

# Appalachian Bible College Married Students

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## APPALACHIAN VILLAGE TENANT HANDBOOK



## INTRODUCTION

One of the strengths of the student body family at Appalachian Bible College is the healthy blend of single and married students. We are glad you are here. We know that most of you are sacrificing, along with your families, to pursue training in service for the Lord. We want to be of help to you and your family.

We also seek your cooperation with us, so that there are no perceived discrepancies between that which is required of single students, and that of married students. In light of this, married students are expected to abide by the same rules as those expected of single students, unless it is obvious that a rule is intended solely for the single student living on or off campus.

**This handbook is not in lieu of the *Servant's Staff*, but is supplementary to it**, and every married student is expected to abide by the guidelines contained therein.

### ➤ COMMUNICATION

- ◆ Please contact the Student Services office with questions for information or for making appointments with the Vice President for Student Services, or leave a voice-mail message for him. The Vice President for Student Services is also the one to contact for special permissions. Should he be unavailable, contact the Dean of Men or the Dean of Women.

### ➤ CLASS ATTENDANCE

- ◆ Become familiar with the rules pertaining to class attendance in the *Academic Section* of the *Servant's Staff* Handbook.
- ◆ If you are ill, **please call** the campus Health Clinic at 304-877-3760 ext. 506 if you intend to miss a class so you may be placed on the sick list. If you miss class for illness, you will be expected to stay home on the day or days missed for recovery purposes, unless seeing a doctor. Upon your recovery contact the Student Services office within 7 days of a missed assignment if you desire to obtain permission for make-up of class work. Failure to abide by the above could result in denial of permission for make-up work in classes missed.
- ◆ While you are permitted to make up work for classes missed due to illness, the missed class itself **is not counted** as an official *Excused Absence* but will use one of the *Allotted Absences* each student is allowed each semester to

cover normal sickness or an absence not of an emergency nature. Please keep in mind that a student is given a **grade of “F”** if he or she misses more than 25% of the sessions in a class in a semester, regardless of the reasons given for the absences. Should a student have a prolonged illness, while the absences are understandable, credit still cannot be given for classes they did not attend.

- ◆ If there is **some emergency**, however, and a class or classes are missed due to the emergency, feel free to fill out the *Excused Absence* Form available in the Student Services Division Office. A sickness of one’s children, whereby a parent would be required to be at home, or a funeral of a member in the family, are the types of occasions which might be excused.

The Vice President for Student Services will determine, with the Academic Dean, whether or not to count the emergency as an excused absence. The *Excused Absence* Form will be returned to you with the appropriate signatures granting approval, or without such signatures, signifying a denial of approval.

- ◆ **If you have doubt** about whether or not missing a class will be excused, or whether make-up work will be allowed, contact the Student Services Division Office for clarification before hand.

#### ➤ CHAPEL AND CHURCH ATTENDANCE

- ◆ All students taking seven hours or more are expected to be in chapel. This is considered by the college to be **just as important as any class** on your schedule. You must get prior written permission from the Dean of Students to miss any chapel service on a weekly basis. Fill out the *Special Permission Request* Form available online on the campus web.
- ◆ Please set an example for single students in attending church services in the community. Join a church in the area, compatible with the mission of our college, as a member or as an associate member. Attend all of the church services, be on time, and abide by the dress standards for attending church as stated in the *Servant’s Staff*. Conduct yourselves in a manner by which local pastors and church leaders will keep a positive impression towards A.B.C. students in their congregation.
- ◆ If you notice a student violating school standards at a church, please encourage them to comply. If there is no improvement contact Student Services to address the situation.

- ◆ Be sure to record your church attendance online. You will find this information on the campus web. Make sure that you complete your attendance sheet by Friday of every week.

➤ EMPLOYMENT

- ◆ We recognize the fact that married students have families to support, and therefore need employment. Some words of caution, however. Inform the potential employer of your class schedule **ahead of time**, and include the time required for **weekly chapel**, so that your hours can be adjusted accordingly. As a student, you must meet all obligations required by the college, and your employment will have to be arranged to accommodate those obligations, not vice versa.
- ◆ Do not consider times when classes are cancelled for occasions such as a Missions Conference, or a Bible Conference, as times when you can add extra hours for work which will keep you from attending these special occasions. These occasions are specified for you at the beginning of the school year, and you are **expected to attend all required sessions** in light of the cancellation of classes. See the Dean of Students for exceptions.

