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CAMPUS

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B O

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UNIVERSITY OF THE NATIONS, KONA  
YWAM KONA



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# PREFACE

The Handbook is not a contract but only a statement of the University of the Nations, Kona (“UofNK” or “University”) purpose regarding such topics as University organizational structure, volunteer and student policies, and community life and services. This Handbook represents the official position of the UofNK on any practice or procedure that it addresses.

No person at the UofNK now has, or in the past has had, the authority to make any binding promises, assurances or representations regarding students different from those defined in this Handbook.

Practices and procedures in this Handbook are effective immediately and are subject to change. Revisions to this Handbook will be incorporated periodically. Students are responsible for keeping abreast of alterations and additions.

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# THE UNIVERSITY OF THE NATIONS, KONA

## HISTORY

Youth With A Mission (“YWAM”) is a Christian missionary movement founded in 1960 by Loren Cunningham with the purpose to fulfill the Great Commission. The University of the Nations, Kona (UofNK) was co-founded by Loren Cunningham and Dr. Howard Malmstadt, as a missionary training organization in 1978 and teaches Biblical principles to further the Great Commission through the vision and ministry of YWAM.

## YWAM STATEMENT OF PURPOSE

YWAM is a global movement of Christians from many denominations dedicated to presenting Jesus personally to this generation, to mobilizing as many as possible to help in this task, and to the training and equipping of believers for their part in fulfilling the Great Commission. As citizens of God's kingdom, we are called to love, worship, and obey our Lord, to love and serve His Body, the Church in its nurturing local expression and apostolic mobile expression, and to present the whole gospel for the whole person throughout the whole world.

## VISION

Youth With A Mission (YWAM) seeks to know God and to make Him known in the nations. At the University of the Nations ("UofN"), students have joined us from 214 nations and dependent countries as we train in multiple locations and in 97 language. All of this to see the Kingdom of God in the nations. As part of how we serve, YWAM/UofN affirms the Christian Magna Carta which describes the following basic rights as implicit in the Gospel.

Everyone on earth has the right to:

- Hear and understand the Gospel of Jesus Christ.
- Have a Bible available in their own language.
- Have a Christian fellowship available nearby, to be able to meet for fellowship regularly each week, and to have Biblical teaching and worship with others in the Body of Christ.
- Have a Christian education available for their children.
- Have the basic necessities of life: food, water, clothing, shelter, and health care.
- Lead a productive life of fulfillment spiritually, mentally, socially, emotionally, and physically.

We at the UofNK commit ourselves, by God's grace, to fulfill this covenant and to live for His glory.

## BELIEFS AND VALUES

Youth With A Mission (YWAM) affirms the Bible as the authoritative word of God and, with the Holy Spirit's inspiration, the absolute reference point for every aspect of life and ministry. Based upon God's Word, who He is, and His initiative of salvation through the atoning work of Jesus (His death, burial, and resurrection), the following responses are strongly emphasized in YWAM:

**Worship:** We are called to praise and worship God alone. (Exo 20:2-3; Deu 6:4-5; 2Ki 17:35-39; 1Ch 16:28-30; Neh 8:2-10; Mar 12:29-30; Rom 15:5-13; Jud 24-25; Rev 5:6-14; Rev 19:5-8)

**Holiness:** We are called to lead holy and righteous lives that exemplify the nature and character of God. (Lev 19:1-2; Psa 51:7-11; Jer 18:1-11; Eze 20:10-12; Zec 13:9; Luk 1:68-75; Eph 4:21-32; Tit 2:11-14; 1Pe 2:9,21-25; 1Jo 3:1-3)

**Witness:** We are called to share the gospel of Jesus Christ with those who do not know Him. (Psa 78:1-7; Isa 40:3-11; Mic 4:1-2; Hab 2:14; Luk 24:44-48; Act 2:32-26; Act 10:39-43; 1Co 9:19-23; 2Co 2:12-17; 1Pe 3:15-18)

**Prayer:** We are called to engage in intercessory prayer for the people and causes on God's heart, including standing against evil in every form. (Gen 18:20-33; Exo 32:1-16; Jdg 3:9,15; 1Ki 8:22-61; Eze 22:30-31; Eze 33:1-11; Mat 6:5-15; Mat 9:36-38; Eph 3:14-21; 2Th 3:1-5).

**Fellowship:** We are called to commit to the Church in both its local nurturing expression and its mobile multiplying expression. (2Ch 29:20-30; Psa 22:25-28; Psa 122:1-4; Joe 2:15-17; Mat 18:19-20; Act 2:44-47; Act 4:32-35; 1Co 14:26-40; Eph 2:11-18; Heb 10:23-25).

**Service:** We are called to contribute toward God's Kingdom purposes in every sphere of life (Deu 15:7-11; Deu 24:17-22; Psa 112:4-9; Pro 11:10-11; Zec 7:8-10; Mat 5:14-16; 2Th 3:13; Tit 3:4-8; Heb 13:15-16; Jam 2:14-26)

The Foundational Values of YWAM are the expression of our basic beliefs coupled with specific directives given by God since YWAM's beginning in 1960. They are recorded here in order to pass on to successive generations that which God has emphasized to us.

These shared beliefs and values are the guiding principles for both the past and future growth of our mission. Some are common to all Christians everywhere; others are distinctive to YWAM.

The combination of these beliefs and values make up the unique family characteristics of YWAM—our “DNA.” They are values we hold in high regard which determine who we are, how we live and how we make decisions.

## **1 | Know God**

YWAM is committed to know God, His nature, His character and His ways as revealed in the Bible, the inspired and authoritative Word of God. We seek to reflect who He is in every aspect of our lives and ministry. The automatic overflow of knowing and enjoying fellowship with God is a desire to share Him with others. (2Ki 19:19; Job 42:5; Psa 46:10; Psa 103:7-13; Jer 9:23-24; Hos 6:3; Joh 17:3; Eph 1:16-17; Php 3:7-11; 1Jo 2:4-6).

## **2 | Make God known**

YWAM is called to make God known throughout the whole world, and into every arena of society through evangelism, training and mercy ministries. We believe that salvation of souls should result in transformation of societies thus obeying Jesus' command to make disciples of all nations. (1Ch 16:24-27; Psa 68:11; Psa 71:15-16; Psa 145:4-7; Mat 28:18-20; Mar 16:15; Act 1:8; Act 13:1-4a; Rom 10:8-15; Rom 15:18-21).

## **3 | Hear God's voice**

YWAM is committed to creating with God through listening to Him, praying His prayers and obeying His commands in matters great and small. We are dependent upon hearing His voice as individuals, together in team contexts and in larger corporate gatherings, as an integral part of our process for decision making. (1Sa 3:7-10; 2Ch 15:2-4; Psa 25:14; Isa 6:8; Amo 3:7; Luk 9:35; Joh 10:1-5; Joh 16:13-15; Heb 3:7-8,15; Rev 2:7,11,17,27; 3:6,13,22).

## **4 | Practice worship and intercessory prayer**

YWAM is dedicated to worship Jesus and engage in intercessory prayer as integral aspects of daily life. We also recognize the intent of Satan to destroy the work of God and we call upon God's power and the Holy Spirit to overcome his strategies in the lives of individuals and in the affairs of nations. (1Sa 7:5; 2Ch 7:4; Psa 84:1-8; Psa 95:6-7; Psa 100:1-5; Mar 11:24-25; Act 1:14; Eph 6:13-20; 1Th 5:16-19; 1Ti 2:1-4).

## **5 | Be visionary**

YWAM is called to be visionary, continually receiving, nurturing and releasing fresh vision from God. We support the pioneering of new ministries and methods, always willing to be radical in order to be relevant to every generation, people group, and sphere of society. We believe that the apostolic call of YWAM requires the integration of spiritual eldership, freedom in the Spirit and relationship, centered on the Word of God. (Num 12:6; 1Sa 12:16; Pro 29:18; Eze 1:1; Hab 2:2-3; Mar 1:35-39; Luk 9:1-6; Act 16:9-10; Act 26:19; 2Pe 3:9-13).

## **6 | Champion young people**

YWAM is called to champion youth. We believe God has gifted and called young people to spearhead vision and ministry. We are committed to value, trust, train, support, make space and release them. They are not only the Church of the future; they are the Church of today. We commit to follow where they lead, in the will of God. (1Sa 17:32-50; Ecc 4:13-14; Ecc 12:1-7; Jer 1:5-10; Dan 1:17-20; Joe 2:28; Joh 6:9; Act 16:1-5; 1Ti 4:12-16; 1Jo 2:12-14).

## **7 | Be broad-structured and decentralized**

YWAM is broad-structured and diverse, yet integrated. We are a global family of ministries held together by shared foundational covenants, purpose, vision, values and relationships. We believe that structures should serve the people and the purposes of God. Every ministry at every level has the privilege and responsibility of accountability to a circle of recognized spiritual elders. (Exo 18:13-26; Num 1:16-19; Num 11:16-17,24-30; Deu 29:10-13; Jos 23:1-24:28; Act 14:23; Act 15:1-31; 1Co 3:4-11; Tit 1:5-9; Heb 13:7,17).

