

STUDENT HANDBOOK

2023-2024

SUNNYBRAE CAMPUS

Updated August 30, 2023



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VISION STATEMENT

The vision of Millar College of the Bible is to develop passionate, relevant servants of Jesus Christ who are shaped by the entire Scriptures.

CORE VALUES

Bible Teaching: We are committed to the comprehensive teaching of the entire Scriptures.

Servanthood: We are committed to developing servants of Jesus Christ through our Integral Model of Education.

Mentoring: We are committed to intentionally promoting mentoring relationships in our staff and students.

Holiness: We are committed to nurturing holiness through submission to the Holy Spirit and obedience to God's Word.

Family: We are committed to cultivating an atmosphere of community where we love, appreciate, and affirm each other.

World Missions: We are committed to the Great Commission of spreading the Gospel of Jesus Christ through local and global missions.

Local Church: We are committed to partnering with and supporting the ministries of the local church.

INTEGRAL EDUCATION

When the Bible talks about loving God, it is not one-dimensional. It is much more than simply having a solid understanding of what a difficult passage of Scripture means or being the first to volunteer whenever help is needed. This is why Millar lives out the Integral Model of Education.

The Integral Model of Education is one of the things that makes Millar unique. While knowledge is very important, some key areas of the development of our students will be missed by focusing solely on academics. It is of little value to graduate students who know a lot about the Bible but have not had their lives impacted and do not love Jesus more because of it. The aim is to develop the whole person – not just the intellect.

The Integral Model of Education takes a different approach. In our educational mandate, we address four distinct areas of development: Biblical Knowledge, Life Skills, Spiritual Growth and Biblical Character Development, and Relationships.

An important part of our Integral Model is the Education Team. The Education Team meets regularly to evaluate how each student is developing and is committed to engaging intentionally and strategically with each student in these four areas of education. The Education Team has put this Handbook together with the student in mind. In here, you will get a glimpse of our heart behind why you do what you do, as well as understand what you need to know to thrive in this context.

Our prayer is that our Integral Model of Education will produce passionate, relevant servants of Jesus Christ who are shaped by the entire Scriptures.

COLLEGE CALENDAR

Fall Semester 2022

Upperclassmen Arrive	Sept. 7
*Freshmen Arrive	Sept. 8
*Registration	Sept. 8-9
*Opening Sunday	Sept. 10
First Day of Classes	Sept. 11
Thanksgiving (No Classes)	Oct. 9
Semester Break/Modular Course	Oct. 21 – 29
Classes Resume	Oct. 30
Modular Courses	Oct. 30 – Nov. 3
*Day of Prayer	Nov. 7
*Christmas Banquet	Dec. 9
*Closed Weekend	Dec. 15 – 17
*Final Exams	Dec. 18 – 20
Christmas Holidays	Dec. 21 – Jan. 6

Winter Semester 2023

*Students Return	Jan. 6
*Opening Sunday	Jan. 7
First Day of Classes	Jan. 8
Modular Courses	Jan. 8 – 12
*Missions Conference	Feb. 2-4
*Day of Prayer	Feb. 5
Semester Break	Feb. 17 – 25
Classes Resume	Feb. 26
Good Friday (No Classes)	Mar. 29
*Final Exams	Apr. 17 – 19
*Campus Clean/Change Over	April 20
*Third Year Service	Apr. 21
* Graduation Banquet & Convocation	Apr. 22
Students Depart	Apr. 23

**Indicates dates apart from normal class schedule that students are required to be on campus.*

ACADEMIC LIFE

We believe God’s Word is indispensable for having and maintaining a relationship with God. The Word of God transforms our hearts and minds as we submit to the work of the Holy Spirit.

For more information regarding our Academic Policy (i.e. grading systems, definitions, full discipline procedure, etc.), please refer to the ***Student Academic Handbook on Populi under files of the “Campus-Sunnybrae” group.***

CLASS ABSENCES

We are convinced that class attendance and engagement are vital components of each course. Attendance is taken daily by the instructors. Regularly coming to class late, skipping classes, or inattentiveness in class shows a lack of respect towards both the instructor and fellow classmates.

While a student arriving late will be allowed to remain in class, they will be deemed officially absent for the third offense. Following the third offense, each late arrival in any course will be considered an absence.

Students who are inattentive in class may be deemed absent at the teacher’s discretion. Inattentiveness includes sleeping, playing games, doing other course work in class, texting, etc.

One absence is allowed per credit hour for a course (e.g. 3 for a 3 credit hour course), though these are intended to be used for legitimate purposes only and not for holidays, extra-long weekends, or to skip class.

