
ATLANTA LEADERSHIP COLLEGE

OFFICIAL HANDBOOK

2016-2017

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Section 1:

Atlanta Leadership College Mission

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Mission Statement

Atlanta Leadership College's mission is to help students become more directed in life, dedicated to Jesus Christ, and developed personally and professionally.

Core Values

Integrity

ALC leaders should be honest with themselves and others, while also walking with a conviction that stands up for what the Bible declares as truth. Even if the truth is not popular, they should follow-through and be confident in who God has called them to be and model a lifestyle that is accountable to others.

- Trust
- Conviction
- Confidence
- Accountability

Personal Conduct

Leaders at ALC will walk with selflessness. They will choose to lay down their personal "rights" to fulfill what is required of them. They will conduct themselves both publically and privately in a way that is both obedient and loyal to Jesus Christ and the leadership He has placed in their lives. They will strive to walk with pure motives, intentions, thoughts, and actions.

- Loyalty
- Obedience
- Selfless
- Purity

Positive Influence

ALC leaders will use their influence for the betterment of the individuals in the school without letting their temporary, negative feelings impact those they are leading. Their relationships and conversations will be positive in nature. They will work well with others, bringing right resolution to any conflict they encounter. They understand the vision that is before them and will use their influence in a way that spreads that vision.

- Relationships
- Team Work
- Managing Conflict
- Vision

Personal Growth & Development

Leaders at ALC will prioritize their relationship with Christ above anything else. They will remain teachable to those above and around them, disciplining themselves to be the very best person, leader, and Christ-follower they can be. It is their desire to constantly grow and never “arrive”.

- Spiritual Walk
- Teachability
- Communication
- Discipline

Industriousness

ALC leaders understand that nothing great can be accomplished without hard work. They prioritize their responsibilities, even over recreation. They have a mentality that chooses to “make it happen” and are initiators in cultivating an environment that is committed to doing everything with excellence.

- Responsibility
- Initiator
- Make It Happen
- Excellence

College Structure

The structure of Atlanta Leadership College is designed to create radical growth personally and academically, while challenging and building character in each student. The structure and guidelines are established to impact the following areas in students' lives:

Academic

We encourage students to be lifelong learners, thus we take academic credibility seriously. We strive to instruct both the mind and the heart in our various learning environments. Therefore, students must receive a passing grade in all academic areas in order to graduate.

Accountability

We are committed to challenging students to be accountable in every area of their lives. First and foremost, being accountable to God and secondly to family, friends, and associates.

Leadership

Our intent is to build and challenge students' leadership skills with the following characteristics:

- Integrity**
- Personal Conduct**
- Positive Influence**
- Personal Growth and Development**
- Industriousness**

Ministry

Atlanta Leadership College does not consider itself merely a “training for ministry” program. Instead, we strive to be an environment that trains for life. We develop personal discipleship, integrity, and accountability. All ministry training we do is set in this philosophical context.

For those who choose ministry as their full time vocation we offer the following areas of ministry development: outreach and missions, verbal communication, youth and young adult, and worship.

Production

Students may develop skills in the areas of audio, video, lighting, set building/design, graphics, and drama.

Spiritual

We facilitate the building of students' relationship with God, their character, their vision for the future, and a passion for the lost.

Vocational Training

We strive to sharpen students' decision-making skills, time management, professional development, and basic job skills.

Section 2:

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Graduation Requirements

Atlanta Leadership College students are expected to fulfill the basic requirements listed below. They have been set in place to build Christian character and accountability. The leadership team and staff will hold students responsible to ensure that these requirements are consistently met.

Attendance & Time Off Policy

The student is required to attend each day that Atlanta Leadership College is in session. Sign in will take place ten minutes before any designated event. If students are assigned a 9:00am arrival time, they should arrive no later than 8:50am. Attendance to all classes, services, outreaches, and trips is required. Sometimes the Atlanta Leadership College schedule will be unpredictable, so flexibility is mandatory. Students are not to go out of town except for designated holiday vacation times. Of course, permission will be given for special circumstances. We ask that students notify us and stay accountable if they are to be absent with an excuse. Prior approval is required to be excused from any day or night session (sickness, special circumstances, etcetera). Monday is typically Atlanta Leadership College's day off. If students go out of town on their day off, they must submit a time-off request form to the Atlanta Leadership College staff at least **three days** in advance. There will occasionally be events when Atlanta Leadership College will need to serve or have class on Mondays. Flexibility is required. (**Special note to locally based students:** We welcome the student's opportunity to visit with their local families and friends from time to time on their days off. However, if we see that a student is breaking away too often from the program, for any reason, we will ask the student to limit their visits away.) Resident Assistants must be notified of overnight home visits no later than one hour prior to curfew.

If a student is late to any scheduled event by less than ten minutes a warning will be given. The third offense will result in a report made to the Atlanta Leadership College staff. Probation will then be given. If a student is more than ten minutes late, a probation will automatically be issued. Excessive tardiness will result in a meeting with the student's Staff Coach.

You should be prompt to all of these events:

All Daily/Weekly Activities
Youth Group Fall Retreat
Youth Group Spring Retreat
All Assigned Ministry Trips
Weekly Chapel
Daily Prayer/Scripture Study
VWC Sunday Services
The Capitol/The City Youth Service
Leadership Summit
Cross Church Services

Weekly Classes:

Jeanne Time
Southeastern University Classes
West Coast Classes
Development Labs
Life Lessons (1st Year)
Leadership Training (2nd Year)
Ministry Headquarters (3rd Year)

Character

Active Participation in Atlanta Leadership College Ministry
Adherence to Atlanta Leadership College Dating Guidelines
Adherence to House Rules of Victory World Church
Consistent and Strong Work Ethic
Consistent Prayer and Devotion Time
Integrity in Academic Requirements
Integrity in Ministry Assignments
Integrity in Daily Life
Positive Youth Group Relationships
Positive Peer Relationships
Positive Relationships with Authorities
Respect Others
Serve Others
Teachable

Academic

Students must earn a cumulative average of 70% or higher in Scripture Study. Students must pass West Coast and Southeastern courses with a minimum cumulative average of 70%.

Assignments must be done with excellence and turned in on time. Students must complete their academic portfolio.

Financial Obligation

Atlanta Leadership College has set up the following Payment Options*:

Payment Option 1: Full Payment

Payment Option 2: Trimester Payments

We offer plans with or without summer prepayments:

- Trimester payments are due:
 - October 15th
 - January 15th
 - April 15th

Payment Option 3: Monthly Payments

We offer 12 month, 11 month, 10 month, and 8 month plans.

Monthly payments are due on the 15th of every month.

*Atlanta Leadership College requires everyone to enroll in AutoPay. Each student's account must be linked to a bank account or credit/debit card. This is done so that payments can be conveniently made by the student's due date.

ALL FINANCIAL OBLIGATIONS MUST BE PAID PROMPTLY AND IN FULL BY THE PRE-ARRANGED DUE DATES ACCORDING TO THE DESIGNATED PAYMENT PLANS.

Delinquent Accounts

A ten-day grace period will be given for late payments. After the tenth day, a \$25 fee will be applied to the student's account. After 30 days, the student will be suspended to return home and raise funds to bring the account current. Exceptions will not be made unless the responsible party contacts the financial office to arrange and commit to a clear payment plan prior to the 30 day deadline.

