

APNTS Student Handbook 2019-20

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# Asia-Pacific Nazarene Theological Seminary



## Student Handbook

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# GENERAL STATEMENT

## **MISSION STATEMENT**

*Asia-Pacific Nazarene Theological Seminary, a graduate school in the Wesleyan tradition, prepares men and women for Christ-like leadership and excellence in ministries.*

**A**PNPTS wants its students to be holistically capable servants of God: intellectually, emotionally, spiritually and physically. Since both faculty members and students are committed to this common purpose a strong community spirit must prevail on this campus. Every effort is made to deepen the fellowship and to make it more meaningful through worship, study, service, and social activities.

Effective learning must necessarily include involvement of the individual in life itself. Hard work and openness to new truth from various authors, from classmates, from professors, and from God, can make Seminary life a profitable adventure in Christian living.

The nurture to the Christian Life and its normal expression in service for Christ are important concerns of the Seminary. Every possible encouragement therefore is given to students to maintain a growing Christian experience and compassion for the needs of others.

In addition to what takes place through the classroom and research, the Seminary provides opportunities that enable students to grow as persons and as Christians. These activities include ministries on and off campus, social interaction, and participation in student organization, drama, and sports. While holistic development and transformational learning require a balance of all these activities, students must be reminded of the fact that God has called them first and foremost to be students during these years of their

lives.

These varied experiences in Seminary life offer student's opportunities to develop skills, share their faith, and experience life at its best.

Seminary life is a special kind of living under unique conditions and with many people from different home backgrounds, lifestyles, and perspectives. It is living under social and intellectual situations which can be greatly stimulating to some, but which nonetheless can be felt by others as threatening pressures.

It is a kind of living which demands a high degree of individual responsibility for the conduct of one's affairs.

These factors are present here at the Seminary. It is within this context that education takes place at APNTS—learning to work with others, learning to balance work and leisure, learning to win and lose, learning to respect and submit to legitimate authority, and learning to test theory with supervised practice.

The result will depend upon each student's measure of determined motivation and degree of commitment to succeed.



## I. Spiritual Life



APNTS seeks to provide a quality graduate education, encouraging all students to love the Lord with all their mind. At the same time, one must also love the Lord with all the heart. So, while encouraging intellectual growth, the Seminary also encourages corresponding spiritual growth, shaping the spirit and developing Christ-likeness of character. In fact, at the center of the graduate program is the religious life, which is a personal matter capable of being shared with others and expressed corporately. In other words, APNTS is committed to an education that not only provides academic information and ministerial skills, but one that is transformational, thus developing the person in Christian maturity.

This occurs through the formal, non-formal, and informal curriculum of the Seminary. Students are ultimately responsible for developing their own integrated program for nurturing holistic spiritual development utilizing all of the possibilities provided in the integrated program outlined below.

## **A. CHAPEL SERVICES AND POLICIES**

### **Chapel Services**

Chapel services are central to the spiritual life of this community and primarily serve to nurture the entire community including both faculty and students, in spiritual growth and Christlikeness. Secondly, chapel services serve as an opportunity to both model and put into practice concepts of pastoral theology taught in the classroom. During first and second semesters chapel is held twice weekly on Tuesday and Thursday mornings at 11:10 a.m. and provides opportunity for worship, edification, and fellowship.

Speakers preach with the goal of feeding the student body and nurturing the spiritual development of the entire campus community.

The chapel hours include a celebration of the sacrament of communion and other days of special emphasis.

### **Special Emphases**

Each year, the Chaplain plans weeks of special emphasis where outside speakers are brought in and the number of chapel services is expanded. These may include:

- Spiritual Deepening Week

- Spiritual Renewal Week

- Compassionate Ministries Day

### **Prayer meetings**

During first and second semesters, prayers meeting are held at various times and places. Twice a month, campus wide prayer meetings are held on Wednesday evenings in the Chapel. Members of the student body direct these services of prayer and praise. Dorm prayer meetings and other special prayer times are often organized through the Student Body Organization and Resident Assistants. Students are required to participate in prayer meetings as a part of their seminary experience.

## Chapel Policies

- Chapel attendance is required of residential students (full time and part time).
- Chapel is also required of non-resident students on those days when their class schedule allows them to be on campus at chapel time.
- Attendance will be taken at the beginning of all Chapel services.
- Excuses from Chapel shall be on the same basis as academic excuses (i.e. illness, death of a family member).
- Exemption from required Chapel attendance can be applied for through the office of the Chaplain, but only for exceptional cases such as work, church or class obligations off campus during the Chapel period.
- Excessive tardiness, leaving chapel after attendance is registered, or other fraudulent practices shall be regarded as an absence.
- No more than four unexcused absences are permitted each semester. The office of the Dean of Students will handle excessive unexcused absences or disregard for Chapel Policy, appeals, and other details. A report of excessive absences will be placed in the student's permanent file in the Registrar's Office.
- In conformity with the highest Christian standards, students are expected to dress with modesty and good taste, as appropriate for Christian workers and not offensive in an international environment.







## B. KOINONIA GROUPS

Small groups provide greater opportunity for sharing, for interaction, and for the development of accountability relationships. Therefore, during first and second semesters, students are assigned to small groups which meet twice monthly for prayer, Bible study, and mutual concern. These are led by faculty members who generally host two regular meetings per month in their homes. Students with children are encouraged to find childcare for those times so that all participants can give full attention to spiritual enrichment.

These meetings allow students to become better acquainted with each other and with faculty members as well as to build stronger relationships. From these groups may also develop campus prayer partners and deeper concerns for one another's needs and countries. These faculty members also serve as spiritual advisors to the students in their group, individual sessions can be scheduled with the faculty member. Students who feel they are having difficulty in maintaining strong spiritual growth, or are going through a tough time, or are struggling with the integration of academic, spiritual, and community issues, should remember that these faculty advisors are available for council. All faculty members are here because of their commitment to the holistic development of students and would

be happy to help.

## **C. MENTORING AND ACCOUNTABILITY**

### **Faculty Mentors**

While wanting all students to benefit from small groups and from a relationship with a caring faculty councilor, APNTS encourages, but does not require, mentoring relationships. These relationships are most effective when they develop naturally between people who choose to be accountable to each other. Students who desire the benefits of a regular time with a faculty mentor will find that professors and spouses are eager to share themselves in these ways.

### **Student Pastors**

APNTS may appoint student pastors who serve as peer counselors for students who may be experiencing cultural, emotional, spiritual, or other challenges during their time in seminary. The appointed student pastors are eager to serve the student community through pastoral care.

### **Personal Counseling**

When the challenges and difficulties of life require counseling, there are members of the APNTS community who are able to provide assistance. APNTS has a councilor on staff, as well as a chaplain. Additionally, the Seminary may refer students to a professional councilor, if available.

### **Day of Prayer and Fasting**

A daylong focus on prayer and fasting provides opportunities for guided prayer times, instruction in effective prayer times, along with group and private prayer sessions.

### **Personal Devotions**

It is important for seminary students to maintain their own devotional life and not allow the pressures of academic life to rob them of personal time with God. The fact that much time is spent

studying the Bible and theology for academics does not eliminate the need for personal time in prayer, Bible reading, and other devotional disciplines.

The APNTS library has many devotional classics, daily devotional guides, and inspirational books that are tools for spiritual nurture. Prayer rooms for men and women are located at the back of the Wooten Chapel.

### **Christian Formation**

The formal curriculum of APNTS is also designed to nurture spiritual growth. A course on Christian formation is required during the student's first semester. This gives exposure to, and training in the spiritual disciplines that have traditionally been helpful to the development of Christian life, along with an introduction to materials that will enrich the devotional life. Each student is invited to experience new disciplines and incorporate them into the regular routine of campus life. Every class offered at APNTS includes a character formation component.

### **Sunday Worship**

On Sundays, students are encouraged to be involved in one of the many local congregations for the following reasons:

- To integrate classroom theory and the practice of ministry
- To assist the development of a local congregation and to build the kingdom of God
- To put down roots in a regular, full congregational setting that will enable personal growth
- To provide students with the required ministerial experience that may lead to ordination
- To participate in ministry experiences that will enrich the educational process
- To provide each student with a pastor

National Associations are permitted to form for maintaining cultural identity and fellowship. Some of these groups hold a weekly worship service in their own language.

## Spiritual Growth in the Classroom

All students should remember that the heart and the mind are not divided from each other. Thus, what occurs in the classroom is not unrelated to spiritual growth. In fact, the content and spirit of the courses that are taken should be integrated into one's own spiritual understanding, development, and life. The classroom must nurture growth or else it does not accomplish its true educational purpose and is only informational, not transformational. That is one reason class usually begins with prayer, Bible reading, or a hymn.

## Faculty Prayer Meetings

Each week begins with the faculty gathering for prayer. Students are invited to submit prayer requests through the Dean of Students or SBO Spiritual Life Chairperson.



## D. GUIDELINES FOR CULTURE DAYS

1. Once a year, the students will prepare the chapel service for their Culture Day. It should be a worship service that reflects the worship style of their country. Special music and prayers may be in their language. A simple, well-known chorus in their

language could be taught to the campus community. Whenever possible, the message on cultural day should be brought by senior student from that country. In cases where a nation is represented by only one student, consideration may be given to scheduling such cultural days less frequently.

The following things are not appropriate:

- a. Political references;
  - b. Ethno-centric or nation-superior references;
  - c. Items that do not contribute to a worshipful atmosphere
2. A brochure can be prepared as part of the chapel bulletin that will provide information about the country as well as the church and spiritual need in the country. If photocopying and computer assistance is needed, help will be provided from the Central Office.
  3. Students from the honored country may prepare a display that will help other students to understand the religions, history, geography, culture, dress, food, etc., of their homeland.
  4. The flag of the country can be displayed in the chapel.
  5. Students are encouraged to wear national attire on their culture day.
  6. Students may want to contact the campus concessionaire regarding a school-wide lunch on each cultural day with the following considerations:
    - a. The country is not expected to provide a whole meal, but to suggest a flavor of the country that could be integrated with the regular menu.
    - b. There can be an informal time after the meal for questions, interviews, etc., to elucidate information in addition to that shared in other forms, and to discuss things not integral to the worship setting of the chapel service.
    - c. The lunchtime may provide opportunity to demonstrate cultural skills, practices, ceremonies, and the like.

## II. Academic

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*But be transformed by the renewing of your mind. Romans 12:1*



### A. GENERAL INFORMATION

Education in the Church of the Nazarene prepares both laity and clergy for Christ-like service in the kingdom of God. Education is one of the means by which the global mission of the Church of the Nazarene, “to make Christ-like disciples in the nations,” is fulfilled. The church’s core values impact the curriculum and impel each

school toward excellence as it reflects in its context what it means to be Christian, holiness and missional in character.

All academic policies and information can be found in the APNTS Catalog, which is available for viewing on the APNTS website.

## **B. LIBRARY**

The Library exists to provide the essential material and information not otherwise easily obtained by the faculty and students. It is our hope that the students and other users will receive maximum use and benefit from the Library so they may be well equipped to advance the Kingdom of God. See the Library Handbook for library policies and regulations related to the use of the library facilities.

- **Library Hours**

- |                              |                        |
|------------------------------|------------------------|
| ○ Mon. Tues., Thurs., Friday | 8:00 a.m. – 9:30 p.m.  |
| ○ Wednesday                  | 8:00 a.m. – 5:00 p.m.  |
| ○ Saturday                   | 10:00 a.m. - 2:00 p.m. |
| ○ Sunday                     | CLOSED                 |

The Library is closed during chapel hours, during Wednesday Koinonia lunches, and certain holidays. During semester and summer breaks the Library is open Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m.

- **Photocopying**

A photocopy machine is available in the Library. Check the Library Handbook for a list of charges.

- **Musical Instruments**

Only the keyboards located in the Library media room and the Dining Hall should be used for practicing.

- **Online Resources**

APNTS subscribes to a collection of online journals that can be accessed from any Internet-connected computer. The link is [search.ebscohost.com](http://search.ebscohost.com). Students will receive username and password information from the library staff. APNTS also uses Moodle to facilitate distribution and collection of course materials. The link is [learn.apnts.edu.ph](http://learn.apnts.edu.ph). See the IT staff for more information.

## C. SCHOLARSHIPS

A number of scholarships are available to qualified students. Students may obtain an application for scholarships in the Central Office.

## D. STUDENT RETENTION

### 1. ACADEMIC WARNING

An Academic Warning is issued to students who receive less than a 2.0 GPA in any given semester.

### 2. ACADEMIC PROBATION

A student must establish an average of “C” (2.0) or higher in the first semester and maintain this average through the course of study. At the close of each semester the Academic Dean reviews the quality of each student’s work in order to take special note of the students with academic problems, and places on academic probation: (a) students with pre-seminary deficiencies; (b) students with an overall graduate GPA below 2.0; (c) those who have not yet passed the seminary English test; and, (d) those who have received below 2.0 in two successive semesters. The Academic Dean advises such students to show marked improvement in the next semester’s work, and if improvement is not then considered satisfactory, the student is not permitted to continue as a student at APNTS.





### III. Social Life



*We may have all come on different ships, but we're in the same boat now.*  
 ~ Martin Luther King Jr.

A major goal of APNTS is to provide an environment for living which will add to the student's total education. Group living provides students with the advantage of broad experience in working and living with others of varied cultural backgrounds and in understanding human relationships. The Dean of Students works directly with student leaders in order to develop an atmosphere in which the students have the opportunity for leadership roles as well as social, educational, cultural, spiritual, and recreational activities.

#### **A. STUDENT ASSOCIATION: STUDENT BODY ORGANIZATION**

All students of the seminary are members of the Student Body

Organization. The Student Body will elect members of the Student Council. Only students who have completed a full year of studies at APNTS shall hold offices and be members of the Student Council.

The Dean of Students supports the Student Council in developing, planning, and implementing student activities. The Student Council maintains an office in the NCEE building.