Millar-sanctioned events do not count as absences (sports, Outdoor Edge, Worship Arts, etc.) but students are advised to be proactive and find notes or listen to audio recordings of the classes they miss.

Absences caused by prolonged illness will be considered by the Academic Committee on an individual basis.

Absences over these allowances will incur the following penalties:

1 credit course	-6%
2 credit course	-5%
3-4 credit courses	-4%

Taking non-school related holidays during the semester means that a spot will not be guaranteed for that student in the next semester.

Modular Course Absences

If a student is absent from a modular course, they will be penalized 25% per day. Students absent for more than two days due to extenuating circumstances may be allowed to audit the course (at the discretion of the Academic Dean and the course instructor).

ASSIGNMENT DUE DATES

- Assignments are due on the date indicated in the syllabus (or announced in class) and at the time of day designated by the instructor. Assignments worth more than 10% are due at the main office by 5:00 PM. Instructors have the right not to accept assignments handed in directly to them or their office.
- Assignment extensions will not be granted except in extreme situations. Computer crashes or lateness due to procrastination on your part will not be considered valid reasons for extensions.
- Late assignments will be penalized 20% the first day and 10% per day after that. After four days, the assignment will receive a grade of zero.

EXAMS

Mid-term and final exams become the property of the instructor and will not be returned to students. Students are allowed to view and discuss their exams.

ACADEMIC MENTORING

Millar College of the Bible is committed to helping students who are struggling academically. The first support we offer is academic mentoring. Students may, of their own initiative, ask to enter into an academic mentoring contract in order to provide focus and accountability for their studies.

The Academic Committee may also recommend academic mentoring for students who fail a major course requirement (like a midterm), produce grades far below their ability, struggle to hand assignments in on time or are unable to finish their reading on time. Each campus' committee will discuss students in this situation, and a decision will be made as to which students should be encouraged to accept a mentoring contract.

Students who commit to academic mentoring will be asked to sign a written contract that includes:

- A commitment to tracking study hours. The student will be expected to record a minimum of ten hours per week outside of class.
- Meeting with a staff member once a week for support and accountability and to discuss any questions or concerns about assignments.
- A commitment not to ask for extensions for assignments. The goal is to develop a habit of working ahead.

ACADEMIC PROBATION

Students who have been encouraged to accept academic mentoring but have either chosen not to accept it, or have not fulfilled their contract, may be placed on a mandatory academic probation contract if they continue to fail course requirements. If they do not honor the terms of this mandatory contract, they may be dismissed or barred from returning for their next semester of studies.

ACADEMIC DISHONESTY

A paper handed in for one course may not be handed in for a second course. All work handed in for a course must be original work for that course, unless explicit permission to reuse material has been given by the instructor.

Plagiarism is the act of using another person's work or ideas and fraudulently presenting it as one's own. This includes (points are taken from <https://www.plagiarism.org/article/what-is-plagiarism>):

- turning in someone else's work as your own.
- copying words or ideas from someone else without giving credit.
- failing to put a quotation in quotation marks.
- giving incorrect information about the source of a quotation.
- changing words but copying the sentence structure of a source without giving credit.
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Unless a professor has specifically allowed the use of material, no notes or outside sources may be used in an exam.

Research and content generated by Artificial Intelligence (AI) programs that is portrayed as one's own work for assignments will also be considered an act of dishonesty.

Millar recognizes that any type of dishonesty is a serious offence and must be dealt with using consistent diligence. Dishonesty is a dismissible offence. For an outline of this disciplinary procedure, please see the *Student Academic Handbook* on Populi under files of the "Campus-Sunnybrae" group.

ACADEMIC DISMISSAL

Normally, students are barred from enrolling at Millar for at least one semester if they fall into the categories below:

- Fail or do not complete a core course.
- Did not attain a GPA of 1.5 in his or her core courses in any given semester.
- Did not attain an AGPA of 2.0 in his or her core courses over the first two years.

- Have committed a dishonest offence (as above).

If a student has demonstrated good work ethic by fulfilling their academic mentoring requirements, they may be allowed to continue their studies even if their AGPA is lower than program requirements.

STUDENT WORK

Stewardship means looking after or taking care of something that is not yours. God is the creator of all things and, therefore, all is His. Those who have put their faith in Jesus Christ for salvation have also acknowledged the fact that their very life is not their own, but God's to do with as He sees fit. He is gracious and kind to give us the responsibility and privilege to take care of many things. Servanthood is a principle that was demonstrated to us perfectly in Christ. The concept of servanthood is one of humility and putting aside your own interests, considering others better than yourself. It is our hope that in your time at Millar you will develop a lifelong heart and practice of serving others.

The Student Work program is one area in which students participate that provides opportunities for the development of healthy attitudes, good work habits, and servanthood.

