

BRIERCREST CHRISTIAN ACADEMY RESIDENCE LIFE CODE

Revised August 2018

BRIERCREST

CHRISTIAN ACADEMY — COLLEGE — SEMINARY

CONTENTS

RESIDENCE LIFE 5

- Living out of residence 5
- Moving into residence 5

RESPECT AND CONSIDERATION 5

- Quietness 6
- Privacy and property of others..... 6
- Contribution to the overall atmosphere 6
- Room assignments and roommate conflicts 6
- Music in residence 7
- Media and gaming in residence 7
- Use of phones..... 7
- Internet use..... 7
- Modesty 8
- Male and female residence privacy 8
- Mandatory residence meetings..... 8
- Chapel and church attendance 9
- Dorm community chores..... 9
- Attendance at school and dorm functions 9
- Dress code 9

ACADEMIC GUIDELINES AND EXPECTATIONS..... 9

- Class attendance 9
- Study period..... 10
- Illness 10
- Class spares 10

FOOD SERVICES 10

- Breakfast attendance..... 11
- Behaviour in the student dining hall 11

BUILDING USE 11



Personal belongings insurance 11

Use of lounges and common facilities 11

Residence laundry facilities..... 11

Care of room environment 12

Room decorations and alterations 12

Maintenance needs..... 12

Mattress care 12

Water damage..... 12

Furniture 13

Window screens 13

Pets in residence 13

Energy stewardship..... 13

Lost room keys and student I.D. cards..... 13

Damage deposit 13

Yearend residence responsibilities..... 14

Unaccounted residence damages 14

Appropriate storage area use..... 14

Room inspections..... 14

SAFETY CONSIDERATIONS 15

Emergency procedure in residence..... 15

Flammable material storage/usage and firepit use..... 15

Prescription medication 15

Candle and incense use 16

Portable heaters..... 16

Electrical appliances..... 16

Room/hall decoration limitations..... 16

Tampering with safety equipment, lighting, and electrical wiring..... 16

Firearms/weapons..... 17

Overnight guests in the residence..... 17

Campus safety 17



Counseling services..... 17

Periods of recuperation 17

CAMPUS LEAVES AND CURFEWS 18

Curfew times..... 18

Lights out..... 18

Off-campus leaves and transportation 19

Overnight leaves..... 20

Weekend leaves..... 20

Visitors in residence..... 20

Visiting campus homes..... 21

Christmas and Easter break..... 21

Specialized transportation needs 21

USE OF VEHICLES 21

Vehicle registration and vehicle inspection 21

Vehicle guidelines..... 22

Parking 22

Riding with others 22

RESTRICTED BEHAVIOUR..... 22

Trespassing..... 23

Misuse of safety equipment..... 23

Occult activity..... 23

Pornography 23

Alcoholic beverages 23

Attendance at restricted locations and activities..... 23

Tobacco and smoking paraphernalia 23

Gambling 24

Body piercings and tattoos 24

Practical jokes 24

Bullying 24

Hazing 24



Racism..... 24

Swearing and crude talk..... 24

Inappropriate picture and/or video taking 25

Failure to comply or identify 25

Off-campus conduct 25

Hitchhiking..... 25

HEALTHY SEXUALITY 25

 Designated off limits areas 26

 Sexual harassment..... 27

DORM ACCOUNTABILITY AND DISCIPLINE SYSTEM..... 27

 Probationary period..... 27

 Probationary conditions..... 28

 Required to discontinue or withdraw..... 28

 Additional supports and services..... 29

 Demerit system..... 29

 Additional disciplinary responses 29

 Curtailing of activity and/or freedom..... 30

 Community service..... 30

 Fines..... 30

 Drug testing 31

 Suspension..... 31

 Dismissal 31

 Re-entry..... 31

 Appeals..... 31



RESIDENCE LIFE

Residence living can be one of the most significant aspects of the Briercrest Christian Academy experience. Residence living offers a unique opportunity to apply biblical truths learned in the classroom, functioning as both a testing and a training ground. Residence living also presents opportunities to develop extremely valuable interpersonal skills and develop friendships that can last a lifetime. It is important to realize that in residence living, "no person is an island." Your attitudes and actions in this unique context have a broader influence than merely on yourself. One foundational principle to keep in mind in all aspects of residence life is found in Philippians 2:4, which instructs, "*Each of you should look not only to your own interests, but also to the interests of others.*"

Living out of residence

There may occasionally be situations where parents/guardians want their child to enjoy the benefits of studying at Briercrest Christian Academy without the parent/guardian residing in Caronport and without the student enrolling into the dorm program. Any BCA student desiring to live outside of the dorm residence in any other housing situation other than with their parent(s) or legal guardian(s) must apply, and be approved, in advance. To apply, please contact the Student Development Office at 306.756.3360 and at studentdevelopment@briercrest.ca. Decisions on such applications will be based on the suitability of the host home, as per the criteria laid out in the *BCA Host Home Policy* (available through the Student Development Office).

Moving into residence

Unless required to arrive early by Briercrest Christian Academy administration (e.g. international students for English proficiency testing), all CHS dorm students will move into residence on the scheduled Student Arrival and Check-In day (the day before classes begin). Early arrivals are not permitted. Entry at a later date must be fully processed through the Admissions office.

RESPECT AND CONSIDERATION

For approximately ten months, your room in residence will be your home. It is our desire to offer a secure, attractive, comfortable, positive and supportive environment that will help you succeed academically, spiritually, and socially. In order for this to be fully realized, it is important that all residents observe some common expectations. Each resident must treat others and the facility with respect. Mutual respect for one another is the foundation on which good community is built. If you have a problem with another resident, first approach that person directly with gentleness and respect. If a satisfactory resolution cannot be reached, then discuss the matter with a hall leader (RA). This respect must also extend outside the residence to include classrooms and teachers, school offices and

employees, community homes and residents, and any other private property, whether on or off campus.

Quietness

All students are expected to observe the designated quiet times. Quiet hours are in effect between 10:30 p.m. and 7 a.m. (midnight–8 a.m. on Friday and Saturday nights). During this time, your music must not be audible outside of your room. Inner residence traffic should be kept to a minimum, and there should be no socializing in the hallways. Any student returning to the residence after the designated quiet time must do so without disturbing other residents. Students using laundry facilities or vacuuming should plan to do so outside of the designated quiet time. In-room socializing must be responsible and sensitive to the noise it may be generating. Roommates must show consideration and sensitivity for one another with their in-room noise.

