



## Student Handbook





**STUDENT HANDBOOK**  
**Updated 1/1/2022**

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This handbook is provided by Alaska Christian College to outline the rights and responsibilities as a student (residential and commuter) of Alaska Christian College. All students are expected to know, understand, and abide by the policies and procedures found within this handbook. Alaska Christian College maintains the right to make changes to this handbook during the academic school year, but will notify the student body if such changes happen. It is the responsibility of the student to keep up to date with ACC Student Handbook policies between each semester and year. Any questions concerning this handbook should be directed towards the Director of Student Life:

(907) 260-7422 x4303

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## President's Welcome

The Adventure is on! You have chosen to invest into growing with God, knowing more about God, and serving God like never before! What an adventure you are going to experience in the classroom, the dorms, in small groups, and on mission teams across and outside of the state! I am very excited to invite you into our Christian community as a fellow disciple of Jesus Christ. We are going to be a family together this year and that means we need to learn how to work things out, think of others first, and be open to growth in our community at ACC.

Together serving Christ,

*Keith J. Hamilton*

## Introduction & Mission

Welcome to Alaska Christian College! We believe that you are enrolled in the premier program of academic discipleship available in Alaska. We also believe that by clarifying some expectations at the outset of the year, we can significantly enhance your growth and enjoyment. First, let's be clear as to the purpose of Alaska Christian College (ACC).

**Alaska Christian College exists to: Empower Alaska Natives through biblically-based higher education and Christian formation to pursue excellence in character, learning, and service as followers of Christ.**

At ACC, all we do is intended to pursue our mission which has three fundamental dimensions:

- Character
- Learning
- Service

### CHARACTER – through Spiritual Formation

Understanding that our greatest purpose is to love God with our whole heart, soul, and mind, ACC will provide you the opportunity to go deeper in your relationship with Christ. From the classrooms to the dorms, from meals together in the cafeteria to time spent serving in ministry, our entire community is designed to encourage your spiritual formation. As you develop a passion to know and experience God more, your growth will be strengthened through the love and accountability of the staff, faculty and other students.

### LEARNING – through Knowledge

At Alaska Christian College you will be shaped by the study of God's Word and equipped to know Him and to live as His follower. The Bible will be your most valuable textbook. With a greater understanding of God and His Word, you will be better prepared to apply its truths in all aspects of your life and to share His important message with others.

### SERVING – through Action

God has called each one of us to serve Him and those around us. During your time at ACC some of your most meaningful experiences will occur when you apply what you are learning to actual ministry settings. You will be surprised how God will use your *availability* as you discover the *abilities* He has given you.

## Code of Conduct

### Student Code of Conduct

As with all members of the college community, ACC requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited.

Violations of the Code, which occur on property owned, controlled, or rented (included KPC if KPC dorms are rented in the applicable semester when the violation occurred) by the college, or at activities authorized by the college, are subject to disciplinary action by the college. Student

behavior which, were it to occur on property owned, controlled, or rented by the college or at activities authorized by the college, are subject to disciplinary actions when the college determines that the behavior would likely have an adverse impact on the health or safety of members of the college community, regardless of where the behavior occurs. Students are expected to honor and uphold the student Code of Conduct off campus and on non school property or related activities. Failure to do so may result in disciplinary action.

The ACC Student Handbook and the following code of conduct along with the remaining guidance of this handbook applies to commuter students as well as on-campus students. ACC recognizes that not all policies for residential students will apply to commuter students, however it is the commuter student's responsibility to be aware of all the policies in this handbook and how they would apply to the student's specific situation. In general, any of the probation or warning level conduct grievances in this handbook apply to both commuter and residential students. ACC's gender and sexual policies regarding housing also apply to commuter students. Students found in violation of this may be subject to disciplinary action. ACC will try to honor commuter student's privacy and freedom, but may also pursue disciplinary action when made aware of such grievances.

While ACC strives to be the safest place for a student to reside, the college must take into consideration the safety and wellbeing of the entire campus. While ACC desires that all students are in a safe and nurturing place, ACC is not a residential treatment facility and cannot be responsible to care for student needs beyond its scope as an academic institution.

A student who has been charged with a violation and refuses to participate in the disciplinary process or who fails to complete disciplinary sanctions as assigned may be given further consequences leading to suspension, dismissal, and or expulsion.

## **Authority and Responsibility for Student Discipline**

### **Resident Supervisors, Staff, and Faculty**

Resident Supervisors and members of staff have the authority to issue warnings without the need to consult the Director of Student Services although it may be done in conjunction with him/her.

### **Director of Student Life**

Has the authority to issue all disciplinary actions. The Director of Student Life may determine the best possible way to support the community and determine the appropriateness of the sanction. The Director of Student Life may alter or make exceptions to standard sanctions and consequences when circumstances provide necessary to do so. The Director of Student Life may also intervene as necessary and assign additional sanctions or consequences to students or groups of students to protect the safety and welfare of individual students, the student body, and/or the ACC community. The Executive Vice President will fill in for the Director of Student Life when the Director of Student Life is away.

### **Student Discipline Appeal Committee**

This committee determines if the student discipline process was filled appropriately according to the student handbook. They can either uphold the decision of the Student Life Office or allow the

student to go through the disciplinary process again. The committee will provide a written response to each student who appealed.

### **Community Life Grievance Procedure**

If a student believes he or she has received unfair treatment in the community life experience (not including dismissal), he or she should first consult the respective staff member. (If it is a personal matter the student should take the grievance to the Director of Student Life.) If it is a situation that could affect more than the individual, the student should then consult the Student Appointed Leadership Team to discuss the matter. The SALT will write a proposal and submit it to the Director of Student Life. A meeting will be called to discuss the issue and a judgment will be made. If the issue is not resolved at this point, the student may write a formal grievance that will be addressed jointly by the Director of Student Life and the Executive Vice President. If all other avenues fail, grievances may be taken to the Board of Trustees of ACC. As final recourse students may bring their grievance to the Alaska Commission on Postsecondary Education at (907) 465-5316.

### **Dismissal Appeal Procedure**

If a student believes he or she has been dismissed unfairly, within 72 hours of the dismissal, the student may write a formal grievance that will be addressed by the Student Discipline Appeal Committee. During the appeal process, the student may not be allowed to remain on campus.

If other avenues fail, grievances may be taken to the Board of Trustees of Alaska Christian College. As a final recourse, students may bring their grievance to the Alaska Commission on Postsecondary Education (907) 465-6741.

### **Student Life Department**

The mission of the student life department is: To create a structured environment that facilitates a safe, healthy, and spiritually supportive community where students are introduced and empowered to partake in Christian living. Because of this, the Student Life staff is intentional about making the ACC campus a place that allows each student to be safe and grow in their relationship with Christ. We understand that living in community often means putting aside personal preferences for the betterment of the community, and while this may inconvenience or even be disagreeable to some, we ask for the cooperation of all students in our attempt to make ACC an intentional Christian environment.

*Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us. Hebrews 12:1*

### **Resident Assistants (RA's)**

Resident Assistants (RA's) are students that are selected to help maintain the community atmosphere and assist the RS's in a variety of different ways.

Resident Assistants are student leaders who are a great resource on campus. They have been trained on how to handle on-campus incidents, and have information on student resources. They are a good place to start if you have a question. The RA's are also wonderful people to talk with if you are struggling with something or simply want to hang out with someone. Resident

Assistants are also mandated to report violations of the Student Handbook. Resident Assistants may administer disciplinary authority that is given them by their direct supervisor.

### **Resident Supervisors (RSs)**

Resident Supervisors are here to minister to students and assist in a variety of activities. They have many tasks on campus but primarily they are here to make sure that campus is safe and appropriate student care is achieved. Students are encouraged to hang out with and get to know the RSs.

While the RSs live on campus, they are employees of the college and have days off each week. It is asked that students respect the RSs time off (even if the RS remains on campus during these days). Resident Supervisors start work around dinner time on weekdays. If an RS is off duty, students will need to direct questions and concerns to either an RA or another RS, or to another staff member who is working.

While RSs love to be with students, because of the variety of their responsibilities, the RSs may not be available to students at all times of the day. The RSs main job is to create and facilitate a safe and supportive environment for students. After business hours and on weekends, the RSs are the ones who make decisions concerning the student body. As with all staff, students are expected to relate to RSs with respect and care. Resident Supervisors are also mandated to report violations of the Student Handbook. Resident Supervisors may administer disciplinary authority that is given them by their direct supervisor.

### **Director of Student Life**

The Director of Student Life oversees all aspects of Student Life including but not limited to: the Resident Supervisors, Campus Drivers, Night Desk Clerks, Resident Assistants, on and off campus events, community life, and disciplinary procedures. The Director of Student Life has the authority to administer all student discipline.

### **Residential and On-Campus Policies**

The examples provided in this section are guidelines for acceptable and unacceptable behavior. This list is not exhaustive.

#### **Prohibited Actions**

- Disrespect towards staff, faculty, or other students
- Violence or Aggression
- Possession, consumption, or intoxication of alcohol or drugs on or near campus or campus events
- Premarital sex or any type of activity that is sexual in nature
- Bedroom violations
- R rated and above movies, music, mature (M) video games and websites unless approved by staff or faculty.
- Use of vulgar or obscene language
- Possessing or accessing pornography
- Occultist practices, apparel, or media

### **Substance Use**

- Students cannot use alcohol or drugs – including but not limited to marijuana
- Students cannot use substances (natural or synthetic) used as a hallucinogenic or to get “high”
- Students cannot use over-the-counter medication as a hallucinogenic or to get “high.”
- No providing alcohol or marijuana to minors
- Tobacco products cannot be used on campus

### **Damage or Destruction of Property**

- Damage or destruction to property owned or controlled by the college; or
- Damage or destruction of property not owned or controlled by the college if the action constitutes a violation, e.g. the action occurred during an event authorized by the college; the student was a representative of the college, and the action occurred while traveling to or from an event authorized by the college; or the property not owned or controlled by the college was located on college property.

### **Theft of Property or Services**

- Theft or unauthorized possession or removal of college property or the property of any college member or guest that is located on property owned or controlled by the college; or
- Theft or unauthorized use of college services or unauthorized presence at college activities without appropriate payment for admission.

