident in order to deter these assaults and to ensure that victims receive counseling, advice and support. Reports of sexual assault should be made immediately to the Director of Campus Safety. Once the Director of Campus Safety learns of a sexual assault on the campus, the office will assist with referral to a professional Christian counselor in the area.

In reported cases of rape, acquaintance rape, or other cases of violent sexual assault, the college will:

- encourage the victim to receive rape crisis counseling and medical attention.
- encourage the victim to report the incident to local police.
- assist the victim in receiving counseling and guidance by referral to a professional Christian counselor.

The college must report the incident, without the name of the victim, to the appropriate law enforcement authorities. Unless specifically requested by the victim not to do so, the college will report the incident and the name of the victim to the Rape Victim Advocate in the State Attorney's Office.

#### **5.40.6 Disciplinary Action**

Any person electing to initiate a disciplinary action against a student for allegedly violating the rules of the college must inform the Director of Campus Safety as soon as practical, and said action will proceed in accordance with the formal procedure adopted by the college and stated in this handbook. Once disciplinary proceedings have been concluded, the victim is entitled to the results of the proceedings.

#### **5.41 SOCIAL MEDIA POLICY**

Social media are defined as media designed for the purpose of social interaction using highly accessible communication techniques, such as web-based and mobile technologies to communicate and begin interactive dialogues.

One category of social media refers to what is traditionally acknowledged as *social networking sites* (e.g. Facebook, Twitter, MySpace, LinkedIn, Snapchat, Instagram, Vine), which allows users to utilize a website to create a personalized profile from which they can share information about themselves, interact with other users, and network with both friends and new acquaintances.

A second type of social media includes websites known as *content sharing sites* (e.g. YouTube, Flickr, iTunesU, Vimeo, Ustream). These sites, unlike social networking sites, do not emphasize the personal profile, but rather easy and wide distribution of digital content, including photos, videos, audio clips, etc.

BCF employs the use of more traditional websites as its official web presence, including the main website ([www.baptistcollege.edu](http://www.baptistcollege.edu)), its subdomains (WFBU, Expository Preaching, etc.), Facebook, Vimeo, Instagram, Twitter, and the MyBCF web portal, powered by Jenzabar. The Student Life and Marketing Office is responsible for the creation and maintenance of all BCF social media accounts. Only the President can authorize the creation of a social media account representing the college. Any other account which is established by any individual identifying one's self as a representative of the college is against the stated policy.

The communication paradigm of social media allows for more freedom of information exchange, allowing spontaneous and instantaneous communication. However, all individuals must adhere to the stated policy guidelines listed. Any social media account established other than the official site will be considered a direct misrepresentation of the college and appropriate disciplinary action will be taken.

Anyone using social media outlets for the purpose of cyber-bullying, expressing disrespect toward college faculty or administration, or using language that demeans another individual is strictly forbidden. Any language or comments which are not in keeping with the college's Christian values may result in disciplinary action against the person responsible for those comments or posts.

#### **5.42 STALKING**

Stalking, as defined by Florida Statute, is willfully, maliciously, or repeatedly following or harassing a person. Stalking may lead to dismissal from the college.

#### **5.43 STUDENT GROUPS, RECOGNITION OF**

In order to be classified as an official student organization or group, established procedures must be met and approved by the administration of the college. (See section 2.4.3.)

#### **5.44 TELECOMMUNICATIONS EQUIPMENT, UNAUTHORIZED USE OF OR ACCESS TO**

Any unauthorized use of or access to campus telecommunications equipment, such as computers, facsimile machines, telephone equipment or lines to such equipment, is prohibited. This includes any form of tampering with such equipment to gain such access.

#### **5.45 THEFT, UNAUTHORIZED POSSESSION AND/OR SALE OF PROPERTY**

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities.

Students in unauthorized possession of property owned or controlled by the college or any of its departments (such as the library) are subject to college disciplinary action as well as arrest and prosecution by legal authorities.

#### **5.46 TRAFFIC SAFETY**

All students are expected to drive with care, especially around children. The speed limit is 10 miles per hour on campus. The penalty for students who violate this section will be loss of driving and parking privileges on campus. Other discipline may also be imposed.

#### **5.47 USE OF ELECTRONIC DEVICES IN CLASSROOMS**

Though the use of laptop computers for note taking is encouraged, the use of electronic devices, such as laptops, cell phones, etc., for any reason other than

coursework for the class in which the student is in attendance or in a manner that causes distraction or disturbance to other students or the professor is prohibited. Any student in violation will be subject to academic penalty as outlined below. Repeated violation may be referred to the Academic Dean as needed for disciplinary disposition.

First Offense – verbal warning

Second Offense – daily grade of “zero”

Third Offense – drop one letter grade on final grade

Fourth Offense – referred to the Academic Dean

#### **5.48 WEAPONS, FIREARMS, FIREWORKS, EXPLOSIVES**

No students, except law enforcement officers, may have weapons in their possession at any time on college property. Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or damage to property. Possession is defined as including possession within the student's car while parked on campus.

### **6.0 DISCIPLINARY PROCEDURES**

#### **6.1 STUDENTS SHALL BE TREATED FAIRLY**

A student charged with misconduct should be clearly advised of the specific alleged wrongdoing. If the student denies the charges, the student should be heard in his or her defense, and disciplinary action should be taken on the basis of all the circumstances deemed relevant to the decision, including but not limited to the regulations, evidence, precedents, and past conduct of the student. A student who is aggrieved by the disciplinary action has the right to appeal.

