

Guide to Student Life 2018-2019

***St. Louis Christian College pursues excellence
in the Word and develops servant-leaders for
urban, suburban, rural, and global ministry.***

The statements set forth in this Guide to Student Life are for informational purposes only and should not be construed as the basis of a contract between a student and St. Louis Christian College. While provisions of this Guide ordinarily will be applied as stated, St. Louis Christian College reserves the right to change any provision listed in this Guide without notice. For the most current version of the Guide, please see the online version on the College website.

A Letter from the Vice President of Student Life

Welcome to St. Louis Christian College! We are thrilled you have chosen to take the next step in pursuing a life filled with ministry. Wherever your path leads we hope that you are prepared to make it your mission field as we all work to advance God's kingdom. These guidelines are set in place as a way to prepare you for that mission field. It is our hope that after your time here you have the education, skills, and discipline to be a faithful servant to God and His Word. We are praying for your success and are here to support you as you begin this journey.

Steve Naglak
Vice President of Student Life

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SPIRITUAL LIFE

You will be encouraged to develop spiritually while at St. Louis Christian College and we anticipate that you will be more spiritually mature than when you arrived. The College staff strives to be examples of faithful Christian living and to mentor students as they grow in Christ. There are many opportunities for growth—Chapel, COMPASS, missions groups, fellowship, worship and service in the area churches, classroom instruction, as well as being a part of a Christian community. The real development comes, however, through your personal study and worship time.

CHAPEL

Chapel attendance is required because St. Louis Christian College desires to produce not just academic excellence, but Christlikeness. The Chapel program is carried out to develop well-prepared servants for Christ—men and women who not only have the training for ministry, but also the heart for ministry. All day students (including off-campus students) are expected to attend chapel as part of their COMPASS requirement.

CHURCH ATTENDANCE

Students are expected to attend church worship services regularly. A number of churches are within easy driving distance from the College. Students are encouraged to get involved with a local congregation, rather than just continuing to visit churches with no accountability to a local body of believers. For a list of local Christian Churches please see the Vice President of Student Life.

COMPASS FIELD EDUCATION PROGRAM

Preparation for ministry is based on a two-fold approach at St. Louis Christian College. We are committed to providing the highest quality classroom instruction possible. At the same time, we are committed to ensuring that each student, whether intending to be involved in vocational ministry or not, also integrates practical field experience into his or her education. The Compass Field Education Program at St. Louis Christian College is designed to serve as a necessary complement to classroom instruction for students by establishing a coordinated structure in which students at St. Louis Christian College are involved in meaningful spiritual formation and ministry experiences and are provided an opportunity to reflect on those experiences and the growth they afford. The primary objective of the program is that students glorify God by ministering among believers and nonbelievers both within and outside the campus community.

The Compass Field Education Program consists of four separate areas of development in the lives of students. The program can be understood by orienting to a compass:

- ◆ North represents “nurture” (students are encouraged to join family groups)
- ◆ South represents “service” (students participate in Lab Week each Spring)
- ◆ East represents “educate” (students attend workshops each semester: Global Influence in Missions & Boatman Leadership Intensive)
- ◆ West represents “worship” (students attend and participate in both chapel and a local church)

Students are involved in activities in each of these areas of development every semester they are enrolled at St. Louis Christian College. The exact nature of their involvement will be determined

in consultation with the Compass Coordinator on the basis of the student's individual developmental needs and the service opportunities that are presented to the College community. As a result, each student's responsibilities will be the best suited to his or her developmental needs. Students are encouraged to seek out opportunities for service that will allow them to use the skills they are learning in the classroom for the glory of Christ.

Participation in the Compass Field Education Program is required for graduation. Students register for Compass each term they are regularly enrolled. Students are evaluated (graded) in each of the developmental areas and must meet attendance requirements. Specific information about Compass, including course requirements, is published in the Compass course syllabus and is available at any time from the Compass Office.

DEVOTIONS

A private, personal worship time is vital to spiritual growth and development. Set aside a definite time each day to go apart from everyone else for personal Bible study and prayer. In addition to this, dormitory and small group devotions are held in each dorm hall on a regular basis. The schedule is determined by the Resident Assistants and the Residence Director. Plan to take part in these devotions.

CAMPUS LIFE

AUTOMOBILES

Having a vehicle on campus is a privilege. To provide for the safety of students and small children, the campus speed limit is 15 miles per hour. Other reckless driving, such as riding outside a moving vehicle or having too many passengers, is strictly prohibited. Violators will be fined. This might include both the driver and the passenger(s) in some instances. After an initial warning, the first violation fine is \$25, a subsequent violation fine is \$50, and thereafter one loses the privilege to have a vehicle on campus.

Vehicles should be parked in student zones -- not in zones marked visitor, staff, reserved, handicapped, etc. Residential students may be asked to park in assigned spots corresponding with their dormitories or apartment building. All vehicles must be registered by the student with the Security Office. Vehicles on campus are expected to be the property of a current student or employee. Vehicles abandoned or not the property of a current student or employee, without consent from an administrator, may be reported to the police and may result in a towing at the owner's expense. It is the responsibility of the owner to remove cars from the parking lot when they no longer are in working order.

Failure to adhere to College traffic safety rules may result in discipline including but not limiting to revoking the privilege of driving/parking on campus.

BOOKSTORE

The College bookstore provides resources for students - Bibles, Commentaries, school supplies, and supplementary reading sources. In addition, the bookstore carries clothing, greeting cards, and gift items. Stamps may be purchased as a service to the students.

Profits from the bookstore are used to replenish bookstore stock and buy books for the College library. Because a profit ultimately benefits the College, the bookstore appreciates student business for daily needs and special orders such as VBS and Sunday School supplies.

Bookstore hours are posted and take into consideration the schedules of the evening students.

BUILDING HOURS

The Keystone Complex (which houses the chapel, gym, classrooms and offices) and Presidents Hall (which houses the bookstore, coffee house, library, and cafeteria) are open from 7:00 a.m. – 10 p.m. during normal business days. Students are not allowed in the buildings after curfew without prior permission. Unauthorized entry into any campus building is sufficient cause for disciplinary sanctions.

COUNSELING

No one at Saint Louis Christian College has to face a difficult situation alone. The following counseling services are available to you:

Academic counseling—through the Vice President of Academic, Registrar, and Faculty advisers.

Career counseling—through the Compass Coordinator, Vice President of Student Life, and Faculty.

Financial counseling—through the Financial Aid Director and Vice President of Student Life

Personal counseling—Information on licensed counselors, psychiatrists or psychologists is available through the Vice President of Student Life

DECORUM AND LIFESTYLE PRACTICES

The SLCC community believes the principles found in the Bible should govern personal attitudes, words and behavior. *“So whatever you eat or drink or whatever you do, do it all for the glory of God”* (1 Cor. 10:31) places upon every member of the College community the obligation to honor God in all we do. A mature Christian is one who practices self-control and self-discipline within the framework of the New Testament. The aim of the College is to provide an atmosphere in which Christian character and spiritual growth can develop.

The College stands positively for Christian temperance in all things and absolute abstinence from all forms of indulgence that are physically, mentally, and spiritually harmful to any of the College community. The Bible is the final authority on all matters of faith and conduct. Behavior expressly forbidden in Scripture is not acceptable at St. Louis Christian College. This includes such acts as drunkenness, stealing, lying, the use of slanderous or profane language, and all forms of sexual immorality including premarital sex, adultery, and homosexual behavior.

