

BARCLAY COLLEGE

STUDENT

HANDBOOK

2021 EDITION



THE MISSION STATEMENT OF BARCLAY
COLLEGE IS TO PREPARE STUDENTS IN A
BIBLE-CENTERED ENVIRONMENT FOR
EFFECTIVE CHRISTIAN LIFE, SERVICE AND
LEADERSHIP.

WELCOME TO BARCLAY COLLEGE!

Dear Barclay College Students,

Welcome! It is a great privilege to welcome you to the Barclay College family. You are about to embark on an extraordinary journey in higher education. This, for many of you, will be the doorway into your professional life of service and leadership in a profession of your choosing. Barclay College offers you a rigorous academic setting that is focused in a Bible-centered, Christian faith community. It is best described as intellect informed by faith.

One of the strengths of Barclay College is our rural setting that requires students to engage with other students, faculty, staff, and the larger Haviland community. Being free from the distractions that might draw a student away from this community and your academic pursuits is a valuable setting that many of us don't fully appreciate until we leave Barclay College.

A college degree is a gift. While 86% of the U.S. population has a high school diploma, only about 29% have bachelor's degrees. Economic data also shows that those with a bachelor's degree, on the average, have a mean family income of twice of those with only a high school diploma. The achievement of a college degree is a significant step in the lives of our students and their families.

But beyond the tangible, at Barclay College the benefits of your college experience go far beyond a degree. Barclay College is a family. Graduates remark that the relationships they experience here are life-long connections. It is here that students find support for both academic pursuits and their spiritual growth. Moreover, it is while at Barclay College that many students wrestle, for the first time, with God's calling on their lives. It is here that the realization that each individual is uniquely and wonderfully made comes into focus. God has gifted each student with skills, gifts, and talents that lend each one to a unique contribution to the Barclay community, but more importantly, to the world. Students also discover that their calling goes beyond profession. It is a call to be salt and light to a world that needs to meet the incarnational Jesus.

So I welcome each of you to a special place where you will take a profound, personal journey. Let's commit ourselves to seeking the face of God as we apply ourselves to the work of academic excellence. It is our mission!

Blessings,

Royce

Royce E. Frazier, Ph. D
President

First time students, transfer students, and returning students, welcome, we are glad that you are here and that you have chosen to be a part of the Barclay College family. We are excited to be a part of the transformational journey as students discover gifts, and strengths, and find their places of service in the Kingdom of God.

Some may wonder how they managed to find this quaint little campus located in perhaps one of the friendliest and tiniest of college towns in the Midwest. You have probably heard the expression, "Great things often come from small beginnings." For nearly 100 years God has been doing great things in and through this college. Lives have been changed, and generations have been impacted by the Word of God, and by the love of God shared and lived throughout this community. So we believe God will do a great work in your life, in this place. It is not by chance or accident that you have made it to this point. In the application process, you have affirmed that you are set on a journey of faith in Jesus Christ. To be accepted as students, you had to meet certain academic criteria. Additionally, former employers, teachers, ministers, and coaches have given character references because they believe in you. We know that God has a plan for you, and we believe that God has you here for a reason. You may be here to pursue an associate's, bachelor's, or even multiple degrees. Regardless of your academic goals, we are here to help you prepare to move forward with God's plan for your life.

Barclay College was founded in 1917 with the purpose of providing a quality education within a deeply committed Christian environment. Barclay has continued to build on the principles of the founders. We encourage spiritual growth and maturity in each student's relationship with Jesus Christ as they learn how to serve effectively in their respective degree fields, and live productive and fruitful lives.

For more than two millennia the Church has been challenged, motivated, and propelled into participation in the Kingdom of God by the words of Jesus Christ, especially by words he shared in Matthew 28:19-20, in what is referred to throughout Christendom as the Great Commission. Barclay College has identified its mission to help fulfill the Great Commission, and that is: To prepare students in a Bible-centered environment for effective Christian life, service, and Leadership.

In this handbook a few basic guidelines and principles for conduct have been expressed; however, it would be an exercise in futility to attempt to exhaustively cover every area of community life, so we encourage individuals to learn to make good decisions and to follow the Golden Rule and the Great Commandment. Recently one of our board member stated, "Perfection isn't expected upon arrival at Barclay, nor will it be expected at graduation, however, we do expect growth, and fully acknowledge that it is a process." The guidelines in this handbook are based on these enduring principles and will be beneficial in the creation of a healthy community. We believe that all of life should be lived for the sole purpose of honoring and enjoying relationship with God and others. As this college community comes to understand this truth, deep relationships will be developed. Every student who enrolls at Barclay College enters into an agreement with Barclay College to comply with the College's policies and regulations.

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WHO TO ASK

FOR QUESTIONS ABOUT...	ASK...	LOCATED IN...
Academic advising	Faculty Advisors	Faculty Offices, Library
Academic issues: classes, CLEP or DANTES exams, registration, schedules, graduation, grades, GPA's, transcripts, majors, V.A., etc.	Registrar	Phillips Hall, 2 nd floor
Academic policy or curriculum	V.P. for Academics	Phillips Hall, 2 nd floor
Admissions	Admissions Office	Phillips Hall, 1 st floor
Athletic program	Athletic Director	Phillips Hall, 3 rd floor
Campus employment, work study	Business Office	Phillips Hall, 1 st floor
Campus life, health matters, off-campus employment, food service, student policies and student services	V.P. for Student Services	Phillips Hall, 1 st floor
Counseling, spiritual direction	V.P. for Student Services, College Counseling Services, and Chaplin	Phillips Hall, 1 st and 3 rd floor, Faculty Offices
Christian Service	V.P. for Student Services	Phillips Hall, 1 st floor
Finances, student accounts, charges, making changes (hours posted), work-study	Business Office	Phillips Hall, 1 st floor
Financial aid, work-study	Financial Aid Director	Phillips Hall, 1 st floor
Independent study classes	V.P. for Academic Services	Phillips Hall, 2 nd floor
Internship and practicum	Faculty advisors, and V.P. for Student Services	Faculty Offices, Library, 1 st floor
Library/Reference help, study hours, reserved books	Librarian	Worden Memorial Library
Online Classes	Assoc. V.P. of Distant Education, and Registrar	Phillips Hall, 2 nd floor
Residence Hall Issues	V.P. for Student Services Residence Directors, Resident Assistants, or	Phillips Hall, 1 st floor Resident Halls, RD apartments
Special events	V.P. for Student Services	Phillips Hall, 1 st floor
Student Council	Stu-Co Officers	Phillips Hall, 1 st floor

ACADEMIC AFFAIRS

Your studies at Barclay College are a key part of your continued growth. As you are faithful to participate fully in the academic process at Barclay College, you will develop increased skills and a greater ability to minister in many different settings. Graduates of Barclay College point to the education and training they received here as a key element in their life-long success and ministry. We are delighted you have chosen Barclay for your education. We encourage you to embrace your studies fully and learn all that God has for you in your time here at Barclay College.

This handbook contains just a few policies related to the academic program that we believe will be helpful for you to have close by. Additional academic policies and descriptions of the College's academic programs are found in the current edition of the academic catalog. Any questions related to your studies can be directed to your professors, your advisor, the Registrar. We will be happy to discuss your program with you at any time.

ACADEMIC ADVISING AND PROGRAMS

How do you choose what classes to take or what major you wish to complete as you earn your degree? The College Catalog lists the degree programs of the College (the majors) as well as other subjects you may wish to add to your major program (a minor). You will be assigned to a faculty member who will serve as your advisor during the time you are enrolled at Barclay College. That person will assist you with course planning and will be an advocate for you in your studies. Opportunities to meet advisors are provided each year. Please plan to get to know your advisor well and to visit with her/him often.

ADMISSION TO A PROGRAM OF STUDY

Once you have decided on your major, you need to apply for admission to that program of study. This should be done no later than the second semester of the sophomore year. The application is simple to complete. Forms can be obtained from your advisor or from the Registrar's office. Applications should be received in the Registrar's office by October 15 to be processed for spring pre-enrollment and by March 1 for fall pre-enrollment.

Each major has its own procedures for admission. These may include entrance interviews, midpoint evaluations, and exit examinations. You are responsible for familiarizing yourself with these requirements, but much help is available. Information may be obtained from the Division Chairperson, the major professor, or your advisor.

ACADEMIC CLASSIFICATION

Your class standing is based on the number of hours of college credit you have earned at the beginning of each semester and is calculated as follows:

Freshman	00 – 24 credits
Sophomore	25 – 55 credits
Junior	56 – 86 credits
Senior	87 or more credits

CLASS ATTENDANCE

A critical key to success in most college classes is class attendance. Although you may have heard stories about some large university classes that students do not attend and still receive good grades, that kind of impersonal “education” is not found at Barclay College. Instead, at Barclay, you will find smaller, more personal classes where the professor knows everyone and where the learning environment is dynamic and challenging. Instructors plan every class period to cover, discuss, and engage with important material relevant to the class and to your chosen field of study. It simply is not possible to keep up and get the maximum benefit from your educational investment if you are not in class. Classes are structured in such a way that missing class will be detrimental to your progress and grade.

Each instructor will publish specific attendance policies for each class in the course syllabus. You are expected to take the responsibility and the initiative to communicate with professors regarding unavoidable absences such as those for athletics or illness.

GRADING

Because schools often have varying definitions for the grades they award and because students then come to Barclay College with varying understandings of what a grade should mean, we have included for you a list of the grades awarded at Barclay College and the kind of academic work and accomplishment each one signifies. These definitions form the primary basis for determining how grades are awarded at Barclay. Additional policies on grading can be found in the current edition of the College Catalog.

Definitions of Grades:

A grade of **A** represents:

- Superior understanding of course material evidenced by almost no errors in fact; the ability to analyze that material critically, synthesize creatively, and evaluate carefully.
- Complete, sound techniques of scholarship in all projects.
- Creativity, imagination, and intellectual curiosity in relating course material to other courses and thoughts; ability to clearly and effectively communicate concepts, implications, analysis, synthesis, and evaluation from the course to other students and faculty.
- Evaluative ability that specifically includes sound judgment grounded in biblical principles and precepts.

A grade of **B** represents:

- Good understanding of course material evidenced by very few errors in fact; the ability to state generalizations and implications from the material learned.
- Understanding of and consistent application of techniques of scholarship in all projects.
- The ability to communicate concepts and implications from the course to other students and faculty.
- Evidence of increasingly sophisticated ability to evaluate the course material from a biblical perspective.

A grade of **C** represents:

- Adequate understanding of course material demonstrated by few errors in fact or internal connections when discussing or testing on course material.
- Adequate competence in techniques of scholarship: reasonable logic, consistent effort to document sources, reasonably clear writing, etc.
- Satisfaction of the minimum standards for the course in terms of reading, preparation, and class participation; can articulate several main themes from the course material.

- Evidence of ability to evaluate the broad themes of the class in light of general biblical concepts.

A grade of **D** represents:

- Minimal understanding of course material demonstrated by periodic errors in fact or internal connections when discussing or testing on course material.
- Minimal competence in techniques of scholarship.
- Less than adequate reading, preparation, and participation in and for the course; difficulty articulating major themes or concepts from the course material.
- Difficulty applying biblical principles to course material.

A grade of **F** represents:

- Inadequate understanding of course material demonstrated by frequent errors in fact or internal connections when discussing or testing on course material.
- Inability to use sound techniques of scholarship: plagiarism (accidental or intentional), irrational or fatally flawed logic, inability to communicate in writing, etc.
- Failure to meet the course standards; cannot articulate major themes and concepts; minimal or no evidence of increased or changed knowledge, skills, attitudes, or behavior.
- Inability to connect biblical principles to course material.

FINAL EXAMINATIONS

A final exam schedule will be published toward the end of each semester letting you know when final examinations are scheduled. You will receive a Finals Exam Permit toward the end of the semester with lines for signatures from various campus officials. All signatures must be gathered before you will be allowed to take final exams. (Some professors may allow you to take the final exam without having a completed Final Exam Permit, but they will not give you credit for the exam until they can verify you have obtained all of the required signatures.) In order to receive the necessary signatures, you must be in good standing with each department meaning all fines should be paid, if applicable, and other obligations fulfilled in a manner satisfactory to each office.

You should not make travel arrangements that require you to leave the campus before the end of the semester. You will be expected to take your final exams when they are scheduled, and regular class sessions will be scheduled up until the beginning of exam days.

In rare instances, alternative exam dates may be arranged in the case of a personal emergency or unusually pressing circumstances. You must request a rescheduled final exam as far in advance of the examination period as possible – normally **ten (10) days minimum**. Professors are not required to grant the request. If a request for rescheduling is denied, students will be expected to take the final exam as scheduled.

If a request for rescheduling is granted, a fee of \$50.00 must be paid to the Business Office before the examination is given (the receipt for payment must be shown to the professor administering the examination). This allows the College to compensate instructors who may have to spend time designing an alternative final exam for those students who must reschedule.

TRANSCRIPTS

Your transcript is the official record of your academic accomplishments while enrolled at Barclay College. It is used to certify those accomplishments to others outside the College. Normally employers or graduate schools requesting a transcript will require an official copy from the Registrar's office. *Please note that*

official copies can only be released if your financial and other obligations to the College are all up-to-date and you are in good standing.

TUTORING CENTER

The Tutoring Center is required for all students who have been admitted to the College on conditional admission. It is also available for students who desire extra help or additional academic accountability throughout the course of the year.

WRITING CENTER

The Writing Center would like to take the guess-work out of writing for you, so your instructors can focus on **what** you are writing, not on **how** you write. The Writing Center is located in the library and half-hour appointments can be made by signing up at the library desk. Each year, students are hand-picked to staff the Writing Center as peer advisors. These students are eager to help, are experienced in different writing formats, and know what your instructors are looking for. The Writing Center is open to students both daytime and evening hours. Check the signs posted in the library for times and closures. Students can e-mail the Writing Center at writingcenter@barclaycollege.edu with questions as well as upload papers via Google Docs for Writing Center staff to comment on.

COURSE CHANGES (DROP/ADD)

Each semester begins with a “no record of drop/no charge for change” period in which you may drop or add classes without entry being made on your transcript or a charge assessed. This period is the first two weeks of a semester. After that period, a “W” (withdrawn) is entered onto the transcript for each class dropped, and a \$20 fee is charged. The “W” period lasts an additional 9 weeks. Withdrawals are not allowed during the final 6 weeks of the semester.

You may add classes to your schedule only until the end of the second week of the semester. All Adds or Drops must be approved by your advisor and can only be processed by an email from the advisor to the Registrar’s Office. Drop/Add forms may be obtained in the Academic Office. The form must be signed by the student, the student’s advisor, and by the instructor of the class. When a fee is charged, the Business Office must also initial it. **The change is made only after the completed form is returned to the Academic Office.**

WITHDRAWAL FROM COLLEGE

Students who decide they must withdraw from the College before the completion of the term for which they are enrolled must secure a withdrawal form from the Registrar’s Office. This enables the student to secure an appropriate financial adjustment and an honorable dismissal. **You must follow proper withdrawal procedures, or a grade of “F” will be given for each course involved. It is very important to understand that you have NOT withdrawn from the College by simply failing to attend class. Your refund is influenced by whether or not you have followed correct withdrawal procedure. See the Registrar or Business Office for more information.** If you withdraw from the College and later decide you would like to return, you must apply for readmission through the Admissions Office.

ACADEMIC INTEGRITY

The protection of a person’s right to benefit from their creative abilities is a fundamental element of American law and is consistent with biblical principles as well. Barclay College upholds the law that protects copyrights, patents, and the rights of the original creators. In addition, biblical integrity demands that we conduct ourselves truthfully and with honesty in every situation in life.

For these reasons, any form of academic dishonesty or any kind of academic cheating is a serious offense at Barclay College. Academic dishonesty is inconsistent with a Christian testimony and is cause for immediate academic discipline up to and including suspension or dismissal from the College. Barclay's policy on academic dishonesty assures due process and provides guidelines for action in instances where the proper academic relationships and attitudes have broken down.

Your enrollment at Barclay College indicates that you accept the College's policies concerning academic integrity and the procedures they entail.

Academic dishonesty may include:

- The giving or receiving of aid during an exam without permission from the instructor.
- The use of materials during an examination, which have not been authorized by the instructor.
- Obtaining advance information about the nature or content of an exam that was not publicly released by the instructor.
- Using all or part of another author's published or non-published material or the work of a present or former student without proper acknowledgement so that such work is left to appear as your own original writing. Such failure to document the sources of your ideas and writing is called plagiarism, and like other examples of academic dishonesty, can result in immediate suspension from classes or dismissal from the College.
- Altering or inventing information or citations for an assignment.
- Submitting all or substantial portions of a previous assignment for credit more than once without obtaining permission to do so. (Some professors will allow students to build from an assignment done in a previous class, but most will not allow a student to submit the same or slightly altered assignment twice.)
- Helping or attempting to help someone else commit one of the acts above.

