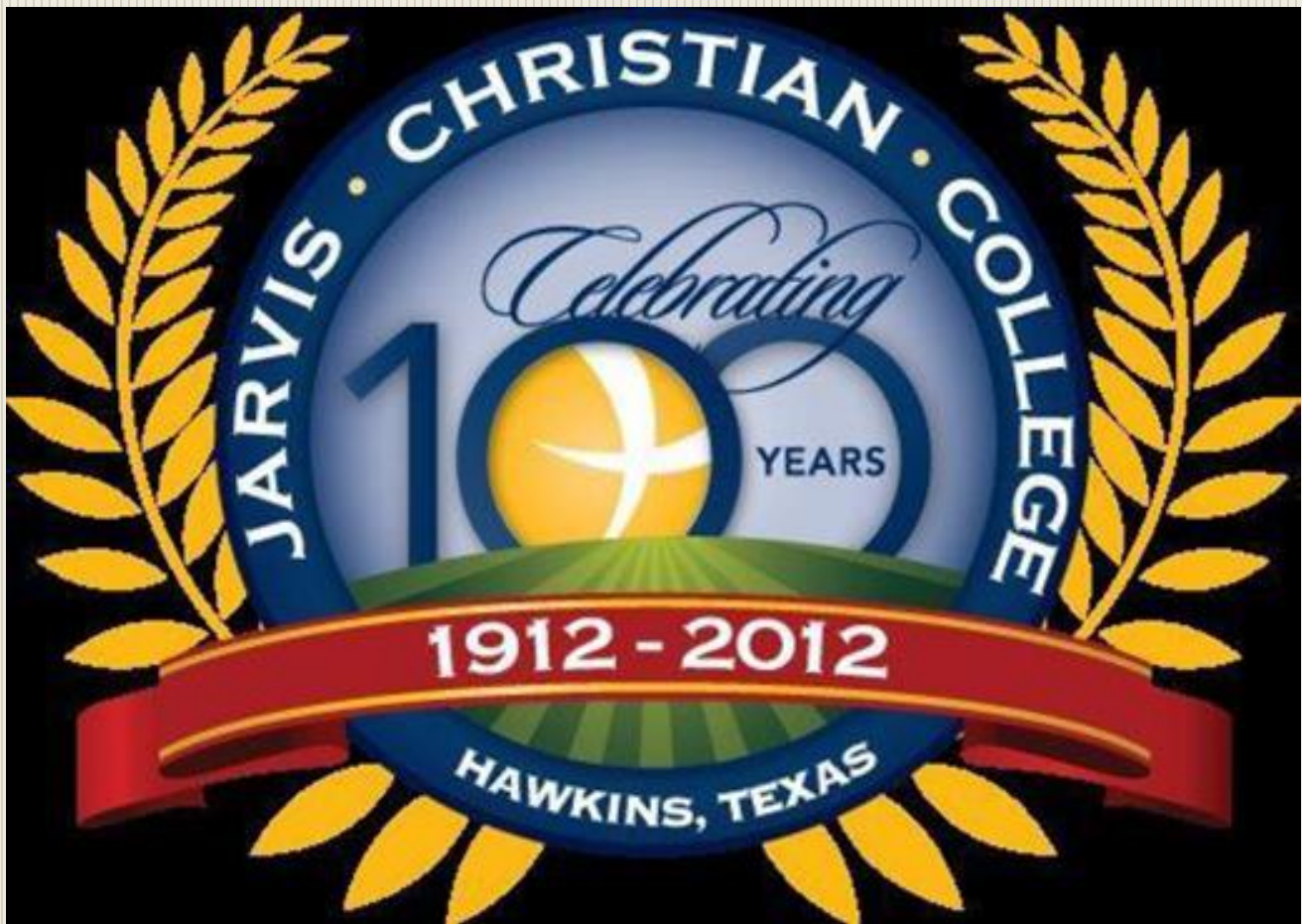


# STUDENT HANDBOOK



Revised April 18, 2019

Dr. Lester C. Newman  
President

Cory D. Gipson (Interim)  
Vice President, Student Services





## **ACCREDITATION STATUS**

Jarvis Christian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Jarvis Christian College.