#### **6.2 AUTHORITY TO DISCIPLINE**

##### **6.2.1 Academic Misconduct**

Academic misconduct, including but not limited to plagiarism, cheating, other academic dishonesty, class disruption, disrespect of others, the violation of class rules of decorum, tardiness, and absences may be dealt with by the teacher's counseling and warning, and may be punished by the teacher by grade reduction and academic assignments consistent with the policy of the college and of the department. If a student's grade for the course is reduced because of dishonesty, this action should be reported to the Division Chair. An appeal of the teacher's disciplinary decision may be made to the Division Chair, and then to the Academic Dean. Academic misconduct may also be the basis for further disciplinary action upon referral to the Academic Dean.

##### **6.2.2 Residential Misconduct**

Residential misconduct, including but not limited to misconduct in the residence halls, violations of rules of residential living, and disputes between and among students occurring in the residential setting, may be conciliated by and may result in counseling and warning by the Resident Hall Director or may be reported to

the Director of Student Life and Marketing. Continued violations may result in removal from campus housing.

### **6.2.3 Other Misconduct**

Other misconduct, whether occurring on campus or in violation of the off-campus expectations, shall be reported to the Director of Campus Safety.

On all matters reported to the Director of Campus Safety, that officer may conciliate, counsel, warn, censure, assign community service, restrict or revoke privileges, order restitution, assign disciplinary probation, final disciplinary probation, suspension, and dismissal. An appeal of the disciplinary actions of the Director of Campus Safety may be made in writing by the student within five working days to the College Hearing Officer.

### **6.3 PROGRESSIVE PROCESSES**

If the College Hearing Officer is considering disciplinary actions, which, if proven, will not result in suspension or expulsion, the College Hearing Officer shall follow a process, which should be followed by all of those in the college who have authority to discipline students.

The student will be clearly advised of the allegation of misconduct and will be asked if the student admits or denies the charge. If the student admits the charge, the college official will determine the disciplinary action to be taken. In the case of appeal, the College Hearing Officer will evaluate the discipline taken.

If the student denies the charge, the college official will afford the student a hearing, consider the evidence, including the evidence and testimony produced by the student, determine from the preponderance of the evidence the student's guilt or innocence, and, if guilty, consider in light of all relevant matters an appropriate penalty. When considering an appeal, the College Hearing Officer may confirm, modify, or reverse the disciplinary penalty being appealed and may do so on the basis of the evidence already gathered, or may conduct a hearing before acting.

If the College Hearing Officer is considering disciplinary actions which, if confirmed, may result in suspension or dismissal, the College Hearing Officer shall provide the student with a written and timely notice of charges against the student, and the possible consequences. The student shall be afforded an opportunity to admit or deny the charges, to present all relevant evidence at a hearing, to challenge adverse testimony and evidence, to speak in his or her own behalf, to call witnesses, and to be accompanied by and to receive counsel from a student, faculty, or staff advisor of his or her own choosing who is willing to participate and who has not had legal training.

The decision of the College Hearing Officer on appeals is final unless the President chooses to review the matter.

### **6.3.1 Counseling, Evaluation, and Treatment Programs**

In some cases of misconduct, such as those committed under the influence of alcohol, or acts of violence or harassment, participation in an evaluation and/or treatment program by an approved counseling service, at the student's expense, may be required as part of a sanction. Such treatment may also be a condition of readmission to the college or a condition for remaining in the college.

### **6.3.2 Extraordinary Circumstances**

Normally, sanctions are not implemented until disciplinary processes and appeals have been completed. However, notwithstanding any provision to the contrary, the President, the College Hearing Officer, or the Director of Student Life and Marketing may impose an immediate emergency suspension from residence or academic status when, in the judgment of the officer such action appears necessary for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the college community or of college property or the property of members of the college community. Or the officer may impose an immediate interim suspension when it appears necessary to deal with a continuing disturbance, a forcible interference by students with any college activity or free movement of any members of the college community. A suspension may be lifted by the officer imposing it, at the officer's initiative or upon appeal for reconsideration by the student.

### **6.3.3 Presidential Hearing**

Notwithstanding provisions of policy to the contrary, when the President, in the President's sole judgment, believes that a student may have committed an act of misconduct that is so grievous that the reputation of the college may be damaged as a result, the President may convene a hearing with the accused student and may, based upon the evidence elicited at the hearing, impose sanctions against the student, including suspension and dismissal. The President shall give the student notice of the alleged misconduct, the date, time, and place of the hearing, and such other procedural information as deemed appropriate by the President. Based upon the evidence and testimony, the President shall decide if the student is guilty of misconduct and if so, the President shall impose a sanction, which is appropriate in the President's sole judgment. The student's absence at the hearing or refusal to cooperate may not frustrate the President's power.

The decision of the President in this and any other disciplinary action which reaches the President on appeal is final.

### **6.3.4 Violation Motivated by Hate or Prejudice**

A student will be more severely penalized for violations of student regulations and expectations when it is determined that the violation was motivated in part by prejudice toward the victim or hatred of the victim because of the perception that the victim is of different race, sex, religion, color, national or ethnic origin, age, disability, or veteran's status.