Penalties for academic dishonesty are as follows:

- First offense: In some instances, a professor may allow the student to redo the offending assignment. However, at the discretion of the faculty member, they may also apply a reduced grade (including an F) on the assignment or exam. If a student is allowed to redo the assignment, an official warning will still be issued by the faculty member or the V.P. for Academics.
- Second offense: Additional grade reduction (including an F on the assignment) and, at the discretion of the faculty member and V.P. of Academics, a reduced grade (including an F) for the entire course.
- Depending upon the severity and importance and the student's response to the discussion of the offending assignment, academic dishonesty may result in suspension from classes or permanent dismissal from the College at the discretion of the V.P. for Academics. **Unwillingness to address the issue or continued violations will result in eventual dismissal from the College.**
 - Consideration for such cases will be given to:
 - The nature and seriousness of the offense;
 - The injury or damage resulting from the offense;
 - The student's motivation and state of mind at the time of the incident;
 - The student's prior academic disciplinary record;
 - The student's attitude and demeanor before the violation and during discussion of the violation.

With any proven incident of academic dishonesty, a signed form recording the offense and ensuing discussion and penalty will be included in the student's academic file with the Registrar's Office.

You may appeal any action taken by the V.P. for Academics to the faculty The CARE Team by contacting your advisor or the committee chairperson.

Most cases of plagiarism arise from carelessness or haste. Students sometimes attempt to excuse themselves by saying that they were not told of the nature of plagiarism or because they “didn’t mean to do it.” As a student, you are responsible to ensure that you do not include the ideas, phrasing, opinions, or even the outlining scheme of another writer in one of your papers without acknowledging your source. To help you, the College offers instruction and guidance through the Writing Center located in the library. Your professors can also answer any questions related to specific assignments.

ACADEMIC PROBATION

The entire college academic record is used to determine your academic status. If your grade point average (GPA) does not meet the standards listed below, you will be placed on probation for the following semester.

Hours Completed	GPA
1 – 24	1.75
25 – 55	1.90
56 and up	2.00

Academic probation is intended to help the student restructure their schedule so that academic work can become a greater priority and focus. The requirements for students on academic probation are as follows:

- The student will be required to enroll in BC099 Tutoring Center.
- The probationary semester’s enrollment is limited to 12–13 hours.
- The student will be required to enroll in BC1001 Habit Formation.
- Academic probation may impact a student-athlete’s athletic eligibility.

If a student fails to achieve the minimum required cumulative GPA during a probationary semester, the normal result is academic suspension, which involves complete separation from the College for at least one subsequent semester. Students may be granted permission by the faculty to continue on academic probation if they have made satisfactory progress toward achieving the required minimum cumulative GPA. This possibility remains as long as the GPA is improved. If it is lowered or remains unchanged, the academic suspension will be enforced. Students who have been suspended for academic reasons, but wish to be considered for readmission, must apply through the Admissions Office. Students who are readmitted will be admitted on a conditional basis with the requirements for conditional admission in effect.

CONDITIONAL ADMISSION

Students who are admitted on a conditional basis are limited to an enrollment maximum of 12-13 credit hours and will be enrolled in BC099 Tutoring Center and BC1001 Habit Formation. Other requirements may apply depending on analysis of the student’s needs and abilities.

ACADEMIC GRIEVANCE

Matthew chapter 18, verses 15-17, outlines a procedure to follow when you believe someone has treated you wrongly. In keeping with those principles, if you believe that you have been unfairly treated in matters of grades, course policies or expectations, accusations of cheating, or penalties for academic misconduct, you should follow the procedures outlined below for resolving the grievance.

- The first step should be a conference with the instructor. If the issue is not resolved, then...
- The second step should be a conference with the student's faculty advisor
- If the first and second steps do not bring about a resolution, then an appointment may be made with the V.P. for Academics

STUDENT COMPLAINTS (PLEASE NOTE: THIS PROCESS IS FOR INTERPERSONAL AND COMMUNITY ISSUES, IT IS NOT FOR SEXUAL HARASSMENT COMPLAINTS, SEE P. 58 IN THE STUDENT HANDBOOK FOR THE SEXUAL HARASSMENT COMPLAINT PROCESS)

The expectation of Barclay College is that members of the campus community will be able to resolve any disputes with one another in a mature attitude of Christian love and forbearance, each "considering the other more important than themselves." (Philippians 2:3) In keeping with the College's commitment to follow scriptural principles, members of the community with a grievance are urged to follow the application of Matthew 18:15-18. For students this involves three steps:

Step 1: Complainant talks to the other individual(s) involved. If the issue is not resolved, then (go to step 2)

Step 2: File a verbal or written grievance with the VP for Student Services (a form for doing this is located on the college network which all students have access to) and together with him/her meet with the other individual(s) involved. Complaints against the VP for Student Services may be filed directly with the President of the college. If the issue is still not resolved, then (go to step 3)

Step 3: The student, the VP for Student Services, and the President meet together with any other individual(s) involved. The President at his or her discretion may include the members of the President's Cabinet. The decision of the President or the Cabinet is final.

Written documentation of complaints, minutes of meetings concerning the complaint, and any other relevant documents must be kept, and a copy supplied to each of the parties involved.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Barclay College protects your rights as a student as stipulated in the Family Educational Rights and Privacy Act of 1974 also known as FERPA. This Act gives parents or “eligible students” access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. The following paragraphs will help you understand how the FERPA law protects you and your educational records and privacy, who can look at your records, and the procedure to follow if you believe your records to be inaccurate.

Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

FERPA regulations define "personally identifiable information" so that it includes, but is not limited to:

- a. The student's name;
- b. The name of the student's parent or other family member;
- c. The address of the student or student's family;
- d. A personal identifier, such as the student's social security number or student number;
- e. A list of personal characteristics that would make the student's identity easily traceable; or
- f. Other information that would make the student's identity easily traceable.

34 CFR § 99.3 ("Personally identifiable information") (emphases added). That is, FERPA-protected information may not be released in any form that would make the student's identity easily traceable. As stated above, a student's name or signature is "personally identifiable information" of that student.

FERPA requires that a consent for disclosure of education records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. 34 CFR § 99.30. As such, oral consent for disclosure of information from education records would not meet FERPA's consent requirements.

Parents of minor children (under 18) have the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an “eligible student.”

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Additionally, under FERPA, schools may disclose information from “law enforcement unit records” to anyone – including parents or federal, state, or local law enforcement authorities – without the consent of the eligible student.

Nothing in FERPA prohibits a school official from sharing with parents, information that is based on that official’s personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

FERPA Directory Information

The following categories of information have been designated public Directory Information and may be shared with the college community and with the general public whenever requested:

- A. Student’s name
- B. Photograph
- C. Name of parents or legal guardians
- D. Local and permanent address
- E. Country, county and state of residence
- F. Phone number
- G. College email address
- H. Date and place of birth
- I. Marital status
- J. Home church
- K. Major field of study
- L. Grade level
- M. Dates of attendance
- N. Honors, awards, and degrees received
- O. The most recent educational agency or institution attended
- P. Participation in officially recognized activities and sports
- Q. Weight and height of members of an athletic team
- R. Date of graduation

Students currently enrolled may withhold disclosure of Directory Information in any category by requesting this in writing to the Registrar’s Office. Written requests for non-disclosure will be honored for a maximum of one year. Barclay College assumes that failure to complete the request indicates approval for disclosure.

College officials who have legitimate educational interests in your education records or disciplinary records are granted access to these records. Access on a routine basis is granted to personnel in the academic and external studies offices for the purposes of creating and updating student records and applying college academic policies such as academic probation. Faculty members may request access in their advisor's capacity in order to facilitate academic program planning for students. Other requests for access by College officials must be approved on a case-by-case basis by the V.P. for Academics and must satisfy at least one of the following criteria:

- The information needed cannot be obtained by any other means and is necessary for the College official to carry out his or her official duties, or to inform a decision regarding the student or a program or service of the College that might otherwise be biased by a lack of information.
- The information is necessary for assessment of the quality of the college's academic or student service programs, and will be used only in the aggregate and with student's names removed so that specific data cannot be traced to specific students.
- The safety of other members of the campus community is believed to be at stake.
- Accrediting agencies, government agencies with legitimate interest, and the College's auditors may also be permitted access in the course of performing their official duties.

Under FERPA, you have the right to view the contents of your academic record at any time and to challenge the contents if you believe them to be inaccurate. Students who wish to challenge the contents of their records should inform the Registrar in writing and state exactly the nature of the objection and what you believe would be a satisfactory resolution. The faculty will consider your petition and will inform you in writing of their decision through the V.P. for Academics. A student who is dissatisfied with the faculty's ruling may appeal directly to the FERPA office within the U.S. Department of Education. Students should note that FERPA provides for students to challenge the overall accuracy of their records; it does not provide for students to challenge individual grades unless they believe the grade was recorded in error.

Students should also note that some disciplinary records are not protected under FERPA and may be released to parents or law enforcement authorities without the student's consent. The College must also release records to government agencies or the courts if subpoenaed to do so.

To learn more or file a complaint contact: **Family Policy Compliance Office U.S. Department of Education**
400 Maryland Avenue, SW Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.htmlResponsibilities>

SATISFACTORY ACADEMIC PROGRESS

ALL STUDENTS APPLYING FOR OR RECEIVING FINANCIAL AID FROM THE U.S. GOVERNMENT SHOULD CAREFULLY READ THIS SECTION. IF YOU ARE NOT RECEIVING OR DO NOT PLAN TO RECEIVE ANY FORM OF FEDERAL FINANCIAL AID (INCLUDING WORK-STUDY), THIS SECTION DOES NOT APPLY TO YOU.

The U.S. government has established a variety of guidelines to determine eligibility for federal financial aid. Some of these guidelines require that a student must maintain satisfactory academic progress. Satisfactory progress is measured qualitatively (how well are you doing?) and quantitatively (how long is it taking?).

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS

In order to remain eligible for federal financial aid, you must maintain a minimum cumulative grade point average as listed below. The cumulative GPA is calculated at the completion of each semester and will include grades earned at Barclay College. The GPA is based on a 4-point scale.

With a completion of:	1 – 24 hours	25 – 55 hours	56 or more
A minimum GPA of:	1.75	1.90	2.0

QUANTITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS

The regulations governing the Student Assistance General Provisions (published in the Federal Register in April 29, 1994) state that an institution must establish a maximum time frame in which a student must complete his or her educational objective in order to remain eligible for federal aid. You may choose to take longer than noted to finish a degree but may not remain eligible for federal aid should you choose to do so. The federal rules state that the maximum time frame can be no longer than 150% of the published length of the education program for a full-time student. The 150% can be calculated using credit hours, clock hours, academic years, or any other reasonable measure. (Reference GEN-94-42)

MAXIMUM TIME FRAME FOR COMPLETION

PUBLISHED LENGTH OF PROGRAM	MAXIMUM TIME FRAME FOR COMPLETION
4 year program (B.S., B.A.)	6 years; or
8 semesters	12 semesters (full-time); or
128 credit hours	192 credit hours
2 year program (A.S., A.A.)	3 years; or
4 semesters	6 semesters (full-time); or
64 credit hours	96 credit hours

NOTE: All hours attempted at Barclay College (including hours withdrawn after the drop/add period) must be used for the purpose of computing the maximum time frame.

In order to qualify for federal aid, students must also make progress at a reasonable rate. The required progress is noted below. Again, you may choose to progress more slowly, but your decision may affect your eligibility for federal financial aid.

MINIMUM TIME FRAME FOR COMPLETION

After this number of years:	1	2	3	4	5	6
Full-time students must have earned a minimum of these many hours:	21	42	63	84	106	128

The hours earned cannot include classes with an “F” grade, classes with a grade of “NP”, incompletes (converted to “F” if not completed within one month from the end of the semester), withdrawals, or non-credit classes. Repeated classes replace the former grade, and only one repetition will be considered toward the number of credits successfully completed. Hours earned will be calculated at the end of each year (after the spring semester.)

Only those transfer credits that can be counted toward a student’s program of study at Barclay College will be included in a student’s initial total credit count. Grades do not transfer.

A student must earn the minimum number of required hours and the minimum GPA to maintain satisfactory progress. Failure to do so places the student on academic probation and may affect your eligibility for federal financial aid. (See Academic **PROBATION**, page 12).

Failure to restore either the hours or the cumulative GPA to the standard results in suspension from the College and may affect the status of your federal financial aid or your eligibility for such aid. The suspended student may reapply for admission through the Admissions Office after a semester has lapsed.

Students have the right to appeal determinations that they are not making satisfactory progress based on mitigating circumstances. A student may appeal through the Financial Aid Director to the Financial Aid Committee. An institution must determine and document each extension of eligibility on a case-by-case basis. The Committee’s decision is final and will be communicated in writing to the student.

Academic Honors

Students are encouraged to give their best for the Lord and for their own development, but at times goals help pursue excellence, so we encourage setting a goal of being included on the Dean’s List. Earning a 3.50 GPA during a semester is the main criterion for being added to the Dean’s List. Other annual academic honors include the Greek award for the highest GPA over four semesters, and the NCCAA Scholar’s award for athletes which requires a cumulative 3.40 GPA. Academic graduation honors are listed in the College’s academic catalog.

**SPORTS ELIGIBILITY POLICY**

- Student athletes are responsible for making arrangements on assignments with their instructors within 7 days of the day they are missing due to athletic competition. Since athletic competition may take students out of class, it is our expectation that student athletes will not miss class; only for athletic competition related events.
- Student athletes who miss class on a game day will not be able to play in that game.
- The Athletic Director will communicate with the faculty and staff three days prior to an athletic function as to who will be participating.
- A student athlete must maintain a cumulative GPA of 2.0 or above (overall, or per semester) on a 4.0 scale to remain eligible for intercollegiate athletics.
- The Athletic Department will check on academic performance for all athletes through the Grade-Checker System. Student-athletes are required to turn-in Grade-Checker forms every three weeks throughout the year. These academic performance reports help to monitor progress and catch issues before they become huge problems.
- Barclay College reserves the right to limit the playing time of any athlete found to be in violation of policies of the Student Handbook. Limitations may range from a one-game to a season-long suspension, practice, and possibly permanent dismissal from the team. The length of an athlete's suspension may be determined individually or collectively by one or more of the following: V.P. for Student Services, The CARE Team, Athletic Director, or the Coach. Any suspensions from games will be reported to the V.P. for Student Services, Athletic Director, and Coach.
- Interpretation of the Sports Eligibility Policy rests initially with the Athletic Department. Questions should be directed to the Athletic Director.

CONFERENCE AND NATIONAL ELIGIBILITY

- The student must be enrolled in a member college and must be currently carrying at least 12 semester hours and a total of 24 hours with the previously attempted semester.
- All athletes must maintain a minimum 2.0 GPA (cumulative or previous semester, depending on the total number of hours completed.)
- Total eligibility is limited to four years of participation in a sport.
- A graduating senior in a four-year program who is completing the program needs to take only the hours required for graduation in the student's last semester.

These are only the basic eligibility requirements for conference and national eligibility. Questions and concerns should be directed to the Athletic Director. Other policies may be implemented at the discretion of the Athletic Director, campus administrators, or coaches.

Athletic teams are encouraged to pursue the NCCAA Team Scholar Award. To qualify teams must have a minimum GPA of 3.40.

A.D, Coaches, and V.P. has the right to change or add to the policies.

CAMPUS SAFETY & EMERGENCY PROCEDURE

Your safety and well-being are of vital importance to the Barclay College community. The following policies and instructions are provided to help ensure a safe campus environment. Please be sure to read carefully. If there are any points that you do not understand, or if you need assistance with any of the instructions or guidelines listed here, please ask your dorm staff or the V.P. for Student Services for help and clarification.

EMERGENCY NUMBERS

911 Kiowa County Emergency

620-723-2182 Kiowa County Sheriff (non - emergency)

FIRE ALARMS

Fire alarms are placed in college buildings solely for the protection of human life. It is against our regulations and the law to use them for any other purpose. If a false alarm, either fire or another type of emergency alarm, is given maliciously, the person responsible can expect immediate disciplinary sanction of a fine, suspension, or dismissal from the College.

FIRE DRILLS

Fire drill information, escape routes, and exits are posted in each residence hall. Students should be familiar with this information. Fire drills will be conducted at some point during the school year.

Fire Drill/Fire Evacuation Plan:

- Exit the building immediately at the nearest exit upon the sounding of the warning horn or upon a warning of fire.
- Doors are to be left closed and unlocked.
- Evacuate in an orderly fashion.
- RAs will be present to facilitate fire drill procedure.
- Clear the building by at least 75 feet.
- Fire equipment will be used only in case of emergency.
- Do not interfere with firemen, fire trucks, or other fire equipment.
- Anyone not leaving the building during a fire drill will be fined a minimum of \$100 and will be subject to disciplinary sanction.

Do not reenter the building until the RA's/RD's/Staff or the fire department clear the building!