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ” (Colossians 3:23-24).

EXPECTATIONS AND ADMINISTRATION

- Students are required to work approximately three to four hours a week.
- The Student Work Director assigns all student work positions.
- Students are required to keep accurate records of hours worked on the provided timesheets.
- Most student work is on a schedule and students must follow the timetable that is set for it.
- Disciplinary steps will be taken when student work is not done properly.

FIELD EDUCATION

God has chosen local churches to be the primary vessel for furthering His Kingdom and the building up of His Body. Millar loves and is committed to serving the local church. Each student will commit to a local church during the college year. This is an opportunity for you to participate in giving and receiving care from the Body of Christ while at Millar and gain experience in doing so for when you move on from here.

The Field Education program is designed to help students learn that ministry is part of daily life. Although ministry should be happening in residence, the classroom, on the court, and at meals, Field Education is specifically designed to integrate students into the ministries of local churches. It also provides an opportunity for students to apply what they learn in the classroom to different areas outside of the college.

To complete any of Millar's programs and because Field Ed is a part of Millar's core curriculum, students are required to be involved with a specific Field Education ministry in every semester they attend Millar.

ATHLETICS

TEAM SPORTS

Our college teams strive to develop Christ-like character in students through sports. We want to challenge our athletes to do their best and be disciplined in action both as Christians and as athletes. The playing field becomes a great place to learn and grow into stronger Christians. Millar team sports are played through the Salmon Arm community leagues in seven-month long seasons. Team leagues normally available are co-ed volleyball, co-ed indoor soccer, and men's basketball. Millar will enter leagues based on student participation and skill.

PHYSICAL RECREATION

Students are strongly encouraged to take time out of their day to exercise. The college location provides opportunity for outdoor activities like skiing, snowboarding, hiking, climbing, biking, and canoeing. If you would like to bring a bike, snowmobile, boat, etc., please contact your dean before bringing them with you, as storage is quite limited. Millar also has a campus intramural program that may include ultimate frisbee, floor hockey, dodgeball, basketball, and other sports.

GYM & FITNESS CENTER USE

Students and staff are welcome to use the gym for impromptu activities at any time unless scheduled events and practices are in session. The fitness center is open for staff and students to use from 6:00am until curfew daily. In both the gym and fitness center equipment must be put back neatly where it belongs. Appropriate clothing must be worn while using gym facilities. If music is being played publicly, it must be God-honouring.

WORSHIP ARTS

The music program at Sunnybrae focuses on corporate worship and preparing our students to serve effectively in the church. Students lead the campus in worship at least three times a week during chapel services and also have many opportunities to partner with local churches in this area.

The Worship Arts Program includes:

- Classroom instruction on Worship Theology
- Mentoring in Worship Leadership, both on campus and in the local church
- Chapel Worship Teams by audition
- Vocal training (group and individual options are available)
- Training for audio-visual ministry

There are also opportunities to receive credit for private music lessons. If that is an area of interest for you please talk to the Worship Arts Director.

INSTRUMENTS & EQUIPMENT

Students are encouraged to bring their own instruments to campus. Drums and piano are available on campus with limited availability.

STUDENT LIFE

We hold to Scripture as the final authority on what we believe and how we live. Wherever the Bible gives clear commands on a subject, we are committed to complete obedience. Where the Bible does not give clear commands on a subject but there are clear principles displayed, we are committed to applying those principles in our community living. God has called us all to the gift of community (1 Corinthians 12). Within it, there is much opportunity to grow alongside others in all aspects of life. Because we are a unique community, we have specific guidelines that allow us to fulfill our vision statement, and to love each other well in this setting.

LEADERSHIP

Deans: The Dean of Men and Dean of Women are responsible for facilitating Christ-centered community living.

Student Leaders: Community Life Leaders (CLLs) and Community Life Assistants (CLAs) are selected by the Deans to be a team that leads the student body in Christ-centered community living. You will be part of a Community Life Group (CLG), which will be led by a CLL and CLA team. Responsibilities and authority given to student leadership by the Deans may be unique in each residence.

Student Council: Student Council is a team made up of the Student Body President, Vice President, Class Representatives, Community Development Leaders, Non-Dorm Student Representative, and Treasurer. They exist as a team to serve the student body in community life alongside the student leaders. Student Council also serves as a liaison between staff and students.

DAILY/WEEKLY SCHEDULE

Parts of your education and community life learning will happen outside of specific class times. Taking part in these scheduled events is just as much a priority as your class attendance.

Chapel: Chapel services occur every Monday, Wednesday, and Friday at 9:55 AM. These times are for information, praise and worship, sharing, missions awareness, and the preaching of the Word.

