



Living Ed – Charlotte

Student Handbook

2023-2024

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Welcome to LivingEd-Charlotte!

You are embarking on a journey, an adventure. Some of you will be living away from home for the first time. It is easy to think of “being on your own” as freedom. In truth, this is a time of testing to see how well you have learned self-discipline and self-control. A rewarding life is never about freedom from responsibility. It is living up to current responsibilities and preparing to take on greater challenges that demand greater responsibility. For those seeking to please God, this is a life of testing to see where you will fit for eternity. Think of the parables of the talents and the minas.

The Living Education-Charlotte program provides wonderful opportunities to explore new horizons, to take exciting field trips, to interact with people your age who share your same beliefs. It provides an abundance of opportunities to practice the true values that bring to life meaning and lasting happiness. What a privilege it is to be part of this program, but how much you gain from it depends on how much you put into it. Learn the way of genuine love, of outgoing concern for the other person. Dorm life will provide ample opportunities to practice the give way. Put first things first, put others first, and experience the freedom that comes as a result.



Gerald Weston

Presiding Evangelist, Living Church of God



I. INTRODUCTION

Living Education–Charlotte is a unique learning experience, welcoming students with diverse backgrounds and experiences, yet sharing the same desire to pursue Godly values for life.

Our **purpose** is to teach and reinforce the timeless fundamentals of Biblical Christianity, helping you to build a solid understanding of a Godly way of life. LivingEd is a training environment. Each day will bring opportunities to practice the principles you’ve learned in the classroom as you interact with other students and staff, building a continuity between life and learning. As you learn to become a part of a culture of purity and harmony, you will cement values in your life that will prepare you for real, Godly success.

This *Student Handbook* is your guide for navigating as a student of the Living Education–Charlotte program. It outlines our expectations of the values and principles that you will reflect while here. We hope that you’ll endeavor to instill them in your life and make them your own. The handbook also presents answers to commonly asked questions and will provide you with the information that you need to know to help you become a successful student. Read this handbook and keep it as a reference guide for future questions.

Welcome to the Living Education – Charlotte program!

A handwritten signature in black ink, appearing to read "Jonathan McNair", followed by a horizontal line.

Jonathan McNair

Program Director, Living Education

Mission Statement

"The purpose of *Living Education* is to provide systematic training for members, youth and ministry of the Living Church of God in the knowledge and understanding of the Way of God."

Jesus Christ taught a way of life that reflected the mind of God. He commanded his disciples to use the knowledge and understanding that they had been given to teach and train others in this same way. Years later, Paul instructed Timothy to continue this process of teaching and training others who would likewise teach and train yet more faithful followers of God. Under the direction of Mr. Gerald Weston and the evangelists who support him, the Living Education—Charlotte program serves as a training program for young adults who seek the knowledge and understanding to live a Godly life.

"And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also..."

(2 Timothy 2:2)

Programs

Living Education – Charlotte (First Year)

Certificate in Biblical Foundations

About: The Living Education-Charlotte program is for students seeking to build a more thorough understanding of a Godly way of life, along with other like-minded young adults. Our goal is to create a culture of purity and inspire a courageous, faithful dedication to God, based on a solid understanding of His Word.

Expectations: Living Education-Charlotte students attend daily classes at the Living Church of God headquarters facility. The mornings are filled with classroom instruction and the afternoons are dedicated to our Work-Study program. In addition, the learning experience includes a full schedule of social activities, building bonds of friendship with fellow students.

Students should be prepared to exercise independent life skills. They'll be required to manage their personal finances and budgeting. Cleaning, laundry, shopping, and cooking are part of daily life for our students, and everyone is expected to work together to create a peaceful, harmonious environment. This training program is designed for young adults, aged 18-30, who can function in a mature way, with minimal supervision.

Living Education – Charlotte Student Leader Program (Second Year)

Certificate of Completion – Student Leader Program

About: The Living Education-Charlotte program is for students seeking to build a more thorough understanding of a Godly way of life, along with other like-minded young adults. Our goal is to create a culture of purity and inspire a courageous, faithful dedication to God, based on a solid understanding of His Word. Our Second-Year students provide mentorship and leadership for the newer students while continuing to build their foundation in the Word of God.

Expectations: Second-Year students attend daily classes at the Living Church of God headquarters facility. The classes may be either in the morning or the afternoon, and Work-Study duties will be arranged to accommodate the class schedule. In addition, they will participate in all LivingEd-Charlotte social activities, providing leadership and encouragement for the first year students.

Similar to the first year, students should be prepared to exercise independent life skills. They'll be required to manage their personal finances and budgeting. Cleaning, laundry, shopping, and cooking are part of daily life for our students, and everyone is expected to work together to create a peaceful, harmonious environment. In fact, part of the expectation of these students is that they will provide examples and encouragement to the newer students as to how to effectively go about the daily details of life. In addition, second year students will be expected to assist the program director in organizing and facilitating student activities, as well as filling leadership roles in the program.

Faculty and Staff

Personnel	Role/Department	Office ext.	Mobile
Jonathan McNair	<i>Program Director/Faculty in Theology</i>	2290	516-724-4452
Kenneth L. Frank, Jr.	<i>Faculty in Theology</i>	2296	540 907-7080
Wayne Tlumak	<i>Faculty in Theology</i>	2206	929-425-5571
D. Jerry Ruddlesden	<i>Faculty in Finance</i>	2231	704 942-4691
Dexter Wakefield	<i>Faculty in Communications</i>	2230	561 252-4783
Sabrielle McNair	<i>Program Assistant/Faculty in Life Roles</i>	2295	518-898-6188
Jacob Boyer	<i>Faculty in Music</i>	2216	704-953-1963
Eva Veronese	<i>Faculty in English</i>	2228	504-650-7525

II. ACADEMIC PROGRAM

Course Descriptions

First year program overview

All first year students will take the following classes:

Course number	Course Name	Semester	Credits/hrs.
Core Classes			
THL101, THL102	Survey of the Bible I/II	Fall/Spring	6 credits
THL200, THL201	Principles of Christian Living I/II	Fall/Spring	6 credits
THL380, THL381	Introduction to Biblical Doctrine I/II	Fall/Spring	6 credits
Additional Courses			
ACCT200, ACCT201	Christian Finance I/II	Fall/Spring	2 credits
COMM160, COMM161	Public Speaking I/II	Fall/Spring	2 credits
ENGL150, ENGL151	Writing Workshop I/II	Fall/Spring	2 credits
MM101	Morning Assembly	Fall/Spring	1 hour
MUS123	Vocal Ensemble	Fall/Spring	2 hours
THL140	Putting the Fruit of the Spirit to Work	Fall	1 credit
THL141	The Parables of Christ	Spring	1 credit
THL175, THL176	Life Roles I/II	Fall/Spring	4 hours
			Total hours: 33

Second Year program overview

All second year students take the following classes:

Course number	Course Name	Semester	Credits/hrs.
Core Classes			
THL135	The Life and Teachings of Jesus Christ	Fall	3 credits
THL136	Acts and the Writings of Paul	Spring	3 credits
THL220, THL221	Introduction to the Prophets I/II	Fall/Spring	6 credits
THL224, THL225	Principles of Christian Leadership I/II	Fall/Spring	6 credits
Additional Courses			
MUS123	Vocal Ensemble	Fall/Spring	2 hours
THL175, THL 176	Life Roles I/II	Fall/Spring	4 hours
THL275, THL276	Student Leader Seminar I/II	Fall/Spring	2 hours
			Total hours: 26

All Course Descriptions (listed by course number)

ACCT200 Christian Finance I 1 hour

The topic of Christian Finance is woven throughout the Bible and is part of the true foundation for personal, family and business success. This course will survey and introduce sound financial principles that can be applied in all stages of life from student to retirement. The successful student will learn how people spend, save, protect and invest their financial resources from a biblical and practical point of view.

