



Student Life Office

Student Handbook  
2014-2015

# STUDENT LIFE MISSION

The fundamental purpose of the Student Life Office is to support the mission of Sterling College by **facilitating the holistic development** of students and by **advancing the needs** of the student body.

The Student Life Office strives to:

- *create opportunities for spiritual development*
- *develop Christ-centered servant leadership qualities and skills*
- *continually seek to improve the quality of campus life and sense of community*
- *design and encourage student participation in effective out-of-class opportunities*
- *promote multicultural awareness, sensitivity, and appreciation*
- *encourage active participation in the affairs of contemporary society*

Built upon a “customer service” and “student advocacy” approach, the Student Life Office is driven to discover and meet student needs, through a framework of Christ-centered servant leadership. The Bible, thoughtfully and prayerfully interpreted, is the final standard for all that we do to serve students.

***SC students are not an interruption of our work.  
They are the reason for it!***

## **2014-2015 Student Life Staff**

**Melissa Virts**, Student Life Administrative Assistant

**Christian Dashiell**, Campus Chaplain

**Julie Jaderston**, Assistant to the Chaplain

**Lisa Parson**, Director of Career Services and First Year Program

**Loida Leone**, Campus Counselor

**Connie Carey**, Campus Nurse

**Tina Wohler**, Vice President of Student Life

**Scott McKinney**, Resident Director (Campbell Hall)

**John Summitt**, Resident Director (Douglas Men’s and Women’s Halls)

**Naiya Hernandez**, Resident Director (Evans Hall)

**Addie Swihart**, Resident Director (McCreery Hall)

**Andy Dinh**, Resident Director (Kilbourn Hall)

**Renard Ballard**, Assistant Resident Director (Kilbourn Hall)

### **Notice of Changes in Student Life Policy**

In the course of the school year it may be necessary for changes to be made regarding Student Life policies. Changes may include deletions of, or additions to, current policies. Any changes made will be announced through the Student Life Office and will be communicated through campus e-mail message.

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## **Notice of Non-Discrimination**

It is the intent of the College, through its policy on equal opportunity, to comply with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Executive Order 11246, Section 504, of the Rehabilitation Act of 1973; and all the related regulations. Sterling College, in compliance with these acts, does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment, or employment in its programs and activities. Inquiries related to Title IX, non-discrimination on the basis of sex, may be referred to the Vice President of Student Life, 125 W. Cooper, Sterling, Kansas 67579, and (620)278-4232. Inquiries related to Titles VI & VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act, may be referred to the Vice President of Academic Affairs, 125 W. Cooper, Sterling, Kansas 67579, (620)278-4217.

Although certain facilities are not fully physically accessible to persons with disabilities, Sterling College will take such means as are necessary to ensure that no qualified person with a disability is denied benefits, excluded from participation, or otherwise subject to discrimination because Sterling College's facilities are physically inaccessible to or unusable by persons with disabilities. The accessibility standard required by federal law for existing facilities is that the recipient's program or activity, when viewed in its entirety, must be readily accessible to persons with disabilities. Sterling College may meet this standard through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aids, alteration of existing facilities, and construction of new accessible facilities. Sterling College is not required to make structural changes in existing facilities where other methods are sufficient to comply with the accessibility standard described above.

*While this handbook has been carefully reviewed for correctness and completeness prior to publication, the College reserves the right to correct unintended errors and to modify this handbook if necessary. In the event of a conflict between the Student Handbook and the Academic Catalog, the Academic Catalog takes precedence on matters related to academic life.*

# STERLING COLLEGE: WHO WE ARE

## Our Mission

To develop creative and thoughtful leaders who understand a maturing Christian faith

## Our Vision

To be recognized as the finest Christ-centered, servant leadership development-focused, liberal arts experience in the Great Plains

## Our Core Values

In active, vital partnership with church, community and strategic partners, and ever striving for first-class quality in all that it does, the Sterling College community will be guided in all its work by the following intrinsic values:

- **Faith:** Faithful discernment of and response to God's self-revelation in Christ in Scripture
- **Calling:** Faithful discovery and pursuit of each person's particular calling in life
- **Learning:** A love of learning and a dedication to the pursuit of truth
- **Integrity:** Integrity in scholarship, the arts, athletics, and all other co-curricular activities
- **Service:** Faithful practice of redemptive servant leadership involving a vision of wholeness in a broken world
- **Community:** Mutual respect amid diversity as members of the body of Christ

## Our Priorities

Sterling College is committed to an environment of academic excitement in the Reformed tradition of a thorough exploration of all truth in the light of God's Word. An enthusiastic Christian faith and experience permeate all aspects of the College life. Activities are designed to encourage and develop the skills necessary to understand our world and to create positive change in it. Specifically, we seek to build within our students creativity, critical thinking, effective communication, and leadership for use in the workplace, community, church, and home. We seek to cultivate a Christ-centered worldview through which students are able to explore and understand themselves, their faith, their environment, and their heritage. We further strive to foster the values of independent inquiry, a thirst for lifelong learning, emotional maturity, positive self-worth, and an understanding of a maturing Christian faith that provides the foundation and meaning for life

## Our Process

The College works to achieve its priorities through the learning experiences of the liberal arts curriculum, faculty/student interactions, and a residential lifestyle. The liberal arts curriculum is designed to build breadth and depth of understanding through a general education core, specialization in a major, and attention within majors to career preparation. The College affirms the primacy of the faculty/student relationship and the importance of excellence in instruction and advising. Relationships of faculty to students are built around principles of serving, mentoring, modeling, and discipleship. The campus lifestyle is designed to provide a unifying community experience for social, educational, and faith development.

### **Our Statement of Faith**

The board, faculty, administration, and staff possess an active and visible Christian faith which encourages the entire campus community in our pursuit of a wholesome and practical Christian life. We personally trust in and collectively bear witness to the one eternal God, revealed as Father, Son, and Holy Spirit.

- We believe in God the Father who created the heavens and the earth.
- We believe in God the Son, Jesus Christ, who was conceived by the Holy Spirit and born of the Virgin Mary. Jesus suffered, died, and was buried. He rose from the dead. Jesus ascended into heaven and remains with the Father and the Holy Spirit to judge the living and the dead. Jesus Christ alone is the way, the truth, and the life. There is salvation in and through no other.
- We believe in God the Holy Spirit who is the comforter, sustainer, and sanctifier of all who profess faith in Jesus Christ as Savior and Lord.
- We believe that humanity has hope for redemption from sin by Jesus Christ's life, death, and resurrection. It is by God's grace alone that we joyfully receive our salvation through a personal faith in Jesus Christ.
- We believe that the Bible is God's revealed Word. It is authoritative and infallible in all matters of faith and practice.
- We believe that the Church is the body of Christ and God's witness in the world.
- We believe that Jesus Christ will return and claim his own, ushering in the new heaven and new earth in which righteousness will dwell and God will reign forever.

### **Our Relationships**

Founded in 1887 by the Synod of Kansas of the United Presbyterian Church of North America, Sterling College continues to affirm its historical ties with the Reformed tradition. As an institution, the College nurtures and develops strategic partnerships within the Presbyterian Church (USA) and with evangelical organizations in order to advance the mission and vision of the College. Accountability for the College's mission and vision rests in governance by an independent self-perpetuating Board of Trustees. Sterling College holds strong the mandate of the original charter to be "thoroughly Christian, but not in any sense sectarian." The diversity of God's people is welcomed and the College respects the differences in denominational distinctive and worship traditions.

### **Institutional Learning Objectives**

The Sterling College graduate will:

1. demonstrate sufficient content knowledge to be successful in his or her chosen profession or advanced academic endeavors.
2. demonstrate understanding of relationships between his or her chosen area of study and the world and its cultures.
3. exercise the intellectual, communicative, and social skills reflective of creative and thoughtful servant leadership.
4. demonstrate an understanding of the personal and civic skills necessary for a productive life of faith and service.
5. demonstrate understanding of how Biblical principles affect personal, professional, and academic life.

# COMMUNICATION WEB

## PUBLICATIONS

*The Stir* ~ College newspaper

## MAIL ROOM

Each full-time student, whether a resident or non-resident, is assigned a campus mailbox. Student mailboxes are located in the Student Union, across from the cafeteria. Student mail should be addressed as follows:

Student Name  
Sterling College, Student Box # [ \_ \_ ]  
125 W. Cooper St.  
Sterling, KS 67579

The Mail Room sells postage stamps. Students may send and receive items through USPS, UPS, and FedEx.

## COMPUTER USAGE PHILOSOPHY

Sterling College provides computing resources (including hardware, software, and access to computer networks and databases) to support the educational mission of the College. Use of campus computing resources is to be guided by Christian principles of wise stewardship and responsible use. All users share the responsibility for ensuring that these resources are used for their intended purposes of research and learning. **The privilege of using the College's computing resources is dependent upon responsible use.** The Sterling College network system is the property of Sterling College, and the College reserves the right to remove or restrict access as disciplinary action and/or to take legal action as appropriate.

## STUDENT E-MAIL ACCOUNTS

Sterling College students are provided student e-mail accounts. All students are required to check their student email accounts regularly. Certain types of official information (i.e., academic and student life notices) may only be disseminated via e-mail. Students are responsible for knowing all information sent to their student e-mail accounts.

## THE HUB

Students stay up to date on the latest campus events and campus news by going to The Hub at [sterling.edu/hub](http://sterling.edu/hub). Here students can find out about upcoming activities, the health center hours, read articles recommended by RD's, and find quick links to a variety of different things!

## SOCIAL MEDIA

Students can connect with the College on social media sites such as:

Facebook.com/sterlingcollege

Twitter:

@SterlingCLife

@SterlingCNews

@SterlingCSports

Instagram:

@SterlingCLife

YouTube: [Youtube.com/sterlingcollege](http://Youtube.com/sterlingcollege)

Google+: [Gplus.to/sterlingcollege](http://Gplus.to/sterlingcollege)

# WHERE TO GO FOR THE ANSWERS

<u>INQUIRY</u>	<u>OFFICE</u>	<u>LOCATION</u>	<u>PHONE</u>
Advisor Assignment	Registrar's Office	Kelsey Hall	278-4280
Academic Records	Registrar's Office	Kelsey Hall	278-4280
Academic Problem	Academic Dean	Kelsey Hall	278-4217
Academic Dismissal	Academic Dean	Kelsey Hall	278-4217
Academic Support	Library	Library	278-4463
Accounts-Student	Financial Services	Kelsey Hall	278-4341
Admission Information	Admissions	Cooper Hall	278-4275
Athletic	Athletics	Gleason	278-4335
Books	Bookstore	Student Union	278-4223
CAB	SGA Office	Student Union	278-4387
Career Services	Student Life	Student Union	278-4264
Counseling	Student Life	Student Union	278-4202
Financial Aid	Financial Aid Office	Kelsey Hall	278-4226
Food Service	Chartwell's	Student Union	278-4248
Graduation Information	Registrar's Office	Kelsey Hall	278-4280
Health Services	Campus Nurse	Health Services	278-4505
ID Cards	Student Life	Student Union	278-4232
Intramurals	Student Life	Student Union	278-4232
Library	Library	Library	278-4234
Mail	Post Office	Student Union	278-4286
Maintenance	Maintenance	Service Dept.	278-4240
Marketing	External Relations	Cooper Hall	278-4290
Parking Permits	Student Life	Student Union	278-4232
Residence Halls	Student Life	Student Union	278-4232
Rules and Regulations	Student Life	Student Union	278-4232
SGA	SGA Office	Student Union	278-4377

# **STUDENT ORGANIZATIONS**

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The primary functions of the Sterling College Student Government Association are to provide guidance to student functions, facilitate relations between students and the College, assist the College administration with insight for institutional improvement, and ensure the rights of all students. All students enrolled at Sterling College are members of the Sterling College Student Government Association. The SGA office is located in the Sterling College Student Union. Regular office hours are posted and will be kept by SGA executive cabinet members. SGA's governing body, the Student Senate, meets once each month in Cooper Hall. Students from each residence hall and an off-campus student are elected to represent their constituents to the Senate. Student Senate members, meetings, and minutes will be posted. Only senators have voting privileges, but all students are welcome to attend. Clubs and organizations are also a part of SGA. Students are encouraged to get involved in any clubs and organizations that meet their interests. Any student concerns or comments can be emailed to [sga@sterling.edu](mailto:sga@sterling.edu) where they will be addressed by the executive cabinet. A list of all SGA clubs and organizations can be found at <http://www.sterling.edu/student-life/clubs>.

## **CAMPUS ACTIVITIES BOARD**

The Campus Activities Board (CAB) is the Sterling College campus board in charge of planning a large range of activities including dances, concerts, coffeehouses, and many more. CAB is a member of the Student Government Association (SGA). CAB holds weekly meetings to discuss ideas for new and upcoming activities.

# **ACADEMIC REGULATIONS**

## **Student Responsibility**

Academic integrity is a cornerstone of teaching and learning at Sterling College. It is expected that all members of the College community will uphold high intellectual and ethical standards. It is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by properly citing the sources of references and ideas. It is the responsibility of students to ensure that examinations are honestly held and that work for a course is honestly done.

## **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, plagiarism and cheating. Plagiarism is the use of another's words or ideas, verbatim or paraphrased, consciously or unconsciously, without giving credit to the creator of the work. Cheating is the unauthorized use or exchange of information before or during an examination, unauthorized collaboration on an assignment, submitting the same work for more than one course, or buying or selling work for a course. Similarly, it is cheating to conspire to do any of the above or to aid or assist those who do.

## **Catalog**

Specific information regarding academic policy and requirements is contained in the Sterling College Academic Catalog. It is the responsibility of the student to fulfill all requirements as stated in the catalog. This handbook is an addendum to the catalog. The College reserves the right to change policies at any time when such changes are necessary. In regard to the Student Handbook, the College community shall receive written notice of these changes if they are made during the academic year.