## **B. NATIONAL ASSOCIATIONS**

Members of national/ethnic groups represented in the APNTS community may organize themselves as cultural fellowship with a constitution and elected leaders as long as such organizations do not oppose or reject Christian principles and the aims and purposes of the Seminary, and as long as they promote unity, understanding and cooperation among the various cultural groups at APNTS.

A National Association should serve as source of information, inspiration and encouragement amongst its constituency.

Recommendations to APNTS Administration from the national groups should come through the national group leader. Periodically, the Dean of Students will meet with the group leaders to discuss issues of mutual concern. National/ethnic associations cannot establish policy for the Seminary.

The Dean of Students, when deemed necessary for the efficient fulfillment of the aims and purposes of the seminary, may organize a committee of National Association leaders. The Administrative Council (ADCO) should be informed of the establishment of the committee.

## **C. SOCIAL RELATIONSHIP**

Courtship and relations with the opposite sex are to be conducted with the highest level of Christian propriety. Students are expected to conduct all courtship-related activities with modesty and good taste, as appropriate for Christian workers and not offensive in an international environment.

The Women's Dormitory, including the steps, is off-limits to all male students and male off-campus visitors at all times.

The Men's Dormitories, including the steps, are off-limits to all

female students and female off campus visitors at all times.

Mixed single student parties are not allowed in the dormitories.

#### **D. STUDENT CENTER**

Currently the Student Center is the dining room portion of the Dining Hall. It provides facilities for student interaction and social activities. Internet connections are provided for the convenience of those students who have their own laptop computers. Facilities include a TV, and a piano. Additionally, a network of desktop computers is provided for general use at the computer lab, 3<sup>rd</sup> floor NCEE Bldg. Other equipment available includes the ping pong table 2<sup>nd</sup> floor NCEE Bldg. Guidelines:

Students are responsible for keeping the Student Center clean and orderly at all times.

Scheduling of the Dining Hall for major events must be processed through the Central Office calendar. Non-student events are limited to no more than two per month without SBO approval.

Quiet is to be observed after 11:00 p.m.

Remember that the space and equipment is to be shared by all students.

#### **E. CHILDREN**

Playground facilities are provided for children on campus. The Awesome Kids Children's Center (2/f NCEE) provides supervised children's activities. Check schedule for times.

Some areas are off-limits as children's play areas including the following: the railing of the bridge; the area near the mail boxes; the entrance driveway and campus roads; in and near the classroom building, shop, and construction sites; the foyers of the NCEE building and Owens Hall; the elevator in the NCEE building, in the creek; in the classrooms; and in the library.

Parents, please help your children appreciate the beauty of the trees, plants, and flowers on campus and learn to keep them healthy and beautiful. This should also include teaching your children to help maintain litter-free buildings and grounds.

Children must be accompanied by their parents or other supervisors when they are in the student lounge areas. Students are responsible for children who come on campus as their guests.

## **F. VISITORS**

Visitors of students are requested to register at the main gate of the campus. Visitors are not permitted to stay overnight in the dormitories or apartments except by written permission of the Dean of the Students or Housing Coordinator, and after financial arrangements are made at the Business Office. Arrangements for overnight guests are to be made in advance. Resident Assistants should be informed of overnight guests. In an emergency situation, residents are expected to contact the Resident Assistant. If the Dean of Students/Resident Assistant is unavailable, please contact another administrator. The current charge for overnight guests is found in the fees brochure. The following guidelines should be followed:

1. A written request should be filed with the Dean of Students/Resident Assistant by the student or prospective guest giving the purpose of the visit, duration of stay at APNTS, and particulars about the guests before their arrival on campus. The “Permission to Stay Overnight” form is available Online or in the Central Office.
2. The guests or student hosts are expected to have their own bedding, linens, and related items. It is the responsibility of the host student to see that these things are taken care.
3. The maximum duration of stay at APNTS is three nights.
4. Failure to comply with the above policies will lead to the imposition of fines and/or the loss of the privilege of continuing to stay on campus.
5. The student who entertains an unauthorized guest will be charged a fine of five hundred pesos (P 500). The third time the offender’s name will be forwarded to the Dean of Students for disciplinary action.

## **G. STUDENT CONDUCT**

The Seminary’s standards of student conduct should be considered carefully for they describe the ideals of the community life at APNTS. Students who do not share commitments to similar values should weigh the effects of these standards upon their own comfort within such an atmosphere. These ideals are intended not as

boundaries to struggle against but as portals to a way of life that is truly free and growing. Students who do not voluntarily agree to the seminary regulations should not enroll.

## 1. General

It is expected that students reflect Christian character and behavior that contribute to the fulfillment of the objectives and purposes of APNTS. In addition, it is expected that students will conduct themselves in a manner which reflects Biblical standards for Christian living oriented around the general and special rules and statement of beliefs in the *Manual* of the Church of the Nazarene.

Specifically, it is expected that students will:

- Demonstrate responsible Christian maturity by showing concern and respect for the freedom and rights of others.
- Give thoughtful attention to the development of personal values as a basis for wholesome Christian conduct.
- Avoid participation in any form of violent individual or mass behavior on or off campus.
- Avoid entertainments that are subversive of Christian ethics.

“Our people, both as Christian individuals and in Christian family units, should govern themselves by three principles. One is the Christian stewardship of leisure time. A second principle is the recognition of the Christian obligation to apply the highest moral standards of Christian living. Because we are living in a day of great moral confusion in which we face the potential encroachment of the evils of the day into the sacred precincts of our homes through various avenues such as current literature, radio, television, personal computers, and the Internet, it is essential that the most rigid safeguards be observed to keep our homes from becoming secularized and worldly. However, we hold that entertainment that endorses and encourages holy living and affirms scriptural values should be affirmed and encouraged. We especially encourage our young people to use their gifts in media and the arts to influence positively this pervasive part of culture. The third principle is the obligation to witness against whatever trivializes or blasphemes God, as well such social evils a violence, sensuality, pornography, profanity, and the occult, as portrayed by and through the commercial entertainment industry in its many forms and to

endeavor to bring about the demise of enterprises known to be the purveyors of this kind of entertainment. This would include the avoidance of all types of entertainment ventures and media productions that produce, promote, or feature the violent, the sensual, the pornographic, the profane, or the occultic, or which feature or glamorize the world's philosophy of secularism, sensualism, and materialism and undermine God's standard of holiness of heart and life.

This necessitates the teaching and preaching of these moral standards of Christian living, and that our people be taught to use prayerful discernment in continually choosing the "high road" of holy living. We therefore call upon our leaders and pastors to give strong emphasis in our periodicals and from our pulpits to such fundamental truths as will develop the principle of discrimination between the evil and good to be found in these media.

We suggest that the standard given by John Wesley by his mother, namely, "whatever weakens your reason, impairs the tenderness of your conscience, obscures your sense of God, or takes off the relish of spiritual things, whatever increases the authority of your body over mind, that thing for you is sin," form the basis for this teaching of discrimination".

The Manual further indicates that the following practices should be avoided: "The use of intoxicating liquors as a beverage, or trafficking therein; giving influence to, or voting for, the licensing of place for the sale of the same; using illicit drugs or trafficking therein; using of tobacco in any of its forms, or trafficking therein. (For further information see the *Manual* of the Church of the Nazarene.)

## **2. Disciplinary Action**

One or more of the following measures will be taken by the appropriate Dean regarding an errant student:

- a. Warning. A Statement of the regulation with an official warning concerning future behavior.
- b. Probation. A status allowing the student to remain on campus with particular conditions specified. Students who are on

academic, chapel or moral conduct probation cannot participate in extra-curricular activities without special permission of the Dean of Students.

- c. Suspension: An involuntary separation of the student from the Seminary for a specified length of time.
- d. Withdrawal: The student is permitted voluntary withdrawal without the privilege of returning until a time specified by one of the Deans concerned, in consultation with ADCO.
- e. Expulsion: A permanent separation of the student from the Seminary with an appropriated notation on the student's record of the reason for such termination.

### **3. Language**

English is the expected medium of communication on campus, including classrooms, dormitories, the library, and the dining hall, except in private conversations with the close associates and outsiders, or in situations where the native tongue is the most appropriate to use.

### **4. Dress**

In conformity with the highest Christian standards, students are expected to dress with modesty and good taste, as appropriate for Christian workers and not offensive in an international environment.

### **5. Sabbath**

We encourage students to remember the Sabbath day and keep it holy. We expect students to become involved in a local church for worship and ministry and to faithfully attend Sunday worship services. Sabbath is a day of rest, a day of re-creation. Therefore we ask students not to make unnecessary demands on faculty, administrators, staff or their fellow students that would require them to work on Sunday. We encourage students to organize their life in such a way as to avoid excessive studies or other work on Sunday so they can rest and be renewed. Because we live in a multicultural environment, we also ask students not to engage in activities or behaviors on Sunday that would be offensive to a brother or sister in Christ or diminish the witness of APNTS in the local community.

## 6. Social Media

While social media has been a great source of valuable connectedness with our friends and family, this can also be a potential source of negative information. We are very much aware and respectful of our diversity in cultures. While we would like to maintain a “transparency policy” on campus, it could serve to our best interest if we exercise restraint in the use of social media.

The following includes some areas where we would like to restrict postings on social media, without breaching our desire for transparency. Discussions of the following topics are prohibited on social media:

- a) Grievances
- b) Personal and Campus Privacy Issues
- c) Security Matters/Issues
- d) Employer-Employees Matters, unless instructional in nature;
- e) Faculty-Student Matters, unless instructional in nature;
- f) Other inappropriate items that will not be reflective of the values of the institutions that we represent.

Any violations related to this will be dealt with based on defined rules contained in the Students Handbook.





## IV. Residential Life

How good and pleasant it is when God's people live together in unity! - Psalm 133:1



### A. Housing Philosophy

APNTS values the importance of families staying together during the study years. The school is committed to a residential, campus-based education, and its concern is to minister to the whole family.

Nevertheless, housing on campus is limited. Students who are hoping to live on campus should notify the Housing Coordinator as soon as they are accepted. Academic acceptance at APNTS does not guarantee housing on campus. As an institution of the international Church of the Nazarene, which greatly subsidizes the school, priority is given to those students who are members of this denomination as well as other denominations that sponsor full-time

professors at APNTS. Housing, when available, is prioritized for full-time graduate students i.e., those taking nine or more hours for credit throughout the duration of a semester.

Housing is provided for both single and married students. Housing preference can be requested, but there are no guarantees that specific apartments will be available or assigned to specific students. If options for apartments exist, priority consideration will be given to second and third year students. Couples with children will be housed in apartments with bedrooms if available. Priority for Geneva Hall apartments will be given to married students without children.

Application for housing should be made in writing to the Housing Coordinator. Requests for housing should be made at the earliest possible date. All housing request for new first semester students should be received by the Housing Committee no later than July 1 for first semester, January 1 for Summer semester. Requests for housing during the week of registration itself will not be entertained.

Requests for housing re-assignments by returning students should be given to the Housing Coordinator by May 1 or earlier. Preference for reassignments to dwelling units will be given in order of the dates received. The Housing Coordinator reserves the right to revise housing deadlines and assignments in consultation with the Dean of Students.

The Housing Coordinator in consultation with the Dean of Students makes new housing assignments at the beginning of each new semester and summer session. Residential students will sign housing agreements for each term.

Specific roommate request are to be made to the Housing Coordinator at the time of housing application. The multi-cultural nature of the campus is emphasized in the housing assignments that are made.

### ***Summer Housing***

Priority for student residency in the summer will be given to: 1) dormitory students enrolled in at least six credit hours of summer courses; 2) married couples enrolled in at least nine credit hours during the summer term; and, 3) visiting students from outside the

Philippines enrolled in summer courses. Degree program students have priority over non-degree program students.

If there are housing vacancies in the summer term, non-enrolled continuing students and couples may be permitted to remain on campus at the regular semester dormitory rate. Both enrolled and non-enrolled continuing students who live on campus in the summer term will be charged fees as determined by the Business Office. Non-enrolled dormitory students will pay the fees at rates charged to students enrolled in six credit hours (or the equivalent if the student is enrolled in less than six credit hours) and married couples will pay the fees at rates charged couples enrolled in nine credit hours (or the equivalent if the student is enrolled in less than nine credit hours). Since the seminary incurs costs based on the number of on-campus students, these fees allow the seminary to recoup some of their expenses.

Both enrolled and non-enrolled continuing students should notify their Resident Assistant and the Housing Coordinator of their intent to reside on campus in the summer term by the second week of April. Permission will be granted based on available space and the student's record of rental payments. Students who have a negative housing balance will need clearance from the Business Office in order to live on campus during the summer term.

## **B. Housing Eligibility and Priorities**

In determining eligibility and priority for campus housing, a numerical housing priority list will be completed for all new residential students by the Housing Coordinator. To qualify as a Nazarene student, the students must have joined the Church of the Nazarene in their home country at least 6 months prior to applying to APNTS and have submitted a letter of confirmation from their pastor.

Housing priority is given for full-time students. Priority goes to those from underdeveloped countries outside of the Philippines since they have fewer resources for finding housing in the community. Priority among Philippine students goes to those who do not reside in Metro Manila and thus do not have the possibility of commuting from home. Non-local Filipinos are persons living

outside area bounded by EDSA on the West, Teresa on the East, Marikina on the North and Cardona on the South.

Since we are aligned with Asia Graduate School of Theology (AGST), we also give priority to the Nazarene students from other countries who come here for the purpose of studying at AGST so they can return to serve Nazarene institutions in their own country.

Couples in which both are full-time graduate students will have priority over those in which only one spouse is a full-time graduate student.

It is intended that students complete their degrees as quickly as possible, therefore, those who have resided on campus longer than the prescribed time needed for their degree will drop in priority. The limit for MACC and MARE students is 3 years; for M.Div. or 2 degrees is 4 years.