ACCT201 Christian Finance II 1 hour

This is a continuation of ACCT200: Christian Finance I.

COMM160 Public Speaking I 1 hour

Biblical Communication is a two-semester course designed to give students exposure to and experience with speaking in public – both in small groups and to larger audiences. This class will emphasize important elements of public speaking, the developing an understanding of different types of speeches and speaking formats, experience delivering speeches to an audience, as well as critical elements of interpersonal communication. The class will be a mix of lecture and practical application, as well as speech presentation and in-depth evaluation. A biblical approach to these topics will be emphasized when appropriate.

COMM161 Public Speaking II 1 hour

This course is a continuation of COMM161: Public Speaking I.

ENGL150 Writing Workshop I 1 hour

This course provides a dynamic blend of theory and practice, designed to instruct and guide development of the essential techniques required to effectively refine academic writing skills. We will focus on the use of proper essay format and structure, the clear and cohesive written expression of ideas, and the correct written application of English grammar, usage, and mechanics. Additionally, this course aims to enhance reading comprehension skills and proficiency in drawing inferences from a variety of textual sources. At the completion of this two-semester course, students should have gained increased skills and confidence to better navigate the nuances of written language.

ENGL151 Writing Workshop II 1 hour

This is a continuation of ENGL150: Writing Workshop I.

MM101 Morning Assembly 1 hour
Each morning, students are required to gather for Morning Assembly before the day's classes begin. This short meeting reminds students of upcoming events, gives an opportunity for them to ask questions or get clarification, and includes a short educational component as well. All students are required to attend every morning.

MUS123 Vocal Ensemble 1 hour
The purpose of this course is to introduce singing to beginning musicians in an ensemble environment. Students will develop foundations in vocal technique, ear training, note reading, and performance. Students will also be introduced to basic vocal warm-ups and good practice habits.

THAI101 Thailand Teaching Program Preparation N/A
The purpose of the Thailand Teaching Program is to provide a basic understanding of Thai history, culture, and language, as well as providing specifics about what to expect when they travel to Thailand to service at the teaching program. This course is by invitation only.

THL101 Survey of the Bible I 3 hours
This is the first of a two-semester course which is an introduction to the Bible as a whole, complete unit. This course covers each and every book of the Bible over the program year, giving a big-picture view. For each book, students learn about the author, the background, the major theme or themes, and a brief look at the content of the book. What is the geography of the cities and towns mentioned? What unique cultural conditions influenced the people that enter the account? Why did God inspire the author to emphasize the points that he did? This Fall semester course covers the Pentateuch through the Prophets.

THL102 Survey of the Bible II 3 hours
This is the second of a two-semester course which is an introduction to the Bible as a whole, complete unit. This course covers each and every book of the Bible over the program year, giving a big-picture view. For each book, students learn about the author, the background, the major theme or themes, and a brief look at the content of the book. What is the geography of the cities and towns mentioned? What unique cultural conditions influenced the people that enter the account? Why did God inspire the author to emphasize the points that he did? This Spring semester course covers the Gospels through Revelation.

THL135 Life, Ministry, and Teachings of Jesus 3 hours
This course covers the life, ministry, and teachings of Jesus Christ as presented in the four Gospels. Emphasis is on the analysis of the four Gospels in the context of the social, political, and religious conditions of the first century. Upon completion, students should be able to explain the background,

purpose, message, and themes of the Gospels and the significance of Jesus Christ in the first century and beyond.

THL136 Acts and the Writings of Paul 3 hours

Focused in the book of Acts of the Apostles this course deals with Paul's life, times, and writings including the background, purpose, message, and themes of the Pauline epistles; his personal life and character; his companions; and the chronology of the apostle's life. Emphasis is on the theology of his writings and the issues that Paul dealt with in apostolic times. Upon completion, students should be able to show the message of Acts and each of the Pauline Epistles and their implication and application.

THL140 Putting the Fruit of the Spirit to Work 1 hour

The purpose of this course is to encourage a comprehensive understanding of the traits of the fruit of the spirit, and to encourage cultivating the fruit of the spirit in our everyday lives as true Christians, proud to carry the name of our elder Brother, Jesus Christ. This class contrasts the works of the flesh with the fruit of the spirit. This contrast highlights the necessity of Christ living in us so that we can fully produce the fruit the Father desires to be present in our lives.

THL141 The Parables of Christ 1 hour

This course explores the true Biblical lessons from the parables given to us by Jesus Christ. Through the exploration process, we will uncover the meaning of these parables, as well as review requirements necessary to understand the true messages Christ conveyed through these narratives: Application to Daily Life, Spiritual Growth Through Lessons, Seeking Guidance.

THL175 Life Roles I 2 hours

Life Roles is a course that is designed to review a variety of topics that relate particularly to men and women, respectively. In a culture that blurs the differences between men and women, Living Education confronts this fallacy in a head-on, practical way. In a wide-ranging curriculum, men learn how to dress for success, how to be an example of excellence in social skills, and how to orient themselves through unfamiliar terrain. They learn skills such as basic electrical wiring, how to maintain a small engine, and how to repair household plumbing. Women develop the Godly skill of hospitality, then apply what they learn to special Friday evening dinner activities. Not only do they learn how to prepare delicious food and drink, but how to make a house a home through topics as diverse as flower arranging, safe home products, and more. A variety of instructors share their expertise and experience with our co-ed students over the course of the year is a unique class, filled with practical knowledge and mentorship that will help our young men to be better men, and women to be better women.

THL176 Life Roles II 2 hours

This course is a continuation of THL175: Life Roles I.

THL200 Principles of Christian Living 3 hours

This course covers the purpose for human life; human nature; values, morality, and ethics; marriage and family, and career. Topics include values, beliefs, and more; interpersonal communication, dating, courtship, marriage, and children. Upon completion, students should be able to explain and demonstrate a basic knowledge of practical Christian living.

THL201 Principles of Christian Living II 3 hours

This course is a continuation of THL200: Principles of Christian Living.

THL220 Introduction to the Prophets I 3 hours

This class focuses on the third section of the Old Testament, referred to as “The Prophets”. Students are introduced to these individuals beginning with the Former Prophets and continuing through the Major and Minor prophets. Focusing on who they were, their historical setting and the audience to whom they spoke. The class is organized by the three major periods that framed the prophets: the Neo-Assyrian period, the Neo-Babylonian period, and the Persian Period. As we read through each prophet’s message, placed in its historical setting, these books of the Bible come alive.

THL221 Introduction to the Prophets II 3 hours

This is the second semester course following THL220: Introduction to the Prophets I.

THL224 Principles of Christian Leadership I 3 hours

This course deals with the principles of Christian leadership and congregational service. Topics include leadership foundations and skills, challenges facing leaders and case studies of great leaders of the Bible and secular history. Upon completion, students should be able to demonstrate the qualities of a servant leader in a variety of settings and process the skills needed to better serve their congregation. The course will include lecture, workshops, and hands-on exercises.

THL225 Principles of Christian Leadership II 3 hours

This is the second semester course following THL224: Principles of Christian Leadership.