Prayer Chapels: Our Tuesday chapel slot is a prayer emphasis chapel. You will have the opportunity to pray in small groups (Prayer Force) or as an entire student body.

Community Time: A couple hours a week will be set aside for you to engage in community, usually on a Monday evening. This may happen with the entire student body, your residence, or with your CLG.

Mentoring: As a student at Millar, you will be involved in mentoring. Once a week you will meet with your mentor to build an intentional relationship that lends perspective, creates accountability, and provides a listening ear. It is our desire for you to take ownership in mentoring while a student and wherever you may find yourself in the future.

ARRIVAL DATES AND COLLEGE BREAKS

Please plan to arrive on campus on the scheduled day (not earlier or later). During Christmas and semester breaks, all buildings (residence included) will be closed and it is expected that you will make arrangements to be off campus. Each break ends at 10:30 PM on the last scheduled day. Supper will not be available that day. Students are encouraged to go home or to a friend's house for Thanksgiving and Easter weekends. However, unlike semester and Christmas breaks, buildings are not closed on these weekends. Any extensions on breaks must be discussed with and approved by your Dean and the Academic Dean.

COLLEGE GUESTS

Guests (including alumni) are welcome on most occasions except during certain college events. Permission from your Dean is required, and communication with the Administration Office is necessary based on the following:

Accommodations

Student dorm room	\$10.00/person/night (bedding and towels not included)
Guest Room	\$60.00/room/night (queen bedding and towels included)

*Meals

Breakfast	\$6.50
Lunch/Supper	\$10.00
Brunch	\$10.00 (Saturday only)

*Meal tickets can be purchased from the Administration Office. It should also be noted that meals made for guests with special diet restrictions may cost more to cover the extra costs.

RELATIONSHIPS

Love God: The founding principle of relationships is love. All other areas of growth are of no worth if the love of God is not present and growing. The principles and guidelines in this handbook are based on this foundation. We cannot love God if we do not know Him, and so we encourage you to take seriously a personal commitment to get to know God more. Directly related to the worship and love of God alone is fleeing from all forms of idolatry. God will be kind this year in revealing what we worship in place of Him in order to provide opportunity to love Him more purely and glorify Him above all else.

Love Your Neighbour: Millar College of the Bible is a unique setting where you live, go to school, do activities, and eat meals with the same people every day. Natural boundaries that we are accustomed to outside of the Millar context (e.g. different jobs, weekly commitments outside of work, having to set up times to meet with friends, etc.) are not present. Because of this, there will be lots of opportunity to choose to love your neighbour above yourself. It is often easy to feel like we are loving others well, when actually we are loving ourselves and not the community as a whole. We are drawn towards people that make us feel safe, accepted, loved, understood,

needed, or respected. In your time at Millar, you will create friendships that will last for the rest of your life and are worth the investment. We do, however, ask that you intentionally invest in the greater Millar community. All relationships require balance (close friends, significant other, home relationships). You will have to determine where you focus your time, energy, or physical affection. It is often helpful to ask someone else what they observe regarding your care for the greater community and individuals.

God's desire for the Body is that we live in unity with one another. Each person comes to a community with different backgrounds, personalities, and preferences. Scripture exhorts us to live in humility, gentleness, and patience, bearing with one another in love (Ephesians 4:2). Each person comes not yet having conquered all sin in their own life and is in the process of being shaped by God. God uses the Body of Christ to bring about this transformation. We have a responsibility to address sin in each other's lives gently and lovingly. Matthew 18:15-20 and Galatians 6:1 highlight the appropriate way to do this.

God created us to live in community. It is God's desire that relationships are honouring to Him and above reproach. In all relationships, we expect students to conduct themselves with the highest moral integrity both on and off-campus. This includes fleeing from sin and guarding against the appearance of sin. 1 Peter calls Christ followers to conduct themselves in such a way that others may glorify God.

In dating relationships, we ask that no physical affection be shown publicly while on campus or during Millar activities off-campus. This is not to suggest that showing physical affection is inappropriate, but is to help our couples develop natural boundaries in their physical intimacy that our context does not provide. Individuals within a relationship should seek to be above reproach, wise, and pure in how they care for one another through physical touch when not on campus. Inviting accountability from mentors, CLLs/CLAs, Deans, etc. is a good way to seek to be holy in this area.

In non-dating relationships (friendships with the same gender, opposite gender, or staff), we ask that students be careful in how they show physical affection. Please consider how touch intended innocently may affect the person in a way you did not anticipate and may be perceived by those around you in a way that you would not desire.