### **6.3.5 Privacy**

Investigations, procedures, hearing and sanctions are not made public and officers and employees of the college shall hold these matters in confidence and reveal them to other college officers and employees only on a need-to-know basis and to others only when legally required to do so. An exception to this policy may occur only upon the decision of the President.

### **6.3.6 Criminal Prosecutions**

The college may refer to law enforcement authorities' evidence or suspicion of a student's illegal conduct. The outcome of a criminal or civil proceeding is not dispositive of the question of whether the student violated college rules, regulations and expectations.

## **6.4 SANCTIONS (PUNISHMENTS)**

With the exception of the warning (which, as indicated below, may be imposed without the establishment of student guilt), the following sanctions may be imposed upon students who have confessed guilt or who have been found guilty of violations of the Code of Conduct.

These sanctions may be imposed by the Director of Campus Safety, Academic Dean, or the President of the college. The Director of Campus Safety may administer discipline based on evidence that the student has violated any section of the *Student Handbook*. Students wishing to file an appeal may do so in writing to the College Hearing Officer within 5 working days. The decision of the College Hearing Officer is final unless the President of the college wishes to review the matter.

### **6.4.1 Warning**

A notice warning the student to refrain from violations of the Code of Conduct, may be either verbal or written. Clear establishment of student guilt or previous violation of the Code of Conduct is not necessary for a warning to be issued.

### **6.4.2 Censure**

Censure is a written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institutional regulation within a stated period of time.

### **6.4.3 Community Service**

Community service may be administered for a violation of any of the rules in the *Student Handbook*. The student will be responsible for finding a placement to complete his/her community service. Any student not completing his/her community service within a specified time will not be able to register for classes.

### **6.4.4 Restriction or Revocation of Privileges**

Students may experience temporary or permanent loss of privileges, including, but not limited to, participation in college activities or ministries, the use of a particular college facility, campus housing privileges, or other privileges.

### **6.4.5 Restitution**

Reimbursement may be required for damage to or misappropriation of property of the college, students, staff, or others on campus. Restitution may be in the form of appropriate service to repair or otherwise compensate for damages as directed by the Director of Operations/Comptroller.

### **6.4.6 Disciplinary Probation**

Disciplinary probation is a sanction serving notice to a student that his/her behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.

A time period is indicated for this probation. Students will be released from the Disciplinary Probation status after the specified time period has elapsed. This sanction includes restriction of college privileges and services.

### **6.4.7 Final Disciplinary Probation**

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of the college standards under which one of the following conditions exist:

1. The sanction is in effect during the remainder of the student's attendance at the college.
2. Another conviction of violation of the college Code of Conduct will result in the imposition of the minimum sanction of suspension.

This sanction includes restriction of college privileges and services.

### **6.4.8 Suspension**

Suspension is a mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling in any classes at BFC during the suspension. Students may re-enroll at the college when the suspension order has elapsed with the approval of the College Hearing Officer. This sanction includes the revocation of all college privileges and services.

### **6.4.9 Dismissal**

Dismissal is a mandatory separation from the college with no promise of future readmission. An application for readmission will not be considered until such time as specified in the order the dismissal has elapsed. Readmission is subject to the approval of the President of the college. This sanction includes the revocation of all college privileges and services.

# EMERGENCY RESPONSE PLAN

## EMERGENCY PHONE NUMBERS

Emergency	911
Florida Division of Emergency Management	(850) 413-9900
Graceville Police Department (non-emergency)	(850) 263-3250
Graceville Fire Department (non-emergency)	(850) 263-0285
Gulf Power Company	(800) 487-6937
Jackson County Community Emergency Response Team	(850) 718-0008
Jackson County Emergency Management Administration	(850) 482-9678
Jackson County Sheriff	(850) 482-9624
West Florida Electric	(850) 263-3231

### PREFACE

This College Emergency Response Plan is designed for The Baptist College of Florida (BCF) administrators, faculty and staff and serves as a guide of proper protocols to be followed by college personnel in campus emergency situations. While this manual does not cover every possible situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The BCF policies and procedures herein are to be followed by all college personnel whose responsibilities and authority cover the operational procedures found in the manual. Campus emergency operations will be conducted within the framework of these college guidelines. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Campus Safety Director. All changes recommended by the Director of Campus Safety will be submitted in writing to the President.

### PURPOSE

The emergency procedures outlined in this document are intended to provide for the protection of lives and property through effective use of BCF's campus and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or designee appointed by the President, will declare a state of emergency, and the College Emergency Response Plan will be implemented.

There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude. For the purpose of this Plan and to assist college personnel in determining the appropriate response, the categories of emergencies are defined as follows:

## **ACCIDENT**

Any incident, actual or potential, which is localized in nature and has little impact on the overall functional capacity of the college. These are normally limited in scope to a few individuals.

## **MINOR EMERGENCY**

Any incident, actual or potential, which is not likely to seriously affect the overall functional capacity of the college.

## **MAJOR EMERGENCY**

Any incident, actual or potential, which affects one or more buildings, and which will disrupt the overall operations of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during these incidents.

## **DISASTER**

Any event or incident that has occurred and has seriously impaired or halted the operations of the college. In rare cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Any incident which fits one of the definitions above and concerns campus resources, and/or instrumentalities of the college immediately should be reported to the President or designee.