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with this, the possession and use of tobacco, e-cigarettes, alcoholic beverages, or illegal drugs in any form is not permitted. Gambling, vulgarity, and the use of obscene, pornographic or otherwise objectionable literature (or viewing such on websites) are also prohibited. These restrictions apply to students while they are enrolled in a College program, both on and off campus. Students are expected to exercise restraint in these matters even during vacation periods and/or when they are not on College property. Students are also to help guests and visitors to the College observe these restrictions.

The Christian life requires self-discipline. The College expects students to assume primary responsibility for disciplining themselves according to Christian standards. As a part of the application process, students sign a statement, affirming that they agree to live by this commitment. Students, by their continued membership in the College community, assume the responsibility to continue to abide by the standards, expectations, and guidelines of SLCC. All members of the College family agree to (1) reflect the lifestyle modeled and commanded by Jesus Christ, (2) reject the lifestyle characterized by the world, and (3) respect the Lord and each other. If students fail to practice self-discipline and demonstrate lifestyle choices contrary to the lifestyle modeled and commanded by Jesus Christ, the College reserves the right to take appropriate disciplinary action. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity.

DISCIPLINARY ACTION: RATIONALE

Primary responsibility for discipline lies within the individual when one becomes a member of the SLCC community. Discipline is viewed as a redemptive means of guiding students toward developing Christian responsibility and maturity. Expectations are enumerated throughout this *Guide to Student Life*.

While this *Guide to Student Life* outlines certain procedures for disciplinary action, the final authority in all disciplinary matters rests with the President of the College. Thus, nothing contained herein should be construed as detracting from that final authority in any manner.

Throughout all disciplinary action, the attitude of the College will be one of redemption for the individual involved, including the protection of individual rights, while at the same time adhering to the purposes of the College and protecting the rights of the Saint Louis Christian College community.

The objective of the rules and goals of disciplinary action at Saint Louis Christian College are to:

1. Teach that each person is responsible for his/her actions.
2. Encourage respect for the rights and property of others.
3. Encourage self-discipline.
4. Set consequences appropriate for the offense.
5. Correct behavior detrimental to Christian growth and development, as defined by Scriptures and the *Guide to Student Life*.
6. Deter further violations.

The College may consider the seriousness of the misconduct, history of misconduct, strength of evidence, ability to correct the misconduct, attitude about the misconduct, action the College has taken for similar misconduct by students, how the misconduct affects the College (including its students, staff and supporters), and any other circumstances related to the nature of the misconduct. The College reserves the right to skip levels in the disciplinary process depending on the facts of each situation and the nature of the offense.

DISCIPLINARY ACTION: MISCONDUCT SUBJECT TO DISCIPLINE

The following is a non-exhaustive list of conduct that may be subject to discipline:

1. All forms of dishonesty.
2. Intentional disruptions or obstruction of teaching, administration, disciplinary proceedings, campus/residence hall life, and other College activities.
3. Physical and/or psychological hazing, discrimination, harassment or any other abuse of any person for any reason on or off the College campus.
4. Physical violence against any person or the property of another person or the College.
5. Theft or damage to College property or the property of a member of the College family.
6. Violation of published College regulations, practices and policies, or local, state, or federal laws.
7. Possession of weapons and ammunition, or discharging fireworks or firearms on College premises.
8. All forms of immorality, including but not limited to premarital sex, adultery, homosexuality, gambling, use of profanity or obscenities, possession or viewing of pornography.
9. The use or possession of alcohol, tobacco, e-cigarettes, or illegal drugs off or on campus. A student apprehended in violation of state alcohol/drug statutes will be held accountable by the College for his/her actions. Alcoholic beverages or their containers, drugs or drug paraphernalia, e-cigarettes and tobacco products are not allowed on College premises or at any College-sponsored activities. (See also Drug and Alcohol Policy.)
10. Insubordination and/or failure to follow directions of College employees.
11. Repeated or intentional violation of campus dress expectations.
12. Violation of residence hall guidelines, including but not limited to:
 - a. Repeated violation of curfew.
 - b. Repeated violation of quiet hours.
 - c. Repeated failure to clean and care for dormitory room.
13. Violation of the technology user policy.
14. Showing disrespect toward other students or college personnel (including faculty, staff, and administration, etc.) on a continual basis.

This list serves as an example of the types of violations that are subject to action by Vice President of Student Life or the Disciplinary and Appeals Committee. The above list is in no way an all-inclusive list, and therefore does not limit the College to only these examples. Understand that members of the college campus are expected to live a lifestyle that exhibits Christlike behavior and self-discipline.

DISCIPLINARY ACTION: STEPS TOWARDS CONSEQUENCES

When students are in need of correction there will be a 3-strike rule before disciplinary procedures. At the first infraction, a student will receive a verbal warning. On the second

infraction, the student will receive a written warning as a way to make sure they fully understand the proper procedure as well as the consequences. After this, when a third infraction occurs the student will be brought before either the Vice President of Student Life or their Resident Director if applicable. Any disciplinary consequences decided will be appropriate for the infraction. The three strikes do not need to be all for the same violation, for example one student breaking curfew, failing room check, and poor attendance at devotions can result in one being sent to a Resident Director or the Vice President of Student Life.

The Vice President of Student Life may, at his/her discretion, deal with the matter in an informal manner or may refer the matter to the Discipline and Appeals Committee. Based upon the circumstances and nature of the accusations, the Vice President of Student Life or the President may suspend a student immediately or otherwise restrict the actions of the accused student, without action by the Disciplinary Committee pending investigation and/or review of the matter. The College reserves the right to skip levels in the disciplinary process depending on the facts of each situation and the nature of the offense.

Certain violations of school policy may result in immediate consequences. More serious violations involving drugs and alcohol (regardless of age), being found with members of the opposite gender, acts of violence or aggression, or spending the evening away from campus may result in the matter being taken directly before the Vice President of Student Life or the Discipline Committee. This list is not exhaustive, and the Vice President of Student Life, the Resident Directors, and the Chair of the Discipline committee reserve the right to consider the seriousness of a violation.

The College may consider the seriousness of the misconduct, history of misconduct, strength of evidence, ability to correct the misconduct, attitude about the misconduct, action the College has taken for similar misconduct by students, how the misconduct affects the College, it's students, staff and supporters, and any other circumstances related to the nature of the misconduct. When deciding about consequences.

Appeal of a Strike for Bethesda, Bethany, and Berea Halls -Upon infraction the Residence Assistant will notify the Residence Director that a violation has occurred and that they have discussed it with the student. An accused student may appeal the RA's decision in writing to the RD within seven days. If the student is not satisfied with the decision of the RD, the student may appeal in writing to the Vice President of Student Life or to the Discipline and Appeals Committee.

Appeal of a Strike for Bethel Apartments and Off Campus Students -The individual reporting the violation will notify the Vice President of Student Life that a violation has occurred. The Vice President of Student Life will deliver the strike to the student if necessary. An accused student may appeal the strike to the Discipline and Appeals Committee within seven days.

DISCIPLINE ACTION: DISCOVERY OF POTENTIAL FELONIOUS OR ILLEGAL ACTIVITY

If there is evidence of potential felonious activity, the College may report said activities to the appropriate authorities. The President or the Vice President of Student Life may suspend a

student immediately, without action by the Discipline and Appeals Committee pending investigation and/or review of the matter.