➤ HEALTH AND SAFETY MATTERS

- ◆ It is of great importance to you and to the college that you **inform the campus Health Clinic of any medical treatment** you have received outside of our clinic while a student. In this manner your student health record can be kept up-to-date and accurate.
- ◆ Of great benefit to our student body is the service of the New River Health Clinic. Students are automatically enrolled in this service. Married students may add their families for an additional fee.
- ◆ The college seeks to abide by OSHA regulations. These rules apply to employment safety issues, as well as to safety issues pertaining to recreational activities on campus.

➤ HOSTING SINGLE STUDENTS

- ◆ The college encourages married students to open their homes to single dorm students for a time of fellowship and interaction. Homes hosting such visits are expected to insure that all activities are in accord with college policies. If you have doubts or concerns, either as to your responsibilities or those of

the students coming as guests in your home, feel free to call one of the Student Deans.

- ◆ To maintain a pure testimony, **do not** invite a single person of the opposite sex to your residence when your spouse is not home. **Do not** leave a single couple by themselves in your place of residence.
- ◆ Remember that Residence Hall students must have submitted a **Departure Form** twenty-four hours prior to departure, in order for them to be able to stay overnight in your place of residence.

➤ STUDENT COUNCIL ACTIVITIES

- ◆ It is vital that our married students fit in and contribute to the activities of the student body as a whole. **We want to avoid** polarization between married and single students. One way to make a contribution is for each married student to do his or her part in supporting the functions and activities of the Student Council. Become involved as much as possible, and fulfill any responsibilities you are charged with by way of contribution.
- ◆ Another way to become involved with single students in a non-academic setting is by participation in our **intramural program**. Take note of announcements about these activities.

➤ STUDENT WIVES

- ◆ The wives of married students meet together for fellowship, seminars, crafts, etc. One of the Staff wives serves as the Advisor. It is designed to be a profitable learning experience to help prepare wives for future service for the Lord. Please take advantage of this service, and **husbands, do your part to help your wife be able to attend.**

➤ CAFETERIA

- ◆ Students not living in the residence halls are not on the Meal Plan of the college for eating in the cafeteria. Married students may purchase meals through the Business Office or pay at the door for any meal they attend. Become familiar with the times for meals, as well as the rules for eating in the cafeteria.
- ◆ Meal tickets for eating in the dining room are available for purchase at a reduced rate at the business office.

## ➤ VEHICLES

- ◆ Students wishing to park on campus are **required** to register their vehicle at the beginning of the school year. A *Car Registration* Form is available on the campus web under e-docs. Please update the information anytime there is a change in vehicles, addition of vehicles, or a change in the vehicle tags.
- ◆ Students are expected to park in their assigned parking location. Married students living in the Village are **expected to walk to class with the exception that those living in units 10 – 12 may drive** to upper campus. Any exceptions to this policy must be granted by the Student Services Division.
- ◆ Be careful to obey all posted signs on campus, by way of speed limits, and reserved parking spaces. **Fines will be administered** according to the nature of the citation given and the frequency of citations.
- ◆ Failure to abide by campus vehicle policies could result in forfeiture of one's car permit for on-campus parking.

## ➤ USAGE OF THE GYM

- ◆ Usage of the gym is available to all students at the times appointed. Be aware of the fact that there are many demands for gym time: intercollegiate team practices, intramural competition, and events scheduled by Alpine as a part of Extension Ministries.
- ◆ When using the gym, be sure that you are abiding by all of the rules for participation. No unmarried couples should be in the gym or the Weight Room by themselves. No unapproved music should be played. No unapproved attire should be worn. Violations should be reported to the Student Services Division.

## ➤ SHARING OF KEYS

- ◆ Students are given keys to facilities, from time to time, due to their work or other responsibilities. No student should share any key to facilities on campus with another, nor have copies of keys made to give to another **apart from authorization**. This includes the loaning of keys. Nor should any student accept any unauthorized distribution of keys.
- ◆ If you become aware of any violation, please contact the Student Services Division right away.

➤ **SPECIALLY CALLED MEETINGS**

- ◆ The Dean of Students may feel it necessary to call for a special meeting of married students. Unless such a meeting involves an emergency situation, notice will be given five school days in advance by the Student Services Division.