Food Stipend Policy

Once a student has reached a 30 day past due point, their food stipend will not be distributed to them but rather credited to their tuition account. Food stipend will resume being distributed to the student once their account is brought back to a current status.

Students will not be allowed to graduate if their account is delinquent.

Guidelines

Atlanta Leadership College has adopted general guidelines necessary for growth as well as unity. This will allow each student to form habits consistent with a Godly lifestyle. *We expect all guidelines to be upheld during the duration of the nine months, even during breaks.*

General Guidelines

- No weapons allowed (3 inch blade or less is permissible)
- No illicit drugs, alcohol, or tobacco
- No sexual activities of any kind
- No profanity or crude language
- No attending clubs, bars or other questionable atmospheres
- No unnatural hair color change (We promote individualism, however, if the time comes where events or fundraisers require you to look professional we will ask you to dye your hair back to a more natural color.)

Tattoo & Piercing Guidelines

No “new” tattoos or body piercings while Atlanta Leadership College is in session. (ALC is neither for or against tattoos and body piercings because everyone has different opinions. We choose to take the higher ground to respect all people. If you want to get a tattoo or piercing, we ask you to do it while you are at home on break.)

Third year interns with visible tattoos and body piercings are asked to have them covered and not visible while on VWC properties during school hours and church events in accordance with the VWC staff dress code policy.

Scheduled Prayer Guidelines

ALC Prayer

On Wednesday, Thursday, and Friday there are scheduled prayer times for ALC students. This time is designated for students to have personal time with the Lord.

- Students must pray in the assigned prayer location stated on the weekly schedule during the entire duration of ALC prayer time.
- Students may listen to worship music through their earphones, however please be respectful with the volume level by keeping it low.
- No assignments or projects may be worked on or completed during ALC prayer times.

Staff Prayer

Every Tuesday we have the opportunity to join the staff of Victory World Church in a corporate prayer time focused on the prayer needs of the church and its members. Please use this time to pray for the church, its ministries, and its members instead of personal journaling and reading time.

- Students must be in the V2 Sanctuary during the entire duration of staff prayer. (Not hallways, other rooms, etc.)
- No earphones, music, phone, computer, or tablet use is allowed during this time.
- No assignments or projects may be worked on or completed during prayer time.
- No hats are to be worn in staff prayer.

Media Guidelines

- No M rated video games
- No R or NR rated movies
- Worship music only through January.

Toward the end of January the ALC staff will communicate to the students that they will be able to listen to whatever music they choose (Christian or Secular) as long as it does not violate one of the following five criteria:

Sexual References/Innuendos
Alcohol Use/References
Aggressive Violence

Drug Use/References
Swearing

- Integrity will be demonstrated during Internet use and students will not visit/use questionable websites or apps.

Due to their inappropriate nature of use, KIK, Tinder and other sites/apps like these are not allowed to be downloaded and/or used while attending ALC (other similar sites are at the discretion of the ALC staff).

Everyone with a computer, smartphone, or iPad/Tablet will be required to install internet accountability on each device. The internet accountability supported by ALC is X3 Watch, Covenant Eyes, and EverAccountable. The software may come with a fee that must be paid at the student's expense. Students who desire not to comply **must** send their computer and/or smart phone home.

Fitness Accountability Guidelines

Every student is required to workout for 90 minutes every week. They must complete a weekly Fitness Accountability form in Google Classroom to verify adequate completion of this requirement.

ALC will host two female fitness events and two male fitness events each week. Attendance is optional. These events will offer community, fun, motivation, and accountability as students engage in physical activity. Any portion of the 90 minutes not completed within the ALC fitness events will be the student's personal responsibility to complete at another time during the week.

If a fitness accountability sheet is not submitted on any day it is due or it is discovered that the submission is deliberately inaccurate, consequences will be administered. Offenses will be cumulative per semester.

- First offense: A conversation with the Fitness Administrative Assistant.
- Second offense: A meeting with the Fitness Program Director and a probation.
- Third offense: A meeting with the Fitness Program Director and Staff Coach and a probation.

Dating/Relational Guidelines for First Years

The dating standards of Atlanta Leadership College represent one of the most challenging areas of the year. *We structure it this way intentionally, in order to create nine months of invaluable and undivided relational intimacy with Christ.*

Thus, absolutely no romantic, physical, emotional or “dating” relationships are allowed during the student’s first year at Atlanta Leadership College.

Specific expectations of this standard include:

Students should avoid all “emotional dating,” though void of a boyfriend/girlfriend title. Emotional dating involves having an emotional connection beyond that of a casual brother/sister relationship. The student’s intention should be to avoid even the appearance of anything beyond a **casual** brother/sister relationship.

Students are asked to not communicate with anyone of the opposite sex beyond truly casual, in-person greetings and courtesy; nothing beyond this is necessary. Obviously this does not include immediate family and youth pastors, nor does it include ministry and casual interaction with individuals in The City, The Capitol, Fusion, Atlanta Leadership College, Cross Church and VWC. Again, our intention with this guideline is not legalism, but to help each first year student pursue undivided relational intimacy with Christ.

Some forms of unacceptable communication in this area are as follows:

Phone Calls

Email

Postal Mail

Sites/Services such as, but not limited to: Facebook, Twitter, Skype, Instagram, etc

- a. No following/friending of other first years of the opposite genders
- b. No commenting/liking on each other’s social media
- c. Upperclassmen/staff of the opposite gender, should not follow a first year (even AC Family)
- d. First year students should not follow upperclassmen/staff of the opposite gender (even AC Family)

Instant Messaging Programs

Text Messaging

Pairing off or isolated communication

Any flirtatious actions (either through body language, voice tone or manner of dress)

Communication During Family Time & ALC Projects

Outside of AC Family time, students of opposite genders in the group should not use the "guise" of being in the same AC group as a reason to casually communicate or interact.

Talking for ministry or work related activities is ok. This would be defined as instructional conversations or conversations focused around the project that is being worked on.

In group settings, we understand that people are going to want to talk while working. However, communication should be focused on those of the same gender within the group. Conversations that are focused on getting to know each other, favorites, cutting up, etcetera, are not necessary.

We realize that in today's society, same-sex relationships are becoming more common and socially accepted. However, in accordance with VWC/ALC legal bylaws and Biblical beliefs, ALC does not support same sex relationships. For this reason, the same standards would apply emotionally and physically to out of balance same sex relationships.

The leadership of Atlanta Leadership College retains the right to address whatever appears to them to be an emotionally or physically out of balance relationship.

We submit these standards in order to protect what God desires to do in each student's life during these nine months.

Dating/Relational Guidelines for Second and Third Years

There is no area that more powerfully impacts the Christian life, influence, and character development of our second and third year students than that of their relationships with the opposite sex. Because of that, with the help of Atlanta Leadership College students, we have formulated guidelines for this strategic area.

We submit these guidelines to you NOT in an attitude of control or legalism, but rather with hearts that sincerely want to establish "safeguards" for this vital and exciting area. Having worked so hard to make huge character mileage during one's first year at Atlanta Leadership College, we do not want the Enemy to have "open game" with students at our higher levels. Moreover, due to the high levels of influence we give our second year students and third year interns over an incoming first year class, it is imperative that all of Atlanta Leadership College remain "above reproach" in this area.