The Commission is to be contacted *only* if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Normal inquiries about Jarvis Christian College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

**FOUNDED BY**  
**THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**

**AFFILIATED**  
With  
DIVISION OF HIGHER EDUCATION: CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST), INC.  
CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN THE SOUTHWEST  
CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN OKLAHOMA  
CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN ARKANSAS

**APPROVED**  
By  
TEXAS EDUCATION AGENCY  
TEXAS ASSOCIATION OF COLLEGES AND UNIVERSITIES

**MEMBER**  
Of  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
INDEPENDENT COLLEGES AND UNIVERSITIES OF TEXAS  
AMERICAN COUNCIL OF EDUCATION  
NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION  
TEXAS ASSOCIATION OF DEVELOPING COLLEGES  
THE COLLEGE FUND/UNCF  
NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITIES ASSOCIATION  
NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

## TABLE OF CONTENTS

Table of Contents	4
Message from the President	5
Message from the VP of Student Service	6
Campus Map	7
Buildings and Facilities	8
Executive Council	9
Mission Statement	10
Jarvis Strategic Goals and Objectives 2012-2017	11
The Division of Student Services	15
Alma Mater	16
Brief History of Jarvis	17
Jarvis Traditions	22
Frequently Dialed Numbers	23
Student Code of Ethics	24
Student Rights, Responsibilities and Requirements	25
Statement on Political Affiliation	29
Academic Regulations	29
Residence Life and Housing	46
Student Visitation	48
Eviction Policy	49
Information Services and Technology    Anti-Router Policy	55
Student Activities and Organizations	55
Media Contact	61
Appropriate Attire Policy	61
Student Identification Information	64
Student Code of Conduct Violation	64
Administration of Student Conduct	71
Student Complaint Procedure	79
Disciplinary Hearing Bodies	83
Appeals Procedure	92
Hazing Policy	94
Table of Fines	99
Sanctions	101
Dining Hall Policy	104
Title IX	105
Gender-Based and Sexual Misconduct Policy	118
Missing Student Policy	126
Student Death Policy	128
Emergency Management Plan	129
Athletic Emergency Plan	149
Receipt of Student Handbook	159
Student Complaint Form	160
Faculty/Staff Complaint Form	161



# JARVIS

---

## CHRISTIAN COLLEGE

### MESSAGE FROM THE PRESIDENT

To the Students of Jarvis Christian College:

Welcome to Jarvis Christian College! Over the course of one hundred years, JCC has been dedicated to helping students reach their educational goals. As such, we offer excellent instructional programs and the resources to help you succeed and graduate in your chosen fields. We believe in putting the student first by providing such; however, you are held accountable for learning! You will need to take responsibility for obtaining and utilizing the resources offered to you. Therefore, I challenge you to excel in each course you take and to utilize fully this wonderful opportunity before you. Additionally, as you interact directly with faculty and staff, I charge you to remember to provide them the same manner of respect that you desire. Young men, remember to take your hats off in buildings and dress appropriately. Young ladies, remember to dress appropriately. Also, remember that attending Chapel on Tuesdays at 11:00 a.m. is required of all students.

JCC offers a comprehensive college experience with numerous student activities and support services. Student success is a top priority, and I hope that you will take advantage of the programs and services the college offers. Please note that the JCC catalog is accessible on the JCC website (<http://www.jarvis.edu>) via the Academic Webpage through the College Catalog link. This is truly a convenience when you want to access general information about the College, check out a course description or find out the requirements for a particular major.

The Division of Student Services strives to deliver services of value to you, and this Student Handbook has been produced in that spirit. It contains a wealth of information covering a broad range of topics, including resources that are available to help you advance academically, an overview of the many offices that are here to serve you, links to the student organizations that invite your participation, and much more.

The Student Handbook will help you in a multitude of ways, and I hope that you will make frequent use of it. Have a wonderful year at JCC!