Privacy and property of others

All students will respect the privacy and property of their fellow residents. The personal property of others should not be used without their expressed permission. Residence rooms should not be entered if the inhabitants are not there. Respect and sensitivity must be shown towards another's schedule, workload, and desire to study or sleep. While true of your interactions with every resident, this is especially necessary and important in the case of your roommate. This respect must also be extended beyond the residence to school offices, community homes, and other private properties on campus.

Contribution to the overall atmosphere

Each student is expected to make a positive contribution to the atmosphere in their residence as well as to the quality of life in general on our campus and in our community. We anticipate such things as tolerance, acceptance, self-control, kindness, mutual support, positive talk, respect of authority, and spiritual sensitivity. Behaviors and attitudes to the contrary will be confronted.

Room assignments and roommate conflicts

Any changes to existing room and/or roommate assignments can only be made AFTER receiving permission from your Residence Director. It is expected that students will not hastily declare a roommate conflict without first making an effort to communicate and work through existing differences together. Get potential problems out into the open and talk about them. Deal with small issues immediately rather than letting them fester and grow in magnitude. Approach the situation with a tolerant mindset. Realize that a shared room means compromise by both parties and be open to making some adjustments yourself. Seek the counsel of your Residence Director or RA if necessary, but be careful about talking behind your roommate's back without reason. Pray about the situation and

give it a chance. If you encounter something unusual or extreme, though, approach your RD immediately.

Music in residence

Students must ensure that their music choices, in both content and volume, do not have a negative influence on themselves or on their fellow residents. Music with anti-biblical content and/or themes is prohibited. Music must not be audible outside of your room during any designated quiet times. Volumes must be considerate at other times as well, especially during mandatory study period (7:30-8:30 p.m. on weeknights). Music style conflicts between roommates will need to be resolved and workable solutions (e.g. use of headphones) may need to be implemented.

Media and gaming in residence

All students must exercise good judgment in their TV, online media viewing, and gaming habits in these approved areas. This applies not only to content, but also to the amount of time that is spent in these activities. Inappropriate and/or excessive usage will be confronted. Movies/videos rated 14A or less may be viewed in rooms, with discretion. All movies are to be appropriate and the RA/RD reserves the right to turn a movie off at any time.

Use of phones

To facilitate proper amounts of sleep all residents must turn their cell phones in to dorm leadership before their scheduled *lights out* time on Sunday-Thursday nights. In addition, consideration for others is expected in the use of all phones in the residence. Abuse of your phone may result in restrictions being applied. Misuses/abuses may include but not be limited to:

- Not turning in personal phones in the evening as required
- Inappropriate conversations
- Bullying, threatening, or intimidating calls
- The unauthorized use of another resident's phone

The BCA dorm program is not responsible for misuses of a student's phone by other residents. Each student mature enough to have a phone must be responsible to keep it from being abused by others and must manage their own phone bills.

Internet use

Free Wi-Fi Internet access is available extensively throughout the campus, including in the residences. BCA dorm students will be required to purchase and install a specific, modestly priced, Internet screening/accountability program on all computers and tablets (the RD will provide specific instructions

here). Internet usage in the dorms must be discontinued each night by lights out. Any Internet misuse or abuse (see below) may result in the immediate suspension or cancellation of internet service.

Misuse and/or abuse includes, but is not limited to, the following:

- Continued use of the Internet after lights out
- Poor time management (too much time spent online to the neglect of other responsibilities)
- Crude, provocative or inappropriate conversations/communications
- Accessing pornographic or other inappropriate sites and services
- Use of the Internet for purposes of plagiarism
- Piracy of copyrighted materials or another's Internet account or documents
- Inappropriate use of webcams
- Online gambling, hacking activities
- Gossip, slander, bullying or any intimidation of other individuals online via texting, Facebook, email; chatting; blog posts, etc

Modesty

Appropriate clothing must be worn in the residence at all times (especially in the washrooms, walking to and from the showers, etc.). Also, remember to close your curtains/blinds appropriately. Realize that light or movement automatically attracts the eyes if the curtains are open. Any intentional act of immodesty (i.e. acts of exhibitionism, "mooning", "streaking", etc.) will be dealt with in a serious manner.

Male and female residence privacy

Men are not allowed to enter women's residences and women are not allowed to enter men's residences. This applies to non-student campus visitors as well. Violations in this area will be dealt with seriously. The only exceptions to this would be during announced and supervised "open dorm" times, maintenance staff appropriately entering a residence to conduct repairs, the occasional guided campus visits with parents of prospective students; and other such situations where prior permission has been granted in advance by the appropriate RD. Violations in this area will be dealt with seriously.

Mandatory residence meetings

Dorm/hall meetings are mandatory for dorm residents to attend. It is expected that all students will attend these meetings with a positive attitude and will refrain from any disruptive or disrespectful behavior. If someone is absolutely unable to attend, they must clear this with one of their residence leaders (RA/RD) in advance.

Chapel and church attendance

Students are required to attend all scheduled BCA chapels. Students are also required to attend a local church service (in Caronport or surrounding area) each week.

Dorm community chores

In order to serve their dorm communities and maintain a pleasant and healthy environment, specific in-house chores will be required of all students weekly, as assigned. These will include cleaning dorm bathroom (sinks, counters, mirrors); kitchen; hallways; stairwells; disinfecting door knobs, phones; and may include picking up garbage around exterior of the dorm.

Attendance at school and dorm functions

Attendance and participation are required at both school and dorm-run functions, including but not limited to: Youth Quake, SLC events, Christmas Banquet, and Grad Retreat. Exceptions must be cleared in advance with one's RD. Each dorm has a dorm trip in the third term. Students are not required to go, but the dorm is closed for that weekend, meaning students staying behind must find alternate accommodations.

Dress code

BCA dorm students are expected to fully observe all BCA academic dress code requirements when attending class or school functions. In the dorm and larger social environments, students are expected to dress in appropriate manner at all times (the details of which will be communicated by dorm leadership). Dress that is immodest, designed to shock, unsanitary, or unsightly is not allowed.

ACADEMIC GUIDELINES AND EXPECTATIONS

It is our expectation that students enrolled in the BCA dorm program will be conscientious in their academic endeavors at Briercrest Christian Academy. Students exhibiting a prolonged lack of interest, effort, and/or self-discipline in this area may be required to discontinue.

Class attendance

BCA dorm students are expected to maintain good class attendance records. In situations where class absence is necessary, the student must follow the proper class excused absence protocols. Students who miss class during the day due to illness or for unexcused skips will be required to remain in their residence that evening. Students who regularly or repeatedly miss classes for health reasons will be required to visit a doctor or clinic for an examination. Ongoing class absences resulting from poor self-discipline or unresolved health issues may result in a requirement to discontinue as a student at BCA.