First, we define “dating” as spending a significant amount of time and emotional energy with a specific person of the opposite sex on a regular basis, whether in person or on the phone. Please avoid the typical “game” of spending large amounts of time and emotional energy into a relationship and then insisting, “We are not dating.” We respect your right to choose any terminology which you would desire. We simply request that couples who spend large amounts of time and emotional energy together (whether in person or over the phone) uphold the following relational guidelines:

Dating with Integrity Guidelines

When pursuing a dating relationship (or whatever you choose to call it), the student(s) is/are requested to create a plan of personal standards and accountability designed to safeguard their friendship/relationship. The students will need to then submit this to their staff coach. If relationships have been established prior to the beginning of a second or third year, proper accountability as outlined above and below, will need to be established at the start of the year.

It will be imperative that proper spiritual and ministry priorities be established. This will be done so that ministry commitments and involvement with the Atlanta Leadership College family, The City and The Capitol does not suffer due to dating relationships. The primary purpose of second and third year experiences is one of leadership and spiritual development, not “marriage prep.”

Because your main focus should be to grow in God and develop in ministry, we have set the following standards for dating:

- 1) Absolute purity - [1 Thessalonians 4:1-8](#)
- 2) Dating students should stay in public settings at ALL times. There should be no spending time in parked cars.
- 3) Dating should be done away from the apartments and church so that it does not cause first year students to struggle in their commitment. Students should avoid communication with first year students regarding their dating relationships or even the desire for a relationship. We do this in an effort to guard the hearts of our first year students in their commitment to emotional and physical purity.
- 4) Please use common sense in the display of affection when dating. Obviously, we request no forms of physical affection whatsoever while on church property, at student housing, or where either The City, The Capitol, Cross Church and ALC students are present.
- 5) Students should not be alone with anyone of the opposite sex after 11:00pm. **No exceptions.** (This applies to all opposite sex individuals and also to anyone in an area of the house/apartment alone with the opposite sex.)

- 6) Phone Curfew is 12:00 midnight with the opposite sex. **No exceptions.** (This includes phone calls, text messaging, instant messaging, apps, morse code, tin cans, and smoke signals.)
- 7) There should be NO road trips alone with the opposite sex, or groups of even numbered opposite gender people, unless first approved by the student's Staff Coach. Approval should also be obtained from each individual's parents.
- 8) Students should avoid isolating themselves as a couple when they are with the Atlanta Leadership College family. At all costs, avoid giving the perception that you are "always together." Display the security and maturity that allows you to "hang often with other people" rather than slowly alienating many of your other ALC, The City and The Capitol friends.
- 9) Though we celebrate healthy girl/guy relationships, it is imperative that discipleship and ministry opportunities remain the top priority, even above the relationship itself. At no time should other students under your direct line of responsibility/leadership feel that your dating relationship takes priority over your relationship and responsibilities to them, to your spiritual leadership role here, or to your development as a Christian.
- 10) Special note to all third year interns: You may hang out in other third year housing. However, we just ask that students of the opposite sex not remain "alone" in the house/apartment or in an area of the house/apartment alone. Having second year students and couples over is great. Please just guard the frequency of visits so that your residence does not become known as "dating headquarters."
- 11) Special note to second year students: With their permission, you are permitted to hang at a third year's house/apartment. However, no one of the opposite sex is permitted in any first or second year apartment.

AC Family Conduct

The following guidelines are in place with regards to AC Family connection times:

- An AC parent should never be alone with the opposite gender AC student in their family
- AC family times/outings are required to have a parent of both genders present. For example: An AC male leader is not allowed to take out his two AC female students without the AC female leader present. The only exception is if the opposite gender AC leader is sick, then the entire family needs to have the outing together.
- If a family is out of town on a fundraiser/missions trip, etc, a corporate AC family outing is not permitted unless a leader of both genders is present on the trip and in attendance.

- AC students from the same family should never be out/alone together without their AC leaders with them. Being in the same AC family does not constitute permission to violate ALC's relational guidelines.
- Terminology of "AC Aunt/Uncle" or "AC Grandparent" or "AC Sibling" do not validate any student of any year to violate ALC's relational standards. ALC's relational standards supercede AC Family relationships.

Curfew Guideline

General Curfew

12:00 midnight for all first year students

12:00 midnight for all second year students

2:00 am on Friday and Sunday evenings for second year students

11:00 pm for all second year students and third year interns with opposite sex OR students in pairs

Interns do not have a required curfew

Phone/Media Curfew

In order to promote personal time management, relationship building, and healthy sleep patterns, we ask that all cell phones, internet and media not be in use after 1:00 am. Exceptions are made for TV and video games on nights when the following day is a day off.

VWC Guidelines

The Bible talks about the fact that when we are faithful with the little God has provided for us, He will trust us with more later. But we must be faithful with what we have currently been blessed with. In light of this fact, here are some ways that ALC students are good stewards over what the Lord has blessed us with on the property of VWC:

- Absolutely no food or drink in any of the sanctuaries except for water.
- Clean up behind yourself.
- Do not leave your things lying around the facilities, as ultimately this is a church and a place of business.
- Do not make coffee in any Victory Kitchen – they are for VWC Staff Only.
- Do not walk around in the VWC V1 and V2 office areas, unless you are specifically assisting someone on staff.
- Do not enter or hang out in the V3 school building, especially when school is in session.
- Do not make personal copies, including copies for your ALC school work on the VWC V1 and V2 copiers. Only use V4.
- Do not use a ministry's copy code to make copies of documents that do not belong to that ministry. (Example: Do not use Children's Ministry code to make copies for Family Ministries, or Fusion's code for Helps ministry.) Every individual ministry has a different code, which must be used for billing purposes.
- If you make spills of any kind, in any location (even paint outside), no matter how late you are for the next thing, clean it up. If it looks like it may stain, inform Kayanne Young at 678-699-2316 immediately by text or call.
- Do not leave excess copies on the copier or on the counters in the copy rooms. Clean up excess paper, etc. when you are making copies and leave the area free of clutter.
- Keep eating areas clean, wipe away spills in microwaves, refrigerators, tables and counters.
- Do not pour paint or wash out paint brushes in bathroom and kitchen sinks. There is a mop sink in the back of classroom B in V4 where you can wash these items.
- No one is to be on VWC church property prior to 7:00 am or after 10:00 pm on any night, unless you have advanced permission from a staff member or you are attending a class or event that is being run by the staff.
- No ladies are to walk to their cars alone after dark.
- **VWC ID Badges and Access Cards:**
 - Each student will be given a photo ID Badge. This badge is to be worn around your neck at **all times** and is a requirement while on any VWC campus. Failure to adhere to the photo ID guidelines will result in a probation per offense. This badge is the property of VWC and is to be returned upon dismissal or graduation from the program.