## **Class Attendance**

Regular class attendance is required of all students. Students with excessive absences may likely earn a failing grade. Individual instructors will establish the attendance policy for their own courses. Students should contact the instructor as soon as a need for an absence becomes apparent. Health issues must be excused through the Academic Dean's Office, Student Life Office, or a physician's office. Make-up work for all unexcused absences is at the discretion of the instructor of the class. Faculty members will allow excused absences for all students involved in College-approved activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements.

## **Withdrawal Procedures**

Should withdrawal from school become necessary, the process is initiated in the Registrar's Office. Prior consultation with the student's advisor is highly recommended. The student will be provided with a withdrawal form and must obtain an authorized signature of clearance from each of the following offices:

- Registrar
- Student Life Office
- Resident Director
- Athletic Coach (all equipment checked in)
- Library
- Faculty Advisor
- Admissions Office
- Financial Aid Office
- Financial Services (Business Office)

The withdrawal process is finished when the completed form is returned to the Registrar's Office and the student checks out of the residence hall with the Resident Director.

# **STERLING COLLEGE SERVICES**

## **ACADEMIC ADVISING**

Each full-time student is assigned a faculty member to assist with planning his/her schedule and to monitor academic progress. While the faculty advisor will be assisting the student to plan for degree completion, it is the responsibility of the student to confirm that all requirements are met.

A change in your academic major may warrant a change in advisors. If you desire to declare/change your major, the required form may be obtained from the Registrar's Office. Until your major is officially declared with the Registrar's Office, by the completion of the form, your advisor will be the faculty who advised you with your initial SC enrollment.

## **ACADEMIC SUPPORT CENTER**

The Academic Support Center, located in Mabee Library, is designed to provide students with assistance in making the most of their educational experience at Sterling College. The Center provides tutoring services and other services to enhance the academic program. The Center also oversees mandatory study hall and the academic progress of students on Academic Probation. Students who require disability accommodations must contact the Center.

## **BOOKSTORE**

You might be surprised at what we have on hand to help make your school year a successful and enriching experience. Come in and see everything for yourself. We also would like to hear your suggestions for other products and services. Your success and well-being is our first priority.

### **Ownership**

Sterling College Bookstore is owned and operated by Sterling College for the benefit of our community. You help support the College through purchases made at our store since all proceeds from our operations are returned to the College. Thank you for your support!

### **Location**

The Bookstore is conveniently located just outside the east entrance of the Student Union. You can also shop online at [www.sterlingcollegebookstore.com](http://www.sterlingcollegebookstore.com).

### **Hours**

Open Monday through Friday 10 a.m. to 6 p.m. We are also open 10 a.m. to 6 p.m. on Homecoming Saturday and 12 p.m. to 4 p.m. on Commencement day.

### **Merchandise**

Almost everything you need for class is available at the SC Bookstore – textbooks, pens, notebooks, paper, folders, highlighters, sticky notes, art supplies and more. Want to express your school spirit? SC Bookstore offers a variety of apparel and other items with the school's logo and colors. Giving a gift? Students don't need to go farther than SC Bookstore to find an affordable gift or gift certificate.

### **Services**

SC Bookstore serves as a drop off location for Ineeda Cleaners (dry cleaning and laundry).

### **New College Tax Credit!**

The American Opportunity Tax Credit now includes course materials such as textbooks. Pick up your FREE receipt envelope at Sterling College Bookstore. For more information, see [www.textbookaid.org](http://www.textbookaid.org).

## **TEXTBOOK REFUND POLICY**

Textbook refunds are for course changes within the first two weeks of classes. Unless you drop a course, books must be returned by the end of the next business day. Absolutely no refunds will be given without a cash register receipt.

Bring your cash register receipt and your new course schedule initialed by your advisor.

Return your books in the condition in which you purchased them. New books must be without marks or signs of wear. Bookstore staff will evaluate the condition of the book(s) to be returned. You may receive a 50% refund if the book is determined to be in used condition.

Adhere to all warning labels on shrink-wrapped materials and on materials containing software.

## **CAMPUS CALENDAR**

For up-to-date information on campus events, see the official campus calendar posted on the web at <http://www.sterling.edu/calendar>.

## **CAMPUS SECURITY**

For the protection of campus property and the members of the College community, the Sterling Police Department walks through and secures all campus buildings, except the residence halls since they are locked 24 hours a day.

**•Residence Hall**

- keyless entry with Student ID
- locked 24 hours a day

**•Academic Buildings & Student Union**

- Ranges from 9:00 –2:00 a.m. nightly

Although Sterling College takes reasonable precautions to ensure student safety and property protection, the responsibility still lies with the student to use common sense and request assistance from the RD on Duty or Sterling Police Department when necessary. Even though Sterling is often considered a rural community, believing that “it won’t happen to me” may lead to serious trouble.

**Safety Precautions**

- Do not walk alone at night from one building to another, back to a residence hall, or to off-campus housing. If you work or study late, have a friend accompany you.
- Avoid shortcuts and dark, isolated places when walking or jogging at night.
- Keep office, classroom, or lab doors locked at all times when studying at night.
- Turn and walk in the opposite direction when you suspect you are being followed by a car. Note license plate number, if possible, and inform the Student Life Office of the incident. Go into the nearest residence hall as quickly as possible.
- Have keys and ID out and ready to unlock the residence hall door before you get to it.
- Keep room door locked at all times.
- Lock doors upon entering or leaving your vehicle.

**STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT**

**(Public Law 101-542)**

In accordance with the Student Right-to-Know and Campus Security Act (Public Law 101-542), a statistical report for crime on the campus of Sterling College is provided.

<b>Criminal Offenses – On Campus</b>	<b>Number of Incidents</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/Non-negligent manslaughter .....	0	0	0	0	0
Negligent manslaughter.....	0	0	0	0	0
Sex Offenses – Forcible.....	0	0	0	0	0
Sex Offenses – Non-forcible.....	0	0	0	0	0
Robbery.....	0	0	0	0	0
Aggravated Assault.....	0	0	0	0	0
Burglary.....	4	5	3	6	
Motor Vehicle Theft.....	0	0	0	0	0
Arson.....	0	0	0	0	0

(Crime category definitions supplied by the FBI)

## **COUNSELING**

College experiences carry with them certain predictable pressures, as well as coming at a time in life when students may feel quite unsure about themselves, their ability to relate to others, and individual career plans. A variety of different options are available to students for counseling depending upon the needs of the individual. All information shared in the counseling relationship (either with chaplain or counselor) will be considered confidential. No information will be released to anyone within the College or outside of it without the student's permission, unless the student's safety is in imminent danger.

All Sterling College students are eligible to receive counseling services on campus free of charge. Issues commonly addressed include depression, homesickness, anxiety, stress, trauma, grief, identity issues, addictions, and others. The Campus Counselor will work with the "home counselor" while a student is on campus. Students can contact the counselor directly or schedule an appointment through the Student Life Office. At times it may be necessary to refer a student to sources off campus for additional counseling services, in which case we will work with the student to determine options. Any charges incurred for such services will be the responsibility of the student.

Besides personal and group counseling, Sterling College has resources relating to social, academic, career, personal, or spiritual needs. Options for students include limited on-campus counseling by our Campus Chaplain, and career counseling with the Director of Career Services. Sterling College also offers personality testing to assist students with better understanding themselves. For further information about our counseling services, or to make an appointment, stop by the Student Life Office.

Since the Student Life Office acts as the "clearinghouse" for all student counseling issues, any student required to see a faculty/staff mentor as part of a formal disciplinary action must report, in cooperation with the faculty/staff mentor, to the Student Life Office on a regular basis. Many helpful relationships are developed informally between students and faculty/staff members who will listen without criticizing, help in sorting out feelings, and give advice while leaving students free to make their own decisions. Any life threatening issues concerning the student or another student must be reported immediately to the Vice President of Student Life by the faculty/staff mentor.

**Substance Abuse Assistance.** Sterling College is a certified GOD14 service provider. GOD14 is a biblically based substance abuse program that works with individuals to "Get off drugs in 14 weeks". Any member of the College community seeking assistance for substance abuse is encouraged to contact the counselor directly or the Student Life Office to schedule an intake. If a student agrees to enter God14 they are working towards sobriety. These services are also confidential and students seeking help will not be penalized for admitting to past substance use. If students prefer an off campus option the Vice President of Student Life can refer students to a place of help. All fees for services rendered will be the responsibility of the recipient.

## **DINING SERVICE**

Each student residing on campus is required to have a meal plan. There are two meal plan options available: unlimited or a 200 block plan for the semester. Students can purchase an extra 10 meal block for \$60 and an extra 20 meal block for \$110.

### **Dining Room Hours:**

#### Monday - Friday

Full Breakfast	7:00 a.m. - 8:30 a.m.
Continental Breakfast	8:30 a.m. - 10:00 a.m.
Lunch	11:00 a.m.- 1:00 p.m.
Pantry & Salad Bar	1:00 p.m. – 4:00 p.m.
Dinner	5:00 p.m. – 7:00 p.m.
Late Night (Mon. – Th.)	9:00 p.m. – 11:00 p.m.

#### Weekend Hours

Continental Breakfast	10 a.m. – 11:00 a.m.
Brunch	11:00 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

**Sick Trays.** Sick trays are available for students who are too ill to come to the dining hall.

## **HEALTH SERVICES**

Sterling College Health Services provides professional care in a friendly and caring manner.

**Location:** East Campus (East of Cooper Hall)

712 North Broadway  
Sterling, Kansas 67579

**Hours:** Monday, Tuesday, Thursday, & Friday – Closed Wednesdays  
9:00 a.m. – 2:30 p.m.

- Prescheduled appointments are available when appropriate.
- Medical consultant: Dr. Stacy Dashiell
- With a few exceptions, treatment is free to all Sterling College students.
- Sterling Health Center will work with student's family doctor with approval of our Medical Consultant.
- Equipment Loans: crutches, slings, heating pads, ace bandages
- Referral of students as needed or requested. Sterling College Health Services is a nurse-directed health service. Students are referred to doctors, nurse practitioners, physician assistants, dentists, optometrists, and other medical personnel as needed or requested.
- Educational references available.

## **FOR EMERGENCY dial from campus phone 8-911**

For more information, contact:

Connie Carey R.N. 620-278-4505 toll free 1-800-346-1017 ext.505  
Campus Nurse email-[ccarey@sterling.edu](mailto:ccarey@sterling.edu) or nurse@sterling.edu

- **Local Health Care.** The Sterling Medical Center is available to provide health care to Sterling College students. The medical center is located at 239 N. Broadway, and can be reached by phone at (620) 278-2123.

- **Emergency Care.** Emergency services are provided by Rice County Emergency Services by dialing 911 or if on campus 8-911. Rice County Hospital's phone number is 620-257-7153.
- **Reporting Accidents.** All accidents should be reported to a Resident Assistant or Resident Director as soon as possible.

## LIBRARY

- Mabee Library serves as the academic resource center on campus, providing the appropriate media for research, instruction, promotion of knowledge, and academic development.
- Library Hours
 

Monday - Thursday	8:00 a.m.-12:00 midnight
Friday	8:00 a.m.-5:00 p.m.
Saturday	CLOSED
Sunday	3:00 – 6:00 p.m. & 8:00 pm - midnight

The library is closed Wednesday from 9:55 a.m. – 10:55 a.m. for chapel.

## PARKING

The use of motor vehicles by Sterling College students is a privilege, not a right. The privilege brings with it the responsibility to abide by regulations governing vehicle use. Failure to do so may result in the removal of vehicle privileges and/or immediate towing of the vehicle. NOTE: The College is not responsible for damages or stolen property which occurs in vehicles parked on school property.

- **Registration.** Motor vehicles used by students must be registered with the College. Students have the chance to register their vehicle during online registration, or they can stop by the Student Life Office to do so. A Sterling College parking permit will be issued and must be placed in the lower passenger's side corner, on the inside of the front window. A vehicle acquired during the semester and/or changes in an existing registration, such as a new license plate number, must be registered with the Student Life Office within 48 hours.
- **Resident Parking.** All vehicles registered by resident Sterling College students may be parked in the residence hall parking lots. The College has ample parking available for student use, but students are not permitted to park in designated RD parking spaces located in the residence hall parking lots. No parking or driving is permitted on grass areas or sidewalks. Violations will be subject to towing charges and/or fines up to \$100.
- **Commuter Student Parking.** All students living outside of College residence halls are free to park in the parking area on the south side of the Student Union.
- **Handicap & Fire Zone Parking.** Parking spaces designated for handicapped parking are for vehicles with an appropriate, state-issued disability parking tag. Vehicles parked without an appropriate parking tag will be subject to immediate towing, at the owner's expense. Parking illegally in a fire zone is also not allowed. The owner will be subject to fines up to \$100.
- **Traffic Discipline.** Every person driving or parking a vehicle on campus is responsible for knowing and abiding by the regulations. The owner or registrant is responsible for his or her own vehicle at all times, regardless of who is driving, if a parking or traffic violation should occur. Parking tickets will be given for individuals who do not park in their designated parking spots. Fines begin at \$25.

## **ID CARDS**

Cards are issued to full-time students by the Student Life Office, and ID photos are taken during registration. Your ID card is used as your meal card and library card. Your ID card will be scanned in the cafeteria, so you must bring it for every meal. Please keep your card from one semester to the next. It will be valid until you either graduate or leave. **The cost of replacing an ID card is \$15.00 (if you pay with cash) or \$20 (if you charge it on your Business Account).** New students will be issued their first ID card free of charge. If your ID is not working, if you need a replacement ID, or if you have any other questions or problems related to your ID, please see the Student Life staff for assistance.