Self-Care: You must demonstrate that you are able to look after your own safety and well-being, including your physical, mental, spiritual, and emotional health. If you cannot deal with life challenges appropriately, get along with others successfully, ensure you will not cause harm to yourself or others, or make consistent academic progress, you will be expected to seek out and/or accept further assistance. If the college is not able to provide the level of support you require to function well in this community, you may be asked to leave for your own health and for the health of the college as a whole.

DORM PRACTICES

Guidelines exist in order to accommodate and care for everyone in the community of Millar.

Quiet: Hallways and rooms in residence as well as outside areas around residences are to be kept from excessive noise from 11:00 PM - 7:00 AM.

Curfew: Curfew is 10:30 PM from Sunday to Thursday and 12:00 AM on Friday and Saturday. Doors will be locked at these times. If you need a curfew extension while on campus (anywhere on site including staff homes) or off campus, you must ask for permission from your CLL. CLLs must receive permission from their CLA.

Overnight Leave: If you are planning to be away overnight, you are expected to:

- find a substitute for student work.
- sign out for meals.
- communicate with your Dean the plans you have made.

If you are planning to stay with or have someone of the opposite gender stay with you in your home or someone else's home overnight, please talk to the Deans to discuss your plans.

TIME MANAGEMENT

In seeking to steward your time well, it is important for you to maintain a schedule that is organized, prioritized, balanced, and within reasonable hours. Illness, diminished memory retention, stress, and anxiety can often be resolved through developing healthy sleep patterns. As a student, you will have many different commitments that directly affect other people. A disciplined schedule will allow you to thrive as a student.

ENTERTAINMENT

Since you are at a college that exists to develop you into a passionate, relevant servant of Jesus Christ, you should spend the majority of your God-given time, energy, and resources pursuing experiences that will develop and prepare you for life and ministry. You may have decided to attend Millar based on this reason, but you also may not have come with that specific goal in mind. We ask you to reach beyond entertainment toward education while guarding against contempt and judgment of others who may not share the same goals as you.

Please keep the following in mind when you watch movies/TV/online content, listen to music, or play video/computer games:

- Respect and care for those around you – do not show/play/listen to content that others find offensive.
- Respect others in residence by keeping the volume at appropriate levels (especially with quiet time and curfew in mind).
- Embrace biblical principles and flee from things that promote sexual impurity, violence, profanity, occult practices, or attitudes that are contrary to Scripture.
- Be discerning with your entertainment by not pushing boundaries but by determining what is beneficial to your relationship with God.

CELL PHONES

Out of care for others, ask yourself in any given situation if using your cell phone at that time is distracting you from who or what is in front of you.

INTERNET

Use this tool wisely and not in a way that is detrimental to your relationship with God, relationships with others, academic responsibilities, other responsibilities, or your own health.

APPEARANCE/MODESTY

Every culture and community has standards that evaluate what is modest. Millar is no exception. In our pursuit of modesty, there are two driving principles that shape our decision-making: does it bring glory to God, and am I considering others better than myself? Ask yourself the following question as you leave your dorm room each day: is my appearance beneficial and appropriate for the people and situations that I will encounter today as I seek to bring glory to God?

Biblical Basis:

- Demonstrating humility rather than arrogance, egotism, or showy extravagance (1 Peter 3:3-4)
- Loving others ahead of ourselves (John 13:34)
- Not given to sensual or seductive appearance (Galatians 5:19)
- Understanding motive and intent (not drawing undue attention to oneself) (Philippians 2:3-4)
- Caution against judging others from outward appearances alone (James 2:12-13)

While our broader culture promotes selfishness, comfort, complacency, and apathy, we aim to have our students live counter-culturally. We expect modesty, cleanliness, and valuing others ahead of yourselves. This also applies to off campus college representation (e.g. Field Ed, athletics, etc.).

Millar Context:

- Dining Hall/Public Areas: sleepwear is not permitted.

- Classroom: Come to class dressed in a respectful way; reflecting your desire to learn and honouring the teacher, each other, and the subject at hand. No sleepwear or wearing hoods. Wearing hats is up to the discretion of the teacher.
- Chapel: no athletic wear or sleepwear. Men may not wear hats in chapel or other on-campus services.
- There will be events throughout the college year when formal wear is required.
- Bare feet are not acceptable in buildings other than student residence.
- We ask students not to increase their number of piercings or tattoos during the college year. For specific exceptions, please speak with your Dean.

ALCOHOL, MARIJUANA, AND OTHER SUBSTANCES

For the sake of community and caring for everyone in light of different backgrounds and convictions, we ask that you respect our standards while off-campus, on-campus, and during school breaks. The expectation is that you will abstain from the use of alcoholic beverages, tobacco, marijuana, all vape products, or non-medicinal drugs.

BARS/NIGHTCLUBS/CASINOS

You should not make use of bars, nightclubs, or casinos while enrolled at Millar.