DISCIPLINE AND APPEALS COMMITTEE

The Discipline and Appeals Committee is composed of the Chairman (a faculty member), at least two other appointed faculty members, the President of the Student Government Association, and a student chosen at-large that represents the study body. (The makeup of the committee is subject to change.) Any member may ask to be excused if they find themselves in a situation where there is a conflict of interests. The Vice President of Student Life serves as an ex-officio member of the Discipline Committee. The Vice President of Academics serves as an ex-officio member of the Discipline and Appeals Committee regarding grading or other academic policies. (See Academic Appeal in the college catalog.) A quorum shall consist of three members to always include the Chairman.

Procedures

1. The Vice President of Student Life will be notified of all discipline infractions. The Vice President of Student Life may, at his/her discretion, deal with the matter in an informal manner or may refer the matter to the Discipline and Appeals Committee.
2. If the matter is referred to the Discipline and Appeals Committee, the Chairman will prepare and send to the student and Discipline And Appeals Committee a written charge, setting forth the person charged, the specific nature of the offense, and the time of the offense, if known.
3. The Chairman will set a time for the Discipline and Appeals Committee review. All parties will be notified of the meeting time and place.
4. At the review meeting, the Chairman will insure that all parties have the opportunity to present any relevant information. Absence from the meeting without sufficient reason forfeits any right to further appeal by the student. In case of absence, the review meeting will be held as planned.
5. The student shall, if he/she desires to be represented by someone from the St. Louis Christian College community, designate one such person in a written request to the Chairman. Any other fact or character witnesses the student may choose to call must also be specified at this time.
6. The Discipline Committee review meeting will be conducted as follows:
 - a. Presentation of the charges by the Chairman or his/her representative.
 - b. Presentation of any other relevant information by the Vice President of Student Life.
 - c. Response to the charges by the student.
 - d. Presentation of student's witnesses.
 - e. Questions by the Discipline Committee.

- f. Summation by the Chairman or his/her representative.
7. A written record of the Discipline and Appeals Committee meeting will be kept by a member of the committee to be appointed by the Chairman. The meeting may be recorded electronically by the College at the request of the student or at the request of the Chairman or a majority of the committee members. Such recording shall be retained by the committee for a period of five years, unless ordered by legal process to retain same for a longer period.
8. The Chairman shall rule on the admissibility of all evidence. The student shall not be required to give evidence against him/herself, but if the student does testify, he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.
9. The decision of the Discipline Committee will be made in closed session.
10. The Discipline Committee shall render its written decision within-five business days of the close of the testimony and transmit same to the student and may notify the student's parent(s) or guardian(s) if permitted or required by law.

Appeals Procedures

1. Should the offending student desire to appeal the decision of the Discipline Committee regarding disciplinary sanctions, the appeal shall be made in writing to the President within three business days. The appeal shall set forth specifically the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Under most circumstances, appeals are made for the following reasons:
 - a. The student has new evidence, which was not presented at the earlier Discipline Committee review meeting that would alter the original decision.
 - b. The student believes that the disciplinary sanctions are too severe for the offense. The student should clearly state in the letter why the sanctions are not appropriate, and why they should be changed.
2. The student shall, if he/she desires to be represented by someone from the St. Louis Christian College community, designate such one person in the written appeal request.
3. The President is the final level of appeal. The decision of the President in regard to cases submitted to him for review shall be considered final. No further appeal shall be permitted.

Appeal

1. The Chairman will supply the President a copy of the charges and evidence against the student and the disciplinary sanctions recommended. The President may decide the appeal on the record developed in the Discipline and Appeals Committee review meeting or may

request a further appeals review meeting with the student and the Chairman. The appeals review meeting shall not be recorded.

2. If the President desires a review meeting, the President will notify all parties of the time and place of the meeting. The President may request other members of the College community to be present and/or present testimony.
3. The President will insure that all parties have the opportunity to present any relevant information. In case of absence of the student, the meeting will be held as planned.
4. The meeting will be conducted as follows:
 - a. Presentation of the charges by the President.
 - b. Response to the charges by the student, including witnesses.
 - c. Response to the student's testimony by the Chairman, including witnesses.
 - d. Questions by the President.
 - e. Summation by the President.
6. The President shall render his written decision within five business days of the close of the testimony and transmit same to the student and the Chairman. The President may notify the student's parent(s) or guardian(s) if permitted or required by law.
7. The President may affirm the Discipline Committee's decision, reverse the decision, modify same, including the disciplinary action, or may send the matter back to the Discipline Committee for further review.

DISCIPLINARY LEVELS AND STATUS

Each level of action is considered independent of the others. One level is not necessarily prerequisite to the one that follows. Any disciplinary infraction may result in any of the following disciplinary consequences depending on the circumstances and severity of the offense irrespective of whether the student has ever had any previous discipline. Both the Vice President of Student Life and the Discipline and Appeals Committee can dispense disciplinary consequences and determine the student's disciplinary status. The Vice President of Student Life or his/her representative shall enforce all sanctions and keep all other affected offices and persons informed.

Warning—a written statement to the student indicating that he/she has violated College regulations and the possibility of more stringent disciplinary action in the event of related or unrelated future violations. A permanent note will be placed in the file of a student (not on the transcript) which may be removed following a petition to the Discipline and Appeals Committee by the student in the final semester of their senior year.

Disciplinary Probation—a step short of suspension and/or dismissal, giving the student another opportunity to develop mature standards of citizenship; probation also carries with it the warning that further violation of any College rule or regulation will lead to a Discipline and Appeals Committee review. Additional restrictions may be added to disciplinary probation. A permanent note will be placed in the file of a student (not on the transcript) which may be removed following a petition to the Discipline and Appeals Committee by the student in the final

semester of their senior year. The student's parent(s) or guardian(s) may be notified if permitted or required by law. Sanctions included in probationary status may include but are not limited to the following:

- **Restitution**—reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Disciplinary Restrictions**—these may include mandatory library hours, supervised study time, required community service on or off campus, loss of eligibility for inter-collegiate and/or intramural activities, and/or a stricter curfew for a period of time to be specified by the Vice President of Student Life or the Discipline and Appeals Committee.
- **Exclusion from Extracurricular Activities**—the student may be prohibited for a designated period of time from participation in extracurricular activities or organizations that represent the student body of the College.

Suspension—exclusion from classes and extracurricular activities for a specified period of time, usually limited to one semester. The student will forfeit tuition, room, board and fees. (If the suspension is only for a limited number of class days during a semester, the student will not be allowed to make up work missed during the suspension, but will not be penalized for the absences.) A student who is suspended for disciplinary reasons must fill out an Application for Readmission After Suspension form and be approved by the Enrollment Management Team (or Admissions if more than 2 years later) and/or Discipline and Appeals Committees before being reinstated. A permanent note will be placed in the file of a student (not on the transcript) which may be removed following a petition to the Discipline and Appeals Committee by the student in the final semester of their senior year. The student's return to the College may be conditioned upon meeting certain conditions. The student's parent(s) or guardian(s) may be notified if permitted or required by law.

Interim Suspension—If, in the opinion of the Vice President of Student Life and/or the President, the presence of a student awaiting a Discipline Committee review meeting poses a threat to the students, faculty, staff, administration, property, or the integrity of the College, the Vice President of Student Life or the President may affect an immediate suspension. In such a situation, a Discipline and Appeals Committee review meeting shall be held at the earliest reasonable time.

Dismissal—termination of student status. Dismissal is normally considered permanent. The conditions of re-admission, if any, shall be stated in the order of dismissal. This action is taken at the recommendation of the Discipline and Appeals Committee after a Disciplinary and Appeals Committee review meeting. The student will forfeit tuition, room, board, and fees. The student's parent(s) or guardian(s) may be notified if permitted or required by law.