- Each student will be given an access card to enter the buildings on the properties. This badge is the property of VWC and is to be returned upon dismissal or graduation from the program.
- In the event of a lost photo ID or access card, please inform Kayanne Young **immediately**, at 678-699-2316. This is a security issue. The access card needs to be deactivated immediately and a new one requested. Please note that there will be a \$8 per card fine imposed after the first lost card(s). The fine will be increased to \$10 per card the second time that you lose your cards. The fine will be \$25 dollars per card if you lose your cards a third time.
- If you find your lost card, please return it to Kayanne so it can be reactivated for future use. You will be refunded ½ of your fine for returned cards that were thought to be lost.
- We will have random checks to make sure that people are complying with these requests. If anyone is found to not report a lost card or repeatedly does not wear their badge, probation will be given to that student.
- If a student fails to adhere to this security

Policies and Procedures

Disciplinary Procedures

If students fail to comply with the standards set forth in the program, ALC staff reserves the right to administer discipline and/or probation as deemed appropriate. If standards or guidelines in the handbook are repeatedly violated, ALC staff reserves the right to release a student. **If dismissed, refunds will not be given and the remaining balance (if any) will be due upon departure.**

Discipline and/or probation can be given for the following violations:

- Disrespect for authority
- An attitude that is negative, divisive, stirs up dissension or reflects negatively against the standards of Atlanta Leadership College staff and family
- Absences and tardiness (See attendance policy)
- Dress code violations
- Curfew violations
- Room check violations
- Failure to meet academic standards
- Violations of any additional standards or guidelines listed in the handbook

Matthew 18 Principle

If at any time an Atlanta Leadership College student has a grievance against another individual, they will use the Matthew 18 principle.

Matthew 18:15-17 (NIV)

15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

A student must first go to the person who has offended them ONLY. If that does not settle the issue then it should be taken to the next level of leadership. If this still does not resolve the issue, then it should be brought to the ALC staff's attention. At no time should grievances be discussed or aired to any others apart from the Biblical order of Matthew 18 outlined above. Allowing oneself to listen to these grievances is also an unbiblical, divisive action.

Sick Policy

All sick calls are to be made to Kayanne Young at 678-699-2316. If, after coming in, the student is showing physical evidence of sickness, Kayanne will either send them home or refer them to a doctor. A student will be required to go to the doctor if he/she calls in sick more than two consecutive days. The ALC staff reserves the right to require a student to go to see a doctor if we begin to see frequent patterns of calling in sick, or if we suspect that there is an issue that requires medical attention. Students are granted two, non-physician approved sick days per trimester. Academic probation may be issued to a student who is out for sickness and does not complete all necessary assignments on a timely basis. This will be at the discretion of the ALC Academic Department.

Dress and Attire Policy

The following information will provide ALC students with the appropriate dress standard for the office, campus, youth service, and Sundays.

We maintain an attractive work environment for our students and staff. Students are an important part of the ministry of ALC. Therefore their manner of dress should be in keeping with a Godly lifestyle. If we are going to influence people, our appearance must not distract from the purpose of God. Looking clean and sharp also adds credibility to the student as a whole.

Appropriate Attire For First and Second Year Students

Men's Dress and Attire Policy

Everyday

Overall dress is to be casual but nice. We will be around the church most of the time, so please dress respectfully. The student's midriff or back should not be shown with any outfit choice, even when stretching, bending over, or during creative communication routines.

- No excessively tight or excessively "holey" jeans or holes in inappropriate places.
- No shorts during the day.
- No shirts with inappropriate lyrics and/or phrases.
- No tank tops or muscle shirts.
- Please make use of a "safety shirt" in order to maintain modesty.
- **No hats during Staff Prayer.**
- No sweatpants or skinny sweats.

Sundays

Please wear nice jeans (no holes) or slacks, a dress shirt, and dress shoes.

Casual Friday

On Fridays, the dress code is a little more relaxed. First and second year students can wear shorts, gym shoes and flip-flops. **No sweats or gym shorts.**

Women's Dress and Attire Policy

Everyday

Overall dress is to be casual but nice. Please understand that you must dress to keep your body type modest and the modesty of an outfit might change depending on body size and shape.

We will be around the church most of the time, so please dress respectfully. The student's midriff or back should not be shown with any outfit choice, even when stretching, bending over, or during creative communication routines.

Pants

- No excessively tight jeans or holes above mid-thigh.
- Leggings, joggings, and tights are NOT allowed to be worn as pants unless under a dress, skirt, or top that meets length requirements.
- No shorts are to be worn during the day.
- Shorts worn at weekend ALC events must be longer than half the length of your thigh.
- No sweatpants or skinny sweats.

Skirts And Dresses

- Skirts and dresses should be no shorter than a dollar bill width above the knee.
- Dresses and skirts should not be molded to your body.
- No open back dresses without a safety shirt or cardigan that completely covers your skin.
- Straps on dresses must be three fingers wide or a cardigan must be worn over top.
- Any Sheer (see through) material must be lined. We should not be able to see your undergarments or your body's details through your clothes.
- Skirts and dresses shorter than a dollar bill width must be worn with leggings or opaque tights, If your dress/skirt is shorter than ½ the length of your thigh (front and back) you must wear jeans underneath (not leggings, tights or jeggings).

Shirts

- Please do not wear shirts which are excessively tight.
- No shirts that show ANY amount of cleavage or your bra straps.
- No shirts with inappropriate lyrics and/or phrases.
- Please make use of a "safety shirt" (tank top) under your garments in order to maintain modesty.
- No tank tops with the straps thinner than three fingers wide unless worn under a shirt and is not showing.
- No racerback shirts unless covered.
- Sheer shirts should have a "safety shirt" under it with no bra straps showing.

Swimwear

Modest, one-piece swimsuits, tankinis (with no midriff showing), or two piece with a colored shirt worn over it.

Sundays

Please wear either nice jeans (no holes) or dress pants or skirt with a dressy shirt or a dress, adhering to the above-mentioned standards. Please no flip-flops. Nice sandals are allowed.

Casual Friday

On Fridays, adhering to the above-mentioned standards, first and second year students can wear shorts, gym shoes and flip-flops. **No sweats or gym shorts.**

Appropriate Attire For Third Year Interns & Support Staff

At the third year intern and support staff level, you are preparing to enter a career. Therefore, you should look professional and presentable. This means that all third year interns and support staff are expected to dress in what is known as "business casual" attire on a daily basis. Business casual is as follows:

For Men

Slacks or jeans that are not torn, frayed, or have holes and are neat and clean in appearance. Collared shirts, sweaters and polo-type shirts, or clean and pressed t-shirts. No sweatpants or skinny sweats.

For Women

Dresses, skirts, pants, crop pants and jeans that are not torn, frayed, or have holes and are neat and clean in appearance. Tailored shirts or blouses, sweaters, cardigans, and polo/knit shirts. No sweatpants or skinny sweats. Please also adhere to the guidelines for the first and second years in relation to lengths and covering up.

Tattoos and body piercings

In adherence with the VWC policy, interns and support staff will not be allowed to show tattoos or body piercings during work hours (Monday-Thursday 9am-5pm and Sunday services). This does not apply to Fridays or Saturdays, unless you are serving at a VWC service or event.

Inappropriate Attire

Gym shoes
Beach style flip-flops
Gym attire
Sweat suits
Torn or frayed denim
Shorts

Casual Friday

Third year interns and support staff can wear sneakers and long dress shorts (just above the knee).

Please note that if your outfit does not match the standards listed above, a staff member may send you home to change.

We ask that students' dress be modest and conservative in nature. We don't want to major on the minors, but we do want you to look respectable.

Car Insurance Policy

Atlanta Leadership College's students are highly encouraged to bring a car with them to the program. If the car breaks down, needs service, or is in an accident, ALC and Victory World Church is in no way held responsible. Each student must be self-insured. VWC and ALC provide no insurance liability.