## **STUDENT EMPLOYMENT**

Career Services is here to help students formulate a vision for their lives that aligns their strengths, goals, and academic interests.

### **Career Counseling**

We offer one-on-one counseling appointments to help students identify their interests, abilities, values, and motivations when choosing their career path and/or major. Career assessments are available for use during this process.

### **Jobs & Internships**

With our online resources and by visiting the Office of Career Services, students can find work on campus (work study), locally, nationally, and internationally. Through our website, [www.sterling.edu/job-internship-opportunities](http://www.sterling.edu/job-internship-opportunities), students can access a list of part-time, summer, and full-time job opportunities and internships.

### **Interview Prep**

Students can visit the Career Services Office to discuss successful interviewing, including how to prepare and what to wear. Mock interviews can also be arranged for those who want to practice their interviewing skills.

### **Graduate School Preparation**

Students who are considering graduate school can get assistance with planning and test preparation.

### **Career Development Workshop & Events**

Workshops are offered on the topics of graduate school preparation, resumes & cover letters, job searching, networking, major & career exploration and interview preparation. Other career events provide opportunities for students to visit with professionals and learn how to network.

### **Resume Assistance**

Potential employers get their first impression of applicants from their cover letters and resumes. It is important that these documents accurately reflect a student's skills and how he/she can be an asset to a company. Students can receive assistance in creating and perfecting these essential documents.

## **STUDENT INSURANCE**

Sterling College will not be offering a health insurance plan to students for the 2014-2015 school year. Regarding health insurance, please check your family's insurance policy for acceptance in Kansas. There is a phone number or website on your card to contact for insurance coverage. Sterling's area code is 67579. Insurance IS NOT available for purchase through Sterling College but can be obtained through the Kansas insurance marketplace if you need insurance. Their website is <http://insureks.org/>.

## **STUDENT RECORDS**

**Permanent Student Files** – The permanent file of a student is maintained in the Registrar's Office. It contains directory information, admissions correspondence, and high school and college transcripts.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974 gives college students the right to view educational records (records, files, documents, and other materials which contain information directly related to the student and maintained by the college) maintained in the Academic Office, Admissions Office, Financial Aid Office, Academic Department Offices, and the Student Life Office.

Educational records do not include: records of instructional or administrative personnel which are personal in nature and are not accessible to any other person; records maintained by physicians, psychiatrists, psychologists, or other recognized professional or para-professionals; or financial records of parents. Students who wish to view their files should indicate that they wish to do so to the College official responsible for maintaining the particular file. An appointment will be made for the student to view the file within a reasonable amount of time. Parents of dependent students (as defined by the Internal Revenue Service) have the same right of access to the records of their dependents.

The Privacy Act permits the College to release, without student consent, directory information. Directory information at Sterling College includes a student's name, address, telephone number, e-mail address, major field of study, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. **Students who do not want directory information released must submit a signed FERPA form indicating this to either the Registrar or Student Life Office.**

Student consent is also not needed to share information with Sterling College faculty and/or staff members with a legitimate educational interest. The College will communicate academic and behavioral information to parents or guardians for all students under 21 years of age unless a student has declared independent status. Information on the types of educational records maintained by Sterling College, officials responsible for maintaining records, persons who have access to such records, purposes for which these persons have access to records, and procedures for correcting inaccurate records is available through the Office of the Registrar.



# **EXPECTATIONS AND STANDARDS: SPIRITUAL LIFE**

## **INTRODUCTION**

Welcome to the Sterling College chapel program. This is an opportunity for you to grow in your understanding and experience of the Gospel of Jesus Christ.

College provides a unique opportunity for spiritual growth and formation. It is a time to figure out what you believe, why you believe it, and how to live it out. It is a time to begin living these beliefs out in your ordinary life, and to allow these beliefs to shape the course of your future.

As a Christian College, we believe spiritual formation happens most effectively within the context of an intentional, committed, and growing relationship with the Triune God - God the Father, Son, and Holy Spirit.

Within the context of this grace-filled, unconditional relationship of love and discipleship, the Father forgives and restores us, Jesus reveals for us the pattern of living in God's Kingdom, and the Holy Spirit binds us to the heart of the Father and the mind of Christ. As this relationship deepens, God invites us to join Him in ministering to our broken, wounded world.

Sterling College seeks to help each student grow by providing the following opportunities. We encourage you to be pro-active in pursuing what will help you grow and to take full advantage of the unique experience of living in community with others hungry to grow spiritually.

1. Worship - In worship, we glorify God with passion and abandon and say, "Your Kingdom Come!" (Praise bands, Prayer Events, Special Services, Evans Worship, Chapels, spontaneous times with friends)
2. Biblical Truth - Through study, we grow in our understanding of God's Word and Truth. (Chapel services, Bible studies, personal study, wrestling with beliefs over coffee with friends)
3. Fellowship - Through fellowship, we enjoy the support, encouragement, and strength of "Togetherness" in the body of Christ. (Retreats, conferences, small groups, dorm life, chapel alternatives, late night talks with folks on your floor)
4. Discipleship - Through discipleship, we intentionally train ourselves, with the help of others and the grace of God, to become more like Jesus. (Leadership training, study groups, chapel alternatives, formal and informal mentoring relationships with coaches, faculty, staff, and fellow students)
5. Missions - Through missions, we reach out to a hurting world with our words and our deeds and share the love of God. (campus organizations, mission trips both domestic and abroad, Love Sterling, volunteer work within the community)
6. Prayer - Through prayer, we deepen our relationship with God and intercede on behalf of others by reflectively listening and speaking with God. (Prayer meetings, being available to God and others, 24/7 prayer, prayer partners)
7. Counseling - By giving and receiving counsel, we offer each other the gift of empathetic listening and words of discernment and encouragement as we face life's difficulties together. (Counseling sessions with Loida Leone or Christian Dashiell, intentionally cultivating friendships with depth, honest self-disclosure to someone you trust, going to RD for advice)

## **Sterling College's Chapel Program**

Sterling's Chapel Program seeks to foster the process of spiritual formation. Those involved in planning Sterling's Chapel Program long to see each of you initiated, nurtured, and sustained in a life of discipleship to Jesus Christ. Through this program, you will gain a deeper understanding of a maturing Christian faith. We would also like to give you opportunities to use your gifts, live out your passions, and develop your leadership skills by helping to plan and lead chapels. Student involvement is of paramount importance to us.

We realize that not all of you consider yourselves Christians, and that chapel might not be a comfortable place for some of you. We respect the spiritual diversity of our students and encourage you to be honest, authentic, and open about your spiritual beliefs and convictions. Unity does not equal uniformity. Wherever you are on your spiritual journey, chapel provides you with the opportunity to reflect on foundational issues of life, as well as an opportunity to hear a Christian perspective on these issues.

## **CHAPEL PROGRAM FOR 2014 THEME OF YEAR: ENTER**

Verse of the Year: "Ask and it will be given to you; seek, and you will find; knock, and it will be opened to you." Matthew 7.7 (ESV)

### **Chapel Emphasis**

The Good News is that God loves us. That message has been communicated since the beginning of time through both the work and character of God. It's a message that humans have sometimes understood and embraced, and at other times have misunderstood or rejected.

God's communication of this Good News reached an apex in the Gospels. Jesus entered the world as a baby. Emanuel. God is with us.

Through the life of Jesus, we were once again invited to enter into the love of God. A love that is faithful and unfailing. A love that sometimes calls us to do difficult things. A love that, when we encounter it, should transform us. A love that is modeled in Jesus doing the most difficult thing of all: giving up of himself, but in doing so conquering death and sin.

God calls us. Ask. Seek. Knock.

Enter.

### **Chapel/ Convocation Requirements**

Sterling College requires all full-time students to fulfill a chapel requirement every semester. Students who live in Sterling, either on or off campus, are required to earn 14 chapel credits and 2 convocation credits each semester. Full-time students who live outside of Sterling are required to earn 11 chapel credits and 2 convocation credits.

Chapel credits are earned by attending a Wednesday morning chapel, a Sunday evening chapel, an alternative service, or a mid-semester Bible Study. Up to six bible study credits can be earned within a semester. (Occasionally, other services may be awarded chapel credit at the discretion of the campus chaplain.) Convocations are held 3-4 times during the semester on Friday at 10:00 a.m.

Students who fail to fulfill the chapel/convocation requirement will be placed on chapel probation for the following semester. Students must make up the missing number of chapel credits in addition to the required number in order to be removed from the Probation List. Failure to remove deficits may lead to the loss of extra-curricular activities and scholarships and/or suspension. Students must fulfill all chapel requirements in order to graduate.

**Chapel Schedule:**

Wednesday from 10:00 - 10:50 am, Culbertson Auditorium

Sundays from 7:00 -8:00 pm, Culbertson Auditorium

Attendance is monitored electronically. To help ease the administrative strain of deviating from this system, attendance is only give to students who scan into chapel using their student ID cards. Students who are more than 10 minutes late will not receive credit. Students who leave early for unauthorized reasons will not receive credit. If a student has lost their ID card, they must have a new ID made from the Student Life Office for \$15. Out of respect to the wider community, students and faculty are asked to turn off cell phones and computers for the duration of the service. The use of such items during a chapel service will result in a loss of chapel credit.

Students are responsible for ensuring that they meet this chapel requirement. You can check your chapel attendance credits on you mySterling account. Students are strongly encouraged to use this resource to keep track of their chapel credits.

**Other Opportunities for Spiritual Formation**

Many informal opportunities for study, worship, prayer, fellowship, and service are found on campus. Within Sterling and the surrounding communities, there are a number of off-campus resources to help you grow. Students are encouraged to become involved in a local church. Churches located in Sterling are listed below:

Assembly of God Church

Calvary Baptist

Church of Christ

Crosspoint Sterling

Reformed Presbyterian Church

Sterling Evangelical Bible Church

Sterling Church of Christ

United Methodist Church

United Presbyterian Church

Roman Catholic, Lutheran and Episcopal Churches, as well as other denominations, are located in the nearby towns of Lyons, Alden, Nickerson, and Hutchinson.

# **EXPECTATIONS AND STANDARDS:** **COMMUNITY LIFE**

## **STUDENT CONDUCT**

As mentioned earlier, Sterling College is a distinctively Christian community with certain lifestyle expectations placed on its students. These expectations are briefly described in what is known as the **Community Life Covenant**. Every student, regardless of age or residency status, is expected to uphold the responsibilities of the Community Life Covenant, both on and off-campus. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The College administration, faculty, and staff reserve the right to confront and address other behaviors that are viewed as dangerous, destructive, illegal, unbiblical, or inconsistent with the Sterling College mission.

The Community Life Covenant, which all Sterling College students sign, contains the following lifestyle expectations which allow the campus community to live in harmony:

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## **Community Life Covenant**

I, the undersigned Sterling College student, agree to abide by the following Community Life Covenant statements:

1. I will endeavor to live in the spirit of honesty, integrity, and harmony- valuing the rights of others and the contributions of those who come from diverse backgrounds, experiences, and racial/ethnic origins.
2. I will not lie, cheat, or steal.
3. I will attend the mandatory Chapel and convocation services. I understand that I am encouraged to regularly attend services of a local Christian church.
4. I will abstain from the use and/or possession on the Sterling College campus, of alcoholic beverages, illegal drugs, and tobacco in any form. Neither will I collect, display, or possess alcoholic beverage or tobacco containers.
5. I will conform to all local, state and federal laws.
6. I will abstain from immoral sexual behavior.
7. I will abstain from viewing, displaying, or listening to obscene or pornographic material (i.e.: magazines, computer, phone, videos, music, etc.), and I will abstain from the use of profanity.
8. I will exercise good sportsmanship at all athletic contests, including respectful behavior toward all officials, coaches, athletes, and spectators.
9. I will abide by the fundamental expectations of a Sterling College student, as expressed in the Sterling College Student Handbook.

I have read the above Community Life Covenant, and agree to live by it while I am enrolled as a student at Sterling College. I also understand that failure to live by the Community Life Covenant, both on and off campus, may result in disciplinary action, up to and including dismissal. I understand that enrollment at Sterling College is a privilege and not a right.

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Student

Date

*The College reserves the right to dismiss any student who in its opinion, either by passive or aggressive behavior, is persistently interfering with the academic and administrative activities of the campus, hampering the ability of other students to learn or instructors to teach, or who in its judgment is undesirable and whose continuation in the school is detrimental to himself/herself and his/her fellow students. Such dismissals may be made without specific charge. (This could include serious mental disorders as diagnosed by a mental health professional.)*

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In addition to the Community Life Covenant, fundamental expectations exist for each student. Compromise of these expectations, and/or compromise of the Community Life Covenant, may result in disciplinary action.

### **PERSPECTIVES ON DISCIPLINE**

It is expected that all Sterling College students conduct themselves in accordance with SC expectations and standards as well as demonstrate a pattern of self-discipline. When a student intentionally or unintentionally violates the College behavioral standards, he/she breaks the agreement that they made with the College to comply with its expectations. These expectations are established both for the well-being of the individual and for the community. The student must be held accountable in his/her failure in keeping Sterling College behavioral standards. In every community there are expectations and a need for accountability.

Students who violate the College behavioral expectations and standards will be held accountable for their behavior. The principle of accountability is basically providing a climate that encourages students to take responsibility for their own actions. Students can expect to be confronted, counseled, advised, and when warranted, disciplined. A criminal conviction is not required for sanctions to be imposed upon a student for violation of college policy.

Our purpose is to administer discipline that blends accountability with redemption for the individual, while still maintaining the mission of the College. The Sterling College philosophy of discipline follows Hebrews 12:11, “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

#### **Ministry First**

Our ultimate objective at Sterling College is that each student comes to know God, and Jesus Christ His son, personally and grow in their walk with Him. When lifestyle or discipline issues occur, the first concern of the Student Life staff is ministry to the student. Each issue is addressed with care and concern for all involved. Sometimes consequences must follow as part of discipline, but it is done with the desire to move students closer to God. Mercy is balanced with consequences in each case.