### **Harassment**

- Physical or verbal abuse;
- Sexual harassment; bullying; intimidation; or
- Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.
- Any type of action or communication which instills fear for the safety of individuals or the campus at large.

### **Endangerment, Assault, or Infliction of Physical Harm**

- Physical assault;
- Sexual misconduct and assault;
- Terrorist threats;
- Hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- Conduct which threatens or causes personal injury

### **Disruptive or Obstructive Actions**

- Obstructing or disrupting teaching, administration, disciplinary proceedings, or other activities authorized by the college;
- Interfering with the freedom of movement of any member or guest of the college to enter, use or leave any college facility, service or activity; or
- Feeding, touching, taunting, or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the college.

### **Failure to Comply with College Directives**

- Failure to comply with the directions of law enforcement officers or college officials acting in the performance of their duties;
- Failure to identify oneself to college officials when requested; or
- Failure to comply with disciplinary sanctions imposed by the college.

It is important to note that although a student may be off-campus it is required that students live up to these expectations while enrolled at Alaska Christian College. Breaking any of these expectations anytime during the school year (including Thanksgiving Break, Christmas Break, and Spring Break), may incur disciplinary action.

### **Student Conduct Record & Criminal History**

ACC seeks to foster a residential community in which all members feel safe, secure, and unthreatened by peers and neighbors. ACC reserves the right to deny Student Housing to any applicants who have an open criminal court case, who have been convicted of a felony against another person, who have class A or B felony, or have been convicted of any felony that indicates that the individual caused harm or considerable danger to others.

A potential student who has been convicted of a felony against another individual (including but not limited to: Kidnapping, Assault, Manslaughter, Battery, Sexual Acts, etc.) cannot be accepted or reinstated as a student to Alaska Christian College until 3 years after their conviction date. At the conclusion of the three years, the student must re-apply to the college and submit a Student Life Appeal. If the Student Life Appeal is granted, the student will need to work in conjunction with the Director of Student Services to create a re-entry plan. Current and enrolled students at Alaska Christian College are exempt from this policy as long as they are a student in good standing and continue to enroll in concurrent semesters.

A potential student who has a felony that is not against another individual, but classified as a class A or B felony, (or a 1<sup>st</sup> or 2<sup>nd</sup> degree felony outside of the state of Alaska), cannot be accepted or reinstated as a student to Alaska Christian College until 3 years after their conviction date. At the conclusion of the three years, the student must re-apply to the college and submit a Student Life Appeal. If the Student Life Appeal is granted, the student will need to work in conjunction with the Director of Student Services to create a re-entry plan. Current and enrolled students at Alaska Christian College are exempt from this policy as long as they are a student in good standing and continue to enroll in concurrent semesters.

Students with an open court case cannot be accepted or reinstated as a student to Alaska Christian College until all of their court cases are marked 'closed' according to the state. Current and enrolled students at Alaska Christian College are exempt from this policy as long as they are a student in good standing and continue to enroll in concurrent semesters.

### **Residence Life**

#### **Roommate Bill of Rights**

The following Roommate Bill of Rights is a reminder to each resident of his or her responsibility to roommates. One's enjoyment of life in a residential unit will depend, to a large extent, on the thoughtful consideration that students demonstrate for each other.

The basic responsibilities to your roommate include:

1. The right to read and study free from loud noises or distractions. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without disturbance from noise, or guest of roommate(s).
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room without pressure from roommate(s).
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host roommate(s) and other hall residents.
8. The right to discuss and confront roommate conflict. (The residence life staff are available for assistance).
9. The right to be free from fear of intimidation, physical and/or emotional harm.

Remember: To be a mature adult is to accept responsibility for the welfare of others. In the event of roommate difficulties, first communicate concerns to the roommate to try to resolve problems. If that is unsuccessful, contact an RA or RS.

### **Residence Hall Life**

Room assignments are made prior to a student's arrival on campus. Living in the close quarters presented by the college dorms calls for some sensitivity and thoughtfulness. Students should consider their roommate's interests before their own. Only in extreme circumstances will room changes be allowed during the semester. Approval of room changes is made on a case by case basis, and must have approval from the Director of Student Services.

### **Residence Hall Meetings**

Residence Hall meetings will be held throughout the year and attendance is required. Led by your Resident Supervisors and Resident Assistants, these will be times to discuss matters of concern to the dorm as well as a time to share and support one another personally. Most Residence Hall meetings are mandatory and attendance may be taken. Failure to attend a mandatory Residence Hall meeting may result in disciplinary action.

### **Laundry**

Residence areas have washing machines and dryers available. Do not use the campus laundry facilities for washing sleeping bags, quilts, pillows or other large items. They will damage the machines. Please wash and dry your clothes and remove them promptly from the laundry room. Please do not leave any clothes, bedding (sheets & blankets) in the laundry room. Clothes, used dryer sheets and lint that are left on the floor or on top of the washers and dryers can get pushed behind machines and become a fire hazard. There are trash cans in each of the laundry rooms to dispose of lint, used dryer sheets and any other trash. Laundry Room hours are 8 a.m.-10 p.m.

### **Apparel and Language Expectations**

Alaska Christian College expects students to dress in a manner that respects God, themselves, and their classmates. Part of this expectation is that students wear clothing free from: alcohol, drug, sexual, occultist, and offensive depictions or references. Alaska Christian College also

expects all students to wear pants that sit at or on their waist, and females to refrain from wearing low-cut tops, short skirts, and short dresses, and outfits that fail to cover their midriff area at all times. If a Student Services staff approaches a student about their dress attire, it is expected that they will change into appropriate attire immediately. Students recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. In every situation we ask that extremes be avoided. Students are also expected to use language that uplifts the community. Swearing or other foul language that could be degrading to others will not be permitted.

### **Photo and Video Policy**

Individuals associated with ACC take photos and video of students and campus visitors throughout the year. These photos often include students and visitors in classrooms, study areas, the LRC, common areas, outside areas and at special events. ACC reserves the right to use these images as a part of its publicity and marketing efforts. Students who enroll at ACC and people who visit the campus do so with the understanding that these images might be used in ACC publications, both printed and electronic, and for publicity purposes. If you do not want your image to be used in any promotional material, please submit your request in writing to the Director of Student Services.

### **Wildlife**

While at ACC, you will see various wildlife (i.e. moose, eagles, maybe even a bear). While they are beautiful, they can also be very dangerous. According to Alaska state law, it is illegal to feed wildlife. To ensure that ACC students and the community are safe, students are not permitted to feed, touch, or pet wildlife.

### **Alcohol, Drug, and Tobacco-Free Campus**

Alaska Christian College is a drug, alcohol, and tobacco-free campus, which means that all forms of drugs without a doctor's prescription (including prescription and nonprescription marijuana), alcohol, and use of tobacco (smoking and non-smoking) are prohibited on ACC property. Tobacco includes but is not limited to: lighted cigarettes, cigars, pipes, hookah, bidi, clove cigarettes, e-cigarettes, snuff, iqmik, and chewing tobacco. All Alaska Christian College employees, students, visitors, guests, and contractors are required to comply with this alcohol, drug, and tobacco free campus policy which shall remain in force at all times.

ACC desires for campus to be the safest, healthiest, and most spiritually supported community possible. Because ACC staff care about each individual student as well as the ACC campus as a whole, ACC takes the use of alcohol and drugs very seriously, because ACC has seen the harm those substances can cause. Alcohol and other drugs, as well as alcohol and drug paraphernalia, including but not limited to marijuana, are not permitted on campus. As an enrolled ACC student, even if you are 21 or older, you are not permitted to possess, consume, or be intoxicated with alcohol or other drugs while on or near campus. If this is something you struggle with, please visit New Hope Counseling Center or speak with a member of the Student Life Staff.

### **Weapons**

Students may not possess firearms, explosives, and concealed weapons while on the ACC campus. The list of contraband weapons includes, but is not limited to: firearms, handguns,

paintball guns, swords, Tasers, airsoft guns, crossbows, bows and arrows, and any knives with blades longer than 5” except for kitchen knives. Explosives, fireworks, and incendiaries of any kind (other than safety flares) are not permitted on college property.

### **Sexual Activities**

Alaska Christian College affirms the traditional biblical ethic that all sexual activities are intended for after the union of marriage between one man and one woman. ACC defines man and woman as sex/gender assigned at birth. Any sexual activity outside of marriage is sin and is also considered unacceptable sexual conduct.

### **Student Housing**

Women and men are not allowed in each other’s living spaces/housing. ACC defines women and men as sex/gender assigned at birth. These and the following policies also apply to commuter students. Students found in violation of these policies may face disciplinary action. Laying in the same bed as another person, regardless of gender, is also not allowed. If these expectations are not met, a warning and perhaps further discipline may result. There may be times when the dorms are open for both sexes. These times will be announced (At times, ACC may grant housing to a married couple, where some of the aforementioned gender restrictions would not apply, however these must be approved by the Director of Student Life).

During open Residence Halls, students with visitors of the opposite sex must have their doors propped open all of the way and the main light in the room must be on. No two members of the opposite sex should be alone in a room during open Residence Halls.

Students who have previously graduated Alaska Christian College will not be allowed to live on campus in order to prioritize housing for students who have not yet graduated. Already graduated students will be allowed to take additional classes, but will need to be commuters instead of living on campus.

### **Relationships**

Couples in a relationship are reminded that all behavior should reflect a desire to build each other up spiritually and honor Christ. The following specific guidelines are intended to help couples achieve this goal.

- Inappropriate displays of affection (IDA) are not appropriate and can be uncomfortable for all in the room. If a staff member or another student approaches you about your behavior being an IDA, please stop what you are doing even if you do not see your behavior as inappropriate. When in physical touch with each other, students are expected to honor the “four feet on the floor” rule. Four feet should be touching the floor at all times when two people are engaged in physical contact.
- Public displays of affection should be limited to holding hands or a brief embrace. More than this causes others to become uncomfortable and will hurt relationships you have with other students. If couples are seen displaying inappropriate behavior, other students and/or staff will address the issue.
- Non married couples should avoid time alone in any private area where there is not a healthy level of accountability. For example, couples should not be in an off-campus apartment or home without a third party, nor should they ever be alone in an off-campus bedroom.