## **8 | Be international and interdenominational**

YWAM is international and interdenominational in its global scope as well as its local constituency. We believe that ethnic, linguistic and denominational diversity, along with redeemed aspects of culture, are positive factors that contribute to the health and growth of the Mission. (Gen 12:1-4; Gen 26:2-5; Psa 57:9-10; Jer 32:27; Dan 7:13-14; Act 20:4; 1Co 12:12-31; Eph 4:1-16; Col 3:11; Rev 7:9).

## **9 | Have a Biblical Christian worldview**

YWAM is called to a Biblical Christian worldview. We believe that the Bible – the textbook for all of life – makes a clear division between good and evil; right and wrong. The practical dimensions of life are no less spiritual than the ministry expressions. Everything done in obedience to God is spiritual. We seek to honor God with all that we do, equipping and mobilizing men and women of God to take roles of service and influence in every arena of society. (Deu 8:1-3; Deu 32:45-47; 2Ki 22:8; Psa 19:7-11; Luk 8:21; Joh 8:31-32; Php 4:8-9; 2Ti 3:16-17; Heb 4:12-13; Jam 4:17).

## **10 | Function in teams**

YWAM is called to function in teams in all aspects of ministry and leadership. We believe that a combination of complementary gifts, callings, perspectives, ministries and generations working together in unity at all levels of our Mission provides wisdom and safety. Seeking God's will and making decisions in a team context allows accountability and contributes to greater relationship, motivation, responsibility and ownership of the vision. (Deu 32:30-31; 2Ch 17:7-9; Pro 15:22; Ecc 4:9-12; Mar 6:7-13; Rom 12:3-10; 2Co 1:24; Eph 5:21; Php 2:1-2; 1Pe 4:8).

## **11 | Exhibit servant leadership**

YWAM is called to servant leadership as a lifestyle, rather than a leadership hierarchy. A servant leader is one who honors the gifts and callings of those under his/her care and guards their rights and privileges. Just as Jesus served His disciples, we stress the importance of those with leadership responsibilities serving those whom they lead. (Deu 10:12-13; Psa 84:10; Isa 42:1-4; Mic 6:8; Mar 10:42-45; Joh 13:3-17; Rom 16:1-2; Gal 5:13-14; Php 2:3-11; 1Pe 4:10-11).

## **12 | Do first, then teach**

YWAM is committed to doing first, then teaching. We believe that firsthand experience gives authority to our words. Godly character and a call from God are more important than an individual's gifts, abilities and expertise. (Deu 4:5-8; Ezr 7:10; Psa 51:12-13; Psa 119:17-18; Pro 1:1-4; Mat 7:28-29; Act 1:1-2; Col 3:12-17; 2Ti 4:1-5; 2Pe 1:5-10).

## **13 | Be relationship-oriented**

YWAM is dedicated to being relationship-oriented in our living and working together. We desire to be united through lives of holiness, mutual support, transparency, humility, and open communication, rather than a dependence on structures or rules. (Lev 19:18; Psa 133:1-3; Pro 17:17; Pro 27:10; Joh 13:34-35; Joh 15:13-17; Joh 17:20-23; Rom 13:8-10; 1Jo 1:7; 1Jo 4:7-12).

## **14 | Value the individual**

YWAM is called to value each individual. We believe in equal opportunity and justice for all. Created in the image of God, people of all nationalities, ages and functions have distinctive contributions and callings. We are committed to honoring God-given leadership and ministry gifts in both men and women. (Gen 1:27; Lev 19:13-16; Deu 16:18-20; Psa 139:13-16; Mar 8:34-37; Act 10:34-35; Gal 3:28; Eph 6:5-9; Heb 2:11-12; Jam 2:1-9).

## 15 | Value families

YWAM affirms the importance of families serving God together in missions, not just the father and/or mother. We also embrace the inclusion of single-parent families. We encourage the development of strong and healthy family units, with each member sharing the call to missions and contributing their gifts in unique and complementary ways. We uphold and celebrate the Biblical view that God's intent for holy matrimony is between one man and one woman. (Gen 2:21-24; Gen 18:17-19; Deu 6:6-7; Pro 5:15-23; Pro 31:10-31; Mal 2:14-16; Mat 19:3-9; 1Co 7:1-16; 1Ti 3:2-5; Heb 13:4).

## 16 | Practice dependence on God

YWAM is called to practice a life of dependence upon God for financial provision. For individuals and YWAM corporately this comes primarily through His people. As God has been generous toward us, so we desire to be generous. YWAMers give themselves, their time and talents to God through the Mission with no expectation of remuneration. (Gen 22:12-14; Exo 36:2-7; Num 18:25-29; Mal 3:8-12; Mat 6:25-33; Luk 19:8-9; 2Co 8:1-9:15; Php 4:10-20; Tit 3:14; 3 John 5-8).

## 17 | Practice hospitality

YWAM affirms the ministry of hospitality as an expression of God's character and the value of people. We believe it is important to open our hearts, homes, campuses and bases to serve and honor one another, our guests and the poor and needy, not as acts of social protocol, but as expressions of generosity. (Gen 18:1-8; 2Sa 9:1-11; Psa 68:5-6; Pro 22:9; Isa 58:7; Mat 25:31-46; Act 28:7-8; Rom 12:13; Heb 13:1-3; 1Pe 4:9).

## 18 | Communicate with integrity

YWAM affirms that everything exists because God communicates. Therefore, YWAM is committed to truthful, accurate, timely and relevant communication. We believe good communication is essential for strong relationships, healthy families and communities, and effective ministry. (Gen 1:3-5; Num 23:19; Pro 10:19; Pro 25:9-14; Zec 8:16-17; Mat 5:33-37; Luk 4:16-22; Joh 1:1-5; Col 4:6; Jam 3:1-18).

## ESTABLISHMENT AND PURPOSE OF THE UNIVERSITY OF THE NATIONS, KONA

The University of Nations, Kona (UofNK) is a campus established in 1978 to further the Great Commission mandated by our Lord and Savior, Jesus Christ (Matthew 28:19-20), through the vision and ministry of YWAM. UofNK is an independent campus and separate legal entity that follows the ethos and ministry of YWAM. UofNK follows the YWAM structure and values with an independently established Board of Trustees, Elders, various Campus Leadership Teams (Core Team, Circle Leaderships Team, Working Group Team) and the leadership of Circles, Ministries and Schools.

Founded upon Biblical principles, the University of the Nations (UofN) fulfills its commitment to Christ and His Great Commission by equipping men and women with spiritual, cultural, intellectual, and professional training, and inspiring them to continually grow in their personal relationship with God while also seeking to make Him known among all peoples in all nations.

## CHRISTIAN COMMUNITY & MISSION

Biblical Christianity is central to the purpose and mission of YWAM and UofNK. For this reason, all UofNK affairs are conducted in full accordance with the Bible, YWAM Mission purpose and values, the Statement of Faith as contained in the UofNK bylaws, as well as related policies reflecting YWAM's religious nature. Every guest, volunteer and student is expected to review and affirm his or her agreement with such standards as a condition for continued interaction with UofNK. All guests, volunteers and students are expected to reflect Christian values in their interaction with persons we serve, fellow YWAMers, and others. As an evangelical Christian community, UofNK expects that all guests, volunteers,

and students will serve as examples of God-honoring excellence consistent with Biblical standards. Violation of this expectation shall constitute cause for discipline, up to and including dismissal from UofNK.

## STATEMENT OF FAITH

We, UofNK, agree with the YWAM Statement of Faith. We believe that the Bible is God's inspired and authoritative word, revealing that Jesus Christ is God's Son; that people are created in God's image; that He created us to have eternal life through Jesus Christ; that although all people have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that repentance, faith, love and obedience are fitting responses to God's initiative of grace towards us; that God desires all people to be saved and to come to the knowledge of the truth; and that the Holy Spirit's power is demonstrated in and through us for the accomplishment of Christ's last commandment, "Go into all the world and preach the good news to all creation" (Mark 16:15).

2.8. Leadership of the University of the Nations Kona

## LEADERSHIP OF THE UNIVERSITY OF THE NATIONS, KONA

The following are the leaders of the UofNK/YWAM Kona:

**Founding Campus Directors:** Loren and Darlene Cunningham

**Senior Elders:** Loren Cunningham, Darlene Cunningham, David Hamilton, Karen Curtis, Judy Orred, Jim Orred, Paul Childers, Susi Childers

**Strategy Team:** Loren Cunningham, Darlene Cunningham, David Hamilton, Karen Curtis, Paul Childers, Susi Childers, Aaron Barker, Andy Byrd, Dax Fears, Terry York, Ben Nonoa, Amy Ward, SunAwh Park

**Campus Director:** Paul Childers

**Core Team:** Paul Childers (leader), Susanne Childers, Aaron Barker, Andy Byrd, Dax Fears, Terry York, Ben Nonoa, Amy Ward, SunAwh Park, Jim Walker (honorary member)

### Working Group Leaders (Working Groups are management teams):

**Training:** [itt@uofnkona.edu](mailto:itt@uofnkona.edu)

Terry York (Leader), Cory Passehl (Co-Leader), Joanna Mutch, Ben Nonoa, Danny Lehmann, John Gillespie, Joshua Seykora, Bryan Riley, Pam Drennan, David Hewitt, Andrew York

**Legal:** [generalcounsel@uofnkona.edu](mailto:generalcounsel@uofnkona.edu)

Christine Colby (Leader), Julie Anjo, Allen Anjo, Jon Davis (Part-Time), John Moon (Campus Insurance)