We recommend you do **NOT** loan your car or borrow someone else's car. Please Note: If you choose to loan your car out to another individual, you (your insurance) are still responsible for any accidents/damages that may occur.

Section 3:

Academics

Scripture Study

Life Lessons

West Coast Bible College

Southeastern University

Book Reports

Policies and Procedures

Scripture Study

Scripture Studies are a weekly assignment for every student at Atlanta Leadership College. For each assignment, students study a particular passage of Scripture. They then complete a worksheet on that passage. Students will also be tested on the memorization of **four to five Scriptures per week**.

Each student will select which version of the Bible they use to memorize verses. Students may not memorize in the Message version.

At the conclusion of each trimester, students will be tested on the verses studied over the period of the most recent trimester. Students will be expected to know the verses and references of all scriptures studied within the current trimester.

The Heart

The purpose of scripture study is to not only help develop a lifestyle of living according to the Word of God. Our desire is for students to learn to not just read God's Word. We want students to truly study it, delve into the guidelines it provides for every arena of life and build a foundation of Biblical support in their lives.

The Journal

A weekly scripture study journal is completed each week prior to the test.

The journal is broken up into the two following sections:

Worksheet	= 51 points
<u>Two-Page Essay</u>	<u>= 49 points</u>
 TOTAL	 = 100 points

This breakdown is based on the Scripture Study journal used in the first semester. Breakdown may vary slightly based on the journal used.

Grading the Journal

Scripture Studies will be graded based on completion, effort and accuracy. It will be graded on the following rubric:

Scripture Study Grading Rubric

Worksheet Front Page Total: _____ / 29

Worksheet Back Page Total: _____ / 22

Two-Page Essay

Did the essay contain the right information? _____ / 17

- a. The passage studied (1 pt.)
- b. The author of the passage or if author is unknown (1 pt.)
- c. The time period the scripture was written or took place (1 pt.)
- d. History [either surrounding author, passage or setting] (2 pts.)
- e. How the historical context provided better understanding (2 pts.)
- f. The content/focus of the passage of study (1 pt.)
- g. Any supporting text [can be commentary or supporting scriptures] (1 pt.)
- h. Any Hebrew/Greek word they studied (1 pt.)
- i. Discuss how at least one supporting text studied relates to the topic/study (2 pts.)
- j. Discuss how at least one Hebrew/Greek word studied relates to the topic/study (2 pts.)
- k. Life lesson(s) drawn from the passage and how all or some of these concepts can be immediately applicable to your life (3 pts.)

Organization _____ / 4

Level of Content _____ / 4

Development _____ / 4

Grammar & Mechanics _____ / 4

Style _____ / 4

Format _____ / 4

Introduction _____ / 4

Conclusion _____ / 4

Total for essay score _____ / 49

Journal Score _____ / 100

The Test

A weekly **test** is given to all students. The test includes four to five scriptures, fill-in-the-blank informational questions, and two short essays.

Scripture Memorization

Each scripture is worth 10 points. They are graded **word for word** in the version used on the journal assignment and **MUST** include the correct reference. The scripture is graded based on the number of words in the correct version. Each added word, each word omitted from the text, and improper replacement of a word is worth one point. The scripture is then graded based on the percentage that was written correctly.

Fill-in-the-Blank

Each answer is worth 2 points. This section of the test is worth a total of 12 points.

Essays

The essays are worth 24 points each. One essay is focused on personal observation and application. The second changes from week to week and focuses on a particular element of the study. Each essay must contain at least eight sentences.

Grading Procedures

Each student will receive a cumulative scripture study grade each semester.* The grade will be comprised of the following:

Overall Trimester Journal Grade	40%
Overall Trimester Weekly Test Grade	40%
Trimester Final Exam Grade	15%
Book Report	5%

At the conclusion of the school year, the student's grade average from the first semester and their grade average from the second semester are added and averaged together. The student must receive a 70% average or higher between both semesters to graduate.

*Grading procedures vary from semester to semester, due to variation in the volume of assignments.

Life Lessons

Life Lessons are a major vehicle for discipleship in a first year student's life. With in-depth studies on a wide variety of subjects, this time will equip a student to be a Godly example and a leader in ANY area of life. From handling the hurts that life brings to dealing with conflict the right way, the principles taught in Life Lessons are priceless and will provide a firm foundation in a student's life.

The curriculum also includes a focus of defining distinct character traits that should shape each one of us into becoming more like Christ. Here, students will learn what characteristics lay in a man and woman of God by taking a closer look into various lives throughout the Bible and history. Some of the traits that will be discussed include:

Servanthood	Integrity	Humility	Conviction	Confidence
Compassion	Endurance	Excellence	Faithfulness	Loyalty
Purity	Selflessness	Stewardship	Respect	

Life Lessons take place three times a week and each student is given a study guide for each subject taught. Our goal every year is to create a classroom environment of openness where students are not afraid to ask tough questions and talk about their personal successes and failures. Our teaching curriculum is compiled from years of experience and a wealth of resources, but the foundation of all we teach is God's Word.

During the nine months spent learning some of the greatest life lessons the Bible teaches, a student will also have the opportunity to apply what they have learned in a variety of situations and leadership roles throughout the year. Life Lessons will be an experience that will enrich the life of the student for years to come.

Recommended classroom materials:

- Pen/pencil
- Notebook/paper
- Class reading material (if applicable)
- Bible
- Laptop or iPad

Class Etiquette:

- *LAPTOPS OR TABLETS MAY BE USED IN THE CLASSROOM SETTING IF ALLOWED BY THE TEACHER.*
- *Students will not be allowed to take notes on phones in class, unless given permission by the teacher of that particular class.*
- *Because of the 40 minute teaching blocks, students are not allowed to use the restroom during Life Lessons, they must utilize their 10-minute break or their pre and post class breaks.*

West Coast Classes

Second and third year students who choose the West Coast academic track will take 6-8 correspondence classes during the school year through West Coast Bible College. First year students who choose the West Coast academic track will take 2 correspondence courses during the school year. The West Coast classes consist of recorded lectures by collegiate professors and ministry professionals and are facilitated by our ALC and Victory World Church staff members. These classes challenge students and prepare them intellectually in addition to the spiritual preparation they are already receiving at ALC.

By successfully completing each course, students will earn credit hours toward their West Coast degree. In addition, students can choose to pursue credentialing in order to become a certified/licensed minister with the Assemblies of God.

The Procedure

Students will have four to five scheduled classes per course. One class will be used for lecturing, question and answer sessions, group discussion, and exam preparation. Four classes will be strictly for independent work and assignment completion. Students will be required to:

- Punctually attend each class session
- Bring textbooks and assignment worksheets to each class
- Complete all reading assignments
- Complete all assignments ON TIME
- Maintain integrity and honor code when completing assignments
- Maintain a cumulative grade average of 70% or higher

Class Etiquette:

- Study hall class times will take place in the 40-10-40 format. This means the first 40 minutes will be spent studying, a 10 minute break will be given, then the last 40 minutes will be spent studying. Due to this, students are not allowed to use the restroom during West Coast, they must utilize their 10-minute break or pre and post class breaks.
- Lecture class times will take place in the traditional 90-minute format. We ask our students to plan accordingly and utilize their pre and post class breaks to use the restroom. We would hate for them to miss valuable teaching and insight.
- Cell phones may not be used for any purpose during classes, unless students are otherwise instructed by the instructor.