THL275 Student Leader Seminar I 1 hour

The Student Leader Seminar provides the faculty the opportunity to introduce a number of topics to the student leaders that are longer than a one-hour forum slot, and shorter than a full-semester course. So far, our topics have included Evolution vs. Creation, Assyria and German in Prophecy, and the Royal Psalms.

THL276 Student Leader Seminar II 1 hour
This is part two of THL275: Student Leader Seminar I.

THL380 Introduction to Biblical Doctrine I 3 hours
This course deals with basic biblical doctrine. Topics include the Church, the Holy Bible, God, the Holy Spirit, the gospel, salvation, holy days and festivals, the law of God, the Sabbath, sin, being born again, church government, marriage, the second coming of Christ, the last judgment, and human potential. Upon completion, students should be able state and demonstrate fundamental understanding of basic biblical doctrine.

THL381 Introduction to Biblical Doctrine II 3 hours
This course is the second half of a basic overview of the fundamental doctrines taught by the Living Church of God and supported by the Bible. Upon completion, students should be able to recognize fundamental biblical doctrines, demonstrate an understanding of those doctrines and their implications for Christian living, and be able to give basic explanations of those doctrines. Topics include God’s law, Bible prophecy, the identity of the modern descendants of ancient Israel, the civilization of man and the true gospel of Jesus Christ.

Advisement and Counseling

To succeed as a student, it is important to build a good relationship with your instructors. Our faculty are here to serve you and do everything that they can to help you learn and grow both academically and personally. In fact, our faculty are encouraged to schedule a time each semester with each student to review their progress in the program, but you need to do your part as well. Take the time to reach out and ask for help. Ask your teachers to sit down with you and review how you can improve. Ask for guidance and advice to face the challenges that the year will bring.

Attendance

A key element of the LivingEd experience is regular attendance. Consistent attendance is essential for students to gain the maximum benefit from the learning experience and to maintain a satisfactory academic record. You are expected to be in regular attendance beginning with the first scheduled class session. You should confer with your instructors well before anticipated absences or immediately after unexpected unavoidable absences. Instructors are not to provide notes, recordings, or other material from a missed lecture. While fellow students can share their notes with the absent individual, **no audio or video recording of classes is permitted.**

Electronic Devices in the Classroom

Another important aspect of class attendance relates to the use of electronic devices and their use in the classroom. Some instructors have a no-electronic device policy. Others allow electronic devices for the purpose of note-taking for their class. However, students are not to use smart phones, tablets, or lap-top computers for any other purpose than that required for the class. **Texting, checking email, surfing the net, checking social media, or working on assignments for other classes is prohibited during class. Violation of this guideline will result in dismissal from the classroom.**

Earbuds and headphones are not to be used in the classroom, in the headquarters building, and/or during work-study hours, except in situations approved by a supervisor. This is a matter of courtesy and, in some cases, safety.

Tardiness

Students are expected to attend all classes punctually. If late for class, student will be marked as tardy and is expected to explain the tardiness to the faculty member. This includes Morning Assembly, which begins each day at 8:15am.

Late Assignment Policy

Assignments are expected to be turned in on or before the due date. Assignments turned in one day late automatically receive a one-letter grade mark-down from the earned grade. Assignments turned in two days late will be marked down by two letter grades, and so on. Assignments designated as optional by the instructor are not subject to the late-assignment policy.

Academic Honesty

Students have the responsibility to conduct themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. Academic dishonesty not only includes cheating but also includes plagiarism (taking another's ideas and/or words and presenting them as if they were your own), the use of artificial intelligence (AI) and the submitting of the same paper in separate courses without prior consent from the faculty members concerned.

In cases of suspected academic dishonesty, faculty members are authorized to refuse to grade such papers or examinations, in whole or in part, and to record each of them as a failure. If an academic dishonesty is sufficiently serious, the faculty member shall notify the Program Director and submit any evidence of the irregularity. Upon reviewing the case, the Director may take one or more of, but not limited to, the following actions:

1. Drop the student from the course with a grade of F;
2. Place the student on academic probation; and/or
3. Dismiss the student from the program.

If a student is concerned about whether or not an action might be an academic irregularity, for example, plagiarism, the student should immediately seek the counsel of their instructor or advisor and ask for direction on how to proceed.

Academic Probation and Suspension

Students placed on probation or suspension will be so notified by letter from the Program Director at the end of the semester.

Academic Standards

Any student who fails to pass each class with at least a 70% shall not be allowed to proceed into the second semester. It is the responsibility of the student to be aware of their academic status and to raise their active grade point to that which is necessary for proceeding into the second semester. The same standard applies to completion of the second semester. Any student who fails to achieve a minimum of 70% or higher in every class will not be eligible to graduate.

Continuation as a student

Participation in the Living Education – Charlotte program is a privilege and based on academic, physical, and spiritual requirements that must be met in order to qualify for readmission for the subsequent term – it is *not* automatic. If a student fails to comply with these academic, physical, and spiritual standards, the student may be withdrawn at any time.

There is no written contract guaranteeing continued enrollment. Any student wishing to appeal any disciplinary decision of the administration may do so by appealing to the Director of Living Education.

Enrolling in external instruction

Students attending Living Education – Charlotte should not enroll in other academic programs simultaneously. The academic course load along with part-time work and extracurricular responsibilities will consume most of a person’s time, leaving little to no time for outside studies. Participants should make sure that their focus is on the Living Education curriculum for the time they are in Charlotte.

Full-time attendees

Students attending Living Education – Charlotte should plan to be full-time students and are required to participate in all academic classes and all extracurricular activities. Because of the nature of the program, part-time participation *is not* an option at this time.

Student Center and Roderick C. Meredith Memorial Library

The library serves as the academic hub for Living Education – Charlotte. It houses a classroom, student offices, and our student center. The classroom is equipped with a smart TV for class instruction and a brightly lit seating area. The student center provides an informal space for students to gather, enjoy snacks, and keep up to date on student-oriented information.

A large portion of the space is dedicated to a unique collection of books specifically chosen for their value in supporting the learning and research of our students. One of the benefits of attending the Living Education-Charlotte program is the opportunity to have access to this wide variety of resources.

Tuition and Fees

Tuition

Living Education–Charlotte is designed as a training program, and an investment in the future leadership of God’s church. With that as our guiding principle, **we charge no tuition cost** to our students.

Student Fees

Program fee \$300/per month

While our program does not charge tuition for classes, this program fee helps to defray the cost of the church-provided housing, utilities, internet, activities, and a variety of other associated costs to provide the framework in which to learn. This fee is assessed at the beginning of each month, with the **required \$300 deposit (due July 1, 2024)** applying toward the first of nine payments for the program.

Program fee payment schedule:

#	Payment Description	Posted Date	Due Date	Amount
1	Enrollment Deposit (Program Fee A)	Upon acceptance to program	July 1	\$300
2	Program Fee B	Aug 1	Aug 9	\$300
3	Program Fee C	Aug 25	Sep 1	\$300
4	Program Fee D	Sep 25	Oct 1	\$300
5	Program Fee E	Oct 25	Nov 1	\$300
6	Program Fee F	Nov 25	Dec 1	\$300
7	Program Fee G	Dec 25	Jan 1	\$300
8	Program Fee H	Jan 25	Feb 1	\$300
9	Program Fee I	Feb 25	Mar 1	\$300
Total				\$2,700

Program Fee policies/procedures:

- The initial enrollment deposit is invoiced upon a student's acceptance and enrollment into the program. This deposit is non-refundable and is due on July 1, 2024. This initial fee counts toward the first installment of the program fee.
- The final payment (Program Fee I) is due on Mar 1, 2025.
- Invoices are posted to student Populi accounts during the last week of each month. Payments can be made through student Populi accounts.
- Payments must be up to date at the end of the first semester for students to be accepted to continue to the second semester.
- All payments must be made prior to Graduation (May 23, 2025) in order for a student to be eligible to graduate.