Efforts will be made to give 30 days notice to students asked to vacate from campus housing due to inadequate space. APNTS also reserves the right to move a student, a couple and/or family from one dwelling unit to another when circumstances warrant such a decision. Students are not allowed to transfer apartments without prior notice and approval by the Dean of Students. Students requesting a room transfer should complete a request form and submit to the Housing Coordinator for approval prior to any move.

### **C. Housing Rental, Furnishing and Utility Payments**

Students in apartment / dormitories are required to pay their monthly rent by the 5th for the current month. Overdue rental must be paid in cash one month before final exams. Providing student housing on campus requires a substantial financial investment on the part of APNTS. Rental payments help to offset these costs. Students with an overdue balance of more than 5,000 pesos or more than 2 months unpaid rent may be asked to vacate their apartment/dormitory if they are unable to clear their debt in a reasonable time-frame as determined by the Business Office. Each year students will sign a housing agreement outlining the policies and guidelines governing campus housing.

Students are responsible for their utility bills. See the Student Fees brochure for additional information regarding charges.

To obtain gas for stoves, payment should be made to the Business Office. The receipt and empty gas containers should be brought to the designated person in Facilities Services for replacement. Please do not ask the crew to replace your gas tanks. No gas will be issued without exchanging the tanks at the time of receiving gas.

All electrical and/or gas appliances brought on campus must be approved by the General Services Coordinator before they are installed to protect against faulty equipment. Individual students are not allowed to bring heavy appliances such as refrigerators and stoves, into the dormitory without permission from the General Services Coordinator. Additional fee may be charge for some electrical devices.

Married students may rent furniture and appliances if they are available. Students from developing countries are given priority in renting what is available at APNTS. Single students will share the rent for the furniture and equipment in the living room and kitchen area of the dorms.

Rental charges do not replace the one-time refundable deposit on furniture. A rental form will be available on registration day and is to be completed prior to finalizing the semester bill with the Business Manager. Current rental charges are listed in the Student Fees, Rentals, and Charges brochure.

#### **D. Housing Maintenance Guidelines**

Every effort is made to provide adequate housing for students. In order to maintain a safe and clean environment, students will carefully observe the following:

1. The basic furniture is to remain in the assigned room or apartment unless permission is given for its transfer by the Coordinator of Facilities Services. A fine will be charged against those violating this rule. Students are also expected to care for the furniture rented from APNTS and will be charged for damage to furniture beyond normal wear (see policy statement on Furniture Rental). Parents are responsible for damage done to apartments and/or furniture by their children.

2. Keys to the apartments or dormitory rooms will be given to the students by the Housing Coordinator. A refundable deposit for keys will be charged. Before students leave campus after graduation, dormitory and apartment keys are to be turned in to the Housing Coordinator. (If the Housing Coordinator is unavailable, the keys may be left with the Accounting Assistants.) Students will be charged a fine for lost keys.
3. Students are expected to furnish their own bedding and personal effects. Seminary mattresses should not be used without linens. The laundering of bedding is the student's personal responsibility. All rooms in the dormitories and apartments are to be kept clean and neat.
4. For safety reasons, only the electrical appliances authorized by the seminary may be used. If students desire to use personal appliances, these must first be approved by the General Services Coordinator.
5. No flammable materials or explosives are allowed – this includes fireworks, petroleum products, etc.
6. Students are responsible to instruct domestic helpers regarding garbage disposal.
7. Proper garbage disposals must be observed by everyone living on campus.
8. The porch, hallways, doorways and passageways should be kept unobstructed by shoes or personal belongings. Personal items should be kept inside the room.
9. Wearing of shoes inside the house area is discouraged.
10. Defrost the refrigerator regularly. Do not let the ice build-up and break the freezer door. Do not use an ice pick or sharp instrument in the freezer compartment as it may damage the freezer. The privilege of having stoves and refrigerators will be forfeited if these appliances are not kept clean.
11. Only the General Services Coordinator will give assignments to members of the crew. Students who need assistance are to submit a maintenance request at [www.APNTS.edu.ph](http://www.APNTS.edu.ph). Employees on duty are not to be asked to help with personal projects either by students or by faculty. Their time is for official school business. If help is needed with personal projects, hire it.
12. In the case of water leaks or electrical problems that need

immediate attention, please report these to the General Services Office or the Housing Coordinator as soon as they are detected so they can be dealt with immediately. During off hours contact security.

13. Do not do any repairs to furniture or buildings. For service regarding furniture damage, repairs, changing lights bulbs, etc Submit the appropriate Maintenance Request online. When submitting a Maintenance Request online identify problems by giving specific building number and room or apartment number, and then the time the repairs could be made. Verbal requests will not be acted upon. Under no circumstances are maintenance employees to be asked for special considerations.
14. Every resident should maintain clean living areas to include their room, bathroom, kitchen cabinets, kitchen sink and countertop, refrigerator, stove, dining area, hallway, porch & clothesline areas. Residents may be assigned a day to clean. There will be occasional general cleaning days and everyone should participate in these communal works.
15. Floors can be cleaned with a damp mop. Pouring water on the floor can result in damage for which the student responsible will have to pay. Mop water is not to be poured down the drains, but rather taken outside and poured on the ground. The drains are not designed to carry the heavy dirt from mop water.
16. Fire is dangerous and potentially disastrous. Therefore, when using candles or mosquito coils, use either a ceramic or metal base to contain them.
17. Do not leave kitchen stoves, irons, and other electrical appliances unattended. Appliances intended to be always “ON” must be approved by the Dean of Students prior to use. A surcharge for additional electricity consumption might apply.
18. The wardrobes for clothes in Geneva Hall are not to be moved at any time.
19. Picture hanging in rooms and apartments is to be done with care. No nails should be used in walls – push pins are allowed. Consult maintenance personnel for advice and help in hanging pictures, etc. on concrete walls. Damages resulting from improperly hung pictures will be the responsibility of the student.
20. Use proper care when moving furniture. Protect linoleum floors

- by lifting rather than dragging heavy furniture across the floors.
21. Keep all common areas clean (comfort rooms, foyers, student center, etc.) If you use it, clean up after yourself. Everyone is responsible to keep the campus clean. Leave things better than you found them!
  22. Students are permitted to hire daytime helpers for laundry, cleaning, and babysitting. Live-in helpers are not allowed. All helpers need to be registered with the Central Office to be issued a campus ID. A 1x1 photo is required. To obtain the campus ID, helpers will need to furnish proof of barangay clearance and police clearance. Additionally, helper are required to furnish a medical certificate indicating the results of TB screening. Domestic helpers are expected to abide by all campus policies. Students hiring them are expected to orient these helpers to existing rules and regulations.
  23. Clotheslines have been provided for drying laundry. Please use only these areas for drying clothes (laundry as well as dishcloths, etc.) Please do not hang laundry on public porches.
  24. Housing inspections will be conducted regularly. If those who check the dorms find that the kitchens are not being kept clean, the cooking privileges in the dorms will be suspended immediately.

### **E. Housing Lifestyle Guidelines**

Living in Christian community requires students to look after the interest of others, not just themselves. With this guiding principle in mind:

1. All residents of campus housing, regardless of their denominational affiliation, are expected to abide by the lifestyle standards of the Church of the Nazarene including abstinence from all tobacco products, beverage alcohol consumption, illegal drugs, etc. Failure to comply with this policy or other housing rules disqualifies a person from campus housing.
2. Students should respect the privacy of other students. Please do not enter dormitory rooms or family apartments without knocking and an invitation to enter. Do not enter a student's room or apartment without the student's permission.
3. Quiet time should be observed from 10:00 p.m. until 5.00 a.m. Get clearance from the Dean of Students prior to late night



Student Center use. When studying in dorms or apartments between 10:00 p.m. and 5:00 a.m., keep discussion at a low level in consideration of others. Be conscious of the volume of voices and audio equipment and heavy footsteps after 10:00 p.m. Silence in the study area/living room should be observed.

4. All residents should be on campus by 11:00 p.m. The Resident Assistant will check regularly at 11:00 p.m. to make sure all residents are in the dormitory.
5. When guests arrive, the guest will remain at the gate until the student comes to get them.
6. Residents wanting to study past 11:00 p.m. may study in the living room.
7. Students spending the night off-campus are required to complete leave information on a clipboard provided in each residence hall.
8. Visitors are welcome in the living room. Any resident who has visitors should inform other dorm residents ahead of time. Visitors must leave the dorm and seminary campus by 10:00 p.m.
9. No men are allowed in the women's dormitory or women in the men's dormitory with the exception of immediate family members of the resident. Notice of such a visit by a relative should be given to the Resident Assistant and other residents in the dorm in advance of the visit.
10. Overnight guests will need prior permission by the Housing Coordinator or Dean of Students in order to stay in the dormitory. The Resident Assistant must be notified of overnight guests. The permission form should be completed and submitted for approval, along with payment of 150 pesos to the Accounting Office for the overnight stay. A maximum of three days is allowed. No overnight guests of the opposite sex are allowed.
11. Sleeping in another room or dormitory is not allowed unless there is a prior special arrangement by a resident student. The Resident Assistant must be advised in advance.
12. Conserve electricity. Turn off lights and unplug electrical appliances when they are not in use – especially when going on vacation or being off campus.
13. Conserve water. Turn on faucets only when necessary. Make

sure faucets are completely turned off especially when going on vacation or being off campus.

14. Students are not permitted to keep pets on campus.
15. Anyone who is allowed on campus should have a purpose in coming onto the APNTS campus. All people who enter are to adhere strictly to our seminary policies.
16. Each resident is responsible for reading posted/personal notices on the bulletin board.
17. All residents are required to attend meetings scheduled by their Resident Assistant.
18. In case of emergency, contact your Resident Assistant and/or call the Dean of Students immediately. If the Dean of Students is not available, you may contact another school administrator.
19. Do not leave rooms unlocked particularly when you will be going out for meals, worship, study in the library, or on off-campus trips.
20. Be friendly to strangers on campus. In a pleasant way, ask who they are, whom they want to see, and even accompany them if possible to their campus destination.
21. Report any missing items immediately to the General Services Coordinator or proper school authorities.
22. Residents are required to report any unusual or suspicious activity or behavior of visitors, residents and/or workers to the guard-on-duty or to the General Services Coordinator.
23. No firearms and/or incendiary devices such as dynamite sticks, hand grenades, and other deadly weapons are permitted on campus. Violators will be apprehended.

#### **F. Resident Assistants**

The Dean of Students may select, with the approval of the Administrative Council, Resident Assistants to serve as supervisors in the women's and men's dormitories as well as the married student housing. The duties of a Resident Assistant include:

1. Bring housing needs and student concerns to the Dean of Students
2. Implement residential and social policy
3. Sign forms related to residential policy
4. Welcome and orient new students to residential living

5. Conflict resolution, including the calling of dorm meetings to address concerns as needed
6. Provide opportunities for devotions and fellowship
7. Coordinate social and spiritual activities with SBC

Resident Assistants found remiss in the performance of their duties will be replaced by the Dean of Students.

## G. Vacating Housing

Guidelines for students vacating campus housing after graduation:

Inform the Dean of Students of the date for leaving campus and of the time you are ready for final inspection of your dwelling unit, to check items that need to be replaced or paid for by the student.

Make final arrangements with the Accounting Manager. Have the designated people sign the clearance form, and then take the form to the Accounting Manager to receive final approval and to receive a gate pass.

No student is to take his or her belongings off campus without a release form. Upon the day of your leaving campus, the room key must be turned in to the Central Office, and final inspection will be made of your residence for cleanliness. The refrigerators must be cleaned and all food items are to be removed. The room is to be swept clean. Students with helpers must also comply with this directive. The room must be inspected before a pass is issued.

The deadline for students leaving campus after completion of their program of studies is within fourteen (14) days after graduation. Overstaying students will be charged the approved rate for transient guests/visitors. They are required to file a request for extension of stay with the Dean of Students for proper action.

## H. Important Forms for Residential Students

In order to ensure the safety and security of our students and our residential campus, students are asked to complete the appropriate form that are available in the Central Office including:

1. **Off-Campus Overnight:** when staying overnight away from campus for a short time.
2. **Permission to Stay Overnight:** when hosting overnight guests.

3. **Student Clearance Form:** when moving permanently from the APNTS campus.
4. **Extended Absence Form:** when staying overnight away from campus for an extended time, but planning to return as a resident.
5. **Work Request Form:** when needing repairs or notifying General Services about work needing to be done.

Notify the Resident Assistants or the Dean of Students if you plan to stay off campus overnight or for an indefinite period. Inform the Dean of Students and/or Housing Coordinator of overnight guest(s) using the **Permission to Stay Overnight** form, register them, and make payment to the Central Office before their arrival on campus. Unregistered and unpaid guests are not allowed to stay on campus overnight.

## I. Laundry

Laundry facilities are provided on campus. The main area is available beside Geneva Hall, a second is located behind Unit 2, and a third is behind Unit 10. Dormitory washing machines are provided for student use. Paid laundry services can be arranged through the Central Office and Housekeeping. Please follow the guidelines posted with the machine to help care for them. The following are some general guidelines to follow:

Conserve as much water as possible when doing laundry, especially during the dry season. Do not allow water to flow continually through the sink from the faucet when doing the laundry.

## J. Dining and Kitchen Facilities

- **The Dining Hall**

Lunch is served Monday-Friday in the Dining Hall. Breakfast and dinner can be arranged in advance. The Dining Hall hours of operation are Monday -Friday, 7:00 am - 6:00 pm.

- **Cooking in Dorms**

Light breakfast, evening, and weekend meals in the dorms are permitted with the following conditions: (1) Garbage is to be disposed of daily in the proper containers out of the dorm. (2) Dishes and utensils are provided by students and not borrowed from the

dining hall. (3) Dishes should be washed immediately after use. (4) Students are to provide their own food for preparation in the dorm and not take food from the dining hall. (5) Students using a gas stove may purchase gas on cash basis only.