Enrollment Requirements

- Maintain a passing grade of 70% or higher in all SEU courses.
 - If students drop below a 70% in their courses during a semester, they will attend additional study hall sessions.
- Verify completion of each semester's courses with a passing grade of 70% or higher.
 - SUBMISSION OPTIONS
 - Submit screenshots of every certificate proving completion of each assignment to Google Classroom.

Southeastern Classes

Second and third year students who choose the Southeastern academic track will take 9 credit hours of correspondence classes each semester through Southeastern University. The Southeastern classes consist of recorded lectures by collegiate professors and ministry professionals, who the students will have direct access to. These classes challenge students and prepare them intellectually in addition to the spiritual preparation they are already receiving at ALC. By successfully completing each course, students will earn transferable college credit hours.

The Procedure

Students will have two to three scheduled study hall times per week to work on classwork. Students will be required to:

- Punctually attend each class session
- Bring textbooks and assignment worksheets to each class
- Complete all reading assignments
- Complete all assignments ON TIME
- Maintain integrity and honor code when completing assignments
- Maintain a cumulative grade average of 70% or higher

Cell phones may not be used for any purpose during classes, unless students are otherwise instructed by the instructor.

Class Etiquette:

- Study hall class times will take place in the 40-10-40 format. This means the first 40 minutes will be spent studying, a 10 minute break will be given, then the last 40 minutes will be spent studying. Due to this, students are

not allowed to use the restroom during West Coast, they must utilize their 10-minute break or pre and post class breaks.

- Cell phones may not be used for any purpose during classes, unless students are otherwise instructed by the instructor.

Enrollment Requirements

- Maintain a passing grade of 70% or higher in all SEU courses.
 - If students drop below a 70% in their courses during a semester, they will attend additional study hall sessions.
- Verify completion of each semester's courses with a passing grade of 70% or higher.
 - SUBMISSION OPTIONS
 - Add "Amy Sliwinski," ALC's Academic Director to student's FERPA Form.
 - This is recommended, but OPTIONAL.
 - Adding the Academic Director to the FERPA Form allows ALC's Academic Department to provide greater and quicker support to the student in their studies should they face any issues or struggles.
 - Submit screenshots of final grades for current semester's courses to ALC at the conclusion of the semester.
 - Submit screenshots of grade status in current semester's courses to ALC weekly.
 - Submitting grade status updates weekly allows ALC's Academic Department to provide greater and quicker support to the student in their studies should they face any issues or struggles.

Assigned Reading and Book Reports

All students will be required to read two books throughout the year. The students will be given a list of books to choose from. Second and third year students will be required to read one of their books during the summer prior to the school year.

After reading each book, students will choose four chapters from the book and write a review for each chapter. Each of the chapter reviews must answer the following:

What were the main ideas and emphasis covered in the chapter?

What was learned?

What did you enjoy most?

Grading

100 pts Total:

- o Structure (10 pts)
 - o MLA format
 - 12 pt Times New Roman
 - Double Spaced
 - Correct Title Page
 - Last name and page number in header of every page after title page
 - Grammar and Mechanics (10 pts)
 - Overall Effort (10 pts)
 - Content (70 pts)
 - o Intro Paragraph and Book Synopsis (5 pts)
 - o 4 Chapter Reviews (15 pts per chapter)
 - o Closing Paragraph (5 pts)
 - Final Thoughts
 - Overall Impression
 - Recap of the book

Policies and Procedures

Academic Graduation Requirements

- A cumulative grade average of 70% or higher in Scripture Studies
- A cumulative grade average of 70% or higher in West Coast classes (if enrolled)
- A cumulative grade average of 70% or higher in Southeastern classes (if enrolled)
- Completion of all assignments
- Integrity maintained in all course work

Late Assignments

A 20 point deduction will be applied to any assignment submitted late or a test taken late within 24 hours of when it is due. A 50 point deduction will be applied to any assignment submitted late or a test taken late within 24 - 48 hours of when it is due. After 48 hours, the late assignment or test will receive a 0.

If a student has received staff approval for a time-off request and will be absent during an assignment, the student is not exempt from the assignment deadline. The student must complete and submit the assignment prior to leaving or while they are away. If the student requested time off on short notice due to an emergency the staff member who granted the request may petition with the Academic Director for an extension. If an extension is granted and the student fails to meet the new deadline the standard late penalties will apply. The deductions will begin at the time of the new due date of the assignment.

Academic Honor Code

As a student at Atlanta Leadership College, you join a community of Christians who are committed to excellence in teaching and learning. □ We assume that students will pursue their studies with integrity and honesty. However, all students should know that incidents of academic dishonesty are taken very seriously and there will be consequences for anyone being dishonest. □

What is Academic Dishonesty?

The two most common kinds of academic dishonesty are cheating and plagiarism.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means.

Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a student at Atlanta Leadership College, you are expected to refrain from any infraction of integrity in every area of life, including academics.

□□The following list identifies some of the activities defined as academic dishonesty:

Cheating

- Copying, in part or in whole, from someone else's test
- Submitting work presented previously or by another student
- Altering or interfering with grading
- Using or consulting, during an examination, any sources, people, or use of electronic equipment including iPods, cell phones and PDAs, text books, Bibles, Scripture Study Journals or study guides

- Committing other acts that defraud or misrepresent

Plagiarism

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit and representing the product as your own

Other Specific Examples of Academic Dishonesty

- Purposely allowing another student to copy from your paper during a test
- Giving your homework, book report, study guide, scripture study or other academic work to another student to copy
- Having another person submit any work in your name
- Altering a graded work after it has been returned, then submitting the work for re-grading
- Stealing tests
- Collaboration without permission of instructor

Academic Consequences May Include

- Receive a failing grade on the test, paper or exam
- Have your course grade lowered
- Academic Probation
- Dismissal from the Program

Academic Disciplinary Action Plan

Scripture Study

- Students who fail to turn in their **completed** journal on time (without being excused by the Academic Director) will be given an academic probation, a "strike," and points will be deducted from the assignment as follows:
 - A 20 point deduction will be applied to a journal or trimester study guide submitted late or a test taken late within 24 hours of when it is due.
 - A 50 point deduction will be applied to a journal or trimester study guide submitted late or a test taken late within 24 - 48 hours of when it is due.
 - After 48 hours, the late journal, trimester study guide, or test will receive a 0.
- Second time probation attendees will meet with the Academic Director to determine the cause of their academic struggle. If the only reason is laziness, students will be given an extra journal to be done on top of the

current week's journal, as well as a test for that journal at academic probation. If the problem is a learning curve, students will be given the chance to retake the test with the Academic Director helping them use different learning/studying techniques. If the problem is time management, the Academic Director, the student, and the portfolio leads will meet to work out a schedule that allows the student to keep up academically while still fulfilling portfolio responsibilities.