## **SCOPE**

The response procedures in this document apply to all BCF personnel and to all the buildings and grounds owned and operated by the college.

The College Emergency Response Plan includes response protocols for the following types of emergencies:

- Fire
- Utility failure
- Medical emergency
- Criminal act
- Weapons/Firearms
- Sniper/Hostage Situations
- Bomb Threat
- Strong winds/Tornado
- Hurricane

## **ASSUMPTIONS**

The College Emergency Response Plan is based on a realistic approach to the kinds of problems likely to be encountered on the campus during an emergency or disaster. The plan is based on the following assumptions:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no advance warning.
- The succession of events in an emergency is not predictable, thus published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the college, thus Town or State emergency services may not be immediately available to assist with an emergency at the college.
- A major emergency or disaster may be declared if information indicates that such a condition is developing or is probable.

## **DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the college President or designee, appointed by the President, as follows:

During the period of any campus major emergency, the President or designee will immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities. The Director of Student Life and Marketing or the Director of Campus Safety will immediately consult with the President or designee and administration regarding the emergency and the possible need for a declaration of a campus state of emergency. When the President or designee makes this declaration, only those persons authorized by the college administration will be allowed on campus. Persons who do not have urgent business on campus will be asked to leave the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with the law.

## **CHAIN OF COMMAND**

The designated Chain of Command in the event of a campus state of emergency will be as follows:

President  
 Director of Operations/Comptroller  
 Director of Student Life and Marketing  
 Academic Dean

In the event that any individual within the chain of command cannot temporarily be reached or is incapacitated, the next person in the chain of command will assume responsibility until his/her supervisor can be contacted.

# **CAMPUS EMERGENCY RESOURCE TEAM (CERT)**

## **DESIGNATED MEMBERS AND AREAS OF RESPONSIBILITIES:**

The college shall establish and maintain a Campus Emergency Resource Team (CERT), which consists of the following personnel and areas of responsibility:

**Executive Team Director** (Dr. Richards)

**Emergency Director** (Dr. Coggins)

**Safety & Security Coordinator** (Director of Campus Safety)

**Logistics Coordinator** (Director of Operations/Comptroller)

**Budgeting & Finance Coordinator** (Polly Floyd)

**Public Information/Media Relations** (Director of Student Life and Marketing)

**General Supportive Assistance College Management Team** (Faculty Chairs, Directors and Resident Directors)

CERT members will cooperate with the Executive Team Director for implementation and coordination of the College Emergency Response Plan according to their assigned areas of responsibility. The Executive Team Director will keep the President or designee informed throughout an emergency situation.

## **GENERAL RESPONSIBILITIES**

### **1. EMERGENCY DIRECTOR**

- Overall direction of the college emergency response.
- Determine the type and magnitude of the emergency and establish resources for communications.
- Work with the others on the Resource Team and other administrators in assessing the emergency and preparing the college's specific response.
- Determine and declare the conclusion of the campus state of emergency.
- Notify and conduct liaison activities with the college administration governmental agencies, Campus Emergency Resource Team and others, as necessary.
- Establish an Emergency Center for prolonged operations.
- Provide for storage of vital records at an alternate site.

### **2. SAFETY & SECURITY COORDINATOR**

- Contact emergency authorities (911) as required.
- Assist the Emergency Director.
- Notify Emergency Director or designee of issue if not onsite.
- Initiate immediate contact with the Director of Plant Operations, Emergency Advisors, and appropriate college administration and begin assessment of the college's condition.
- Notify and utilize campus staff, police, and other designated personnel, if necessary, to maintain safety and order.
- Notify the members of the Campus Emergency Resource Team and advise them of the nature of the emergency.
- Respond to the scene of emergency and assess the incident.

### **3. LOGISTICS COORDINATOR**

- Survey habitable space and relocate essential services and functions.
- Take immediate and appropriate action to protect life, property, and to safeguard records as necessary.
  - In conjunction with Business Office, Information Technologies, and Administration, develop procedure for evacuation of vital records and data.
  - Provide equipment and personnel to perform shutdown procedures, hazardous area control, and damage on assessment, barricades, debris clearance, emergency repairs and equipment protection.
  - Provide vehicles, equipment, and operators for movement of personnel and supplies; assign vehicles as required to the Campus Emergency Resource Team for emergency use.
  - Obtain the assistance of the utility companies as required for emergency operations.
  - Provide traffic and parking control, access control, perimeter and internal security patrols and fire prevention services as needed.
  - Provide direction in incidents involving chemicals, biological, or hazardous materials.
  - Assist with the relocation of vital college records and data.
  - In coordination with the Physical Plant Staff, inspect the Campus facilities to determine if any environmental health problems have occurred and report findings to the Emergency Director.
  - Maintain communication with the Director of Campus Safety.

### **4. COLLEGE ADMINISTRATORS, FACULTY, AND STAFF**

All employees are responsible for following established evacuation procedures and other protocols. In order to prevent and minimize accidents and to reduce incidents involving hazardous materials, work order requests, when necessary, should be promptly submitted to the Facilities/Maintenance Department.

#### **In Emergency Situations:**

- Inform all employees under their direction of the emergency condition.
- Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain telephone/radio communications with officials from the Campus Emergency Resource Team.