FIRE HAZARDS

Students should be aware of potential fire hazards and use good judgment when potential hazards exist. In order to protect all students, the following are **prohibited** in dormitories:

- Burning of incense, candles, kerosene lamps, or any other open flame device
- Electric space heaters
- Hot plates, toasters, toaster ovens or any open coil appliances
- Portable air conditioners or sun lamps
- Storage of combustible fuels in any form
- Live Christmas trees

Typically permissible items include: radios, clocks, audio equipment, hair dryers, and curling irons.

Guidelines for permissible items include:

- Students are urged to use caution whenever any type of electrical appliance is used.
- Extension cords should not be used unless absolutely necessary.
- Popcorn poppers and appliances used for heating purposes must have enclosed heating elements or heating coils and are used only in lobbies with kitchen areas.
- We ask all residents to turn off fans and lights when leaving their rooms.

FIRE SAFETY EQUIPMENT

Fire safety equipment (i.e. fire extinguishers, smoke alarms, etc.) is installed for the protection of human life. Tampering with these devices in any way is against state law and will result in disciplinary sanction and a minimum fine of \$75. If a fire extinguisher is discharged, person(s) responsible will be held financially responsible for recharging the extinguisher and for cleanup.

Dormitory hallway lights should never be turned off according to the fire code.

FIREARMS, WEAPONS, & AMMUNITION

Possession of firearms, weapons, explosives, and ammunition on campus are strictly prohibited. Weapons include, but are not limited to: guns, rifles, knives, airsoft guns, paintball guns, B.B. or pellet guns, slingshots, bow and arrows, crossbows, blowguns, martial art weapons, potato guns. If you are a hunter or sport shooter, the College suggests finding someone off-campus who can safely store your weapons.

FIREWORKS

Any student using or possessing fireworks of any kind while on campus can expect immediate disciplinary sanction from the College unless it is for a College approved and sanctioned event.

LOSS AND THEFT LIABILITY STATEMENT

The College cannot accept responsibility for loss or damage to students' personal possessions whether by theft, fire, or other disasters. You are encouraged to obtain your own insurance for personal belongings. You may also want to check with your parent(s) or guardian concerning your coverage on their Homeowner's Policy.

Campus Intruder

- If indoors, move away quickly from the danger by exiting at the nearest exit.
- If an exit is not possible, quickly lock doors or create a barricade with large items such as desks and cabinets.
- Turn-off lights, and stay hidden, exit building and move away from danger, turn cell-phone ringers off.
- Call 911 when it is safe to do so.
- Warn others of the danger when it is safe to do so by contacting Students Services.
- Wait until the all-clear signal goes out via the emergency text notification system.

TORNADO SAFETY

It is important that everyone understand the difference between a tornado watch and a tornado warning. Students should expect a tornado drill at some point during the year.

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- A **tornado watch** means weather conditions could lead to the formation of a tornado, be prepared to seek shelter
 - A **tornado warning** means a tornado is imminent, seek shelter immediately

Tornado Drill/Tornado Shelter Plan:

- **Binford House Residents** should calmly exit the building and enter **Lemmons Hall** and proceed to the cafeteria basement. **Lemmons Hall Residents** will go to the cafeteria basement. **Lewis Hall Residents** should calmly exit and proceed to the basement of Coppock Hall.
- If you are in Jackson Hall exit calmly and go directly to the library basement.
- If you are in Phillips Hall, go to the basement of Phillips Hall.
- If you are in the cafeteria or student center during a tornado warning, proceed directly to the cafeteria basement.
- If you are on the soccer field or in the gym, proceed directly to the library basement.
 - Remain in shelter until an “all clear” is given. The tornado warning is a steady wail of the city siren. The all-clear sign is when the siren quits sounding.
 - STAY AWAY from windows.
 - Avoid auditoriums, gymnasiums, or other structures with wide free span roofs.
 - In open country where there is not a building or reinforced structure, go quickly to a ravine or open ditch, lay flat, face-down, covering your head with arms. **Do not stay in a car! Do not try to shelter under a highway overpass!**
 - For Public Announcements listen to radio stations WAY-FM 90.7, KJIL-FM 99.1, KHYM-FM 93.1, Coyote Country 98.3, KWLS 1290 AM.

CAMPUS SECURITY POLICY

Barclay College is located in a small, rural farming community which has enjoyed an extremely low crime rate. However, the administration realizes that criminal acts can take place anywhere at any time. Therefore, the following policies have been adopted:

Policy for Campus Stewards:

Under the supervision of Student Services, the campus stewards are responsible for campus security of buildings and parking, and stewardship of utility resources.

The responsibilities of the security personnel are as follows:

- To secure all dormitories at curfew
- To secure all campus buildings at scheduled closing times
- To report campus parking violations
- To immediately report criminal activity to the Sheriff's Department
- To notify the V.P. for Student Services immediately of any safety issues, misconduct or criminal activity

Students living on-campus are expected to observe the 1:00 a.m. Sunday through Saturday curfew. At, or shortly after 1:00 AM, all buildings are closed and locked for the night. If an on-campus resident is running late for curfew, an RA should be notified to gain access to the building.

Policy for Reporting Campus Crimes

- Crime is to be reported immediately to the Sheriff's Department at 620.723.2182
- Additionally, students are instructed to immediately report crimes to the Resident Assistant or the Resident Director. Resident Assistants and Resident Directors are instructed to immediately report crime to the Sheriff's Department and to the V.P. for Student Services.

Policy for Allowing the Confidential Reporting of Crimes

- Any student or employee may report a crime to the office of the V.P. for Student Services, and the source of that information will remain confidential unless it is lawfully necessary to report where safety of individuals or community is jeopardized such as in child abuse cases.

Policy for Issuing Timely Security and Safety Warnings to Students

- Security warnings are issued through the office of the V.P. for Student Services, or if indisposed, another member of the President's Cabinet
- Security warnings are posted on bulletin boards, and are posted on the student network, and College website
- Security warnings also go out through the Barclay College email and text alert notification system

SECURITY CAMERAS

Video surveillance systems have been installed in the hallways of the Lewis Residence Hall, and are soon to be placed in the entryways and exits in Lemmons, and in the cafeteria in order to provide increased safety and security measures.

Residents are encouraged to remember that the cameras are recording twenty-four hours a day. Cameras will not monitor or record inside any individual's room, or restroom. The video can only be viewed by the campus security, administration, Resident Directors and the CARE team. Resident Assistants are only allowed to view video if accompanied by the Resident Director or a College administrator. Video that might be used in disciplinary sanctions would be considered part of a student's educational record and would be stored on a CD-ROM in a student's file. Video may also be turned over to law enforcement if requested for an investigation. Any student found to be tampering with the cameras and equipment may be subject to disciplinary sanction and/or fines of up to \$500 (or the cost of replacement of the equipment).

MENTAL HEALTH CARE

Although sometimes we may feel alone, the truth is we have a community of support all around us which is illustrated in the tiered support groupings below:

Tier One – May include roommates, friends, relatives, faculty and staff, coaches, co-workers, RD's, RA's, small group leaders, dorm chaplain and the Campus Chaplain. RD's and RA's are specifically here to provide a listening ear and caring heart, and will also pray with you and for you. Our Campus Chaplain, Brockie Follette, located in Phillips Hall 3rd Floor, is also available for spiritual guidance, prayer and support. Drop by and see Brockie or email him at brockie.follette@barclaycollege.edu.

Tier Two – Barclay College provides trained counselors to provide free mental health services for Barclay students. Contact the VP for Student Services about what counseling services are available on campus.

All Barclay students, including couples, are welcome to take advantage of this free service. Individual, group, and couple sessions are encouraged. If you have questions or need to set up an appointment with a counselor, you may contact Ryan Haase at ryan.haase@barclaycollege.edu.

Tier Three - Local and national agencies provide this next level of support. The Iroquois Center for Human Development in Greensburg, KS is another great partner of Barclay College providing mental health services. To set up an appointment, call 620.723.2272 or toll free at 1.888.877.0376.

Counseling Referral Signs

- If you notice a sudden change in a student's behavior such as withdrawing from community, anger, or heightened fear or anxiety.
- If a student threatens to harm themselves or harm others.
- If a student threatens to cause destruction.
- If a student has a history of abuse.
- If a student has a history of drug abuse.

If you are struggling with harmful habits, destructive thoughts and/or behaviors, speak with your RA's, RD's, Campus Chaplain, Campus Counselor, V.P for Student Services, a staff member or a friend. If we are honest with ourselves, we all have issues and needs, so take advantage of the resources available, and allow God to bring restorative work into your life.

Some situations will require more care than we can provide, in those types of situations we will work with the student to find an appropriate solution to meet the need that has been presented.

BEAR'S DEN

The Bear's Den campus restaurant is housed in the Broadhurst Student Center, and it has several specialties including salads, Hunt's Brother's Pizza, burgers, and shakes. Call in an order at 620.862.9880, or just stop by to play pool, table tennis or catch a game on the big screen. Hours during school Monday-Saturday 12:00pm-1:00pm & Monday-Sunday 5:00pm-12:00am



HOCKETT AUDITORIUM

The gym hosts several events throughout the year including graduation, the biennial Christmas pageant, the Alumni Sale, and numerous athletic events, but it is also for the individual student's health and benefit. We

ask that you do your best to help take care of the facility. Please report any facility or equipment damage immediately to the Athletic Director, Student Services, or Student Government sponsor. Please throw trash in trash receptacles and turn-off lights if you are the last person out of the building.

'The Shed,' located just one block west of Hockett, is where our campus fitness center is located. The fitness center features a coded lock for secure entry, free weights, chin-up stations, a punching bag, and light nautilus equipment. Rocky Balboa would enjoy lifting here!

Please return weights, clean up trash, and use equipment properly. It is highly encouraged that students have spotters when attempting to lift heavy weights, especially when using the bench press or performing squats.

Greensburg Recreation Center is open 5:00 AM – 11:00 PM seven days a week, with a one-time charge of \$5:00 for key card, and \$10.00 per month membership fees. This facility features basketball courts, free weights, and nautilus equipment. The Greensburg Recreation Center is located at 600 S. Main in Greensburg, KS, just 10 miles from campus. Their phone number is 620.723.1110.

Blythe Family Fitness is open from 5:00 AM – 8:30 PM Monday – Friday, and has limited weekend hours. Barclay students get a special discounted rate of \$25.00 plus tax per month. This facility has basketball courts, tennis courts, every fitness machine you can imagine, and a racquet ball court. Blythe Family Fitness is located at 219 W. 5th St. Pratt, KS and can be reached at 620.672.1055.

BEAR NECESSITIES - BC CLOTHING STORE

The Campus Bookstore is owned and operated by Barclay College and is here to serve the community by providing many items such as Barclay clothing, memorabilia, gifts, a few necessities, etc.

CAMPUS CALENDAR

A master campus calendar of College events is compiled by the V.P for Student Services and posted to the Barclay College web site: www.barclaycollege.edu/calendar. Before any campus wide activity is planned, please check with the V.P. for Student Services to see if the date is clear and, if so, to reserve it on a first-come, first serve basis. Cooperation in using the master calendar will help avoid conflicts in activities.

COMPUTERS/TECHNOLOGY RESOURCES

Barclay College provides various technology resources to students to assist them in their educational or research goals. Each user is expected to use the resources provided in a manner that is consistent with the mission of the College, upholds the Christian atmosphere and community of the campus, and respects and helps other users. The primary purpose for providing network and internet access to students and other patrons is for legitimate educational endeavors such as completing class assignments, conducting academic research, communicating and collaborating with faculty, staff, and other students on educational projects, or other endeavors that have a demonstrable educational benefit.

Users' proper use of technology resources can be generally defined by the following statements:

- o Using the technology resources of the College in a routine manner associated with educational endeavors such as class assignments, project preparation, and research.
- o Creating or modifying files, databases, or other material necessary to the user's educational endeavors.
- o Sending and receiving messages related to educational purposes and occasional personal use.

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- o Preparing and storing incidental personal information (calendars, address lists, etc.) in a reasonable manner.
 - o Accessing the Internet for personal searches, information, or entertainment only as a secondary function and only when other users do not require system resources for education-related purposes.
 - Users are granted access to technology resources depending on their status with the College. Access is generally governed by user IDs and passwords. Passwords are private and must not be shared with anybody under any circumstances including employees of the College.
 - Users are not allowed to install or remove any software from the College's computers. Users are prohibited from tampering with user IDs, passwords, network protocols, hardware, or software or attempting to gain or gaining entry to portions of the Barclay College campus, network, or other systems and networks for which they are not authorized.
 - Users are expected to check their email regularly and respond promptly to requests for information or meetings from faculty and staff.
 - Users are prohibited from “spamming” (using e-mail to send material not essential to the operation of the campus to the College e-mail lists, sending repeated “junk” messages to one user or a group of users), or other misuse of e-mail such as ethnic, racial, or sexual slurs or jokes or statements that are libelous, offensive, harassing, illegal, derogatory, or discriminatory.
 - Users are prohibited from using the College network or computers for viewing or downloading inhumane material such as pornography, gratuitous violence, racist, or hate-motivated material; gambling sites; or sites oriented toward illegal drugs that cannot be demonstrably connected to legitimate academic research or work endeavors. Users who wish to access sites of a nature described in this paragraph for some legitimate academic purpose must notify the V.P. for Academics or the professor in charge of the project or assignment before accessing such a site. Users who inadvertently access such sites should notify the Network Administrator immediately.
 - Users are prohibited from using the College’s computers, network, or other electronic services in ways that would violate criminal, copyright, or other civil law.
 - Some Internet sites may be subject to blocking to prevent viewing or downloading prohibited material, files that are of questionable ownership, or files that are so large that downloading would compromise network operation.
 - All software installed and used by the College is properly licensed and paid for. Users are expected to observe the same practice. Users are prohibited from knowingly using software or individual files that are “pirated” or otherwise illegal.
 - Any viruses, crashes, or other malfunctions to the system should be immediately reported to the Network Administrator.
 - The College makes or implies no warranty as to the suitability or appropriateness of information or images found using the College's technology resources. It is the user’s responsibility to ensure that technology resources are used in a manner consistent with the user’s personal beliefs as well as the mission and purposes of Barclay College.
 - The network administrator will disable a user's account when they are no longer enrolled as students and/or after sixty (60) days of inactivity on the account.
 - Intellectual or physical property that has been substantially created using technology resources of the College is not to be offered for sale to third parties until appropriate compensation has been negotiated with the V.P. of Business Services.
 - Any item that claims to represent the College's programs, policy, curricula, or faculty or that uses the College's name, logo, or claims any other connection with the College except the user's enrollment status with the College, is not to be made public without permission from a V. P. of the College.

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- Users who fail to comply with the policies and expectations outlined above will be subject to disciplinary measures at the College including, but not limited to, loss of access to technology resources, suspension from classes, or dismissal from the College. Actions that cause the user to be subject to discipline under this policy may also result in civil or criminal liability.

All students must agree to the Student and Patron technology usage agreement in order to access the College's technology resources. Students signify their consent to this agreement by logging on to the Barclay website at <http://www.barclaycollege.edu>. From time to time, the College reviews this agreement and makes changes that are necessary to reflect current concerns, standards, and technologies. The College reserves the right to make changes to this agreement without notice. Generally, users will be notified of policy changes at the College email address. The current version of this usage agreement will be located at: <http://www.barclaycollege.edu/PDF/techpolicy-student.pdf> The online version always takes precedence over all printed copies.

MEDIA POLICY

No one may use classroom TVs, projectors or multimedia equipment except during class sessions, in preparation for class sessions, department meetings or an approved and supervised Student Government event. Also, no classroom technology or media resources are to be removed from any classroom or any other established location without the permission of the Director of Technology. Noncompliant individuals will be charged a \$50 fine and/or be subject to other disciplinary action.

COPY MACHINE

A copy machine is located in the library. Students are allowed to use it free of charge for class assignments. If the copies to be made are for personal use, there is a charge to be paid at the library front desk.

CAFETERIA

The College provides a complete food service program. All College residents are required to take the published meal plan. In establishing the boarding rates, consideration is given to expect absenteeism. Meals are planned for optimum nutrition, and careful attention is given to preparation and serving. Students are encouraged to refer questions on food service to the Director of Food Services or the Resident Assistants. Refunds for meals will not be given to students if they are unable to eat in the cafeteria. If unique nutrition needs should be considered, speak with the Food Service Director. Students who have food related health concerns must provide a doctor's note explaining the limitations and needs of the student before special accommodations can be made.

CAFETERIA GUIDELINES

- Good manners should always be the rule while in the dining hall. Using **“thank you”** and **“please”** is always good practice.
- Food fights will not be tolerated and are subject to immediate disciplinary action that may result in dismissal from the College. Let's remember to leave the cafeteria as good as or better than we found it.
- Showing Food Personnel, a lack of respect may result in disciplinary action. Please consider ways you can show appreciation to those who serve you.