Miscellaneous Disciplinary Information

1. Nothing, herein, shall prevent the Vice President of Student Life or President from waiving any of the time requirements imposed upon any offending student.

2. Based upon the circumstances and nature of the accusations, the Vice President of Student Life or the President may suspend a student immediately or otherwise restrict the actions of the accused student, without action by the Disciplinary and Appeals Committee pending investigation and/or review of the matter.

3. The College may, from time to time, modify these procedures and shall publish such modifications of procedures on its website.

4. The College will follow applicable laws governing the confidentiality or disclosure of discipline information.

5. Nothing, herein, shall prevent the informal resolution of minor disciplinary offenses through conference by the Vice President of Student Life and/or the Residence Directors with the student.

6. The sections covering discipline are for issues where misbehavior has occurred. For incidences that involve sexual misconduct please see the “Campus Sexual Misconduct Policies and Procedures” in the Annual Security Report. The policy covers how reports of sexual misconduct will be treated differently in accordance with Title IX and the Violence Against Women Act.

DIVERSITY AND NONDISCRIMINATION/ANTI HARASSMENT POLICY

NOTICE OF NON-DISCRIMINATION

St. Louis Christian College is committed to maintaining an education environment that is free from discrimination and harassment. The College complies with applicable federal, state and local laws governing nondiscrimination in educational institutions. In accordance with the law, the College does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age, genetic information, military or veteran status in any programs and activities. Further, the College expressly prohibits unlawful harassment based on race, color, national origin, ancestry, sex, disability, age, genetic information or veteran status. The following individuals have been designated to handle inquiries or complaints regarding the College’s non-discrimination and anti-harassment policies:

Vice President of Finance and Business Administration
1360 Grandview Drive
Florissant, MO 63033
Office: 314-837-6777

OR

President
1360 Grandview Drive
Florissant, MO 63033
Office: 314-837-6777

For further information about the College’s non-discrimination and anti-harassment policy see the Non-Discrimination and Anti-harassment Policy and Complaint Procedure. Additionally, for more information on non-discrimination and anti-harassment laws and regulations, or to

contact the Office for Civil Rights (OCR) in the U.S. Department of Education regarding the College's compliance with non-discrimination and anti-harassment laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice) or (877) 521-2172 (telecommunications device for the deaf) or at OCR.KansasCity@ed.gov.

NON-DISCRIMINATION AND ANTIHARASSMENT POLICY AND COMPLAINT PROCEDURE

St. Louis Christian College is committed to an educational environment free of discrimination and harassment. All individuals should be treated with respect and dignity.

The College strictly prohibits any discrimination or harassment on the basis of race, color, national origin, ancestry, sex, disability, age, genetic information, military or veteran status. Additionally, although some student may not share the Stone-Campbell heritage or view of scripture as described in the College's Statement of Faith, the College still desires to promote the respect of all persons regardless of religion, denominational heritage or scriptural interpretation. Any communications or actions which demean others because of their religion or denominational heritage are considered inappropriate and may result in disciplinary action.

The College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to promptly and thoroughly investigate such reports. The College prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, an unwelcome sexual advance, request for sexual favor or conduct of a sexual nature;
- the educational environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the College's programs or activities; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwelcome sexual advances or requests for sexual favors; suggestive or lewd stories or remarks; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; displays of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of race, color, national origin, ancestry, disability, age, genetic information, military or veteran status is also strictly prohibited. Under this policy, harassment is

verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, ancestry, disability, age, genetic information, or veteran status, and that

- has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- has the purpose or effect of unreasonably interfering with an individual's; or
- otherwise adversely affects an individual's employment opportunities.

Harassing conduct on the basis of race, color, national origin, ancestry, disability, age, genetic information, military or veteran status may include physical conduct, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated using College technology.

Individuals and Conduct Covered

Harassment, as defined in this policy, of any College employee, applicant for employment, student, prospective student, Board of Trustee member, patron or visitor is strictly prohibited.

Conduct prohibited by this policy is unacceptable on the College campus and College-related activities, trips, meetings and social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should report the conduct to the Vice President of Finance and Business Administration, the President, or any administrator. Any administrator who received allegations of harassment, discrimination or retaliation must promptly report all information received to the Vice President of Finance and Business Administration or the President. If the allegation(s) are against the President, a Trustee, or the Board, the allegation(s) will be reported to the Board Chairperson.

Individuals who believe they are being subjected to conduct prohibited under this policy may promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Individuals are not required to do this however, and should pursue the matter through the complaint process regardless of whether they have notified the offender that his or her behavior is unwelcome and/or requested that it be discontinued.

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. When appropriate, the College may hire an outside investigator to conduct the investigation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The College will take interim measures when necessary and appropriate to protect the alleged victim from further discrimination, harassment or retaliation. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Upon completion of the investigation, the investigator will make a determination of whether or not the allegations are substantiated in writing ("Finding"). If someone other than the Vice President of Finance and Business Administration or President conducts the investigation, the investigator will promptly submit his/her Finding to Vice President of Finance and Business Administration or President or if against the President, a Trustee, or the Board, to the Board Chairperson. The individual who was allegedly the subject of discrimination, harassment or retaliation and the accused will be notified of the Finding in writing within five (5) business days of the completion of the investigation. If a party to a complaint does not agree with its resolution, that party may appeal to the President by notifying the President, or Board Chairperson if the allegations are against the President, a Trustee, or the Board, of his/her desire to appeal in writing within ten (10) business days of the date that the Finding was sent to the party.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

All substantiated reports of harassment, discrimination or retaliation by a student will be reported to the Discipline and Appeals Committee and will be subject to discipline up to, and including, dismissal from the College.

Notwithstanding the prohibition of retaliation, bad faith or malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action up to, and including, dismissal from the College.

DRESS GUIDELINES

Students are expected to maintain acceptable standards of dress, appearance, and hygiene. All students are to dress in good taste and make a neat, clean appearance consistent with a Christian witness. The basic concern is that clothing be neat, appropriate for the occasion, modest, and that which is becoming to Christian leaders. Students not living on campus are expected to follow these guidelines when on campus. While in class and chapel, students are not to wear pajamas, hats, or have hoods on their heads. Shorts and sweatpants are not permitted during chapel. Abbreviated and tight clothing that causes a distraction is considered unacceptable. Loose and baggy clothing that leaves too much skin exposed (including but not limited to cleavage and midriff) also is inappropriate. Shorts and skirts should be modest – no more than two inches above the knee. Wear shirts in all public places including the gym.

When questions about what to wear arise, on campus students should check with their Resident Director and commuters can inquire with the Vice President of Student Life. The College reserves the right to require a student to change into more appropriate or modest clothes.