- Sexual intercourse and the behaviors leading up to it are reserved exclusively for the context of marriage. Sexual activity was created by God to be within the marriage covenant.
- Lights need to remain on in public spaces unless a staff member is present or has been consulted and given consent for the lights to be off. Examples of public spaces on campus are: the coffee lounge, Denali room, TV lounge, prayer chapel, and sports shack.

These relationship guidelines are set in place to help you both honor God and to protect yourself from damage to your emotional, physical, and spiritual growth. If a staff member confronts you on any of these guidelines, please show them respect. Disciplinary action may incur from not upholding these guidelines.

### **Animals on Campus**

No pets are to be allowed on campus at any time for any reason other than for service animals used as aids to individuals with disabilities. A visitor or student who has an animal that lives off campus may bring the animal to campus if they are on a leash. The animal is not to enter any living spaces. If the owner does not have a leash, the animal must stay in a vehicle or off campus.

A “service animal” is any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. 28 C.F.R. § 36.104. A service animal in training, including puppies in training once they are old enough to remain under the control of the trainer. Trainees are not permitted to reside in campus housing.

An emotional support animal (ESA) is a companion animal that provides therapeutic benefit to an individual with a mental or psychiatric disability. The person seeking the emotional support animal must have a verifiable disability (the reason cannot just be a need for companionship). The animal is viewed as a "reasonable accommodation" under the Fair Housing Amendments Act of 1988 (the FHA). Emotional support animals are not considered service animals. In order to be considered to have an ESA on campus, the owner must contact the Director of Student Services no less than 60 days prior to arrival to submit an email request to have the ESA on campus. This process will allow ACC and the owner the necessary time to collect documentation and for ACC to make a decision on the request. Animals should not be brought to campus prior to approval being granted.

ACC will make an individualized assessment of each proposed emotional support animal. Dogs and cats must also be completely trained and housebroken. For dogs or cats under 12 months old that are not already living with the student at the time the ESA is requested, ACC will ask for a statement that the animal is housebroken from the breeder, adoption agency, or person providing the animal to the student. For animals already known to the student, the student can self-attest to the housebroken status of the animal.

The ADA and FHA does not limit the kind of animal that can provide service or the types of tasks or work a service animal can perform.

This policy applies to all domesticated animals. Animals that are not house broken or adversely affect living conditions on campus, including but not limited to: barking, whining, growling, etc., will not be allowed to remain on campus. Only the President may allow exceptions to this policy.

### **Health and Safety Checks**

Rooms and community spaces need to be kept clean. Roommates will share cleaning duties for their living space. Inspections of the rooms will occur weekly or twice a week throughout the semester. Students are responsible to purchase their own cleaning supplies. If a room fails inspection, the members of the room may receive a type of demerit or warning. If the situation is not corrected, the members will receive written warnings or further discipline. Students may also be directed to “work off” their room cleaning failure by being assigned campus cleaning duties or other similar duties. Likewise, public/community spaces need to be kept clean and tidy. This may be done on a rotating basis and your RS will make you aware of when it is your turn to clean up community spaces. It is the responsibility of each student to clean up after themselves. Please respect the space and work together as ACC students to keep community spaces clean.

### **Lock Outs**

Each student is responsible to carry their room keys on them at all times. Any student who is locked out of their room due to forgetting their key can ask an RS to unlock their room for the first time for free. After this, the RS may require \$1.00 cash before the room is unlocked. This is to encourage all students to carry their keys with them at all times and to ensure each student is caring for their property responsibly.

### **Room Damages**

Students are responsible to inspect their room at the beginning of the semester and report all damage to their RS. Any damage found in the room upon the student leaving campus at the end of the semester/year will be billed to residents including the outside labor costs. Additionally, if the room has not been properly cleaned, the student may have a bill applied to their student account for cleaning the room at the end of the semester/year. If the repair/cleaning can be made by ACC personnel, the labor rate will be \$35 per hour. Damages/cleaning failure to common dorm areas will be billed equally among all dorm residents in cases where the person(s) responsible cannot be determined.

If there are any room damages found in your living space which you did not report in writing when you arrive, you will be charged for the fair cost of repair and labor as determined by the maintenance department. Upon moving into your living space, if you notice any damage, report it in writing to your RS.

### **Student Refrigerators and Microwaves**

Students may have personal refrigerators or microwaves in their rooms only if they have registered and received approval of their appliance with the Director of Student Services. This privilege may be taken away if cleanliness or other conduct is adverse to the ACC community.

Both personal refrigerators and microwaves must be cleaned and unplugged over Christmas break and removed from your room over the summer.

There is a public student fridge/freezer located in the weight room. You are encouraged to label your food before placing it in the fridge. Place your food in the fridge at your own risk. Food placed in this fridge will be disposed of before all student breaks.

### **Single Occupancy Rooms**

A student wishing to have a single occupancy room at their request may be charged the cost of full occupancy for the room. ACC cannot guarantee any student single occupancy rooms, the availability will depend on housing capacity and student admission. Any student, at the discretion of the College, who is placed in single housing due to adverse or special circumstances, and approved by the Director of Student Services, may not be charged this fee.

Students requesting a single occupancy room must have a \$0.00 balance in their student account from prior attendance. Room assignments are made solely at the discretion of the Director of Student Services. Single occupancy rooms are not guaranteed to be available. This fee is not prorated.

### **Bed Bugs, Lice, & Scabies**

If you know you have stayed in a house with Bed Bugs, Lice, or Scabies in the past 12 months, you must inform someone on the Student Life staff. If any of these are found and proven to be on campus, ACC will work to eliminate them as quickly as possible, but we will need your assistance in an attempt to work as quickly as possible on the solution.

### **Vaccination Policy**

Upon arriving on campus, students will be given a form explaining the Meningococcal meningitis disease. Students must acknowledge receipt of this form before moving into their dorm room. All students should be current on their vaccinations upon their arrival on campus.

### **Bedding**

Each ACC mattress has a zip-up, mattress cover on it. For health reasons, these covers must remain on the mattress throughout the year. Likewise, all mattresses must have a fitted sheet placed over the mattress cover. If you do not have a fitted sheet, ACC may be able to provide one for you if there are sheets available. Students are responsible to provide their own bedding. For questions about mattress covers and bedding please speak with your RS.

### **Hair Dying**

Hair dying is not permitted on campus. This can cause room damage.

### **Room Decorations**

Decorations that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g., glues, contact paper, hooks, wallpaper, etc.) are not permitted. Check with an RS before using any type of adhesive for decorations. Alcoholic beverage containers, alcoholic beverage advertisements, or materials with offensive racial or sexual content are not permitted in student rooms. Questionable materials are subject to the Student Life staff discretion.

### **Forgotten or Stored Belongings**

At the end of the school year, everything must be out of student housing. If a student leaves at the end of the first semester or part-way through either semester, it is their responsibility to remove their belongings from campus the day that they leave campus. Anything left in student housing will be thrown away or donated. The Student Life team reserves the right to not provide transportation to a student who has not cleared out belongings.

Any belongings stored on campus must be signed in and approved by the Student Life staff prior to placing them in storage. It is the student's responsibility to transport their items to the duplex basement to store them. All items need to be sealed in a plastic tote with a lid and have a return address listed on them. Anything stored on campus needs to be removed by the first day of the following semester or be discarded.

### **Quiet Hours**

Quiet hours are designated as 12:00 a.m. to 8:00 a.m. every day. All residents are expected to refrain from causing any noise or disruption that would hinder other students' ability to study or sleep during this time. Please respect your roommates and neighbors, putting their needs above your own. Do not pound on the dorm floor doors during these hours.

### **Phone Usage**

Students are not allowed to use the campus intercom unless they have approval from a specific staff member.

Phones in your rooms are call restricted. Long distance calls may be third-party billed, called collect or billed to a calling card. Phones are provided for student's convenience. Please do not use the phones to disrupt others.

### **Visitors**

Throughout the school year, students may wish to host visitors on our campus. We are pleased to include visitors in the Christian community of the College and simply ask that the following guidelines be followed:

1. For security reasons and in case of emergency contact is necessary, all visitors need to register with the front office and pay for their meals in advance.
2. Clear all visitors with a Resident Supervisor 24 hours before their visit. Visitors will need to stay in your room (if same gender) or with an ACC classmate of the visitor's gender. Please make sure it is alright with your roommate before offering to host guests in your room.
3. Visitors must remain with the student who is hosting them the entire time they are on campus, (except in the evening, if the student is of the opposite gender, they must remain with their same gender host). If necessary, a visitor may sit in the PCC lobby or by the main office if they are waiting for their host.
4. If the visitor is a prospective student, please notify the Director of Admissions and Financial Aid.

5. It is expected that guests will cover the cost of their meals (see costs below).
6. Visitors to ACC live by the same community guidelines as all ACC students. There are no “allowances” or “exemptions” both for the visitor or their host or hostess. If a visitor fails to meet these guidelines, they will be asked to leave campus. If they refuse to leave or they return to campus after being asked to leave, law enforcement will be contacted.
7. Having visitors does not exempt an ACC student from his/her responsibilities (i.e. class attendance).
8. Visitors staying the night must be at least 18 years old. Visitors under the age of 18 must receive pre-approval from the Director of Student Services. Overnight visitors are not permitted during the last two weeks of each semester. This time is reserved for studying and preparing for finals.
9. All visitors who are not staying overnight, must be off campus at least a half hour prior to curfew.
10. Extended stays (more than 3 nights) are often disruptive to the purposes of the college and its mission of discipleship. For this reason stays of more than three nights are not allowed. In extreme circumstances seek the approval of the Director of Student Services beforehand.
11. The college reserves the right to limit and refuse visitors.
12. During the academic school year, minor children of ACC students may not overnight on campus. At no time will ACC furnish or officially sanction childcare for children of ACC students on campus.

### **Medical and Mental Health Emergencies and Withdrawal**

Mental health emergencies, such as suicidal ideation, self-harm or self-injurious behavior, mania, and panic/anxiety attacks should be afforded the same care and concern as other medical emergencies. Call 9-1-1 immediately if the resident or guest requires immediate medical attention.

The staff of ACC are not able to take responsibility for any individual who is incapable of keeping themselves safe. For the safety of the student and the community, ACC reserves the right to deny re-access to ACC housing for students who have been deemed unsafe by either New Hope Counseling Center or an outside medical facility.