#### **Self-discipline**

We believe self-discipline is the most effective form of discipline. When an individual accepts responsibility for decisions and follows through on personal commitments, then mastery of self-discipline is evident. Integrity and personal responsibility are the cornerstones of self-discipline.

## **Peer Discipline**

We believe in the value of peer discipline and that it should be coupled with self-discipline. Students who attend Sterling College are encouraged to share responsibility for those around them. Accountability to peers often provides the support necessary to live by proper guidelines. The foundation of peer discipline is a strong blend of love, accountability, and trust.

## **Growth Initiative**

If your own behavior, including addictive behavior, has been in violation of the policies of the College, and if you wish to change, you are encouraged to take the initiative to discuss the behavior of concern with a Resident Director or other member of the professional Student Life staff. *Upon doing so, the problem may be defined as a personal problem and may be exempt from the threat of disciplinary action for infractions accumulated up to that point. The Student Life staff will develop a plan to assist you in changing your behavior. This plan is called a Growth Initiative.* The following requirements must be met in order to take advantage of the Growth Initiative:

- The student must initiate the contact. Once a student has been confronted and formal discipline has begun, the situation can no longer be addressed within the concept of the Growth Initiative.
- The student must sign a Growth Initiative Contract with the Student Life Office. This contract will specify the behavior changes the student wishes to make, obligations to the College community and/or selected mentors, the type of assistance to be received from the College or outside agency in accomplishing the goals for change, and consequences for not following through with the commitments made in the contract. Behavior following the contract must conform to the requirements of the contract. If a student breaks the requirements set forth in the contract, insufficient progress could result in disciplinary action up to and including suspension. The Growth Initiative Contract will be periodically reviewed.

It is Sterling College's desire to respect the integrity of the student who has initiated a request for help. Therefore, the Growth Initiative is designed to provide such support as opposed to responding with punitive discipline. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue, the College may respond accordingly. Depending upon the behavior in question, the College reserves the right to require the person to enter a professional setting where adequate help is available.

## **COLLEGE DISCIPLINARY PROCESS**

When self-discipline is abandoned and peer discipline is ignored, and when a growth initiative option is not exercised, we believe formal discipline can provide the opportunity for change and redemption in the lives of our students.

**NOTE:** Whenever a student is involved in a disciplinary action, they will be encouraged to share the information with their parents. The College reserves the right to notify parents regarding disciplinary action taken when deemed appropriate. This policy assumes that a student under 22 years of age is a dependent if they are still dependent on their parents for financial aid purposes.

## **DISCIPLINARY ACTIONS**

One or more of the following disciplinary actions may be taken with regard to any rule or policy violations at the College:

**Warning** - An official written or verbal reprimand for misconduct or inappropriate behavior. A warning indicates that further violations will result in more severe disciplinary action and fines.

**Probation** - Probation will result in an Accountability Agreement that may include the following:

- a mentoring relationship with a faculty/staff member
- community/volunteer service
- counseling
- fine
- loss of extra-curricular or co-curricular privileges (Students involved in leadership activities such as Student Government Association, athletic teams, drama, choir, ministry teams, music teams, etc. may forfeit a certain percentage of their participation.)

**Suspension** - A student who is suspended from the College will have their enrollment terminated involuntarily and grades of W issues in all courses for that term. He/she will be required to leave campus within 24 hours after the suspension is communicated to the student. The College reserves the right to require the student to leave campus immediately if it is deemed necessary. A possibility of re-admission exists at a future date. All or a portion of funds paid toward tuition and room and board may be forfeited. A student who has been suspended should contact the Business Office for details on how it will impact students' account. The student is not permitted to attend any Sterling College sponsored activity or be on the SC campus. Parents may be notified after a suspension decision has been made, as allowed by FERPA. If possible, the call will take place with the student and staff together.

**Dismissal** – A student who is dismissed from the College will have their enrollment terminated involuntarily and grades of W issued in all courses for that term. He/she will be required to leave campus within 24 hours after the dismissal is communicated to the student. The College reserves the right to require the student to leave campus immediately if it is deemed necessary. The student will not be readmitted to Sterling College. All or a portion of funds paid toward tuition and room and board may be forfeited. A student who has been dismissed should contact the Business Office for details. The student is not permitted to attend any Sterling College sponsored activity or be on the SC campus. Parents may be notified after a dismissal decision has been made, as allowed by FERPA. If possible, the call will take place with the student and staff together.

**Fines** - Fines are primarily issued for non-compliance with, or violation of, College policies. They will be added to a student's account and can be paid at the Business Office.

Alcohol violation.....	\$200 - \$400
Burning of incense or candles.....	\$25
Removal of public furniture to “furnish rooms”.....	\$25
Violation of visitation policy.....	\$200 - \$400
Possession of any type of firearm or weapon.....	\$200 - \$400
Found in Closed Buildings.....	\$100
Replacing Screens.....	\$100
Tampering with Exterior Electronic Doors.....	\$200 - \$400
Tampering with fire equipment.....	\$100
Failure to follow proper checkout procedures.....	\$100 - \$250
Miscellaneous.....	\$25 - \$100
Key Replacement.....	\$50
Move In Early Charge.....	\$100 a night

Other sanctions include community service, restitution, counseling, referrals, and evaluations. A copy of all serious disciplinary actions will be placed in the permanent file of the student. Where applicable, parents of students who have broken certain policies will be notified of disciplinary action.

In the event that the VP of Student Life judges that a student presents a potential threat to the personal safety of self, others, or property, the student can be removed from campus immediately until a judicial hearing or external evaluation (at student's expense) will be arranged to determine if they are safe to be in a community setting. The student's parents will also be notified. Violations of civil law may be handled by civil as well as campus authorities.

### **FAIR AND IMPARTIAL PROCESS**

It is Sterling College's desire to treat all students equitably when there is a situation that warrants confrontation that could lead to a disciplinary response. Students who are suspended or dismissed will receive a verbal and/or written summary of the reported behavioral infraction and a written determination of the case in question. Students do have the right to appeal official disciplinary decisions resulting in suspension or dismissal.

### **APPEAL PROCEDURES**

Students have a right to appeal any decisions resulting in suspension or dismissal to the Student Appeals Board. The Student Appeals Board is composed of representatives from Sterling College faculty and staff and is chaired by a faculty member.

Students have the right to appeal the suspension or dismissal decision when they believe that Sterling College did not follow established procedures or that no violation occurred. If the student agrees that Sterling College followed established procedures and that the violation occurred, no appeal will be accepted. Students wishing to appeal a disciplinary decision resulting in suspension or dismissal must proceed as follows:

1. Appeals must be made in writing and given to the Vice President of Student Life. Appeals must be made within 24 hours after the student has been informed of the disciplinary decision.
2. The written statement must specify the basis for the appeal and provide all documentation available to support that claim.
3. The Student Appeals Board will review each case, schedule a hearing, and rule on the appeal. The decision of the Student Appeals Board is final.
4. If the disciplinary action involves suspension or dismissal, the student's enrollment will not be interrupted until the appeal is heard. All other terms of disciplinary action are still in force during the appeal process.  
\*\* If, in the College's sole judgment, the presence of the student on campus could be disruptive or dangerous, the College has the right to suspend a student until the judiciary hearing date.

After the Student Appeals Board rules, or when the student has failed to follow appropriate appeal procedures, the disciplinary decision then becomes final.

### **PROCEDURE FOR ADDRESSING COMPLAINTS**

It is the policy of Sterling College to provide an effective and acceptable means for a student to bring problems or concerns to the attention of the institution for review and resolution.



- Concerns regarding a faculty or staff member
  - As a first step, a student is encouraged to discuss his/her concern directly with the faculty or staff involved. If the student feels uncomfortable with directly discussing his/her concern with the involved faculty or staff member, or thinks that the concern was not handled appropriately, the student may discuss his/her concerns with the appropriate supervisor or department chair (unless the professor in question is also the department chair, in which case the student may discuss the matter with the division chair). If the student is still not satisfied with the concern, they may discuss the matter with the VP of Academic Affairs.
- Concerns regarding another student(s)
  - As a first step, a student is encouraged to discuss his/her concern directly with the other student(s) involved. If the student feels uncomfortable with directly discussing his/her concern with the involved individual(s), then the student may discuss his/her concern with his/her Resident Advisor (RA). If the student does not think the concern was handled properly, then the student may discuss the matter with the Resident Director (RD). If the concern is still not solved, the student may discuss the matter with the VP of Student Life.
- Housing Problems
  - Roommate ➡ RA ➡ RD ➡ VP of Student Life
- Academic Problems
  - Class instructor ➡ Academic Advisor ➡ Department Head ➡ Division Head ➡ VP of Academic Affairs
- Athletic Problems
  - Coach ➡ Athletic Director

### **Drug-Free Schools & Communities Act**

Sterling College strongly supports the provisions of The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The following information shall be provided at least annually to all students and employees of the College under the “Drug Free Schools and Campuses” portion of the above state law.

### **Health Risks**

Health risks associated with the use of illicit drugs and the abuse of alcohol vary. Possible effects and risks include coma, convulsions, respiratory failure, hallucinations, psychosis, fatigue, paranoia . . . and **DEATH**. Detailed materials are available through the Student Life Office.

### **Counseling, Treatment and Rehabilitation Programs**

Counseling and referral services are available to College students and employees through the Student Life Office.

### **Other area services include:**

Reno Alcohol & Drug Services - 665-2240  
112 N. Poplar, Hutchinson

Center for Counseling – 792-2544  
5815 Broadway, Great Bend

Simple Choices - 620-257-2551  
Drug and Alcohol Treatment Center

Center for Counseling & Consultation – in Lyons  
Monday, Tuesday, & Wednesday – 8:00 am – 5 pm  
620-257-5984                      Hotline: 1-800-728-2057

## **ALCOHOLIC BEVERAGES**

The possession, consumption, and sale of alcoholic beverages are not permitted on the campus of Sterling College nor at any SC off-campus events. Intoxicated persons (behavior characterized by belligerence/noise, staggering, slurred speech, vomiting, unconsciousness, damage to self, others, property) will be confronted. Students, faculty, staff, administration, Resident Assistants, and Resident Directors may submit violations of the alcohol policy to the VP of Student Life. Students should be aware of the health risks associated with the use and abuse of alcohol and illicit drugs:

1. Drinking and driving is a leading cause of injury and death.
2. Alcohol can react dangerously with many medicines (both prescription and over-the-counter).
3. Drinking and/or using drugs during times of emotional stress only makes problems worse.
4. Drinking and/or using drugs can cause problems with law enforcement.

Other guidelines governing the use of alcoholic beverages include:

- Inappropriate behaviors such as verbal or physical confrontations where alcohol appears to be a contributing factor will be considered a violation of the alcohol policy (including intoxicated behavior).
- Students in a location where alcoholic beverages or containers are present but not necessarily in possession can be considered to be in violation of the alcohol policy.
- Advertisements on campus for off-campus events may not contain information that specifies, implies, or suggests that alcohol and/or other drugs will be present.
- College owned vehicles may not be used to transport alcoholic beverages nor may they be used to transport individuals to or from an off-campus function where alcohol is present.
- Empty alcoholic beverage containers (i.e. cans, bottles, and kegs) are not permitted on campus.

## **CONSEQUENCES OF ALCOHOL VIOLATIONS**

Alcohol policy violations will be handled in a cumulative manner throughout the student's enrollment at Sterling College. Sanctions have been created to provide an educational opportunity while holding the student accountable for his/her behavior.

### **First Violation**

An Incident Report will be filed with the Student Life Office. The student will pay a \$200.00 fine and complete 10 hours of community service (community service hours that are not completed will result in an additional \$20 per hour fine for the student). The student will be required to fill out an alcohol intervention assessment and go over the results with the VP of Student Life & RD. If the student is a minor and violates the alcohol policy, the Student Life personnel will contact his/her parents.

### **Second Violation**

An Incident Report will be filed with the Student Life Office. The student will be required to complete an alcohol assessment at his/her own expense and follow through with the recommendations. The student will also be placed on probation for one semester. In addition, the student will pay a \$400.00 fine and complete 20 hours of community service (community

service hours that are not completed will result in an additional \$20 per hour fine for the student). If the student is a minor and violates the alcohol policy, the Student Life personnel will contact his/her parents.

**\*\* If second violation occurs within the same year, student will be automatically suspended from Sterling College.**

### **Third Violation**

An Incident Report will be filed with the Student Life Office. Immediate dismissal from Sterling College will result for one semester. After one semester, the student has the right to reapply to Sterling College.

## **ILLCIT DRUGS**

The use, sale, distribution and/or possession of all illicit drugs on or off campus is not permitted. Illicit drugs include street drugs, steroids, human growth hormones. Illicit drugs and drug paraphernalia (this includes hookah bongs) are not permitted on the Sterling College campus. SC will cooperate with law enforcement agencies in upholding the laws pertaining to the sale, use, and possession of illicit drugs. All students, faculty, staff, and administration have a responsibility to inform law enforcement officials of illicit drug use.

## **CONSEQUENCES OF ILLICIT DRUG POLICY VIOLATIONS**

### ***Possession or Use - ON or OFF Campus***

Sterling College has a no tolerance policy regarding students involved with illegal drugs. Evidence of drug use/possession such as odors, items used to mask odors, paraphernalia, and storage containers will be seen as a violation of policy. Students may be asked to undergo drug or alcohol testing. Any student refusing to submit to any of these tests will be held in violation of our standards. Students found in violation of the Sterling College drug policy will be immediately suspended from Sterling College for the rest of the academic semester. No academic credits will be given for that semester. If the student is dependent on their parents for financial aid, the student's parents will be notified.