**Impacting (Outreach):** [impactworkinggroup@uofnkona.edu](mailto:impactworkinggroup@uofnkona.edu)

SunAwh Park (Core Team Liaison), Danny Lehmann, Graham Malinowski, Josh Jensen, Paul Randerson, Austin Sunderman, Justin Seo

**Communication:** [communications@uofnkona.edu](mailto:communications@uofnkona.edu)

Israel Garcia (Leader), Jeremiah Choi, Joel Rogers, Igor Milhommens

**Finance:** [finance.wg@uofnkona.edu](mailto:finance.wg@uofnkona.edu)

Martin Rediger (Leader / CFO), Paul Randerson (Co-Leader), Vernon Byrd, Philip Lin, Giane Brunetti, Danny White

**Operations:** [campusservices@uofnkona.edu](mailto:campusservices@uofnkona.edu)

Susi Childers (Core Team Liaison), Nelson Nyman (Kokua Crew), Phillip Ward (Construction), John Moon (Building Manager), Laura Castenatis (Building Manager), Steve Foth (Security / Transportation), Kristy Foth (Security), Danny Aegler (Security), Bob Maderick (Auto Shop), Keven Keparitus (Maintenance), Matt Dupea (Purchasing), Quezia Rogers (Boutique), Pieter Heres (Room Allocations)

**Crisis Response**

Paul Childers (Convenor), Aaron Barker

**Gateway:** [gateway@uofnkona.edu](mailto:gateway@uofnkona.edu)

**Registrar, Student Services -** [studentservices@uofnkona.edu](mailto:studentservices@uofnkona.edu), **Staff Services -** [konastaff@uofnkona.edu](mailto:konastaff@uofnkona.edu),

**Kokua Crew registrar -** [kokuacrew@uofnkona.edu](mailto:kokuacrew@uofnkona.edu), **Visa -** [visas@uofnkona.edu](mailto:visas@uofnkona.edu)

Ben Nonoa (Leader), Ali Nonoa (Leader), Jonah Sinclair (Leader), Matt McLoughlin (Visa), James Kuo (Housing)

### **Aloha (Banyan Tree Cafe, Cafeteria, Plaza, Go Center)**

Joanna Mutch (Leader), Stephanie Dingtounda (Co-Leader), Anneke Ndecheck (Go Center), Asanja Frick, Lisa Marie Peter, Tom and Valerie Skarnas (BTC), Giane Brunetti (Hospitality), Lisi Friedrichson (Events)

### **Sustainability**

Vernon Byrd (Convener), Duane Keeran, Derek Kirbow, Andrew Reuss, Allan Robbins

### **Community Worship**

Aaron Barker (Leader), Bryce Andersen (Co-Leader), Carly Ruiz (Co-Leader), Philip Lin, Danny Lehmann, Scott Coats, Chris McCall, Jeff and Cheri Willecke (Ohana Court Managers)

### **Design/Beautification**

Susi Childers (Leader), Ana Garcia, Lynette Randerson, Crystal Chang

### **Connections (Kokua, Work Duty, Corporate Responsibilities, Community Kokua):**

Paul Childers (Convenor), Stephanie Dingtounda (Corporate Responsibilities), Nelson Nyman (Kokua Crew), Susi Childers, Melissa and Josh Jensen (Community Kokua)

### **Circle Leaders:**

**Campus Director Circle:** Paul Childers

**Community Transformations:** Vernon Byrd (Point Person), Pieter Heres (Point Person), Peni Patu, Joe Portale, Judi Portale, Linda Subris

**Unlimited:** Eileen Rediger (Point Person), Martin Rediger, Paul Childers, Susi Childers, Jackson Ndecheck, Jimmy Chae, Meteui Veisauyadra

**Arts + Media:** Joel Rogers (Point Person), Tammy Tolaas, Teko Bailey, Nathaniel Tracy, Jeff Rogers, Israel Garcia

**Family and Education:** Bryan Riley (Point Person), Liz Norris, Heather Rogers, Magrete Stensby, Thor Stensby

**Awakening:** Andy Byrd (Point Person), Johnny Gillespie, Rebecca Hedger, Dax Fears, Paul Randerson, Aaron Barker, Shannon Casteel, John Mark Dyer

**Activate:** Terry York (Point Person), Andrew York, Joanna Mutch (Point Person), Cory Passehl (Point Person), Danny Lehmann, Anna Brown (Point Person), Mike Brown (Point Person), Daniel Lehman, Justin Seo, Jesse Wilson (Point Person)

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# FINAL AUTHORITY FOR MATTERS OF BELIEF & CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of UofNK's faith, practice, policy, and discipline, UofNK Senior Elders are the final interpretive authority on YWAM values, meaning, and application.

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# MARRIAGE & SEXUALITY

Members, officers and directors, staff and students must also adhere to Biblical Christian teachings on morality, sexuality, and human relationships and therefore must recognize that the Biblical Christian definition of holy matrimony, which is defined as marriage between one biological born man and one biological born woman (1 Corinthians 6:18-20; 7:1-7; Romans 1:24-27; Genesis 2:24; 5:1-2; Matthew 19:4-6) is the only legitimate marital union created, ordained and blessed by God. We then affirm that God intends all sexual intimacy to occur only between one biological born man and one biological born woman within the context of holy matrimony. Further, we believe that God has commanded that no intimate sexual activity be engaged in outside of holy matrimony. This is also true for most religions of the world, which make up the vast majority of all people in all these matters we follow the written Word of God. (Genesis 2:21-24; Hebrews 13:4; 1 Corinthians 6:15-20; 7:2-4; Ephesians 5:31-33).

*(In the case when a person is born with a hermaphroditic condition, we accept the decision that the family makes in the regard of the sex of the individual.)*

Hence UofNK requires all staff, students, participants, and volunteers to maintain a lifestyle based on Biblical standards of conduct. “Honor marriage, and guard the sacredness of sexual intimacy between wife and husband” (Heb 13:4). The Word of God draws a firm line against casual and illicit sex.

We believe that God has established marriage as a lifelong, exclusive relationship between one biological man and one biological woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7).

We believe that God created us fearfully and wonderfully in His image as male and female. We believe that our creation in His image is sacred, and the human intent to change that creation goes against God’s will and design. Anything that goes against God’s will is a sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and against God’s will for that individual (Gen. 1:27; Deut. 22:5).

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# SPIRITUAL LIFE AT THE UNIVERSITY

## INTRODUCTION

As an organization created for the purpose of knowing God and making Him known and thereby fulfilling the Great Commission, the UofNK holds to the Biblical principles as indicated in the By-Laws and YWAM foundational values and following the rules and guidelines that have been established on those principles to best minister to all guests, staff, students, and volunteers.

## **STAFF & LEADERS AS CHRISTIAN MINISTERS**

All staff have completed the Discipleship Training School (“DTS”) and have undertaken a ministry to which God has called them. Therefore, they are in a position to spiritually minister to the students. They act as ministers due to their responsibility to conduct and maintain their ministry under the authority of the University and YWAM, and in accordance with YWAM beliefs and Biblical Christian doctrine. By leading religious worship and instruction, and advancing the ministry of YWAM and UofNK, all leaders and staff are Christian ministers with responsibility to minister to spiritual and religious matters that may arise on the UofNK campus.

## **BAPTISM**

This guideline specifically refers to students/volunteers/staff within our programs. Any member wishing to be baptized must contact their home church and family to receive their blessing prior to being baptized. There are many different church cultures and backgrounds that make up the UofNK, and we seek to be as honoring of each individual’s home church and family. Therefore, baptisms must be performed under the authority of local church leadership and off the UofN/ YWAM Kona campus facility. This policy extends to outreach, however, exceptions may be made in unreached or remote locations where there is no access to a local church minister.

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# FAMILY LIFE & COMMUNITY LIVING

In recognition of YWAM foundational value #15 the value of families, the UofNK seeks to uphold its integrity and affirm the importance of serving in missions as a family and as a role model in that respect for emerging generations. Therefore, it is expected that any Long-Term Staff member, Associate Staff, or Volunteer (as well as any Mission Builder, Kokua Crew or Student) who is married, ordinarily will be accompanied by his/her spouse (as defined in section 4. above) when coming to this campus to study or serve. If an exception is warranted, the appropriate ministry leader may make such a request to the appropriate campus leadership team (or its designated sub-committee) for final determination. This statement does not apply to persons who are legally separated or divorced.

## ACCOUNTABILITY FOR SPOUSES AND CHILDREN

The family unit is highly valued and respected at UofNK as an institution that was created by God. As each family unit is called to walk with the UofNK, we expect that all members of the family to abide by the spirit, rules, and guidelines set forth in the Handbook and all other UofNK policies.

## FAMILY LIFE IN UOFNK/YWAM

The University strongly supports all members of the family being part of the ministry team. We make allowance for parents to raise their children in the context of ministry. Sometimes the needs of young children will require more attention from the mother or father. We embrace this as part of being a part of the family team. We also value the engagement of primary caregivers (either mother or father) during this season of life in the ministry of the UofNK. Every person is called to be a missionary, and we welcome the engagement of the mother or father. The various programs on the campus to take care of children are designed to enable the primary caregiver to have time to invest in the UofNK in a suitable way for this season of life: Keiki Corner (2 year olds); UofN Preschool (3 - 5 years old); The Learning Center/ Wai'aha/ home school co-op (6-18 years old).