Violation of any of these conditions may lead to the loss of these privileges.



## K. Campus Water Supply

Water on the campus is from our own well and tests indicate that it is safe, although it is high in calcium. It is both chlorinated and filtered and can be used for cooking and drinking from any water faucet.

We also have our own refilling station located at Unit 6, near the Mini-Store. Procedure for buying water is as follows:

1. Pay at the Central Office Cashier window to obtain a claim stub.
2. Bring an empty 5-gallon container to the refilling station.
  - Morning refilling service time is up to 10:00a.m.
  - Afternoon refilling service time is up to 3:15p.m.

Please be informed that the refilling station will not be open during Saturdays and Sundays. Make sure you have reserved water for the weekend. Only two (2) containers will be allowed, free of charge, for each resident unit/entity. P150.00 deposit is required for every additional container. Delivery is within APNTS premises only. APNTS containers are for in-campus use only.

## L. Waste Management

APNTS has implemented a segregated waste disposal system in compliance with the Municipal Government Policy. Designated

locations are: [a.] at the back gate, and [b.] near the front gate at Nazareth Hall. Color coded barrels are provided for: [a.] biodegradable (green), [b.] non-recyclable (yellow), and [c.] recyclable (blue) materials. Garbage from the dormitories/apartments are to be disposed of at these designated locations and NOT in the trash bins located in other buildings/facilities.

## V. Support Services

The person who is greatest among you will be your servant. Matt. 23:11



### A. HEALTH SERVICES

Some limited health services are available to students. Every new student shall complete and submit a “Student Health Record” form during enrollment (included in the enrollment procedure) along with an informed consent authorizing the health clinic to give you healthcare. All necessary health information such as health history and allergies should be included. Routine physical assessment will be done in the clinic and health records updated. APNTS has a Campus Medical Doctor who can be consulted regarding health issues by appointment with the campus nurse. Some limited services and medications are available at a nominal cost to the student. APNTS has a campus Dentist who can be consulted regarding dental issues by appointment with the campus nurse. Some limited services and medications are available at a nominal cost to the student.

In reserving a slot for an appointment to our campus doctor and/or dentist, be sure to leave your contact details on the appointment list so that the campus nurse will be able to notify you on your appointment date. In addition, make sure to attend to your reserved appointment schedule to avoid a re-scheduling cost. This will allow for accommodating other patients on time.

The Campus Nurse will announce such checkups on the APNTS SBO Facebook page

or be posted on the bulletin boards. The nurse may also provide an estimate of health and/or dental service cost upon request.

In the case of an emergency when medication is needed prior to being able to see the doctor, the campus nurse may provide an initial dose (1-2) pills, until a prescription can be obtained, provided that the medication is available in the clinic as a stock medication at a nominal cost. Medications will be dispensed according to Campus Physician's Standing Orders as stated in the APNTS Clinic Procedure Manual. Room, doctor, and lab expenses for hospitalization due to accidents and illnesses incurred while studying at APNTS must be approved by the campus nurse.

### **1. Procedure to follow when a student feels sick**

For common illnesses, the campus nurse should be notified during the clinic hours (Mondays to Fridays, 8:30am to 5:00pm) for consultation, or to arrange for an in-campus or outside physician's office appointment.

The campus nurse may refer a student to see a physician when signs or symptoms are beyond the health clinic services capability. If the student has a preferred physician to have his/her checkup, he/she may opt to do so, but inform the campus nurse first. It is the student's responsibility to arrange transportation to and from the physician, unless a campus driver is available and approved.

For serious illnesses or severe injury, the campus nurse should be notified immediately. In case of an emergency on campus, the student should be taken to one of the following nearby hospitals for immediate treatment: Manila East Hospital in Taytay; Unciano Hospital in Antipolo, or Taytay Doctors. Someone should attempt to notify the campus nurse of the emergency right away. If no nurse is available, any faculty member may be informed, and the nurse should then be informed as soon as possible.

Any requests for medical payment assistance should be directed to the Dean of Administration.

## **B. SPORTS FACILITIES**

### **Policy Concerning Sports Facilities:**

A basketball court, volleyball court, mini-soccer field, badminton court, and ping-pong table are provided on campus. Sports and Games Equipment may be borrowed from the Student Body Organization office, if available. Use of the sports facilities is controlled through the office of the Dean of Students. Scheduling of the use of the recreation site should be done through the Central Office.

The General Services Coordinator should be informed



beforehand if a team or teams are coming to play at the sports facilities, so that the gate guard can be notified of the expected visitors and event ahead of time.

The area behind the Chapel is available for soccer and/or volleyball. The basketball court is located next to Nazareth Hall. Ping-pong and badminton facilities are currently located on the second floor of the NCEE Building.

## **C. GENERAL SERVICES DEPARTMENT**

### **1. Building and Grounds**

Picking of flowers and fruits on campus are not allowed. Fruit fallen on the ground may be picked up by the residents. Items on campus are not to be taken out or brought outside the campus without the written permission of the General Services Coordinator.

## 2. Security

The Seminary maintains the services of a security company. Guards are stationed at the gates in particular and no one is allowed to interfere with the performance of their tasks. Students should report all suspicious activity to the Campus Security Coordinator.

The guards-on-duty at the gates are authorized and instructed to open and make security checks of all bags, kits, cases, boxes, trunks and the like brought in or out of the Seminary by students, visitors, and campus workers. Cooperation regarding this matter is highly appreciated.

Students' access to the campus is through the front gate. Back gate access is available to those who reside on that side of the campus. It is requested that those accessing the campus through the back gate between 9:30 p.m. and 7:30 a.m. exhibit patience, as the guard-on-duty may not respond immediately to a request for entry. When leaving the campus, students should advise the guard-on-duty of the approximate time of their expected return.

Students are to be inside the campus by 11:00 p.m. and until 5:00 a.m. Exceptions need to be arranged with the Dean of Students. Quietness is to be maintained during the hours of 11:00 p.m. to 5:00 a.m.

Students, staff, and visitors are prohibited from socializing with the guards-on-duty. They are not to be distracted from their duties. Students are not to use the front gate and back gate phones when receiving calls.

All visitors of students will remain at the gate until received by a host student who will come to the gate. If the student does not respond, the visitor will be denied entry, unless it is the student's immediate family member, in which case the Central Office or the Campus Security Coordinator must be notified.

APNTS implements a "NO I.D., NO ENTRY" policy. Visitors and helpers of students are required to deposit their government-issued I.D. to the guard-on-duty upon entry. They will be issued either a visitor's pass or a worker's pass. The visitor's pass or worker's pass is to be worn while on campus and will be surrendered to the guard-on-duty upon exit. The helpers' bag(s) are to be inspected before exit.

### **3. Parking and Vehicles**

Student parking is under the supervision of the General Services Coordinator. Parking area for guests is located near the front gate beside the Nazareth Hall.

When a vehicle is used by the Student Council, the Seminary will supply the gas and oil and the Student Council will pay for the driver at the hourly rate with a minimum of two hours (plus over time charges if applicable). The Student Council will also be responsible for all tolls, parking fees, etc.

Request for non-regular use of vehicles should be made 7 days in advance. Such requests must be made on the appropriate form and must be approved by the President (or the President's representative) and the General Services Coordinator.

Students arriving at the airport or port to enroll at APNTS for the first time will receive one free pick-up and transportation to APNTS by a Seminary vehicle, if the vehicle and driver are available. The first time pick-up for newly enrolled students cannot be "saved" to use at a later time, and cannot be "transferred" to a friend or family member.

For insurance reasons, all drivers must be selected from a list of approved drivers maintained by the Central Office.

## **D. CENTRAL OFFICES AND COMMUNICATION**

The Central Office is maintained for the purpose of transacting seminary business.

### **1. Reception**

A guest reception desk is located in the NCEE Central Office. Someone in that office area will be able to answer questions regarding living and studying at APNTS. Office hours are 8:00 a.m. to 5:00 p.m.

### **2. Business and Finance**

The Business Manager is regularly available for consultation regarding student account inquiries by appointment. Business Hours are Monday through Friday, 8:00 a.m. to 12:00 noon: 1:00 p.m. to 4:15 p.m.

Student accounts must be settled every month and all bills must be paid by the Friday before final examination week each semester and summer session. Overdue library charges, fines, photocopy charges must be paid in cash.

It is expected that students will be responsible for their financial affairs and Seminary obligations while at APNTS. The Seminary does not loan money to students.

Every student is strongly discouraged from borrowing money from any member of the Seminary faculty and staff, classmates or church members, and from having charge accounts in the neighborhood stores or shops.

Students with excessive debts will be subject to disciplinary action.

### **Account Receivables Policy:**

1. Students are required to keep up with account payments.
2. A student with aging account receivables of more than one 180 days, will not be allowed to enroll unless he or she has first paid in full the outstanding balance.
3. The down payment is at least 25% of total tuition fee and at least 75% of general/miscellaneous payment.
4. For first time student enrollment, down payment of at least 25% of total tuition fee and 100% general/miscellaneous fee is required.

A student who fails to fulfill his promissory note shall not be allowed to pay in installment on the following semester.

### **3. Registrar**

The Registrar is regularly available to assist with all matters related to registration and academic records. She can help with transcript requests, certificates, and other items related to documentation of students' careers at APNTS. The office is located in the Central Office, and office hours are 8:00-12:00 and 1:00-5:00.

### **4. Student Visa Officer**

The Student Visa Officer maintains a desk in the registrar's office and assists international students in the processing of their

student visas. It is extremely important that international students comply with all the visa requirements, as the Philippine Bureau of Immigration monitors the visa status of our students quite closely. The office hours for the Student Visa Officer is from 8:00 AM - 12: noon, 1:00 – 5:00 PM.

## **5. Mail**

Incoming student mail is placed in the mailboxes in the Owens Hall lobby Monday through Friday.

Incoming mail should be addressed as follows:

Student Name  
Asia Pacific Nazarene Theological Seminary  
Ortigas Avenue Extension  
Kaytikling, Taytay  
1920 Rizal  
Philippines

Mailboxes are for mail only. They are not for locker purposes. Commuting students may access a locker through the library.

The “suggestion box” is designed to bring suggestions, observations, and comments to the attention of the Seminary Administration and/or faculty. The “Suggestion|” box has a lock to protect written suggestions. The SBO President has the key to this box.

The “parcel” box will be used by the Central Office for oversized packages that do not fit into the mailboxes. You will receive a note from the office if you have a parcel that day.

## **6. Bulletin Boards**

Bulletin boards are provided in Owens Hall, NCEE Lobby and at the library for information and announcements of various types. The glass doors at the front entrance to Owens Hall and NCEE are for official notification and are not for posting information or announcements. The other bulletin boards in Owens Lobby are for students use. Secure permission from the SBO and Dean of Students to post any information regarding student life or student activities.

## **7. Internet and Telephone**

### **a. Internet**

APNTS provides Internet service to students on campus. Student IT fees cover some of the cost of this service. Various wired and wireless Internet access points are available around campus. See the IT Handbook for more detail.

APNTS also provides an email address to students. It is extremely important that you monitor this address, as professors and administration will communicate with you through this email address. See the IT staff if you lose your username or password.

Many classes at APNTS use Moodle as a central website for course information. Many professors require submission of papers electronically through Moodle. (This is a benefit to you, since you do not incur the cost of printing your papers.) The IT staff can assist you to get started with Moodle.

### **b. Telephone**

The APNTS telephone lines are primarily for seminary business. Calls not directly related to seminary business should be limited to three (3) minutes, especially during business hours.

The Central Office does not interrupt a class session to call anyone to the phone unless it is an extreme emergency. If a call comes in, a note will be placed in the student's mailbox regarding it. Incoming collect calls to students will not be accepted.

Answer the phone when it rings. The phone is the responsibility of all residents.

## **E. STUDENT VOLUNTEERISM**

Student Volunteerism is work given without pay in various campus programs. Volunteer student hours will be monitored and coordinated by the Student Work Assistant Program Director.

## **F. STUDENT HANDBOOK REVISIONS**

The Student Handbook may be revised by the Administrative Council. Students will be notified of revisions in a timely manner. Students who have questions or concerns may bring those to the Student Body Council and/or the Dean of Students.



## **ASIA-PACIFIC NAZARENE THEOLOGICAL SEMINARY STUDENT GRIEVANCE POLICY<sup>1</sup>**

Asia-Pacific Nazarene Theological Seminary provides a means by which students may file a grievance for academic and student life issues. The processes described below include informal (i.e., by mutual agreement of all parties involved) and formal procedures. Whenever possible, the formal grievance process should be used after all informal means have been exhausted.

In the event that the informal procedures fail to resolve the problem, the student will indicate in writing the nature of the grievance, the evidence upon which it is based, and the redress sought, and submit the document(s) to the Office of the Academic Dean for academic matters or to the Office of the Dean of Student for non-academic matters. Guidelines for this document are listed in section III, B, 2. Upon receipt of a formal grievance, a Grievance Committee will be convened

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<sup>1</sup>Except where otherwise indicated, this policy is adapted from Azusa Pacific University's Grievance Policy. <http://www.apu.edu/registrar/undergraduate/policies/grievance/>. Accessed September 10, 2013.

and proceed according to the guidelines stated below.

## I. Definitions<sup>2</sup>

A grievance arises when a student believes, based on established institutional policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a faculty member, staff member, or any representative of the Seminary. Grievances may include, but are not limited to: perceived unfairness in the assigning of grades, perceived arbitrary assessment of school fees or fines, perceived violations of the school’s written policies, perceived moral failings, and sexual harassment.

## II. Informal Grievance Procedure<sup>3</sup>

Students are encouraged to attempt one or more of the following informal procedures to address the grievance.