Obligation for Payment

Fees may be paid by cash, check, money order, MasterCard or Visa. Checks and money orders should be made payable to the *Living Church of God*. A check given in payment of expenses which is returned by the bank results in indebtedness to the Church and places the student's enrollment in jeopardy. All amounts owed, including any deferred charges, are an obligation of the student.

Failure to meet any financial obligation when it becomes due, or to arrange for payment before the due date is considered sufficient cause for cancellation of registration and/or postponement of graduation. Certificates of completion will not be granted until all financial obligations have been paid. **All previously incurred expenses must be paid before a student may register at the beginning of the following semester.**

Expenses Overview

Student expenses depend upon a great many factors which should be considered in planning a budget. Estimated expenses for students covering an academic year of two semesters (approximately nine months):

Program Expenses

Program Fee..... \$2,700*

Books and Supplies..... \$150

Personal Expenses

Groceries/Personal items..... \$2,700

Gas/Auto Expenses..... \$400

Entertainment and miscellaneous..... \$400

Total estimated expenses \$6,350

Income

Work-study Compensation..... \$5,300 (see explanation below)

Total expenses (minus income)..... \$1,050

Expenses Details

**Program Fee*

This is a fixed fee for nine months (see Program Fee Payment Schedule on page 18 for details).

Books and Supplies

Students should budget for a small textbook cost along with necessary classroom supplies (notebooks, pens, binders...etc). For our courses, students must have a Bible in addition to their textbooks. The recommended version is the New King James edition of the Bible (NKJV) with wide margin or space for notes. In addition, all students need to acquire the textbooks required for their courses. A student may use any vendor to purchase their textbooks, including Amazon, Christian Book, and Barnes and Noble online, or even from their local bookstore.

Groceries/Food

No food service is provided by Living Education. Groceries and any personal items are the responsibility of each student. The estimated cost of \$2,700 allows for approx. \$300/mo. for groceries and personal items. There is a full kitchen in both the women's and men's residences fully stocked with cooking utensils and appliances (See Housing and Food Services on p. 22 for more information).

Gas/Auto Expenses

Students who bring personal vehicles should plan accordingly for gasoline, insurance, and maintenance costs. Historically, those with vehicles have provided rides for those who don't have their own transportation. Students who do not have their own vehicle should plan to contribute money to help

cover fuel to those who drive for them. If necessary, transportation will be provided for students without vehicles to and from the classroom facilities.

Entertainment/Misc.

This amount allows for cost of entertainment, social activities, and miscellaneous expenses that students may have outside of the required activities during their time in Charlotte. This amount is only a suggestion and is left to the student's discretion.

Work-study Compensation

Students employed in the work-study program can expect to net around \$5,300* if they complete 20 hours of student work per week. The typical student thus needs a minimum of \$1,050 more to be met from personal savings, summer earnings, and/or family contributions to cover the full program cost.

*Amount may fluctuate to compensate for rising inflation

III. STUDENT SERVICES

Bookstore

There is **no** campus bookstore. Students should purchase their textbooks prior to the start of a semester through their own textbook source (see online Student Affairs page for textbook information). Often online sources provide the best deals and also sell used copies of textbooks at a significant discount. Be sure to allow time for shipping.

Computer Services

Students are required to have their own laptop classes and homework. There is a public printer in the library accessible for student use. The Church provides free wireless access within the headquarters buildings and student residences.

Counseling and Guidance

The program administration handles counseling matters of academic, spiritual, and emotional natures. For general personal counseling, please contact the Program Director, Mr. Jonathan McNair at 704-708-2290. Mr. John Strain, as the pastor of the Charlotte congregation, should be contacted for baptismal counseling. Note that spiritual counseling is provided solely from a biblical perspective and is to be construed as such.

Student Employment

Work-Study

Through this program, the Living Church of God offers a limited number of part-time student work-study positions to help students pay for their expenses. These work-study positions also allow students to contribute to God's Work and develop valuable work-related skills. Students who desire a work-study position should have requested one on their initial online application. Although students request it, they are *not* guaranteed a work-study job.

An eligible applicant must be a full-time academic student (taking all required classes) and continue to be a student in good academic standing. Positions are open regardless of financial need to those who meet the student employment eligibility requirements. Funding for these positions comes directly from the Church budget and positions are limited in number. There is no total earnings ceiling per academic year, however, the normal maximum is 20 work hours per week except for vacation and recess periods.

Off-Site Employment

Charlotte is North Carolina's Crown City and the population center of the state. Part-time employment opportunities exist in the local area. Students should carefully weigh the pros and cons of working off-site (i.e. transportation, work hours, flexibility). Program staff will coordinate information concerning

these opportunities and can act as a liaison with local employers. For student employment-related questions, please contact the Program Director.

Health Services

Living Education – Charlotte does **not** assume responsibility for the comprehensive medical care of its students except within the limits imposed by the size and professional status of its staff, by legal obligations and by available facilities. It is recommended that students *obtain their own insurance* for medical needs if they are no longer covered by parental insurance. For more information see section on Insurance (below). Students will be referred to their family physician, to a local community physician or to a local hospital for services not presently available through Living Education – Charlotte. The program assumes no responsibility for injuries sustained through the use of any of its facilities nor for injuries sustained while in classes.

Housing and Food Services

The Church provides student housing in the form of men’s and women’s residences. These are elegant homes in nice, safe neighborhoods close to the headquarters. Each home is designated solely for men or women. Homes are nicely furnished and have fully equipped kitchens. Bedrooms are single or shared rooms and are furnished with a single/twin bed, desk, dresser and closet for each resident.

Students are responsible to bring personal bedding (twin sheets - extra-long for men, blanket and pillow) and personal effects. Homes also have washers/dryers and provide all utilities and Internet access. There is **no** student meal service. Students are responsible for obtaining and preparing their own meals and should budget accordingly. Kitchens in each residence are designated for student cooking. Basic household cleaning supplies are provided by LivingEd, such as dishwashing and laundry soap, toilet paper, handwashing soap, etc. In addition, the ingredients for dinner each Friday evening are paid for by LivingEd-Charlotte. Co-ed students prepare the meal within a budget supplied.

Each residence is overseen by a Resident Assistant (RA). The RA reports directly to the Director and is responsible for facilitating order and upkeep in the residence.

Housing Maintenance and Cleaning

All students share responsibility to care for and maintain the residences. Each student has a responsibility to keep their personal areas and personal items neat, organized, and clean. While the maintenance crew helps with home repairs, and general upkeep of the property, students have the primary responsibility to keep the homes in good condition.

Common areas are not to be used as storage for personal items. All personal items must be kept in assigned areas. In the kitchen, each student is allotted food storage space in pantry and fridge (see RA for assignment). In the bedrooms, each student is allotted a limited amount of dresser space, bookshelf and/or nightstand, and closet/wardrobe space. In the shared bathrooms, there is limited space in the shower, and vanity for bathroom items. ALL personal belongings must stay in these areas. If extra storage space is needed, see the Program Assistant.