ENTERTAINMENT

Students should exercise spiritual wisdom when making entertainment choices both in common areas as well as privately in their dorms. All parts of campus need to be inviting and God-honoring. Therefore, entertainment must be free from profanity, sexual themes, nudity, extreme violence, and anything else that could create a stumbling block for campus residents and guests. In public areas, video games must be rated E10+ or below, movies must be PG-13 and below, and television TV14 and below. Please note, that even though a movie may be rated PG-13 or a television show may be TV14, because of the content it may not be suitable for watching in a public space.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

St. Louis Christian College complies with the Family Educational Rights and Privacy Act (FERPA). According to this law, no individual shall have access to a student's educational record, and the institution will not release any information about the student, without the written consent of the student, or as authorized by FERPA. Exceptions to the law include institutional disclosure or university personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. St. Louis Christian College complies with FERPA and sets forth the following rights of students:

- ◆ The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.
- ◆ The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- ◆ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ◆ The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- ◆ The College may disclose "Directory Information" without a student's prior written consent. The College designates the following as Directory Information: name; address; phone number; date and place of birth; degree program; enrollment status; participation in official activities and sports; dates of attendance; classification by year; degrees and awards earned; previous high school or colleges attended; photograph in news or promotional materials; email address; marital status; home church.
- ◆ Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and to others as indicated in #3 above. To do so, a student must make the request in writing to the Office of the Registrar within the first two weeks of the semester. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed, or until the student dies. The College operates on an "all or nothing" basis, that is, all of the Directory Information

is available, or none of it is. The student can be assured that the College does not indiscriminately provide this information to others.

Note: Students who do not grant permission to release this information must file a written prohibition in the Registrar's Office by the end of the second week of each semester. Students desiring a fuller description of FERPA may request this information from the Registrar's Office.

FIRE

The ringing of the fire alarm is a signal to evacuate the building immediately. Every student should give full cooperation during fire drills. When the alarm sounds:

1. Lights are to be left on.
2. Walk, do not run, quietly and in an orderly manner from the building, using the most convenient exit. (If there is a fire and smoke is dense, crawl on your hands and knees.)
3. Go from the structure to a point at least fifty feet out of the way. Remain quiet so that instructions may be heard.
4. Re-enter the building only after you have been told to do so by authorities.

In case of fire:

Fire extinguishers are available throughout campus buildings.

The one discovering the fire should sound the alarm and call 911 while exiting the building.

In the residence halls, extreme caution should be used when cooking. Never leave cooking food unattended. ***In the case of a grease fire, use baking soda or salt, or the fire extinguisher. Never use water.*** When ironing clothes, make sure the iron is unplugged after you finish using it.

GRIEVANCES

Grievances and appeals must be filled in writing to the appropriate supervisor within 30 days of the date of the incident. If you have a problem getting information or assistance from a department, ask to speak to the administrator in charge of that department. If you have a general complaint about St. Louis Christian College, determine who has oversight of that area, and then make an appointment to see him or her. For further information about filing a grievance or appeal, please contact the Student Life Office.

GYMNASIUM

Gym shoes should be carried into the gymnasium. No one should play on the gymnasium floor in shoes that have been worn outside on the sidewalk or parking lot. No roller blades, roller skates, or skateboards are to be used in the gym or in any of the College buildings. Only students, faculty and staff are allowed to use the gym and the Fitness Room. If students wish to reserve the gym, permission must be obtained in advance from the Athletic Director or the Vice President of Student Life. Additional rules for the Fitness room may be found posted inside and must be followed. Failure to observe rules concerning the Gym and Fitness Room may result in loss of privilege of using said rooms. The gym is available for students weekdays from 8:30 AM-

10 PM, Saturdays from 12:30-4:30 PM, and is closed on Sundays. Students may only have two visitors with them at a time in the gym.

MAIL SERVICES

Please notify all correspondents of your address change, which includes full name, the name of the College, and 1360 Grandview Drive, Florissant, MO 63033. You will be assigned a mailbox and combination. Do not include the mailbox number as a part of the address; however, professors often require the box number on class assignments to be returned. Mailbox numbers and their combinations are distributed by the College receptionist's office. Mail service for both incoming and outgoing mail is provided. You will be notified to pick up all registered, certified, special delivery, and postage-due mail. You will also be notified if you receive a package or something too large to fit into your mailbox. Outgoing mail is picked up daily. You can buy stamps at the bookstore.

MEALS

Students living in the residence halls (and single students living in overflow on-campus apartments) are required to sign up for cafeteria meals. Special arrangements may be made with the Food Service Director for those with special diets, such as diabetics. Cafeteria hours are posted each semester and only cafeteria workers are allowed in the kitchen. Commuters are welcome to eat in the cafeteria and can pay for a meal as they go through the cafeteria line or buy a punch pass in the bookstore. The cafeteria is open during class days and special events and will close on holidays, breaks, and week of service.

RELATIONAL CONDUCT

Students are expected at all times to maintain mature, considerate, and caring relationships with other college members and the outside community. Students should never be alone with members of the opposite gender (other than family) in secluded and private areas. Displays of affection must be respectful toward others and must practice good manners as well as self-discipline. Excessive physical contact by couples is considered inappropriate and subject to disciplinary action after warning from college staff.

RESIDENCE HALLS – Bethany, Bethesda, and Berea Dorms

Resident hall living is considered an integral part of the educational experience. Not only does it develop lasting friendships, it contributes to academic achievement, interpersonal development, and a better understanding of yourself.

Occupancy—Traditional freshmen (those coming to the College straight from high school) enrolled for nine or more hours or completing a degree program are expected to live in College housing for their first year of enrollment, unless living with their parents, guardians or a close relative. In addition, all students are required to sign a rental agreement prior to taking possession of a room in the dorms or an apartment in the married student apartments. Students seeking residence in the residence halls must be enrolled nine or more hours and taking classes that apply toward a degree that they are seeking.

Room assignments for the dorms are made for the year; however, if changes are necessary, arrangements may be made with the Residence Director. The College reserves the right to move students for appropriate reasons. Private rooms are available upon a limited basis and upon request. There is an extra charge per semester for a private room.

Residence dorms are closed at the end of each semester, beginning 24 hours after the last scheduled event/final until one day before classes resume. Residence dorms also close for Thanksgiving and Christmas break. The room charge does not include time between semesters or breaks. Students wishing to stay in the dorms while the dorms are closed must seek approval from the Vice President of Student Life and pay the fee of \$75 per week. The College reserves the right to use student rooms during vacation periods, and will notify students ahead of time if this is to be done.

Students may request permission from the Vice President of Student Life to live in College housing in the summer. Students must be returning the following semester. Charges will be made for the time of residence. A qualification for staying on campus during this time is one of the following:

1. Students of missionary parents not having a stateside residence.
2. International students.
3. Students employed by the College.
4. Students employed off campus who are required to work between semesters or in the summer.
5. Recommendation of Residence Director and/or Resident Assistant.
6. Extenuating circumstances.

Payment of room charges (\$75 a week) should be made in advance of summer occupancy. Payment arrangements should be made through the Business Office. Payment of two weeks rent is required at the beginning of summer occupancy. All residence hall guidelines, as well as campus rules and regulations, are in effect during semester breaks and summer vacations.

The College reserves the right to deny permission to any student to stay in the residence halls during breaks or summer vacation.

Student Development Staff—The goal of the Student Development Staff (Resident Assistants, Residence Directors, and the Vice President of Student Life) at SLCC is to provide the physical environment and professional services to help you have an effective living/learning experience that contributes to every aspect of student life—spiritual, academic, social, emotional, and physical. Interaction and cooperation are vital to the total growth of the student within the context of a Christian community. Students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of community living.

Resident Assistants are traditionally upper-class students who serve as role models for the students in the residence halls. They are resource people and liaisons. By close contact with their peers, RAs challenge students to make the most of their residential experience. RAs help to ensure that College rules and regulations are carried out in the residence halls. When RAs are carrying out their responsibilities in the residence halls, they are considered official employees of the College.