1. **Direct Discussion:** Students wishing to grieve an alleged violation of the Seminary’s policies are encouraged to contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
2. **Intermediary Discussion:** If, due to shame or power distance, the student is unable or unwilling to face the respondent directly, the student may request the Academic Dean or the Dean of Students to attempt informally to resolve the grievance in his or her behalf.
3. **Informal Mediation:** At the request of the grievant or respondent, the Academic Dean or the Dean of Students shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
4. **Advisement:** Students uncertain about how to proceed may consult the Student Body President or the Office of Dean of Students who shall identify the appropriate person.

## III. Formal Grievance Procedure

### A. Grievance Committee Organization

<b>A. Membership:</b>	Seminary President (or designee) Academic Dean Dean of Students
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<sup>2</sup> Adapted from <http://scampus.usc.edu/student-grievance-procedures/>. Accessed September 10, 2013.

<sup>3</sup> Adapted from <http://www.nyu.edu/life/student-life/student->



[communitystandards/student-grievance-procedure-.html](#). Accessed September 10, 2013.

	<p>One faculty member (For cases involving Seminary faculty only. Selected by the vote of the faculty at the beginning of each school year)                  Human Resources Manager (for cases involving Seminary staff only)                  SBO President                  *If the members of the committee deem that any of the above is biased for or against the grievant or respondent, they shall designate an appropriate substitute.</p>
<b>B. Chairperson:</b>	<p>For academic grievances, the Academic Dean shall preside.                  For non-academic grievances, the Dean of Students shall preside.                  The Academic Dean or Dean of Students may request that the Seminary President serve as chairperson in his or her stead.</p>
<b>C. Voting:</b>	<p>All members have equal vote and there shall be no alternates or substitutes unless one member must disqualify him/herself due to conflict of interest. If the Seminary President appoints a designee, the designee shall serve as a committee member throughout the duration of the grievance process.</p>
<b>D. Meeting Time:</b>	<p>The meeting will be scheduled within five working days following the filing of a written petition.</p>

**B. Guidelines**

1. The grievant is encouraged to undertake the aforementioned informal grievance procedures before initiating the formal grievance procedures described here. The student has no more than 20 working days after the incident that occasioned the grievance in which to file his/her written petition. However, the student whose grievance involves alleged moral failures may file his/her written petition any time, so long as he/she is still a student at the Seminary.
2. The grievance process is initiated by submission of a written, signed petition to the chairperson of the Grievance Committee. The petition must include:
  - a. Names of the parties involved
  - b. A clear statement of the nature of the grievance
  - c. A narrative of the incident including
    1. what occurred
    2. when it occurred
    3. where it occurred
    4. who was present
  - d. The evidence on which the grievance is based
  - e. Why this constitutes capricious, arbitrary, or immoral action on behalf of a staff or faculty member
  - f. What has been done to resolve the grievance
  - g. The desired outcome(s)
  - h. Any supporting documentation
3. If, in the judgment of the chairperson, there is emotional or physical danger to the grievant or other community members, appropriate

actions may be taken to protect the safety of the grievant up to and including immediate suspension and restriction from campus of the respondent during the course of the grievance process.

4. If the respondent is a member of the clergy and if the respondent is accused of misconduct, conduct unbecoming a minister, or of teaching doctrines out of harmony with the doctrinal statement of the Church of the Nazarene, or of serious laxity in the enforcement of the Covenant of Christian Character or the Covenant of Christian Conduct of the church, if and when it is prudent in the judgment of the committee, the chairperson shall notify the District superintendent or equivalent where the person implicated is a member. The chairperson shall notify the District superintendent or equivalent of the nature of the allegations and of the details of the grievance process being undertaken as described herein.<sup>4</sup>
5. The chairperson of the Grievance Committee will submit a copy of the grievance to each person who will serve on the Grievance Committee for this incident, as well as to the faculty or staff members involved.
6. A meeting of the Grievance Committee will be scheduled to consider the matter within five working days of the date on which the petition was filed.
7. Meetings of the Grievance Committee shall be attended only by the parties named in the grievance, members of the Grievance Committee, the adviser(s) chosen by the grievant and/or respondent, and witnesses invited by the Grievance Committee (See III, C, 5). No one other than members of the Grievance Committee may be present during deliberations (i.e., when the committee is meeting without the presence of the grievant or respondent in order to determine the committee's conclusions).
8. Neither the student nor the respondent may bring legal council, nor have another individual represent him/her as council. The Grievance Committee may not have legal council present.
9. No printed materials or notes may be taken from the meeting (other than the official minutes described in section C, 5).
10. Except for communications with the applicable administrators after the conclusion of the Grievance Committee proceedings and communications with the faculty member(s) and student(s) involved advising them of the Grievance Committee's final decision, the parties and committee members may not discuss the case outside the meeting.
11. If a committee member is approached prior to a meeting by a grievant or respondent whose case is to be heard, the member should refuse to discuss the issue and should disclose, at the time of the meeting, that he/she was been approached.
12. Any committee member who has a potential conflict of interest, or who holds a bias or preconceived notion as to the facts of the case and has

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<sup>4</sup> Adapted from the Nazarene Manual, 501.2 and 505.1.

formed an opinion about them, or who may hold ill will toward a particular grievant or respondent, must disclose to the chairperson the nature of such feelings, bias, or potential conflict. The committee member may request to be excused from participation, or in the discretion of the chairperson, and replaced by the chairperson with a substitute committee member of comparable station to the extent possible under the circumstances.

### **C. Committee Process**

1. The grievance procedure shall act as a vehicle for communication and decision-making between students, staff, and faculty, and provide, through prescribed procedures, a process through which a student-initiated grievance can be resolved internally.
2. As noted above, the student should attempt to resolve his/her grievance informally with the faculty member involved and, if necessary, the appropriate department chairperson and dean before commencing the formal process. The formal procedure must be initiated within the time limits set forth above; however, the time limit may be extended by the Dean of Students or Academic Dean, in their sole discretion, upon showing a good cause.
3. Justifiable cause for grievance shall be defined as any act which, in the opinion of the student, adversely affects the student and is perceived as prejudicial, capricious, or immoral action on the part of any Seminary faculty or staff member.
4. The grievance process is initiated by submission of a grievance petition in writing to the Dean of Students in nonacademic matters, or Academic Dean in academic matters. The petition must contain the names of the parties involved, narrative about the incident, and the remedies requested. The Dean of Students or Academic Dean will submit a copy of the grievance to each member of the grievance committee prior to the hearing. Thereupon, the committee will be activated and a meeting will be held to consider the matter.
5. The involved student and faculty or community member may be present at the committee meetings, except during deliberation as noted above (III, B, 7). The meetings shall be held at times when both parties are available to testify. Either party may seek an advisor who must be a faculty member, staff member, or student in the Seminary. The function of the advisor shall be to lend support by his or her presence, but the advisor may not address the committee unless requested to do so by a committee member.
6. Accurate minutes of the grievance procedure shall be written and kept in a confidential file of the committee's proceedings.
7. If, due to shame or power distance, the student wishes to address the committee without the respondent present, the chairperson may so

arrange. In such a case, a complete written transcript, redacted to remove the grievant's name, shall be provided to the respondent to enable him/her to respond to the accusations before the committee.

8. In cases of conflicting information and/or when additional information is desired, the committees may request testimony from additional witnesses having information pertinent to the grievance.
9. The committee will decide on the matter by vote. The committee has the power to determine the appropriate response to the grievance up to and including dismissal from the Seminary of the faculty or staff member. However, the grievance committee does not have the right to terminate the employment relationship of a respondent with another institution or organization (such as the General Board, Church of the Nazarene).
10. Both parties will be notified, in writing, within two days of the decision. In cases that involve discipline of a faculty or staff member, the grievant will not be informed of the precise details of that discipline.

#### **D. Appeal<sup>5</sup>**

The decision of the Grievance Committee is final. Neither the grievant nor the respondent has the right of appeal.

## ASIA-PACIFIC NAZARENE THEOLOGICAL SEMINARY



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<sup>5</sup> Adapted from <http://www.nyu.edu/life/student-life/student-communitystandards/student-grievance-procedure-.html>. Accessed September 10, 2013.

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CHILD PROTECTION Policy

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Adapted from *Compassion International Child Protection Policy*  
and Nazarene Safe™

Applicable to:

Asia Pacific Resource Center (APRC),

Philippine Field Office (PFO),

World Mission Communications (WMC),

and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwondo instructor, and others)

## INTRODUCTION

Asia-Pacific Nazarene Theological Seminary (APNTS) is an institution that values children highly. The Seminary believes that children are wonderful gifts from the Lord, and therefore, should be treated with respect, care, and careful attention. In this light, the following Child Protection Policy is created to protect both children and those who care for them inside and outside the APNTS campus. APNTS is opposed to all forms of child exploitation, including child labor, child trafficking, child prostitution, child sexual abuse and all other forms of abuse.

APNTS also believes that our faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwondo instructor, and the like) are aware of this value of respect and care for children. The following policy is set forth to direct all interactions between faculty, staff, crew members, casual workers, other office workers and our children on campus.

### **EXECUTIVE SUMMARY**

The APNTS Child Protection Policy is aimed at reducing the risk of child abuse on campus. This policy provides the principles of child protection; definition of terms related with child abuse, neglect, and the like; workers' code of conduct; process for disciplinary action; and the pledge of commitment. This Child Protection Policy serves as a guide for children, parents, workers, faculty, and students for appropriate behavior in relation with children on campus.

### **CHILD PROTECTION**

1. All individuals inside the APNTS campus including Asia Pacific Resource Center (APRC), Philippine Field Office (PFO), World Mission Communications (WMC), and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwondo instructors, and the like) must sign a statement of commitment to child protection and child abuse prevention.
2. All individuals at APNTS and other entities inside the campus have attended a one-time orientation on the APNTS Child Protection Policy.
3. APNTS has designated one person as having protection responsibility, which includes monitoring and evaluating the policy, namely, the program director of the Holistic Child Development (HCD).
4. APNTS has written and clearly understood guidelines and step-by-step procedures for dealing with complaints of abuse, which have clear time frames to resolve the complaints.
5. The local plan of action on child protection is evaluated every five years.

### **CHILD PROTECTION POLICY<sup>6</sup>**

#### **I. Policy Statement/Objectives**

It is the policy of Asia-Pacific Nazarene Theological Seminary (APNTS) to promote the protection of all children and to prevent child abuse in any form by providing reasonable guidelines to direct the interactions of APRC, PFO, WMC, and

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<sup>6</sup>This policy is adapted from the Child Protection Policy of Compassion International written in the *Program Manual for Church Partners: Compassion International Philippines (CIPH)*, 94-104.

APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwon-do instructors, and the like) who come in contact with our children on campus.

As such, all APRC, PFO, WMC, and APNTS workers and students are required to sign and abide by an internationally accepted Statement of Commitment including a section on behavior protocols.

## II. Definition of Terms Related to Child Abuse<sup>7</sup>

For the purpose of this policy, the following terms and concepts shall be defined as:

1. **Adult** is any person 18 years or older;<sup>8</sup>
2. **Child/Children/Minor** technically refer to person/s below 18 years of age or over 18 but unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitations or discrimination because of a physical or mental disability or condition.
3. **Child Abuse** refers to infliction of physical or psychological injury, cruelty to or neglect, sexual abuse, or exploitation of a child.
4. **Child exploitation** is the hiring, employment, persuasion, inducement, or coercion of a child to perform in obscene exhibitions and incident shows, whether live, on video, or film, or to pose or act as a model in obscene or pornographic materials, or to sell or distribute said materials.
5. **Child Labor** refers to situations where children are compelled to work on a regular basis to earn a living for themselves and their families, and as a result are disadvantaged educationally and socially, where children are separated from their families, often deprived of educational and training opportunities; where children are forced to lead prematurely adult lives.
6. **Child Sexual Abuse** is the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another person to engage in sexual intercourse or lasciviousness conduct or the molestation or prostitution of or the commission of incestuous acts on a child.
7. **Neglect** is failure of a parent or legal guardian to provide-for reasons other than poverty-adequate food, clothing, shelter, basic education, or medical care so as to seriously endanger the physical, mental, social, and emotional growth and development of the child.
8. **Persons** are all APRC, PFO, WMC, and APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwon-do instructors, and the like).

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<sup>7</sup>Unless otherwise noted, all terms defined in this section are from Compassion International Child Protection Policy.

<sup>8</sup>Nazarene Safe: Creating a Safe Environment for God's Family (Kansas City, MO: Nazarene Publishing House, 2011), 10.



9. **Psychological Abuse** refers to any harm to a child’s emotional or intellectual functioning which includes but is not limited to cursing, belittling, rejecting, and other similar acts. This may be exhibited by severe anxiety, depression, withdrawal, outward aggressive behavior, or a combination of said behaviors.
10. **Sexual grooming** is a behavior that increases a minor’s susceptibility to sexual misconduct or reduces the likelihood of reporting. It includes anything that weakens a person’s resistance to exploitation or manipulation or interferes with the ability to say “no.”<sup>9</sup>
11. **Vulnerable adult** refers to any adult with developmental disabilities, physical impairments, learning disabilities, or who cannot protect himself or herself.<sup>10</sup>

### III. Policy Components

#### A. Advocacy and Awareness-Raising

Asia-Pacific Nazarene Theological Seminary (APNTS) shall meet its commitment to protect children and youth from possible sexual abuse and all other forms of abuse through the following:

1. Ensure all persons shall receive a copy of our Child Protection Policy.
2. Include the Child Protection Policy as one of the official documents in the orientation materials for those who may wish to apply to work at APNTS and the other entities located on campus.
3. Provide information on the Child Protection Policy to all persons and even to parents and guardians of children on recognizing forms of child abuse, its signs and symptoms, child protection policies, and their implementation.
4. Provide learning opportunities for all children on campus to be informed of their rights, personal safety, acceptable and unacceptable behavior of adults, and where they can go for help and advice when they experience or witness abuse, harassment, or exploitation.
5. Seek to partner with churches, Christian NGOs, and other organizations working with children in raising the awareness of the situation and circumstances that negatively affect the development and growth of children and to contribute to finding solutions and actions that will address the concerns of children.
6. Seek to develop and support researchers that seek to improve the quality of life of the children on campus.
7. Participate in significant activities that promote the dignity of the child and those which seek to protect children from abuse and exploitation at local, national, and regional levels.