Insurance

The Church does not offer any type of insurance; however, it is recommended that students obtain personal medical insurance if they are not covered by parental policies. To learn about personal medical insurance options, students should visit the North Carolina health insurance exchange at http://www.healthinsurance.org/north_carolina-state-health-insurance-exchange/.

It is also recommended that students obtain insurance to cover their personal items while residing on Church-operated property, including smartphones, laptops, tablets and other electronics, cameras, musical instruments, sports equipment, bicycles, and other personal possessions.

Mail Service

Students should use the mailing address for their assigned student residence and should avoid having mail sent directly to the Church street address or post office box.

Student resident addresses are:

Men's Residence (Redstone Hall):

13922 Thompson Rd.

Mint Hill, NC 28227

Women's Residence (Sheryl Manor):

13715 Thompson Place Dr.

Mint Hill, NC 28227

Parking

All students who plan to bring a vehicle to LivingEd need to notify the Program Assistant prior to arrival. Due to the limited parking space at the student residences, students are encouraged to carpool to class and work each day. Vehicles can be left at the office if there is not enough space to park at the dorm. If you have questions about parking, see the Program Director.

IV. OPPORTUNITIES

Events

Throughout the year, there are a number of Living Education hosted events. These events are typically required for students to attend, and each will require participation and service. Current students of Living Education – Charlotte have the responsibility to be present for, help out and act in a hosting capacity as needed. Students should be prepared to serve at any Living Education hosted event.

Graduation

All students are expected to attend the annual graduation ceremony unless excused by the Program Director. See the Academic Calendar at the end of this document for the Graduation date

Outreach

The Program Director identifies and organizes service opportunities for students. The Director works with students to plan projects, such as visiting and serving the elderly in the local church congregation, youth tutoring, service at local food banks, Habitat for Humanity projects and other service-related activities.

Planning Functions

Living Education plans and conducts a variety of social opportunities throughout the school year. Some of these activities are in conjunction with the local Charlotte Living Church of God congregational activities. Students are also free to organize additional functions but should first seek approval from the Program Director.

Social Opportunities

A complete and balanced education includes both intellectual and social opportunities. Because of this, the program aims to focus on developing the whole person. Social opportunities for students are abundant, both within the sphere of the program and the context of the local Charlotte Living Church of God church congregation.

Students should look for opportunities to “broaden their horizons” through social activities; however, students should also maintain a wise balance. The primary purpose of an educational program is intellectual and spiritual development, followed by social development. The typical student will need to balance work, study, prayer and spiritual development, physical needs, and social opportunities. Striking this balance will take thought and planning.

Spokesman Club

All men are expected to participate in the Charlotte Living Church of God congregational Spokesman Club. This public speaking club runs during the academic year and provides male students with extra-curricular opportunities to enhance their public speaking, organizational, and other leadership skills. Signups usually take place in September, with Club commencing shortly before or after the Feast of Tabernacles. This Club meets monthly.

Weekly Forums

Forums are an important part of the Living Education program. These weekly presentations are held at 11:30am-12:30pm every Tuesday and Thursday while the program is in session. A variety of speakers present a wide array of topics, in a fashion that allows for students and faculty to broaden their horizons academically and intellectually. Student attendance is required for these presentations.

Women's Club

Women's Club is an extra-curricular opportunity that typically meets monthly in the women's residence. All ladies are required to participate. Women's Club is designed to aid in the further development of leadership, public speaking, and conversational skills.

V. POLICIES AND RESPONSIBILITIES

All students attending Living Education-Charlotte have agreed to function by a common set of expectations regarding conduct both inside and outside the classroom. Our students dedicate themselves to the acquisition of an education grounded wholly on the foundation of the Holy Bible. Integral to this academic training, students agree to function at the highest levels of moral and professional conduct. The Honor Code is that code of conduct applicable to and purposed in guiding the lives of all students. The Honor Code is based on the absolute moral law of the universe, the Ten Commandments.

The Living Education-Charlotte program is Church-sponsored and provides formal and informal programs of instruction designed to stimulate and foster intellectual curiosity, supply the tools to transform information into knowledge and understanding, train the social and moral conscience of its students, and cultivate a willingness to respond to the global needs of mankind. The program faculty and administration seek to enhance individual development of true values in character, personality and leadership by fostering and emphasizing moral, social, ethical, cultural, and spiritual standards within the academic community. Fundamental to the accomplishment of these purposes is a profound dedication to the search for and dissemination of truth. Therefore, students as well as the faculty and staff must be committed to and supported in their pursuit of knowledge, evidence and truth.

The Church plainly teaches that the Bible presents the essence of spiritual truth. The faculty and administration are intent upon educating students with an understanding of the purpose and meaning of human existence from a biblical point of view to help them establish responsible personal values. Therefore, the Living Education-Charlotte program carries on its educational work in light of this belief in the validity of the Bible's message.

Students are selected from those who are voluntarily in harmony with the philosophy and principles of the Living Education-Charlotte program and the Living Church of God. Therefore, students are expected to reflect the character of the Church in conduct, speech, and appearance, whether on or off campus, to students, their families, the alumni, and the public. Upon entry into the program, students agree to conduct themselves in a prudent, responsible, and ethical manner as members of the Church community. This means they agree to act in good faith, to exhibit honesty, integrity, and exemplary conduct. They recognize that enrollment and continuation in Living Education – Charlotte is a personal choice.

Code of Honor

In recognition and appreciation of the benefits of admission and continued enrollment, students agree to abide by and uphold the following standards of the Code of Honor:

1. Be in harmony with the philosophies and principles of Living Education-Charlotte and Living Church of God¹ (the "Church").
2. Comply with Living Education-Charlotte policies, procedures, rules and regulations as they presently exist or as they may be amended.

¹ "Living Church of God" is the assumed name and registered trademark of Living Church of God (International), Inc. a North Carolina nonprofit corporation, with mailing address at 2301 Crown Centre Drive, Charlotte, NC 28227

3. Observe all Living Education-Charlotte standards pertaining to dress and grooming.
4. Be completely honest in my behavior. I understand and agree not to do or cause another to do any act that is dishonest or unethical. This includes but is not limited to cheating, plagiarizing, ignoring or contravening program rules, and ignoring or participating in the covering-up of other individuals breaking rules.
5. Observe Godly standards (ref. the Laws and Will of God, as understood and taught by the Church) of taste and decency that includes but is not limited to refraining from disorderly, lewd, indecent or obscene conduct or expression
6. Respect the personal rights of others. I will not physically or verbally abuse any person, engage in conduct that threatens or endangers the health or safety of others, or obstructs or disrupts the study of others.
7. Respect the property rights of others. I know that I must not do, or cause another to do, any act that diminishes the property rights of another or interferes with those rights. This includes but is not limited to theft, concealment, damage or misuse, or wrongful appropriation or reproduction of another person's work product.
8. Abstain from all forms of sexual relations apart from the bonds of marriage (ref. Statement of Faith: Marriage and Human Sexuality in the Statements of Faith of the Living Church of God).
9. Avoid substance abuse of any kind. This includes but is not limited to the possession, use or distribution of any illegal substance (as defined by applicable law), except as prescribed by a licensed medical practitioner, or the possession, use or distribution of any lawful substance in any manner that is socially irresponsible or biblically wrong (as taught by the Church).
10. Obey, honor, and sustain the laws of the land, to the degree such do not contravene the higher Laws and Will of God, as understood and taught by the Church.