WEDDINGS AND ENGAGEMENTS

Engagement is an exciting and big step for any dating relationship. It is expected that this step be discussed with the Executive Director Millar Sunnybrae before an engagement takes place during the school year. Acceptance of newly married students will be assessed on a case-by-case basis.

GENDER AND SEXUALITY

The Scriptures teach that all people have immeasurable value, not because of their gender or any other personal characteristic, but because they are created in the image of God. Every person is entitled to be treated with dignity and respect in all circumstances. We believe gender is given by God at the time of conception. To allow the Scriptures to shape us in the area of understanding and living out healthy sexuality is, in part, to pursue being the males and females God created us to be physically at the time of conception. **You will find the full policy on Gender and Sexuality on Populi under files of the “Campus-Sunnybrae” group.**

SPECIFIC SIN ISSUES

We understand from Scripture that every human being is born with a corrupt nature. There is a difference between a believer who seeks to obey God but struggles with temptations, and someone who deliberately chooses to live in ongoing unrepentance. In light of this, individuals will be held accountable to the Millar community.

Idolatry: The valuing of anything or anyone above God is idolatry. We desire that you grow in the area of worshipping God above all else during your time as a student.

Occult: Occult practices violate biblical instruction and are not permitted.

Sexual Immorality: We believe Scripture takes a clear stand on sexual morality and that God views all sex outside of heterosexual marriage as sin. All students must abstain from premarital sex, extra-marital affairs, homosexual acts, pornographic materials, and other forms of immorality.

If a student becomes sexually involved with another person while enrolled at Millar, the student will be asked to leave for the duration of the semester as well as the following semester.

Harassment: Any form of harassment, including sexual harassment, is absolutely prohibited. Sexual harassment includes verbal abuse, suggestive or obscene letters, stalking, inappropriate touching, or any unwelcome advances. If any of the above should occur, please contact the Abuse Response Coordinator, Steve Janz (Executive Director Millar Sunnybrae), or Jennilee Vellacott (Dean of Women).

Millar College of the Bible will not support any effort to use Scripture, these policies, or school resources to mistreat or harass people of other religions, ideologies and/or sexual orientations, all of whom are loved by God, for whom Christ died, and for whom the gospel is also intended.

The college seeks to provide an environment that practices:

- Freedom from harm (physical, emotional, spiritual, psychological) as a result of intentional malice or undue carelessness.
- Freedom to grow and change in an environment of care, while acknowledging that care, growth, and change often include pain.
- Freedom to be heard and to participate in the community of Millar College of the Bible.
- Freedom to be forthright, to be accurate, to participate in wholesome talk, and to be surrounded by forthrightness and accuracy.

Addictions: Addictions related to substances, entertainment, pornography, social media, etc. may be a part of your past or the past of your fellow students. These things may be a current struggle for some while studying at Millar. We are committed to walking alongside students in their struggle, with the expectation of personal ownership in moving forward.

HEALTH AND SAFETY

Health Insurance: It is your responsibility to have proper insurance coverage for medical care and hospitalization. Residents of Canada are usually protected under provincial plans. Residents from outside of Canada should make sure they have adequate coverage while in Canada.

General Health Concerns: Shuswap Lake General Hospital (for emergencies) and multiple walk-in clinics (for non-emergencies) are located 22km away in Salmon Arm.

Mental Health Support or Counselling: Please contact your Dean so they can direct you to on-campus support or a trusted counsellor off campus.

Firearms, Air Guns, Explosives, Weapons: For the safety of yourself, others, and out of respect for college facilities, none of the above items are allowed on campus. If you want to bring any of these items on campus for a legitimate purpose, you must first have permission from your Dean. The college reserves the right to confiscate any item that has not been approved or is being used irresponsibly.

FACILITIES AND RESOURCES

Sunnybrae Campus has been built and maintained through the sacrificial gifts of God's people. The way our property is cared for affects the Christian testimony of our college and its students.

Any damage that is done to Sunnybrae/Millar property deliberately or through carelessness will be subject to a minimum \$50 fine based on the extent of the damages. This will be charged directly to your account. Before moving out of residence, you will need to thoroughly clean your room. A damage deposit deduction will be made for rooms not cleaned adequately. The remainder of your damage deposit will be returned to you after an inspection of your room.

COLLEGE VEHICLES

- All occupants must wear seat belts at all times.
- Courtesy must be maintained toward the driver at all times. This means keeping the noise levels down to where the driver can concentrate properly.
- Vehicles must be treated as college property. Any problems arising with a vehicle must be reported to David Ruten (Director of Outdoor Edge) upon return to the college (burnt out lights, etc.).
- Only individuals who have been approved are permitted to drive a college vehicle.