#### B. Recruitment and Hiring

1. Every prospective staff, faculty, or worker regardless of employment status and position shall undergo a standard recruitment and orientation process which will explain APNTS’s Child Protection Policy. Effective screening should include the following components:<sup>11</sup>

<sup>9</sup>Nazarene Safe, 10.

<sup>10</sup>Nazarene Safe, 10.

<sup>11</sup>Nazarene Safe, 14.

Waiting period  
Written ministry application  
Valid references  
Criminal background check  
Formal interview  
Mandatory training  
Documented personnel file  
Confidentiality

2. APRC, PFO, WMC, and APNTS reserve the right not to hire persons who are unsuitable to engage with children. Applicants with prior conviction or ending cases on child abuse, pedophilia, and child trafficking or related offenses will not be entertained.
3. In relation to workers hired by subcontractors, it should be made clear to subcontractors that all workers must undergo proper screening processes mentioned above.

### **C. Worker’s Code of Conduct**

The following general guidelines will serve as a *Code of Conduct* for all APRC, PFO, WMC, and APNTS volunteers, workers, caregivers, and teachers working with children and youth.

1. In any organized activity involving children the “two-adult” rule, wherein two or more adults are present at all times to supervise the children, shall be strictly, and observed especially in secluded places. In counseling or prayer with children, visibility, transparency, and godly behavior should be observed.
2. Any APRC, PFO, WMC, and APNTS persons accompanying children in official business or travel must be given proper written authorization by his or her immediate supervisor and parent or guardian of accompanied child/children.
3. Workers of APRC, PFO, WMC, and APNTS must not stay overnight alone with one or more children regardless of gender, whether in the child’s home or elsewhere without permission from the parent or guardian of the said child/children. It is expected for everyone to avoid being in a compromising or vulnerable situation.
4. No person may fondle, hold, kiss, cuddle, or touch minors in an inappropriate or culturally insensitive way. Flirting, unwelcome flattering, or making suggestive comments to children on campus is never allowed.
5. Spending excessive time alone with children must be avoided. If time alone with children is required, involved person(s) should notify parents first before spending time alone with them unsupervised.
6. All persons must be entirely professional in their relationship with children on campus, while at the same time demonstrating Christian love and care.
7. Concern about perception, appearance, actions, and language with children must be considered. Persons must not use derogatory language or act in

ways intended to shame, humiliate, belittle or degrade children or otherwise perpetuate any form of emotional abuse. Persons must not discriminate against, show preferential treatment, or favor particular children to the exclusion of others.

8. Persons will not develop any physical or sexual relationship with children. Sexual abuse will not be tolerated by APNTS.
9. Personnel will photograph and video children only when they are appropriately dressed.
10. Personnel shall not hire minors as “house help” or be accessory to recruiting a minor to engage in any employment/work that is potentially abusive and would separate the child from his or her immediate family. Students hiring helpers should go to HR department of APNTS.
11. When uncertain about the boundaries of appropriate or inappropriate behavior, Personnel must seek guidance without hesitation from the HCD Department of APNTS.
12. Personnel must seek to live out holiness especially when dealing with children.

Any personnel proven after appropriate investigation to have violated any one of the following behavior protocols, to have been involved in the abuse of a child, and/or to have neglected to report any such situation of which he or she has become aware will be subject to disciplinary action including possible dismissal from employment. Appropriate government authorities will be notified as required.

The above Code of Conduct shall be evaluated every five years to ensure effectiveness and consistency of child protection implementation.

### **D. Reporting and Referral Guidelines for Child Abuse**

Access to agencies in reporting child abuse cases has broadened through the years. But the present structures also allow the transfer of complaints from one agency to another in a way that leads to “double victimization.” The child becomes the victim of the abuse as well as of the system that seeks to provide responses to address the individual child’s case. This occurs when the progress of the case is seen as slow in one agency, or when services in one agency are not sufficient to address the needs of the abused child. Every time a child victim transfers from one agency to another, the same questions are asked and victims tell their stories over and over. The same tests are conducted and various sensitive and insensitive caregivers/service providers who carry out different tasks make the child twice, thrice a victim.

Therefore, it shall be the policy of APNTS to treat every child abuse case with utmost care and responsibility, if possible, minimizing transfer of the case from one agency to another. Likewise, APNTS in coordination with the Department of Social Welfare and Development (DSWD) shall ensure that appropriate remedial procedures are provided to the abused child such as, but not limited to medical, physical, or mental examination and treatment, enrolment in rehabilitation and treatment programs, counseling and filing of legal charges and provision of protective custody.

The following reporting procedures shall be followed in situations of

suspected child abuse or molestation.

### 1. Internal Reporting

- a. Any personnel who becomes aware of possible abuse of a child or strongly suspects that a child has been abused should immediately report the incident to the HCD program director. Once a report is received, the program director should investigate and report immediately to the APNTS President.
- b. All reports of child abuse or suspicions of child abuse should be documented in writing by the Program Director of HCD.
- c. The first priority is to assess medical needs and other life threatening conditions of the abused child. The person concerned must seek help from a doctor in determining this. It is important that the child must be taken to the nearest hospital for thorough physical examination and be provided a medical certificate.
- d. Except in emergencies (such as rape or incest where the police or DSWD should be contacted immediately), a report should be made first to the APNTS President, then to government authorities. No one outside of APNTS shall be contacted or informed until formal internal reporting steps have been completed, and until instructions from APNTS are given for appropriate external reporting.
- e. Under no circumstances should any personnel speak to the media concerning any allegations. The HCD program director is the designated spokesperson to deal with the media and will appoint an appropriate person to act as liaison with all other appropriate individuals and organizations external to APNTS.

### 2. External Reporting/Referral

- a. Having satisfied the internal reporting process, APNTS shall initiate external reporting procedures to any of the following mandated institutions for proper investigation and handling of the case.
  - a. Taytay Department of Social Welfare and Development Tel No: 284-47-10 and Taytay Police station No: 658-7267.
  - b. National Bureau of Investigation (NBI Main Office, Ermita Manila) Tel. 523-8231 to 38
  - c. Taytay Women's Crisis and Child Protection Office (Philippine National Police Operation Center) (632) 723-0401 local 5444/3697
- b. If the internal investigation proves the report to be groundless, the internal audit would record its findings, and, in some cases, report to the community. (If the case is known by the community, it would so report; if not, it would record its findings and maintain a file.)
- c. Respect for the child's privacy will be observed in the entire process. The identity of the child and other particulars such as the address and names of parents of the child shall not be disclosed except to the investigating

agencies. APNTS will make every effort to keep child abuse cases confidential. Any person proven to have made unauthorized disclosures to any third party will be subject to disciplinary action.

- d. APNTS shall ensure that the agency to which the report was made assumes responsibility for the case and ensure that the child is being cared for. It shall ensure that the abused child shall receive the necessary support for his or her recovery and restoration. This assistance may be done in coordination with DSWD.
- e. In a case when the offender is a child on campus, the same procedure for children in conflict with the law stated in Article 189-204 of the Child and Youth Welfare Code (PD 603) and the Rules of Juveniles in Conflict with Law and the Department of Justice shall be applied. APNTS will likewise ensure that the child in conflict with the law and his or her family is provided appropriate Christian counseling, psychological and medical support that may be deemed necessary for his or her rehabilitation.

### 3. Responding to Allegations<sup>12</sup>

- a. Response to the alleged victim: Take allegations seriously. The care and safety of the alleged victim is top priority. Protect confidentiality to the degree possible.
- b. Response to the alleged abuser: The accused should be relieved of all responsibilities involving minors promptly and respectfully, protecting confidentiality to the degree possible.
- c. Response to the APNTS community: Respond to the community by reading from a prepared, written statement without revealing details or identities. Assist the community in dealing with the crisis through support groups, individual counseling, and parent meetings.
- d. Response to the media: If media wants to cover the incident, the HCD program director is the designated spokesperson. This spokesperson should speak from a prepared written statement on behalf of the community to the media.

## E. Case Management of Child Abuse Allegations

### PROCESS FOR DISCIPLINARY ACTION TAKEN ON WORKERS

APNTS commits to respecting the dignity and worth of every person. When a worker of APRC, PFO, WMC, and APNTS is proven to have committed child abuse or any form of child molestation, the following shall be the disciplinary action that would be conducted:

- a. In the event of an incident of an alleged child abuse by a person from APRC, PFO, WMC, or APNTS, the President shall be informed by the HCD Program Director within 24 hours of the incident. The report can be

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<sup>12</sup>Nazarene Safe, 18.

made verbally but a written document must be submitted immediately, not to exceed 24 hours from the time the verbal report was made.

- b. The APNTS Administrative Council (ADCO) will then meet with the HCD Program Director to discuss the issue at hand.
- c. The alleged abuser shall be given a 3-day period to be informed and to explain his or her side in writing.
- d. The alleged abuser shall be placed in a preventive suspension not exceeding 30 days during the course of the investigation. The accused is encouraged to participate by providing information and names of persons who may be interviewed as witnesses.
- e. After all the facts have been gathered, ADCO will then again convene to review the facts and arrive at a decision on the case.
- f. All information on the case shall be documented and be kept strictly confidential by ADCO.
- g. In the event the allegation is proven to be untrue and fabricated, all efforts should be made to restore the offended employee. Appropriate steps such as counseling and support shall be accorded the accused, the child and the person who did the reporting of the incident.
- h. In the event the allegation is proven true, the APNTS Policy on Child Abuse applies. An appropriate civil or criminal case may be filed against the accused as required.
- i. For child abuse cases involving foreign visitors, it shall be the responsibility of the MA-RE in HCD to refer the case to the President of APNTS.
- j. If the alleged abuser is a member of the ADCO or the HCD Program Director, the Regional Director of the Asia-Pacific Region of the Church of the Nazarene will be the one to make sure due process is followed.

### **F. Statement of Commitment**

All individuals inside the APNTS campus including Asia Pacific Resource Center (APRC), Philippine Field Office (PFO), World Mission Communications (WMC), and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty, staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwon-do instructors, and the like) shall sign and adhere to the following Statement of Commitment for the care and protection of children on campus.

- I will promote proper respect and dignity for all children and will demonstrate Christian love and care to them, regardless of their race, gender, age, religion, disability, social background or culture.
- I will never act in ways that will shame, humiliate, or perpetrate any form of verbal, emotional, sexual, or physical abuse on a child.
- I will promote the enforcement of disciplinary measures that are based on biblical principles of dignity and value of children, teach children responsibility, and reflect reasonable expectations for the age of the child.

- I will never use inappropriate language, physically strike children, or develop physical or sexual relationships with them.
- Reasonable, measured spanking one’s own children cannot be prohibited. There is a point, however, in which spanking could get out of control, even for one’s own children, and end up in abuse. Children must not be spanked, or anything else, by those who are not parents. Article 45 of Presidential Decree No. 603 “The Child and Youth Welfare Code” states that parents have the right to discipline the child as may be necessary for the formation of his good character, and may therefore require from him obedience to just and reasonable rules, suggestions and admonitions.”<sup>13</sup> This right to discipline includes corporal punishment which is moderate in degree. However, House Bill 6699 “The Anti-Corporal Punishment Act of 2009,” intends to prohibit the use of physical force to reprimand children, and deems as illegal verbal assaults and placing children in degrading or humiliating situation to correct their behavior. HB 6699 also covers corporal punishments in schools, institutions, youth detention centers, and the workplace. Penalties range from one month to six months imprisonment, or suspension of parental authority over the children. The bill is co-authored by 56 other representatives and is expected to be approved by Congress before the year ends. HB 6699 identifies forms of corporal punishments as:
  1. Use of physical force (twisting joints, pulling of ears or hair, shaving of hair, dragging or throwing a child, or cutting or piercing the skin)
  2. Forcing a child to perform physically painful or damaging act (holding weights with arms stretched, kneeling on stones, salt, or pebbles or squatting)
  3. Deliberate neglect of a child’s physical needs (starving a child if he or she doesn’t want to eat vegetables)
  4. Use of external substance to punish a child (putting hot pepper in the mouth when he curses, placing him in a container of water, or exposing him to smoke)
  5. Use of hazardous tasks and punishments (sweeping in the rain or under the heat of the sun)
  6. Confinement (being shut in a confined space, tied-up, or forced to remain in one place for an extended period of time)
  7. Verbal assaults, threats, or intimidation
- I will not be alone or travel alone with a child without permission from the parent/guardian. I will engage in children’s activities only in open or visible places.

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<sup>13</sup>Presidential Decree No. 603, “The Child and Youth Welfare Code” Official Gazette; available from <http://www.gov.ph/1974/12/10/presidential-decree-no-603-s-1974/>.

- I will not solicit a dating relationship with a child or youth here at APNTS.
- I recognize that I may face substantial adverse consequences for breach of this code of conduct.
- I am aware that allegations of abuse will be reviewed and, as determined necessary by APNTS, investigated. I recognize that, if I violate this code of conduct, I may be subject to applicable local laws and to organizational disciplinary measures.

**Pledge of Commitment**

This pledge shall be made by all individuals inside the APNTS campus including Asia Pacific Resource Center (APRC), Philippine Field Office (PFO), World Mission Communications (WMC), and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty and staff, students, crew members, security guards, casual workers, office workers, parents, and caregivers (including nannies, Kids Klub teachers, Tae Kwon-do instructors, and the like):

I have read and understood APNTS’s Statement of Commitment to Child Protection, including the Code of Conduct. I acknowledge that this Commitment states APNTS’s expectations of me in my service or association with this institution. With my signature affixed herein, I agree to abide by this Commitment.