Study period

Students will be required to sign in to their dorm (or assigned area) and be in their room (or assigned area) working on school-related assignments during dorm study periods (7:30-8:30 p.m. on Monday – Thursday evenings). Typically, these periods will be one hour in length but dorm leadership reserves the right to lengthen this as deemed necessary. Weeknight study periods are mandatory for all dorm students. This may be relaxed later in the year in situations involving students who have demonstrated, over time, an ability to be focused and self-disciplined in this area. Students must consult with their RD in advance for permission to be at the library or elsewhere (e.g. working on a group project) if necessary during this time. Understand that while there is accountability to be in one's room working, there is no personal academic tutoring offered in this setting.

Illness

Dorm students who are not feeling well and want to register for an excused absence from class due to illness must report to the BCA Academic Office before 9 a.m. If leaving school during the day due to illness the student must check in at the same office before leaving.

In the event that a BCA residence student has a medical condition that requires medical treatment, BCA residence staff are obligated to follow the recommendations of the medical advice given (e.g. doctors, specialists, hospital, etc.). If the family of the BCA residence student chooses to forego the medical advice/treatment given, opting for other forms of treatments (e.g.. homeopathics, naturopathic, etc.), BCA Residence Life may ask the family to take their child home during their recuperation, as determined by the Dean of Students.

Class spares

Too much idle time often proves to be counter-productive to the individual. BCA dorm students are expected to be enrolled in a full class schedule each term. Exceptions to this (scheduling a spare) are limited to Grade 12 students in good standing and must be cleared in advance with the RD. With the wellbeing of students in mind, the RD retains the right to refuse a spare to any student. No spares are allowed during third term. An exception may also be considered in a part-time employment situation.

FOOD SERVICES

All BCA dorm students will be on the full BCA meal plan and will eat their meals in the Student Dining Hall.

Breakfast attendance

For the health and wellbeing of our students, breakfast will be required for all BCA dorm students from Monday-Friday. Breakfast attendance on the weekends is optional (*Note: on Saturdays a brunch is served in the place of breakfast and lunch*).

Behaviour in the student dining hall

BCA dorm students are expected to conduct themselves appropriately within the dining hall environment. This includes returning their used dishes at the end of the meal; not wasting food; not attempting to remove food from the premise; showing respect for Food Services staff; avoiding food fights or other types of loud or obnoxious behavior. Failure to comply with the above will be addressed by dorm leadership.

BUILDING USE

Personal belongings insurance

Personal belongings are not insured by the school. All students will be responsible to maintain their own insurance policy for potential theft or damage. Check to see if you are covered under your parent's home policy (if applicable). If not, a small renter's insurance package would be a very wise investment.

Use of lounges and common facilities

All residents will work together at keeping common areas of the residence clean. Dorm leaders may formally schedule this responsibility to ensure that it is happening. In such cases all residents are expected to fulfill such assigned duties in a timely and positive manner. Hallways and entrances MUST be kept clear at all times. Common areas of the dorm will be used with respect. If you make a mess, clean it up. This applies to areas such as the residence kitchen and its facilities, the lounge, the washrooms, the hallways, the storage rooms, the grounds around the residence, etc. It is further expected that furniture and appliances will be used carefully to prevent unnecessary damage. Group sanctions may be implemented in cases of the flagrant abuse of common areas. Students are responsible for personal items left unattended in common areas.

Residence laundry facilities

Students must be responsible and mature in their use of residence laundry facilities. This involves keeping the laundry area clean, removing clothing from machines immediately after usage, not overloading the machines, and refraining from any other abuse or tampering with the machines. Please immediately report any problems encountered to a residence leader.

Care of room environment

Each student will be required to keep their room in a state of reasonable cleanliness and order throughout the year (as defined by residence leadership). To ensure that this is happening, weekly room inspections will be conducted.

Room decorations and alterations

Room decorations must be tasteful, wholesome, and done in such a way as to prevent any facility damage or potential fire hazard. *Fun-Tak* is the only approved method of hanging things on the walls. Refrain from posting anything that violates a biblical principle or a Briercrest Christian Academy guideline (e.g. an alcohol or tobacco advertisement, an "R" rated movie poster, music group paraphernalia whose music falls into the anti-biblical category, suggestive or crude subject matter, dark/death/violence themed materials, etc.). Residence leadership retains the right to remove decorations deemed inappropriate. Painting of walls or furniture, building of bunk beds, platforms, room dividing bookcases, or other such construction projects are not allowed. Neither is any modification or replacement of electrical switches, wiring, outlets, or light fixtures.

Maintenance needs

Students will report all maintenance concerns in their room or residence to their Residence Director or RA immediately. This is especially critical in cases involving safety equipment such as smoke detectors or emergency lighting. Students are responsible for all damages that occur in their room that are not listed on their *Student Residence Contract* form from the start of the year.

Mattress care

Each room is equipped with two mattresses. No student shall have more than two mattresses in their room at any time without the express permission of their Residence Director. The use of a mattress pad is mandatory at all times. If the student does not have their own one will be provided for them at cost. If you are in a room without a roommate you are still fully responsible for the mattress on the second bed. Do not lend it out within the residence without taking full responsibility that it is returned. Mattresses are to be left on the bed and used for their intended purpose only. Mattresses are not to be taken outside for sun tanning or any other purpose.

Water damage

There are to be no water fights in the residence, and the use of any liquids for practical jokes or other potentially damaging or careless activities. Abuses will likely result in a fine.

Furniture

Dorm room or dorm lounge furniture cannot be taken out of the dorm for any reason. Adding any additional furniture to your room or dorm lounge must be cleared in advance with your RD. Furniture from common areas must not be moved into individual rooms.

Window screens

Students must not remove their window screens except in the case of an emergency exit such as during a fire. There will be a \$30 fine for doing so, and possibly more if screen is damaged.

Pets in residence

Residence students are not allowed to keep pets in their room/residence, with the exception of fish contained in a moderately sized aquarium (45 liters max.). Any student choosing to maintain fish must clean the water and container regularly to avoid odors or unsightly appearance.

Energy stewardship

Students should be in the habit of turning off all lights, stereos, and other electrical items, and closing windows in winter when leaving their room (*Note: leaving one's window open in cold weather may result in the freezing and splitting of water pipes in your room and subsequent repair charges*). In addition, students should turn off the lights and close the windows when they are the last ones out of a common area such as the lounge, kitchen, laundry room, storage rooms, etc. Any purposeful wasting of energy is prohibited.