# Appalachian Village Policies & Procedures

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## Appalachian Village Policies

**Introduction:** The apartment you are living in was a provision of the Lord for the express purpose of providing quality accommodations for our married students. It is the intent of the College to maintain these apartments at a price better than that which one would normally find off campus as a means of helping families prepare to serve the Lord.

It is important to remember the following as a resident of the Village.

- ✓ First, play areas are restricted. The Alpine area of our campus is not your personal backyard. Parents should check with Alpine to see what supervised activities might be available for their children to enjoy from time-to-time.
- ✓ Second, because you are living on campus year round, you are subject to these policies year round.
- ✓ Third, each student will be held responsible for the actions of his or her spouse and family.

On the positive side, what an opportunity it is for you to live in close proximity to other families preparing to serve the Lord along with you. What a challenge to learn “people skills” on a daily basis as a preparation for future ministry. We hope lasting friendships will be developed.

### GENERAL INFORMATION

- **Animals, (pets, etc.) are prohibited** in the Village for health and sanitary reasons. Fish aquariums are permitted for fish only, no reptiles or rodents. Refer to your lease regarding the ramifications of having pets in the apartment.
- If you are going to be away, you must obtain prior approval from Student Services Division for a guest to occupy your home during your absence. Residents will be held responsible to see that the conduct of **ALL** guests on campus conform to the policies of the school.

- ❑ Permission must be acquired from the Dean of Students for any guest staying longer than 10 days in a Village apartment.
- ❑ West Virginia law states that no firearm will be discharged within 100 feet of any building. **DO NOT DISCHARGE A FIREARM ON CAMPUS!** Firearms and ammunition must be safely stored according to state and federal law.
- ❑ **All repairs and replacements to the apartment will be done by our maintenance staff and must be reported to The Student Services Division at [studentservices@abc.edu](mailto:studentservices@abc.edu).**
- ❑ Work orders done for deficiencies in your unit should be reported to the **Student Services Division at [studentservices@abc.edu](mailto:studentservices@abc.edu). Do not call maintenance unless it is an emergency.**
- ❑ Any Bible study groups, or church related activities at the Village, must be approved by the Student Services Division.
- ❑ You are required to carry at least **9** hours per semester at Appalachian Bible College to be eligible to live in Appalachian Village.
- ❑ You are encouraged to carry “Renter’s Insurance”; this can be purchased through your local insurance agent. Renter’s Insurance only covers **your personal property** (furniture, computers, clothing, etc.). Appalachian Bible College carries insurance on the dwelling only.
- ❑ Every apartment will be inspected according to the stipulations in the lease agreement to determine apartment needs and overall handbook compliance. Advance notification will be given. If negligence is determined, any repairs will be charged to the resident by the Student Services division in cooperation with the maintenance Department.

## APPEARANCE AND STEWARDSHIP

We have been blessed with a wonderful place to live. Please take care of your unit and the surrounding area better than if it were your own. What type of testimony do you want to leave with others?

- ⇒ Snow removal is a shared responsibility between neighbors in each building. The porch and sidewalk leading to the unit should be cleared. (Snow shovels or “Ice Melt” **are not** provided). Rock Salt on steps or sidewalks is not permissible because of damage to the concrete. Use concrete friendly products.
- ⇒ The flowerbeds in front of the apartment porches are maintained by the college landscaping staff. They are added for your enjoyment and the beautification of our Village. If you desire to grow garden plants you may use moveable buckets / containers that may be placed on the steps or in front of the apartment and moved behind the home at the end of the season. Do not expand the flowerbed areas or re-locate them to the side of your apartment.
- ⇒ The front porch should be kept tidy with lawn furniture only. The deck area should be kept **UNCLUTTERED**.
- ⇒ Outdoor Christmas decorations should be removed before second semester begins. We encourage Christ-centered decorations over cultural (e.g. Santa Claus.)
- ⇒ Trash removal is the tenant’s responsibility. Dumpsters are located on campus for use by Village residents. Please do not place garbage outside of the dumpster. Due to a variety of wildlife on campus, it is advisable to take your outside garbage to the nearest dumpster on a daily basis.
- ⇒ Please keep your vehicle and home locked when they are unattended. Prevention of vandalism and safety are the key issues here.
- ⇒ All vehicle maintenance should be performed in the Maintenance shop area. No vehicle maintenance should be performed in the Village area. Check with Maintenance Shop supervisor prior to working on vehicles to assure adequate space is available in the Maintenance shop area. All used motor oil should be disposed of properly and site left clean after use.