NAME: \_\_\_\_\_

JOB TITLE/POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

**ASIA-PACIFIC NAZARENE THEOLOGICAL SEMINARY**





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# GENDER EQUALITY AND SENSITIVITY POLICY

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Applicable to:

Asia Pacific Resource Center (APRC)

Philippine Field Office (PFO)

World Mission Communications (WMC)

and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty, staff,  
students, crew members, security guards, casual workers,  
office workers, and parents

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## Introduction

### Gender and Equality in the Wesleyan Tradition

Churches in the Wesleyan tradition are rightly proud of their historic stand allowing women full access to public ministries. Women in the Wesleyan tradition have been on the forefront of campaigns against human slavery and child abuse. In various countries around the world, women have led the way in movements against alcohol and in favor of equal rights. Men have seen women as co-workers of equal dignity and respect. The *Manual* of the Church of the Nazarene affirms that the “purpose of Christ’s redemptive work is to set God’s creation free from the curse of the Fall,” and that “those who are ‘in Christ’ are new creations” (2 Corinthians 5:17). Therefore, the *Manual* continues, “in this redemptive community, no human being is to be regarded as inferior on the basis of social status, race or gender” (P903.5).

Yet, admittedly, in local contexts churches and church institutions, including schools, have fallen far short of these ideals. It is necessary and good, therefore, to affirm in policy our Christian commitment to the equality of women, and our commitment to treat women with fairness, as ones worthy of respect, dignity and equality. Our commitment is not to discriminate on the basis of gender. Nor will we tolerate times or places – whether inside or outside of class settings – in which women because of gender are in any way demeaned or threatened. We recognize that in Christ there is “neither male nor female” (Galatians 3:28) and that all stand on equal footing before the cross of Christ. As God shows no favoritism (Romans 2:11), bestowing grace and love equally on women and men, we affirm that women are deserving of equal opportunity in the society, in the church, and in the school. We recognize that all of us – men and women – must stand for and when necessary protect the purity of women as if they were their own sisters and mothers. So help us God.

Floyd Cunningham

Academic Dean

## Executive Summary

The Asia-Pacific Nazarene Theological Seminary (APNTS) Gender Equality and Sensitivity Policy (hereafter referred to as GESP) is aimed at reducing the risk of gender inequality issues on campus. This policy provides the principles of gender sensitivity and equality; definition of terms related with gender sensitivity; workers' code of conduct; grievance procedure; and the pledge of commitment. GESP serves as a guide for all persons inside the campus of APNTS for appropriate behavior in relation to gender issues.

### Gender Equality and Sensitivity

6. All individuals inside the APNTS campus including Asia Pacific Resource Center (APRC), Philippine Field Office (PFO), World Mission Communications (WMC), and APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, and parents must sign a statement of commitment to gender equality and sensitivity.
7. All individuals at APNTS and other entities inside the campus have attended a one-time orientation on the APNTS Gender Equality and Sensitivity Policy.
8. APNTS has designated one person as having responsibility, which includes monitoring and evaluating the policy, namely, the program director of the Holistic Child Development (HCD).
9. APNTS has written and clearly understood guidelines and step-by-step procedures for dealing with complaints of abuse, which have clear time frames to resolve the complaints.
10. The local plan of action on gender equality and sensitivity is evaluated every five years.

### Legal Mandates<sup>14</sup>

APNTS supports the Philippine Government's program on the popularization of the Convention on the Elimination of All Forms of Discrimination (CEDAW) which is to move towards a society that is truly equal.<sup>15</sup> In this light, the APNTS Gender Equality and Sensitivity Policy is

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<sup>14</sup>“Gender Equality Guide,” available from [http://pcoo.gov.ph/genderfairmedia/buk3\\_gender\\_equality\\_guide.pdf](http://pcoo.gov.ph/genderfairmedia/buk3_gender_equality_guide.pdf); accessed September 12, 2015

<sup>15</sup>“Training Manual on Gender Sensitivity and CEDAW” (Ateneo

anchored on legal mandates as follows:

A. 1987 Philippine Constitution

1. Section 14, Article 2 of the 1987 Philippine Constitution provides that the State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men.
2. Section 24, Article 2 of the 1987 Philippine Constitution recognizes the vital role of communication and information in nation-building.
3. Section 4, Article 3 of the 1987 Philippine Constitution, “No law shall be passed abridging the freedom of speech, of expression or of the press, or the right of the people to peaceably assemble and petition the government for redress of grievances.

B. Magna Carta of Women

The enactment of Republic Act No. 9710 (RA 9710) or the Magna Carta of Women fulfills the commitment of the government to the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) which the Philippines ratified in 1981. This Act categorically defines discrimination against women. This is also a comprehensive law that upholds and protects human rights of women in all spheres.

## **THE GENDER EQUALITY AND SENSITIVITY POLICY**

### **I. Policy Statement/Objectives**

It is the policy of APNTS to promote equality among persons to prevent abuse and inequality in any form by providing reasonable guidelines in upholding the dignity of women and men and to direct the interactions of APRC, PFO, WMC, and APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, and parents inside APNTS. As such, all APRC, PFO, WMC, and APNTS workers and students are required to sign and abide by the Statement of Commitment including a section on behavior protocols.

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Human Rights Center, 2007), 1; available from [http://unwomen-asiapacific.org/docs/cedaw/archive/Philippines/P9\\_CEDAWTrainingManual\\_Ph](http://unwomen-asiapacific.org/docs/cedaw/archive/Philippines/P9_CEDAWTrainingManual_Ph)

[ilJA.pdf](#); accessed September 7, 2015.

## II. Definition of Terms<sup>16</sup>

1. **Basic Premises on Gender Equality.** It is important to emphasize these premises at the outset in order for participants to appreciate and understand the context of the discussions from the outset. This is borne by the fact that normally “gender sensitivity” is perceived to be anti-male or to promise a “war between the sexes.”
2. **Gender** refers to the culturally or socially constructed roles ascribed to males and females. It identifies the social relations between men and women, an acquired identity. It refers to all differences except those that are strictly biological. Generally, there are two types of genders, the masculine and feminine.
3. **Gender Roles** are learned behaviors in a given society/community, or other special group that condition us to perceive certain activities, tasks and responsibilities as male or female.
4. **Gender Sensitivity** is the ability to recognize gender issues, especially women’s different perceptions and interests arising from their unique social location and gender roles. It calls for an understanding and consideration of the socio- cultural factors underlying **discrimination** based on sex (whether against women *or* men!).
5. **Gender Stereotypes** is an over-generalized belief in the characteristics of a person based simply on their gender. It is a rigidly held and oversimplified belief that all males and females possess distinct psychological and behavioral traits.
6. **Persons** are all APRC, PFO, WMC, and APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, and parents.
7. **Sex** identifies the biological difference between men and women.
8. **Sex Roles** refer to an occupation or biological function for which a necessary qualification is to belong to one particular sex category.

## III. Policy Components

The policy components include advocacy and awareness raising, worker’s code of conduct, formal grievance procedure,<sup>17</sup> and the Statement of Commitment.

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<sup>16</sup>Unless otherwise noted, all terms defined in this section are from the “Training Manual on Gender Sensitivity and CEDAW,” 4-12.

<sup>17</sup>Taken from APNTS Grievance Policy.

## A. Advocacy and Awareness-Raising<sup>18</sup>

APNTS shall meet its commitment to promote gender equality and sensitivity through the following:

8. Ensure all persons shall receive a copy of Gender Equality and Sensitivity Policy and sign the Statement of Commitment.
9. Include the Gender Equality and Sensitivity Policy as one of the official documents in the orientation materials for those who may wish to apply to work or register for classes at APNTS and the other entities located on campus.
10. Provide information on the Gender Equality and Sensitivity Policy to all persons on recognizing forms of gender inequality, policies, and their implementation.
11. Provide learning opportunities for women and men and where they can go for help and advice when they experience or witness cases of inequality, abuse, harassment, or exploitation.
12. Create official documents and academic syllabi that are gender sensitive.
13. Include in the Strategic Objectives in APNTS' Mission and Objectives this statement: "to reach across ethnicity, culture, gender, class and geographical region for the sake of the Gospel."<sup>19</sup>
14. Conduct a yearly program for Gender Equality and Sensitivity. This includes the following initiatives: attending the yearly symposium conducted by the Commission on Higher Education (CHED), devoting at least one Chapel service on this subject for all students, faculty, staff, and all the offices inside the APNTS campus, and conducting a session for all APNTS' employees regarding sexual harassment and sensitivity.
15. Seek to partner with churches, Christian NGOs, and other organizations working with gender issues in raising the awareness of the situation and circumstances that negatively affect the development and growth of women and men.
16. Seek to develop and support researchers that seek to improve the quality of life of women and men on campus.
17. Participate in significant activities that promote the dignity of persons and those which seek to protect persons from abuse and exploitation at local, national, and regional levels.

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<sup>18</sup>Adapted from APNTS Child Protection Policy (2015).

<sup>19</sup>APNTS Academic Catalogue 2011-2015, 15.



## B. Worker's Code of Conduct<sup>20</sup>

The following general guidelines will serve as a *Code of Conduct* for all APRC, PFO, WMC, and APNTS faculty, staff, volunteers, and workers in relation to gender equality and sensitivity.

13. All persons must be entirely professional in their relationship with one another on campus, while at the same time demonstrating Christian love and care.
14. All policies, curricular and extra-curricular activities should promote gender equality and not reproduce gender stereotyping. All activities should not expose female students to physical and sexual risks.
15. APRC, PFO, WMC, and APNTS administration should aim at gender balance in the appointment of women and men to all advisory, management, regulatory or monitoring bodies.<sup>21</sup>
16. Concern about perception, appearance, actions, and language with one another must be considered. Persons must not use derogatory language or act in ways intended to shame, humiliate, belittle or degrade women or men or otherwise perpetuate any form of emotional abuse. Persons must not discriminate against, show preferential treatment, or favor a particular gender to the exclusion of others.
17. All persons will not engage in any form of sexual harassment. APNTS exercises zero tolerance on sexual abuse.
18. Personnel will photograph and video women and men only when they are appropriately dressed.
19. Personnel must seek to live out holiness when dealing with one another.

Any personnel proven after appropriate investigation to have violated any one of the following behavior protocols, to have been involved in the abuse of persons, and/or to have neglected to report any such situation of which he or she has become aware will be subject to disciplinary action including possible dismissal from employment. Appropriate government authorities will be notified as required.

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<sup>20</sup>Everything in this section is adapted from the APNTS Child Protection Policy (2015), unless otherwise noted.

<sup>21</sup>Adapted from "Gender Equality Guide;" available from [http://pcoo.gov.ph/genderfairmedia/buk3\\_gender\\_equality\\_guide.pdf](http://pcoo.gov.ph/genderfairmedia/buk3_gender_equality_guide.pdf); accessed September 12, 2015.

The above Code of Conduct shall be evaluated every five years to ensure effectiveness and consistency of gender equality and sensitivity implementation.

### C. Formal Grievance Procedure<sup>22</sup>

#### 1. Guidelines

13. The grievant<sup>23</sup> is encouraged to undertake the aforementioned informal grievance procedures before initiating the formal grievance procedures described here. The grievant has no more than 20 working days after the incident that occasioned the grievance in which to file his/her written petition. However, the grievant whose grievance involves alleged moral failures may file his or her written petition any time, so long as he or she is still a student at the Seminary or a person related with any of the offices inside APNTS.
14. The grievance process is initiated by submission of a written, signed petition to the chairperson of the Grievance Committee. The petition must include:
  - a. Names of the parties involved
  - b. A clear statement of the nature of the grievance
  - c. A narrative of the incident including
    1. what occurred
    2. when it occurred
    3. where it occurred
    4. who was present
  - d. The evidence on which the grievance is based
  - e. Why this constitutes capricious, arbitrary, or immoral action on behalf of a staff or faculty member or any person from the offices inside the APNTS campus
  - f. What has been done to resolve the grievance
  - g. The desired outcome(s)
  - h. Any supporting documentation

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<sup>22</sup>Adapted from APNTS Grievance Policy. In cases that would involve gender sensitivity, the Program Director of HCD and at least one member from the Gender Equality and Sensitivity (GES) Committee will be a member of the group that would deal with the case in hand. All grievances whether from APNTS or from the various offices within the campus will be treated under the guidelines of the APNTS Student Grievance Policy.

<sup>23</sup>In this document, the “grievant“ could be a person/s from APRC, PFO, WMC, and APNTS faculty and staff, students, crew members, security guards, casual workers, office workers, and parents.

15. If, in the judgment of the chairperson, there is emotional or physical danger to the grievant or other community members, appropriate actions may be taken to protect the safety of the grievant up to and including immediate suspension and restriction from campus of the respondent during the course of the grievance process.
16. If the respondent is a member of the clergy and if the respondent is accused of misconduct, conduct unbecoming a minister, or of teaching doctrines out of harmony with the doctrinal statement of the Church of the Nazarene, or of serious laxity in the enforcement of the Covenant of Christian Character or the Covenant of Christian Conduct of the church, if and when it is prudent in the judgment of the committee, the chairperson shall notify the District superintendent or equivalent where the person implicated is a member. The chairperson shall notify the District superintendent or equivalent of the nature of the allegations and of the details of the grievance process being undertaken as described herein.<sup>24</sup>
17. The chairperson of the Grievance Committee will submit a copy of the grievance to each person who will serve on the Grievance Committee for this incident, as well as to the faculty or staff members involved.
18. A meeting of the Grievance Committee will be scheduled to consider the matter within five working days of the date on which the petition was filed.
19. Meetings of the Grievance Committee shall be attended only by the parties named in the grievance, members of the Grievance Committee, the adviser(s) chosen by the grievant and/or respondent, and witnesses invited by the Grievance Committee (See III, C, 5). No one other than members of the Grievance Committee may be present during deliberations (i.e., when the committee is meeting without the presence of the grievant or respondent in order to determine the committee's conclusions).<sup>25</sup>
20. Neither the grievant nor the respondent may bring legal counsel, nor have another individual represent him or her as counsel. The Grievance Committee may not have legal counsel present.
21. No printed materials or notes may be taken from the meeting (other than the official minutes described in section C, 5).
22. Except for communications with the applicable administrators after the conclusion of the Grievance Committee proceedings and communications with the faculty member(s) and student(s) involved

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<sup>24</sup>Adapted from the *Nazarene Manual*, 501.2 and 505.1.