Lost room keys and student I.D. cards

Students will report lost room keys to their RD as soon as they have exhausted their search for the missing one. A new key will be issued and there will be a \$10.00 replacement charge applied to the student's account. Failure to turn in a key at the end of the school year will result in a \$25.00 fine. Lost student I.D. cards must be replaced by visiting the Information Services (IS) on the main floor of the Administration Building. There will be a replacement fee charged. As the student's I.D. card also serves as their pass into the dining hall for meals students who are unable to produce an I.D. card there will be allowed to enter but will be charged for their meal. Once they have their I.D. card replaced they can produce this to the cashier at the Dining Room and they will be credited for the previous meal charge.

Damage deposit

At registration, all residence students will be charged a \$125 damage deposit. The registered occupant(s) of each dorm room will be held responsible for all damage found in that room at year-end that they did not indicate on their *Student Residence Contract* form when they moved in. It is important

that students fill out these forms accurately as it is their insurance that they will not be charged for existing damage. If the room is left clean and in good condition then the damage deposit will be refunded to students who are graduating or not continuing. If the student is returning to dorm, their deposit will be carried over to the next year. If not, damage and/or cleaning charges will be applied directly to the student's account and will be deducted from any subsequent damage deposit refund.

Yearend residence responsibilities

At the end of the school year, the occupant(s) of each room will be responsible to clean their rooms according to the standard that will be communicated by the RD. Each room will be inspected to ensure that it is left clean and undamaged. It is the student's responsibility to book a time with their RD to have their final yearend room inspection done (further instructions will be posted).

Unaccounted residence damages

When damage is caused in a common area on a residence hall and nobody is willing to take responsibility, all the residents of that hall will be jointly responsible in covering the repair costs. The total charge will be divided equally among all residents at year-end.

Appropriate storage area use

At no time are the following items to be stored in the residences: bicycles, tires, hockey equipment, or any other large bulky items. Bike racks are provided outside some of the residences and students may ask their RDs about safe bike storage in the winter. Hockey equipment lockers at the rink may be rented for a nominal fee through the Athletics Department (locker rental is included in the intramural hockey registration fee). In addition, for fire safety reasons, hallways and entrances/exits must be left completely clear at all times. Items left unattended in these areas will be removed. All articles stored in designated storage areas must be properly secured and labeled with the student's name clearly visible. Summer storage is only an option for returning students. All personal items must be removed from storage when a student is leaving and not planning to return. Items left in violation of this standard may be disposed of at the school's discretion.

NOTE: All items left in storage rooms are done so at the owner's own risk. These are not fully secure areas and the school is not responsible for items lost or damaged while in storage.

Room inspections

BCA residence staff will conduct a minimum of one inspection of all student dorm rooms weekly. Dorm leadership retains the right to conduct additional room inspections, as deemed necessary.

SAFETY CONSIDERATIONS

We take the security of our students and Caronport community family seriously. This is especially true in the area of fire prevention. Our facilities are evaluated not only by our own maintenance staff, but also by outside safety professionals such as a fire marshal. As such, while some safety requirements may seem strict or excessively cautious, they are binding and non-negotiable to us as well as to you. Students will respect these guidelines and support them in both actions and attitudes within the residence. Monitor your own behaviour in this area, and do not hesitate to confront someone else whose actions hold potential for accident or danger. Intentional safety violations will be dealt with in a serious manner.

Emergency procedure in residence

In the case of a suspected fire, phone 911 immediately, activate a residence fire alarm, and vacate the building in the manner posted. For other residence emergencies students should immediately contact an RA or RD.

Flammable material storage/usage and firepit use

Under no circumstances are any flammable materials such as gasoline, oil, kerosene, gunpowder, propane, oxygen, lighter or starter fluids, fireworks, explosives, vehicle batteries, lighters and matches, etc. to be brought into, used, or stored in any campus dorm. The use of these, or any other potentially dangerous substances, in any prank or unwise activity will be dealt with in a very serious manner. The use of the Whittaker courtyard fire pit must be cleared in advance with dorm leadership and used wisely. No inappropriately large fires are to be built and no dangerous objects are to be placed in/used around the fire (e.g. aerosol cans).

Prescription medication

Each school year a parent/guardian will complete a medical release form on which they will also approve over-the-counter medication that can be given to the student by dorm staff from the residence stock supply. Parents are to disclose all prescription medications that students are taking and notify dorm staff of any new prescriptions added while the student lives in residence. Prescription medications are stored by the RD in a locked cabinet and typically a one-week supply will be distributed to the student in advance. Medications that have the potential for abuse will be given out on a daily basis. Student's non-prescription medications, vitamins, supplements, etc. are to be marked with the student's name and stored in the student's room, out of plain sight, or on their person.

Candle and incense use

The use of lit candles, oil lanterns, incense, or potpourri bowls is prohibited in the residences. In cases where it appears that a student is lighting such paraphernalia, the dorm leadership reserves the right to confiscate the item(s). Disciplinary fines may apply here.

Portable heaters

We will do our best to provide a controlled environment where extra heating is not necessary. In unusual cases, though, the student may approach their RD for permission to use a portable heater. This must be done in advance before they are used. Certain styles or older models will not be allowed for safety reasons.

Electrical appliances

Electrical appliances that generate direct heat (irons, popcorn makers, electrical frying pans, toasters, toaster ovens, hot plates, etc.) may only be used in the residence kitchen or other designated area. Mini fridges and hot pots are allowed in residence rooms. BCA residence leadership reserves the right to confiscate any appliance that is deemed unsafe or that is being misused/abused. Microwaves are provided in dorm lounges.

Room/hall decoration limitations

Nothing is to be posted or suspended from the ceilings of rooms or hallways. No objects, paint, markers, or materials are to be used to cover light bulbs, tubes, or fixtures. No auxiliary electrical lights (including strings of Christmas lights) are to be situated in an unsafe location in close proximity to any potentially flammable materials. At no times are these lights to be left on when the room is unattended. No modification or replacement of electrical switches, wiring, outlets, or light fixtures is allowed. According to the fire marshal, posters or other such flammable material should cover no more than 50% of a wall. All decorating must be done in accordance to the policy distributed at the beginning of the year.

Tampering with safety equipment, lighting, and electrical wiring

Under no circumstances are students to tamper with any safety equipment, lighting or electrical wiring. This would include removing fire extinguishers or using them for any unintended purposes, intentionally setting off smoke detectors or fire alarms, disconnecting smoke detectors, fire alarms, bathroom fans or disabling any emergency or hall lighting (unscrewing bulbs to turn off the light). If a smoke detector malfunctions and must be disconnected it is critical that you inform an RA or Residence Director immediately so that it can be repaired. Violations will be dealt with in a serious manner. Stiff monetary fines are in order in such instances.