- Dishes, silverware, cups, glasses, and other dining hall equipment should **ALWAYS** remain in the cafeteria. Removal of kitchen equipment will result in a fine.
- Taking food out of the cafeteria is not permitted unless arrangements have been made with the Director of Food Service. Only take what you need, and let's all do our part to cut down on the waste.
- Any adaptation for medical needs, require a signed doctors note.
- Sack lunches will be provided for students if they will be off campus during meal times. A notice of three working days is required for sack lunch orders. Please submit this request on the forms available from the Food Service Office.
- Please note the cafeteria closes at 9:00 AM each morning, even if the doors are open for cleaning, it is closed. If the cafeteria is closed, the walk-in, soda fountain, and ice cream bar are also closed.

HEALTH CODE CONSIDERATIONS

- It is a health code violation to cut through the kitchen, all students, staff, and faculty need to enter and exit through the main doors.
- Always use cafeteria serving utensils rather than personal utensils or fingers to serve yourself.
- According to health code regulations, shoes and shirts must be worn to every meal.

MEAL SERVICE SCHEDULE

A schedule for meal serving times is posted in the Student Center and online at www.BarclayCollege.edu.

FAX MACHINE

A fax machine is located in the Receptionist's Office in Phillips Hall. Students may send and receive faxes for a set fee. The fax number is (620) 862-5403.

LAUNDRY FACILITIES

There are washers and dryers in the men's and women's resident halls. Laundry facilities are for campus students only. Students should only use the facilities in the building in which they reside. It is advised that residents check machines over before using, removing items left in the machine that might ruin or stain their clothes. **Clean out the lint filter on the dryer before and after use.**

LIBRARY

Worden Memorial Library is one of the most important places on campus. You will be able to obtain the information you need to be successful in your studies. Ample study space, effective research tools, and knowledgeable reference staff are available to you. A variety of books, periodicals, and education resources covering most areas of interest are available in print and electronic form. Interlibrary loan and on-line databases provide access to sources from other institutions. The library offers a good selection of books, but there are frequently many students requiring the same book. To borrow that book without proper checkout procedures deprives other students of the right to use that book. All materials eligible for check out must be properly checked out from the library.

LIBRARY FINES

The fine for overdue books is \$1.00 per week. Fines for periodicals are 50 cents per day. Fines may also be assessed for overdue Inter-Library Loan material. Fines must be paid in full each semester before finals can be taken. Additionally, transcripts or diplomas will not be released until all fines are paid.

CHECKING OUT BOOKS

Books are checked out for a period of three weeks. Periodicals may be checked out for a period of one week. Books and periodicals returned before 9:00 a.m. on the day after they are due are not considered overdue.

LOST LIBRARY MATERIALS

Lost library materials must be reported to the Librarian immediately to stop the fine. If the item is not found by the end of the semester, a minimum charge of \$5.00 plus fines is made. If the book is more valuable, the charge is made accordingly. Should the book be located in good condition at a later time, the charge for the book is refunded.

MAIL

You will be assigned a mailbox in the Broadhurst Student Center and will be expected to check it every day you are on campus since many important communications are made via the mail. Please be aware that you will not be excused for missing functions, activities, or obligations because you were unaware of those activities or obligations. All student mail should be addressed to your name at:

607 N. Kingman
Haviland, KS 67059

Packages may be picked up at Phillips Hall Welcome Center during office hours. Students are encouraged to check their Barclay email account for package delivery notifications.

THE BROADHURST STUDENT CENTER

Located directly to the west of Coppock Hall is the Student Center. In the SC you will find the dining room, Bear's Den, student lounge, mailroom, Student Council office, and the Campus Bookstore. In the student lounge you will find students studying, watching TV or just hanging out. Students are encouraged to use good judgment in entertainment choices on the TV, understanding that we have lots of visitors on campus of all ages, and we want to set a good example for others.

The student lounge area is one of the places on campus a student can land to catch their breath, visit with friends, watch a game, or even study. We ask that all who enjoy the student lounge would help to ensure furniture is cared for properly and any damages would be reported to Stu-co immediately.

The Bear's Den patio, complete with a fire ring and furniture, is on the north side of the Student Center. Students are expected to take proper care of the patio area. If you are interested in reserving or renting the area for special events, speak with StuGo sponsor on the 1st Floor in Phillips Hall.

Barclay College students literally come from around the nation and the world, and these students come from unique home situations and experiences of faith, all of which adds to the community. Although we share many core beliefs which brought us together, our habits, and various expressions of our faith may be as diverse as our upbringings. Developing a set of regulations, which will equally meet the needs of all students, is difficult. However, the College intends for the regulations in this book to provide a guide for conduct that will enable you to develop and practice healthy habits, strengthen self-discipline, increase in awareness and concern for others.

The College takes a firm stand against practices that are deemed harmful to the Christian life. Because of the importance of building safe communities and the responsibility we have towards one another, violations of these standards are regarded as serious breaches of integrity within the community. The standards of this handbook apply to all enrolled students, and are still enforce during breaks. Barclay College reserves the

right to take swift disciplinary sanction against any student violating policies of this handbook. Barclay College also reserves the right to ban from campus property any person deemed detrimental to the morale and/or safety of members of the student body, staff, and faculty.

The College takes a firm stand against the following:

- Discrimination against others on the basis of race, national origin, sex, or disability
- Hate crimes
- Sexual harassment
- Domestic violence
- Dating violence
- Stalking, the act of following someone, or pursuing them without their consent.
- Theft
- Arson
- Vandalism
- Gambling (exchange of money and goods by betting or wagering)
- The use of profanity (not acceptable on our campus at any time)
- Dishonesty
- Manufacturing, distribution, possession, and/or use of any controlled substance not prescribed by a licensed physician. Manufacturing, distribution, possession, and/or use of Marijuana in any of its various forms. The manufacturing, distribution, possession, and/or use of narcotics or dangerous drugs, including but not limited to, cocaine, heroin, opiates, barbiturates, amphetamines, depressants, stimulants and hallucinogens, or any other substance prohibited by State or Federal Law.
- The misuse of prescription drugs
- Drinking alcoholic beverages
- The use of tobacco products, in any form, e-cigarettes, hookah, vaping
- Any type of demeaning gesture or threat of violence toward another person
- “Clubbing/partying.” Students (and staff) are not permitted to attend bars (i.e., drinking only establishments) nightclubs, parties where alcohol is served, regardless of whether or not alcohol is consumed. Scripture states that Christian leaders are to be an example, not a stumbling block to others (Rom. 14; 1 Cor. 10:31-33; Eph. 5:1 – 20; Phil. 4:8, 9; 1 Pet. 3:13-17; 2 Pet. 1:3-11). Attendance at establishments known primarily for consumption of alcohol is inconsistent with our testimony opposing such behavior.

Barclay College urges you as a student to be selective in your choices of entertainment and recreation. We also encourage moderation. Not only will your actions and your activities effect you, but they will also influence those around you. We have listed some guidelines on for movies and media in the Student Handbook, but the rating guidelines are not always failsafe, and so we call students to use good judgment.

A recent study by Baylor University showed that college students are spending 8 to 10 hours a day on cell phones. Also, over 60% of college students admit being addicted to their cell phones. It has been said the internet is like the old Wild West, with many great places to explore, but also many dangerous places as well. One of the dangers found on the internet is pornography. The pornography industry exploits people by trying to peddle fake intimacy and pleasure. The College believes the use of the industry’s products is immoral. Pornographic materials are not to be used, possessed, or distributed on/or away from campus. The IT department and appropriate College administrators have the ability to monitor network and internet

activity and will do so when accounts flag inappropriate usage has occurred or when inappropriate usage has been reported. Misuse of the network may result in loss of access, fines, and disciplinary measures. Any investigations of internet misuse will be conducted with the knowledge of the V.P. for Student Services or other College administrators.

Any student/staff of Barclay College discovered to be either manufacturing, distributing, using, controlled substances (i.e., illegal drugs) would be subject to law enforcement authority, and College discipline (See also *Handbook on Drug Free Schools and Campuses*). The College will exercise the right to enter a student's room for building maintenance, and for the health and safety of residents. Further, the College will search rooms under suspicion of violations of the College's policies, including but not limited to, the drug free, alcohol, or weapon policies, and/or if there is suspicion of a violation of city, state, county, and federal laws. Reasonable suspicion by college officials will result in drug testing. If the test indicates drug usage, the student will be responsible for the cost of the testing. Any violation of the policies covered in this handbook could result in suspension or dismissal from the College with loss of academic credit.

Ephesians 4-5 and Colossians 3 provide an appropriate summary of the expectations and goals for our college community. Each student is encouraged to study these passages for scriptural direction for personal conduct.

Chapel Attendance

One of the priorities of Barclay College is for each of our students to grow in their relationship with Christ and to mature in that faith. One of the important elements of campus life is the chapel service. Chapel is held on Tuesday and Thursday of each week at Ross Ellis Auditorium. As one student commented, "Chapel is a sacred space and time carved out of our schedule so that the Barclay community may come together to seek and worship God, and encourage one another in the Lord."



Chapel provides an opportunity for growth and encouragement as the community learns to serve and minister to one another. We encourage participants to fully engage, to not distract others, but to fully participate in our chapel services.

Barclay College is committed to graduating students that will be well qualified in their professional field. The College is equally committed to graduating students that will live for the glory of God. The College faculty, staff and administration believes that chapel is a unique and critical part of a student's discipleship journey, therefore:

- All full-time students are required to attend chapel services.
- All part-time students that have classes on Tuesday or Thursday morning are required to attend chapel services.
- An "**employment absence**" must be approved by the V.P. for Student Services in advance. All approvals for employment absences must be signed by the V.P. for Student Services prior to the student beginning employment. For approval for an employment excuse from chapel, a form must be completed and signed by the employer. The employer must indicate on the form why the student needs to be at their place of employment during the chapel hour. Any student that fails to receive approval from the

V.P. for Student Services for an employment excuse will be counted absent from those chapel services not attended.

- Students that sign in for chapel and leave prior to the completion of that chapel service will be counted as absent unless they have a work absence permit.
- **Five (5) excused chapel absences are allowed each semester.** *If a student is absent from three (3) consecutive chapel services, a “check-in” meeting from the student’s advisor and/or co-curricular activity advisor will be convened.* If the student is absent from five (5) consecutive **unexcused** chapels, a meeting will be convened with the VP for Student Services and the BC Chaplain to make sure the student understands the Chapel Attendance Policy, to discuss the reason(s) for the student’s chapel absences, and to clarify the purpose of BC Chapel. **After meeting with the VP for Student Services and the Chaplain,** if the student continues to miss chapel, a meeting will be convened with the BC CARE Team and the V.P. for Student Services. Per the discretion of the BC CARE Team and the VP for Student Services, the student is subject to disciplinary probation and/or dismissal from the College with loss of academic credit.

Beyond the five (5) excused chapel absences, other chapel excuses will be granted for:

- Jury duty
- Sports activities out of town
- Students who have children
- Work (must be verifiable)
- Student teaching
- On-going illness or medical condition, or a sickness that is infectious
- Dr appointments

CHRISTIAN SERVICE

What is Christian Service?

Christian Service is primarily about serving others. In Matthew 25:31 - 46 Jesus said, “Whatever you did for the least of these brothers and sisters of mine, you did for me.” As followers of Jesus, we get the privilege and honor of serving others as representatives of Christ.

Why Christian Service is Important

Christian Service is helpful in the development of servant leadership skills. Christian Service will help in the discovery of your gifts and talents, and Christian Service provides opportunities to explore different areas of ministry and vocations.

As part of the graduation requirements, all full-time students are required to report a minimum of twelve clock hours of Christian Service per semester. Service hours must be completed during the semester in which they are being reported. Service over the summer break cannot be accepted for Christian Service credit.

Examples of Christian Service: Serving in a local youth ministry; serving the elderly at a convalescent or care home; serving on a worship team; singing in the choir; small group leadership; preaching and teaching the Bible; providing childcare; mentoring and tutoring; and serving in a Christian institution and ministry such as Barclay College.

To determine if your service will count towards Christian Service, you need to be able to answer the following three questions:

1. Am I volunteering rather than earning money for my service? If yes, proceed to the next question.
2. Is my work truly serving someone else? If yes, proceed to the next question.
3. Is my work serving God? Rom. 12:6-11.

If you answered yes to all three, you have found a Christian Service opportunity. Remember to serve well by being diligent, faithful, dependable, and trustworthy. The Christian Service form is available on the College’s website on the Student Life section. You must complete the form to get approval by V.P. for Student Services. Christian service is reported to the V.P. for Student Services.

CHURCH ATTENDANCE

Members of the body of Christ are called to gather together regularly for worship. Members of the College community are encouraged to observe the Lord’s Day (Sunday) as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, “business as usual” relative to college programs and services will not be sanctioned or encouraged except where absolutely necessary.

A student’s church affiliation and attendance will provide a spiritual foundation during the college years. A church family will not only provide a support system, but will also provide a place for growth, accountability, and the development of talents and gifts. Parents/guardians or even a student’s home pastor may be helpful in the search for a new church home for the college student. Students are encouraged to seek the Lord’s will in finding opportunities to faithfully worship and serve in a local church congregation if they are unable to attend their home church.

BARCLAY COLLEGE DRESS CODE

The purpose for dress guidelines for students will be to contribute to a spirit and atmosphere of academic excellence and the development of ministry leaders. Additionally, just about every day Barclay will host a number of visitors on campus, some of which include members of the community, alumni, prospective students, and other various constituencies, and it is our desire that our visitors enjoy their various engagements with students, faculty, and staff, and that they desire to come back for future visits.

Clothing	In Dorms or Residences	Campus	Class/Chapel/Cafeteria
CLOTHES WITH PROFANE/INDECENT/VULGAR MESSAGES	NO	NO	NO
CLOTHES THAT SHOW UNDERWEAR/BRA/SPORTS BRA	NO	NO	NO
CLOTHES THAT PROMOTE DRUG AND ALCOHOL USE	NO	NO	NO
CAPS	YES	YES	YES
PAJAMAS	YES	NO	NO
SWEATS	YES	YES	YES

WARM-UPS	YES	YES	YES
SHORT SHORTS (SHORTER THAN FOUR FINGER RULE)	NOT ADVISED UNLESS IN DORM ROOM	NO	NO
SAGGING	NO	NO	NO
GOING SHIRTLESS	NOT ADVISED UNLESS IN DORM ROOM	NO	NO
HALF SHIRT/CROP TOP	NO	NO	NO
STRAPLESS SHIRTS/HALTER TOPS	NO	NO	NO
SHEER GARMENTS WITH APPROPRIATE UNDERGARMENTS	YES	YES	YES
FORM-FITTING; LOW CUT, CLEAVAGE REVEALING BLOUSES; BARE MIDRIFTS	NO	NO	NO
SHORT SKIRTS (SHORTER THAN MID THIGH)	NO	NO	NO
NON – SEE THROUGH LEGGINGS/JEGGINGS/YOGA PANTS	YES	YES	YES
BIKE SHORTS THAT ARE UNCOVERED BY BLOUSE OR DRESS (IN APPROPRIATE SETTINGS)	YES	NO	NO
SPANDEX	YES	NO	NO

If you are representing the College through sports, music, drama, Christian Service, etc., each person should arrive dressed appropriately for service/ministry in the various locations.

The following expectations will be enforced on college trips:

- Practice good hygiene
- Clean and neat, dressed appropriately according to the venue and event.

DRESS IN ADMINISTRATIVE OFFICES

Dressing appropriately in the administrative offices is an expectation and responsibility of each member of the campus community. Students working on campus should be dressed according to professional standards according to the staff handbook. See your manager for more details.

DRESS IN CAFETERIA AND BEARS DEN

It is against food service regulations to have bare feet in the cafeteria and Bears Den, so, no shoes, no shirt, no service. Bare feet are acceptable in the residence halls only. Pajamas are prohibited in the cafeteria except for the traditional Midnight Breakfast.

DRESS IN CLASS

If instructors deem that a student's clothing is not appropriate for a classroom setting, the student may be asked to change. Although casual dress is the norm, business wear is also appropriate. Pajamas are prohibited in the classroom.

Shoes must be worn in all buildings with the exception of the dorms.

Exposed tattoos that show content that would not be allowed on clothing should be covered when in public places. Public places include chapel, classrooms, cafeteria, and anywhere student events are taking place.

PUBLIC DISPLAY OF AFFECTION AND ROMANTIC RELATIONSHIPS

A recent statement from the board affirms the College's collective approach to a topic that in the public arena has become quite controversial: "We, the Barclay College Board, expect that the Barclay community will abide by the Biblical and the historical Evangelical Friends' teaching that sexual relationships are reserved for heterosexual marriage, and that the administration is charged with implementing policies concerning romantic relationships that are consistent with this principle" Barclay College Board, February 2015.

Barclay College encourages all students to use great discretion in the development of romantic relationships. The College urges students to carefully consider the will of God in the formation of these types of relationships. We uphold the sanctity of marriage as God-ordained, a special union between a man and a woman, within which sexual relations are honored and affirmed by God. We share the conviction that all sexual unions outside of marriage as thus defined are sinful and not in alignment with Barclay College's mission and values. Students that engage in non-heterosexual romantic/dating types of relationships will be subject to dismissal.