Alaska Christian College cares deeply about the physical and mental health of its students. Therefore, counseling services are available on campus. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed.

## **Medical and or Mental Health Interim Restriction**

The Director of Student Life may invoke a medical interim restriction upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically restricted for any health reason are temporarily not allowed to participate in any ACC activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the ACC. At the discretion of the Director of Student Services the student may be asked to follow the clearance procedures listed below before returning. Students who are medically restricted will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Director of Student Services.

## **Voluntary Medical and or Mental Health Withdrawal**

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic coursework; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the New Hope Counseling Center. After the voluntary withdrawal is approved, the person may be asked to leave the campus immediately and if applicable, officially check out of on-campus housing.

## **Involuntary Medical and or Mental Health Withdrawal**

In rare circumstances, the Director of Student Services may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any ACC activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.
- A student's inability to live and function independently and safely without daily assistance in a college/road system setting.

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the Director of Student Services may invoke the right to involuntarily withdraw a student. The Director of Student Services will recommend assessment and/or treatment conditions needed to return to ACC.

If a student believes that a decision for an involuntary medical withdrawal made by the Director of Student Services is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the Executive Vice President. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The Executive Vice President will respond in writing to the student's appeal within three business days. The response will clarify whether the Executive Vice President concludes that all relevant facts were considered and led to fair and reasonable conclusions.

### **Clearance Procedures**

Any student who has been placed on a medical interim restriction or an involuntary medical withdrawal may need to complete clearance procedures before being allowed to return to the ACC. The Director of Student Services may also require a student who takes a voluntary medical withdrawal to complete the clearance procedures. The following steps are designed to ensure that a mental health emergency no longer exists and a treatment plan for continuing good health and safety is in place. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice or medical withdrawal while others may wait several months before pursuing a return to ACC. Re-entry procedures may include the following requirements. The Director of Student Services reserves the right to customize the re-entry requirements to best support the students.

1. The student may need to be assessed by an appropriate professional, whose opinions will be advisory to ACC. This typically would involve the student signing a release allowing ACC or New Hope Counseling to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and ACC, and allowing all relevant information to be provided to the staff at ACC who are involved in the decision-making and review process.
2. The mental health or medical professional may need to provide an assessment of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student's readiness to return to the academic and co-curricular demands of college life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that ACC should impose.
3. After the evaluation results and treatment documentation have been provided, the student may need to meet with the Director of Student Services. The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed. Additionally, the Director of Student Services will consider how the evaluator's recommendations fit with the realities of student life at ACC and services that are available on campus or in the community.

4. The Director of Student Services will meet and consider the evaluator's recommendation and the results of the student's meeting with the Director of Student Services to inform its re-entry decision. Students will receive written notification of the Director of Student Services decision.

*Notes:*

- There may be occasions in which ACC requires, and may pay for, an additional evaluation.
- ACC reserves the right to require the student to comply with a treatment plan recommended by the outside and/or New Hope Counseling Center professionals as a condition of returning to, or remaining in, the campus community..
- If a student was living on-campus prior to the emergency, approval for return to the ACC usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others.

### **Good Samaritan Policy**

Sometimes victims of sexual misconduct or individuals who have substance abuse addictions are hesitant to report to ACC officials because they fear that they themselves may be charged with policy violations (e.g., underage drinking). To encourage reporting, ACC offers victims potential immunity from policy violations related to the sexual misconduct or a situation that could be life threatening. Because ACC places a high priority on student health and safety, the Good Samaritan policy was adapted to encourage students to take immediate action in any crisis or medical emergency. ACC students are expected to care for others by getting help from appropriate officials even when violations of the Student Handbook have occurred. In crisis situations involving alcohol, drugs, physical violence, suicidal behavior, and/or sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and stalking), ACC strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations related to the incident. This means that the Director of Student Services may choose to waive or customize disciplinary sanctions with the students involved. If the Director of Student Services waives certain disciplinary sanctions, the Student will be required to meet with the Director of Student Services to assess the situation and create a support system for accountability moving forward.

ACC reserves the right to waive the Good Samaritan Policy and proceed with enforcing sanctions depending on the specific situation.

### **Discipline**

Listed below are several biblical principles related to discipline within the Christian community. At Alaska Christian College, we seek to approach discipline in a way that reflects the spirit of these principles:

- Discipline is a normal and healthy part of Christian community. The degree to which we are willing to lovingly confront one another can be an indication of the degree to which we love each other and value our community (Hebrews 12:7-10).
- Discipline should be carried out in a spirit of humility, gentleness, patience, and awareness of our own sinfulness (Galatians 6:1; Colossians 3:12).

- Along with discipline, we should help carry each other's burdens. Discipline works best in the context of loving, helpful relationships (Galatians 6:2; Colossians 3:13-14).
- The tone of our discipline should fit the needs of the person being disciplined; warning some, encouraging others, but being patient and kind to all, and vengeful toward none (I Thessalonians 5:14).
- Discipline should begin prayerfully and privately (I John 5:16; Matthew 18:15).
- Sharp rebukes, and even expulsion from the community, are sometimes necessary to bring a person to the point of repentance (Matthew 18:17; II Thessalonians 3:15; I Corinthians 5:11, 13).
- Among the behaviors and attitudes that call for serious discipline are things like drunkenness, sexual immorality, divisiveness, greed, laziness, lack of gratitude, lack of love, and a refusal to forgive (Romans 16:17; II Thessalonians 3:6, 14-15; I Corinthians 5:11; II Timothy 3:1-5, Titus 1:10-13).
- We should extend forgiveness and comfort to those who repent, reaffirming our love for them and welcoming them back into the community (Luke 17:3; II Corinthians 2:7).
- When dealing with the sins of others, we should always be mindful of God's grace to us (Matthew 18:21-35; Luke 15:11-32).

### **Personal Confrontation**

Confrontation of inappropriate behaviors and support for the individuals involved is crucial for community health. All community members, including students, staff and faculty, are encouraged to participate in this responsibility in a spirit of grace and humility.

### **Student Disciplinary Procedures**

At Alaska Christian College it is essential that we strive to conduct ourselves appropriately by implementing the highest form of discipline - self-discipline. If that fails, friends, RA's, and RS's respectively, will assume the responsibility to confront and support each other to uphold our community living agreement. The Director of Student Life may also be involved during this disciplinary process. The security cameras on campus can and will be used to aid the Student Life Office in ensuring the policies and rules are being upheld and followed.

The disciplinary process and procedure will vary case by case, however the standard procedure is listed below. We hope that by providing the standard procedure, students will gain familiarity with the discipline process and procedure. Standard procedures may not apply when

1. a student engages in multiple violations in a single incident;
2. a student has a disciplinary history, regardless of whether past violations are related to the current violation;
3. an incident presents unusually serious circumstances, risks to persons or property, or other complex concerns.

In these situations, the appropriate procedures are determined on a case-by-case basis in light of all the circumstances.

1. All procedural questions are subject to the final decision of the Director of Student Life.
2. Once a probationary level conduct violation has occurred, the Director of Student Life is notified and a Student Disciplinary Committee Hearing is scheduled with the student

involved in the incident. At times, several students may be involved in one hearing at the same time, or there will be separate hearings for each student involved.

3. The Student Disciplinary Committee is usually composed of the Director of Student Life, an RS or RSs, and RA or RAs.
4. The incident report will be referenced at the hearing and the student will have an opportunity to respond to the report.
5. The Committee will have time to ask any questions of the student to better understand the situation.
6. The Committee will then discuss the nature of the violation, the character of the student, and if the student did commit the violation or not.
7. The Committee will ask the student to leave the room, and will then have a debriefing time to discuss whether the student committed the violation and will also then make a recommendation of the appropriate consequence to the Director of Student Life.
8. The Director of Student Life will make the final decision on the fault of the violation and the consequence of the violation.
9. The Final decision will be communicated to the student within three business days of the hearing.

The following sections contain a standard progressive list of violations, sanctions, and consequences outlined in this handbook: This progressive process may be expedited or altered if the Director of Student Life deems it necessary in the discipline of the student.

### **Warnings**

Written documentation of inappropriate student behavior. RAs, RSs, staff, or faculty provides a completed warning sheet to the Director of Student Life which is placed in the student's file.

Examples of things that may result in a written warning include but are not limited to the following:

- Violation of quiet hours
- Inappropriate public displays of affection
- Removal of food or items from dining area
- Dress code violations
- Abuse of TV or Internet
- Disrespect of authority
- Using tobacco on campus
- Use of vulgar or obscene language/swearing
- Feeding, touching, taunting, or physically harassing wild animals
- Failure to attend dorm meetings
- Any other violation of the ACC Student Handbook

### **Standard Sanctions and Consequences**

Standard sanctions and consequences are consistent ACC responses to specific violations of the Code of Conduct and other Student Handbook policies. We hope that prior notice of these

standard sanctions and consequences will encourage students to avoid behaviors that lead to serious consequences.

Standard sanctions apply to any violation of the ACC Student Handbook. The severity of sanction and consequence depends on the violation that occurred. When deciding the severity of the consequence ACC reserves the right to take into consideration the attitude, honesty, and community participation and impact of the student. Class attendance will also be taken into consideration when deciding the appropriateness of the consequence. When any of these are lacking, normally this will result in expediting to more serious consequences. Also taken into positive consideration when deeming a consequence for a student is if they have a positive community impact or strong efforts in academics. Also taken into strong positive consideration is whether or not the student was able to successfully complete prior disciplinary sanctions. See below for the typical disciplinary progression of violations, sanctions, and consequences. Other types of incidents that are not directly in the Student Handbook are handled on a case-by-case basis.

Standard sanctions and consequences may not apply when:

1. a student engages in multiple violations in a single incident;
2. a student has a disciplinary history, regardless of whether past violations are related to the current violation;
3. an incident presents unusually serious circumstances, risks to persons or property, or other complex concerns.

In these situations, the appropriate sanctions are determined on a case-by-case basis in light of all the circumstances. Generally, these situations result in sanctions in excess of the standard sanction.

The standard sanctions are rarely reduced. However, the presence of substantial mitigating or other appropriate circumstances may result in the reduction of a standard sanction.