- Third time probation attendees will meet with the Academic Director and may be put on Academic Suspension. If given Academic Suspension, the student will be pulled from the regular ALC schedule. They will work in a classroom on campus, finishing all incomplete assignments. The student's parents will be notified by the Academic Director of the suspension given and details about the situation.
- Students who skip or come late to academic probation will be given another academic probation as well as a regular probation.
- Students will receive one "strike" for each of the following things: A late Scripture Study journal, an incomplete Scripture Study journal, a late Book Report on the day that it is due, an incomplete Book Report on the day that it is due, an incomplete or late Southeastern grade report or West Coast assignment. Students who receive three "strikes" within a trimester will be given a regular probation.
- Students whose cumulative GPA drops below an 70% are given an Academic Probation.

Southeastern

- Students who fall below a 70% in any course will be given an Academic Probation.
- Students caught cheating on a Southeastern assignment will be given 2 Academic Probations as well as a Regular Probation. They will also be required to resubmit the assignment.

West Coast

- Students who fail to submit an assignment on the day it is due will be given academic probation. It is the student's responsibility to finish the assignment in a timely manner.
- Students caught cheating on a West Coast assignment will be given 2 Academic Probations as well as a Regular Probation. They will also be required to resubmit the assignment.

Book Reports

- Failure to complete assigned reading and chapter reviews on time will result in points being deducted as follows:
 - A 20 point deduction will be applied to a late book report submitted within 24 hours of when it is due.
 - A 50 point deduction will be applied to a late book report submitted within 24 - 48 hours of when it is due.
 - After 48 hours, the late book report will receive a 0.

**** In order to be put on Academic suspension, students must receive 3 Academic Probations in the same trimester for the same academic subject (Scripture Studies, Southeastern, or West Coast) or not pull their GPA up after meeting with the Academic Director. ****

Academic Probation - Scripture Studies

If the cumulative average of the student's grades on their scripture study journals and tests drop below a 70%, the student will be required to attend academic probation. A student may also receive academic probation for an incomplete assignment or a late assignment. If a student attains the required averages but the standard of excellence is not reflected in the work and attitude of the student, staff members reserve the right to put that individual on academic probation. If a student receives three academic probations within a trimester, for reasons other than not maintaining the required average, they will receive probation. Any concerns regarding character, a disciplinary issue or academics could result in probation.

Academic Probation - West Coast

Failure to complete assigned reading or online assignments on time will result in academic probation. Grades that bring a student's cumulative grade average below a 70% will also result in academic probation. If a student attains the required average but the standard of excellence is not reflected in the work and attitude of the student, staff members reserve the right to put that individual on probation. If a student receives three academic probations within a trimester, for reasons other than not maintaining the required average, they will receive probation. Any concerns regarding character, a disciplinary issue or academics could result in probation.

Academic Probation - Southeastern

Grades that bring a student's cumulative grade average below a 70% will also result in academic probation. If a student attains the required average but the standard of excellence is not reflected in the work and attitude of the student, staff members reserve the right to put that individual on probation. If a student receives three academic probations within a trimester, for reasons other than not maintaining the required average, they will receive probation. Any concerns regarding character, a disciplinary issue or academics could result in probation.

Academic Probation - Assigned Reading & Book Reports

Failure to complete assigned reading and chapter reviews on time will result in academic probation. Any book report that brings a student's cumulative grade average below an 70% will also result in academic probation. If a student attains the required average but the standard of excellence is not reflected in the work and attitude of the student, staff members reserve the right to put that individual on academic probation. If a student receives three academic probations within a trimester, for reasons other than not maintaining the required average, they will receive probation. Any concerns regarding character, a disciplinary issue or academics could result in probation.

Academic Probation is held every Thursday from 6:30 AM to 9:30 AM.

Make-Up Procedures

If the student does not attend a day of ALC due to illness, they will be required to make up assignments or tests by the first Academic Probation following the absence. Verification of illness by Kayanne Young will be required.

If the student is out of town for any reason, the student will be required to complete all necessary work and turn it in preceding or during the absence. Academic Probation will be given upon the student's return for any assignments that are turned in late or not at all.

If a student is out on Financial leave, all academic assignments will be required to be turned in either early or on time. Academic Probation will be given upon the student's return for any assignments that are turned in late or not at all.

Section 4:

Housing Protocol

Apartment Guidelines

Apartment Conduct

- After 9:00pm noise levels are to be kept at a minimum, both inside apartments and outside in the parking lot.
- When driving in and out of the apartment complex, there should be no squealing of tires or racing of engines.
- When arriving home late at night, you are expected to be quiet and respect your neighbors.
- Rough-housing in apartments is not permitted.

Cleaning

All residents are responsible for the regular cleaning of their space and will participate in the weekly room checks, enforced by the Residence Assistant(s) (RA) assigned to that residence. Room checks will occur every Friday morning by ALC students of the Residence Director's choosing. Room checks may be done on a random day as well. If your apartment is not "up to par" with the cleaning guidelines, additional cleaning responsibilities and/or probation will be assigned (apartment cleanliness requirements are listed below). This also includes cleaning your residence for Cadre participation and Cadre room checks. Please see attached room check cleaning guide at the end of the Apartment Guidelines section.

Curfew

It is the responsibility of the RA's to enforce curfew for the students within his/her apartment. Curfew is 12:00 midnight for all first year students, seven days a week. For second year students, curfew is 12:00 midnight Monday through Thursday and Saturday evenings and 2:00 am on Friday and Sunday evenings.

RA's **DO NOT** have the authority to give curfew extensions or to excuse a student that was out past curfew. All students requesting curfew extensions must contact THEIR Staff Coach. Please be advised, in order to remain fair to all students, most times, the answer for a curfew extension will be no. If a curfew extension is needed to complete a ministry task given to the student by a staff member, the staff member who gave the student the task must contact the Staff Coach of the student to request that the student to be out past curfew. Once approval is given, it is the responsibility of the first year student to contact his/her RA and let them know the following:

- The reason their curfew was extended
- What time they will be home

- Who approved the extension

If a first year student is out past curfew, his/her RA **MUST REPORT IT**. It is not up to the RA to “offer excuse” for being late. If it is determined that this has occurred, the student who was late and their RA will **BOTH** be placed on probation the following week. Disciplinary action for being out past curfew is automatic probation. The probation coordinators will notify you if you have been given probation.

Damages

Residents will be held accountable for any damages they cause in the apartments. Each student will be fined on an individual basis according to the damages caused. This policy helps to keep down the overall cost of housing for the majority of residents who avoid damaging their rooms and furnishings. For more specific information, residents should see their RA's or the Residence Director, Kayanne Young.

Disciplinary Procedures

Policies for the residence apartments have been developed in an attempt to establish an environment in which a number of residents may live together while recognizing each other's rights. When a resident violates this basic standard of community living by violating any of the policies outlined in this manual, the behavior will be confronted. Probation may be given at the discretion of the staff.

General Housing Guidelines

In case roommates are gone, no student (first or second year) should spend the night alone at their apartment. No first year students should stay at home alone without an RA present. In these situations, the resident should make arrangements to spend the night in another same sexed apartment.

House Guests/Sleeping Over

ALC alumni and those seeking enrollment in ALC will be permitted to stay overnight based on the approval of Kayanne Young. The maximum amount of time that a guest is allowed to stay in any ALC apartment is 2 nights. A guest is **not** allowed to “apartment hop” for 2 nights at a time in different apartments, in order to extend their stay. Other friends and family are asked to stay in a hotel while in town. We ask this out of respect for your roommates and to keep the residence from becoming a “hotel.”