By the letter of the law Public Display of Affection or **PDA** could be defined as **any public physical display of affection**. Barclay is not discouraging dating, engaged, married couples from showing appropriate affection, however, the challenge for couples is to be considerate of others. The College encourages students to use Godly wisdom, and discernment, and to be aware of, and show consideration for, others, in any expressions of affection. One author likens physical romantic activity to a down-hill, freeway on-ramp, the point, caution is advised.

See 1 Corinthians 6; 13; Romans 13; and 1 Thessalonians 4 to gain godly wisdom on the topic of sexual purity and love.

A widely received study called *The Twelve Steps of Pair of Bonding* as shown in the following blog: <http://extraordinarylivingbydrscotty.blogspot.com/2012/02/building-bond-that-lasts-lifetime.html>, was first reported by a secular zoologist, Dr. Desmond Morris which shows the natural progression of intimacy in romantic relationships. However, Christian author and professor, Dr. Donald Joy, gives a biblical framework for couple bonding in his book titled *Bonding: Relationships in the Image of God*, and makes the case that bonding is part of God's design and is appropriate within the proper context of marriage.

Other PDA guidelines:

Couples are not permitted to be alone with the opposite sex in dorm rooms, classrooms, offices, motel rooms, houses or apartments. The only exception to this rule would be during Open Dorms, which is when

dorms invite the opposite sex into their rooms during an allotted time frame. During Open Dorms, dorm rooms with opposite sex visitors must remain open with the lights on. In order to avoid awkward moments for all, couples are asked to avoid sitting alone in the dark – for e.g., this would apply to study rooms, lobbies, Student Center, etc. Couples should limit PDA to holding hands and brief hugs. Kissing, laying on one another, sitting on laps, or laying heads in laps are inappropriate behaviors.

For the first PDA offense, the students will be warned. For the second PDA offense, each student will receive a \$20 fine. On the third PDA offense, a \$50 fine will be charged to both students, and they will appear before the V.P. for Students Services and/or Care Team for further disciplinary sanction.

Faculty, staff, and student leaders (Including RD's, RA's, StuGo) may give PDA warnings based on personal observation or complaints from other students.

This policy applies to all students currently enrolled at Barclay College whether full or part-time. Those who are not students of the College will be warned first and may be asked to leave the campus.

Students are expected to observe the highest Christian moral standards in their relationships with one another. As Jesus instructs in Mt. 19, a marriage relationship between a man and a woman is the only proper place for sexual activity, any sexual activity outside of this will be grounds for immediate dismissal from the College.

REQUESTS FROM FACULTY/STAFF

Barclay College faculty, staff, and administrators have the right to request meetings and/or information from students at any time. Employees requesting meetings or information from students will notify students via email or in person and will give a deadline by which time the student must respond. Failure on the part of the student to meet the deadline will result in automatic suspension from class. Students may not return to class or participate in extra-curricular activities until they have met with the employee requesting the meeting and addressed the situation in a satisfactory manner. Class assignments and/or tests missed during the suspension period may not be made up.

STUDENT LEADERSHIP

At Barclay College you will find several opportunities to develop leadership skills. Student Council, Resident Assistants, athletic team captains, ministry teams, small group leadership, small group coordinators, chaplains, and chapel worship teams are just a few examples. Filling such leadership roles provide valuable, hands-on ministry experiences above and beyond the classroom setting. Students are encouraged to prayerfully consider serving the Barclay community through these leadership avenues.

In order to qualify for such leadership positions, students must be in good academic and community standing – i.e. not on academic or disciplinary probation. Student leaders are expected to role model acceptable standards of behavior within the community and maintain the highest levels of integrity in carrying out the duties of their position. This includes the faithful fulfillment of their leadership responsibilities, maintaining appropriate levels of confidentiality, and reporting to appropriate campus authorities any activity or person harmful to individual students, the student body as a whole, or faculty and staff.

Barclay College reserves the right to remove any student leader at any time from their leadership position if the student fails to meet these standards and/or adhere to other policies of the Student Handbook.

PUBLIC CRITICISM

All students are charged with the responsibility of presenting themselves and their college to the public in the best possible light. Conduct that tends to bring reproach upon the name of Barclay College will be dealt with at the discretion of the Administration. Willful, intentional harm to the College or its people is prohibited. Social media platforms require responsibility and discernment by participants, and participants should use great care to not libel the College or others, remember that information on the Internet is available for public consumption, and it does not have an expiration date. Any form of bullying, sexual harassment, discrimination, and abusive behaviors will not be tolerated by the College. Make sure what you are reposting is appropriate.

Disciplinary Procedures

Matthew 18:15–17:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, then you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

This Scripture provides a model for accountability that Barclay College has adopted. This approach suggests a redemptive attitude and progression of steps for correction. If functioning properly, this method should enable inappropriate behaviors to be amended at a personal level.

The College's expectation is that most behavior problems can be resolved by discussing concerns to one another through natural relationships. When relational discussion fails or when a serious situation exists, the Student Services staff will be there to serve in the mediation and correction process. Although a relational approach pervades the entire disciplinary process, the confrontational model in Matthew 18 resembles a more formal disciplinary procedure when a student is referred to the V.P. for Student Services and the CARE Team. The formal disciplinary procedures are designed to meet guidelines for due process in private institutions.

When a student is unwilling to abide by the values, standards, and regulations of the College and is generally uncooperative or violates public law, he/she will be contacted by the V.P. for Student Services.

Members of the student life staff including Resident Assistants, Resident Directors, and the V.P. for Student Services approach the process of discipline with a desire to help the student be fully restored to the community. The severity of a violation, as well as the frequency of the offense, is considered in the discipline process. There are times when an individual may need to leave the college community for personal restoration and reconciliation.

The decision to dismiss a student may be a decision made by the V.P. for Student Services or a decision made by the V.P. for Student Services and the CARE Team. A student who has been dismissed by the V.P. for Student Services or the V.P. for Student Services and the CARE Team may appeal the decision through the proper channels if there are legitimate grounds for the appeal. Legitimate reasons for an appeal are listed in the appeals policy section of the Student Handbook.

RANGE OF DISCIPLINE

Discipline may range from a warning to a dismissal. In the case of either a short-term or long-term suspension, the student may lose his or her financial commitments for the term of the suspension.

A short-term suspension is defined as a period of time in a given semester that the student is not allowed to attend class. Generally, the period of time is between three and seven days. During this suspension period, the student may not attend class or participate in extra-curricular activities. Generally, academic work (papers, exams, etc.) is not accepted during the suspension period. The student is not allowed to make up the work missed. A student who would receive a reduced grade resulting from the missed work during a suspension may be given the opportunity of withdrawing from the course without a grade.

When a student is suspended, his or her academic advisor and instructors are informed of the suspension but not of the circumstances leading to the suspension. Disciplinary sanctions may include, but not be limited to: a warning, a written behavioral contract, a short-term suspension, a long-term suspension (either immediate or deferred termination of student status for one or more semesters), and/or dismissal (permanent termination of student status). Other responses to disciplinary violations include discussion, counseling, accountability, and community service. More formal discipline may be implemented in the form of fines and restitution as outlined in other areas of this Student Handbook.

The most severe disciplinary sanctions taken by the College consist of the following:

- Disciplinary Probation – the removal of the right to represent the College in extracurricular activities, temporary removal from class schedules and daily routines while an investigation takes place, possible forfeiture of institutional aid, and a written warning that further misbehavior leading to major disciplinary sanction could result in suspension or dismissal.
- Suspension – the temporary exclusion of the student from the College and the campus. The student is to leave campus immediately and is not to return until the specified period has ended. Academic work missed (including exams and papers) may not be made up. Absences are considered unexcused.
- Dismissal – the exclusion of the student for at least the remainder of the semester and the loss of all academic credit for that semester. The student must leave the College immediately. Readmission will be at the discretion of the appropriate College officials. Dismissal may cause the loss of financial aid, scholarships, etc. for the ensuing terms of enrollment. The bill of a student dismissed from the College will be handled in accordance with the College's Refund Policy.
- Private Dismissal – any student whose conduct is considered detrimental to the best interest of the College, whose overall influence is negative to campus morale, whose attitude is persistently antagonistic toward others, whose academic performance is regularly delinquent, or whose stay in college seems to be of small personal benefit may be informed privately that further stay at Barclay College is not desired. Such a student may be allowed to withdraw privately or may be dismissed with or without formal charges. A private dismissal is understood not to be a reflection on moral character. The bill of a student privately dismissed will be handled in accordance to the College's Refund Policy.

DISCIPLINARY POLICIES

Dormitory rule violations are normally handled by the Resident Directors and Resident Assistants in each dormitory. Matters are only referred to the V.P. for Student Services if they are serious in nature or the student refuses to comply with the discipline meted out by the Student Services staff.

Major discipline problems may be handled by the V.P. for Student Services or be referred by him/her to the CARE Team. The V.P. for Student Services serves as chairman of the committee, and he/she or his/her designee presents the situation regarding the infraction(s) to the CARE Team.

The CARE Team stands for:

Conduct
Accountability
Redemptive
Education

And consists of two faculty members (one male and one female) selected by the faculty, Resident Directors as available, and one or two student members (one male and one female) selected by Student Government and the V.P. for Student Services.

A set of alternates will be in place in the event that a conflict of interest should occur.

The CARE Team addresses alleged student misconduct, providing accountability, and a redemptive educational process to enhance the lives of students through the prayerful and loving investment of time, attention, and even intervention for the student in need. We envision that these encounters could potentially be transformational as accountability structures are put into place, as students honestly and realistically face behavioral issues, and as true repentance occurs. A student brought before the CARE Team may bring with them, having requested their presence, another member of the college community, counselor, lawyer, or parent.

Disciplinary hearings are informal with both the student and the members of the CARE Team permitted to ask questions. After the student has been heard, the council will deliberate without the student being present until it reaches a decision.

APPEALS POLICY

- Students may appeal disciplinary actions of the CARE Team to the Appeals Board, for the following reasons:
 - Evidence is available that was not previously considered (new information)
 - The disciplinary process was biased and therefore unfair
- Appeals must be submitted within forty-eight (48) hours of the disciplinary sanction. Appeals must be written and specify a) the specific grounds of the appeal, and b) the specific reason the decision should be reconsidered. The written appeal must be submitted to the V.P. for Student Services. The Faculty Appeals Board consists of three full-time faculty members with one alternate (chosen at the beginning of the fall semester by the general faculty). This Board will consider the written appeal of the student and determine if the appeal meets the requirements for an appeal as stated in this policy.
- Furthermore, the Faculty Appeal Board conducts a full review (all evidence and testimony) of the matter. The Faculty Appeal Board shall meet with either the full CARE Team or a representative of the CARE Team to review the appeal of the student.
- In the event the Faculty Appeal Board determines the decision should be reconsidered, the CARE Team and the Faculty Appeal Board will meet together to determine the final outcome. The decision of this joint committee is final. If the decision of the CARE Team is altered in any manner, the Faculty Appeal Board then assumes full responsibility for informing all persons affected by the decision and enforcing the stipulations of the ruling.
- In every instance of discipline, the intent of the College is to be as helpful to the student as possible. However, in the case of second or more offenses, the student needs to consider whether they

can live within the requirements of the Barclay College faith community. *Any student who violates the conditions of probation loses the right of appeal.*

NOTIFICATION OF PARENTS

Students are encouraged at all levels of discipline to share information with their parents or legal guardians. Official notification of parents will occur only when students give written permission.

The fine system is in place to provide an opportunity to correct misconduct before it becomes a pattern or grows into a bigger issue.

INDIVIDUAL FINES

Public Display of Affection	
1 st Offense	Warning
2 nd Offense	\$20
3 rd Offense	\$50
Discharge of Fire Extinguisher	\$75
Failure to evacuate building during emergency exercise drill	\$100
Possession of fireworks in residential living areas	\$50
Parking in a no-parking lane or in wrong parking lot	\$25
Chapel Absences (After 5 absences)	\$10 for first absence /\$15 each additional absence
Unauthorized presence in the dorm room of the opposite sex	\$200 & meeting with the Care Team
Late return to the dorm	
1 st Offense	Warning
2 nd Offense	\$20
3 rd Offense	\$50
4 th Offense	Meeting with Care Team
Removal of window screen	\$100 or up to the cost to replace
Roof walking	\$200
Library Fines	Check with Librarian
Overdue Book	\$1.00 per week
Overdue periodical	\$.50/ day
Removal of Reference book *Improper removal of library books may also be subject to a fine.	\$50
Tampering with security cameras	\$500 and/or cost of replacement
Drug or alcohol policy violation	\$200 and possible dismissal with loss of credit for current semester.
Housekeeping Fee for improper check-out	\$200
Quite Hours	
1 st Offense	Warning
2 nd Offense	\$20
3 rd Offense	\$50
4 th Offense	Meeting with Care Team
Taking plates, bowls, silverware, and any other items from the cafeteria	
1 st Offense	\$25
2 nd Offense	\$50
3 rd Offense	Meeting with Care Team

Students will not be eligible to make a room reservation for the following year until all fines are paid. Transcripts and diplomas will not be released until all fines are paid in full.

Each dorm room will be inspected with the student at check-in and checkout. Fines may be levied for any of the following:

- Damage to the room or furnishings (fair cost of repairs)
- Unauthorized painting of wall or furnishings (fair cost of repairs)
- Loss of furnishings (fair cost of replacement)
- Lack of appropriate cleaning in accordance with the checkout sheet and college guidelines.

Damage due to negligence or malicious intent may result in a fine of 15% above the cost of repair as a disciplinary sanction.

PAYMENT OF FINES

Payment solutions may include community service. Community service options should be approved by RD's or the V.P. for Student Services. All fines should be resolved within 24 hours. Unpaid fines will be doubled if arrangements have not been made to take care of them within 24 hours. Fines that are doubled, and are not taken care of will be referred to RD's and/or to the V.P. for Student Services which may result in further disciplinary measures.

Collected fines go back into the dorm accounts which may be used for various dorm events, community outreach and service.



FINANCIAL POLICIES

FINANCIAL AID

Barclay College attempts to meet as much of a student's financial need as possible through financial aid programs. These include various scholarship, grant, loan, and employment programs. The details of each financial aid program offered at Barclay College are available in the Barclay College Financial Aid Office.

All students (full-time as well as part-time) who wish to receive any form of financial aid must apply each year by completing the Free Application for Federal Student Aid (FAFSA). The output document from this application sent to the student is called a Student Aid Report (SAR), and the document transmitted to the College is called an Institutional Student Information Report (ISIR). The Financial Aid Office requires a valid ISIR form from students in order to process Federal Aid and need-based aid. March 15th is the priority deadline.

Most student aid is awarded primarily on the basis of financial need. A student is deemed to have financial need when his/her family resources are not sufficient to meet the total cost of attending college.

Students should call or stop by the Financial Aid Office if they have questions or concerns regarding their financial aid eligibility.

REFUNDS & WITHDRAWALS FROM STUDENT ACCOUNTS

Students who have money in their student account may receive a refund or withdrawal. A written request for a refund or withdrawal should be submitted to the Business Office. Requests take three working days to process after all your Financial Aid has been received in the business office, so students are advised to plan ahead.

REFUND POLICY

See the Registration Guide for Refund Policy. Questions should be directed to the V.P. of Business Services.

Should the college's operations be suspended or mode of operation be changed due to acts of God, force majeure, or government mandate (either legislative or regulatory), the college reserves the right to determine the amount to be refunded, using whatever criteria it deems appropriate, or to refund no amount at all at its sole discretion.

STUDENT EMPLOYMENT

Students may qualify for employment through the College by completing a need analysis application (Free Application for Federal Student Aid –FAFSA). Students with the greatest amount of determined financial need will be given preference for institutional employment. Employment positions are available throughout the College.

Students interested in seeking employment on campus should contact the business office. There are a limited number of on-campus jobs available and the following will be considered when filling the available jobs. Has the student been awarded federal work study? Class schedule, position preferences, and supervisor recommendation. Hours are usually limited to seven hours per week. Paychecks are issued to students on a monthly basis.

Work Study students must maintain satisfactory academic progress and receive an acceptable student employment evaluation to remain eligible for the Work Study program.

STUDENT EXPENSES

Barclay College makes every effort to keep the cost to the students at a minimum in order to provide a Christian education to all of those who desire it.

To accomplish this aim, the Board of Trustees has approved a moderate tuition fee, which does not cover the complete cost of instruction. The remainder of the cost (more than \$17,000 per student each year) is realized through the continuous contributions of Christian people giving as congregations and as individuals. It is expected that students will respect and honor the generosity of contributors by evidencing a serious intent in their preparation and by being prompt in meeting their own financial obligations.

TIME RECORDS

Student employees are to clock in and out on the automated time clock computer nearest their work area. Supervisors will inform student employees as to how to correctly complete this task and which computer they must use to clock their time.

After receiving these instructions from the supervisor, it is the employee's responsibility to time in and out accurately each day worked. Any attempt to falsify information will result in immediate dismissal from the work assignment and could result in other disciplinary sanctions.