### **Disciplinary Probation**

Status that reflects that the students' relationship with ACC is tenuous. This status usually follows a violation of anything greater than a warning. A Resident Supervisor or other staff will write an incident report and give it to the Director of Student Life who will determine appropriate disciplinary action.

Examples of things that may result in Disciplinary Probation include but are not limited to the following:

- In room of opposite sex during non-visiting hours
- Occultist practices
- Cruelty to another student
- Disrespect to authority
- Possessing or accessing pornography
- Violation of drug or alcohol policies (ACC Night Desk Clerks and Student Life staff may use a breathalyzer on students with reasonable cause when suspicious of students drinking alcohol.

- Possession, consumption, or intoxication of alcohol or drugs on or near campus
- Possession of alcohol or drug paraphernalia
- Theft
- Violation of relationship guidelines
- Sexual misconduct
- Sexual activity outside of marriage
- The 3<sup>rd</sup> documented warning and every warning thereafter
- Failure to comply with disciplinary action plans
- Any other violation of the ACC Student Handbook

### **Disciplinary Probation & Sanctions**

In most cases, the student will be placed on Disciplinary Probation for the remainder of the semester. During this time, they will be given certain sanctions to complete. If the sanction action steps are not reasonably completed or the student has a major or minor conduct violation occur during the sanction, the sanction may be extended, additional action steps may be applied, or the student may be given further discipline such as suspension, dismissal, or expulsion. Upon the successful completion of the action steps, the sanction may be fulfilled. Should violations occur after a sanction is complete but during probation, the student may be given further consequences including additional sanctions, suspension, dismissal, or expulsion. Whenever a sanction is successfully fulfilled, however, Student Life takes this into strong positive consideration when making decisions on the students disciplinary consequence. If a student is no longer on Disciplinary Probation (usually a different semester or year) and they have a conduct violation, they will usually be placed on Disciplinary Probation again. However, since that student has already been on probation, they may have their consequences expedited to include suspension, dismissal, or expulsion. Also taken into strong positive consideration will be the efforts the student has shown on past Disciplinary Probation. This may help alter the consequence to a lesser degree.

### **Types of Sanctions when on Disciplinary Probation**

#### **Sanctions**

These are action steps that are given to the student in correlation to the conduct violation. When the action steps are complete, the student is finished with the sanction. If the student does not comply with the sanction or has further violations, further discipline may be placed on their record, including additional sanctions, suspension, or dismissal.

Several types of actions steps within a sanction might include but are not limited to: attending Alcoholics Anonymous meetings, counseling sessions at New Hope Counseling Center, attending academic tutoring sessions, class attendance improvement, and/or attending meetings with an RS or other staff member.

### Restorative Talking Circle

Students may have the opportunity or be mandated to take part in a “Restorative Talking Circle” at the New Hope Counseling Center as part of their sanction. This opportunity will only be afforded at the discretion of the Director of Student Services. If the student does not successfully attend and complete the Talking Circle, or has further violations, further discipline may be placed on their record, including additional sanctions, suspension, or dismissal. If Talking Circle is part of the students sanction, they may be asked to attend Talking Circle for the entirety of the semester. Upon successful compliance and completion of your sanction, the disciplinary obligations outside of Talking Circle will be over on the completion date listed on the sanction. However, if the student chooses to not participate in Talking Circle after this date, this may be considered a Student Life violation and the Talking Circle may refer the student over to Student Life for further discipline and a new sanction.

### Suspension

Temporary separation of the student from Alaska Christian College for a definite period of time, after which the student is eligible to return without reapplying through the Office of Admission, unless the student is absent for five or more academic years, which does require re-application and readmission by the Office of Admission, as is the case for all students. Conditions for readmission may be specified. (All students who have been suspended will need to go through the Student Life Appeal and Re-Entry process before returning to ACC (see below). If the Student is granted the appeal, they may be given specific probationary action plans when they return.

### Dismissal

Temporary separation of the student from Alaska Christian College for a definite period of time, but not less than six months, after which the student may be eligible to re-enroll in classes at ACC without reapplying. Conditions for re-enrollment may be specified, but the student is not guaranteed re-enrollment. Re-enrollment will be granted on a case by case basis by the Director of Student Services. (All students who have been dismissed will need to go through the Student Life Appeal and Re-Entry process before returning to ACC (see below). Dismissed students must be off campus on the same day they are dismissed unless other arrangements are made with the Director of Student Services. The circumstances surrounding the situation and the student's impact on the ACC community will be evaluated when making decisions about dismissal. The student will need to complete a re-entry agreement and may be given specific probationary action plans when they return.

Standard examples of things that may result in suspension or dismissal include but are not limited to the following:

- Two or more major Student Handbook Violations
- Possession, consumption, or intoxication on or near campus or campus events
- Sexual harassment or assault
- Physical threat or assault
- Multiple incidences of non-compliance or failure to follow through with the disciplinary process
- Failure to adhere to a Written Action Plan or a Probationary Action Plan

- Refusal to satisfactorily participate in the disciplinary process
- Any other violation of the ACC Student Handbook
- Disrespect of staff members or other students on campus

When a student is dismissed or if they leave during their disciplinary process, they are not allowed to visit the Alaska Christian College campus until after the last day of the semester or later (if determined necessary by the Director of Student Life). After the student has been dismissed, a minimum of 6 months (after the 1st dismissal), 12 months (after the 2nd dismissal), and 24 months (after the 3rd dismissal) off may be required before the student can appeal to return to ACC (unless there are exceptional circumstances, deemed necessary by the Director of Student Life). After the semester the student was dismissed, they may visit the ACC campus, but not stay overnight. (All students who have been dismissed will need to go through the Student Life Appeal and Re-Entry process before returning to ACC (see below).

### **Expulsion**

Permanent separation of the student from Alaska Christian College. The student is dismissed from the University and is permanently ineligible to re-enroll at the University at any time in the future. When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room charges for the semester and all financial assistance for subsequent semesters will be reviewed and is subject to cancellation.

Students who have been dismissed three times may be permanently expelled from ACC, and will not be able to re-apply to return. Students who the institution deems to be a threat to the campus at large can also be permanently expelled from ACC. Permanent expulsion may also be the consequence of a sexual or physical assault or any other extreme conduct violation.

### **Additional disciplinary measures**

- Loss of privilege in participation in campus events, campus provided transportation, sports teams, vehicle registration on campus, etc.
- Developmental/Educational assignments – May include, but are not limited to, attendance in specific educational programs, personal essays, and written reports
- Student is referred for counseling and/or assessment
- Service projects/work projects (i.e. cleaning bathrooms)
- Restitution/reconciliation
- Talking Circle
- Referral to New Hope Counseling Center
- Monetary Fines
- Suspension
- Dismissal from ACC

### **Re-Entry Action Plan**

Students who have been previously dismissed from ACC will only be allowed to re-enroll as a student if they have completed and been granted a Student Life Appeal. The Director of Student Services will be in contact with the Student to discuss the necessary steps that need to be taken for that student to be eligible to re-enroll as a student. ACC reserves the right to deny re-enrollment to any student who has been previously dismissed for student conduct violations.

When making decisions on granting or denying the Student Life Appeal, ACC may inquire about the student's involvement with community, church, treatment, and other support factors while they were away from ACC. The Director of Student Services may also inquire about their efforts in academics while they were a student at ACC, when making an appeal decision. Generally, if the student is lacking in these areas, this will result in a lesser likelihood of the student being granted their appeal. If the student has strong community engagement, church engagement, and treatment history while being away from ACC, this will generally result in a greater likelihood of the appeal being granted. Students who are granted their appeal may be asked to follow a re-entry support plan when they return.

### **Restorative Justice**

Our desire at ACC is to prepare students for whole-life discipleship. This means that we desire to equip students with the knowledge and tools to study God's word in order to better understand its personal application for their lives, but we desire for students to allow God's word to transform every aspect of their lives in order to make themselves complete in Christ. As a disciple and follower of Christ, God desires that we yield and submit all areas to His will, His guidance, and His authority. He desires that we allow His Word and His Spirit to convict us of sin and to restore us to a right relationship with Him so that we may continue to grow.

We at ACC understand that discipleship is a process and that yielding our lives to

Christ is step by step. When one of our students fall, our main concern and desire is to assist that person in being restored in their relationship with Christ.

*Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Galatians 6:1*

It is with this gentle and humble spirit that we approach any student that has chosen a lifestyle or behaviors that are contrary to God's word. Recognizing that none of us is without sin, and that we all have our personal areas in which we continue to struggle and in which God continues to grant us grace, we hope to remain humble and non-judgmental.

When it comes to our attention that a student is acting in a manner contrary to God's will and is hindering his/her relationship with God, we will prayerfully determine to what level it is appropriate for the staff to intervene. Our goal will always be to assist that person in restoring their relationship with God, however, the manner and method by which this is accomplished will be on a case by case basis and will be dependent upon the willingness of the person to acknowledge their sin and re-submit themselves to God. We see spiritual restoration as a two-step process:

1. We assist the student in confession by discussing the following:
  - a. God's word regarding the behavior. II Tim. 3:16
  - b. God's unconditional forgiveness – I John 1:9; Psalm 51:17
  - c. Consequences of lack of confession – Psalm 66:18 “If I had cherished sin in my heart, the Lord would not have listened.”

- d. Hardening of hearts – Psalm 95:7b-11
2. After repentance, we minister to the student by supporting them in and walking them through the following:
    - a. Discipline – Hebrews 12:4-13
    - b. Accountability - Galatians 6:1-5
    - c. Replacing - Ephesians 4:22-24
    - d. Receiving - Titus 3:4-6

## Code of Conduct Related Policies

### Community Life

The Christian community of ACC is not only unique; it is a powerful force in the shaping of our lives of discipleship. It is the laboratory where one can live out the truths of the Bible and of the Christian walk. It is the place where wounds can begin to heal, where joys can be celebrated, where the truth can be spoken and where God is in some way incarnated again and becomes real to us in the flesh as we are members of His body. Because of the great opportunity for the community of ACC to bless us all, personally and corporately, we take very seriously individuals and behaviors that risk the unity and health of the community. At ACC we consistently strive to consider and resolve issues on the basis of what is best for the community. We must realize that the instant we demand our rights, we are not obeying the Spirit of the One who laid down His power and authority in order to serve us all through His death on the cross. Let us reflect the Spirit of Christ in our midst, and when we fail, let us learn to seek, to forgive, to reconcile and to live in renewed relationships. This will be our greatest test...and our greatest joy.