Firearms/weapons

There are to be no firearms, crossbows, bows, arrows, explosive devices, air soft guns, pellet/BB guns, spear guns, swords, machetes, knives, martial arts paraphernalia or any other item or device designed to be utilized as a weapon brought into or stored in the residences. All of the above should be left at home. Non-functioning replica items must be cleared through your Residence Director. Any student who uses such paraphernalia in violation of provincial law, town bylaws, or BCA standards is liable to prosecution.

Overnight guests in the residence

All overnight guests in the residences must be cleared IN ADVANCE with the Residence Director. There will be a \$10 per person, per night charge for weekday stays (Sunday-Thursday). Visitors will be expected to comply fully with all BCA guidelines and expectations while a guest here. Failure to do so will result in the immediate loss of guest privilege. For security reasons, no unknown individual (e.g. a hitchhiker or transient) may be invited to enter or stay in a campus student residence. Guests 18 years and older must have a criminal record check prior to staying in the dorm.

Campus safety

Students must cooperate fully with our campus safety personnel. The safety of residences and other campus buildings must not be compromised by propping open doors that are supposed to be left locked.

Counseling services

There is a Counseling Center located on the Briercrest Christian Academy, College, and Seminary campus. More information regarding these services can be found online: www.mybriercrest.ca/studentdevelopment/counselling. Appointments or inquiries can be made by email at ccentre@briercrest.ca or by phone, 306.756.3313.

Periods of recuperation

In a situation where a student is facing an extended recovery time from illness, injury, or any ongoing chronic medical health/mental health concerns and is unable to attend class it is expected that, whenever possible, the student will return home for this period of time where a higher level of personal care is possible.

CAMPUS LEAVES AND CURFEWS

Due to the dynamics of residence living and the nature of our community, it is important that there be a common standard and level of accountability in this area.

Curfew times

Students are required to check back into their dorms by the following times. Any exceptions must be cleared in advance with dorm leadership.

	Sunday to Thursday	Friday and Saturday
Grade 9 and 10	9:30 p.m.	10:30 p.m.*
Grade 11 and 12	10:00 p.m.	11:00 p.m.*

*Grade 10 and 11 students may request one 1-hour weekend extension per month.

*Grade 12 students may request two 1-hour weekend extensions per month.

*All extensions must be cleared in advance with dorm leadership.

These curfew times apply when returning from weekends or break periods as well. It is further expected that students will show respect for those who may be trying to sleep when returning. This includes walking/driving quietly on our community streets as well as entering the residences in a respectful manner. Any exceptions to the above curfews must be cleared in advance with your RD. If something unforeseen arises to delay you after you have left campus we ask that you phone the hall or dorm and inform them of the details.

Note: Campus students and guests visiting dorm residents must vacate the dorm by curfew.

Lights out

In order to maintain proper sleep and rest levels CHS dorm students must have their room lights off according to the following schedule:

	Grades 9 and 10	Grades 11 and 12

Weekday (Sunday – Thursday)	Lights out by 10:30 p.m.	Lights out by 11:00 p.m.
Friday	No lights out	
Saturday	No lights out*	

*If a student cannot manage their lights out in such a way that they have sufficient rest to get up for church, then a 1 a.m. lights out time will be imposed on them.

Note: “Lights out” means not only that the lights in the student’s room are out but also that electronics are turned off and the student is in bed trying to sleep (going to sleep with soft music playing in earphones is allowed). In situations where roommates are in two different age categories the older student must ensure that their later schedule does not interfere with their younger roommate’s ability to sleep.

Off-campus leaves and transportation

Dorm students require verbal permission from their RD or RA whenever they intend on leaving the Caronport town limits (including walks off campus). They will be required to provide information regarding the nature and intention of their trip (e.g. who, what, where, when, why, and how). If these plans change after leaving, dorm leadership must be informed. Dorm leaders reserve the right to limit the number of weekly off campus leaves, as deemed necessary.

In order to safeguard our students, parental approval of the drivers that their child can ride with must be submitted to the Residence Director in advance (written or verbal). If the parent(s) have not approved a certain driver before the student requests to leave campus with that individual, then permission for the leave will be denied.

Residence staff will automatically give permission for students to travel with individuals from the following categories: BCA faculty and staff, Student Development staff, support staff; college RAs and mature college residents in BCA dorms. If a parent would prefer that permission not be granted for a certain individual in one of these categories, they should communicate that to the RD.

Early in the year, parent(s) will receive an email that details expectations and procedures in the above area. This email will also include a form for parents to submit approved drivers. Residence leadership will keep a file of approved drivers for each student, which will be consulted when the student makes

an off-campus leave request. Parent(s) are free to continue to add names to their child's list throughout the year as they become aware of additional individuals that they would like to approve. Dorm leadership retains the right to decline a particular driver in situations where additional information and cause for concern has recently come to light—even if they are on the student's approved list.

Overnight leaves

All students who are planning on being away from the residence overnight or need a curfew extension must receive prior approval from their parents and clear this in advance with their RD. They must also sign out on the courtesy sheets provided in the dorm. All student guidelines are still in effect when signed out overnight. No overnight leaves or sign outs are permitted on YQ or grad weekend, except with parents. Overnight leaves are not permitted in situations where the home visited does not supply responsible adult supervision, including overnight baby/house/pet sitting situations. Dorm leadership reserves the right to restrict overnight leaves on other occasions as well, if deemed expedient.

Weekend leaves

Residence students are permitted weekend leaves subject to the following conditions:

- Permission must be obtained in advance from the RD.
- A parent/guardian must phone to confirm arrangements and give consent in advance.
- Leaves involving mixed company (male/female) require that appropriate travel and accommodation plans be in place and approved in advance by the student's RD.
- Students going anywhere other than their parents' home must have an invitation from the host home which is communicated directly to dorm staff in advance and which includes the assurance of adequate adult supervision for the entire time period. Additionally, advance permission from the visiting student's parent(s)/guardian(s) is required.
- All student conduct guidelines are still in effect when gone for the weekend.

Contact Info:

Girls: cell: 306-631-3805 (306-756-3348)

Guys: cell: 306-631-4106.

Visitors in residence

Under no circumstance should a non-dorm student be in a residence room without the occupant being present. Community students are not allowed in the residence after curfew without prior

permission. All visitors must conduct themselves in a manner that is respectful of dorm residents and guidelines. Anyone, including campus residents, intending to stay overnight in the residence must obtain permission in advance from the Residence Director (a parent of the guest should contact the RD in advance to have such visits approved). Typically, overnight stays are not permitted during the week.