INSTITUTIONAL SCHOLARSHIP POLICY

Through the generous gifts and donations from supporters of Barclay College, we have been able to offer Full-Tuition scholarships for all full-time students living on campus. Full-time students living off campus receive a tuition scholarship providing a 40% discount on tuition.

Any scholarship granted to the student from an outside source other than the full-tuition scholarship may be applied to the cost of room, board, and fees for on campus students and to the remaining tuition cost for off campus students.

RESIDENT LIFE & HOUSING POLICIES

Barclay College is pleased to provide on-campus residential services for full-time students. Living in on-campus housing is considered to be a privilege, not a right. In order to live in campus-owned housing, students must remain in good academic and community standing. Generally speaking, campus-owned housing is for use by students who are responsibly fulfilling academic and Barclay community obligations.

Barclay College reserves the right to remove any student from campus housing at any time during the semester. Such requests would generally include, but not necessarily be limited to, students who disregard the policies of the Student Handbook, do not remain in good academic standing, and/or are found to hinder other students in their ability to adhere to the policies of this handbook. Requests for removal from campus

housing will come from the office of the V.P. for Student Services and/or the CARE Team. Students who are asked to leave will be given a deadline by which they must vacate the premises. Failure to do so may result in the contacting of law enforcement officials. Refunds of Room and Board payments will be in accordance with withdrawal policies as established by the Business Office.

It is the overall intent of Barclay College that all unmarried students live on campus to enhance the social and relational experiences of all students. The residence hall fosters an environment of community, interpersonal interaction, and fellowship.

Students who are taking less than nine hours need special permission from the Vice President of Student Services to remain in campus housing.

In rare instances, students who are taking less than 12 credit hours of campus classes (not online) need special permission from the Vice President of Student Services, Vice President of Academic Services, and Director of Financial Aid to remain in campus housing.

Students who have stopped participating in classes will not be allowed to remain in campus housing.

Living Off-Campus

Students who wish to live off campus should direct their request to the V.P. for Student Services by filling out the "Off-Campus Housing Request Form" available in that office. The following people are eligible for consideration for off campus housing:

- Those who have reached the age of twenty-one (21) during the semester for which they are enrolling. The semester shall be defined as between the first and last day of classes
- Those who are the parent or legal guardian of a child in their care
- Those who have earned a bachelor's degree
- Those living with and commuting from the home of a parent or guardian

HOUSING POLICY

Women-only residences include Lemmons Hall and the Binford House. Men-only residences include Lewis Hall and Coppock Hall. The College also has overflow housing called College Hill Apartments. These apartments are two or three bedroom units and are single-sex residences. The privilege of living in supplemental housing will be reserved as an option for upperclassmen in good standing. Upperclassmen may request to be assigned to supplemental housing and will be assigned by merit and seniority. Freshmen housing are typically double occupancy rooms which are filled on a first-come, first-served basis. Returning students make room reservation requests in the spring for the coming fall.

APPLIANCES

Most dorms lobbies have a microwave oven and a refrigerator for the use of the dorm residents. Students may bring a mini-fridge and a small microwave oven.

AUDIO EQUIPMENT

If there are complaints about a student's audio equipment being played too loudly, he/she will receive a warning for the first complaint. On the second complaint, the student will receive a \$20 fee. On the third complaint, the student will received a \$50 fee and be required to either ship or take the equipment home. The Resident Director/Assistants will determine if the complaints are valid.

EARLY ARRIVAL

Students who need to arrive on campus before the scheduled semester opening date should make their request through Student Services Office. A fee of \$25 per each FULL DAY will be due to the business office upon arrival if approved. This cannot be added to your school bill. If a student's arrival is before 7:00 PM, it will be considered a FULL DAY, and they will be charged accordingly.

CHECK-IN & CHECK-OUT

Students will be checked into their dorm rooms with a checklist that evaluates room condition. Room condition at check-in/check-out will be based on this form. Any student moving out of the Residence Halls must use the following checkout procedures:

An Ideal Check-out Procedure:

A student informs the Resident Director or the Resident Assistant when ready to move out. The student makes an appointment with the Resident Director or Resident Assistant to have the room checked using the following criteria:

- Desk and shelves have been wiped down.
- Dressers and cabinets have been completely cleaned out, and vacuumed if necessary.
- All trash has been removed from room and taken to the trash bin.
- Tape and adhesive have been removed from walls.
- Floors have been vacuumed and swept (including under the bed and other furniture).
- Bathroom has been thoroughly cleaned.
- All personal items have been removed from the room and hall.
- All pin holes in the walls have been filled. Obtain approved fill material from Maintenance Department.
- Room and Mailbox key has been returned to the Resident Assistant or Resident Director.
- Notification of the disposition of the student's room deposit (refund or forfeiture) will be emailed or mailed to the student.

DAMAGE RESPONSIBILITY

Students are responsible for damages to their rooms from the outside of the door to the outside of the window screen. The individual or individuals responsible must pay for any damage to rooms or school-owned property in the dorms promptly. An inspection will be made near the end of the school year to determine if any such damage has been done. Students will not be eligible to make a room reservation for the following year until all fines are paid. Fines cannot be added to the student's bill. Transcripts and diplomas will not be released until all fines are paid in full.

HOUSING FEES FOR BREAKS (WHEN SCHOOL IS NOT IN SESSION)

Residence Halls will be closed during Fall Break, Thanksgiving, Christmas, and Spring Break. Students who either work locally, or have no other housing options, may request to stay in school housing by submitting a written request to the Resident Director one week before a scheduled break. If permission is granted, there is a \$25.00 per day fee. Before seeking campus housing, students should make every effort to find a place to stay during breaks. Campus housing is not guaranteed even if students are willing to pay.

ELECTRICAL ITEMS

- Under NO circumstances should students tamper with existing electrical equipment, lighting, wiring, and switches. Contact the Resident Director if help is needed with an electrical problem.

HALLWAYS

In order to provide for the safety of residents and visitors alike, and to avoid damage to College property, students are not allowed to throw objects such as Frisbees, balls, etc. in the hallways. Use of any type of athletic equipment in hallways is prohibited. The hallways are not to be used to store boxes or any type of furniture. Corridors, stairways, landings, and exits must be kept clear at all times. Items such as boxes, clothing racks, bikes, furniture, books, etc., are to be kept in approved areas. College personnel will dispose of any items left in these areas. Fire code states that all hallway lights are to remain on at all times.

HAZING

Hazing is defined as subjecting another student(s) to abusive or humiliating pranks (i.e., initiations, response to engagements, “kidnapping”, etc.). It is often difficult to distinguish between hazing and a “just for fun” prank among friends. The Resident Directors and/or the V.P. for Student Services will make all determinations relative to hazing. Students participating in either a “just for fun” prank or in a deliberate hazing activity will be held responsible for their behavior. Regardless of motive or intent, any student participating in a prank-type activity that potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary sanction. This includes the probability of **suspension** or **dismissal** from the College.

HEALTH CARE

Good health can be best maintained by regular habits of eating, sleeping, and exercise. Poor health can cause serious academic problems, especially if an illness exists at exam time or if it lingers for a week or more. In case of illness, contact the Resident Director. If he/she is not available, contact the V.P. for Student Services.

Kiowa County Memorial Hospital is located in Greensburg, KS just 10 miles west of Haviland. The address is 721 W. Kansas Ave. Greensburg, KS. Ph. 620.723.3341.

Pratt Regional Hospital is located in Pratt, KS just 20 miles east of Haviland. The address is 200 Commodore St. Pratt, KS. Ph. 620.672.7451.

If you have insurance under your parent's coverage, this information should be supplied to the doctor or medical care staff.

HOUSEKEEPING

Students are responsible to keep their rooms neat and clean at all times. If circumstances warrant, College personnel have the authority to inspect rooms at any time. Students who do not keep their rooms clean may be fined and/or referred to the RD's or V.P. for Student Services.

Although there are custodial personnel for the general cleaning of the common areas of the residence halls and lounges, students are responsible for cleaning and picking up after themselves and for dumping any trash in the dumpster located near each resident hall. ***Public access trash cans may not be used to dispose of trash from student rooms. Take it to the dumpster. County landfill regulations state that all trash must be in a plastic bag with the top tied.***

LAUNDRY

Washers and dryers are installed in Lemmons, Lewis and Coppock Halls. All residents are expected to help keep these facilities clean. Any mechanical difficulties with the washers and dryers should be reported immediately to the Resident Director and or VP Student Services.

LOUNGES

Public lounges are provided in Coppock Hall, Lewis Hall, Lemmons Hall, and in the Broadhurst Student Center. Students are responsible to exercise reasonable care in the use of the lounge furnishings. The student(s) involved will pay damages caused by misuse.

Public displays of affection by couples, loud talking, and sleeping in the lounge are not in good taste and will not be allowed.

BARCLAY COLLEGE DRESS CODE, page 33.

MAINTENANCE

Electrical, plumbing, or other maintenance problems should be reported to the Resident Assistant or Resident Director immediately.

OVERNIGHT CHECK OUT

Resident Directors will explain the sign-out procedure that makes it possible to contact the student in case of emergency. All resident students must provide notification whenever they will stay off campus overnight. This includes trips home, sports, music, Christian Service assignments, etc.

Students may sign-out for Friday and/or Saturday nights only. Exceptions may be made on a case-by-case basis by the Resident Directors, Resident Assistants (only when the RD is not available) or the V.P. for Student Services.

All unmarried students, whether living on or off campus are not allowed to spend the night in the home or living quarters of someone of the opposite sex. The minimum fine for violating this rule is \$50. Such violations will also be subject to disciplinary procedures as determined by the V.P. for Student Services and/or the CARE Team.

OVERNIGHT GUESTS

A guest is anyone not currently paying to live in a dorm at Barclay College. All guests must register with the Resident Director before staying in the dorms. Overnight guests of students are permitted to stay in the residence halls at the rate of \$10 per night starting after the third night. In addition, guests must pay for all meals eaten in the cafeteria. The guest must pay in advance for the room and any meals and obtain a receipt either in the Business Office or from the Resident Director. Guests may remain in the dorm for a maximum of five (5) nights; however, the College reserves the right to ask a guest to leave sooner should problems arise.

Anyone visiting must be out of the dorm by no later than 1:00 am unless permission is granted by the R.A. or R.D. There will be a fine of \$10 if not followed.

Guests who are not staying overnight must leave campus before curfew unless they have made arrangements with the RD. Guests are subject to the same behavioral guidelines as all Barclay students. Guests must be of the same sex as the student with whom they are staying.

PETS

Fish in five gallon tanks or smaller are the only pets permitted in residence halls, and on any other College-owned property.

QUIET HOURS

Quiet hours have been established in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility to be considerate of the needs of others. **Quiet hours are in effect from 11:00 PM to 10:00 AM daily.**

Meaning: Students may talk with a normal tone of voice in the halls, bedrooms, bathrooms, stairways, and lounge but must respectfully consider those who may be studying or sleeping during this time.

Because this policy can be effective only if the residents work together, the College requests each resident to be respectful of others and to expect cooperation from others in the same manner. If a problem with noise occurs, each member of the dorm is responsible to discuss the situation with those responsible parties. If no solution is reached after discussing the matter with the involved parties, the Resident Assistant should be notified. If this does not bring about satisfactory results, the Resident Director will be notified. "Courtesy Hours" are in effect 24 hours a day.

Residence Hall Hours

Closing hours for all residence halls are:

- Sunday – Saturday – 1:00 a.m.

Visiting hours for all residence halls are:

- The lounges in Coppock, Lemmons, and Lewis Halls are open to visitors from 10:00 a.m. to 10:00 p.m.
- The Binford House and College Hill Apartment Dorm Housing is open to visitors from 1:00 p.m. to 5:30 p.m.
- "Open" dorm hours will be officially announced by the Resident Directors

TARDINESS

Students who are tardy at dorm closing will be charged \$5 to \$25. Fines must be paid or worked off.

Students must make arrangements to pay the fine off with the Resident Director within 24 hours. Failure to make arrangements within 24 hours will result in the fine being doubled.

Students who are repeatedly tardy will be subject to disciplinary sanction by the V.P. for Student Services and/or the CARE Team. Off-campus students who house students that have not properly checked out of the dorm overnight will also be subject to disciplinary sanction.

REQUIRED DORM MEETINGS

Dorm meetings are held when necessary. All residents are required to attend, and permission for an absence must be secured from the Resident Director in advance of the meeting. A fine of \$25 will be charged to a student for an unexcused absence.

RESIDENT ASSISTANTS

Resident Assistants are upperclassmen assigned to each floor/hall of the dormitories. RA's are selected through an application process which includes input from their peers, and interviews with the Resident Director or V.P. for Student Services. RA's are carefully selected on the basis of maturity, faithfulness, and a demonstrated aptitude in serving and caring for others. It is an RA's responsibility to be a resource for the residents, to facilitate campus communication, to help maintain an atmosphere conducive to successful academic achievement, to assist residents with personal problems, and to role model appropriate conduct.

Problems and concerns should be brought first to the attention of the Resident Assistant. If necessary the Resident Assistant may also report the situation to the Resident Director.

Privacy Rights for Changing Areas and Bathrooms

In recognition of student privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise students, faculty, and staff of use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

Restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (*i.e.*, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.

Changing roommates or rooms during the term or between terms is discouraged and changes may be made only with the prior permission of the Resident Director.

The College reserves all rights concerning the assignment and reassignment of rooms and halls, and the termination of occupancy.

All students are expected to sleep in their own rooms.

ROOM DECORATIONS

- Decorations which mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g., glue, contact paper, wallpapers, foam adhesive, etc.) are not permissible.
- Wall-hangings such as posters, pictures, etc., are permissible as long as they cover less than half of the entire wall, and are not offensive (For e.g. posters glorifying drug and alcohol usage, violence, and/or licentious dress and behavior). Only Command Strips and sticky putty are allowed for hanging items on the walls. Do not use cheap foam squares or push pins/tacks since they damage the walls.
- Students are not permitted to paint their rooms unless permission is granted by the V.P. for Student Services.
- Alcoholic beverage containers or alcoholic beverage advertisements are not permitted in student rooms.
- Offensive or questionable pictures and posters, as determined by the V.P. for Students Services and Resident Directors will not be permitted in the students' rooms or halls (For e.g. posters glorifying drug usage, violence, and/or licentious dress and behavior).

- Just like in apartment rental situation, occupants are expected to restore their rooms to original condition prior to checkout or one week before the end of spring semester, whichever comes first. (All personal items must be removed from the dorm).
- Items that have been left at the end of year may be discarded or sold at the College's discretion. Some small storage is available, however, items must be marked and cannot remain in storage for more than a year. See RD or RA's for storage assistance.

ROOM DEPOSIT

A \$100.00 room deposit is due at the time of registration for all on-campus housing. The deposit, less any itemized deductions for cleaning and repairs, will be refunded when the student permanently moves out of the dorm. Students are asked to communicate with their RD if they plan on moving out of the dorm at the end of a semester. Any refunds will be mailed to the student if the following conditions are met:

- There is no damage to the room.
- Room is left clean.
- Proper checkout procedure is followed with RA and RD signing off on checkout sheet (If a student leaves campus without properly checking out, the room deposit refund is forfeited, and a new room deposit will be required for the next semester for returning students)
- There are no unpaid balances owed to the College.
- All fines have been paid.

ROOM KEYS

Students who desire a new lock on their door must submit a request in writing to the Resident Director. A copy of the key must be given to the Resident Director.

Room keys issued by the College will not require a deposit. Lost keys should be reported to the V.P. for Student Services or Resident Director immediately. A new key will be issued once payment of \$10.00 is collected (The new key charge is not to be taken from the room deposit).

ROOMS – GENERAL INFORMATION

Each room is furnished with a desk, chest, chair, closet space, and bed for each occupant. Moving furnishings from room to room is not permitted without proper permission from the Maintenance Director. Students will assume responsibility for damage or loss to the room and its contents in excess of normal wear and tear. The College does not assume responsibility for loss or damage to a student's personal property from any cause. Students are encouraged to check their parent's homeowner's insurance policy to investigate potential coverage for their belongings. (See also Loss And Theft Liability **STATEMENT**, page 21)

The College reserves the right to open and inspect student rooms at any time for cleanliness, damages, regulation violations, and illegal items.

ROOMS – PRIVATE

Students who wish to have a private room will be given this privilege based on the availability of extra rooms and the student's willingness to pay the extra charges.

The College reserves the right to choose the rooms to be assigned as private rooms, and it is understood that the smaller rooms will usually be assigned. Changing to a private room during the term or between terms is discouraged and may not be done without the approval of the Resident Director.

SHIPMENT OF PERSONAL BELONGINGS

Ship to: BARCLAY COLLEGE
 607 N. KINGMAN
 HAVILAND, KANSAS 67059

Contact the VP for Student Services for any additional information needed (620) 862-5264. Boxes incoming to Barclay College must be sealed and identified clearly on the outside of the box.