### **5. PUBLIC INFORMATION/MEDIA RELATIONS**

- Advised by the President of all news concerning the extent of the disaster affecting the campus.
- Immediately implement all communications with the Director of Campus Safety for updates.
- Quickly secure accurate information and avoid premature or unauthorized spread of information.
- Manage media inquiries.

- Present the positive side of crisis resolution efforts.
- Compile questions & answers on subjects most likely to be addressed by the media.
- Prepare and approve news releases, if necessary, concerning the emergency and release the information to the media.

## **GENERAL PROTOCOL FOR REPORTING EMERGENCIES**

IN ANY EMERGENCY: Call 911 first and then the Director of Campus Safety at (850) 263-3261 ext. 409.

IMPORTANT: When calling 911 give your name, location, and the nature of the emergency. Do not hang up until told to do so.

### **GENERAL BUILDING EVACUATION PROTOCOL**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Student Life and Marketing team.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. **DO NOT** use elevators.
4. Once outside, proceed to a clear and safe area away from the building. The locations for safe assembly areas are as follows:

#### **IF YOU ARE EVACUATING ... THEN YOUR ASSEMBLY AREA IS...**

Administration Building	Parking lot next to the Chapel
Brackin-Chandler	Parking lot next to the Chapel
Conrad Bldg.	In front of Archives Bldg.
Courtyard 2	In front of Archives Bldg.
Deese Center	Next to McRae-Morrow Bldg.
Eastlake Residence Hall	Lake Albert closest to the dorm
Gardner Center	Next to Butts Cabin
Graceville Hall	Parking lot across College Drive
Lakeside Hall	Field between the dorm and Lake Albert
Library	Parking lot across College Drive
Napier Hall	Gazebo in front of the Student Center
Mills Center	Parking lot next to the Chapel
McRae-Morrow Bldg.	Parking lot behind the Library
Ogletree	In front of Archives Bldg.
Pine Park	Next to Butts Cabin
POD	Parking lot next to the Chapel
Solomon Hall	Parking lot across College Drive
Student Center	Daniel Plaza
Smith Hall	Field behind the Student Center
Wellness Center	Daniel Plaza

5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department or class to assure that all persons are accounted for once outside.

In all emergency situations, including evacuations, the Campus Emergency Resource Team (CERT) will assemble.

**IMPORTANT: DO NOT** return to an evacuated building unless told to do so by a college official.

## **FIRE EMERGENCY RESPONSE PROTOCOL**

### **REPORTING A FIRE:**

1. Pull the nearest fire alarm box in the corridor.
2. **DO NOT** attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the outside building to the nearest assembly area.
4. Notify Campus Safety (850) 263-3261, ext. 409 staff that you pulled the alarm and the location.

### **RESPONSE TO A FIRE ALARM WHEN YOU ARE IN THE AREA OF THE FIRE:**

1. Evacuate all people from the area and to the safe assembly area.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Last person leaving the area should close the door to the corridor.
4. **DO NOT** use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

### **RESPONSE TO A FIRE ALARM WHEN FIRE IS LOCATED IN ANOTHER AREA OF THE COLLEGE:**

1. Leave the building by the closest exit. **DO NOT** use elevators.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all doors as you move to the first floor. This will keep the fire out of the stairwell.
3. Move to an assembly area.
4. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

## **UTILITY FAILURE RESPONSE PROTOCOL**

1. Whenever a major utility failure or phone failure occurs - either during regular business hours Monday through Thursday (8:00 a.m. – 4:30 p.m.),

- Friday (8:00 a.m. – 12:00 p.m.) or after business hours, weekends or holidays - immediately notify Physical Plant Staff.
2. If there is a potential danger to building occupants, activate the building alarm to initiate the evacuation protocol.
  3. All occupants will evacuate a building when an alarm sounds continuously.
  4. Once outside, move to a clear and safe area away from the affected building. Keep the walkways and fire lanes clear for emergency personnel.
  5. If requested, assist the emergency personnel as necessary.
  6. A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the command center unless you have official business.
  7. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a college official.

**RESPONSES TO SPECIFIC TYPES OF UTILITY FAILURE:**

NOTE: Always observe Steps 1 and 2 above whenever the following utility emergencies arise:

- **ELECTRICAL/LIGHT FAILURE:** During the failure, contact Physical Plant Staff for flashlights that are available for such emergencies.
- **PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment. Notify Physical Plant Staff. Vacate the area if directed to do so.
- **VENTILATION PROBLEM:** If smoke odors come from the ventilation system, immediately notify Physical Plant Staff. If necessary, cease all operations and vacate the area.

**MEDICAL EMERGENCY & FIRST AID RESPONSE  
PROTOCOL**

In the event of a medical emergency incident involving an injury or illness on campus:

If the injury or illness is life threatening, call 911 first; then contact the Director of Campus Safety and do the following:

- State the type of medical emergency.
- Give the location of the victim(s).
- Stay on the phone until 911 operator and/or Campus Safety tells you to hang up.
- Stay at the location of the emergency until Police/Fire/Campus Safety arrives on the scene.

**CAMPUS STAFF ROLE DURING MEDICAL EMERGENCY:**

- Respond to scene of emergency.
- Call 911, for ambulance/emergency medical personnel, if needed; then assess situation.
- Initiate and continue CPR/Basic First Aid, if deemed necessary, or to sustain life, until the arrival of emergency personnel. Do not move the individual unless absolutely necessary to protect life.