Visiting campus homes

Responsible adult supervision must be present when visiting a campus home. Mixed company groups (m/f) need to inform their Residence Director or RA in advance when going to a campus home together. All Briercrest Christian Academy standards and expectations are still in effect in these locations. In addition, all students are expected to show respect by not presuming on the hospitality of campus residents or insensitively over-staying their welcome.

Christmas and Easter break

Over the Christmas and Easter breaks the BCA residences will be closed. It is our expectation that students will want to be elsewhere during this time. Students not going home are responsible for finding an appropriate place to go during this time. All student conduct guidelines are still in effect over these break periods. International students and parents should plan for this at the onset of the semester.

Specialized transportation needs

If needed, RDs will facilitate transportation for medical check-ups, bus depot, airport trips, and appointments for BCA dorm students. The RD is not responsible to provide the transportation but will assist in facilitating it. Requests for such service must be communicated to the RD in a timely manner by either the student or parent. Such trips will involve a user fee, the amount to be determined by the destination, which will be charged to the student's account and paid out to the individual providing the ride. Transportation between the Regina airport and the BCA campus in Caronport can be pre-arranged by contacting a local shuttle service based out of Moose Jaw, SK. Contact your RD for more information.

USE OF VEHICLES

BCA dorm students must comply with the following vehicle use requirements.

Vehicle registration and vehicle inspection

All vehicles brought to campus must be formally registered with Campus Safety and the Residence Director. In unusual circumstances, dorm leaders retain the right to inspect a vehicle for contraband.

Vehicle guidelines

- Dorm residents must turn in ALL keys to their vehicle to their Residence Director at the start of the year. They can then sign out their keys from their RD for approved trips and usage.
- Dorm students are not allowed to bring recreational off-road vehicles onto campus (dirt bikes, snowmobiles, mini 'pocket' bikes, etc.).
- Avoid driving on dirt side roads in the surrounding countryside when muddy. Also refrain from driving on private property or farmland surrounding the campus as this is trespassing.
- Avoid parking/loitering on side roads.
- No dorm student is allowed to borrow or lend a vehicle without the permission of their parent/guardian and having it cleared in advance through their RD.

Parking

- Only students who have registered and paid for an electrical parking stall space may park their vehicles in such stalls in the winter months.
- In order that streets and areas around buildings be left clear for the use of emergency vehicles, CHS dorm students must only park their vehicles in designated areas. Vehicles parked contrary to these regulations or fail to register their vehicle with Campus Safety will be ticketed and/or towed at the owner's expense.

Riding with others

See **Off Campus Leaves and Transportation** for information regarding approved drivers list requirements and procedures.

RESTRICTED BEHAVIOUR

In addition to living within the boundaries of the law at all times (e.g., no theft, fraud, vandalism, or illegal drugs), the following behavioral restrictions apply to Caronport High School students. Students who violate these restrictions can expect strong sanctions including, but not limited to, informing their parent/guardian. If a student finds themselves in the company of others who are willfully violating CHS student expectations they are expected to separate themselves from such environments immediately, if at all possible

Trespassing

In addition to the obvious fence lines, special attention must be paid to unmarked property lines both within the town and the surrounding farming community. Use of abandoned buildings or driving on private property without permission from the owners is trespassing.

Misuse of safety equipment

No unauthorized use or alteration of firefighting equipment, safety devices, security devices, fire alarms, fire extinguishers or other emergency equipment. Anyone who is caught misusing safety equipment or guidelines can expect stiff fines in addition to other sanctions.

Occult activity

No possessing, using, distributing, or otherwise promoting any occult activity or objects including, but not limited to, witchcraft, séances (real or pretend), fortune telling, tarot cards, Ouija boards, Dungeons & Dragons-type role playing games or games that are deemed to be cultic in nature.

Pornography

The possession or usage of pornographic material in all mediums (video/picture/text/music/electronic/hardcopy/etc.) is prohibited. This includes, but is not limited to, sexually explicit, exploitive, or suggestive material and/or graphic depiction of horror or violence.

Alcoholic beverages

No consuming, purchasing, supplying or storing of alcoholic beverages (including low-alcohol products) is allowed.

Attendance at restricted locations and activities

Students must avoid any location or activity where alcohol and/or drug usage is occurring. Being present but not participating in restricted behaviors may be subject to disciplinary action. If there is a question as to whether a certain location falls into this category discuss it with your RA or Residence Director BEFORE attending.

Tobacco and smoking paraphernalia

No using, distributing, selling, or possession of any tobacco products is allowed. In addition, use and/or possession of any smoking paraphernalia (e.g. e-cigarettes, hookahs, pipes, vaping etc.) are prohibited.

Gambling

No participating in, facilitating, or otherwise promoting any gambling activity is permitted. This includes, but is not limited to, playing of games (cards or otherwise) for anything of tangible value, lottery tickets, casinos, bingo halls, sports betting, video terminal gambling, and on-line gambling.

Body piercings and tattoos

All body piercings must comply with the BCA academic dress code, which states, "Students should avoid ear and body piercings which call undue attention to themselves." In addition, dorm students are not allowed to get new piercings or tattoos while a student at BCA unless expressed permission from their parent(s) is communicated to the appropriate RD in advance. Such permissions also require that the intended action not bring the student into conflict with the BCA academic dress code expectations in this area.

Practical jokes

No practical jokes that cause, or have the potential to cause, any emotional, physical, or property damage are allowed. This includes, but is not limited to, the use of fire and/or smoke generating products or any other potentially dangerous substance. No individual or group is to be singled out as the target of ongoing practical jokes (thought to be *harmless* or otherwise).

Bullying

Any physical, verbal, or emotional acts of bullying, aggression or intimidation will be dealt with very seriously. This includes both face-to-face confrontations as well as via the use of electronic communication (texting, Facebook, email, phone calls, etc.), notes, spreading of rumors, etc. to bully others.

Hazing

No hazing rituals or group initiation rites that single out, demean, humiliate or endanger others.

Racism

No racial slurs, jokes or ethnic put-downs of any type or in any context will be tolerated.

Swearing and crude talk

Students will refrain from the use of profanity (common swearing), blasphemy (taking the Lord's name in vain), or any other form of crude, vulgar, or inappropriate talk or joking. Persistence in this behavior may result in discipline.