Accommodations

All students are assigned a living space that includes a bed and appropriate closet and dresser space. Some rooms will accommodate a single person, while others accommodate two or three individuals. These assignments are not to be superseded by the moving of furniture or bedding to a different part of the home. Students are expected to extend courtesy to room-mates by not carrying on late-night phone conversations in the bedroom areas and shutting down lights and electronics to give allow adequate rest for all.

In addition, students are encouraged to use the study room in the dorms. These study areas are designed to provide a quiet space to focus on study and assignments.

Alcoholic Beverages

All students are expected to comply with biblical principles and state laws regarding the consumption of alcoholic beverages. *Regardless of age, all students must be aware that excessive drinking and/or drunkenness is not permitted by the Church or the Word of God.*

It is against the law for any person under twenty-one (21) to purchase or possess any alcoholic beverage in the state of North Carolina (*N.C.G.S 18B-302*). In the state of North Carolina, it is against the law for anyone to sell **or give** any alcoholic beverage to a person under twenty-one (21) or to aid or abet such a

person in selling, purchasing or possessing any alcoholic beverage. Any person under twenty-one (21) who aids or abets an underage person in violating this law may be fined \$500, face imprisonment for 6 months, or both. Any person twenty-one (21) or older who aids or abets an underage person to violate this law may be fined \$2000, face imprisonment for 2 years, or both. (*N.C.G.S 18B-302*).

Except for a small amount of wine administered for religious purposes (such as during the Passover ceremony), on and off-site alcohol consumption by students under the age of 21 is strictly prohibited. Students 21 years of age or older may not sell or give any alcoholic beverage to a person under 21 years of age.

Alcohol possession or consumption in student residences by those of legal age is also prohibited, except in specified Church-sponsored activities where alcohol may be served to those of legal age, such as special banquets or ceremonies.

CAUTION: Every student must remember that all student conduct, both on and off-site is extremely important, regardless of whether or not a student is underage. Thus, all students should be vigilant when attending activities such as: parties, socials, picnics, the Feast of Tabernacles or other occasions where alcohol may be served. Not all hosts are aware of alcohol use laws in North Carolina, and not all hosts will pay detailed attention to the alcohol consumption of each guest. Although it is appropriate to appreciate and even enjoy the consumption of alcoholic beverages, all students must be continually aware of their personal responsibility, not only as ambassadors of Living Education – Charlotte and the Living Church of God, but also as “ambassadors of Jesus Christ” (II Corinthians 5:20). Alcohol consumption, when it occurs for those of legal age, must be done in moderation.

Church Property

Church buildings, grounds, materials, and furniture are high quality and designed to last for many years. Most were purchased through the tithes and offerings of Church members and co-workers, thus they are truly a privilege to use. As you use these items, learn to appreciate and value them. Note that Church property, including furniture, must not be moved from one location to another, rearranged, or taken off-site without prior authorization.

Commercial Solicitation

There is no soliciting on the Living Church of God property. Therefore, students or business representatives should not participate in selling, advertising business, taking orders or demonstrating business products on Church-owned or operated property. This statute also prohibits parties designed to sell or inform the participants about business opportunities with a particular product line.

Dating

The Living Education-Charlotte program was created with the goal of educating students in an environment that promotes the recapturing of true values in a well-balanced spiritual, social, and cultural environment with both men and women present. Dating is a tool that helps facilitate complete

spiritual, social, and cultural development while helping to create long-lasting bonds with many of the opposite sex. Dating is an art and a skill that has as its end-goal giving to and serving another person.

Society today sells dating as *only* a serious, romantic relationship; however, dating in a *godly way* involves learning to serve and give to another person while getting to know him or her. Dating does not have to be intimate, nor does it have to occur with a commitment to one person. Dating should be viewed as an opportunity to get to know and serve someone of the opposite sex. Students should, therefore, look for opportunities to “give a date” and get to know many persons of the opposite sex. Dating is also a tool to develop one’s personality and better learn about likes and dislikes.

A powerful potential threat to a Living Education student’s success is a *premature romantic relationship*. There is a time for romance and there is a time for learning and studying, and it is often unwise for the two to overlap. You are encouraged to develop friendships with all your fellow students as well as the singles in local and outlying congregations. You are encouraged to “date widely,” meaning you should take the opportunity to get to know everyone without the pressures and confines of a looming romantic relationship. You are encouraged to forego any romantic attachments until after the program year is over. Living Education-Charlotte students are members or prospective members of the Living Church of God and are held to the teachings of the Bible (II Corinthians 6:14; I Peter 1:15), thus they should conform themselves to the Bible and Church teachings concerning dating.

Discipline and Conduct

Living Education – Charlotte students are here to grow and develop their minds and their godly character. It is essential that students conduct themselves in the *most godly way* possible, in accordance with the guiding principles of Living Education – Charlotte and the Church. Students should, therefore, aim to live according to the highest ideals of conduct and appearance, with care and concern for their fellow human beings. Failure to adhere to the program and Church standards ultimately results in harm to one of these entities and/or individual persons, resulting in a need for disciplinary action.

Living Education – Charlotte and the Church expect godly conduct of both sexes, therefore students of the opposite sex are prohibited from being alone in an office, dark and secluded areas, student residences or an isolated location. It is important to be always aware of the important biblical principle of “avoiding the appearance of evil” (I Thessalonians 5:22). Such occasions also give opportunity to our enemy, Satan the devil.

Living Education – Charlotte does maintain the right, at any time, to dismiss students whose behavior is not in keeping with the program, Church, or biblical principles. Examples of such behavior can include but are not limited to: gambling, drunkenness, use of illegal drugs, smoking or other use of tobacco products, and disorderly or sexual misconduct, including the possession of pornography or use of pornographic websites. Other behaviors that may be worthy of discipline or action include:

1. Academic plagiarism, cheating or any other academic dishonesty, or the provision of falsified information to the Church.
2. Alteration or forging of program documents including records or ID cards.
3. Interference with or disruption of any program processes or activities.
4. Physical abuse or battery of another person in the program or Church community. Such abuse includes hazing.

5. Willful damage or destruction of Church property.
6. Unapproved use or entry into Church property.
7. Repeated violation of program rules and regulations.
8. Indecent or lewd conduct.
9. Stealing or shoplifting.
10. Failure to adhere to directions of program officials who are performing their assigned duties.
11. Misusing or abusing program privileges.
12. Proselytizing for another faith or against the faith supporting the program.
13. Violating disciplinary probation.

Penalties or sanctions resulting from disciplinary action can include dismissal from Living Education – Charlotte, disciplinary probation or suspension, or a reprimand. Parents of a student receiving such discipline may be notified. Discipline is typically administered through the Program Director.

Most conduct difficulties during the program are resolvable by education, emotional support and sensitive confrontation in caring Christian relationships within the student body (Matthew 18:15). When these approaches are insufficient and a student fails to adhere to the Code of Conduct, more formal disciplinary procedures are necessary to promote personal growth in individual responsibility and to protect the rights of the Church community. LivingEd-Charlotte’s administrators will not attempt to shield a student from the law by substituting its own disciplinary process for that of the state’s. Law enforcement officials may be notified as warranted whenever evidence of a possible violation of criminal law has been found.

LivingEd-Charlotte’s administrators seek to be fair and consistent in the administration of sanctions and to be sensitive to the peculiar facts and circumstances of each case. Typical sanctions include counseling and guidance, written warning, conduct probation, suspension, expulsion, paying monetary fines, restitution/reimbursement, and compulsory service.