Residence Directors (RDs) are responsible for operating a residence hall, supervising RAs and residents, and advising students regarding decorum and discipline. They report to the Vice President of Student Life. The Vice President of Student Life is responsible for the supervision, training, and coordination of the Student Development staff.

Discipline - Students living in the College's residence halls are subject to the rules and regulations set forth in the *Guide to Student Life* and other rules that may be imposed by the Vice President of Student Life or the Residence Directors. Any violation of residence hall rules or regulations may result in disciplinary action, though for minor offences warnings can be given to encourage correction without discipline. The Resident Assistants ("RA") and Residence Directors ("RD") will make every effort to ensure all residents are aware of expectations in the residence hall.

Hours—All students in the residences halls (dorms and apartments) have a 12:00 midnight curfew. Commuting students and visitors need to leave campus no later than 10:00 PM. Any student on probation for disciplinary matters or grades will have an 11 p.m. curfew. Please be courteous when entering and leaving the residence halls at late hours, and exercise good judgment in establishing time for studying and sleeping. Employed students with work that requires them to be off campus after hours are allowed to work past the midnight curfew, given that each semester they provide their Resident Assistant or the Vice President of Student Life with a signed note from their employer including contact information. If coming back to campus late affects grades or other responsibilities the student might forfeit the right to work these late hours. Students should not be leaving campus prior to 6 AM unless they are heading to work or on Sundays when the students are serving in a church.

Occasionally an event warrants being out past midnight. For such events a student is issued five (5) late night passes per semester that extend the curfew out to 2 AM. It is the responsibility of the student to inform their RA when they intend to use these passes. They must inform their RA prior to 8 PM the evening of the pass.

Students are expected to be on campus Monday through Thursday Night. In the event that you will be staying somewhere other than the dormitory overnight, you must notify either your resident assistant or residence director prior to curfew. When notifying an RA or RD you must give them information where you are going and when you plan to return. If the RA or RD deems the destination or circumstances unsafe or unfit for a SLCC student, they reserve the right to prohibit the student from going. Ideally you would contact the RA or RD the day before you plan to be out of the dorm overnight. Please be sure they have a number at which you can be contacted in case of emergency. Out of courtesy for the RAs and RDs, notification should be given no later than 8 pm on the evening you plan to be out of the dorm. Failure to follow this procedure is a disciplinary offense. If you are local but living in the dorm and need to stay home for a night(s) – please notify your RD or RA.

Students are only permitted in dorms of the opposite sex during "Open Dorm" hours which are arranged by the Student Life Staff. Students not living in Bethesda are allowed in the lounge below Bethesda only between 10 AM and 10 PM and only with a Bethesda member present. Students are expected to show proper consideration to fellow students and residence hall staff in keeping these hours.

“Quiet hours” in the dorms are observed each night – check with your RA or RD for your dorm’s quiet hours. During this time noise should be kept at a minimum. An atmosphere for study and sleep is to be kept as a courtesy to others. You are expected to keep radios, TVs, stereos, computers and musical instruments at a reasonable sound level at all times, but especially during quiet hours. The privilege of having TVs and sound equipment is conditional on operating them so as not to disturb others, including roommates.

Entry/Security—Residence hall entrances are locked at all times. Each dorm has a separate code for the main entrance. Please help maintain the security of the residence hall by keeping exit doors closed and locked to the outside. Especially keep end doors locked at all times. (Also see Security on Campus.) Please help to keep the dorms secure by not giving the door codes to anyone that does not live in the residence hall. (This includes the code to the door by the fitness room in the Keystone Building.)

Students leave notice of their plans on the sign-out boards on their doors or by the entryway, depending on dorm. This is done as a courtesy to roommates, the RAs and RDs, and other dorm residents as well as communicates occupancy during an emergency. If you expect to be out of the residence hall for an extended period of time, or if you find that your activities extend longer than expected, please notify the residence hall staff.

Respecting the rights, privacy, and property of others is an important aspect of everyday living, especially in the residence halls. *Do not enter the rooms of other students without permission or while they are absent.* This is a breach of respect for the rights of those students and can lead to serious consequences. We respect your right to privacy; however, authorized personnel of the College reserve the right to enter student rooms at any time for the purpose of maintenance or repairs, inspection for health and safety, or where there is probable cause to believe that a student is involved in conduct which violates College standards.

Lock your door at all times when you are gone from your room. You are responsible for all personal belongings. The College is not liable to replace stolen possessions.

Care of Rooms—To maintain health and cleanliness standards, room inspections are made regularly. Check with the Residence Director before making any permanent decorating changes to the interior of the room or before hanging items on the walls or the door to the room. You are expected to accept the responsibility for the maintenance of your room and for damages and replacements. Take special care of painted walls. Please use only adhesives or fasteners approved by the RD. *All furniture assigned to the room must stay in the room, unless removal has been approved by the Residence Director. Failure to care for walls and removal of any furniture may result in a fine.*

Check in/out— You will be given a key for your room (unless you have a coded keyless lock on your door). If you lose your room key, the replacement key is \$20. You should officially "check in" with the Residence Director or Resident Assistant when moving into a room, and you should "check out" each time you change rooms, move out for the summer, and upon graduation or withdrawal from the College. "Checking out" includes having maintained the room and its furnishings, thoroughly cleaning the room, returning all furniture to its original position, returning the room key to the RD or RA, and signing and dating the check-out sheet. Failure to check out will result in a \$150 fine which will be added to your school account.

Damage to Dormitory Room—You are responsible for the condition of your room and furniture and all common areas. College property that is damaged or destroyed must be replaced by the student(s) responsible, or an assessment will be made and charged to the student's account. All damages must be reported to the RA and the RD, and arrangements made for payment. Damage in public areas and on the floors may be charged to the students who reside on the floor where the damage occurs. Tampering with College property is prohibited, including but not limited to removing window screens and misusing fire extinguishers. Do not move furniture in public areas from the room or building.

Visitors— On campus residents must register their guest(s) with security and receive a security lanyard. Visitors are to wear this while on campus and must not be left unattended by their host (See section under Security). The residence halls and individual dorm rooms are off limits to members of the opposite sex except for the Bethesda lounge during designated hours (see above), or during an “open dorm” evening supervised by the residence hall staff. Any student discovered in such unauthorized areas is subject to disciplinary action. All visitors are expected to leave campus prior to 10 PM.

Overnight visitors in the residence halls, when not specifically visiting the College to participate in campus events or special recruitment activities, are expected to pay \$15 in advance per night to the RD. Guest may only stay on campus three nights per semester. Rent for parents and siblings begins the second night, with only one free night allowed each semester as a guest of the College. All guests must check in with the Residence Director. Arrangements for overnight guests/visitors should be made through the Residence Director or the Vice President of Student Life.

Restrictions for dorms—Do not use hot plates or unauthorized microwaves in the rooms. Cooking is to be done in the dorm kitchens. Never leave cooking food unattended—it is a fire hazard. Please clean up after any use of the dorm kitchens. Violators will be fined and/or have their kitchen privileges suspended. Iron only in designated areas. Do not leave irons plugged into electricity. Weights are not allowed in dormitory rooms.

Residents may not possess or store firearms, ammunition, fireworks, or explosives on College property.

Due to health and sanitation standards, pets are not allowed in the dormitories. See also section on Service Dogs and Emotional Support Animals.