-Have personnel located at door exit and elevator to assist ambulance/emergency personnel to the injured or ill person.

## **GENERAL VIOLENT OR CRIMINAL INCIDENT RESPONSE PROTOCOL**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to the Director of Campus Safety.

2. If you observe a criminal act or whenever you observe a suspicious person on campus, notify Campus Safety immediately and report the incident, including the following information:

- a. Nature of the incident.
- b. Location of the incident.
- c. Description of person(s) involved.
- d. Description of property involved.
- e. Type of weapon, if any.

NOTE: If the incident poses a danger of death or bodily injury, call 911 first.

3. Assist the officers when they arrive by supplying them with any additional information.

## **GENERAL PSYCHOLOGICAL CRISIS INCIDENT RESPONSE PROTOCOL**

A psychological crisis exists when an individual is threatening harm to himself or herself or others. This type of incident also includes incidents when individuals are not acting in a rational manner. This could include uncontrollable behavior, hallucinations and the inability to effectively communicate with others. Such effects can be caused by a reaction to alcohol, drugs, or illness - physical or mental.

If a psychological crisis occurs:

- Never try to handle a situation on your own that could be dangerous.
- Immediately notify the Director of Student Life and Marketing.
- If the situation is life-threatening, contact emergency personnel at 911.

## **WEAPONS & FIREARMS RESPONSE PROTOCOL**

No person shall possess or have any firearm, deadly weapon or prohibited knife (as legally defined), while present on any property owned/operated by BCF. In the event of a firearm or weapon being involved in an incident or being observed:

- DO NOT approach the person with the weapon.
- Move immediately out of the area to a safe location.
- Notify others as you leave the area.
- Notify the Director of Campus Safety. If directed, dial 911.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive.

- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.

- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner.
- Above all, do not endanger yourself.

As with any crime, your awareness of your surroundings and events happening around you are the biggest potential deterrent to a criminal or terrorist act occurring. Please report any suspicious activities or behavior to the Director of Campus Safety. This may include suspicious vehicles on and around campus, suspicious persons in and around buildings including those taking photographs or videotaping, students or faculty or staff in locations unusual for their duties/responsibilities, suspicious packages around the building perimeter and or in any of the buildings and suspicious unknown visitors or phonecallers.

## **SNIPER & HOSTAGE RESPONSE PROTOCOL**

During any sniper or hostage situation the goal is to contain and isolate the individual with the gun or hostage(s) while limiting the number of potential hostages/victims. Thus the steps to follow would be as stated in the Firearms/Weapons section above, that is:

- DO NOT approach the person with the weapon.
- Move immediately out of the area to a safe location.
- Notify others as you leave the area.
- Call 911 and inform them of the situation, and then notify the Director of Campus Safety.
- Do not re-enter the area and take steps to prevent others from doing so until the authorities arrive.
- Once you are in a safe area, do not leave unless a Graceville Police Officer or college employee under the direction of the Graceville Police arrives to escort you out.
- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained or can reach them in a safe manner.
- Above all, do not endanger yourself.

Once notified of a sniper or hostage situation, the Director of Campus Safety will use whatever communication system is available for the particular building involved to notify others in the building of a hostage or sniper situation. Director of Campus Safety will also seal off that building and prevent others from entering it until the situation is resolved. The faculty and staff in the building involved in the incident should immediately lock the doors to the rooms they are in, turn off the lights and suggest all occupants seek shelter behind a brick or metal structure(s) that would provide some protection from bullets fired from a firearm.

Faculty and staff in each room should then remain as calm and as quiet as possible and attempt to contact the Police to advise them of their location and the number of people in the room. In such a situation a cell phone is the best communication device to use.

The Graceville Police will assume control of the incident upon arrival and remove individuals from the building when safe to do so. Thus, you should remain in your secure (locked down) location until a Graceville Police Officer or the Director of Campus Safety, under the direction of the Graceville Police Department, arrives to escort you out of the room. The Baptist College of Florida will follow the directions given by the Graceville Police or the highest ranking official on scene during this process and will not be directly involved in the negotiations unless asked to participate by the highest ranking police official.

## **BOMB THREAT RESPONSE PROTOCOL**

1. If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call.
  - b. Approximate age and the gender of the caller.
  - c. Speech pattern, accent, other distinguishing vocal traits.
  - d. Emotional state of the caller.
  - e. Background noises.
3. Inform the Director of Campus Safety that a bomb threat has been received and location of the device. After the caller hangs up, DO NOT hang up your phone but use another phone to call.
4. Upon being informed of a bomb threat, the Director of Campus Safety will immediately:
  - a. Notify police (911) of the received bomb threat at the college.
  - b. Notify the President and Administration of the bomb threat.
  - c. Pull the fire alarm to evacuate the buildings as directed by the President and Administration.
  - d. Inform personnel in all college buildings to evacuate as necessary.
5. If a suspicious object or potential bomb is observed on campus, Do Not Handle It! Clear the area and immediately notify Campus Safety.
6. Upon hearing the alarm bells, quickly exit the building by the nearest door. Once outside, move to a clear area away from the building. (See General Evacuation Protocol.)

7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

The CERT Team will meet to assess the situation and implement the appropriate college response.