### Title IX and Sexual Misconduct

#### Reporting Sexual Assault, Harassment, and Hate Crimes:

Staff and students at ACC want the community to be as safe as possible. If a student comes forward with information regarding sexual assault, harassment, or hate crimes, the information will be reported to the Student Life Staff, an incident report will be written, and a formal investigation into the accusations will begin. A student may be called upon to write a formal statement about the issue, which will then be filed. If necessary, the Student Life Staff will report its findings to the appropriate law enforcement.

### Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding.

#### TITLE IX STATES:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (20 U.S.C. Sec. 1681).

Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault and sexual violence.

Any student, faculty or staff member, or applicant for admission who has concerns about sex discrimination, including but not limited to acts of stalking, dating violence, sexual harassment, sexual assault or sexual violence, is encouraged to seek the assistance of the Title IX Coordinator.

The Title IX Coordinator for Alaska Christian College is: Nathan Stump - 907-260-4303

Title IX Administrator for Alaska Christian College is: Jeff Siemers – 907-260-4020

Contact the Title IX Coordinator if you:

Wish to understand your options if you think that you may have encountered, sex discrimination, stalking, dating violence, sexual harassment, sexual assault or sexual violence;

Learn of a situation that you feel may warrant a college investigation;

Need help on how to handle a situation in which you are indirectly affected;

Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation; or

Have questions about Alaska Christian College's policies and procedures.

Conversations with the Title IX Coordinator are kept as confidential as possible, but information about incidents of suspected violations of Title IX may be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by Alaska Christian College.

Alaska Christian College affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. Further, we respect the inherent worth of each member of the community and do not engage in any forms of harassment. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12).

Because of our commitment to honoring the dignity and respect of every individual, sexual misconduct (and any related retaliation), as defined below, is prohibited and may result in disciplinary action, up to and including suspension, dismissal and expulsion from the ACC. This policy applies to all ACC students. This includes the period before classes begin, summer time, while the student is attending classes, between academic sessions or on leave. This policy applies even if the student withdraws from school while a disciplinary matter is pending. This policy applies to student conduct that occurs both on and off campus.

### **Definitions**

ACC encourages students to immediately bring any concerning behavior to the ACC's attention even if such behavior does not constitute sexual misconduct or retaliation as defined below.

### **Sexual Misconduct**

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

## Sex Discrimination

Unlawful sex discrimination occurs when an individual is treated less favorably with respect to the administration of the ACC's educational programs and activities, admissions, financial aid, or on-campus housing, based upon that individual's sex.

## Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the ACC's educational programs and activities or their living environment.

## Support

Immediate Steps to Take if you are Subject to Sexual Assault or Other Forms of Violence or Threatening Behavior

- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call the local police department.
- Consider securing immediate professional support to assist you in the crisis. You can consider on- or off-campus options. During office hours, you may access the New Hope Counseling Center.
- After hours, if you live on-campus, contact your Resident Supervisor.
- If sexual assault occurred, contact law enforcement as soon as possible to report the case.
- In cases of sexual assault, for your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
- Even after the immediate crisis has passed, consider seeking support from the New Hope Counseling Center.
- Contact the Title IX Coordinator if you need assistance with ACC-related concerns, including academic issues (e.g., missed classes or exams; requesting extensions regarding coursework) or on-campus housing issues (e.g., requesting that the student who you believe assaulted you be moved or that you be moved to a different residence hall).

## Seeking Confidential Support

Students who have been victimized are urged to seek confidential support from the New Hope Counseling Center. These settings allow students to receive emotional/spiritual support and think through their next steps, including reporting options, confidentially. There are rare exceptions to confidentiality in cases of court subpoena, child or elder abuse, or if there are serious threats of suicide or harm to others.

### **Title IX Coordinator**

The Title IX Coordinator monitors the ACC's overall compliance with Title IX in all matters related to students, ensures appropriate training and education, and oversees the ACC's investigation, response, and resolution of reports made under this policy. Upon receiving reports of sexual misconduct, the Title IX Coordinator ensures that appropriate action is taken to eliminate that conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to advise all individuals—including individuals who have experienced misconduct, individuals who are alleged to be responsible for misconduct, and third parties.

### **Pregnancy**

If a student is pregnant during the semester, there are certain accommodations that may be made for the student. The student will need to contact the Title IX Coordinator, who will then identify with the students what academic accommodations can be made. Possible accommodations may include, extended time on testing, recorded lectures, alternative seating, leave of absence, medical withdrawals, etc.).

### **Reporting Sexual Misconduct**

Alaska Christian College encourages all students to report incidents of sexual misconduct or suspected sexual misconduct, whether they are victims or witnesses. Reporting protects victims, promotes a healthy and safe campus culture, and holds perpetrators accountable. Although a student has the right not to report sexual misconduct, many individuals subjected to sexual misconduct have shared that filing a report with the college, local law enforcement, and/or a community resource center is the beginning of the process by which they regain control over their lives. Though the reporting and judicial processes can be difficult, they are often worth the effort because individuals feel empowered by bringing the perpetrator to justice. Reporting sexual misconduct may also help to establish precedents that will aid others in the future or prevent others from being subjected to sexual misconduct by the same perpetrator.

Students subjected to sexual misconduct have several reporting options. At ACC, students can confidentially report, or file a formal report of sexual misconduct, as explained below. Outside ACC, students can report sexual misconduct to community resource centers that specialize in providing resources to victims of sexual misconduct, file a criminal charge with local law enforcement, or file civil litigation against the alleged perpetrator. Some students will choose to pursue criminal charges (i.e., through the police and criminal courts). Others will choose to pursue ACC disciplinary options, if the alleged perpetrator is an ACC student. Civil litigation is another option that some choose. Some will choose a combination of the above options, and some will choose none.

### **Fundraiser Dinners**

During the fall semester, there will be two fundraiser dinners (NHCC in October and ACC in November). The purpose of these fundraiser dinners is to help alleviate the financial burden on Alaska Christian College with the proceeds ultimately going to help the students. Due to the

direct benefit the students receive from the fundraiser dinner, students are asked to attend and participate in these two events. The ACC dinner has limited volunteer slots. When travel is involved (ACC fundraiser) all students are required to travel in an ACC vehicle as well. While these fundraisers are a lot of work, every year students talk about the fundraisers as being a highlight of their time at ACC.

### **Facebook**

We have found that Facebook is the best way to communicate announcements with students. Every academic year, there will be a new ACC Facebook group. Participation in this group is not required; announcements will also be made throughout the week and on the reader-board outside of the main office. (Please remember that while this group is private, anything you post on Facebook is public knowledge and can be printed and placed in your Student Life file.)

### **Student Email**

Beginning Spring 2019, each ACC student will have their own email with an ACC domain. Each student is expected to regularly check their email for important notifications. Failure to check their ACC email, does not excuse a student from seeing a disciplinary notification or any other school notification.

### **Missing Student**

If a student has been missing for 24 hours, individuals should notify an RS. Upon notification, the Student Life staff will complete the following actions:

1. Check the resident's room
2. Talk to the resident's roommate and friends about the missing student's whereabouts.
3. Call the resident's cell phone number on file
4. If contact cannot be made immediately, Student Life staff will contact the student's emergency contact person(s) on file
5. If necessary, student life staff will contact local law enforcement for assistance.

Should a missing person report be filed on a residence's behalf, authorized staff will contact the student's emergency contact as well as provide any information requested by local law enforcement. Once laws enforcement have been contacted a student is considered missing. When a student returns to campus after being classified as missing, law enforcement will be notified that the student is no longer missing.

Once a student has been classified as "missing," the student will not be able to move back into their room until they have met with a New Hope counselor and/or Director of Student Services. The counselor will assess whether or not the student is safe to be back on campus and whether they are able to uphold the student code of conduct.. If the counselor deems the student "unsafe" or incapable of upholding the ACC code of conduct, the student will not be able to return to campus until proper help can be found. Failure to follow through with this process will also

prohibit a student from returning to campus until they have followed through with a New Hope counselor and spoken with the Director of Student Services.

If you are planning on leaving campus and will be gone overnight, you must notify your RS. This is for safety purposes and it will assist ACC in determining when and if someone is missing.

### **Living on Campus Requirement**

ACC is a residential campus. All applicants attending ACC taking more than 9 credit hours will live in traditional student housing. Students with families including children will not be permitted to live in traditional housing or other housing units on campus. Students living locally with their parents/guardians are not required to live on campus. Students taking 9 credits or less must live off campus unless they are in their last semester at ACC and 9 credits or less are required to graduate. Students wishing to file for an appeal to this requirement may submit their request to the Director of Student Life. The Director of Student Life will take this request to the Vice President for Academics and the two will make a decision to grant or deny the appeal. The decision to grant or deny an appeal will be the discretion of the Director of Student Life and Vice President for Academics.

### **Campus Emergency Preparedness Response**

#### **Medical Emergency**

In any medical emergency situation, if an individual is in life-threatening danger dial 911. In all other emergencies, residents should attempt to contact an ACC staff member who is working. During ACC business hours (9:30am to 4:30pm, Monday through Friday) call the front office 260-7422 to inform them of the emergency. During non-office hours (4:30pm to 9:30am, Monday through Friday and all day on Saturday and Sunday) call the on-call phone (907) 394-2135 and notify the RS on duty of the emergency. Student Life Staff are trained to assist in handling emergency situations and crisis response scenarios. While the Student Life staff are not medical responders, they are trained to contact medical help as soon as possible. Medical emergency situations may include medical and trauma emergencies, mental health crises, such as suicide risks/attempts, alcohol poisoning or unresponsiveness, violence and threats, etc. In situations where they might be placed in danger from another student who is under the influence of intoxicating substances, residents are encouraged to consider their own safety and contact the local police department.

In any emergency situation, ACC reserves the right to summon emergency medical services to any situation that might involve an individual's health. Any medical costs incurred will be the responsibility of the individual and may include ambulance, emergency room charges, medevac, or hospitalization.

#### **Safety or Security Emergencies**

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 9-1-1 before being referred to the RS or other staff member who is working. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RS on duty.

An annual security report can be obtained from the campus safety and security officer.