## LIVING BY FAITH

As people called out by God to live a life in ministry and faith, we at the University believe sustenance comes from the Lord and therefore do not look to the state for support.

## ANIMALS ON CAMPUS

Personal animals are not allowed on campus without prior permission.

### Pets

No Staff, Students, Mission Builders, Contractors, or Volunteer who has housing on campus is allowed to have a pet. See also Service Animals.

### Service Animals

Service animals are only allowed once the individual has given a written statement that (1) the dog a service animal required because of a disability, and (2) list what work or task has the dog been trained to perform. Once this request has been made, the campus will evaluate the request for reasonable accommodation as required under law. The campus may charge a security deposit.

### Companion and Emotional Support Animals

All request for companion or emotional support animals must be made in writing and with a doctor's statement on the disability and the professional need for such an animal. Once this request has been made, the campus will evaluate the request for reasonable accommodation as required under law. The campus may charge security deposit.

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# STANDARD OF PERSONAL CONDUCT

## INTRODUCTION

Attendance at UofNK and participation in corporate activities are viewed as privileges rather than rights. Along with these privileges come a variety of responsibilities. The University strives to maintain a life of discipline and discipleship which promotes servant-hood and the well-being of both themselves and other members of the UofNK. Due to the nature of the UofNK and YWAM's mission, we believe discipleship and mentoring is an important aspect of the Great Commission. Therefore the following guidelines have been established to allow all people, in all stages of their spiritual walk, to strengthen their relationship with God.

## COMMUNITY STANDARDS

All Staff, Students, Mission Builders, Contractors, and Volunteers at the UofNK campus are considered members of the UofNK community. Guests and visitors of students are likewise considered members of the UofNK community while they are on the UofNK campus and are expected to adhere to the UofNK Community Standards and the Handbook. All Staff, Students, Mission Builders, Contractors and Volunteers at the UofNK campus are responsible for the conduct of their guests and visitors and are expected to address any conduct that violates the UofNK Community Standards or the Handbook. The UofNK desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. In order for this to occur the University believes that members of the University community need the opportunity to learn and grow through accepting responsibility for their actions.

## EXPECTATIONS AND RESPONSIBILITIES

Members of the UofNK community are expected to behave in ways that demonstrate care and respect for the personal dignity, rights, and freedoms of all members of the community, and to demonstrate care and respect for UofNK property and the property of others. As members of the UofNK community, we all share responsibility for safeguarding the rights and freedoms of other members and for maintaining community standards. Specifically, these shared expectations and responsibilities include, but are not limited to, the following: to observe the Handbook and the UofNK Community Standards; to comply with appropriate requests to adhere to them; to accept responsibility for the behavior of guests and visitors; to address violations of the Handbook and the UofNK Community Standards. The UofNK assumes that students in DTS and UofN Schools are adults and responsible for their own conduct. The fact that the UofNK takes proactive steps to address violations, actions, or activities that may pose a risk to the well-being of the community does not absolve students from taking responsibility for their own behavior.

## DUTY TO REPORT

Every student, staff and volunteer with University has an affirmative duty to report any violation of campus rule, policy or integrity violations.

## DISHONESTY AND RUMORS

Scripture exhorts us to be honest and live in integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent information or falsifying reports. Because we live in a close community, rumors, misstatements and false allegations harm, not just the campus, but the greater body of Christ. The UofNK exhorts a Christlike approach to conflict resolution.

## CONDUCT OFF THE UNIVERSITY CAMPUS PROPERTY

Students, staff, and volunteers are responsible for their conduct from the time of admission through the completion of their time at the UofNK, including before and after classes, days off, during outreach, transition periods between quarters, and any involvement with a UofNK ministry.

In addition to addressing conduct that occurs on the UofNK campus or at a UofNK-sponsored or UofNK-supervised event (including students involved with off-campus internships, events and outreach), the UofNK may also address conduct that occurs off-campus. The UofNK, in its sole discretion, may apply the Handbook and Community Standards to those whose misconduct has an adverse impact on the UofNK community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur. This includes, but is not limited to, conduct that endangers the safety and well-being of fellow students, has a direct and adverse impact on local residents and/or businesses, or may compromise the reputation of the UofNK and/or YWAM. The following examples describe off-campus acts that the UofNK may decide to address through the UofNK's conduct system: violation of the handbook standards, driving under the influence of alcohol or drugs; physical/sexual assault; sale/distribution of controlled substances; malicious destruction of property, illegal activities, and unruly and/or disruptive behavior. The UofNK will address the facts and circumstances of each situation as they arise. These examples are provided for illustrative purposes only and should not be regarded as all-inclusive. If the conduct at issue is prohibited by local, state, or federal laws, and/or if it is being addressed in any civil or criminal proceedings in a court or other forum, the UofNK, in its sole discretion, may determine if it will initiate and conduct disciplinary proceedings. The UofNK, in its sole discretion, may choose to hold its disciplinary conduct proceedings in abeyance and/or to place the individual on interim removal from campus, pending the outcome of such civil or criminal proceedings.

## RELATIONSHIPS & MORAL PURITY

The UofNK believes that YWAM gives people an opportunity to focus on their relationship with Jesus.

### **During Discipleship Training School (“DTS”)**

Therefore, during DTS, we ask students not to develop any exclusive relationship until after their DTS. If their future life-partner happens to be on campus, time is a good test of the relationship. We also realize that this community provides amazing opportunities to develop deep and lasting friendships. We encourage relationships built on openness, inclusion, integrity and purity. For the sake of respecting each other's private space, cultural sensitivity, and so that our “good is not evil spoken of,” we ask that single men do not enter single women's dormitories and vice versa.

### **All Staff, Students and Volunteers**

Jesus called us to refuse to allow any form of sexual immorality in our midst (Revelation 2:18-29). Sexual immorality is any sexual activity whether heterosexual or homosexual, whether physical, verbal or technological (internet, video games, robotic etc.) that is outside of the Biblical Christian definition of holy matrimony, which is defined as marriage between one biologically born man and one biologically born woman (Romans 1: 18-27). We ask that you “honor marriage, and guard the sacredness of sexual intimacy between wife and husband” (Heb. 13:4). If you find yourself struggling in any of these areas, please go to your leader or staff so that he/she can help create a process of support and accountability for you. Our commitment to purity is strengthened when we walk in the light and have a unified stand for holiness.

## DRESS GUIDELINES

God calls us to a lifestyle of purity in our hearts and in the way we live our lives. As a Christian community with many nations and generations, we want to have a culture of honoring one another in the way we dress. Regardless of our cultural grids, we do not want to offend those from other cultures and backgrounds. We also want to represent ourselves, the University and the Lord in an honoring way. These are principles and not just a set of rules.

On outreach, depending on your location, there are often differences in what is considered appropriate dress. We want to always present ourselves in a way that respects the cultures that we will be going to. As a rule of thumb, we adopt the more conservative way so as not to offend anyone's sensitivities and expectations.

## ADDICTIVE BEHAVIORS

Our Campus is designated smoke-free, drug-free and alcohol-free. We desire that all University staff, students, and volunteers be addiction-free and refrain from engaging in any behavior that is illegal, harmful to their bodies, or damaging to the discipleship process of others. All smoking, use of tobacco, e-cigarettes, vaping of any kind, consumption of alcohol, and all illegal drugs are prohibited on the Campus. If you find yourself struggling in any of these areas, please let your school leader or staff know so they can come alongside you to help provide support and accountability in the process of gaining freedom. If you have been prescribed restricted medication or drugs, you must report it to your leader or staff so that the necessary steps can be taken to ensure compliance with campus guidelines.

### Smoking and Tobacco Use

The University believes that our bodies are a “temple of the Holy Spirit” and that we should “honor God with your bodies” (1 Corinthians 6:19-20). With this in mind, we seek to cultivate a culture that enables people to break habits that are harmful to their bodies. Students, staff, and volunteers are not permitted to smoke tobacco or any other substance on or off the campus. This includes the use of cigarettes, cigars, vaporizers, and chewing tobacco. Marijuana use and possession is illegal and not permitted. If you have a medical marijuana prescription, then this must be disclosed to the school leaders prior to acceptance and have a license to possess in the state of Hawaii. Upon acceptance you must follow specific procedures set by the campus leadership and medical team. (see Prescription Drug Policy). If you struggle with harmful habits in any of these areas, please walk in accountability with your point leader to get freedom from these sort of habits.

### Prescription Drugs

If you have a medical prescription, this must be disclosed to your leaders before you are accepted into the student body and arrive on campus. A copy of the medical prescription must be submitted to the school and kept on your student file. Misuse and/or selling of any medical prescription drug is strictly prohibited. Before an individual with prescription drugs can be accepted into any of the programs, it will be necessary for the leadership to assess if it has the ability to ensure the safety of the individual.

### Recreational Drugs

The University is a drug-free campus, and no recreational drugs are permitted on any of the University Campus properties or during any University sponsored or affiliated activity.

### Alcohol

In the Bible, there are some standards for conduct that are “absolute.” Refraining from being drunk is one of those absolutes. However, the drinking of alcohol in moderation is not so clear-cut. We recognize there are differences in personal convictions on this issue. However, we want to take the extra steps to set a culture in our community of helping one another succeed in our walk with God and helping each other to not stumble. Because of this, drinking of alcohol in any UofNK or YWAM facility or at any UofNK program (school, staff function, debrief), department or ministry event, whether on or off campus is prohibited.