RESIDENCE HALLS: BETHEL APARTMENT HOUSING

Occupancy - The College currently maintains 16 apartments on campus reserved for married students, and their spouses and children, who are currently enrolled in classes at SLCC that apply toward a degree. Children of married students must be 18 or under to live on campus. Apartments are reserved through the Vice President of Student Life's Office. Students living on campus in these apartments must be full time enrolled students in classes that apply toward a degree. The one-bedroom apartments have a maximum occupancy of two adults and one minor child; the two-bedroom apartments have a maximum occupancy of two adults and two minor children.

Payment - Rent for the apartments for each semester is placed on the student's account. A semester is defined as a six month period (January 1-June 30, July 1-December 31.) *There is a \$500 deposit required, and there is a no pet policy for the apartments.* In addition, all students are required to sign a rental agreement prior to taking possession of the apartment.

Lifestyle Expectations—Students living in the apartments are expected to uphold the standards of conduct and demonstrate the sort of consideration toward others required of everyone in this Christian community. Occupancy of College apartments by spouses and families of students implies that they agree to the standards set forth in the Scripture and this handbook. Family members are expected to follow College rules and regulations. You are also expected to help your guests follow College policies. Apartment residents are not allowed to have students from the residence halls in their apartments overnight.

Visitors - On campus residents must register their guest(s) with security and receive a security lanyard. Visitors are to wear this while on campus and must not be left unattended by their host (See section under Security). Never should a resident of the apartments be alone with a member of the opposite gender other than their spouse. All visitors are expected to leave campus prior to 10 PM.

We respect your right to privacy; however, authorized personnel of the College reserve the right to enter student rooms at any time for the purpose of maintenance or repairs, inspection for health and safety, or where there is probable cause to believe that a student is involved in conduct which violates College standards.

SECURITY ON CAMPUS

Visitors— All students must register their guest(s) with security when visiting campus outside normal office hours (weekdays from 8:30 AM – 4:30 PM). At this point visitors will receive a security lanyard to wear while on campus. Visitor passes are not needed for school sanctioned events. Never should a visitor on campus be unaccompanied by their host. When the visitor leaves campus it is the host's responsibility to return the lanyard. All visitors are expected to leave campus prior to 10 PM.

If you believe there is a crime in progress, or another emergency arises, call 911.

If campus security is needed, call 314 527 9396. You may be asked to leave a message which will be immediately forwarded to the security person. This number is posted in several locations on campus. You should also notify your Resident Assistant or Residence Director in the dorms, or the Vice President of Student Life.

Students are to comply respectfully with any directions security personnel give – such as (but not limited to) evacuating a building for a fire or emergency, taking shelter in a storm or tornado, or leaving a building at closing time. Failure to follow directions by security personnel may result in disciplinary actions.

The city of Florissant has an outstanding reputation for a low crime rate. To date, no forcible sex offenses, murders or aggravated assault cases, and no alcohol or drug possession-related

crimes, have occurred on the College campus. Go to <http://ope.ed.gov/security> for the most updated Campus Safety and Security information, as required by the federal government.

SECURITY ON CAMPUS: MISSING STUDENT POLICY

Resident Assistants are trained to report missing persons to the Residence Director or the Vice President of Student Life. At the beginning of each semester, residence hall meetings are held and all residents are made aware of the policy to report any student missing for more than 24 hours to Resident Assistants, Residence Directors, or the Vice President of Student Life.

SOLICITATION/ADVERTISING ON CAMPUS

All publications and advertising posted around campus must be approved by the Student Life Department at which point they will receive certification in the form of their signature and date.

SPECIAL EVENTS

Throughout the school year there are special functions designed to contribute to the growth of the student, or of the people who support SLCC.

New Student Orientation is held prior to the start of each semester. New students are introduced to the College and informational sessions are given to help them become acclimated to their new surroundings. Placement testing may be required before registering for classes Orientation is required for new students.

The **Global Influence in Missions; The Larry Doggett Missions Conference** is an annual seminar held during the fall semester. It highlights opportunities for students to have a worldwide impact for Christ. Speakers and workshop leaders from around the globe are invited to campus to challenge the College family.

Homecoming is celebrated by the Alumni, usually the first week-end in November. There is an additional chapel service, an alumni banquet, receptions, reunions, an alumni basketball game, and a special all-campus prayer time. Homecoming is planned by the alumni steering committee.

The **Boatman Leadership Training Intensive** is held in the spring to honor Russell E. Boatman, Academic Dean from 1962 -1978.

Men's Day is held in the spring and brings men together from area churches for fellowship, worship, teaching and preaching.

Week of Service is a week of service during the spring semester. Students work in ministries in St. Louis and throughout North America to sharpen their ministry skills and as part of their spring COMPASS requirements.

Potluck Palooza is an on-campus "skip day" for faculty, staff and students. It is organized by the Student Government Association.

At the annual **Awards Chapel** in May, students are recognized for outstanding scholarship and leadership and participation in other areas of College life.

Commencement is the formal graduation ceremony of the College. It's a time of celebration for the College family as degrees are awarded. Commencement is held on a designated Saturday morning in May.

St. Louis Christian College faculty, staff, and students serve as hosts for campus guests during these special occasions. The guests enjoy seeing the College family work together to make these events happen. Rather than being holidays, these are opportunities for service and fellowship. Attendance within reasonable guidelines is expected.

STUDENT ORGANIZATIONS/ACTIVITIES

All student organizations must be approved through the Vice President of Student Life's Office. Students may join together to establish an organization or fellowship centered upon a particular interest or activity in keeping with the purposes of St. Louis Christian College. The following guidelines should be followed in forming such an organization.

1. The organization must be related to the needs, desires, and welfare of students as well as in harmony with the purpose of the College.
2. The organization must be student organized, administered, and staffed.
3. It must be initiated by a petition bearing the signatures of at least seven interested students. The petition should state the nature and intent of the proposed organization, and be submitted to the Vice President of Student Life for initial approval.
4. The organization must have a faculty adviser, approved by the Vice President of Academics. This adviser will aid the new organization in the approval process, as well as serve as the liaison between the student group and the College.
5. After initial approval, the organizers must formulate a constitution and bylaws, which will incorporate a statement of purpose, objectives, plan of organization, activities, etc.
6. Upon approval of the constitution and bylaws by the College administration, the new organization will be approved. The official copy of the constitution and bylaws will be kept in the Vice President of Student Life's office.
7. Each organization will be evaluated annually by the faculty adviser and the Vice President of Student Life.

Athletics— St. Louis Christian College is a member of the Association of Christian College Athletics (ACCA). The Soldiers make a commitment to energy, enthusiasm and excellence. Colossians 3:23 provides the basis for our philosophy and says, "Whatever you do, work at it with all your heart, as working for the Lord, not for men." At present, the following varsity programs are being offered: Men's Basketball and Women's Volleyball. In addition, intramural sports are sometimes offered as a part of campus life. In accordance with ACCA rules, the college does not award athletic scholarships.

Class Officers—Each class chooses officers at the end of the school year to serve for the following year. Freshmen elect officers at the first class meeting in the fall. Classes often select a project for the school year, and each class selects a faculty adviser.

Music— There is an auditioned ensemble that travels, representing the College. Chapel musicians are enlisted and coordinated by the music faculty.

Student Government Association—The SGA is the liaison between the College and the student body. It represents student interests to the administration and faculty. The SGA plans several spiritual and social activities each year and assists with New Student Orientation. SGA provides students with opportunities to experience and grow in Christian leadership.