### **Fire Safety**

In the event of evacuation due to a fire or fire alarm, housing residents should follow the evacuation plan located in your housing area. All residents are expected to follow fire evacuation policies, building fire codes, and any safety or emergency procedure instructions by Student Life staff.

Immediate evacuation is mandatory when an alarm sounds, emergency flashing lights have been activated, or when instructed to do so by RS's. Re-entry is not permitted while the alarm is sounding. An ACC staff member or emergency personnel will let you know when you can re-enter the building. It is illegal to remain in a public facility when the alarm has sounded and hefty fines can be assessed by police.

Housing residents are expected to participate in scheduled fire drills each semester. These drills will be unannounced. See below for more information about specific emergency procedures.

An annual fire safety report, as well as fire logs can be obtained from the campus safety and security officer.

Students should familiarize themselves with the location and usage methods of the fire extinguishers in all buildings. Do not tamper with the smoke alarms (they are really sensitive), fire exit doors, or the fire extinguishers. Setting an alarm falsely will cost the student \$500.00 plus damages incurred. Never block a fire exit route in any way, for any reason. Also make sure the hallway fire doors in the girls' dorm are closed at all times. (Propping these doors open would allow a fire to spread very quickly.) Do not use heating elements (I.e. hotplate), incense, candles or open flames of any kind in the dorm.

### **Natural Disasters**

Soldotna, like the rest of coastal Alaska, lies on the Pacific Ring of Fire – a seismically active zone encircling the Pacific Ocean. Earthquakes have struck Soldotna in the past and remain a very real threat to the community. Residents may also wish to keep a disaster supplies kit in an easily accessible location. For guidelines on creating such a kit, please review FEMA's guidelines which may be found online.

## **Peninsula Conference Center Dining Room**

### **Dining Room Policies**

- While in the dining room, please have a polite, courteous attitude and be respectful to your neighbors.
- No food or dishes are to leave the dining hall areas.
- Dining room is open only during scheduled meal times and is closed at all other times. Meal times will be clearly posted in the dining room and staff and students will be notified of any changes.

- Bag lunches will be available for those that are planning to miss a scheduled meal due to conflict with academics, meetings, or other ACC related events. These must be ordered in advance through the Food Service. All meals, in the dining room, other than bagged lunches ordered in advance, are sit down meals, in which you eat in the dining room.
- Students are to clean up after themselves and the areas they use.
- If you accidentally spill food or drink please notify the kitchen staff as soon as possible. This helps to avoid stains on the carpet.
- In order to cut down on waste, please only take the amount of food you can eat.
- All students and staff are to practice good hygiene while using the dining room. Wash hands often, cover coughs and sneezes and use serving utensils. Before going through any of the food lines or salad bar line please use the hand sanitizer provided in the wall dispensers on either side of the kitchen window.
- If you're going to be absent from a meal, it is requested that the Food Service staff be notified as soon as possible prior to the meal so that adjustments in quantities prepared may be made.

### **Dining Room Hours**

Monday through Friday:

Breakfast (continental style) 8:00 a.m. to 9:00 a.m.

Lunch (prepared meal) 12:00 pm. to 1:00 pm

Dinner (prepared meal) 5:30 p.m. to 6:30 p.m.

Saturday and Sunday:

Brunch/lunch: 11:30 a.m. to 1:00 p.m.

Dinner: 4:30 p.m. to 5:30 p.m.

### **Meal Punch Card System**

Guests of the college are required to pay for their meals in advance using a Food Service Meal Punch Card or paying at the kiosk. These can be purchased at the front office.

### **Babysitting on Campus**

Student babysitting and childcare (including watching your younger family members or children who are under the age of 18) is not allowed on campus unless approved by the Director of Student Services.

### **Room Privacy and Security**

Each student will be issued a key at the beginning of the school year. Students will be charged \$10.00 per lost key. The keys are not to be duplicated. Residence rooms and living spaces are the student's temporary home, and ACC recognizes student's rights and need for privacy.

However, RSs or members of the administration and law enforcement may enter and search a room without a student's permission (though preferably in the presence of the occupant) when

there is reason to believe that the standards of the college are being violated. It may also be necessary for a member of the maintenance department to enter a room in response to a work order request.

## **Bicycles**

ACC has bicycles for students to use in the spring and fall. ACC takes safety very seriously and all students are required to wear a helmet at all times when riding the bikes. Students are not allowed to use the bicycles at night when there is not sufficient daylight. Please do not lay bicycles on the ground and please put them back after use. Always make sure you are following the rules of the road (i.e. ride your bike with traffic) when using campus bicycles. Per this policy statement, the student is agreeing to wear a helmet when riding an ACC bike. Failure to wear a helmet or follow the rules of the road while using an ACC bicycle, could result in loss of bicycle privileges, fines and charges, and/or disciplinary measures. By using the campus bikes, each student assumed responsibility and liability when using ACC bikes. ACC will not be responsible for mechanical failure or other unforeseen bike failure.

## **Ice Rink**

Students are welcome to use the ACC Ice Rink in the winter. All students must wear helmets on the ice. Per this policy statement, the student is agreeing to wear a helmet on the ACC Ice Rink. Failure to wear a helmet could result in loss of privileges using the Ice Rink. By using the campus ice rink, each student assumed responsibility for their own safety on the rink. ACC will not be held responsible for any injuries occurring on the ice rink.

## **Transportation**

Students are responsible to arrange and pay for their own travel and transportation, with a few possible exceptions. The college MAY provide transportation for Anchorage pickup or drop-off for the following dates:

- The beginning of the 1<sup>st</sup> semester
- The end of the 1<sup>st</sup> semester
- The beginning of the 2<sup>nd</sup> semester
- The end of the 2<sup>nd</sup> semester after graduation

Students must sign-up in advance for rides to and from ANC. Spots in the vans are limited and are given on a first come first serve basis. ACC is not obligated to provide transportation for students who do not sign-up on time or who choose to travel apart from these scheduled ACC trips to Anchorage and beyond. This includes but is not limited to air travel to/from the Kenai airport, as well as KPC students who have a different start/end date than the ACC calendar. This transportation will need to be arranged for by a non-ACC vehicle and paid for by the student. If a student has not properly checked out of their living space, they may lose their privilege for transportation.

ACC vehicles are intended for use in college activities. Town and business runs may be scheduled almost every week, primarily with the Campus Driver. Resident Supervisors are not taxi drivers and should not be treated as such. You should give a 24 hour notice for all

transportation needs. ACC may, as available, have a campus driver able to drive select hours of the day. These are usually for medical appointments. Dena'ina Wellness Center is also offering free transportation to students who schedule 24 hours in advance. If your RS is unable to provide a ride somewhere, please talk to your mentor, call a taxi, or CARTS (262-8900).

Only college personnel are allowed to drive college vehicles. Please do not ask to borrow a college vehicle. ACC vehicles cannot be used for driving instruction.

### **Campus Driver**

The campus driver provides limited transportation for the student body during specified hours between 9am and 5pm. Driving schedules will be posted and it is the responsibility of the student to sign up for a ride 24 hours in advance. Rides are not guaranteed, (even with 24 hours' notice), and students should not ask for rides during class or community events. The campus driver, per ACC policy, is not allowed to be alone in the car with a single individual of the opposite gender.

If the campus driver or another ACC staff member is unable to transport a student for a specific event, students can contact the local Taxi service at 262-5050 or CARTS at 262-8900 and pay to receive a ride. Also, if students receive Medicare, Dena'ina Wellness Center (335-7900) will provide transportation if they have an appointment.

### **Student Vehicles on Campus**

Having a vehicle while at Alaska Christian College is considered a privilege, and the college reserves the right to revoke or suspend this privilege for non-compliance.

RSs, members of the administration, or law enforcement may enter and search a vehicle without a student's permission (though preferably in the presence of the owner) when there is reason to believe that the standards of the college are being violated.

Students may not keep non road legal vehicles on campus (this includes, but is not limited to: snow machines, four wheelers, and dirt bikes). All road legal vehicles including temporary vehicles, used on campus at any time throughout the academic year are to be registered with the Director of Student Services. Students must have a valid driver's license, show state vehicle registration, and proof of insurance in order to register a car and must park only in the student parking area. For the safety of others, students who have vehicles on campus may not allow non-licensed students to drive their vehicle on campus. Failure to adhere to this will result in ACC revoking permission for the student to park their vehicle on campus. It is required that a spare key must be left in the main office in case the vehicle needs to be moved to plow snow, etc. If the spare key is not picked up the semester after a student has graduated or been dismissed from ACC, the key will be disposed of. Students may not park a vehicle on campus unless all of the above requirements have been met.

All students who own personal vehicles must be back on campus for curfew. If there is reason to believe you will not be back in time, notify the RS on duty by 9pm. Students need to be aware that each insurance carrier is different and it is very possible that the car owner's insurance will

not cover a person who borrows the vehicle. If it is not 100% certain that insurance coverage is valid, it is best not to lend or borrow a vehicle.

ACC reserves the right to have a vehicle towed at the student's expense if their vehicle is left on campus after the completion of the semester or after the termination of their residence.

If a student has had a DUI conviction or DWI conviction in the past two years they cannot have a vehicle on campus.

## **Spiritual Life**

### **Campus Pastor**

The campus pastor (or Campus Pastor Intern or Worship Coordinator) oversees all community events, trains core group leaders, advises students and staff in spiritual and personal matters, organizes on-campus prayer ministry, and connects students to ministry opportunities outside of Alaska Christian College.

Students who are interested in serving in any capacity in community events should contact the campus pastor.

### **Community Event Expectations**

The purpose of the Spiritual Life Department is to encourage, enhance, and guide the students and staff into a greater relationship with Christ. Students who desire to serve in a leadership position (i.e. Resident Assistants, Assistant Resident Assistants, SALT leaders) set the spiritual tone for campus. Therefore, it will be required that they serve as examples to the rest of campus by attending at least 75% of Community and Spiritual Life events.

### **Prayer and Worship**

This is a time for students and staff to seek God through prayer and worship. There will be an opportunity to pray together as a community and to seek individual prayer from the Prayer Team.

### **Story**

This is a time for students and staff to share the story of what Christ has done in their lives through testimony. All students who wish to share their story will be guided through the storytelling process by the Campus Pastor, Intern, or Worship Coordinator.