- Personal use of college vehicles is not permitted.
- Questions regarding college vehicles should be addressed to David Ruten (Director of Outdoor Edge).

VEHICLES ON CAMPUS

- You are advised to have the proper insurance coverage on your vehicle.
- Please park only in the designated areas. The areas directly in front of dorm entrances are fire and loading zones only. Licensed motorcycles are considered to be the same as other vehicles.
- It is wise to keep your vehicle locked when it is not in use.
- Be sure that anyone borrowing your vehicle has a valid driver's license and that your insurance allows it.
- You are expected to drive with courtesy at all times, yielding to pedestrians and maintaining a speed below 10 km/hour on campus. Careless driving/speeding is dangerous and a poor testimony.
- Avoid requesting the use of someone else's car unless absolutely necessary. When you must borrow a car, make sure it is returned to the owner cleaner and with at least the same amount of gas in it as when you first started borrowing it.
- Whenever you are a passenger in a student or staff vehicle, always offer to pay the vehicle owner for your portion of the gas costs for the trip. Here is a good guideline for how much it might cost a vehicle to go to different locations near Sunnybrae: Salmon Arm - \$15, Vernon \$25, Kamloops \$30, Kelowna \$40.
- Talk to the Deans about the use of dirt bikes, snowmobiles, boats, etc. Space is limited on property and students may be refused storage for these items. None of these vehicles can be used on camp fields.
- Sunnybrae will not permit students to change oil on property or borrow tools for vehicle maintenance.
- If you have two sets of tires, there will be a designated area for storage for your summer/winter tires.

FOOD SERVICES

Food that is prepared for meals is to be consumed in the dining hall. If someone is sick and needs a meal brought to them in the dorm, you can make arrangements with one of the kitchen staff to get disposable dishes for that purpose. Dishes, silverware, glasses, mugs, etc. are not to be removed from the kitchen or dining hall unless you have received permission. No food/drink items should be taken from the kitchen supplies without kitchen staff permission. When we have guests joining us for meals, please take the opportunity to practice hospitality and help our guests feel welcome.

It is important that you remember to sign out for meals when you are going to be away. Sign out a minimum of one meal before your absence. (e.g. gone for supper, sign out by lunch at the latest). This shows appreciation and respect for the work and ministry of the kitchen staff. If you are on a team (e.g. sports, Field Ed, Outdoor Edge, etc.) that will be gone for a planned event or weekend, check with the staff member or group leader who is organizing the trip and find out if you need to sign out or if he or she will be doing so for the group. If you are planning an event that will take more than a few students away for a meal, please inform the Food Services Manager as soon as you begin planning.

Permission for the use of the kitchen and kitchen equipment must be secured from the Food Services Manager well in advance of an event. In general, the kitchen is off-limits for everyone other than the food service workers.

RESIDENCES

All residences are property of Sunnybrae Bible Camp. Therefore, the Deans and maintenance staff have the right to enter your living space for maintenance reasons and to determine guidelines for health and safety.

During some college events, you may be asked to let your room be used for special guests (missionaries, prospective students, module week students, etc.) who are taking part in the event.

Where damage has been done to a dorm building and no one takes responsibility, a fine will be levied to everyone in the dorm to cover the cost.

Bikes, rollerblades, and skateboards may not be used inside any campus building.

Cleanliness: Cleanliness involves both caring for yourself and your surroundings. Keeping yourself clean highlights your understanding of stewardship as well as your care for others. Caring for your room, lounges, classrooms, dining hall, and other indoor or outdoor facilities is a way to steward what has been given to us. It is your responsibility to clean up after yourself in all areas.

Room Security: Millar is not responsible for missing items. If there is any theft within residence, please let the Deans know of the details immediately.

Storage: There is limited storage space in residence. If you plan to bring bikes, hockey equipment, golf clubs, etc., there will probably not be room inside your residence.

Windows and Screens: There is a \$50 charge for removing screens for any purpose unless done in consultation with the Facilities Department.

Appliances: Appliances are normally not allowed in your room aside from one mini-fridge per room, with an added fee per semester to cover the electrical costs. If you have questions about other appliances, please talk to your Dean before bringing it on campus.

Pets: Pets are not allowed in residence. For any exceptions, ask your Dean.

Decorations: When putting up pictures or other decorations in your room, please use only green painter's tape or command strips. If using command strips make sure you only use name brand, follow the instructions when putting them up, and leave them on the walls for staff to take down at the end of the year. Sticky tack, nails, tacks, duct tape, off brand command strips or any other tape is not permitted as they will easily damage the walls.