## **STRONG WINDS/TORNADO RESPONSE PROTOCOL**

### **TORNADO WATCH**

A **tornado watch** means that weather conditions are favorable for the formation of a tornado.

When notified of a **tornado watch**, prepare to seek shelter and stay tuned to local television or radio stations for severe weather updates. Information can also be obtained at the National Weather Service website or at the Weather Channel website. Building staff must be prepared to evacuate these areas quickly and move persons in these areas to a place of shelter in the event the tornado watch is changed to a tornado warning.

### **TORNADO WARNING**

A **tornado warning** is issued when a tornado has actually been sighted in the surrounding area.

**If a tornado warning has been issued and you are inside:**

- Stay inside.
- Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets or bookcases.
- Move to the appropriate shelter area designated for your building. Maps are posted in classrooms, labs, and meeting rooms.
- Instructors in buildings where classes are in session should bring their classes to the appropriate shelter area.
- Do not use elevators.
- If requested, assist persons with disabilities to the safest area on the same floor.
- Do not leave the shelter area until after the storm is over.
- Continue to monitor the weather via radio, television or internet until the tornado warning has been lifted for your area.

**If a tornado warning has been issued and you are outside:**

- Look for a nearby safe structure in which to take shelter.
- If you are on campus go to the shelter to which you are assigned or to the closest shelter.
- If you are in your car, get out of it. Never try to outrun a tornado.
- If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

### **SEVERE THUNDERSTORM WARNING**

A severe thunderstorm warning means that severe thunderstorms are in the area. These storms are possibly accompanied by cloud-to-ground lightning, high winds

and hail. If you can hear **thunder** you are within striking distance for **lightning**. Seek sturdy indoor shelter. Stay away from windows. Do not touch items that conduct electricity.

## HURRICANE PROTOCOL

The Campus Safety Director is responsible for monitoring the development of hurricanes and advising the President on the likelihood that a storm with dangerous winds will impact the main campus. Individual site coordinators will monitor storms with regard to the impact on their specific areas and will work with the Distance Education Director in coordinating activities and preparedness in their areas.

- **TROPICAL STORM:** Winds in excess of 39 MPH are expected.
- **HURRICANE WATCH:** Hurricane conditions (sustained winds in excess of 74 MPH) are *possible* in the specified area, usually within 36 hours.
- **HURRICANE WARNING:** Hurricane conditions are *expected* in the specified area, usually within 24 hours.

### DECISION TO CLOSE

The decision to close the college will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center, and the Jackson County Office of Emergency Management will be considered in determining the implementation of emergency procedures. The President may close the college depending on local conditions. Once the order to close the college has been issued, the Maintenance Department will be placing trash cans inside, securing buildings, and doing other duties related to storm preparation.

### DECISION TO EVACUATE THE CAMPUS

The decision to evacuate the campus will be made by the President or his designated representative based upon the size of the hurricane and the proximity to the campus with which it is expected to make landfall.

If the decision to evacuate the campus is made, students should contact their families and inform them of the requirements to evacuate. Students should inform the individual responsible for their area (see Appendix B) as to their evacuation plans. Every effort will be made by the college to assist the students in relocating, but students should be aware that they should not rely exclusively upon the college, as personnel will be involved in safeguarding college records and property. In the event that a student is completely without means to leave, the Director of Student Life and Marketing will work with local agencies to find adequate shelter. Non-essential personnel should no longer be present on the campus during this phase of preparation.

### POST STORM RECOVERY

Authorized college personnel will conduct damage assessment and debris removal during the first daylight hours following the cessation of storm winds. Employees

not authorized to be on the campus during this damage assessment should monitor local media sources for information about re-opening. Upon returning to the college, employees are to reverse preparations completed during the Hurricane Watch. Report damage or requests for assistance to the Office of the Director of Operations/Comptroller.

## **SHELTER PROTOCOL**

In the event one or more of our residence halls are partially or fully inoperable, the following process shall take place:

### **SHORT-TERM CLOSURE:**

- If a room, rooms, or the hall will only be inoperable for one to two days, residents affected by the closure will be temporarily located to the other hall's open beds and/or common areas if feasible. If this is not feasible, students will be relocated to the Wellness Center.
- Each resident should assemble an emergency supply kit ahead and bring it to the temporary shelter. Items to bring with you include blankets, a pillow, toiletries, medications, glasses, food, beverages, flashlights and batteries, first aid kit, hand wipes and water. While we will have some supplies available, we ask that everyone prepare an emergency kit.
- If the other hall has enough open beds to accommodate the amount of residents affected by the closure, students may be permanently relocated to these rooms for the duration of the semester.

### **LONG-TERM CLOSURE:**

- If a room, rooms, hall or halls will be inoperable for a period of 3 days or longer, the college will make arrangements with an area hotel for long-term lodging. At least two Residence Hall Directors shall stay at each hotel as well and will be easily accessible to residents.
- A shuttle will be provided to students without personal transportation to these locations. Residents will receive daily updates from the Resident Directors with any new information and times shuttles will be available that day.
- Students and staff that help shuttle fellow residents to and from campus during the building closures shall receive a gas stipend.
- When the hall re-opens, students will receive 48 hours from the initial time of notification to check out of their hotel rooms and move back into the residence hall. The college will cover the daily costs of the hotel room and students will be responsible for any additional charges accrued during their stay.