The SGA is comprised of the class officers elected from each class. The SGA president, vice-president, and secretary/treasurer are chosen from those class officers. All representatives are chosen in the spring to serve the following year, except freshman representatives, who are elected in the fall. In addition, all other organized student groups are entitled to appoint a non-voting representative to serve on the SGA. All members of the student body are encouraged to share their ideas and concerns with their representatives/class officers. The Vice President of Student Life serves as adviser to the group.

World Christians United—is a student group whose missionary vision keeps St. Louis Christian College world mission-minded. This group promotes missions projects each semester and administers the funds raised by chapel offerings.

STUDENT WELLNESS

All residential students and athletes who are playing for SLCC are required to have a health form on file. Emergency contact information is on that form.

College life can be very taxing physically as well as intellectually. The College encourages students to maintain good health practices. The Vice President of Student Life has been designated the College Health Official. Students and staff are encouraged to use the College's fitness room. In addition, the Florissant Civic Center close to the College offers a pool, gym, ice rink, and exercise room.

You are encouraged to maintain adequate insurance coverage for medical emergencies. Accident and hospitalization insurance is mandatory for athletes on SLCC teams.

The College does not maintain an on-campus dispensary; however, it does provide students information regarding the many health care facilities that are very close to campus. The Vice President of Student Life can help students find a health care professional for specific needs. Every case of chronic illness, accident, or other medical emergency should be reported at once to the Residence Director if the student lives in one of the residence halls, or to the Vice President of Student Life for married or commuter students. The residence hall staff has first aid kits, as does the Vice President of Student Life. Security personnel are trained in CPR and the use of an AED machine. The following guidelines are offered to help you be prepared for emergencies which may require medical attention:

1. Know your health insurance provider.
2. Choose a physician in the area before one is needed.
3. Inform the Residence Director if you are taking any prescription medicines.

4. Inform the Residence Director or Athletic Director (in case of athletic injuries) as to preference of hospitals.
5. Discuss fees for any treatment or operation before agreeing to it, and make arrangements for payment.

Students who discover they have a chronic infectious disease (e.g., AIDS, hepatitis A, B or C, herpes simplex, rubella, meningitis, encephalitis, tuberculosis, etc.) must report their condition to the College Health Official or the Vice President of Student Life. In such cases, students may be restricted from College residences during the time they are contagious. Other precautionary measures may also be taken. The recommendations of the Center for Disease Control, The American College Health Association, the student's physician, and other experts will be considered.

STUDENT WELLNESS: DRUG AND ALCOHOL POLICY

The use or possession of alcohol, tobacco, e-cigarettes, or illegal drugs whether on or off campus is prohibited.

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, no use of alcohol or any controlled or unlawful substance is allowed on the campus of St. Louis Christian College at any time. To manufacture, distribute, dispense, possess, or use a controlled substance unlawfully or to possess alcohol on any campus property or at any college-sponsored event is grounds for disciplinary action. Excessive alcohol consumption or use of illicit substances impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including disease, addiction, and death.

Confidential information regarding drug and alcohol counseling and rehabilitation is available through the Vice President of Student Life's office. SLCC is committed to the safety and well-being of all members of the College community. It is expected that all students comply with these regulations as a condition of remaining in school. If a student violates this policy, he or she may be subject to immediate disciplinary action, up to and including permanent dismissal. In addition, the student may be reported to the appropriate civil officials for prosecution under state or national laws, which may include fines and/or imprisonment.

STUDENT WELLNESS: SPECIAL FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

The College provides reasonable accommodation to students with disabilities. College personnel work with local and state agencies to secure any special help or reasonable accommodations disabled students might require.

Services to qualified students are coordinated through the office of the Director of "The Achievement Center," the College's Student Success Center.

STUDENT WELLNES: SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS

Those with Service Animals and Emotional Support Animals on campus must have an approved Accommodation Animal Request Form. These forms and the accompanying Support and Service Animal Policy are available from the ADA/Section 504 Coordinator Alice Perrey (aperrey@stlchristian.edu) and from the Vice President of Student Life's Office.

APPENDICES

SLCC PERSONNEL

- **Baker, Norma** – Development Administrative Assistant/Receptionist – Ext 1310
- **Bettison, Josh** – IT Specialist – Ext 1257
- **Bingamon, Cindy** – Registrar/Residence Director – Ext 1509
- **Bookstore** – Ex 8100
- **Cafeteria** - Ex 1203
- **Cook, Ron** – Vice President of Finance & Business Administration – Ext 1400
- **Farrar, Bob** – Director of Admissions – Ext 1305
- **Ford, Kelsey** – Admissions Counselor – Ext 1307
- **Jeralds, Jeri Ann** – Bookstore Manager – Ext 1202
- **Library** – Ex 1512
- **Lieway, Joe** – Professor of Intercultural Studies – Ext 1518
- **Marshall, Aric** – Professor of Worship Arts – Ext 1506
- **McFarland, James** – Resident Director/Facilities Supervisor/Security – Ext 1207
- **Naglak, Steve** – Vice President of Student Life – Ext 1125
- **Pabarcus, Deborah** – Administrative Assistant to the President – Ext 1313
- **Perrey, Alice** – Professor of Developmental Studies/Chair of General Education Division, Dir., Center for Student Success – Ext 1515
- **Phillips, Doug** – Professor of New Testament and Greek/Chair of Biblical Education Division – Ext 1504
- **Sanders, Kent** – Professor of Communication Arts/Director of Online Learning/Chair of Professional Education Division – Ext 1516
- **Schad, Katie** – Admissions Counselor – Ext 1306
- **Schad, Taevan** – Admissions Counselor – Ext 1303
- **Schloss, Brendan** – Admissions Assistant – Ext 1309
- **Security Office** – Ex 1206
- **Shadow, Penny** – Academic Secretary – Ext 1520
- **Stine, Terry** – President – Ext 1300
- **Szalacinski, Louis** – Maintenance Director – Ext 1205
- **Vast-Binder, John** – Business Specialist – Ext 1210
- **Wilhoit, Cathi** – Financial Aid Director – Ext 1101
- **Winthrow, Pam** – Library Director – Ext 1512
- **Womble, T. Scott** - Vice President of Academics/Professor of Ministry – Ext 1420

If You Have Questions

The faculty, staff, and administration at SLCC want you to receive a quality Christian education. We want you to grow spiritually, academically, emotionally, and socially. We want to encourage and challenge you in your relationship with Jesus Christ, as well as prepare you for life in your chosen vocation and ministry. And we want to help you develop meaningful relationships.

During your years at SLCC, you may be faced with personal and career choices. You will have questions about spiritual issues. The following list is provided to help you realize there is always someone you can go to--no one has to face a problem alone at SLCC. We are resources for each other; and as a Christian community, we are accountable to each other.

If you have a question about . . . you can go to . . .

1. **Academic Counseling** . . . your assigned faculty adviser, any other faculty member, the Vice President of Academics, the Registrar, or the Vice President of Student Life.
2. **Financial problems** . . . the Financial Aid Director or the Vice President of Student Life .
3. **Spiritual needs** . . . your Resident Assistant, your Residence Director, your faculty adviser or another faculty member, or the Vice President of Student Life .
4. **Career counseling/choice of career** . . . professor in that area, faculty adviser, Residence Director, Vice President of Student Life , area minister, or COMPASS Coordinator.
5. **COMPASS Field Education Program** . . . COMPASS Coordinator, faculty adviser, or another faculty member.
6. **Where to go to church** . . . dorm staff, faculty, COMPASS Coordinator, Vice President of Student Life .

Please understand that all of the College personnel are committed to helping you mature into leaders for Christ and His Church.