<sup>25</sup>However, if the grievance specifically includes gender sensitivity, the director of the Gender Equality and Sensitivity (GES) plus one member of the GES committee may be part of the proceedings.

- advising them of the Grievance Committee's final decision, the parties and committee members may not discuss the case outside the meeting.
23. If a committee member is approached prior to a meeting by a grievant or respondent whose case is to be heard, the member should refuse to discuss the issue and should disclose, at the time of the meeting, that he or she was been approached.
  24. Any committee member who has a potential conflict of interest, or who holds a bias or preconceived notion as to the facts of the case and has formed an opinion about them, or who may hold ill will toward a particular grievant or respondent, must disclose to the chairperson the nature of such feelings, bias, or potential conflict. The committee member may request to be excused from participation, or in the discretion of the chairperson, and replaced by the chairperson with a substitute committee member of comparable station to the extent possible under the circumstances.

## 2. Committee Process

11. The grievance procedure shall act as a vehicle for communication and decision-making between students, staff, and faculty, office worker or crew member and provide, through prescribed procedures, a process through which a student-initiated grievance can be resolved internally.
12. As noted above, the grievant should attempt to resolve his or her grievance informally with the faculty member involved and, if necessary, the appropriate department chairperson and dean before commencing the formal process. The formal procedure must be initiated within the time limits set forth above; however, the time limit may be extended by the Dean of Students or Academic Dean, in their sole discretion, upon showing a good cause.
13. Justifiable cause for grievance shall be defined as any act which, in the opinion of the grievant, adversely affects the grievant and is perceived as prejudicial, capricious, or immoral action on the part of any Seminary faculty or staff member.
14. The grievance process is initiated by submission of a grievance petition in writing to the Dean of Students in nonacademic matters, Academic Dean in academic matters, or the APNTS Human Resources (HR) Manager for cases involving workers or crew members from the offices within the campus. The petition must contain the names of the parties involved, narrative about the incident, and the remedies requested. The Dean of Students, Academic Dean, or HR Manager will submit a copy of the grievance to each member of the grievance committee prior to the hearing. Thereupon, the committee will be activated and a meeting will be held to consider the matter.

15. The involved student and faculty or community member may be present at the committee meetings, except during deliberation as noted above (III, B, 7). The meetings shall be held at times when both parties are available to testify. Either party may seek an advisor who must be a faculty member, staff member, or student in the Seminary/offices inside APNTS. The function of the advisor shall be to lend support by his or her presence, but the advisor may not address the committee unless requested to do so by a committee member.
16. Accurate minutes of the grievance procedure shall be written and kept in a confidential file of the committee's proceedings.
17. If, due to shame or power distance, the grievant wishes to address the committee without the respondent present, the chairperson may so arrange. In such a case, a complete written transcript, redacted to remove the grievant's name, shall be provided to the respondent to enable him/her to respond to the accusations before the committee.
18. In cases of conflicting information and/or when additional information is desired, the committees may request testimony from additional witnesses having information pertinent to the grievance.
19. The committee will decide on the matter by vote. The committee has the power to determine the appropriate response to the grievance up to and including dismissal from the Seminary of the faculty or staff member from the offices inside APNTS. However, the grievance committee does not have the right to terminate the employment relationship of a respondent with another institution or organization (such as the General Board, Church of the Nazarene).
20. Both parties will be notified, in writing, within two days of the decision. In cases that involve discipline of a faculty or staff member, the grievant will not be informed of the precise details of that discipline.

### 3. Appeal<sup>26</sup>

The decision of the Grievance Committee is final. Neither the grievant nor the respondent has the right of appeal.

<sup>26</sup>Adapted from "New York University Student Grievance Procedure," available from <http://www.nyu.edu/life/student-life/student-communitystandards/student-grievance-procedure.html>; accessed September

10, 2013.

**D. Statement of Commitment:**

1. I will not engage in gender discrimination which includes any distinction, exclusion or restriction made on the basis of socially constructed gender roles and norms that prevent a person, female or male, from enjoying full human rights.<sup>27</sup>
2. I will use gender-fair language and terminologies in the workplace, classroom, or any form of communication.<sup>28</sup>
3. I will not engage in acts that perpetrate violence against women (VAW). The United Nations Declaration on the Elimination of Violence defines VAW as: “Any act of gender-based violence that results in, or is likely to result in, physical, sexual or mental harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.”<sup>29</sup>
4. I will not engage in “physical, sexual and psychological violence occurring in the family and in the general community including battering, sexual abuse of female children, marital rape, and other traditional practices harmful to women, non-spousal violence and violence related to exploitation, sexual harassment, and intimidation at work, in educational institutions and elsewhere, trafficking in women, force prostitution, and violence.”<sup>30</sup>
5. I will not commit any immoral act, or accusation that undermines equality and respect with regards to race, color, religion, sex, nationality, origin, age, disability, marital status and citizenship status.<sup>31</sup>

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<sup>27</sup>Adapted from “Gender Equality Guide.”

<sup>28</sup>Refer to Appendix A for Gender-Fair Language Guidelines.

<sup>29</sup>“The United Nations Declaration on the Elimination of Violence Against Women;” available from [http://pcoo.gov.ph/genderfairmedia/buk3\\_gender\\_equality\\_guide.pdf](http://pcoo.gov.ph/genderfairmedia/buk3_gender_equality_guide.pdf); accessed September 7, 2015.

<sup>30</sup>“The United Nations Declaration on the Elimination of Violence Against Women.”

<sup>31</sup>Taken from the APNTS Staff Handbook.

## Appendix A

### Why Use Gender-Fair Language?<sup>32</sup>

1. Language articulates consciousness. It is through words that we give utterance to our basic needs and feelings.
2. Language reflects culture. Language verbalizes cultural meanings and values in our society. This is where language may be used to stereotype women. It also reflects how society, through words, reflects cultures and perspectives.
3. Language affects socialization. The cultural assumptions and biases underlying language are already absorbed.

### Importance of Gender-Fair Language

1. Language that uses the generic masculine excludes women and renders them invisible.
2. Language that involves the use of suffixes (-ess, -ette, -trix, -enne) - makes unnecessary reference to the person's sex, suggests triviality, unimportance, or inferiority of women occupying such a position. It trivializes women and diminishes their stature.

Current Usage:	Alternative:
Actress	Actor/Thespian
Authoress	Author
Usherette	Usher
Heroine	Heroes

3. Use of sex-linked modifiers - sounds gratuitous and patronizing, and suggests the norm for some occupations is for a particular sex.

Current Usage:	Alternative:
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<sup>32</sup>“Training Manual on Gender Sensitivity and CEDAW,” 11-15; There are guidelines on Gender Free Language found in the APNTS Thesis Handbook, 7<sup>th</sup> ed., 43-47.



Lady Justices	Justices
Lady Doctor	Doctor
Female Lawyer	Lawyer
Male Nurse	Nurse
Male Secretary	Secretary
Working Mothers	Wage Earners

When it is necessary to point out the female aspect of a person occupying a given role or occupation, use the term “FEMALE” or “WOMAN” rather than “lady”.

- The use of certain terminologies in designating occupations, positions and roles can call attention to a person’s sex.

Current Usage:	Alternative:
Delivery boys	Deliverers
Delivery men	
Motherhood / Fatherhood	Parenthood

- The use of some terminologies can disparage and marginalize women or persons of another gender.

Current Usage:	Alternative:
Chick	Girl, Woman
Bachelorette, Spinster	Unmarried women
Old Maid	

- Language as seen in the use of some phrases fosters unequal gender relations (e.g., lack of parallelism).

Current Usage:	Alternative:
Man and Wife	Husband & Wife
Men and girls	Men and Women
Boys and girls	

#### Guidelines for Use of Gender-Fair Language

- Eliminate the use of 'he':
  - Use plural nouns
  - Delete 'he', 'his', and 'him' altogether
  - Substitute articles ('the', 'a', 'an') for 'his'; and
  - 'who' for 'he'

- Substitute 'one', 'we', or 'you'
- Minimize use of indefinite pronouns (*e.g.*, 'everybody', 'someone')
- Use passive voice (use sparingly)
- Substitute nouns for pronouns (use sparingly)

2. Eliminate the generic use of 'man':

- For 'man', substitute 'person' or 'people', 'individual(s)', 'human(s)', 'human being(s)'
- For 'mankind', substitute 'humankind', 'humanity' or 'the human race'
- For 'manhood', substitute 'adulthood' or 'maturity'
- Delete unnecessary references to generic 'man'

3. Eliminate sexism when addressing persons formally:

- Use 'Ms.' instead of 'Miss' or 'Mrs.', even when a woman's marital status is known
- Use a married woman's first name instead of her husband's (*e.g.*, "Ms. Annabelle Lee" not "Mrs. Herman Lee")
- Use the corresponding title for females ('Ms.', 'Dr.', 'Prof.') whenever a title is appropriate for males
- Use 'Dear Colleague' or 'Editor' or 'Professor', *etc.* in letters to unknown persons (instead of 'Dear Sir', 'Gentlemen')

4. Eliminate sexual stereotyping of roles:

- Use the same term (which avoids the generic 'man') for both females and males (*e.g.*, 'department chair' or 'chairperson')
- Do not call attention to irrelevancies (*e.g.*, 'lady lawyer', 'male nurse')

Using gender-fair language will not only benefit women but men as well. It will help reshape our views about gender, and about women in particular. The advocacy for gender equality begins by using gender-fair language

## Appendix B

### Pledge of Commitment

This pledge shall be made by all individuals inside the APNTS campus including Asia Pacific Resource Center (APRC), Philippine Field Office (PFO), World Mission Communications (WMC), and Asia-Pacific Nazarene Theological Seminary (APNTS) faculty and staff, students, crew members, security guards, casual workers, office workers, and parents,

I have read and understood APNTS's Statement of Commitment to Gender Equality and Sensitivity, including the Code of Conduct. I acknowledge that this Commitment states APNTS's expectations of me in my service or association with this institution. With my signature affixed herein, I agree to abide by this Commitment.

NAME: \_\_\_\_\_

JOB TITLE/POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OVER PRINTED NAME

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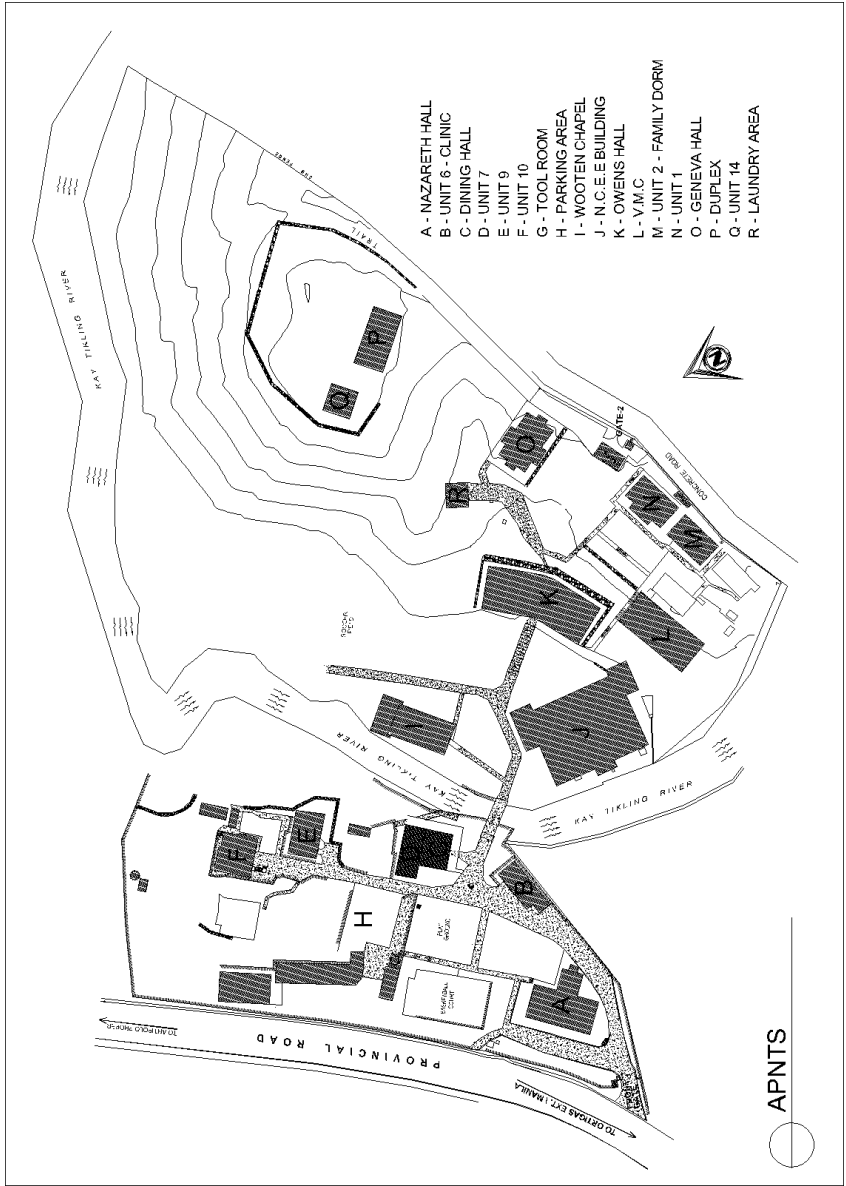
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Campus Map