Remember, in times of crisis, it is easy to experience stress and tension. We ask that everyone try to stay calm, be flexible, follow the requests of the Director of Student Life and Marketing, Resident Directors, and volunteer to assist others.

## **DOCUMENTING INCIDENTS**

Violations must be referred and documented in an incident report and filed with the Office of Campus Safety within 24 hours after the incident occurs. The college staff member that responds to the incident first is responsible for filing the report. Incidents must be documented if they fall into any of the following categories:

1. Intentional damage
2. Arson, tampering with, and/or misuse of fire equipment; false reporting of fire and/or other dangerous condition
3. Possession and/or use of firearms, ammunition, explosives, and/or chemicals
4. Illegal possession, use, and/or sale of drugs, alcoholic beverages
5. Theft
6. Trespassing
7. Hazing
8. Assault
9. Harassing and/or endangering others
10. Lewd and indecent behavior
11. Persistent and/or unusual noise or behavior
12. Significant interference with others
13. Failure to cooperate with a staff member
14. Health and safety violations
15. Any other violation where a warning was given and the violation persisted or recurred.

## **PRACTICE DRILLS**

The Baptist College of Florida will conduct fire drills on a quarterly basis. A building and time will be selected by the Director of Campus Safety. All drills will be conducted as if it is an actual emergency. Faculty members and staff will ensure that all people within their areas of responsibility exit the building in a safe and orderly manner. While it is understood that drills conducted in classroom areas while classes are in session will be disruptive, every effort will be made to keep these interruptions to a minimum.

## APPENDIX A

### HURRICANE PREPAREDNESS

#### PREPARE A PERSONAL EVACUATION PLAN

- Identify ahead of time where you will go if you are told to evacuate. Choose several places—a friend or relative’s home in another town, a hotel, or a designated Red Cross shelter.
- Have an out-of-town or out-of-state friend or relative as a family contact. Your family members should all have a single point of contact.
- Keep telephone numbers handy of the places you plan to go, as well as a road map. You may need to take alternative or unfamiliar routes if major roads are closed or jammed.
- All vehicle fuel tanks should be filled as soon as the possible day and times of landfall is announced.
- Make a plan now for what to do with your pets if you need to evacuate.
- Check your insurance coverage - flood damage is not usually covered by Homeowners Insurance.
- Remember that cell phones will not be operable if local cellular towers are damaged.
- Prepare for High Winds well ahead of time. Taping windows will not prevent glass breakage. Secure lawn and patio furniture indoors or in the garage. Bar-B-Q pits and outdoor lawn equipment should be secured. Make trees more wind resistant by removing diseased and damaged limbs, then strategically remove branches so that wind can blow through.
- **Listen to your local officials and leave if they tell you to do so.**

#### **Items to take with you when evacuating:**

Prescription medications and medical supplies; bedding and clothing, including sleeping bags and pillows; bottled water, battery-operated radio and extra batteries, first aid kit, flashlight, extra car keys and maps. Personal valuables, pictures, and keepsakes should be taken if time permits or stored and secured in waterproof containers.

**Documents:** including driver’s license, Social Security cards, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.

**Water-** at least enough for 3 to 7 days

**Food items** - at least enough for 3 to 7 days

**Cash (small bills) and Credit Cards** – Hometown banks and ATMs may not be available for extended periods of time.

In the unfortunate event of a major disaster, emergency workers may not be able to reach everyone right away, and it may take days for help to arrive. Know what your family will do if you have no electricity, no gas, no water and no telephone service. Having a plan for your family and their needs will help ensure their safety and comfort during these difficult times.

## APPENDIX B

### AREA MONITORS:

Area:

Admin Building	Mrs. Floyd	(Office) 850-263-3261 ext. 421
Archives Building	Dr. Richards	(Office) 850-263-9077
Brackin-Chandler	Res. Dir.	(Dorm) 850-263-5778
Clark House	Dr. Richards	(Office) 850-263-9077
Conrad	Res. Dir.	(Dorm) 850-263-0871
Courtyard #2	Res. Dir.	(Dorm) 850-263-0811
Deese Center	Marty Bednar	(Office) 850-263-2151
Eastlake	Res. Dir.	(Dorm) 850-263-8066
Gardner Center	Dr. Davis	(Office) 850-263-3261 ext. 438
Graceville Hall	Mrs. Orr	(Office) 850-263-3261 ext. 454
Lakeside	Res. Dir.	(Dorm) 850-263-0474
Lakeview Court	Karl Hudson	(Office) 850-263-9062
Library	Mr. Shaffett	(Office) 850-263-3261 ext. 449
McRae-Morrow	Prof. Grier	(Office) 850-263-3261 ext. 542
Mills Center	Dr. Jumper	(Office) 850-263-3261 ext. 425
Napier	Res. Dir.	(Dorm) 850-263-7080
Ogletree	Res. Dir.	(Dorm) 850-263-4675
POD	Res. Dir.	(Dorm) 850-263-4488
Smith	Res. Dir.	(Dorm) 850-263-0141
Solomon Hall	Dr. Coggins	(Office) 850-263-3261 ext. 482
Southwest Apts.	Mrs. Strickland	(Office) 850-263-3261 ext. 474
Student Center	Olan Strickland	(Office) 850-263-3261 ext. 409
Wellness Center	Jamie Settle	(Office) 850-263-3261 ext. 553