**\*\* Any student who is involved in the purchase of illegal drugs or alcohol for a minor, or provides an off-campus location for a party where alcohol and/or drugs are available to a minor is subject to immediate dismissal from the College.**

## **COLLEGE VEHICLES – USE OF**

Sterling College owns several vans and cars. These vehicles are for College business only and are not available for personal use. In certain situations, students may be asked to use a College vehicle to pick up prospective students or other guests at the airport, train station, etc. Also, certain campus jobs may require the use of a College vehicle. If a College vehicle must be used by a student for these reasons, it can only be used under the following conditions:

- Under faculty/staff request and supervision for a school-sponsored activity.
- The student must be at least 25 years old.
- The student must be approved by the College's insurance company.
- A Student Driver Form must be completed and on file with the Financial Services Office.

## **COMPLIANCE WITH COLLEGE OFFICIALS**

Students are required to comply with the direction of College officials or public safety officers acting in the performance of their duties. Students must also identify themselves to these persons when requested to do so.

## **FIREARMS, WEAPONS, AND FLAMMABLE MATERIAL**

For the safety and well-being of the College community, the possession of and/or use of fireworks, firearms, air-soft guns, blow darts, stun guns, other weapons, or any explosive device on campus is prohibited. This includes bows and arrows, knives (other than pocket knife with a blade no longer than a driver's license), paint guns, and other items that are capable of causing physical harm to others or damage to property. Paintball guns may not be shot anywhere on campus. Violation of this policy will result in confiscation of the paintball equipment. Under no circumstances may weapons or ammunition of any kind be stored in a student's room or vehicle while parked or driven on campus.

Flammable materials, such as gasoline, kerosene and Coleman fuel products, may not be kept in residence halls.

- **Fireworks**: Under no circumstances are fireworks of any kind to be used or stored on campus.
- **Candles and Incense**: For safety reasons, candles, incense, or anything else with an open flame may not be burned in the residence halls.
- **Christmas Decorations**: The use of live Christmas trees and other flammable decorations are prohibited in residence hall rooms. Artificial trees and other nonflammable decorations may be used. Extreme caution should be exercised when using these items. The manufacturer's instructions for use must be followed in all situations.

Failure to follow any of these policies will result in appropriate disciplinary action.

## **GAMBLING**

Sterling College recognizes that playing cards with friends is a great way to socialize. SC believes it is a biblical principle to be a good steward of what God has given you; this includes money/finances. Playing cards for money is not recommended on campus. College students are increasingly involved in recreational gambling, either legal or illegal. The vast majority of individuals participate in gambling activities without any problem. However, similar to other addictions, gambling becomes a problem for some people.

If you are concerned about your gambling or that of someone you know, the following warning signs may help clarify your concerns:

- An inability to stop once you start gambling
- Setting 'loss limits' for the day and then routinely exceeding the limits
- Borrowing money to pay gambling debts
- Lying to friends and/or family about gambling frequency or the extent of losses
- Neglecting other responsibilities such as school due to a preoccupation with gambling
- Constant self-worry about your gambling
- Consistently feeling the need for the "*gambling rush*"

If several of these signs sound familiar, you may want to discuss your concerns further with a counselor on campus. Additional resources can be found at these sites:

[gamblersanonymous.org](http://gamblersanonymous.org)

[compulsivegambler.com](http://compulsivegambler.com)

[ncpgambling.org](http://ncpgambling.org)

[problemgambling.com](http://problemgambling.com)

If you need help right now, call: 1-800-522-4700 (24 hour confidential helpline for problem gambling)

### **HARASSMENT/VERBAL ABUSE/ABUSIVE OR HOSTILE ENVIRONMENT**

In accordance with Title IX and the principles of human dignity and intrinsic value as found in Scripture, Sterling College affirms that its students, faculty, and staff have the right to be free from harassment by any member of the College community. Sterling College does not tolerate communication or action of any kind which is intended to denigrate, threaten or harm others because of their race, sex, religion, age, disability or national origin. All such incidents of harassment will be subject to appropriate disciplinary action.

Sterling College stands fundamentally opposed to any form of sexual harassment (which includes gender discrimination and sexual violence) and will do all in its power to promote an environment that allows students, faculty, and staff to be free from the intimidation and coercion that accompanies such actions. Sexual harassment is defined as attempted sexual coercion, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or verbal conduct of a sexual nature. Any words or behavior that produce an atmosphere of intimidation or hostility or are verbally abusive, are viewed as harassment. This also includes sexual harassment by use of e-mail, texting, chat transcripts, or network activity (including any social media sites). Gender discrimination is defined as unequal or disadvantageous treatment of an individual or group of individuals based on gender. Examples of gender discrimination include treating an individual differently based upon his/her gender in academic or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

### **SEXUAL VIOLENCE (ASSAULT)**

Sterling College is deeply concerned about any incidents of sexual assault. Anyone can be a victim of sexual assault or sexual misconduct — women, men and children. Perpetrators of sexual assault can be anyone: a stranger, someone you have known for a long time or someone you have just met. Statistics indicate that one in four women will be raped during their lifetime and that rape is often perpetrated by an acquaintance of the victim. The Student Life Office will work to provide a safe place for the victim of a sexual assault to work through the range of emotions and questions that arise after the assault. The College counselor will maintain

counseling support to victims of sexual assault and make available a list of off campus counseling and mental health agencies that provide services for victims of sexual assault.

### **Educational Programming**

The student life staff provides educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Resident Directors and Resident Assistants are trained how to report such activity and how to provide support to a student who has experienced a sexual offense.

### **Definitions**

**Sexual Assault (Category I)** is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a sexual body part or sexual object.

**Sexual Assault (Category II)** is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female.

Students found responsible for having committed a sexual assault will be suspended for a minimum of one (1) semester and will be subject to the full range of disciplinary sanctions, up to and including expulsion from the College.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and 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 relationship.
- The frequency of interaction between the persons involved in the relationship.

**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 suffer substantial emotional distress.

**Consent** is defined as unambiguous and willing participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures and/or body language. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

1. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:
  - The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
  - The individual is unconscious, asleep, or suffering from shock; or
  - The individual is under the age of eighteen and therefore legally unable to give consent; or
  - The individual has a known mental disorder or developmental or physical disability, and is therefore legally unable to give consent.
- It is important to note that in the Sterling College disciplinary process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.
2. The individual has acted or spoken in a manner which expresses he or she refuses to give consent.
3. It is obtained through the use of force, or through the fear of or the threat of force.

### **College and Community Resources**

The following resources are available to students and other members of the Sterling College community for information and support concerning sexual assault:

#### **Campus Resources**

Vice President of Student Life:	620-278-4232
Vice President of Academic Affairs:	620-278-4217
Controller:	620-278-4211
Campus Counselor:	620-278-4202
Campus Nurse:	620-278-4505
Resident Director on call:	620-278-6218

#### **Community Resources**

Sexual Assault/Domestic Violence Center, Inc. Offices:

LYONS	HUTCHINSON
117 West Ave. South	335 N. Washington, Ste. 240
Lyons, KS 67554	Hutchinson, KS 67501
Phone: 620-257-3272	Phone: 620-665-3630
24 hour hotline: 1-800-701-3630	24 hour hotline: 1-800-701-3630

Family Crisis Center

2008 11<sup>th</sup> St.

Great Bend, KS 67530

Crisis Line: 1-866-792-1885

620-793-9941

#### **Legal Assistance**

Randall Henry 620-278-2880  
 113 S. Broadway  
 Sterling, KS 67579

Bush, Bush & Shanelec 620-278-2331  
 229 S. Broadway  
 Sterling, KS 67579

**IF A SEXUAL OFFENSE OCCURS**, including rape and acquaintance rape, the following procedures should be followed:

- Remain calm and alert.
- Go to a safe place: your home, campus residence or the residence of a trusted friend.
- Call someone to be with you: a friend or family member; someone with whom you are close.
- Contact someone from the College: contact a faculty member, coach, RA, RD, or anyone from the Student Life Office. A SC staff member will be willing to help the student in any way.
- Because physical evidence is of utmost importance:
  - **DO NOT** change your clothing.
  - **DO NOT** shower, bathe, or douche.
  - **DO NOT** apply medication to any injuries you may have sustained, unless absolutely necessary.
  - **DO NOT** disturb anything in the area where the assault occurred, if in an area where you have control.
- Be sure to obtain **MEDICAL ATTENTION**, even if you need time before reporting the crime to police or College officials.
- Call the Sexual Assault/Domestic Violence Center Hotline at 1-800-701-3630.
- Write down as much as you remember about the circumstances of the rape and of the individual(s) involved.
- Be sure to seek counseling and emotional support from a counseling agency such as the Domestic Violence Center and the Student Life Office.

## **Reporting an Incident of Sexual Misconduct**

### ***To the College***

Any student victim of sexual misconduct may report the incident directly to a RA, RD, academic advisor, coach, staff member or directly to the Office of Student Life. Every employee except the campus counselor and chaplain are mandated to report sexual misconduct incidents to the Title IX Coordinator. Incidents of sexual misconduct may also be reported to the Campus Chaplain or the Campus Counselor; these individuals are not required to report any incident to any other department/person due to their position within this college.

After a student reports an alleged sexual assault or misconduct, the Title IX Coordinator with assistance from College officials will provide a student with safety planning which can include the following if reasonably available:

1. Change of an on-campus student's housing to a different on-campus location
2. Transferring class sections when available
3. Assistance in exploring alternative housing, incompletes or withdrawal

### ***To the Police***

Individuals are strongly encouraged to report all incidents to the police; however, it is the individual's decision whether or not to file a police report. If the individual wishes, the College will provide assistance in contacting the police and accompanying her/him to the hospital and/or police station. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to the police. Individuals are strongly encouraged to have both a medical exam to ensure their well-being AND a rape kit collected in order to gather forensic evidence. When relevant, victims of sexual offenses have the right to



seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an order already in existence. The College will enforce any order of protection by informing staff of the protection order and holding the alleged perpetrator accountable to comply with the order.

The College will assist the victim of such sexual offenses, when relevant, to seek an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court or enforce an order already in existence.

### **CONFIDENTIALITY OF INFORMATION**

Sterling College will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported, subject to the “due process” rights of an accused. The degree to which confidentiality can be protected, however, also depends upon SC’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by law, all disclosures to any SC employee (except clergy and campus counselor) of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

### **PROHIBITION AGAINST RETALIATION**

All persons are absolutely prohibited from taking any action against any other member of the College community, including but not limited to, the complainant, respondent, or witnesses to an alleged incident of sexual misconduct. Any person engaging in any retaliatory action(s) will be subject to a separate complaint and appropriate sanctions for determined violations up to and including dismissal from the College.

### **SEXUAL MISCONDUCT COMPLAINT PROCEDURE**

#### **Step 1: Complaint is filed.**

Upon receiving a complaint, the Title IX Coordinator shall conduct an initial evaluation of the merits of the complaint and determine the appropriate investigatory action required.

- Within seven working days, the Title IX Coordinator will acknowledge complaint receipt with the Complainant
- The Title IX Coordinator has 15 working days to contact the Complainant to clarify their complaint allegations.

#### **Step 2: Notification of Investigation**

The Title IX Coordinator will make efforts, as appropriate and with written authorization from the Complainant, to achieve an informal resolution to the complaint. If an informal resolution is not achievable, the Title IX Coordinator, within 30 days, will inform the complainant in writing whether or not an investigation is warranted.

#### **Step 3: Investigation**

**The investigation will include the following steps:**

- **Contact with the Complainant** – The Title IX Coordinator will meet or speak with the complainant to gather the facts relating to the complaint and give the Complainant the opportunity to provide a statement.
- **Notice to Respondent and Opportunity to be Heard** – The respondent will be provided with a statement of the complaint in writing, and the complainant will be provided a copy

of this notification. The respondent will be afforded the opportunity to meet with the Title IX Coordinator and respond to the complaint in writing, within 10 days of being notified.

- **Notice Regarding Retaliation** – All parties to a complaint (complainant, respondent, witnesses, and appropriate administrators or supervisors) will be informed during first contact with the investigator that retaliation by an individual or his/her associates against any person who files a complaint or any person who participates in the investigation of a complaint is prohibited.
- **Representation** – In any meeting with the Title IX Coordinator, the parties to the complaint (complainant and the respondent) may bring a representative to the meeting.
- **Confidentiality** – All complaints will be handled discreetly, however the Title IX Coordinator cannot guarantee confidentiality or anonymity because the College has an obligation to investigate complaints, and to maintain a safe environment free from harassment and discrimination. Because of its obligations under the law, Sterling College will not be able to honor all requests for confidentiality or all requests that complaint not be investigated or pursued. There are instances where a complaint may be investigated on an anonymous basis.

#### **Step 4: Investigative Findings**

The Title IX Coordinator provides a written investigation summary and findings to complainant, respondent, and appropriate administrator within 60 working days after complaint is filed. The appropriate College official will use these investigative findings to determine what action, if any, should be taken according to College policy.

The proceedings shall:

- provide a prompt, fair, and impartial investigation and resolution
- be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

After reviewing all relevant information, the Title IX Coordinator will make a judgment and communicate the decision in writing simultaneously to all involved parties. Information will include:

- the outcome of the institutional disciplinary proceeding
- the institution's procedures for the accused and the victim to appeal the results
- any change in the results that occurs prior to the time the results become final
- when the results become final
- any disclosure of results:
  - shall include only the name of the accused, the violation alleged, and whether any institutional rules or code sections were violated, essential findings supporting such result, and any sanction imposed by the college against the accused (including a description of any disciplinary action taken by the college, the date of the imposition of such action, and the duration of such action)
  - shall include a notice of whether an appeal will be permitted, notice of the grounds for appeal, and a clear statement that if an

appeal is permitted, both the accuser and the accused shall be entitled to appeal

- shall not include identifying information about the victim

The complainant and respondent shall have equal rights in all phases of the hearing and appeal processes.