Students should not sleep outside of their own apartment more than one night a week (with the exception of Cadres, missions trips, fundraisers and other ALC sanctioned times). Reminder that even for the one time a week, students are required to have their RA's prior approval.

Opposite Sex Guests

Opposite sex guests are **ABSOLUTELY NOT ALLOWED** in your apartment **FOR ANY REASON!**

AC Families may be together at an apartment during the already scheduled AC Family lunch time only if permission is given by the RA of the apartment to use the apartment at the suggested time. If an apartment is used for an AC Family Time, ensure the apartment is left better than how you found it. We also ask that no co-ed AC Family hangouts take place in apartments beyond the designated time, out of respect for the apartment roommates.

The City and The Capitol Students

Each apartment will be given a maximum of two nights a week to entertain The City and The Capitol students overnight as a possible extension of their ministry. The maximum number of guests sleeping in the apartment must not exceed 2 additional people. Students must seek approval from their RA, who in turn is to inform Kayanne. Approval is given on a first-come, first-serve basis. Residents must ensure that all guests adhere to respectful and appropriate behavior. In order to be courteous to other apartment residents, disruptive and loud behavior will not be tolerated.

Keys

APARTMENT KEY: Each student will be issued (1) key to his/her apartment on orientation day. No duplication or distribution of keys is allowed to be made for anyone other than assigned roommates. If you lose your key, it is your responsibility to replace it, or you just will not have a key.

GATE KEY-CARD: Students at PARKSIDE will receive 1 gate keys for their apartment, these gate keys can be used to let you into the apartment pool or work out facilities. If these keys are lost during the year, there is a \$25 replacement fee.

Maintenance

Residents are to report any damages or repair needs to their RA. The RA must then contact the 24-hour, on-site maintenance technicians to have the problem fixed. If there is ever a problem, please do not personally report it to the property management. Allow your RA to always be the “voice” with management. Having less people in this role will make communication a lot easier.

Open Flame Burning

NO CANDLES or OPEN FLAMES ARE ALLOWED in the ALC apartments for

any reason.

GRILLING: Grilling or barbecuing of any kind is prohibited at the apartments unless at a designated grilling area (located at the pool). This is GEORGIA STATE LAW. The fire department will be called on you and YOU, PERSONALLY, WILL BE FINED. ALC will NOT be responsible for this fine.

Personal Property

Neither ALC nor Victory World Church is liable for any theft or damage to students' personal belongings. (i.e. If you loan out any personal belongings such as, but not limited to, laptops, tablets, iPad's, iPods, etc., we will not be responsible for any theft or damage to your personal property.)

Pets

No pets will be permitted.

Pranks

Due to the responsibility of the student to pay for any damages they cause and to remain conscious of neighboring residents, there is a policy of no pranks on or off of the apartment premises.

Utilities

The housing portion of your tuition allots a \$150 per month per 2 bedroom and \$175 per month per 3 bedroom apartment to pay your apartment's utilities. Any total monthly utilities above that amount will be deducted from your apartment's weekly food stipend. The total amount of the overage will be divided equally between all residents of that apartment.

In order to be good stewards of your finances, the following are examples of ways to conserve energy:

- Turn off lights when not in use
- Limit using excessive amounts of water
- Turn off radios, fans and other electrical items when not in use
- Unplug items that are rarely used.

Students need to be knowledgeable when it comes to setting your thermostat temperature. According to the Electric Company, the ideal setting for the air conditioning in the summer is 78 degrees fahrenheit and the heat at 68 degrees Fahrenheit in the winter.

Wall Hangings

You may hang anything on the walls of your apartment. However, at the end of the year the walls must be back in the condition that you found them. Holes must be filled, walls must be painted, etc. Please use discretion when hanging things in your apartment. Consider using command strips, but be sure to remove them

slowly and carefully as to not rip the paint off of the walls.

Fines

Any and all fines assessed to your apartment by the property management will be the responsibility of the students living in that apartment to pay. Food stipends of all residents will be suspended until fines are paid in full to management.

Complaints

It is our desire to remain in excellent relationship with the property management and community residents. Therefore, we will hold a “Zero Tolerance” stance when it comes to complaints made against you and/or your apartment. Complaints of any kind will be considered a serious offense and dealt with seriously. Complaint consequences are as follows:

- First complaint: Warning
- Second complaint: \$100 fine
- Third complaint: Eviction

Fitness Center Guidelines

The fitness center is open for use by all students every day of the week. No working out alone with anyone of the opposite sex. Ability to use the fitness center is based on a first come first serve basis. Girls are to wear a shirt over their sports bra and decent shorts that cover the rear end fully.

Pool Guidelines

The apartment community has one pool on property. In order to allow all students to enjoy the pool, GIRLS will be allowed to use the pool at the Parkway apartments ONLY. GUYS will be allowed to use the Parkside apartments pool ONLY.

Girls must wear either tankinis or a one-piece swimsuit. You must wear a dark-colored tank top if cleavage or midriff is showing or if you are wearing a bikini.

Pool Guests: No Capitol/City group events may be held at the pool and only one guest is allowed at the pool per student.

Additional Apartment Guidelines

All guidelines given to you by property management MUST be upheld in addition to the guidelines listed in this handbook. Failure to adhere to those guidelines will result in loss of your apartment without refund.

Safety Concerns

We ask that no girls walk around the complex alone after sunset unless walking directly to another apartment or car. Girls, please be smart and walk in groups. This is not considered a dangerous area. However, you obviously must be careful anywhere you live.

Apartment Food Guidelines

- Respect each other's food.
- Never eat food that was purchased by another individual without asking their permission
- Students must clean up after themselves.
 - Clean kitchen counters and top of stove after each use.
 - Rinse dishes and put in the dishwasher immediately after use.
 - Take out the trash when the container is at full capacity.

TRASH AT APARTMENTS: There is only ONE trash receptacle located at the apartment complex. You need to dispose of your trash in the receptacle on a regular basis. The apartment management **WILL FINE YOU \$25** per bag of trash they find left outside of your apartment door or on your patio/balcony! This is done in order to keep the community clean and presentable.

Room Check Cleaning Guide

Living Room

Vacuum Carpet
Wipe Off Any Bookshelves or Tables
Windex Windows
Dust Ceiling Fan
Organize Entertainment System
Wipe Off Window Sills
Dust Window Blinds

Kitchen

Mop Floors
Make Sure Pantry Is Neat And Organized
Wipe Off And Organize Counters
Clean Appliances (Microwave, George Foreman, etc.)
Clean out Oven
Clean Sink
Clean Stove Top

Bathrooms

Scrub Shower And Tub
Windex Mirror
Clean Sink
All Product On Counter Neat And Organized
Scrub Toilet
Wipe Down Countertops
Wash Floor

Laundry Area

Wash All Floor Area You Can Reach
Wipe Down Washer And Dryer
Organize Top Shelf

Bedrooms

Vacuum Floor
Wipe Down Window Sill
Clean/Organize All Desks, Nightstands, And Dressers
Dust Window Blinds
Make Bed
Windex Windows

Closet

Vacuum Floor
Organize Clothes And Shoes
Make Sure Clothes Hamper Is Not Too Full Or Overflowing

Trash

Empty Trash From All Trash Cans (Bathroom, Kitchen, etc)

Coat Closet

Vacuum Floor
Organize Anything Inside

Front Door Area/Walkway

Swept
Mopped