During DTS because the school is a season for students to fully focus on Jesus and break any addictive patterns, we request that all DTS students and staff refrain from the consumption of alcohol at all times on and off campus.

### **Drug Testing**

Due to our belief in the sacredness of our bodies (1 Corinthians 6:19-20), the University desires that all individuals should be in a place of full freedom from all drug addictions. We recognize that in some cases this can be a process. When that process and plan is in place and agreed upon for someone's freedom, drug testing may be part of the process. As part of any condition to remain on the campus and participate in any UofN/YWAM activity the Leadership in conjunction with the Core Team may require an individual to undergo periodic drug and alcohol testing. Cost of these tests must be borne by the individual. If the individual is unwilling or unable to abide by the recommended drug testing, the individual may be dismissed.

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# ISLAND SAFETY

There are countless places to see on the island. We have a huge selection of public beaches, state and national parks, and other spectacular places to go for beauty and adventure. Unfortunately, there are also many places that are considered “off-limits” on the island that many people still go to—either because they don’t know it’s off-limits, or they think the rules don’t apply to them. Our first order of priority is everyone’s safety, and the second is to maintain a good reputation for the University. Respecting Hawaiian land and culture is an imperative aspect of the University experience. Even though we’re in a beautiful place, there are many dangers to be aware of, as well as many rules of parks and landowners on the island. While a person is affiliated with the UofN, the following guidelines apply to them.

## GENERAL

No trespassing on private property while hiking or driving (exceptions are with paid LEGAL tour companies, or if you have an authorized permit) This includes but is not limited to:

- White Road/Waipio hike/Canal Slides
- Waipio Valley (see below)
- Hualalai summit hike
- Conservation areas
- Military Land
- Areas marked KAPU or No Trespassing
- No trespassing on neighboring campus property
- No swimming at hotel pools unless you pay

### Mauna Kea SUMMIT:

<http://www.ifa.hawaii.edu/info/vis/visiting-mauna-kea/research-group-visits-and-military/group-visits.html>

- No groups over 10 people
- If there is a special exception of more than 10 people in a group, a permit needs to be acquired 30 days in advance
- Vehicles must be 4-wheel drive
- Every person must be wearing a seatbelt
- No sitting in the bed of trucks
- Everyone should be dressed appropriately, for cold mountain weather
- No flip-flops, tank-tops, etc
- Stay on marked trails
- No exploring off the beaten path, remember that Hawaiians consider the land to be holy

### South Point:

- As of June 2015, a “NO JUMPING OR DIVING FROM CLIFF” sign has been posted at the cliffs at South Point
- Even if it appears that others are cliff-jumping, while a person is affiliated with the University, they should not be cliff-jumping
- Please mind the signs marked KAPU near South Point, this indicates private land

## PERSONAL SAFETY

While Kona is generally safe, it is a tourist town and so common sense safety should be followed

- Do not walk alone at night, always ensure you are in a group
- Do not swim alone or in areas that are not for the public
- Avoid dark or poorly lit areas
- Do not disclose unnecessary personal information
- Do not hitchhike, pick up hitchhikers or ride with strangers

## INTERNET SAFETY

Understanding that the internet is a major avenue of sharing our experience and needs, it is necessary to ensure we follow basic safety. This protects you as well as those out on the mission field.

- Do not post specific dates, times, flights or other details – a general time-line or statement would be sufficient
- Be aware of the situation before sharing a photo or information – on outreach you may meet missionaries and individuals who need to maintain their anonymity, please ask before you share.

## TRANSPORTATION

Speed limit on campus is 15 MPH unless marked otherwise

### Mopeds

- A valid driver's license is required to drive a moped in Hawaii
- One person per moped (It is illegal to double up.)
- Wear a helmet
- Out of state individual under 18 is not allowed to ride, rent or own a moped

### Cars

- Hawaii law requires that every person wear a seat belt, including those in the back seat
- On campus:
  - Children should wear a seatbelt or be in a child seat as required by law (no driving with a child in your lap behind the steering wheel)
  - No operating a vehicle without a valid US driver's license (no driver's training for teenagers)
  - No repairing of vehicles on campus
  - If you plan to store or park your vehicle for more than 14 days, you must notify security
- Campus Vehicles
  - Don't stand or sit on the sides in the back of a truck, sit down on the flatbed
  - No persons allowed in the bed of any campus truck off campus
  - Mind your speed on campus, there are many people walking around, especially children!

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# DISRUPTIVE OR DANGEROUS BEHAVIOR POLICY

## **INTOXICATION OR OTHER DISRUPTIVE BEHAVIORS**

Any behavior of staff or student that comes from intoxication or under the influence of substances or engaged in threatening behavior will be treated seriously by campus security and will be reported to leadership for appropriate follow-up.

## **WEAPONS SAFETY & SECURITY**

No weapons are allowed on campus. All individuals must abide by State and Federal law regarding the possession and use of any weapon or dangerous items.

## **ARSON, PROPERTY DAMAGE**

It is the responsibility of all members of the University community to respect and safeguard the private property of others as well as the resources of the University itself (including grounds, academic buildings, residences, dining facilities and associated structures). University resources are provided for the benefit of the entire community and must be maintained and preserved. Attempt or completion of violation of these acts are equally in violation of the University policy.

The following are examples of conduct and actions that violate University Community Standards:

- Deliberate, negligent or reckless actions that result in damage to personal property
- Unauthorized use, or the abuse, destruction or theft of college property or the property of another
- Refusing to provide personal identification when requested to do so by a college official
- Knowingly furnishing false information to a University official acting in performance of his or her duties
- Forgery, alteration or the unauthorized possession or use of college documents, records, or instruments of identification
- Deliberate and persistent violation of University parking policy
- Deliberate defacing, misuse or misappropriation of library books or other library materials
- Misrepresenting one's identity in electronic communications
- Deliberate, negligent or reckless actions that result in damage or disruption to University a computing facilities or the campus network
- Unauthorized use, or the abuse, destruction or theft of University information or computer systems, or of private information belonging to another
- Using University computing facilities for commercial or profit-making purposes without written permission from the University.

Individuals will be held liable for any property damage and cost to repair or replace any damaged property be assessed to the individual's account. The University holds the right to report any damage to law enforcement and reserves the right to take any legal remedy.

## **SKATEBOARDING AND OTHER EQUIPMENT**

Skateboards and other similar equipment are to be used only in the Ohana Court and other designated areas. No skateboarding are permitted on roads, sidewalks, or in the cafeteria.

## **SPORTS ACTIVITIES**

Sports activities are to take place only in the designated areas. Please sign out or reserve the facilities in accordance with the Facility Use policy.

## **INTERNET & CYBER SECURITY**

Unauthorized access to, or use of, the University computer files, equipment (hardware or software), resource or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as (a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; (b) unauthorized transfer of a file; (c) use of computing equipment or facilities to interfere with the work of another student, staff or ministry; (d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; (e) use of computing equipment or facilities to interfere with the normal operation of the University computing system; (f) use of the computing equipment or facilities to view pornographic or other obscene websites; (g) violation of the University Policy; or (h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity, or lying.

## **SEXUAL HARASSMENT & ASSAULT POLICY**

It is the University 's policy to provide students, staff, and volunteers with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. It is a violation of this policy for any member of the University to engage in verbal, nonverbal, physical, or electronic sexual harassment whether on or off campus.

Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.

A violation of this policy may result in the removal of any student(s), volunteer(s), or staff from the University campus and program.

Any assault or battery that takes place on or off campus property is grounds for removal from the campus

## **SEXUAL ABUSE**

All allegations of sexual abuse will be immediately investigated by University leadership and in all cases of sexual abuse it will be immediately reported to the Local Police and/or Child Protective Services.

## **BULLYING, HAZING, AND PRACTICAL JOKES**

It is the University's policy to provide students, staff, and volunteers with a caring, responsive, and safe environment that is free of discrimination, violence, bullying, and hazing. It is a violation of this policy for any member of the University to engage in any form of bullying, hazing, or inappropriate practical jokes that may, or be intended to, harm another member of the University. Anyone aware of such activities shall report said activity to their staff or circle leader.

## **HUNTING**

Hunting on any University property is not allowed.

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# PROCEDURES: THE STUDENT DISCIPLINE PROCESS

We believe that God brings every person to us and entrusts them to us to know God and make Him known through them to the nations. A student shall not be dismissed for personality conflict. Removal is only based on the breach of policy.

Any student, volunteer, or staff, may face disciplinary action or dismissal from the University if the person is found to have violated University policy and the Campus Leadership feels it is necessary.

The posture of the University is to give students and staff the chance to demonstrate that they want to make a change in their behavior. If a student is responsive, then the staff will walk with them through a discipleship process. This discipleship process begins by the student/staff's supervisor to try to help the student/staff and walk through the struggle with the disciplined student/staff. If the issue merits additional help, then the next level of leadership may speak into the student/staff struggle and may continue as needed to offer assistance to the student/staff. If the student/staff is not responsive, and thus indicating that the student/staff does not want to be involved in the University program, then the University may move toward releasing.