Maintenance: Repairs needed or damages to Sunnybrae property must be reported in the maintenance binder found at the office. If the issue has the potential to create more damage (e.g. water leak) or is a threat to safety, contact the Facilities department immediately.

Fire Regulations:

- To eliminate fire hazards, candles and incense (or any other open flames) may not be used in the dorms.
- Any flammable substance such as oil, gasoline, gunpowder, fireworks, solvents, etc., may not be brought into the dorm or stored in the area outside of your room or building. Ask your dean about proper storage.
- Everyone must become acquainted with the location of the fire extinguishers in their residence.

Emergency Numbers: Be familiar with the emergency phone numbers posted around campus. It may be a good idea to have these numbers saved as contacts on your phone as well.

Privacy/Integrity: Entry into a residence of the opposite sex is not permitted at any time without authorization from the respective Deans. Staff and student housing (including student residences) is off-limits to students when the occupant is not there, unless the occupant has given permission to do so.

Personal Belongings: You must respect the belongings of fellow staff and students by refraining from borrowing items without permission. College insurance does not cover personal belongings.

Campus Buildings: Unauthorized entry into a building, locked or unlocked, is an indictable offense and will result in a \$50 fine, reimbursement for damage or loss, and/or temporary suspension from college.

INTERNATIONAL STUDENTS

Our International Student Advisor, David Ruten, is available to answer questions regarding academics and to work with any international students requiring additional assistance with their studies. For questions regarding integration into community life here at Millar, please see your Community Life Leader, Community Life Assistant, or respective Dean.

As per federal regulations, international students who withdraw from or discontinue their studies at Millar and do not pursue studies at another designated post-secondary institution will not be able to remain in Canada. International students who graduate from Millar College of the Bible do not qualify for post-graduation work permits in Canada.

NON-DORM STUDENTS

Most of the guidelines outlined in this handbook apply to student families and non-dorm students. Obvious exceptions would include items relating to the dorm.

- You are expected to attend daily chapel services, Sunday services, weekly prayer chapels, Missions Conference, and graduation. Please notify the Deans if you are unable to attend.
- You are encouraged to be involved with the rest of the student body. As much as reasonably possible, you are encouraged to attend at least some of the college's social events.
- Dorm students are not permitted in student family residences without the occupant present unless permission has been granted by the occupant.
- If you prefer to eat some meals in the dining hall, arrangements should be made in advance with the Food Services Manager and the Administration Office.
- You are responsible for the quality of entertainment provided in your home for other students (see entertainment guidelines on page 8).

DISCIPLINE AND DISMISSAL

It is our goal to encourage self-discipline as a means of character development and attaining spiritual maturity. When college guidelines are deliberately violated, action will be taken to confront the situation. Following the biblical example, the confrontation will be entered into with the goals of repentance and restoration. Disciplinary measures may be imposed and will be administered according to the severity of the offense. With a serious offense, a contract containing stringent guidelines may be written to serve as a means of providing accountability. Millar College of the Bible reserves the right to dismiss a student for deliberate disregard of the guidelines stated in the Student Handbook (including student work, Field Ed, technology, academics, student life, etc.). In addition, students dismissed from the college for deliberate dishonesty, moral failures, etc., must wait one academic year before reapplying with new references.

COLLEGE LIFESTYLE AGREEMENT

I, _____, have read the Student Handbook in its entirety. I agree that, in a social and academic community such as Millar, certain guidelines are a necessary part of community living. I agree to follow the policies and guidelines detailed in this Student Handbook and I accept the help and discipline provided by the college for that purpose. If at any time I deliberately choose not to abide by these regulations, I agree to withdraw from the college. I understand that these policies and guidelines are in effect from the time of my arrival until my last day on campus, including spring tours. During the months between school years, I agree to submit to the authority of my local church.

I recognize that if I have questions about the policies and principles outlined in this Handbook, there are additional resources available to me (e.g. staff, Populi documents, etc.). Should I have questions or require clarification, I will pursue these options.

I also give consent to the Education Team and its representatives to discuss my personal information (disciplinary issues, self-care concerns) with the greater Millar team (e.g. Deans, interns, student leaders, etc.) as appropriate. I accept that Millar College of the Bible will strive to act in accordance with what they deem necessary for the spiritual, moral, mental, and physical health of each individual as well as for the student body as a whole. I understand that due to privacy concerns, information on students over the age of 18 will not be shared with those outside of the Millar team without permission. However, Millar reserves the right to disclose information where required or allowed by law.

By signing below, I submit myself to the authority of Millar College of the Bible as they seek to facilitate healthy community that is conducive to my growth in all areas and that of others.

Signature: _____

Date: _____

STUDENT COPY

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Date: _____

EDUCATION TEAM COPY