STORAGE POLICY

Students may store a limited amount of personal belongings on campus in designated areas over the summer if they communicate with Resident Director. Any unclaimed items left may be sold or discarded. Approval from the Resident Director must be received before storage of personal belongings in dorm storage closets will be permitted. Items stored in closets must be labeled. You must put your belongings in a sealed storage container or boxes.

SPECIALS

Special privileges for staying out after hours may be granted for *special events*, and students should make application to the Resident Assistants or Resident Directors for such "specials." Specials are typically planned for weekends (Friday and Saturday). Requests must be made by 9:00 p.m. Those who are late will be reported to the Resident Director. Campus security is not permitted to give specials. Unless prior arrangements have been made, RA's and RD's should be contacted to let students in the dorms after curfew.

TRASH DISPOSAL

Trash bins are located behind Lemmons Hall and outside Lewis and Coppock Halls. Students are not permitted to empty personal dorm trash containers into lobby trash containers.

TV's

Television sets are provided in the men and women's lounges and in the Broadhurst Student Center lounge. These sets are for Barclay College community use and should not be monopolized by individuals or couples. Video games should only be played in individual dorm rooms unless they are being used for an approved community event.

Videos and Television programs shown on campus may not exceed the rating of PG-13. Rating systems are not as reliable, but we believe God provides the Holy Spirit to guide His children in making the right choice. The College asks students to use great discretion in programming choices.

A couple questions you can ask yourself regarding media choices are:

1. Is this honoring to God?
2. Does this Encourage and lift up others or would this cause them to stumble?

WHAT TO BRING

Students are expected to provide and take care of their own personal items such as sheets, pillows, pillowcases, blankets, quilts, etc. Students may want to consider bringing the following personal items:

- **Hygiene Products**
 - Shampoo
 - Conditioner
 - Body Wash
 - Body Deodorant
- Bed linens
- Computer/laptop
- Surge protector
- Alarm clock
- Coat and jacket
- Headphones
- Throw rugs
- Study lamps
- Jacket and coat
- Hangers
- Extra blankets
- Towels
- Book bag
- Basic first aid items
- Iron and ironing board
- Hand soap
- Laundry detergent
- Laundry basket
- Eating utensils
- Bowls and plates
- Mini refrigerators
- Trash can and liners
- Microwave
- Air Fryer

What Not To Bring

- Pets
- Hot-plate burners
- Candles
- Incense
- Toaster ovens
- Rated R, NC-17, X movies



Lewis Hall Men's Dormitory

Dedicated in 2010



Lemmons Hall Women's Dormitory

Dedicated in 2000

- Music with lewd, explicit lyrics (with profanity), or with themes that glorify and/or promote alcohol, drug usage, illegal activities
- Games that are rated AO.
- Alcohol
- Any form of tobacco
- E-cigarettes, hookahs, pipes, vaping
- Illicit drugs and paraphernalia
- Room decorations such as posters that are demeaning to men or women, glorify illicit drug use, or the consumption of alcohol.
- Weapons
- Fireworks
- Combustible liquids
- Electrical cords without a UL rating
- TV entertainment centers
- Halogen lamps
- Large refrigerators
- Large speakers



Binford Women's Residence
Dedicated in 2010

Please be considerate of you roommate when bringing furniture. Keep in mind that furniture cannot be stored in the storage closets during summer break.

SPECIAL POLICIES

COMMUNICABLE AND INFECTIOUS DISEASES POLICY

Barclay College will not discriminate against individuals who are infected with infectious and communicable diseases.

The U.S. Department of Health and Human Services describes communicable diseases as: "Diseases [which] spread from one person to another or from an animal to a person. The spread often happens via airborne viruses or bacteria, but also through blood or other bodily fluid. The terms infectious and contagious are also used to describe communicable disease."

Infectious disease, according to the Mayo clinic, are "Disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Many organisms live in and on our bodies.

Some infectious diseases can be passed from person to person. Some are transmitted by bites from insects or animals. And others are acquired by ingesting contaminated food or water or being exposed to organisms in the environment."

Communicable diseases include, but are not limited to: Malaria; Amebiasis; Measles; Anthrax; Meningitis (bacterial); Botulism; Meningococemia; Brucellosis; Mumps; Campylobacter infections; Pertussis (whooping cough); Chancroid; Plague; Chlamydia trachomatis infection; Influenza; Cholera; Psittacosis; Cryptosporidiosis; Rabies (animal, human); Diphtheria; Rocky Mountain spotted fever; Infectious encephalitis; Rubella; Escherichia coli; Salmonellosis (typhoid fever); Giardiasis; Shigellosis; Gonorrhea; Streptococcus pneumoniae; Haemophilus influenzae; Syphilis; Hand, foot and mouth syndrome; Tetanus; Viral and acute hepatitis; Toxic shock syndrome; Hepatitis A; Trichinosis; Hepatitis B; Tuberculosis; Hepatitis C; Tularemia; Herpes; Yellow Fever; Hantavirus; Pinworms; HIV/AIDS; Ringworm; Legionellosis; Scabies; Leprosy (Hansen disease); Shingles (Herpes Zoster); Lyme disease; Viral Conjunctivitis; Mononucleosis.

The College mandates that all incoming residential students provide immunization records. As determined by health care personnel and administration, living off-campus could be the best solution for someone with an infectious or communicable disease to prevent the spread of a disease, if so, off-campus housing accommodations would part of the (IEP) Individual Education Plan.

Other Prevention Practices:

- Vaccinations
- Hand washing for at least fifteen seconds and drying with a dry, disposable towel.
- Showering after practice and sport competitions
- Not sharing towels
- Covering skin lesions
- Clearing animal droppings from athletic and recreational activity fields
- Cleaning and sanitizing equipment

For safety purposes individuals who are infected should responsibly disclose this information on the Student Medical Form, providing in necessary additional medical paperwork, and should notify the following:

- V.P. for Student Services
- Director of Admissions, if an accepted student
- Supervisor, if an employee

Rev. August 2015

COLLEGE CLOSURE POLICY DUE TO INCLEMENT WEATHER

The following policy was adopted by Administration on February 13, 2001. Please read to be advised of the procedure for campus closings due to inclement weather.

- The Haviland campus will close or alter normal operations if weather conditions indicate that employees may be unable to reach the campus in a safe and timely manner. The College President, in consultation with V.P. for Academics and V.P. for Student Services, will determine the need for closure, and whether the closure affects the entire College or only certain departments.
- Barclay will publicize Haviland a campus closure on KJIL at 91.9 FM (Haviland translator – KJIL can also be heard in other communities at other FM frequencies; check local listings), KGLS at 93.1 FM, and KWLS at 1290 AM and social media (Facebook). The information will also be given to Wichita television stations KSN (NBC), KAKE (ABC), and KWCH (CBS). Announcements posted on the television stations are also generally posted on their websites: www.ksn.com, www.kake.com, www.kwch.com.
- The phone system greeting at 620-862-5252 will be changed for the day to communicate a closure. Students and personnel may call that number as well for closure information.
- The V.P. for Student Services will notify the Resident Directors who will notify all the resident students.
- Commuter students coming to the Haviland campus, staff, and faculty are responsible to monitor the media outlets noted above to determine the status of the College.

NO GIVING OF BODY ART

- No giving of tattoos to other people or self on campus
- No giving other people piercings on campus.

DRUG FREE SCHOOLS AND CAMPUSES

In order to comply with the Drug-Free Schools and Communities Act Amendment of 1989 and the Drug Free Workplace Act (Public Law #100-690, 5151-5160), and other applicable federal laws, Barclay College has developed a handbook on Drug Free Schools and Campuses. Each student will receive one of these handbooks at the beginning of the school year. Questions should be directed to the V.P. for Student Services. Our local Sheriff's Department will randomly visit campus with K-9 units.

STUDENT LED TRIPS / FUNDRAISING ENDEAVORS

All student led trips that desire to use Barclay resources, including but not limited to vehicles and space for fundraisers, must be approved by the VP for Student Services. The leader of the trip must fill out a request seeking approval before developing or announcing plans. A written proposal stating the nature and purpose of fundraising activities should also be submitted to the V.P. for Student Services as far in advance of the scheduled fundraiser as possible and no less than two weeks before the scheduled event.

No request will be considered without the signature of the class sponsor, organization advisor, or department head.

ILLEGAL ENTRY OF CAMPUS BUILDING

A student who makes illegal entry or unauthorized entry of a Barclay College building is subject to immediate dismissal from the College. Any student who obtains a key so someone can enter a building without authorization is subject to immediate dismissal from the College. Propping open doors for entry after dorm closing is not permitted.

PUBLICITY

Advisors of student organizations and other College related functions should clear any off-campus publicity (i.e. news releases, public service announcements, flyers, etc.) concerning student events in advance with the Business Office. This policy does not apply to on-campus publicity for such events.

Students contacted by members of the news media concerning matters related to College policy, administrative matters, or academic matters should refer the news media to the V.P. for Business Services.

Publicity flyers should be posted on appropriate bulletin boards **only** and shall not be posted on doors or windows of campus buildings. Students wishing to post information on doors and bulletin boards should receive approval through Stu-Co or the V.P. for Student Services.

HARASSMENT POLICY

In keeping with efforts to establish an environment in which the dignity and worth of all members of the College community are respected, any form of harassment is absolutely prohibited.

Any incident of possible harassment should be brought immediately to the attention of the V.P. for Student Services unless there is a conflict of interest, in such cases the complaint should go to the president. All complaints need to be submitted in writing.

Harassment includes any behavior that continues after a student or staff member has requested that the behavior stop; any behavior that entices another student to violate policies of the Student Handbook; any retributive behavior against a student who has not participated in inappropriate activity or who has reported inappropriate activity.

Sexual Harassment Includes:

- Unlawful and/or unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 1. "Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment
 2. Submission to or rejection of such conduct by an individual influences employment or academic status affecting the individual
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or student life environment" (from Kansas Dept. Labor)
- Conduct prohibited may be verbal, visual, or physical in nature. It includes unlawful and/or unwelcome sexual advances, requests for sexual favors, physical touching (both forcible or non-forcible) or the granting or withholding of benefits (e.g. pay, promotion, time off, grades) in response to the sexual conduct.

- If any employee or student believes he or she has been subjected to sexual harassment, the employee or student is encouraged to immediately notify the following:
 - If the alleged incident involves a student contact the V.P. for Student Services or the V.P for Academics or President.
 - If the alleged incident involves faculty, a staff member, or a student in the work-study program for the College, contact the Supervisor and the V.P. for Student Services.

Disciplinary sanction could include dismissal or suspension for any employee or student who has engaged in harassment or retaliation.

Sexual Assault/Sexual Violence

“Sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will or non-forcibly such as in the cast of statutory rape and incest. Consent is mutual and informed! Consent is when two individuals consciously agree upon a certain activity. Consent must be voluntary, and it is revocable at any time. Being married or dating does not mean consent has been given. Silence or a lack of verbal or physical resistance does not mean consent has been given. Consent cannot be legally given for any sexual activity while the other person is incapacitated by alcohol or drugs, passed out, sleeping, or unaware of what is going on” (from PACT5), or when the person is considered underage by the laws of the State. Further, according to Kansas law, it is considered assault if a person is incapable of giving consent because of mental deficiency or disease.

Sexual Assault Incident Procedure

- Report the incident to V.P. for Student Services, RD, or RA.
- According to the Campus Save Act it is a sexual assault victim’s rights to self-determine whether or not to report any incident to law enforcement. If they do not want to report specifics to local authorities, an anonymous report can be filled out on the Student Network or through a Campus Security Authority such as an RD or RA or Student Services staff. Other contact resources:
 - Kiowa County Sheriff 620.723.2182
 - Assault Hotline 1.800. 656.HOPE
 - Iroquois Center for Development, Inc. Crisis Line 1.888.877.0375 or 620.723.2656.
 - If a student chooses to report the alleged assault to law enforcement, students will receive assistance in reporting the incident from the Student Services Staff if the student requests help.
- A sexual assault victim should proceed immediately to a hospital following an assault to help medical care professionals preserve any evidence for criminal investigation proceedings.
- Barclay College has a Harassment and Assault Incident Report Form located on the Student Network and should be filled out as soon as it is reasonably possible to fill out a report following an assault.
- A sexual assault victim initial counseling session will take priority scheduling with the Friends University Student Therapist mental health services provided at Barclay College to provide an assessment and immediate mental health care.
- It is a sexual assault victim’s rights to request a change in the academic, working, and living environment if the accommodations are reasonably available.

- Disciplinary proceedings as covered in this Student Handbook will be fair and prompt. Completing these types of proceedings within 60 days is the Office of Civil Rights standard, but in some cases, there could be delays, if so, all parties will be notified.
- Both the accused and an accuser are entitled to bring an attorney, counselor, parent, or friend to the disciplinary proceedings.
- Notification of results in writing will be provided to accuser and accused. Options to appeal will be listed if these options are present.

Barclay Prohibits

Domestic violence, dating violence, sexual assault, and stalking. You may go to: www.kslegislature.org for a legal definition of offenses according to Kansas law.

Violence Against Women Act Definitions VAWA**Domestic violence (from 42 USC § 13925)**

The term “dating violence” means violence committed by a person –

- (A) Who is or has been in social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of the relationship
 - The frequency of interaction between the persons involved in the relationship.

Dating violence (from 42 USC § 13925)

The term “dating violence” means violence committed by a person –

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of the relationship
 - The frequency of interaction between the persons involved in the relationship

Stalking (from 42 USC § 13925)

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress

Disciplinary measures for these actions are listed in this Student Handbook.

Bystander Intervention

“Our lives begin to end the day we become silent about things that matter.” Dr. Martin Luther King, Jr.

Healthy, age-appropriate, mutually respectful & safe interaction	Mutually flirtatious & playful interaction	Age-inappropriate or non-mutual interaction	Harassment	Sexually abusive & violent interaction
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(A chart in Engaging Bystanders in Sexual Violence, Tabachnick, 2009)

When should a bystander become more than just a bystander? Use the **ACT** acronym below to give some guidance:

Emergency

- **A**ssess the situation, determine if the situation is an emergency or non-emergency
- **C**all 911 if is an emergency and enlist help of others when possible
- **T**ake care of the victim, if the victim can safely be moved, remove them from the situation, get help and fill out incident report

Non-Emergency

- **A**ssess the situation, if something doesn't feel right about the situation it might not be alright
- **C**ommunicate with parties involved, ask questions, call for help from others if necessary
- **T**ake care of victim by seeking help from Student Services or an administrator, fill out incident report

Warning Signs of Abuse

- Controlling what the other person does, who they see and talk to, where they go
- Threats, threats to self, threats to others, threats of suicide, threats of leaving
- Using alcohol to get other person inebriated
- Making someone afraid by using looks, gestures, actions
- Destroying property, violent actions
- Treating the other person like a servant
- Belittling the other person, putting them down, calling them names, humiliation, guilt trips

(From Love is Respect website Power and Control Wheel

<http://www.loveisrespect.org/is-this-abuse/power-and-control-wheel/>)

The Campus Sex Crimes Prevention Act requires a notification of where to find the Kansas Registered Offender information: <http://www.kbi.ks.gov/registeredoffender/>

Title IX Policy and Procedures

Title IX states:

“No person in the United States shall on the basis of sex, be excluded from participation in, or be denied the benefits of; or be subjected to discrimination under any education program or any activity receiving Federal financial assistance.”

Policy Statement:

Barclay College will not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the Department’s implementing regulations.

Title IX Coordinator: **Kayleen Stevens**
 (620)-862-5252
 kayleen.stevens@barclaycollege.edu
 Phillips Hall-Business Office

Definitions of Sexual Harassment

-SEX HARASSMENT is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, offensive, or discriminatory. Sexual harassment includes sexual violence (see definition below). The college will respond to reports of any such conduct in accordance with BC Policy on Sexual Harassment.

Thus, in compliance with Title IX of the Education Amendments of 1972, sex harassment applies to, but is not limited to: recruitment, admissions, housing, athletic and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies.

Sexual harassment may include incidents between any members of the college community, including faculty and other academic appointees, staff, student employees, students, coaches, residents, interns, and non-student or non-employee participants in college programs (e.g., vendors, contractors, visitors, and patients). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

-SEX DISCRIMINATION for the purposes of this policy, “sexual harassment” includes all forms of “discrimination” and/or mistreatment based on sex, including but not limited to: sexual assault and sexual harassment. In Barclay College policy, sex discrimination is a form of sex harassment. Thus, in Barclay College policy sex “discrimination” is a sub-category of sex “harassment.”

-SEX ASSAULT occurs when physical sexual activity is engaged without the consent of inactivity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

-CONSENT is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Consent is revocable.

-INCAPACITATION is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgements. Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

-DOMESTIC VIOLENCE is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

-DATING VIOLENCE is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

-STALKING is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Office for advice, options, and information on informal resolutions and fact-finding investigations.