Asking a student to leave a program is a serious matter. It should not be entered into lightly or simply because of a personality conflict. If a student indicates by their actions or words that they are not interested in continuing with the University, the University may dismiss the student by following the proper dismissal procedure. This procedure requires the ministry/school to first try to resolve the conflict through proper discipleship. If this is not possible, then the ministry/school must approach the quarter point and appropriate leadership. The ministry/school shall also ensure the proper forms are completed including an incident report if necessary and checks-out with Gateway and housing.

## COUNSELING

The University holds that discipleship is one of the ways to show God's love and that every person has the ability to receive grace and forgiveness. In keeping with Christian doctrines and practices, the University understands the nature of sin, but by accepting the grace of God and the forgiveness from repentance, the University believes in the restoration of a person. This forgiveness is essential to our faith. In keeping with Biblical teaching on reconciliation (Matthew 18:15-17) and wisdom (James 1:5), after consultation with leadership, a person who has violated University policy may undergo counseling based on the recommendation of the Campus Leaders and the program leaders.

## DISMISSAL

Any student, volunteer, or staff can be dismissed from the University if the person is found to have violated University policy and the Campus Leadership feels it is necessary under the circumstances. Dismissal is the removal of the person from any position or participation with a University program. Depending on the nature of the violation, and with the discretion of the Campus Leadership, the individual may be asked to leave the campus immediately or within a set time frame. Furthermore, the University may report the violation as required by State and Federal law.

### Termination of Lease

If an individual is dismissed, they forfeit their lease with UofNK and will comply with the termination terms of their lease.

### Termination of Visa

Dismissal or removal under this section may trigger termination of visa eligibility under immigration regulations and thus cancellation of visa.

## TRESPASS

Upon termination, removal, or dismissal the individual may not enter University property without the specific invitation of the Campus Leadership and Campus Security. Individuals who have previously been dismissed must be escorted on the campus property if they want to return. The campus reserves the right to pursue civil and criminal action for any violation.

## APPEALS PROCESS

Student, staff, and volunteers may appeal any disciplinary action. The appeal request must be made in writing. A panel consisting of at least two members of the Campus Leadership Core team will review all information. Decision of the review panel is final.

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# TUITION & FEES

## REFUND POLICY

\*Application Fee is non-refundable.

### Lecture Phase Refund Schedule:

- Before arrival day: 100%
- Leave on or before the 2nd Sunday of the quarter: 85%
- Leave on or before the 3rd Sunday of the quarter: 70%
- Leave on or before the 4th Sunday of the quarter: 60%
- Leave on or before the 5th Sunday of the quarter: 50%
- Beyond the 5th Sunday of the quarter: 0%

### Outreach Phase Refund Guidelines:

- Refunds of Outreach airfare costs: The University will refund any airfare amounts received, following receipt from the airline. Please note that refunds are subject to airline policies. Any fees incurred by the University including, but not limited to, ticket change fees, will be deducted from any refund given.
- Refunds of other outreach costs are calculated as funds paid towards Outreach, less any expenses incurred by the University towards the Outreach.
- The University will issue only ONE refund. So, if the outreach refund involves an airfare portion, the student's refund may be delayed.
- Should the student owe any other funds to the University, e.g. amounts owing from their school lecture phase, this will also reduce the amount of the Outreach refund.

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# HOUSING & LEASE

These housing policies set forth in this section and in the housing lease are subject to change without notice and may also be subject to other UofNK policies, including any policy stated on the UofNK Housing Lease.

## HOUSING RULES

### Housing Priorities

Due to a limited amount of available housing, the housing department will allocate housing based on a priority table as set by UofNK. No one is guaranteed housing and this policy can be changed at the discretion of Campus Leadership. Following are the student and staff categories that can utilize campus housing.

#### Students

- Active Students
- Continuing Students (Students who have completed a course and are enrolled for a succeeding course, i.e. transition week)
- Returning outreach students who are enrolled in the next term.

## Required Staff at UofNK

- Key operational personnel (e.g. Fire, Security, Building Managers, Campus Services Manager, Head of Maintenance)
- Staff representatives for schools in session using the following staff to student formula:
  - 1:5 for DTS
  - 1:10 for all other schools (plus one extra staff position)
- Adjustments in the allotments may be necessary should there be many large family units seeking housing at a time of great demand for campus housing.
- Two international UofN International staff positions (to be determined by the International Provost)
- Flexibility can be shown for special cases at the discretion of the Campus Director.
- The Campus Director may request extended housing for anyone for whom he/she is responsible who is identified as being vital to the functioning of the Campus Director's scope of responsibility. This may be for up to three years in duration but must be reviewed with Housing Committee every twelve (12) months.

## Other Staff Positions

- Campus Leadership (Campus Director's Office, Core Team, "Working Group Leadership Team", and Circle Leadership Team)
- International staff with limited financial resources
- New staff
- Long-term staff
- Short-term staff
- Mission Builders/Kokua Crew/Corporate Volunteers
- Seminar Participants (not for University credit)
- Guests (see policy on Go Center guest housing and hospitality)

*\*All staff who live on campus and their spouses must maintain active staff status and be working full-time with the UofNK. Allowance is given for families raising children. However, one parent must be serving full time and the other engaged in some aspect of campus training, ministry, or corporate service areas. (See Section 6. "Family Life and Community Living" for additional information.)*

## Staff Housing

Living on campus offers the privileges of sharing our common commitment to Christ in a village lifestyle; learning from each other, and appreciating different cultures and different church backgrounds as we grow together. Staff will need to commit to this culture to be productive and fulfilled members of the UofNK campus community.

It is the desire of the UofNK to encourage all staff living in campus housing to consider it as their home; by encouraging open communication between the Housing Manager and staff; by encouraging the Housing Manager, and to resolve issues and conflict in a kind and courteous manner. School, Ministry or Department Leader input will be welcomed for roommate assignments. It is expected that the Housing Manager will take time to prayerfully consider all assignments.

Campus housing is not to be regarded as a lease or rental agreement, but rather a short term educational housing agreement. Campus housing is not to be considered a long term option and the University encourages all staff to make their own arrangements for housing at the soonest opportunity.

Campus housing is limited, and therefore is only available for those staff who are volunteering full-time at the University. Both spouses shall be full-time volunteers unless one spouse is caring for children as indicated above in Section "Family Life and Community Living".

Housing, if approved, is assigned on a quarterly basis. If an extension is approved, when possible staff will be re-assigned to the same room for another quarter. Campus residents will be given at least one month's notice if they are required to find housing in the outside community, however, in times of emergency or urgent need, the University shall give at least two weeks' notice.

In determining the number of staff assigned to a room, the Housing Manager will consider room size and configuration, and the special needs of the staff member. A mixture of nationalities and schools among roommates is strongly encouraged.

If available, short-term housing will be offered to long-term staff members returning from outreach. Any new full-time staff member desiring campus housing must submit a housing application to the Housing Manager. Priority will be given to new staff to live on campus for the first three (3) months, so they can be properly integrated into the vision and life of UofNK. The Housing Manager will make the final decision on requests for extensions.

Staff or associate staff living off campus may submit a housing application anytime. In the event the spouse of a full-time staff member living on campus housing chooses employment outside of the UofNK, the family will need to find off campus housing. If a grace period is permitted by the Campus Leadership to find outside housing, then the working spouse will be charged the non-staff rate for housing and food. Fees for children of the family will be in accordance with the staff rate.

### **Housing Fees for Families**

Fees for families of UofNK staff members shall not exceed a total of four adult fees. Adults of 18 years old and older will be charged at the current staff rate. Housing is only permitted for those that are immediate family members unless special permission is granted by the Housing office and the Campus Director's office. All others must follow the "Guest In Staff Housing" policy.

### **Housing Fees During Leave or Vacation**

When long-term staff leave for vacation or holiday their housing fees still must be paid in their absence, with no exceptions. Staff cannot request to move out of housing for short-term absences of less than 30 days in order to not be billed. An absence of more than 90 days will require that the room be vacated. All is subject to approval from the Housing Manager. Staff may not sublet their housing assignments.

### **Guest in Staff Housing**

Guest are defined as those who are not immediate family (those who have been registered as a family unit with the University and parents have full parental rights over each child) or any other individual. Staff wishing to have guests stay overnight in their rooms must first have the approval of their roommate/s and then approval of both the Building Manager and the Housing Desk in advance. All guest housing applications must be made to the Housing Desk (housing@uofnkona.edu) at least fourteen (14) days in advance.

- For public safety it is important to know who is in campus housing at any given time.
- The Housing Manager already may have allocated the space.
- Guests must always be hosted by an active staff living on campus.
- Length of stay: Staff guests may stay a maximum of fourteen (14) nights.
- All guests will be charged for their housing at guest housing rates.

### **Student Housing**

In order to abide by the "live/learn" principles, it is desired that approximately 70% of the housing be allocated to students and 30% to staff/ volunteers.

Housing will be allocated upon acceptance in a course and receipt of the registration fee. The School Leader will communicate with the Housing Manager during the acceptance process, providing the latter with student names and information needed to allocate the room space.

Length of housing is for the duration of the course.

If possible, a continuing student will be housed in the same room for the duration of his/her studies at this location, and housing will be provided during quarters.

When no course is offered under the condition that a continuing student applies for and is accepted for an associate staff role, a housing application must be submitted and housing shall be assigned as appropriate and available by the Housing Department.