### **Disciplinary Sanction for Harassment and Sexual Assault Cases**

Sanctions that may be imposed upon a student found to have perpetrated a sexual offense will range from disciplinary probation with required counseling, to residential relocation or academic rescheduling, to suspension or dismissal from the College.

Sterling College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Sterling College will provide the results of the disciplinary hearing to the victim's next of kin, if requested.

### **STUDENT APPEAL PROCESS**

If the accused or accuser wants to appeal the decision, either party has 5 business days after the disciplinary sanctions have been given to submit a written statement to the VP of Student Life. The Student Life Committee will consider the merits of an appeal on the basis of the information provided in the student's written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The SLC may also meet with the student, any witnesses, and/or original hearing body prior to making a decision regarding the appeal. The SLC will review appeals to determine whether the original decision is supported by substantial evidence. The SLC will communicate their decision on the student's appeal in writing no later than three (3) days following receipt of the appeal. These results will become final after the SLC makes a decision.

### **Truthfulness**

One of the core values of the Sterling College community is integrity and truth-telling. As such, all individuals participating in the student discipline process are expected to tell the full and complete truth in all disciplinary matters. In order to ensure this is possible, individuals participating in student discipline hearings regarding an alleged violation of the Sexual Assault Policy should expect the Student Life Committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Community Life Statement or College policy that may arise in the hearing process. Victims of sexual assault should not let fear of "getting in trouble" because of alcohol use keep them from reporting a sexual assault. A victim of sexual assault will not be subject to discipline sanctions for alcohol use where the sexual assault involves the victim's consumption of alcohol in a manner that violates College policy. However, if there is a concern about a student's safety and/or use of alcohol and other drugs, the College may recommend or require counseling or other educational resources to the affected student.

Independent of the decision made by the student to address the issue, the College retains the right to pursue an institutional investigation and/or disciplinary action in a case of alleged sexual offense. In any such College action, the accuser and the accused shall have the same opportunities at the judicial hearing to have others present and both will be informed of the outcome.

## **Sex Offender Registry and Access to Related Information**

The federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community as to where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires the sex offenders already registered in a state to provide notice to each institution of higher education in that state as to where the person is employed, carries on a vocation, or is a student. The Kansas Bureau of Investigation (KBI) has established a website to facilitate public access to information about persons who have been convicted of certain sex, violence and drug offenses, as set forth in the Kansas Offender Registration Act (K.S.A. 22-4901 et seq.). Effective July 1, 2005, K.S.A. 22-4909 was amended to require the website to prominently identify whether an offender is or is not a sex offender. Information regarding registered sex offenders may be obtained from the following Web site. <http://www.kansas.gov/kbi/ro.shtml>.

## **HAZING/PRANKS**

Though it is not uncommon for the student community to engage in humorous pranks, all individuals and groups are expected to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights, inflict physical or psychological pain, cause personal humiliation, or cause damage to College or personal property. Any action that gives rise to such consequences will be subject to disciplinary action and possible prosecution under Kansas State Law.

### **Prank Guidelines**

- Pranks must not result in personal harassment, excessive inconvenience, invasions of privacy (i.e., entering a room without prior permission of the resident of that room), or destruction, damage, or removal of property.
- Pranks must be safe. Any prank that jeopardizes the safety of individuals will not be tolerated. The responsibility for cleaning up, financial remuneration for damages, applicable fines, and additional costs incurred by the College lies with those who were involved with the pranks.

## **PERSONAL APPEARANCE**

The College is concerned about students' attire and etiquette. Part of this concern is based on moral issues (the Christian values of modesty and simplicity) and part is based on a desire to help students function in the world of work after college. As a Christian college, we believe clothing should not be immodest or provocative. As individuals preparing for the world of work, it is important to learn to make decisions about what clothing is appropriate in different settings.

It is apparent that only occasionally do students need external guidelines as they make decisions regarding personal appearance. The following guidelines are standards in areas where questions are usually raised.

### **Swimming Pool Attire**

Your cooperation in exercising good judgment in the selection of modest swimming attire is essential. Modest swimwear is required of both men and women who use the SC swimming pool, sun bathe on campus, and/or attend college-sponsored events at the community swimming pool. Swimwear for women such as one piece or fuller cut two-piece suits is considered appropriate; shorts-style swimwear is considered appropriate for men. Life-guards will ask that cover-ups be worn over inappropriate suits.

Questions of interpretation regarding what is acceptable in swimming attire will be referred to the lifeguards and Student Life staff.

### **Workout & Athletic Attire**

Certain attire is appropriate in a workout or athletic environment that is not otherwise acceptable on campus (e.g. spandex, cut off t-shirt with sports bras exposed, half t-shirts, etc.). Students can wear these articles of clothing in a workout environment but should change or cover up following the workout or practice.

### **General Campus Attire**

Regardless of intent, the following items may be perceived as sexually provocative and therefore may be considered inappropriate on campus. Students should be thoughtful in their decision to wear the following:

- Visible undergarments
- Short shorts
- Halter tops
- Short or tight dresses or skirts, including mini-skirts
- Tight strapless, backless or low-cut shirts
- Baggy pants revealing underwear

Students may be asked by a Student Life staff member to change clothes or cover up. Likewise, a faculty member may ask a student to change or cover up in their classroom. Students who do not comply with these requests may be subject to disciplinary sanctions.

### **PUBLIC DISPLAYS OF AFFECTION**

Public Displays of Affection (PDA) must be discreet and in consideration of others in the community. Behavior by couples should be such that they always appear approachable. Couples are asked to remain in an upright position. The College reserves the right to define and judge what types of public displays of affection are permissible on its campus grounds and at College sponsored events. In addition students should also be mindful of their displays of affection in private. Inappropriate conduct (for example, sleeping in the same bed together) will be addressed. Resident Assistants may issue warnings, or the RD may suspend visitation rights of the offending couples or take other appropriate disciplinary action.

### **SEXUAL BEHAVIOR POLICY**

Sterling College seeks to foster an environment of sexual purity based upon a Biblical standard which allows sexual relations only within marriage (Genesis 2:18-25, Ephesians 5:22-31). God created human, male and female, as sexual beings. We believe gender identity is an aspect of God's creative design (Gen. 1:26-28). We affirm, then, the Bible's teaching that we are to live either in fidelity within the covenant of marriage or chastity in singleness. Sterling College strives to enhance and strengthen a holistic Biblical self-identity for its students. This includes embracing the characteristics that God embodies (love, faithfulness, truth) and applying those characteristics to our own lives and all of our relationships. The College does not condone involvement in or promotion of sexually immoral behavior such as premarital sex, cohabitation, adultery, homosexual behavior, transgender expression as demonstrated through a personal lifestyle, and the use or display of pornographic, obscene, or suggestive materials of any kind (including materials found on the Internet), as we believe those behaviors are in contrast to our identity as children of God. Inappropriate sexual conduct is subject to the College disciplinary

process, which is administered in a caring and redemptive manner. Each situation is evaluated separately so that the support that is provided is the best for the individuals involved.

When students find themselves in an unbiblical or unhealthy relationship, or with questions regarding their sexual identity and/or sexuality, they are encouraged to come forward to take advantage of the College's counseling and pastoral resources to help guide and direct them through their struggle.

The Bible is clear in its teaching on the sanctity of human life and we will encourage choices that affirm life. Our belief in the sanctity of life guides our response to an unmarried student who becomes pregnant. Because the issues surrounding a pregnancy can be varied and difficult, the College strongly encourages any student who becomes pregnant or becomes involved in a pregnancy outside of marriage to contact a member of the Student Life staff. The staff member will seek to assist the student in an atmosphere that is caring and confidential, and will explore with the student the life-affirming resources that are available. We are committed to standing with both the father and mother of the unborn child as they consider the results of their actions and as they make decisions for themselves and their child. We understand the complexity of needs that pregnancies present and will provide structure and support during this time. Counseling for both mother and father (if applicable) will be required. Due to the importance of appropriate prenatal care and well-being issues, College housing for the mother-to-be and father (if applicable) will not be available beginning with the third trimester. Any consequences determined necessary by the College will be applied equally to both parties if both are students.

### **SOLICITATION POLICY**

Solicitation from outside groups or individuals for profit is not allowed on campus without permission from the Vice President of Student Life. This applies to all students, faculty, and staff. Fundraisers for non-profit causes are acceptable.

### **STATEMENT ON SPORTSMANSHIP**

Sterling College is proud of its quality athletic programs. The athletic programs depend on a high level of student involvement. Students, faculty, and staff are encouraged to attend all athletic events. Good sportsmanship is a cornerstone of Warrior athletics and positive cheering is encouraged at all events. Behavior that does not represent the College in a positive light is not acceptable. Intoxication, shouting obscenities, displaying obscene gestures, and degrading the other teams' athletes, cheerleaders, officials, and fans will be grounds for immediate dismissal from the event. Students exhibiting these behaviors will also be subject to disciplinary procedures outlined in the student handbook.

### **THEFT**

There are few things more destructive to a sense of community than theft. Whether theft takes the form of shoplifting, stolen credit card numbers, stolen cash or possessions, or burglary - the result is that trust is diminished and people become angry and disillusioned. Theft is against the law and against the mission and policies of Sterling College. Because theft is a real and present danger to SC and its constituents, violators will face severe sanctions, including the possibility of suspension from the residence halls or the College.

**Phone Fraud:** The unauthorized use of another person's telephone card or unauthorized charges to a third party is a criminal act and subject to both legal and College sanctions. If you are the victim of phone fraud contact your long distance carrier and notify the College.

### **TOBACCO PRODUCTS POLICY**

It is the responsibility of the College to provide a healthy environment for all of its students, staff, administration, faculty, and guests. During recent years many studies have been published on the effects of smoking. Illnesses related to smoking have been found to be one of the largest categories of preventable diseases. The effects of "secondary smoke" (breathing smoke in the air) have been found to have a possible risk of health impairment.

- Smoking shall be prohibited on the grounds and in all buildings operated by Sterling College.
- **SMOKELESS TOBACCO** - The use of smokeless tobacco presents health and sanitary risks. The use of smokeless tobacco is **prohibited on the grounds and in all buildings** of Sterling College. This includes chewing tobacco and hookah.
- Electronic cigarettes are prohibited.
- \* Responsibility for the administration of this policy shall reside with area supervisors (employees) and the Student Life Office (students).
- The following sanctions shall be in effect for employees or students in violation of the Tobacco Products Policy.
  - First time – written reprimand
  - Second time – a fine of \$25 and possible community service
  - Third time - a fine of \$50 and possible community service
  - Further violation of the Tobacco Products Policy may result in more serious sanctions.

### **UNAUTHORIZED USE OF COLLEGE KEYS & ENTRY INTO CAMPUS BUILDINGS**

Any student found copying College keys, misusing keys issued to them, or acquiring keys through fraudulent means will be subject to appropriate disciplinary action. Students found in campus buildings without proper authorization after regular access hours will be subject to appropriate disciplinary action.

# **EXPECTATIONS AND STANDARDS: RESIDENCE LIFE**

## **OFF-CAMPUS LIVING POLICY**

Sterling College is a residential campus. Students are required to live on campus unless they meet one of the following criteria as of the first day of the semester in question. The student must be:

1. A married student
2. A student with dependents, who is serving as custodial parent
3. A fifth year student in good academic standing
4. At least 23 years of age and in good academic standing
5. A student living with a parent or legal guardian, or
6. Part-time student

In exceptional circumstances permission may be given for a student to live off campus who does not meet any of the above requirements. Such applications must be made with the Student Life Office under the following guidelines. An application form to request permission to live off campus is available in the Student Life Office. This form and references must be filled out and returned to the Student Life Office. Students who are found to have provided fraudulent information regarding their off-campus housing arrangements will be charged for room and board for the semester or academic year in question. Students choosing to live off campus will lose 1/3 of their institutional financial aid.

## **RESIDENT LIFE PHILOSOPHY**

Residential living contributes significantly to campus community. Individuals are expected to regulate their own study and recreational time and to fulfill the commitments they have made. Residential living requires taking into consideration the needs, concerns, and rights of others. It also carries with it the satisfaction and mutual loyalty of deepening relationships that strengthen and enrich everyone involved. Sterling College was established as a residential college. It subscribes to the living/learning experience as a vital part of whole person education. The interpersonal relationships developed while living and sharing closely within a residence hall complement the academic aims and achievements of the College.

Problems arise, including inappropriate behavior, in any community. **Each resident must assume the responsibility of confronting those persons and problems that threaten the community.** It is not productive to assume that all threats to positive residence hall life can be handled by Resident Assistants or Resident Directors. Caring about the rights and privileges of residents and the condition of the physical plant of the residence hall is the concern of each and all.

## **RESIDENT DIRECTORS AND RESIDENT ASSISTANTS**

Resident Directors (RDs) oversee each residence hall aided by Resident Assistants (RAs) on each wing assisting with the comfort, safety, and well-being of all residents. The Resident Director is a professional staff member of the Student Life Office. The RD is in charge of the residence hall as a whole and is available to address the needs of residents. Resident Assistants, student staff members of the Student Life Office, are available to take care of any needs or problems that arise on the wing and to establish and maintain a helping relationship with the students with a ministry focus and a servant attitude and heart.