### **Chapel**

This is a time of worship and hearing from God's Word. Students will have opportunities to serve as greeters, technical support, and participate on the worship team. Students who are not serving in any of those capacities can simply come and receive.

### **Wednesday Night Worship**

This is a time of extended worship. There will be a short time of encouragement from the Word. There will also be opportunities to serve as student leaders.

## **Core Groups**

These are small groups, which meet together for the purpose of discipleship and growing in Christ. These groups will include staff and students. All students will be assigned to a Core Group by the campus pastor. Students' Core Group staff leaders are great resources of spiritual and personal guidance. Core Group leaders offer students extra advice when faced with daily difficulties.

## **Student Bills**

All tuition, room, board, and fees are the responsibility of the student. All students when leaving ACC for the semester, regardless of the date, must have either:

1. Their student bill paid in full or
2. A payment plan setup with Student Accounts

It is the responsibility of the student to check the status of their student bill, and communicate with the staff member in student accounts before leaving campus.

## **Campus & Community Resources**

### **Student Appointed Leadership Team (SALT)**

The purpose of the Student Appointed Leadership Team is to enhance the student's experience at ACC by caring for and serving the community in whatever way seems wise. The budget of the Student Appointed Leadership Team is provided through the overall ACC budget. Additional funds may be raised by student projects.

The SALT is responsible for planning student activities, hearing non-disciplinary grievances on certain occasions, and leading the overall student body. SALT members must be concerned about the student's individual needs as well as the needs of the entire student body. They will fill a unique role in being ambassadors between the student body and the staff.

SALT consists of students elected by a general vote of the student body. These positions historically are: president, vice-president, secretary/treasurer, cultural coordinator, events coordinator, and spiritual ambassador. The election for these positions will take place after the first few weeks of school. Nominations will be received by the current SALT team before the election meeting.

The staff/faculty member of SALT has the right to finalize or alter the decisions made on campus within voting issues among students. Examples include, but are not limited to: votes that take place that are tie votes, persons on the ballot that are not eligible for positions (either because of negative behavior or character), and removal of persons due to disciplinary actions.

While the Student Appointed Leadership Team will organize itself in order to achieve its goals, it is anticipated that the student body will have the opportunity to volunteer to work on various committees and projects that will contribute to life together.

### **City League Basketball**

Usually, students at ACC have the opportunity to play on the ACC basketball team during the city league basketball season. Any students wishing to play must maintain the attendance policy requirement and attend 75% of Community and Spiritual Life events.

### **Coffee Lounge**

This is a designated study/quiet area on campus. During the posted hours, the coffee lounge is reserved for the use of studying and/or quiet activities (i.e. reading). No distracting media or loud noise, including but not limited to TVs, music, or conversations is permitted in the coffee lounge. Outside of the posted hours, quieter activities such as board games and conversations can be conducted in the space. Please be respectful of those studying. ACC staff reserve the right to utilize the space for events and/or meetings.

### **Computer Lab and Personal Computers**

Computers are provided on campus for both academic and personal use. Priority may need to be given to classes or students pursuing academic research. Students are asked to do all they can to keep the computers running properly (i.e. no freelance rewriting of programs) and, if problems do develop, notify the main office or Director of IT Services as soon as possible. Although student privacy will be respected, anything stored on the ACC computers can be monitored by the IT or Residence Life staff. Personal computers can also be searched if it is believed students are in violation of ACC policy.

### **Wireless Internet**

Student wireless internet is available on campus. It is expected that students use the internet with integrity and good judgment. Students who access mature websites, proxy servers, pornography, and the like will be subject to disciplinary measures and may lose their wireless internet privileges. ACC reserves the right to monitor usage of the internet and campus computers. Excessive use of bandwidth may result in a temporary suspension of a wireless account. Students with laptops will be required to demonstrate that the laptop has antivirus software that is up-to-date and that the computer scans clean. Students will need to sign a usage agreement. If your internet is not working, or you need assistance with your internet log-in, please see the Director of IT.

### **Copyright**

#### **Copyright Infringement and Peer-to-Peer File Sharing Policies and Sanctions**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities.

Information regarding Alaska Christian College's Technology Usage Agreement is available from the Director of Information Technology. Information regarding Computer & Internet Acceptable Use Policy/Guidelines, including penalties for violations, is available in the Student Handbook

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the

file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

### **Further Resources**

For the nature of copyright, general questions about copyright, and information about registering copyrights:

<http://www.copyright.gov/>

For general information about copyright and detailed information about fair use:

<http://fairuse.stanford.edu/index.html>

For information geared to librarians and educators:

Crew, Kenneth D. *Copyright Law for Librarians and Educators: Creative Strategies and Practical Solutions*, 2nd ed. Chicago, American Library Association, 2006.

For an excellent tutorial on patents, trademarks and copyrights:

[http://nationalparalegal.edu/public\\_documents/courseware\\_asp\\_files/patents/menu\\_patents.asp](http://nationalparalegal.edu/public_documents/courseware_asp_files/patents/menu_patents.asp)

### **TV Streaming Services**

There are two TV's on campus with Streaming Services and should be used on a first come first serve basis. The TV in the workout room is for those who are actively working out. Please do not connect video game systems to this TV.

It is expected that students watch programming that is appropriate for the entire student body. Students are asked to monitor themselves and one another when watching TV. If someone is watching something that is inappropriate, (including but not limited to: programming with sexual content, coarse language, ghost/horror/occultist/demonic themes, nudity, etc.) please ask for the channel to be changed. If the channel is not changed, then please notify a staff member.

Disciplinary measures will be taken for those who abuse their TV privileges. Certain channels are blocked due to programming that ACC feels is inappropriate and does not model Christian values.

During major sporting events, please allow the TV to be used to watch these events.

### **Medical**

Students may need to provide their medical insurance details with the Student Life Office. When applicable, students need to have a Certificate of Indian Blood available. Students who have their healthcare provided by Dena'ina Health Clinic (335-7500) have privileges on a case by case

basis with the Central Peninsula Hospital (Soldotna). Please be aware of this and carefully discern if the condition is a medical emergency or not. All emergency room visits to the hospital in Soldotna will incur charges to the student. If the condition is not an emergency, go to the Dena'ina Health Clinic during normal business hours: Monday-Friday 7am-7pm by appointment. Walk in hours are also available.

ACC does not provide transportation to any medical clinics or hospitals outside of the Kenai/Soldotna areas. Students will need to find their own transportation for these appointments. Student Life Staff cannot serve as an escort for medical trips.

Please note in instances where the student has done harm to themselves (or is harmed by someone or something else) and is unable to make an appropriate decision about the medical care they need, the Student Life staff may determine that an emergency room visit is necessary. In these instances, you will be charged by the hospital and the college is not responsible for medical bills incurred. Please keep this in mind in making decisions about your health and personal safety. Seconds matter in an emergency and you may be transported to the hospital without your consent when deemed necessary.

Student illnesses should be brought to a RSs attention so that appropriate care can then be arranged. When possible, all appointments are to be made after class hours.

### **Student Workers**

It is the intent of the Alaska Christian College work study program to provide an opportunity for students to participate in on-campus employment to offset tuition costs and grow in their workplace skills and personal development. Opportunities and position availability will be posted in the first week of the semester. See the Director of Financial Aid for more information.

### **Student Recreation**

There are many activities that students can participate in right on the ACC campus. In the fall and spring there is a walking trail, a basketball and volleyball court, a Frisbee Golf course, as well as other outdoor games and activities to participate in. Bikes are also available during the fall and spring.

During the winter months there is a skating/broomball rink as well as snowshoe trails around campus. Skis and other outdoor equipment are also available. Please respect all equipment and return it to its proper place and in the condition in which you received it. Much of the equipment available was donated to the college and the college is very grateful for the ability to offer free use of their equipment.

### **New Hope Counseling Center (NHCC)**

The mission of NHCC is to provide the opportunity for students of ACC and individuals, couples, and families of the Kenai Peninsula to be healed, restored and equipped in order to pursue a life of wholeness and hope. At times, through no fault of our own, we may experience painful and challenging situations that leave us hurting and confused. Counseling provides the opportunity to share our story with another person in a safe environment so that healing and restoration might take place. We encourage you to let us walk alongside you.

### **KPC**

Kenai Peninsula College is an extension campus of the University of Alaska Anchorage. It is located within a five-minute walk from the ACC campus and provides many services to our ACC students. Computer labs, an art gallery, a library, and a Learning Center are all available for ACC student usage. You can stop for a visit or visit [www.kpc.alaska.edu](http://www.kpc.alaska.edu).

### **Campus Closings**

Campus may be closed during Fall Break, Christmas Break, Spring Break, and Summer Break. No services will be available during these breaks and students are responsible to find housing off campus. Please see the Director of Student Life three weeks ahead of time if you do not have a place to stay over a break in order to discuss off campus housing options.

## Alaska Christian College Lifestyle Commitment

At Alaska Christian College we seek to live in the peace and safety of a community centered on Christ and committed to obeying His Word in the power of the Holy Spirit. Spiritual fruit such as love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control should be present in growing abundance among us. ACC will not be a model of perfection, but we pray that it will be a community of growth. For this to occur, we must, individually and corporately, live in humble obedience to God and in a spirit of love with our brothers and sisters.

- Love God with all our being. Honor God with our body, words, and actions. This includes but is not limited to, clothing, pictures, and videos.
- Love your neighbor as yourself. This includes but is not limited to, respecting others personal belongings, study time, and quiet hours.
- Create and contribute to the safest, healthiest, and most spiritually supported community possible. This includes but is not limited to, alcohol, drug, and tobacco free campus and a weapon free campus.
- Pursue spiritual growth personally and as a community. This includes but is not limited to, attendance of chapel, story, core groups, and Bible study.
- Seek academic excellence. This includes but is not limited to, attending and passing classes, respecting professors, seeking help academically when struggling, abiding by classroom guidelines.
- Honor God with your relationships. This includes but is not limited to, appropriate displays of affection, no pornography or sexual intercourse.

The ideals and standards of the Student Handbook govern general student conduct. Each student is expected to observe these ideals and standards while a student at Alaska Christian College. Each student is expected to abide by all policies and statements in the Student Handbook.