The Program Director is responsible for responding to violations of the Code of Honor and for any conduct related to academic integrity. He or she shall:

1. Contact person(s) involved to determine whether there is cause to conduct an investigation.
2. Practice due process and due diligence when evaluating all information.
3. Decide to investigate further based on the information collected or issue a sanction.
4. Allow the student to appeal the sanction in writing to the Presiding Evangelist of the Living Church of God within 15 days of receiving the sanction. The Presiding Evangelist’s decision in the matter is final.

Disciplinary Probation

Disciplinary probation results in a student’s academic record receiving periodic review due to the questionable nature of the student-program relationship. This review is completed in order to determine eligibility for continued enrollment. Disciplinary probation may result in one or more of the following: revocation of the program or Church-related privileges or ineligibility to represent the Living Education – Charlotte in formal ways. Any violation of disciplinary probation could result in suspension or dismissal from the program.

Dismissed Students

Students who are dismissed from Living Education – Charlotte for any reason must not participate in courses or activities, or be present on Church-owned or operated property, without permission of the Program Director.

Dress and Personal Appearance

Living Education – Charlotte students are preparing to become ambassadors of Jesus Christ, and as such, they must maintain godly standards as outlined in the Bible. Students are expected to maintain appropriate standards of grooming, hygiene, dress and hairstyles. In general, appropriate dress and hairstyles often do not include “passing fads.” Dress and hairstyles are an outward reflection of an inner attitude and state of mind. Students who choose to participate in Living Education – Charlotte willingly apply the program standards of dress and personal appearance to their lives.

Men and women are expected to maintain proper and godly hair lengths (see I Corinthians 11). For men, hair should be short and masculine; for women, hair should be longer and feminine in appearance. Godly attire for both men and women should always be clean, neat and modest.

For men:

Trousers, polo or oxford collared sport shirts (no t-shirts), socks, sweaters (no inappropriate logos), are all appropriate attire for men when attending class and working in the HQ facility. Facial hair on men should be neat and well groomed, as should the hair on one’s head. Hoodies, jeans, and t-shirts are not appropriate for class.

For women:

Sweaters (no inappropriate logos), slacks, dresses, skirts, and blouses are all appropriate attire for women. Skirts or dresses should be no shorter than the top of the knee (sitting or standing). Women should be mindful of low-cut blouses or shirts that expose cleavage, high-cut shorts, and leggings without shorts worn over them.

Unacceptable student attire in the classroom or library includes shorts, jeans, flip-flops, tank tops, bib overalls, athletic clothing and t-shirts, and leggings *without* shorts worn over them. Essentially, acceptable dress for class and most on-campus work settings is “nice casual.” Student who have jobs requiring manual labor can change into more appropriate work clothes after classes each day. Students who are participating in work study should verify “appropriate” dress with their supervisor. Students should also dress accordingly for formal occasions and Church services.

Note that there is a likelihood that students will be wearing more dressy casual than they are accustomed and will need to plan accordingly. Remember, the HQ building is a professional office environment, and students are expected to dress accordingly.

Friday Evening Dinners

Attire for Friday evening dinners is dressy casual (the same as for class). Jeans, t-shirts, flip-flops, etc... are not appropriate.

Other activities

Bathing or swimsuits should be modest and becoming for both men and women. For men, Speedo-type swimsuits are inappropriate. For women one-piece or tankini swimsuits covering the mid-section are appropriate. Bikini swimsuits or swimsuits that are see-through/mesh, expose the midriff and/or are low in the front or back or cut high on the legs are not acceptable.

Casual dress is appropriate for many student activities and whenever specified. Examples of casual dress include t-shirts, neat pants, jeans, sweats, loose-fitting, modest shorts, gym shoes, sandals or flip-flops. Leggings, if worn, should be covered by shorts or a skirt or dress.

Email

Students must check their email on a regular basis. All students will be issued a Living Church of God email account. Keeping up with communication via email, in the Populi system and with the Basecamp system is also critical for being up to date with announcements and responsibilities.

Escort Policy

In the interest of safety, a woman must have an escort, male or female, after dark when entering or departing from Church office buildings. It is wise for women to get into the habit of avoiding dark and isolated locations when they are alone. Likewise, it is prudent for both men and women to use “the buddy system”, particularly in the city or metropolitan locations.

Firearms/Weapons

While attending Living Education – Charlotte students are not allowed to keep or carry personal firearms or weapons on their person, or on the Living Education residences or property.

House/student residence hours

Setting a good example for fellow students, brethren, and the neighborhood is very important. Because the student residences are in a family neighborhood, it is critical to be aware of our “coming and going” so as to set the best example possible. Additionally, students should remember that their primary purpose for coming to Charlotte is to study. With these points in mind, the following rules and recommendations are laid out.

Living Education-Charlotte students are held to a high standard in all areas of life. In order to maintain that standard, we require adherence to the following guidelines: (See Residence Rules Form for more details)

- **No overnight house guests** are permitted to stay at the residences.
- **Guests** are permitted during the day but must be invited by a resident with the approval of the RA. Guests include anyone who does not have a bed in the house.

House guest visiting hours:

- Sunday-Thursday: 6pm-9pm.
- Friday: 6pm-10pm
- Saturday: 5pm-11pm.

Any exemptions to these hours must be approved by the Program Director **in advance**.

- **Quiet hours** in the home are from 10pm-8am.
- Quiet hours **outside** the homes are from 9pm-8am. Remember you are a resident of the neighborhood and you represent the Living Church of God to your neighbors.
- **Curfew: All students are required to be in the residence no later than 11pm from Sunday through Friday, and by 12 midnight on Saturday evening. In the case of an emergency precluding a student from complying, the Resident Assistant should be contacted immediately. RA's are required to submit a follow-up report of an emergency to the Director.**
- **Alert the RA in advance of any occasion** which requires a student to be away from the dorm overnight.
- Ladies are not permitted on the 2nd floor of the men's residence. Men are not permitted on the 2nd floor of the women's residence.
- There should NEVER be a male and female alone in a residence. A member of the opposite sex should only enter a home if there is a second person of either gender in the home. If a member of the opposite gender wants to enter a home, the other residents should be notified.
- Do not wear sleepwear in common areas of the house during guest visiting hours.
- To alert other residents, when someone of opposite sex enters the residence call out "man in the house" in the women's house, or "woman in the house" in the men's house.

Motor Vehicles

Vehicles are personal property and are the sole responsibility of the student. Students need to perform standard maintenance and make sure vehicles are safely parked and locked when on Church-owned or operated property. It is wise to always lock your vehicle doors when in the Charlotte area. Additionally, it is also wise to keep any and all electronic equipment "out of sight" when your vehicle is parked (e.g., GPS, cell phone, laptop computer, etc.).

Office Facilities

Students should not enter the Church office building outside of their normal work hours without supervisor approval or escort from full-time employees. This should not happen even if a student has their own key or are entering with another student who may have access to the office.

Racial or Sexual Harassment

The Church does not discriminate on the basis of race or ethnicity in the admission or access to, or treatment or employment in, its programs or activities. For the purposes of this procedure, racial or ethnic harassment is considered to occur when any individual is subjected to arbitrary, capricious, or discriminatory treatment on the basis of race or ethnic origin. Any student who believes that he or she has been harassed on account of race or ethnic origin by any member of the Living Education – Charlotte community may bring a complaint through the Program Director.

There are two basic types of sexual harassment which violate program standards and federal law.

Sexual Harassment by Imposition. The first type is characterized by the imposition of unwelcome sexual activity in a relationship of unequal power. Examples of this type of harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in an educational activity or (2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.