-Additional types of misconduct covered by these Policies:

- Electronically recording, photographing, or transmitting intimate or sexual utterance sounds or images of another person;

- Allowing third parties to observe sexual acts;
- Engaging in voyeurism;
- Exposing oneself
- Falsifying a posting on a electronic site involving sex or sexual activity
- Knowingly transmitting a sexually transmitted infection, including HIV, to another person for questions or additional information, please contact Barclay College's Title IX Coordinator.

REPORTING AN INCIDENT OF SEX BASED MISCONDUCT

Any person who has been the victim of sex-based misconduct has the right to report or not report the alleged incident. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future.

A person who wishes to report sex-based misconduct may report directly to any or all of the following:

- Title IX Coordinator
- Any non-student Barclay College employee
All Barclay College employees, with the exception of confidential resources, must refer reports of sex-based misconduct to the Title IX Coordinator. No staff or faculty member, except confidential resources, can guarantee confidentiality when a report is made known to them about sex-based misconduct. Any staff or faculty member can help a person report sex-based misconduct to the Title IX Coordinator.
- Any Resident Assistant or Barclay College appointed Student Chaplain
- Local law enforcement
Barclay College's process is completely separate from the police and courts. Barclay College's Title IX process and the criminal process may be pursued simultaneously.
- Office of Civil Rights of the U.S. Department of Education

A person who wishes to speak confidentially about an incident of sex-based misconduct may take advantage of any or all of the following resources. Information provided to these resources will not, except in limited circumstances, be forwarded to the Title IX Coordinator without the express written permission of the reporter.

- **On Campus Resources**
The Barclay College Chaplain and Counselors have been designated as the only confidential resources. Reports made to these individuals will not be forwarded to the Title IX Coordinator without the express written permission of the reporter.
- **Off Campus Resources**
Healthcare professionals and crisis centers counselors

HOW TO FILE A COMPLAINT:

Complete an Incident Report and submit to the Title IX Coordinator. The report may be accessed on the Barclay College website or business office.

REPORTING RETALITATION:

Any form of retaliation under this policy is prohibited. An individual who believes they are the focus of retaliation, should make a complaint with the President of Barclay College. If the individual believes the president is part of the retaliatory behavior, the complaint should be made to the chair of the board of trustees.

INVESTIGATION PROCESS:

“If one gives an answer before he hears, it is his folly and shame” – Proverbs 18:13 (ESV)

All complaints of harassment or discrimination will be investigated in a manner that is adequate, reliable, and impartial. Investigations may be conducted by the Title IX Coordinator.

For matters involving discrimination or harassment based on sex (covered by Title IX), the Title IX Coordinator will ensure that the investigation complies with all Title IX requirements.

For matters involving discrimination or harassment based on disability (covered by ADA/Section 504), the Title IX Coordinator will ensure the investigation complies with all Section 504 requirements.

A criminal investigation pending or concluded, will not alter Barclay College’s responsibility to conduct an investigation. Although the investigation may be delayed or suspended at the request of law enforcement while the law enforcement agency is gathering evidence.

In the event the investigation is delayed at the request of a law enforcement agency, appropriate steps will be taken to provide for the safety of the complainant and the Barclay College community and to prevent retaliation by an individual. The steps may include changes to the schedule, housing assignment or work location of the respondent or summary suspension/leave from the College issued to the respondent.

Barclay College will promptly resume its Title IX investigation as soon as the College receives notification that law enforcement has completed the evidence-gathering process.

INTERIM MEASURES

The Title IX Coordinator with members(s) of the Cabinet officially designated by the President, will determine appropriate interim measures to be taken during the investigation. Interim remedial actions can include, but are not limited to the following:

- No Contact Orders
- Interim Suspension
- Administrative Leave (Employee)
- Reassignment of Housing
- Reassignment of Job
- Class Schedule Change
- Prohibit or Restrict Participation in Extracurricular Activities
- Prohibit or Restrict Access to Campus for Third Parties

INVESTIGATION PROCESS

The Complainant will be contacted by the College Title IX Coordinator to schedule a meeting. During the meeting, the Barclay College Title IX Coordinator will:

- Inform Complainant of his/her rights under the Barclay College Student Handbook or Employee Handbook;
- Give the Complainant the opportunity to submit a written statement and evidence;
- Give the Complainant the opportunity to list any witnesses who may have information pertaining to the complaint;
- Inform the Complainant to have no contact with the Respondent during the course of the investigation;
- Inform the Complainant that there will be follow-up meetings to discuss the case and status.

The Respondent will be contacted by the Barclay College Title IX Coordinator to schedule a meeting.

During the meetings, the Barclay College Title IX Coordinator will:

- Inform the Respondent of his/her rights under the Student Handbook or Employee Handbook;
- Inform the Respondent to have no contact with the Complainant during the course of the investigation;
- Present the allegations and provide the Respondent the opportunity to respond;
- Give the Respondent the opportunity to submit a written statement and evidence to contest the allegations;
- Give the Respondent the opportunity to list any witnesses who may have information pertaining to the complaint;
- Inform the Respondent that there will be follow-up meetings to discuss the case and status.

Any person identified by the Complainant or Respondent who has information that pertains to the allegation will be contacted by the Barclay College Title IX Coordinator.

The Barclay College Title IX Coordinator who conducts the investigation shall prepare a written report within fifteen (15) business days after commencing the investigation, unless additional time to complete the investigation is required. In that case, the investigator shall report on the status of the investigation to the complainant and the respondent as applicable at the expiration of the fifteen (15) day period and every fifteen (15) business days thereafter.

At the conclusion of the investigation, the Barclay College Title IX Coordinator will meet with the Complainant and review the written report and explain the next steps in the process.

The Barclay College Title IX Coordinator will contact the Respondent and review the written report and explain the next steps in the process.

The Complainant and Respondent may have a support person/advisor present during the investigation process. The support person/advisor does not have to be a member of the Barclay College community.

The written report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions as to whether there have been any violations based on the factual findings; and a discussion of the reasons for such conclusions.

The results of the investigation will be forwarded to the Barclay College VP for Student Services and/or VP for Business Services for review and any action deemed appropriate in accordance with federal, state, and local laws, and the Barclay College Student or Employee Handbook.

Barclay College Title IX investigation process, findings and rulings do not limit the Complainant's and Respondent's rights to pursue other avenues of recourse which may include filing charges or a complaint with local, state and federal authorities responsible for addressing **unlawful** discrimination and harassment.

VEHICLE, MOTORCYCLE, AND PEDESTRIAN SAFETY

BICYCLES

Bicycles are not to be kept in dorm hallways at any time.

PARKING

Student parking is located at:

- Lot north of Lewis Hall (men and Administration parking)
- Lot south of Coppock (women's parking)
- Cherry Street (no overnight parking)
- Elm Street
- East side or west side of Jackson Hall
- Lot in front of Lemmons Hall – is for women residents and guests
- Parking directly in front of Broadhurst Student Center, on both sides of the street, is reserved for visitors.

(See map on the following page)

Student vehicles at any other location on campus other than designated areas may result in a request for the vehicle to be moved, or a \$25.00 fine will be issued by Student Services. If a student's vehicle is left on campus without permission when school is out of session, the vehicle may be towed. See Student Services for motorcycle parking options.

SAFETY

Although we do not have a single traffic light in Haviland, the Sheriff's Department would like to remind you that traffic laws must be observed for your safety and for the safety and respect of others. There are many pedestrians, bikers, and even skateboarders who enjoy using the streets of Haviland, so drive safely and responsibly. Farmers use main street all of the time, and at night it is difficult to see pedestrians especially driving on Main Street on the north side of town (also referred to as cemetery road), so give drivers the right away and don't assume they see you. Walking down the middle of the street when traffic is approaching is neither safe nor legal.

Please be aware that the double yellow lines on the first block of Main Street signal that it is illegal to cross them in a car. While it may be expedient to just make a J-turn by driving across the double yellow lines, it is illegal and dangerous! However, U-turns are legal on Main Street when double yellow lines are not present.

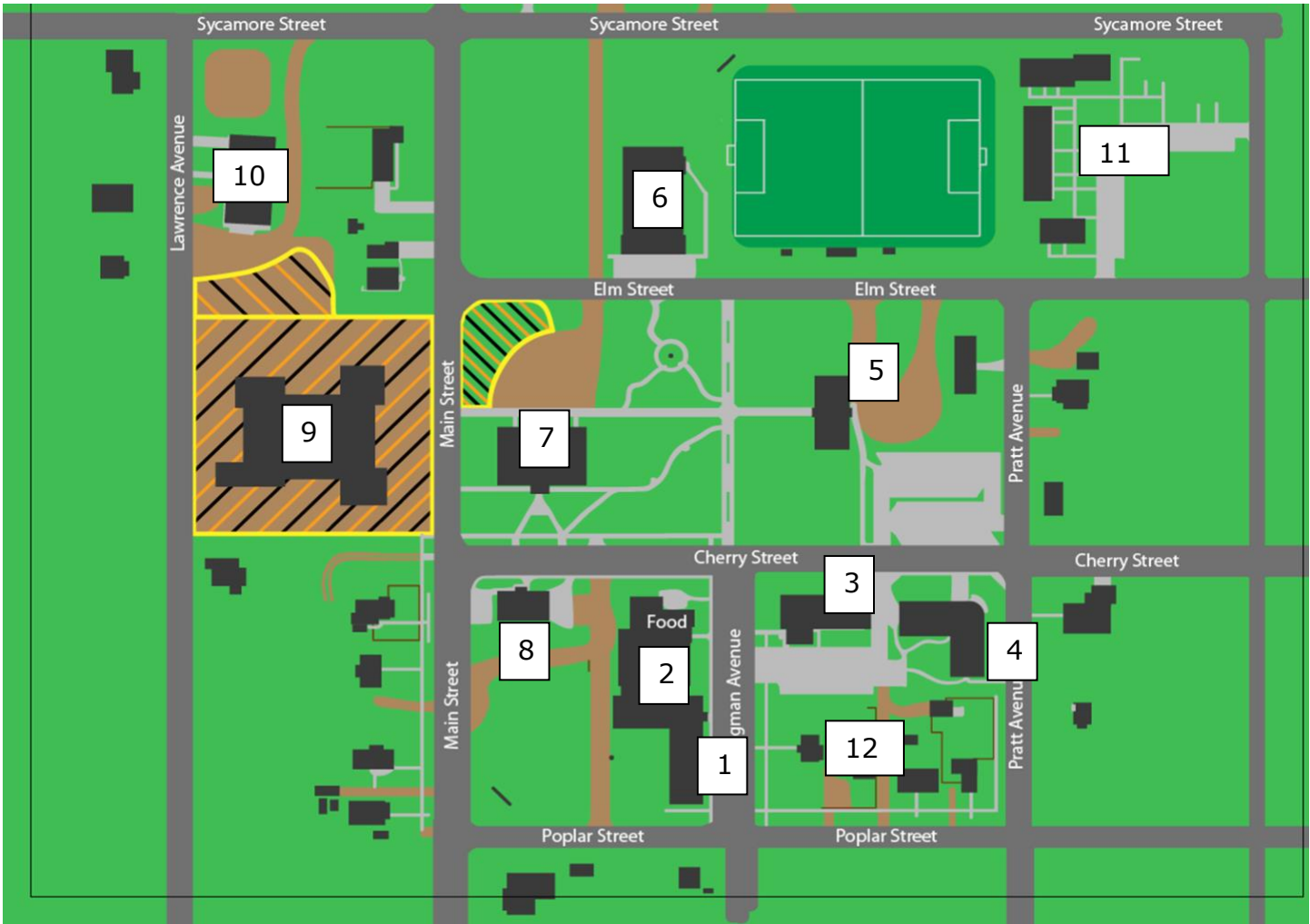
Stops signs, even in Haviland, mean to come to a complete stop!

Texting and driving is illegal in Kansas. Drivers and front seat passengers must wear seatbelts, and backseat passengers can be cited for not wearing seat belts if other citable offenses have occurred.

VEHICLES

Parking violation fines are the responsibility of the owner and operator of the vehicle. When parking on the street, cars should park the same direction as the flow of traffic, and be mindful of no parking signs.

CAMPUS MAP



- | | | | |
|---------------------------------------|-----------------------|----------------------------|-----------------------------|
| 1. Lemmons Hall | 4. Lewis Hall | 7. Worden Memorial Library | 10. Maintenance Building |
| 2. Broadhust Student Center/Cafeteria | 5. Phillips Hall | 8. Jackson Hall | 11. College Hill Apartments |
| 3. Coppock Hall | 6. Hockett Auditorium | 9. Ross-Ellis Center | 12. Binford House |

Q & A

1. Can I come to campus early before the scheduled opening of the dorms?
We prefer that students do not arrive early unless absolutely necessary due to the fact that staff and services are not typically available for students until school is in session. However, students wishing to arrive early must contact V.P. for Student Services to make a request for an early arrival. Please note that students arriving early* will be charged \$25 per day, and will not have access to the cafeteria until the regular scheduled opening day (see below).
*”Early Arrival” is defined as arriving on campus at any time before 1:00 PM on the day before the scheduled opening of the dorms.
2. When does **campus housing** close for breaks?
 - **Fall Break – October 10-14**
 - **Thanksgiving Break – November 23-25**
 - **End of Fall Semester – Friday, December 09**
 - **Spring Break - March 13 -17**
 - **End of Spring Semester – May 5**
3. Important dates
Fall 2022
 - **Athletes (Volleyball, Cross Country, Soccer)** will have access to the cafeteria starting on Monday, August 8 at 8:00 AM
 - **New students** Thursday, August 11th
 - **Returning students** Friday, August 12th**Spring 2023**
 - **All students return on** Sunday, January 8
 - **Registration** – Monday, January 9rd
 - **Spring Break** - March 13 -17
 - **Finals** – Wednesday, May 3 – 5
 - **Graduation** – Sunday, May 7th
4. What is the last meal served in the cafeteria?
 - **5:30 PM Supper before Fall Break, Friday, October 14th**
 - **5:30 PM Supper before Thanksgiving Break, Tuesday, November 22nd**
 - **5:30 PM Supper before end of semester, Friday, December 9th**
 - **5:30 PM Supper before Spring Break, Friday, March 17th**
 - **5:30 PM Supper at end of the semester, Sunday, May 7th**
5. Can I live in the dorms during one of the breaks? Students should first try to find prior housing before requesting to stay in the dorms over breaks. For special circumstances or help with housing, please submit your requests to the RD. If approved to stay in the dorms, students will be charged \$25/day. This must be paid in advance and cannot be added to a student bill. You need to contact V.P. for Student Services.
6. Can I live in the dorms during the summer? Summer housing rental agreements must be arranged with the VP of Student Services. Those wishing to stay over the summer are expected to continue following the College’s community guidelines.

7. Can I bring my guns and rifles to campus? Firearms and weapons are not permitted on campus. You may work through Student Services to find a safe location to store your gun(s) off-campus.
8. Can I bring my Samurai sword to campus? Swords are not permitted on campus.
9. Are there dances at school? Social dances are not permitted on campus.
10. What if I didn't get Christian Service hours completed this semester? Please know that at Barclay we want to create a culture of service, it is in our DNA, it is part of who we are. We are called to care for others, to share the burdens of others, to love one another, so this is part of our ethos. In addition, Christian Service hours are mandatory for all ABHE accredited institutions, and are necessary to fulfill requirements for graduation. Students who do not participate in fulfilling this requirement will be behind on graduation requirements, could lose consideration for leadership positions, and could be subject to dismissal if a pattern of not meeting that responsibility continues.
11. Would serving during the summer count towards Christian Service credits? Christian Service credits are only awarded for the current semester in which the service has occurred.
12. Will my credits transfer? Please work with your advisor and the Registrar to determine which classes will transfer in or out. If you are not sure about a major, it is highly recommended that you pursue an associate's degree which primarily focuses on core classes that are required at almost every college and university in the country. After you have achieved an associate's degree you can start to focus-in on a major. Remember, at Barclay College all four-year degree programs have dual majors – Bible and the professional area. Your first degree program will help to lay a foundation in Bible and ministry, and the other degree will be focused on building a foundation.
Barclay College has held national accreditation since 1975 with the Association for Higher Biblical Education (ABHE) and has candidacy status with the Higher Learning Commission of the North Central Association (regional accreditation). ABHE is a member of the Council for Higher Education Association (CHEA) which assures credits from colleges with national accreditation matches the standards of the regional accrediting bodies.
13. How can we get picked up from the airport or bus station? The first time new students arrive, Barclay will pick you up at no charge. However, due to the expense of ongoing transportation needs; please be advised that the cost is \$40 one way for future airport/bus station pick-up or deliveries. Requests should be made two week prior of the delivery/retrieval date. Barclay will only drive in state to distances within 125 miles. The Transportation Request Form may be found on the Student Network. The college will do it's best to provide transportation, but it is not guaranteed.
14. Can I skateboard around campus? Yes, however, skating is not allowed inside campus buildings. We ask that skateboards, etc., are stored out of the way so they do not become tripping hazards in high traffic areas.
15. Can I leave items in the dorm hallways? No, it is a fire hazard to leave anything in the hallways. Hallways must be clear at all time. This included skateboards, garbage, furniture, shoes, etc.