## 2014-2015 RESIDENCE HALL STAFF

### **RESIDENT DIRECTORS**

Campbell Hall.....	Scott McKinney
Douglas Men & Women Halls.....	John Summitt
Evans Hall.....	Naiya Hernandez
Kilbourn Hall.....	Andy Dinh
Kilbourn Hall Assistant.....	Renard Ballard
McCreery Hall.....	Addie Swihart

### **RESIDENT ASSISTANTS**

#### **Campbell Hall**

Basement South.....	Joseph Douglas
Basement North.....	Chase Wolff
1st Floor.....	Dayton Winter
2nd South.....	Cord Carlin
2 <sup>nd</sup> North.....	Josh Hoover

#### **Evans Hall**

1st South.....	Ashtyn Lampe
1 <sup>st</sup> North.....	Erika Rojas
2nd South.....	Hayley Ray
2nd North.....	Summer Stanley

#### **Kilbourn Hall**

Basement.....	Josh Hood
A-100.....	Aren Coppoc
O-100.....	Matt Swank
O-100.....	Joel Fowler
A-200.....	Marcus Saucedo
O-200.....	David Strait
O-200.....	Kaleb Wheeler

#### **McCreery Hall**

Basement.....	Ashley Stanford
1st East.....	Maria Perrett
1 <sup>st</sup> West.....	Suz Melton
Parlor.....	Cassidy Woodard
2nd West.....	Emily Bebermeyer
2 <sup>nd</sup> East.....	Michaela Moore

#### **Douglas Women Hall**

1 <sup>st</sup> Floor.....	Missy Jackson
2 <sup>nd</sup> Floor.....	Kimi Garrett

#### **Douglas Men Hall**

1 <sup>st</sup> Floor.....	Reggie Langford
2 <sup>nd</sup> Floor.....	Jason Prichard

### **MOVE-IN POLICY**

Students are not allowed to move into or return to the residence halls before the posted times on the official College calendar (beginning of the school year, beginning of interterm or 2nd semester, after Spring Break) unless by special written permission from the Student Life Office. Requests should be written with documented reasons and submitted to the Student Life Office.

Should students move into or return to their residence hall before the posted time, a fee of \$100 per night will be added to the student's account at the business office.

### **ROOM CHECK-IN, CHECK-OUT**

Upon arrival at Sterling College, each student will be issued a key to their room by Student Life Staff. Students should keep their doors locked to provide a safeguard for individual belongings. Maintenance will have filled out the check-in condition of the room on a **Room Condition Report** and each resident should look it over to see if he/she finds anything to add to the check-in condition. This is used as a record of the room's condition at the time of check-in and check-out. Any missing articles or damages that occur during a student's residency in the room will be recorded on the form and charged to the student. Failure to complete & file a Room Condition Report form will indicate that there were no pre-existing damages.

Students are required to check out of their rooms by the time posted for closing the halls. All personal property must be removed from the room and the room thoroughly cleaned before check-out. The student must make an appointment to check out with their RA. The RA will then check the room for cleanliness. The Residence Life and Maintenance staff will assess damages and students will be billed for damages for which they are responsible. If no resident in the room takes full responsibility for damage, all residents of the room will split the cost for the damage. Students must turn in their room key to their RA when they check out. Students will be charged \$50 if they lose their room key. Students will be charged an additional \$50 if the room is not left in a clean condition. Students failing to check-out will be fined \$100. A late check-out fee of \$50 will be charged for failure to check out by the publicized closing time and date.

Proper check-out procedures will be posted and distributed to students. The following procedures are required for all final check-outs:

- sweep room and take all trash to the dumpster
- clean inside of drawers, closets, desk tops, and window sills
- remove all putty from walls and door
- return all furniture to original place
- close and lock all windows
- return key
- RA or RD must review Room Condition Report with you

Special instructions will be posted on each wing prior to closing residence halls for Thanksgiving Break, Christmas Break, and Spring Break. Failure to follow these procedures will result in fines of up to \$100. Alternative housing arrangements at these times must be made by students prior to the closing of the residence halls.

### **ADMISSIONS/HOUSING NON-REFUNDABLE DEPOSIT**

Before registration, a deposit is required to reserve your place in classes, a residence hall and to hold your Financial Aid package. The deposit is \$100 for residential students and \$50 for commuting students.

### **ROOM ASSIGNMENTS**

Room assignments for new students are made by the Student Life Office on the basis of information requested on the housing questionnaire and availability of space. Choices for returning students are made in the spring during Room Rush. Whenever possible, first choice is

granted to those students remaining in the same room; then requests are considered in the order of Seniors, Juniors, and Sophomores. The College reserves the right to place additional students in all rooms if needed.

### **RESIDENCE HALL RESTROOMS**

Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender should use the restroom in the front lobby of the hall.

### **ROOMMATE CHANGES**

Sharing a room with another student can be a GREAT EXPERIENCE but sometimes problems develop. You may have had a room alone for several years; now suddenly you are forced to be concerned about someone else's needs or opinions.

All room changes must be approved by the Resident Director in advance. Changes are normally made only between semesters. Students are encouraged to develop skills in resolving roommate conflicts. If a room change is approved by the RD, the student must follow proper check-out and check-in procedures. A \$100 fine will be given if a student does not follow proper room change procedures.

### **PERSONAL PROPERTY PROTECTION**

Sterling College cannot accept responsibility for destruction, theft, or damage of property in the custody of or belonging to the student, nor can the College be responsible for the loss of student property due to theft, fire, or storm. Personal belongings should be protected by individual or family homeowner's insurance. Students also have the option of purchasing property insurance from [www.studentinsurancegroup.com](http://www.studentinsurancegroup.com) which will protect students' possessions. The following suggestions are made for your protection:

1. Insure and mark all valuables including clothing. It would be in the best interest of the student to write down serial numbers and keep it in a safe place in case of theft.
2. **Always** lock your room and secure your window(s).
3. Report any losses or thefts to your RA and RD, who will then report the loss or theft to the Student Life Office.
4. It is noted that individuals who are victims of theft have the right to notify local law enforcement authorities (Sterling Police Department @ 278-2100). If this occurs, Sterling College will cooperate with any investigation conducted by local authorities.
5. Respect College property as you would respect your own belongings, including soft drink and candy machines, as well as lobby and room furniture. Any damage will result in restitution charges, disciplinary action, and the possibility of the College removing these items.
6. Borrow items from students only with permission, and return it on time and in the same condition as when you borrowed it.
7. Think before you act. Having fun should not be at the expense of another person or of the College.
8. If you notice something happening that seems suspicious, report the matter to your RA or RD at once. Your involvement will make Sterling College a safe and enjoyable community.
9. It is your responsibility upon your departure from Sterling College to take all of your personal belongings with you or make arrangements to have your belongings picked up. If no arrangements have been made after thirty days, your belongings will be disposed of. The College is not responsible for mailing your items home to you.

## **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

All criminal activity on the Sterling College campus, as well as off-campus criminal activity that might involve Sterling College students, should be reported to the Vice President of Student Life. The Vice President, in consultation with his or her staff, will make timely warnings to the appropriate people as each situation arises. The Vice President will hold the identity of the victim/witness that makes the report confidential. Records of campus criminal activity will be kept and made available upon request. Three-year crime statistics are available on the College's website.

## **REPORTING SUSPICIOUS/DANGEROUS BEHAVIOR**

All Sterling College students are encouraged to report suspicious or dangerous behavior immediately to an RD or other Student Life personnel. In the evening hours the RD on duty can be contacted at 620-278-6218. If a Student Life staff member cannot be located quickly, students are encouraged to call the Sterling Police Department at 278-2100 or 911 if it is an emergency situation.

## **PERSONAL PRIVACY**

Privacy is an important factor in any home. The issue of security, the role of guests, adherence to schedules, and attention to personal expectations are among the issues which must be negotiated in order to promote a climate where each member of the home can enjoy privacy. In many respects, each residence hall wing is like a home. Each member of the wing should be afforded the privilege of a secure, predictable environment where personal privacy can be maintained. Therefore, it is very important that all members of the wing and their guests abide by the following expectations which have been designed to promote privacy:

1. Members of the opposite sex must not be in the rooms, immediate hallways, landings, lobbies, or stairwells of any entrance for any reason, except during visitation hours.
2. Secured doors must not be propped open for any reason. An unsecured door jeopardizes the privacy and safety of all the floor members. Special hours when this policy does not apply are provided during moving times at the beginning and end of each semester. Hours and dates will be posted in each residence hall.

## **PRIVACY**

The College respects the privacy of students living in the residence halls and has a concern for their well-being. Students need to understand, however, that College residence facilities are exclusively the property of the College, and not of the student. It is the responsibility of the individual student to be aware of and to uphold regulations established to promote and protect the general welfare. Therefore, the College reserves the right for authorized personnel to enter student rooms and vehicles parked or driven on campus in certain situations. These situations fall into three general categories: inspection, search, and emergency.

1. Inspection. The College has the responsibility to inspect, maintain, and make repairs in residence hall rooms. The College also must, on occasion, replace damaged or obsolete furniture. For reasons of safety, sanitation, and general upkeep the College may make repairs in residence hall rooms at any time during the school year. Maintenance staff may enter any room for the above purposes whether the room's occupants are present or not. In cases of emergency, and for the above purpose, maintenance staff may enter a room, in the presence or absence of the room occupants, at times other than regular working hours. Male staff members are on occasion required to do maintenance and repair work in the women's residence halls, as are female staff in the men's residence halls. When this is required the staff member will clearly announce his/her presence before entering hallways, private rooms, or bathroom areas.

Members of the Student Life staff are also authorized to make periodic inspections of rooms. These inspections will take place during breaks and at other times during the semester. If, during an inspection, the staff identify any objects or materials which are judged to constitute a violation of College policy or present a safety or sanitation hazard, those objects and materials may be removed without the owner's permission and may be used in a subsequent disciplinary hearing.

2. Search. Entry into a room or a vehicle on campus by an authorized College official may take place if there is reasonable cause to believe that damage is being done to Sterling College property, that a policy violation or illegal activity is taking place or has occurred, or that some condition exists that constitutes a threat of safety or well-being of the occupants of the building or vehicle.

All parts of the rooms or vehicles may be searched to determine whether or not the suspicion of violation is founded. Such searches will be conducted by an authorized College official accompanied by at least one other person. If possible, they will be conducted in the presence of the resident(s) involved. Exceptions include, but are not limited to, situations requiring immediate attention which would not allow conducting the search in the presence of the resident(s). Whether or not the resident is present, illegal, prohibited, or unsafe items discovered during a search may be seized and possibly used as evidence in a subsequent disciplinary proceeding.

Searches conducted by local, state, or federal law enforcement officers will require a valid search warrant or consent of the party whose person or property is to be searched.

3. Emergency Entry. An unaccompanied, authorized College official may enter a room or vehicle, occupied or unoccupied, when there is reason to believe that there is imminent danger to an occupant of the room or to properties or buildings.

### **VISITATION HOURS**

Members of the opposite sex may visit residents in the residence halls during visitation hours with the resident's consent.

#### **All Residence Halls**

Monday.....	No Visitation
Tuesday .....	6:00 p.m. – 11:00 p.m.
Wednesday .....	6:00 p.m. – 11:00 p.m.
Thursday.....	6:00 p.m. – 11:00 p.m.
Friday .....	6:00 p.m. – 1:00 a.m.
Saturday.....	2:00 p.m. – 1:00 a.m.
Sunday.....	2:00 p.m. – 11:00 p.m.

Residence Hall main lobbies only are open for guests at 9:00 am and will close at the end of visitation each evening.

### **VISITATION POLICY**

During a visitation period in a residence hall the host/hostess' door must be propped open with a shoe while a guest of the opposite sex is present in the room. It is the students' responsibility to get their guests out by the end of visitation. If it is past visitation and a student's guest is not out by the appropriate time, the RA on duty will escort the guest to the front door and document the situation in an incident report.

Residents are expected to dress so as to avoid embarrassment in anticipation of the presence of

guests during visitation hours. The privilege of visitation may be withdrawn from a living unit or an individual for a period of time for violation of visitation regulations.

For purposes of safety, visitation privileges do not extend to individuals of either sex under the age of eighteen unless enrolled full-time as a Sterling College student. Exceptions to this policy are immediate family members who are visiting a sibling who is a current SC student. However, this exception extends only to situations where the immediate family member is accompanied by the current Sterling College student. **Baby-sitting is not permitted in the residence halls.**

<b>1<sup>st</sup> Visitation Violation</b>	\$200 fine and 10 hours of community service
<b>2<sup>nd</sup> Visitation Violation</b>	\$400 fine and 20 hours of community service. Loss of visitation in any of the opposite sex residence halls for the rest of the semester.
<b>3<sup>rd</sup> Visitation Violation</b>	Dismissal from Sterling College.

### **GUESTS**

Guests staying overnight are welcome on the Sterling College campus and, while here, are expected to adhere to the same standards and college policies that are required of students. The host is also responsible for the behavior and actions of his/her guest.

- All overnight guests staying with student residents must inform their RA.
- Visitors may stay for a maximum of three nights. Staying additional nights is only allowable with permission from the RD, and with a \$15 charge per night.

### **APPROPRIATE RESIDENCE HALL BEHAVIOR**

1. Students will respect the RD and RAs and will respond accordingly to their guidance and direction.
2. Students will respect the other residents in the building. They will realize that they are living in a community and need to adjust their lifestyle accordingly, out of respect for their neighbors.
3. Students will refrain from profanity and obscene behavior at all times.
4. Students will play music at moderate levels and at appropriate times. They will also refrain from playing music with profanity.
5. Students will choose movies appropriately in regard to what Christ would desire.
6. Students need to quiet down after midnight on week nights so others can study and sleep.

### **QUIET HOURS**

Quiet hours are an established necessity of community living in order to provide everyone an opportunity for adequate study and rest in their own room. During quiet hours, all residents and other persons in and around the residence halls are expected to refrain from making or causing noise, or any other disruption which infringes upon the rights of residents to study, rest, or sleep.

General quiet hours are from 12:00 a.m. to 9:00 a.m. During finals week, quiet hours will be enforced 24 hours a day.