Sexual Harassment by Failure to Act. The second type of harassment occurs where harassment creates a hostile, intimidating, or offensive academic or work environment and those in a position of authority do not redress the problem. This type of harassment overlaps with the first type of sexual harassment and could potentially also include harassment of colleagues by colleagues, students by students, and faculty members by students.

Examples of actions which may constitute sexual harassment under either analysis include:

- *Unnecessary Touching:* Unnecessary patting, pinching, or brushing against a person's body.
- *Intentional Touching:* Deliberate assaults or molestations.
- *Threats and Bribes:* Demanding or suggesting sexual favors accompanied either by implied threats or by the promise of preferential treatment.
- *Improper Verbal Behavior:* A pattern of behavior which includes comments of a sexual nature, sexual jokes, or sexually explicit statements which are not legitimately related to the subject matter of an academic course or activity.

Reporting Procedure:

1. *State the Complaint:* A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and a brief description of the alleged violation of the regulations. A complaint form is available by request from the Director's office.
2. *Ten Day Requirement:* A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.
3. *Investigation:* An investigation as may be appropriate shall follow a filing of a complaint. The investigation shall be conducted by the Program Director. These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an

opportunity to submit evidence relevant to a complaint. Under the rules promulgated pursuant to Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), as applicable and not therefore exempted the church need not process complaints from applicants for employment or from applicants for admission to postsecondary educational institutions.

4. *Written Determination*: A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Program Director and a copy forwarded to the complainant no later than ten (10) days after its filing.

Penalty: Incidents of harassment or discrimination will be met with appropriate disciplinary action, up to and including dismissal from the program. Since all such charges are taken seriously, if results of an investigation reveal a complaint of racial or sexual harassment to be frivolous or groundless, the individual having made the complaint may be subject to the same disciplinary action.

The name, title, and office location of the Program Director is:

Jonathan McNair
2301 Crown Centre Drive, Suite 101
Charlotte, North Carolina 28227-7705
(704) 708-2292

Safety

The area of Charlotte where the Church residences are located is relatively safe, especially during daylight hours; however, students must always remember that they are working and residing in a “large city” area. Although you are attending a Church-sponsored program, this is still Satan’s world. There are crimes and robbery dangers present that must be avoided.

Be sure to lock your automobile, regardless of whether you are at your place of residence or at Church headquarters. Lock your place of residence, even if you are there. If you have a first-floor residence, make sure to lock your windows at night. You may also want to be sure to close drapes or blinds on first-floor rooms before going out for the day. Be sure to adhere to the Escort Policy outlined earlier in this document. God does protect His people and He will protect you; however, God’s protection does not preclude us from making wise and safe decisions.

Each residence is equipped with door locks that require a numeric code. **This code is not to be shared with anyone who is not a resident of that residence.** In other words, the female students should not share the code with the male students for their home, or vice versa.

Social Media

Each student is expected to present themselves on social media as an example of the values of the Living Church of God and Living Education-Charlotte. Facebook, Instagram, Snapchat, or any other platforms that may be used do not constitute an area in which students can expect anonymity in which

to present themselves or conduct themselves in a way that is not in harmony with the life that they are learning and presumably living at LivingEd-Charlotte. Therefore, there should be an expectation on the part of each student that their conduct on social media is observed and noted. Conduct deemed unbecoming of a LivingEd student is grounds for dismissal.

Television/Video

Each student accommodation has a large-screen TV in the main living room. These TV's are to be used ONLY with the approved DVD collection, or other DVD's specifically approved by the director. They are not to be connected to the internet or streaming services.

Video Games

Spending several hours each day playing video games is not considered to be part of the Living Education experience. No video gaming of any type is allowed on the television monitors in the living rooms of either the men's or women's residences. In addition, no video game portraying graphic violence and warfare, virtual sex, violent and gory scenes, partial or full nudity, drug use, portrayal of criminal behavior or other provocative and objectionable material are allowed in the residences.

Games portraying sports or other activities not described above are not prohibited, but they should not be a regular part of a student's daily life. The simple reason is that they can easily consume a great deal of time that could be better spent more profitably. Time is a valuable commodity at Living Education. The nine months of our program pass quickly. If a student is truly going to draw every benefit from the program, ample time for studying, socializing with other students and even resting is the priority. Video games simply don't fit within or advance the program objectives, and, therefore, are strongly discouraged. **No X-boxes, Play-stations, or other video gaming devices or platforms are to be brought to Living Education-Charlotte program. They have no place in the residence or in our program.**

VI. ACADEMIC CALENDAR, 2023-2024

Academic Calendar 2024-2025

Fall Semester 2024

Student Arrival	Aug 9, Fri.
Student <i>Orientation Retreat</i>	Aug 11-13, Sun.-Tue.
On-Campus Orientation	Aug 14-15, Wed.-Thu.
Student Settle-In Day	Aug 16, Fri.
Instruction Begins	Aug 19, Mon.
Labor Day (No classes/Office closed)	Sep 2, Mon.
Feast of Trumpets	Oct 3, Thu.
Day of Atonement	Oct 12, Sat.
Midterm	Oct 14, Mon.
Fall Feast Days Recess (No classes/Office closed)	Oct 16-Oct 25, Wed.-Fri.
Instruction Resumes	Oct 28, Mon.
Thanksgiving Recess (No Classes/Office closed)	Nov 27-29, Wed.-Sun.
Last Day of Class	Dec 18, Wed.
Final Exams	Dec 19-20, Thu.-Fri.
Instruction Ends	Dec 20, Fri.
Final Grades Due	Dec 25, Wed.
Semester Break	Dec 21-Dec 31, Sat.-Tue.

Spring Semester 2025

Instruction Resumes	Jan 1, Wed.
Presidents' Day (No classes/Office closed)	Feb 17, Mon.
Midterm	Mar 6, Thu.
Spring Holy Day Recess (No Classes)	Apr 12-20, Sat.-Sun.
Instruction Resumes	Apr 21, Mon.
Last Day of Class	May 14, Wed.
Final Exams	May 15-16, Thu.-Fri.
Instruction Ends	May 16, Fri.
Class Trip	May 17-21, Sat.-Wed.
Final Grades Due	May 21, Wed.
Graduation	May 23, Fri., 10am

Calendar updated 5/31/24

VII. INFORMATION DIRECTORY

Where to go to...

Check in upon arrival	Sabrielle McNair, Program Assistant
Report a personal emergency	Jonathan McNair, Program Director
Employment questions	Suzanne Pyle, Human Resources
Tuition and fees questions	Sabrielle McNair, Program Assistant
Get medical attention	Local <i>Urgent Care</i> Unit – Call 911 in emergency
Request anointing	Mr. John Strain, Faculty Ministry

Emergency Information and Numbers:

In case of fire or emergency, residents should take the following actions immediately:

1. Call 911 and notify the authorities of the situation.
2. For *FIRE*: Vacate the premises and all residents should meet at the mailbox or under the nearest street/yard light (whichever is closer to the residence).
 - NOTE: The RA should make sure all residents are present and accounted for.
3. Call Mr. Jonathan McNair immediately and notify him of the situation (cell:516-724-4452). All residents should program these numbers into their personal cell phones.
4. Return to the residence when authorities notify you that it is safe to do so.

Novant *Urgent Care*: (for less serious, after-hour and weekend injuries and health issues)
9600 E. Independence Blvd, Matthews, NC 28105

Nearest Emergency Room: Novant Hospital, 1500 Matthews Township Pkwy, Matthews, NC 28105 (about 3 miles west on HWY 51).



Living Education

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