Students must submit a request for housing through current School Leader, if they are planning to live on campus during the transition weeks. Campus Services will assign students to work duty in exchange for reduced cost of room and board. Continuing students who choose not to work will pay a higher housing rate.

Dismissal from school automatically terminates the student's University housing.

### **Guest in Student Housing**

Guest is defined as any individual who has not register with the University as a staff, student or volunteer.

Students wishing to have guests stay overnight in their rooms must first have approval of their roommate(s) and their school leader. In cases of students from more than one school sharing a room, the school leader(s) of the other student/s also must give approval. Both the Building Manager and Housing Desk must give approval in advance. All guest housing requests must be then made to the Housing Desk (housing@uofnkona.edu) at least fourteen (14) days in advance.

- For public safety, it is important to know who is in campus housing at any given time.
- The Housing Manager already may have allocated the space.
- Guests must always be hosted by an active student living on campus.
- Length of stay: Student guests may stay a maximum of seven (7) nights
- All guests will be charged for their housing at guest housing rates.

### **Kokua Crew Housing**

Housing at Hale Ola is administered by the Kokua Crew Coordinator (KCC). All rooms are assigned approved and/or terminated by the KCC within a working relationship with the Housing Department. All campus housing rules apply to Kokua Crew housing facilities.

## **APPEALS FOR HOUSING DECISIONS**

If a disagreement cannot be resolved, the school leader, ministry, or department head may appeal the decision to Campus Leadership.

## ROOM PREPARATION

Room-cleaning is the responsibility of the departing occupants, along with supervision by the Building Manager and school staff or department head.

Building Managers are responsible for adequately equipping the rooms.

Schools and departments are responsible for providing students or staff to assist Building Managers in relocating furniture items.

The Housing Manager will communicate to students and new staff room assignments to the school leaders or department heads.

Student questions on room assignment issues should be discussed with the school leader. Any request for changes will be made by the school leader to the Housing Manager.

## ROOM INSPECTIONS

Regular inspections are made to check on safety and other physical needs as well as to ensure acceptable cleanliness of rooms for future residents. The Building Manager will inspect student rooms mid-quarter and at the end of the quarter.

One week prior to the end-term inspection, the School Housing Coordinators will explain the Campus Standards of Room Cleanliness/Deposit policy to their respective students.

Each student is responsible to inform their Building Manager of their outreach departure date at least two (2) weeks before departure. At that time the final inspection date/time will be established by common agreement.

Staff in campus housing will have the same inspection rules as students.

The expectation of on campus accommodation and space allocation is that all dormitories and work spaces will be kept clean and tidy in a way that glorifies the Lord and respects one another. Messes tend to attract more messes and therefore the best approach is to keep things clean and tidy at all times. The campus staff may spot check dormitory and office space at any time to ensure that we are adhering to a high standard in this regard.

## CAMPUS HOUSING ROOM-CLEANING DEPOSIT

The University's intent is to ensure that all campus housing is maintained at a standard that enhances discipleship and personal integrity and honors God. Each school running should select one staff to be a School Housing Coordinator ("SHC"). It is the responsibility of the school to notify the quarter point team, and to give them the name of the school's Housing Coordinator. The Housing Department and/or Building Manager Coordinator will establish a written checklist for room cleanliness and communicate the implementation to the Building Managers and the SHC. The ultimate responsibility to judge the standard of room cleanliness rests with the Building Manager, who makes the decision as to whether a room passes or fails an inspection. If the standard is not met, the Building Manager will inform the occupant and school leader/department head, that the deposit will be forfeited.

## ROOM SEARCH

When and if necessary, security, with the approval of campus leadership may search the room and personal space of all individuals that are housed on any campus property. A search will generally be conducted by security along with a school or ministry leader and, or, also campus leadership present during the search. In case of emergency, campus security along with housing staff and a third witness may search the room.

## SUBLEASING

All campus housing may not be subleased to any other individual. Short term subleasing such as AirBnB are strictly prohibited.

## HOUSING REFUND POLICY

All housing refund requests should be made to the Housing Desk.

## HOUSING ON/OFF CAMPUS PROPERTIES

UofNK has been blessed with several off campus properties. These properties are to be considered extensions of the UofNK campus, and as such all rules and policies apply. This includes the smoking, drugs, alcohol policy, and subleasing policy.

## EVICTION AND CANCELLATION OF LEASE

Housing terminates according to the date on the Housing Agreement or for any of the following reasons:

1. Violation of the Handbook and other guidelines.
2. When the individual chooses to withdraw from any UofNK or YWAM program.
3. When the individual chooses to terminate his/her full-time UofNK or YWAM commitment.

## DEPARTURE FROM STUDENT AND STAFF HOUSING

Any departing staff and student must follow the proper procedure when leaving campus housing. If the procedure is not followed, the finance department will not know if the individual is checked out and billing will continue.

## STAFF HOUSING DEBT

Staff who stay on campus accommodation pay a rental fee. Although the fees vary depending on marital status and how many children are involved, the accommodation fee is expected to be paid within thirty (30) days. If a staff member is not able to keep up with the payments, they need to meet with their ministry and circle leadership. If the debt goes beyond a ninety (90) day period, the staff will be released from campus accommodation. A payment plan shall be enacted for this debt while they develop a more sustainable financial basis for their long term calling in UofNK/ YWAM Kona.

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# WITHDRAWAL

## VOLUNTARY WITHDRAWAL

There may be situations where both the campus and the individual consider voluntary withdrawal a reasonable option based on the circumstances.

### Entry or Return to Base Property

All students, staff, and volunteers are required to leave the campus property immediately or at the earliest possible opportunity after withdrawal. Terms of entry or return to base property may be dictated by the University as part of the withdrawal process.

## DISMISSAL

There may be situations where the campus considers the dismissal of the individual from all campus ministry or class as a necessary step for the protection of the base and University ministry.

### Entry or return to base property

Upon dismissal all students, staff, or volunteers are required to leave the campus property immediately, and may only enter the campus with permission from the campus leadership and security and be escorted on any campus property.

## TRESPASS

Because the University campus is private property, all students, staff, and volunteers that have been dismissed from any campus ministry or class are requested not to enter campus property unless specifically invited by campus leadership. While the campus does host activities that are open to the general public, any students, staff, and volunteers that have been dismissed (or withdrawn) from any campus ministry or class must get written permission from both campus leadership and security. The campus may detail specific requirements and limitations of the persona non grata while on campus property. These policies under Section 9 (Student Discipline) and 12 (Withdrawal) of this handbook will apply to the students, staff, and volunteers, as well as their family members or individuals under their care.

## REFUND DUE TO WITHDRAWAL

No tuition will be refunded unless the Refund Policy is strictly complied with and then a refund shall only be to the extent of the portion of unused tuition.

## CONFLICT RESOLUTION

By joining the University, students, staff, and volunteers agree to abide by the principle the Apostle Paul set out in 1 Corinthians 6:1-7a,

When one of you has a dispute with another believer, how dare you file a lawsuit and ask a secular court to decide the matter instead of taking it to other believers. Don't you realize that someday we believers will judge the world? And since you are going to judge the world, can't you decide these little things among yourselves? Don't you realize that we will judge angels? So you should surely be able to resolve ordinary disputes in this life. If you have legal disputes about such matters, why go to outside judges who are not respected by the church? I am saying this to shame you. Isn't there anyone in all the church who is wise enough to decide these issues? But instead, one believer sues another right in front of unbelievers! Even to have such lawsuits with one another is a defeat for you.

With this principle in mind, everyone who has joined University agrees to deal with conflict within the body of Christ and agrees not to sue the University or anyone associated. If there is an issue of conflict by joining the University, the individual is agreeing to settle any dispute out of court and within the body of Christ. The individual is agreeing to the statements set out below.

### Christian Conflict Resolution

In the highly unlikely event that the University and student/volunteer/staff (we) are ever unable to resolve a dispute with the University, we agree to attempt to resolve the dispute without litigation. We agree with the University that any claim or dispute arising from or related to this agreement and attendance at the University shall be settled by mediation and, if necessary, legally binding arbitration in accordance with an agreed upon third party Christian conflict resolution arbitrator. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Hawaii and venue for the mediation/arbitration will be in Hawaii County. Of course, the University is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by the University.

**Indemnification**

Student/volunteer/staff agrees and promises to indemnify the University against any damages arising from any misrepresentation made herein and against any damages arising from the student/volunteer/staff's failure to timely notify the University pursuant to the promises set forth in the University Waiver.

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# FERPA & HIPPA

The University strives to provide the utmost security for everyone's records at all times. As a private institution that does not take any Federal funding, FERPA does not apply to the University. However, the University voluntarily, and at its own discretion, strives to have privacy policies which matches or exceeds State and Federal privacy laws.

The University may use student information to improve the quality of services by sharing limited and necessary information with a third party from time to time, this includes but not limited to services such as the campus clinic, Gsuite email services, financial and student service systems.

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# FACILITY USE POLICY

It is the intent of the University to maintain the University, its properties, resources, and assets for the furtherance of the above mentioned purpose and mission. In keeping with this purpose, the University is a private campus that is not open to the public. The public may only access the campus on the basis of an invitation. The University maintains the right to exclude any individual group or event from being held in the premises for any reason. The Leadership will pray and ask the Lord to speak whether the event should be held or not. If the leadership feel that the Lord says no, then the leadership will follow that leading. All events are on an invitational basis with sponsorship in accordance with the Facility Use Policy. The University maintains the right, for any reason, to revoke the permission for an event even if the event fulfilled the “Facility Use Policy”.