### **CONSIDERATION TIME**

In addition to Quiet Hours, Sterling College maintains a 24-hour consideration policy in the residence halls. Respect for others in the living area should be shown at all times since residents are operating on many different schedules of sleep and study time. This includes the use of sound equipment. The right to study or sleep takes precedence over all other activities in the residence halls. Those consistently violating the rights of others may be denied further opportunity to operate their equipment or may face other disciplinary action.

## RESIDENCE HALL MEETINGS

In the spirit of community living, all hall meetings are held at least twice each semester: once at the beginning of the semester and once at the end. Attendance at all hall meetings is mandatory and attendance is taken. Students absent without prior approval from their RD will be assessed a \$10 fine.

## PERSONALIZING ROOMS

Sterling College wishes to extend the privilege of personalizing individual rooms according to guidelines that enhance an enjoyable living environment for students consistent with the philosophy of the College community.

1. Occupants are expected to keep their rooms neat and clean.
2. Consideration for others and standards of good taste are important to Sterling College; therefore, pornographic materials, obscene pictures/posters, or other distasteful decorations are not appropriate. This includes, but is not limited to, wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, or which promote a hostile/violent environment for those of another race, gender, or ethnic background. Alcohol or tobacco containers are not permitted in accordance with the alcohol policy.
3. Removing or destroying state and local highway signs, commercial signs, or commercial milk crates is illegal. Therefore, display or possession of such in one's room or hall is inappropriate and may result in disciplinary action. Illegally obtained federal, state, and city highway/street signs will be confiscated and reported to law enforcement officials.
4. The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
5. Items should be fastened to walls with materials that leave the wall unchanged when removed. The following adhesives are permissible for use (any exceptions must be cleared through the resident director):

### Approved adhesives:

- sticky tack
- magnets
- tacks

### DO NOT use:

- duck tape
- scotch tape
- masking tape
- hot glue
- nails (large or small)
- screws
- anything other than approved adhesives

If obvious marks/holes remain on/in a wall from unapproved fastening material, the student will be charged for the damage. Obvious marks are those that are visible on general inspection of the room from about the center of the room. Whether marks are obvious will be the judgment of the person doing the inspection.

6. Candles for decorative purposes are allowed in the residence halls, but lighted candles, candles with burnt wicks, and incense are **never permitted**. Lighted candles, candles with burnt wicks, and incense will be confiscated and the student will be fined. Extra care must be taken with halogen lamps which must be placed three feet away from flammable objects. (Fire Code)

7. Do not tamper with electrical wiring, switches, outlets, fixtures, or cable or telephone wiring.
8. No pets allowed. Fish are the only exception, with a 10 gallon aquarium maximum, and are the sole responsibility of the owner to be maintained (including vacations and breaks when the residence halls are closed). A fine of \$25/day is assessed for having any other type of pet in your room.
9. Athletic equipment is not to be used in the residence halls. In-line skates, Frisbees, basketballs, footballs, tennis balls, etc. may not be used in the residence halls. In-line skates and skateboards are not to be used on any steps, seating areas, or ramps on campus.
10. Use of wallpaper or contact paper is not acceptable.
11. The door of the room is the student's responsibility. Nothing should be attached to either side of the door which leaves marks or residue.
12. Only lofts that meet the following safety guidelines will be allowed in rooms. Any loft that doesn't meet these standards will be taken out of the room by Maintenance at the resident's expense.
  - The loft must have 4 attached legs if a single loft or at least 6 attached legs if designed to support two beds.
  - The legs must be sturdy and firmly attached to the loft.
  - The loft may not be attached to, leaning on, or supported by any surface or object in the room. This includes walls, desks, window frames, and bookshelves.
  - The loft must be entirely self-supporting and stable.
  - There must be at least 2 feet of clearance between the top of the mattress and the room ceiling.
  - A ladder must be securely attached to the loft.
  - Cinder blocks or other non-integrated support devices are not allowed to hold up lofts.
13. Screens may not be removed from any windows. Residents will be charged each time a removed and/or damaged screen is replaced. Fine will be \$100.
14. Rooms may not be repainted or wallpapered by residents.
15. Students may not install or use cable or satellite TV in the residence hall rooms. Only College-contracted TV services are allowed on campus, including in all public areas of the residence halls.
16. No furniture may be disassembled or removed from rooms in Evans or Kilbourn for any reason. Students will be charged replacement value of any bed that has been disassembled. If beds are moved in the rooms, residents will be responsible for all tile repairs. Closets, desks, and bookshelves may not be moved for any reason.
17. Public furniture in areas for the use of all may not be moved into students' rooms. There is a \$25 fine if public furniture is found in a student's room.
18. Residents in all buildings will be responsible for all items of College furniture in their assigned rooms.

### **DAMAGES**

Students are financially responsible for any damage occurring in rooms or other areas within the residence halls. Students should report needed repairs or damages in their living areas to their Resident Assistant as soon as possible so that the necessary repairs can be made. Any changes should be reported to the RA and recorded on your Room Condition Report.



Every attempt is made to be fair in the assessment of damages. Charges are made only when damage occurs by circumstances other than normal wear and tear. Roommates will be charged for the total damages assessed. Charges may be divided amongst the roommates. The charges will be forwarded to the Office of Financial Services for billing. Unpaid charges may result in a hold on future registration at the College and transcripts will not be sent to other institutions.

In cases of common area vandalism (i.e. broken candy machines, lobby furniture damaged, etc.), it is sometimes necessary to assess damage charges against a given wing, or the entire hall. Specific charges will be determined by the Student Life Office in conjunction with the Service Department.

Kicking or forcing open doors and mutilating or removing screens to enter or exit rooms may be charged as damage and assessed as a fine. Screens are fastened in place and must remain on the windows at all times. Fines will be assessed for lack of compliance.

Water may cause damage to carpet and other furniture; therefore, water games may only take place outside the building.

### **ELECTRICAL APPLIANCES AND COOKING**

The use of electrical appliances is limited because of sanitation, safety, and electrical circuit issues. The residence hall rooms were not designed for cooking; therefore, only small appliances with completely enclosed coils are permitted (i.e. corn popper, coffee pots, hot pots, crock pots). Microwave ovens are not allowed in student rooms. They are available in certain areas of each hall for the residents. Under no circumstances will any toaster ovens, frying or broiling units be permitted. At extended breaks all appliances must be unplugged prior to departure. The use of space heaters is prohibited unless permission is given by a Resident Director.

### **FURNITURE**

Students who choose to bring outside furniture to be used in their residence hall must know the origin of the item(s). Students may bring new furniture or furniture from home or other trusted sources. However, students should use extreme caution when bringing purchased at second hand stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations. The College ensures that prior to students moving in; all residence hall rooms are free of bedbugs. If bedbugs are found in a room after students move in, the student(s) residing in that room may be required to reimburse the College for all or a portion of the cost associated with removal. Since the costs could rise to several thousand dollars or more, students should be extremely diligent in following this policy.

### **MAINTENANCE AND HOUSEKEEPING**

The maintenance department completes all repair work in the housing facilities. Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be submitted to your Resident Assistant. The housekeeping staff is not responsible for unnecessary messes (made by the residents) in public places. Students are responsible for keeping their living areas clean and orderly. The restrooms, hallways, and other public areas of the residence hall are cleaned by campus employment students and housekeeping personnel. Cooperation is needed to maintain the cleanliness of these areas. Halls or wings may be fined for having excessive trash or improper sanitation habits. Personal trash should be taken to the outside dumpster and not placed in bathroom or lobby receptacles. If public trash becomes a problem, any resident found in violation will be fined.

## **REFRIGERATORS**

Students are allowed personal refrigerators that are no larger than 4.4 cubic feet. The College will maintain the right to inspect the contents of refrigerators to ensure compliance with Community Life Covenant. Any violation of the covenant associated with the use of the refrigerator may result in the forfeiture of this privilege and the refrigerator being removed from the room and held for the student until privileges are restored. Refrigerators are not allowed to be locked. If a refrigerator is found locked, the student will be fined \$50.

## **VIDEO CASSETTE RECORDERS/DVD PLAYERS**

The use of VCRs and DVDs calls for discretion on the part of the user. As an academic institution, an initial concern is proper stewardship of time. A second concern is acceptability of viewing material. X-rated, NC-17, and many non-rated films are considered inappropriate at Sterling College. Films that are exceptionally violent, vulgar, or sexual in content are prohibited. When deciding what movies to watch, students may use their discretion and good judgment. Students must have respect for the community. The RA and/or RD, as facilitator of the community, has the discretion to ask that a movie be turned off at any time and remove such video from campus.

## **COMPUTER/INTERNET SERVICE**

Students in each residence hall have high-speed internet access through the campus network at no extra charge. Kilbourn Hall and Evans Hall have Ethernet ports in each room, while Campbell Hall and McCreery Hall are equipped with wireless access. Every computer that connects to the campus network must be scanned for viruses and patched with the latest Critical Updates. The Sterling College Information Technology department requires that student computers meet minimum specifications in order to have access to the network. These specifications are updated periodically and are posted at <http://scit.sterling.edu/>

## **COMPUTER LABS**

Each residence hall is equipped with a computer lab containing computers and a printer for student use. It is a privilege, not a right, to have a computer lab in the residence halls. At any time the computer lab can be closed if it is not being treated with respect. There is to be no food or beverages in the computer labs. If any inappropriate material is being viewed or printed or if items are stolen, it will immediately be closed.

## **KITCHENS**

It is a privilege, not a right, to have a kitchen to use in the residence hall. In the kitchen areas, students are responsible for keeping the stove, refrigerator, and countertops clean. Dirty dishes are the responsibility of the residents. If dishes are continuously left, the RA will throw the dirty dishes away. All food should be identified in the refrigerator with a name. If the kitchen is continually left dirty, it will be closed.

## **LOBBIES**

Study, television, and conversational areas are provided at various places within the residence halls. Lobby conduct is expected to be appropriate to the area and never an embarrassment to others. Relationships between males and females must be in good taste at all times. Each member of the community should be able to enjoy public space without having their sense of propriety violated. Consequently, inappropriate public expressions of affection will be addressed by Student Life Staff. Furthermore, couples involved in inappropriate expressions of intimacy may be subject to disciplinary action.

Each individual who uses the lobby should take responsibility for keeping it clean, orderly, and well-maintained. Lobby furniture is not to be removed from the lobbies.

### **LAUNDRY FACILITIES**

Each residence hall is equipped with coin-operated washers and dryers in its laundry room. Athletic laundry facilities are not for personal use. Reports of needed repairs should be submitted to a Resident Assistant. Students are encouraged to avoid leaving laundry unattended. **The College shall not assume responsibility for lost, damaged, or stolen clothing.**

### **FIRE ALARMS AND FIRE SAFETY EQUIPMENT**

In order to provide the safest possible environment for the residents, each of the residence halls is equipped with an adequate fire alarm system. The fire alarm system is to be used only in the case of an actual emergency caused by fire or for those fire alarm drills conducted at the discretion of the Vice President of Student Life. Tampering with the fire alarm system or any of the fire safety equipment (smoke detectors, fire extinguishers, exit signs, pull stations) will result in disciplinary action by the College. In addition, such tampering is a criminal offense and may be prosecuted.

In the event of a fire alarm, residents are required by state law to exit quickly from the residence hall according to the instructions given them by their RA or Residence Director. Residents will not be permitted back in the building until all residents are evacuated and the signal is given to reenter.

### **IN CASE OF FIRE**

**When the fire alarm sounds, ALL residents must vacate the building immediately, until cleared to return.**

The Sterling Fire Department has recommended the following procedures in case of fire:

- Check the door of your room. If your door seems cool and there is no evidence of smoke in the hall:
  - Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
  - If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
  - Go to the nearest exit and leave the building. Nearest exits are posted in each room.
  - Meet quickly at your designated area so all persons can be accounted for. Designated areas will be announced at the beginning of the year.
- If your door is hot, you are probably trapped. Do not open the door. Instead, follow this procedure:
  - Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
  - Hang a sheet out the window to signal rescuers.
  - Open the windows slightly at the top and bottom to let fresh air in and smoke out of the room.
  - Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crawling position. Heat and smoke rise.

## **SEVERE WEATHER PROCEDURES**

A “severe weather” classification generally involves the threat of a tornado or other devastating storm conditions. The rule for a warning is to take immediate action and go to the basement or lowest portion of any building. Any narrow passageway, such as a lower hall, would be preferable. Stay away from glassed-in areas. All students must take shelter according to the campus plan and under the direction of the RDs and RAs. Remain in the shelter until the all clear signal is given

**TORNADO WATCH** - means tornados are likely to develop.

**TORNADO WARNING** - means a tornado has actually been sighted or indicated on radar. In the event of a tornado warning, the city activates loud sirens that can be heard throughout the city. Seek safety immediately!

- **Outdoors Without Shelter:** The American Red Cross says if you are caught outdoors, seek shelter in a basement, shelter, or sturdy building. If you cannot quickly walk to a shelter:
  - Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter.
  - If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
    - Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
    - If you can safely get noticeably lower than the level of the roadway (such as in a ditch), exit your car and lie in that area, covering your head with your hands.
- **In a Home:** Go to the basement. If a basement is not available, go to an interior part of the structure; try to put as many walls as possible between you and the outdoors. Stay away from windows, doors, and outside walls. Get under something sturdy.
- **In Large Buildings:** Interior hallways on lowest floors (preferably the basement) offer best protection.

## **Alma Mater**

*Carol Gene Brownlee '42*

Sterling, all hail to you; your name we love,  
Holding the Word of God all things above.  
Queen of the Kansas plains, 'neath skies of blue,  
Our Alma Mater dear, we sing to you.

Teach us to know the good and love the right;  
Teach us to follow truth through darkest night.  
May God's rich blessings fall on all you do.  
Our loyal hearts we pledge, Sterling, to you.