Inappropriate picture and/or video taking

Students must refrain from abusing principles of personal privacy, decency, and common sense when partaking in picture and/or video taking. No pictures or video should be taken of another without their expressed permission. Pictures or video legitimately taken should not be re-distributed, physically or electronically, without the expressed permission of all subject(s) contained therein. Students must refrain from taking and/or displaying pictures or video with indecent, crude, or suggestive themes. No stunting or practical joke themed videos or pictures can be taken which involve trespassing; unsafe activity; embarrassment or demeaning of another; the abuse of private or public property; or the violation of biblical standards, societal laws or the Briercrest Christian Academy student conduct code, whether actual or staged. Videos or pictures taken for class projects, yearbook, or highlight videos must also comply with all the above stated standards. The use of webcams on personal computers must be limited to activity that is wholesome and appropriate.

Failure to comply or identify

Failure to comply with the directions of school personnel, dorm leadership, or law enforcement officers acting in the performance of their duties will result in sanctions. Failure to comply with posted or written rules, including failure to evacuate during an emergency and/or failing to identify oneself accurately to any of the persons mentioned above when requested to do so, will result in sanctions as well.

Off-campus conduct

All students will conduct themselves in a manner that is above reproach and in harmony with the teachings of Scripture and with Briercrest Christian Academy guidelines. This is true even when off campus, whether for the evening, or for a more extended period of time such as a weekend or mid-term break. Student status is maintained from September to June of the following year, straight through the Christmas and Easter breaks.

Hitchhiking

Due to the obvious safety issues involved, students are prohibited from hitchhiking.

HEALTHY SEXUALITY

Briercrest Christian Academy invites its students to view their sexuality within the context of their Christian discipleship. BCA embraces a biblical view of sexuality, which holds that a person's use of her or his body has spiritual, emotional, and social, as well as physical implications. In this regard, BCA holds that the Bible teaches that sexual intimacy is reserved for marriage, a covenant of love and

faithfulness entered into before God between one man and one woman. Furthermore, Briercrest holds the view that God's purpose for marriage is to bring God glory, through procreation, through the enjoyment of sexual intimacy, and ultimately through being a witness to the love of Jesus Christ for his Church. In order to honor marriage, sexuality, and celibacy as good gifts of God, both to individuals and to the common good, the Briercrest community strives for purity of thought and action, respectful modesty, personal responsibility for actions taken, and avoidance of behaviors inconsistent with these ideals (Matt 5:27-28; Eph 5:3; Gal 5:19-21; 1 Cor 6:9-11). Similarly, BCA encourages all its community members to avoid personal and social contexts where temptation to compromise sexual purity would be particularly strong.

For these reasons:

- Dating is not permitted for students in grade 9.
- Physical contact by couples should be limited to holding hands or a quick kiss goodnight.
- Hanging out in inappropriate, secluded locations must be avoided.
- If inappropriate or unhealthy conduct is observed, warnings will be given to both parties. Unheeded warnings will result in a required period of couple separation, during which time the two individuals may sit together at meals but may not be together otherwise.
- Relationships established prior to arrival at BCA require special permission for campus visits or leaves involving the off-campus boyfriend or girlfriend.
- Further restrictions may be required by parents and/or dorm leadership.

Dating couples have certain responsibilities to ensure that their relationship remains healthy. In private, this means conducting themselves in a manner that is honoring to God and to the principles contained in His Word. In public, couples must conduct themselves appropriately and in a manner that makes others around them feel comfortable—not as though they were intruding on something private. In these matters use a combination of sensitivity to those around you, personal common sense, and the input and evaluation of others. If you have any further questions, do not hesitate to discuss this area with your Residence Director.

NOTE: Briercrest College students are not permitted to date BCA students below grade 12. Where a Briercrest College student is dating a grade 12 BCA student there must be complete understanding and cooperation with the guidelines pertaining to the BCA student, which in some cases may be different from Briercrest College guidelines (e.g. curfew times).

Designated off limits areas

Certain areas are off limits outside of designated times and activities. These include: the Dining Room; the Den; the chapel foyer and the chapel itself after 10 p.m.; the music practice rooms without permission from the Worship Arts Department; individual rooms in the residences without permission

from the occupant; the upper and lower wing of the Administration Building (east of the Library) after 6 p.m. unless on school business; the gymnasium and ice rink during off hours; and the Landing. The following areas are always off limits unless on school business: the areas behind the chapel; on top of building rooftops; any maintenance building, boiler room, storage area, or other room or facility that is designated staff only; and any room or building that is found in a locked condition.

Sexual harassment

Sexual harassment of a student or an associate of Briercrest will not be tolerated. Sexual harassment is defined as any unwanted sexual advance, request for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment for work or study. Students who believe that they have been or are being sexually harassed should approach any of the Student Development Deans or Resident Directors (RDs) or alternatively any member of the campus Committee for the Prevention of Sexual Harassment (go to the Human Resources Office). All reports of harassment will be taken seriously and will be promptly investigated following due process. Care will be taken to protect the confidentiality and privacy of all parties involved. Information gathered as a result of an informal investigation will be placed in personnel or student files. The complete Sexual Harassment policy contains a fuller treatment of definitions, processes, and procedures and may be accessed through the Student Development or Human Resources offices.

DORM ACCOUNTABILITY AND DISCIPLINE SYSTEM

The BCA residence program seeks to provide a community where students are able to grow and mature as emerging young adults. While we know that adolescence does prove to be a difficult time for some, we hope to provide a structure that encourages personal responsibility and maturity in the following areas: academic success, personal and social decision making and behavior, emotional development, and spiritual understanding and commitment.

It is the goal of Student Development to work alongside of parents in parenting their sons or daughters. Residence Directors and Residence Assistance in no way take the place of you as parents. This means that we will seek to work together with parents when it is apparent that discipline may be necessary.

Probationary period

Students who demonstrate the inability to govern their personal, academic, or emotional behavior, who demonstrate poor decision-making skills, who resist or do not respond positively to remedial help, or who engage in a more serious breach of the *BCA Residence Life Code* expectations may be placed on personal probation. **The accumulation of 50 or more dorm demerit points or involvement with threats**

or activities related to harmful and/or self-destructive behavior both indicate that a probation stage is necessary.

Probationary conditions

Students who struggle with exercising personal responsibility demonstrate the need for further direction and accountability. This will be provided in the following ways: while on probation, all school spaces will be used for study purposes only; curfew may be set at an earlier time; specific advance permissions will be required when leaving campus (no 'just signing out on the door'); restrictions may be placed on personal phone/cell phone, Internet and vehicle use (as deemed necessary); port campus—requiring that a student remain on campus for a specified time—may be applied; on-campus sleepovers in other homes or dorms will not be allowed; off campus weekend leaves will not be allowed except to go home; no study period skips will be granted, etc.