- ⇒ A hearty “thank you” in advance to those who, as an act of service, provide some simple playground maintenance. Your efforts do not go unnoticed . . . especially by the children!
- ⇒ No flammables (oil, gas, paints, solvents, etc.) are to be stored in or under the units or on the decks.
- ⇒ Grills must be moved away from the building when in use. **Heat from the grill will melt the vinyl siding.**
- ⇒ Please do not park on the grass or on the sidewalks.
- ⇒ Please do not use kerosene heaters.
- ⇒ Please do not paint, stencil or use wallpaper or wallpaper border on the walls of the apartment.

## CONDUCT

Our testimony to the community is of utmost importance. Due to our high visibility, each of us must go the extra mile to maintain our testimony. Everything from our dress, to the music that can be heard coming from our homes or cars, is highly scrutinized by our neighbors. Remember, our neighbors are not only those living close to campus, but those living on campus as well. The following guidelines should be used as minimum standards of conduct in the village.

- ❖ No sunbathing in the Village.
- ❖ Dress modestly when outside. Follow the *Servant’s Staff* regarding dress.
- ❖ Follow the *Servant’s Staff* guidelines regarding music. Do not play your music at a level that can be heard by others.
- ❖ Avoid any of the activities listed as being “Questionable” in the *Servant’s Staff*.

- ❖ Be careful about complaining (Phil. 2:14). Report concerns to the Students Services Division at [studentservices@abc.edu](mailto:studentservices@abc.edu).
- ❖ Avoid gossip. Change the topic of conversation if you sense this is occurring. How quickly negative attitudes can be fostered in a close environment through the wrong use of the tongue.
- ❖ Please be aware that you are expected to maintain faithful church attendance during the summer months.
- ❖ A student's hours and place of employment may be reviewed by the Student Services Personnel if there is concern regarding impact upon a student's well-being.

## PARENT RESPONSIBILITIES

Part of training for servant leadership in churches involves being an example for others in the home. Failure to be that example could be a negative factor in recommending a student for graduation in accordance with our catalog requirement of "Approved Christian Character."

- ✓ Parents should exercise biblical discipline in the home and require their children to obey what they say as well as those in authority.
- ✓ The need for employment should **not** supercede proper parental oversight.
- ✓ Parental supervision is required for children after dark. Parents/ caregivers should know the whereabouts and activities of their children at all times.
- ✓ Maximum speed in the parking lot is 5 mph. Remember that children are at play.
- ✓ No dependent children, regardless of age, should be at Alpine without proper **adult supervision**. This includes all of the area across the paved road by the Alpine office, and behind the Village by the Welker Pavilion.

**Adult Supervision** – Simply means being in the vicinity of the younger children where observation can be made of their activities. Responsible young people the age of fifteen or older may be considered young adults. Children under the age of 12 must have adult supervision.

- ✓ Roller blades should not be used anywhere on campus apart from proper adult supervision. Bicycles should be restricted to the paved roads, and not without an adult riding with them. It is recommended that parents take their children to a park for such activities.
- ✓ Tennis Courts are available for your enjoyment. Please use them for tennis only. No wheels of any kind (bicycles, roller blades, skateboards, scooters, etc.) are allowed on the courts in order to preserve the tennis surface.
- ✓ Recreational facilities during the summer belong primarily to Alpine Ministries therefore they are not always available for personal use. Please check with Alpine for schedules. Pool passes are available at the Lodge and the hours are posted on the campus web.
- ✓ Rocks are not to be kicked on the soccer field or thrown in the pond area.
- ✓ Toys, bicycles, and play items should be put away **every** day at the end of play. Items not picked up are subject to being collected and disposed of within 30 days.

### **MOVE OUT POLICY**

- In February of each year you will be sent an “Occupancy Statement,” inquiring whether you will be returning to school the following fall semester. If you are not returning as a student, you are expected to move out of the Village by June 15<sup>th</sup>.
- You will be sent a “Cleaning Checklist” several weeks before you move out to let you know what needs to be done before the Student Services Division does a Move out inspection of your apartment.

- After you leave, a Student Services Representative and the Director of Maintenance will go through your apartment and do a Post-Move out inspection. If everything is found satisfactory to the Student Services Division your deposit will be refunded to you. If you carry a balance the security deposit will be put toward your account. If there are repairs that need to be done to your apartment the cost will be deducted from your security deposit. This will include the cost of blinds, screens, doors, etc.

## **Notes**