## **FUNERALS AND MEMORIALS**

From time to time various people associated with YWAM/ UofN will pass away as a result of age, disease, or accident. In those events, family members may want to hold a memorial on the campus. Campus Leadership may permit a memorial or celebration of life once the facility use application is filed. No funerals with an open casket may be allowed on campus and no one may be buried on the campus. Ashes may not be sprinkled on campus.

Funerals and memorials may only be held once the University has approved any such ceremony.

## **WEDDINGS**

Weddings are not permitted on any campus or University property.

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# APPEALS

There is an appeal process for students or staff who disagree with actions taken by a leader. The first appeal should be made to the school, ministry, or department leader. If this does not resolve the conflict then an appeal can be made in writing and then in person to the Circle Leadership. If this does not resolve the issue then it can be put to the Working Group that has corporate responsibility for that area (e.g. for an appeal arising in DTS it can be dealt with under the Integrated Training Team leadership). If this does not resolve the issue then it can be brought to the Campus Director or Core Team Point Person if the Campus Director is absent.

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# **BUSINESS, ADVERTISING & FUNDRAISING ON CAMPUS**

## BUSINESS

The University does not allow any individual business to operate on any University property. This includes the renting of mopeds and vehicles.

## ADVERTISING

The posting and advertising policy intends to ensure maximum opportunities for relevant information dissemination and to minimize damage to campus facilities, littering, and posting of unauthorized material. Only students and staff may utilize the designated advertising areas or resources. Any non-official YWAM or UofNK announcement must clearly state that they are not affiliated with YWAM or UofNK.

### Bulletin Boards

The campus provides designated areas for students, volunteers, and staff to announce and advertise information. To place an advertisement in these designated areas, the advertisement must adhere to the following guidelines: 1) All flyers must be placed only in designated areas; 2) they must be reviewed and approved by a campus designated individual or group; 3) only members of the YWAM community may post information; 4) no posting of anything illegal, immoral or against the YWAM and UofNK faith and purpose; and 5) once the event is over, or information no longer relevant, all flyers must be removed by the individual or team who posted them.

### YWAM Connect

YWAM Connect is an online portal operated by UofNK for the staff, students, and volunteers of UofNK. YWAMconnectkona.net is a service offered free of charge to YWAM staff and students. Unless otherwise specifically stated, the site, YWAM, nor any YWAM affiliate or subsidiary has any authority over any transactions facilitated by this service and are not responsible for any effects resulting from the use of this service or any information to buy, sell, trade goods, or services. We advise all parties to use caution and common sense. Please review the User Conduct and Website Disclaimer and other relevant information on the YWAMconnectkona.net website. No posting of anything illegal, immoral, or against the YWAM and UofNK faith and purpose.

## FUNDRAISING

Schools may raise funds for the UofNK on campus under limited situations. The ability to raise funds is a privilege and therefore may be revoked at any time or any reason that the University sees fit. All fundraising activity must occur in authorized fundraising areas and during authorized times. All fundraising activities must comply with YWAM values.

### Non U.S. Citizens

Each individual is expected to know and understand the limits and requirements of their visas and immigration status. Generally speaking, unless one is a U.S. Citizen or Green Card holder, one cannot earn finances or remuneration. For questions or details that pertain to a specific visa, please see the visa department.

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# ACADEMIC INTEGRITY

The University affirms the necessity of maintaining a foundation of academic integrity. In order to act morally, individuals must act in a manner that prevents themselves from being placed in a position where they must choose between convenience and morality. The University strives to teach students and staff to act in diligence and to rationally consider the context of the moral situation, to ensure they act Biblically and ethically.

## LYING

Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

## PLAGIARISM

Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation thereby giving the impression that it is the student's own work. Plagiarism ranges from a failure to acknowledge one's indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, or audiovisual material from the work of others without both quotation marks and proper attribution..

## DUTY TO REPORT

Every student, staff and volunteer with University has an affirmative duty to report any academic integrity violations.

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# EMERGENCIES

The University of the Nations, Kona has developed a campus Emergency Response Plan (“ERP”) that provides procedures for managing and responding to major emergencies that may threaten the health and safety of the UofNK campus community. The ERP outlines necessary emergency preparedness requirements and identifies department and individual positions that are responsible for emergency preparedness, response, and recovery.

The campus also has a Community Emergency Response Team (“CERT”) consisting of sixty (60) trained members, mostly University staff, who help provide leadership during a serious emergency affecting our campus. The UofNK CERT is also an official part of Hawaii County Civil Defense who can be mobilized to assist in the larger community. We maintain numerous lines of communication including a commercial and an amateur radio network. In the event of a temporary loss of communication during an emergency, all available CERT members are to report to the designated staging areas and await further instructions from emergency response agencies.

The hazards that the campus ERP considers and we train for include: Meteorological Hazards: Storms, Hurricanes, and Waterspouts/Tornadoes; Geological Hazards: Earthquakes, Tsunamis and Volcanic Activity, Wildfires and Mudslides; Human-caused Incidents: Fire, Terrorist Attack, Bomb Threat/Explosion, Civil Disturbance, Active Shooter, Biological Outbreak, Pandemic, Hazardous Material Spill, Aircraft Accident, Major Utility Outage and War (both nuclear and conventional).

For information on alert system tests and warnings, contact the Hawaii Emergency Management Agency (<http://dod.hawaii.gov/hiema/>).

## FIRE

In the event of a fire, pull the fire alarm and leave the building immediately with the doors closed behind you. All personnel are to report to the closest designated meeting areas and contact Fire and Police Officials. CERT members are trained to observe the safe use of fire extinguishers, control utilities and extinguish small fires.

## EARTHQUAKE

In the event of an earthquake, adopt the “Drop, Cover and Hold On” practice and attempt to remain indoors until shaking stops. If outdoors, find a clear area away from buildings, trees, street lights, power lines, and overpasses.

## HURRICANE AND OTHER WEATHER EMERGENCIES

In the event of a Hurricane or other weather emergencies follow and obey all official notices and warnings.

- Plan how to communicate with family members if you lose power. For example, you can call, text, email or use social media. Remember that during disasters, sending text messages is usually reliable and faster than making phone calls because phone lines are often overloaded.
- If you're not in an area that is recommended for evacuation, plan to stay at home or where you are and let friends and family know where you are.
- Close storm shutters, and stay away from windows. Flying glass from broken windows could injure you.
- Review your evacuation zone, evacuation route and shelter locations. Plan with your family. You may have to leave quickly so plan ahead.
- Determine how best to protect yourself from high winds and flooding.
- Evacuate if told to do so.
- Take refuge in a designated storm shelter, or an interior room for high winds.
- Listen for emergency information and alerts.
- Only use generators outdoors and away from windows.
- Turn Around, Don't Drown! Do not walk, swim, or drive through flood waters.

## TSUNAMI AND FLOOD

If a warning for a tsunami has been issued, follow instructions issued by local authorities and listen to NOAA Weather Radio or Coast Guard emergency frequency station. If in a tsunami evacuation zone, evacuate immediately to higher ground as far inland as possible and contact the nearest Safe Zone or Refuge Center. If unable to leave, find a structural steel or reinforced concrete buildings of ten or more stories and go on the fourth floor or higher.

In the event of flooding, do not walk, swim or drive through flood waters and avoid storm drains and irrigation ditches. Listen for news reports to observe whether the community's water supply is safe to drink.

## VIOLENCE ON CAMPUS

Where there are violent persons, civil disturbance situations, or an active shooter, protect yourself and others, report to staff and/or security, and alert Police Officials by calling 911.

Theft or criminal acts should be reported and documented as soon as possible.

## LIFE THREATENING COMMUNICABLE DISEASE

If there is a risk of communicable disease spreading, avoid close contact with sick people and observe hand hygienic practices. If you are sick, report immediately to the school or work leader and to a healthcare provider. Follow the directions of the health care provider.

People with life treating infectious disease or any disease which requires quarantine are not allowed on campus. The campus will coordinate with the Public Health Department for the best response.

## COMMUNICATIONS

By enrolling, registering or applying to any of UofNK's programs, activities or ministries, the student, volunteer, missionary or staff gives UofNK permission to periodically send communications via email, text messages and any other form of communications. The the student, volunteer, missionary or staff may un-enroll from any such mailings.

## NUCLEAR ATTACK

The Emergency Management Agency and the UofNK consider the possibility of a nuclear attack on West Hawaii as the least probable of these hazards. However, in the unlikely event of a strike directed at Hawaii, state officials say it would most likely target our state capital and the military bases on Oahu, located approximately 300 miles west of the UofNK. If this occurred and the trade winds blew in the direction of the Big Island (which is not typical), the University could experience some radioactive fallout after a day or two that would require the inhabitants to shelter in place, with windows and doors sealed for some time. As a precaution, Hawaii is reviving a fifteen (15) second air-raid siren test as a part of our monthly tsunami warning test which our state has routinely practiced, signaling people to go indoors, and listen for updates and instructions via radio or internet.

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# MEDICAL INSURANCE

Every student, staff member, and their dependents are required to have major medical insurance valid in the State of Hawaii; either regular insurance, travel insurance (if it covers major medical) or medical sharing cooperative.