NOTE: Probation is a designated period of time in which the student needs to show tangible evidence that they want to continue as a student at BCA and that they are willing to abide fully by all student expectations. Further conduct code violations while on probation will be magnified in severity, having been committed while on probation, and may result in suspension or dismissal.

Required to discontinue or withdraw

The BCA dormitory program is not a reformatory, rehabilitation centre, or home for problem teens.

This means that:

- Students who are unable or unwilling to experience some level of academic success will not be able to continue in the dorm program.
- Students who are unable to appreciate the learning environment of dorm life and who act out negatively in their behavior or attitudes will find that they will not be able to continue in the dorm program.
- Students who display certain kinds of destructive or harmful behaviors (toward themselves or others) and are unable or unwilling to seek help and display growth in the problem area will not be able to continue in the dorm program.
- Students who are experiencing ongoing complex medical or mental health concerns that impact necessary independence and academic services will not be able to continue in the dorm program.

In situations where a student has demonstrated a lack of ability or desire to put forth an effort to remain a student at BCA, they may be required to withdraw and discontinue as a student.

While our preference is that required withdrawals occur at the close of a school term, in some instances, depending on the severity of the incident/behavior, withdrawal may be required more immediately. In cases of mid-term withdrawals, parents/guardians will be given advanced warning (as circumstances permit). Students who have not exhibited an acceptable level of cooperation, desire, and effort to change may be required to discontinue at semester ends.

Once a student has been notified of a required withdrawal there will be no appeal possible for a continued probationary period with the promise that “now I will change.” Typically, there will be ample time and opportunity given “to change” during the probationary period prior to a required withdrawal. If a student truly wants to stay at BCA, then that is the time to put forth an effort.

Additional supports and services

In situations where a student on probation requires an additional level of personal care that goes above and beyond what is normally provided within the residence program, there may be an additional charge applied to the student’s account to cover such expenses. Parents will be consulted in such situations.

Demerit system

A demerit system may be used to monitor student responsibility and behavior. Minor infractions will range from 5-20 demerits (e.g. late for curfew, missing study period, neglecting to sign out, etc.). Certain behaviors such as lying and deception may warrant 25 or more demerits for a single offense. Demerits may be worked off at any time through assigned community service; therefore, it is unnecessary for them to accumulate. Amassing 50 or more demerits will be taken as an indication that the student needs alternative discipline such as grounding, or that in some instances, students may be moved to a probationary level to bring increased accountability to their situation. If a student continues to accumulate demerit points, additional consequences will be considered, including the possibility of being required to discontinue.

To encourage good choices right until the end of the term/year, demerits that are not “worked off” at year end will result in a fine, at a \$2.00 per demerit rate, and will be charged to the student’s account.

Additional disciplinary responses

At times, as a result of a student’s decisions, actions are partaken in of a more serious nature that require stiffer consequence than merely the application of demerit points. In situations such as this our response may include one or more of the following:

Curtailling of activity and/or freedom

At times it is deemed appropriate to suspend or limit involvement in certain activities that are relevant to the disciplinary incident in question. For example, vehicle use abuses may result in additional restrictions being placed on the student's use of their vehicle.

Community service

In some situations, a student will be required to complete a certain number of community service hours (e.g. working in the student cafeteria dish pit) within a designated period of time as a consequence for their misbehavior. Expectations and responsibilities will be clearly communicated to the student. Failure to complete assigned hours will result in additional consequences.

Fines

While we do not generally utilize a broad fine-based disciplinary system, there are some activities and involvements where monetary fines will be applied. These typically involve activities that are dangerous or damaging in nature (actually as well as potentially). While parents/guardians may feel that fines are more of a punishment for them, they are encouraged to hold their son/daughter financially responsible for their fines and thus assume responsibility for their actions and decisions. Appropriate levels of accountability from home can help encourage good decision making. Fines will typically be applied in the following situations:

- Property abuse and damages including practical jokes, removing window screens/panes, carelessness, rowdy behavior, and water fights/abuse in the residence;
- Disconnecting or tampering with smoke detectors/alarms/fire extinguishers/safety equipment;
- Burning incense or candles in the dorm;
- Possession and/or usage of fireworks;
- Possession of lighters or matches. **DO NOT BRING THESE TO SCHOOL.**
- Leaving the dorm after curfew without permission. This is taken very seriously as it impedes our ability to safeguard students. The first violation will result in a \$50.00 fine. Subsequent incidents of the same nature may result in larger fines.

NOTE: While we do not utilize a fine-based system in many other areas during the course of the school year, for BCA Term 3 we switch to the use of fines more broadly. This is done due to the reality that our options are very limited at year end on how we can respond to misbehavior, if necessary. In this final term the use of many of our regular means of providing accountability pose some problems due to its shortened duration. Please work with us and make wise decisions right through to the completion of the year and thus avoid receiving any fines.

Drug testing

If a situation arises where there is good reason to suspect illegal drug usage by a student then they may be required to take a non-invasive, oral drug test. If the test results are positive, the student's account will be charged for the cost of the test kit. If it is negative then there will be no charge to the student. The student's parent(s) will be contacted and informed in either case.

Suspension

In incidents of a serious nature, it may be deemed necessary to require the student to be separated from the dorm community for a period of time. Typically, suspensions require the student to leave the dorm community and move into a pre-arranged host home on campus for a period of time anywhere from 3 days to 2 weeks. In such situations, the student and parent(s) must be willing to cooperate with the conditions placed on such a suspension and assume responsibility for any additional expenses that may be incurred as a result (e.g. host home fees). Parents/guardians will be communicated with in advance and will be responsible to cover any additional costs that may be incurred in such a situation.

Dismissal

In situations involving either a single incident of a very serious nature or as a result of the ongoing accumulation/continuation of lesser violations of *BCA Dorm Residents Code* a student may be dismissed and required to go home in the midst of a school term. Parents/guardians will be fully responsible to cover any additional costs that may be incurred in such a situation. A portion of the student's room and board fees for the term may qualify to be refunded in accordance to the regular BCA withdrawal policy.

Re-entry

Students who are required to discontinue, are dismissed or have an involuntary leave of absence, must apply for re-entry.

Appeals

- Discipline administered by *Resident Assistants* may be appealed to the *Residence Director*.
- Discipline administered by *Resident Directors* may be appealed to the *Dean of Residence Life*.
- Discipline administered by the *Dean of Residence Life* may be appealed to the *Dean of Students*.