

## **MAMRE Christian Bible College (MCBC)**

### **Legally Required Policy Statements**

*(Faculty and staff must check mark that you've read the below statements and sign at bottom of document if you agree with it, then email or mail document to MCBC.)*

#### **Non-Discrimination Policy**

Non-Discrimination Policy In compliance with Federal and State regulations, MCBC admits students of any race, age, gender, color, national and ethnic origin, disability, status as a veteran, or any other characteristic protected by law to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, age, gender, color, national and ethnic origin, disability, or status as a veteran in the administration of its admission or educational policies, scholarship and loan programs, or other College-related programs. \_\_\_\_ (check here)

#### **Statement on Diversity**

MCBC believes the whole counsel of God includes an emphasis that the new birth of Christ supersedes any racial, gender or socioeconomic lines (Gal. 3:7-29). In accordance with federal law, MCBC subscribes to and encourages the equal right of all people to pursue excellence in their lives without racial and ethnic prejudice or inhibition. MCBC seeks to create a campus environment that invites, encourages, and supports multiculturalism, believing that diversity will help build leaders of character, who are able to serve in an increasingly multicultural society. (MCBC has purposed to have a multi-ethnic and multi-cultural focus across its curriculum and programs. In addition, at MCBC, cultural diversity is celebrated and embraced, not merely accommodated.) \_\_\_\_\_ (check here)

*MCBC expects all students, staff, and faculty to remove from their behavior and speech, as well as from their thinking, all indications of racial and ethnic bias. Racism in any form will not be tolerated in community life on this campus, and will be met with disciplinary measures. Rather, all members of the College community are encouraged to celebrate the rich cultural heritage that each cultural group brings with them and to learn from the diversity of perspectives on life and ministry that each group possesses. \_\_\_\_\_ (check here)*

#### **The Family Educational Rights and Privacy Act (FERPA) Policy**

The Family Educational Rights and Privacy Act of 1974, which deals with the disclosure of records and information from student files. Colleges must diligently

apply these standards in their operations and handling of student records and information.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. \_\_\_\_\_ (check here)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under

FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-5920

### **Americans with Disabilities Act (ADA) Policy**

Though churches are exempt from ADA, schools are not. Every catalog and course syllabus should include a statement regarding school accessibility provisions in compliance with the Federal Americans with Disabilities Act of 1990 (ADA) such as: It is MCBC's policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity at MCBC.

If you have a disability that requires special accommodations, please inform the instructor as soon as possible so that provisions can be made to accommodate the special learning needs related to your disability. \_\_\_\_\_ (check here)

### **Sexual Harassment Policy**

In most states, schools are also required to have a sexual harassment policy. Even in states where it is not required by law, it is wise to have such a policy for the protection of the students and the faculty and staff.

MCBC is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Any student or faculty or staff member who believe that they have been subjected to such treatment should immediately report such to the College Director or Academic Dean.

\_\_\_\_\_ (check here)

### **Anti-Bullying Policy**

Laws in several states now also require the publication of an anti-bullying policy. Even in states where it is not required by law, it is wise to have such a policy for the protection of the students and the faculty and staff. State law prohibits all forms of workplace and classroom bullying. MCBC prohibits all forms of bullying.

Bullying is a significant violation of Christian community and Christ's New Commandment, which enjoins us to "Love one another as I have loved you."

Any staff member, faculty member, or student participating in bullying will be subject to discipline. Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators that takes one or more of the following forms: verbal abuse; offensive conduct/ behaviors (including nonverbal) which are threatening, humiliating or intimidating; work interference -- sabotage -- that prevents work from getting done.

Workplace and classroom bullying: (a) is driven by perpetrators' need to control the targeted individual(s), (b) is initiated by bullies who choose targets, timing, place and methods, (c) escalates to involve others who side with the bully, either voluntarily or through coercion, and it (d) undermines the interests of the corporate institution when bullies' personal agendas take precedence over the goals and mission of the institution. Any student or faculty or staff member who believe that they have been subjected to such treatment should immediately report such to the College Director or Academic Dean. \_\_\_\_\_ (check here)

### **Drug Free Policy**

In all states, schools are required to provide a drug-free environment. Because college age students and young adults tend to be the group that experiments most with drug use, it is wise to take a firm stand as a school that no use or distribution of illegal drugs will be tolerated. MCBC requires that its campus, faculty, staff, and students be drug free. The school, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from the College of any student involved in these activities. Any student participating in the unlawful possession, use, or distribution of drugs while on the properties owned or used by the College will be immediately dismissed. In addition, students involved in such illegal activities are subject to prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities. \_\_\_\_\_ (check here)

I have read and agree to maintaining the above polices while a participant/faculty/staff at MCBC.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date