Sincerely,

  
Lester C. Newman  
President



## Message from the Vice President for Student Services

Dear Students of Jarvis Christian College:

It is a pleasure to have you at Jarvis Christian College (JCC)! The Division of Student Services includes the following services:

- Band
- Choral Activities
- Cultural Diversity
- Health Services
- Spiritual Life
- Residence Life & Housing
- Student Activities & Intramural Sports
- Student Development (Clubs & Organizations)

The main office of Student Services is located in Ronald Hay Student Services Center, and we are here to serve you Monday through Friday from 8:00 am -5:00 pm

The Division of Student Services will assist you throughout your collegiate journey. We want to make sure that your years at Jarvis Christian College are not only educational but also exciting and enjoyable. We offer programs, services, activities, student organizations and resources that will allow you to get involved and afford you opportunities for both academic and personal growth, development and achievement. Please take advantage of these opportunities. We charge you to invest your time, energies, and interest into endeavors and directions which will help you realize your full potential and truly make your years at JCC some of the best years of your life.

It is our goal to help you apply what you have learned at JCC to real-life experiences. Whether you are interested in joining or starting a registered student organization, participating in service learning experiences, or seeking to develop your leadership skills, Student Services helps you find your way as you discover your passion at Jarvis Christian College. The Division of Student Services also serves as a student support network by providing advocacy, problem resolution, and crisis intervention for those times when additional support is needed.

We are excited to have you at Jarvis Christian College and extend you the very best wishes for a successful journey.

Sincerely,

*Cory D. Gipson*

Cory D. Gipson, MBA, MS  
Vice President, Student Services (Interim)



## College Map

Jarvis Christian College

P.O. Box 1470

U.S. Hwy 180 E. P.R. 7631

Hawkins, Texas 75765-1470

## **ACADEMIC BUILDING**

***The Olin Library and Communication Center*** – Library, media center, computer laboratories and study cubicles. (#19)

***The Charles A. Meyer Science and Mathematics Center*** – Classrooms, auditorium, science laboratories, and office space. (#18)

***The James Nelson Ervin Religion and Culture Center***

***The Smith-Howard Chapel*** – Chapel, fellowship hall and office space. (#5)

***The Peoples-Dickson Building*** – Classrooms and office space. (#26)

***The Earl W. Rand Health, Physical Education, and Recreation Center*** – Gymnasium, athletic facilities, classrooms, Olympic-size swimming pool, training rooms, locker rooms, dance studio, concession, kitchen, and office space. (#20)

***The Community and Technology Center*** – Computer laboratories, classrooms, meeting rooms, and office space. (#23)

## **RESIDENCE HALLS**

The present residence halls include five buildings for men, five buildings for women students, and a coed residence hall. The women's residence halls are William and Mary Alphin (#13), W.J. Fuller (#15), and Wilma Ervin (#7), Venita Carney Waddleton (#14), and Ora Carey (#17). Isiah Hurdle (#11), Charles A. Berry, Sr. (#10), Thomas Buchanan Frost (#9), Peter Clarence Washington (#12) and John Oliver Perpener (#6) are the men's residence halls. The Sebetha Jenkins Living and Learning Center (#24) is a coed residence hall.

## **NON-ACADEMIC BUILDINGS**

***The Elbie Guy Crawford Titus Women's Commons Building*** – Commons area, meeting space and office space located near the women's residence halls. In most recent history it serves as the campus wellness center. (#16)

***The Ida V. Jarvis Student Center*** – Dining hall, student activities center, President's Dining Room, and President's Parlor. (#2)

***The Charles A. and Sarah G. Berry Student Apartments*** – Married student and single parent housing complex. (Behind Meyer building)

***The Faculty Housing Complex*** – Faculty apartments and laundry facilities. (Behind Meyer building)

***The Alumni Heritage House*** – Heritage Room, archives storage, and visitor housing. (#21)

***The Emma B. Smith Administration Building*** – Administration office, President's Office, and President's Conference Room. (#3)

***The Barton-Zeppa Building*** – Maintenance facility. (#4)

***The Ronald L. Hay Student Services Center*** – Student Services, Campus Store, Campus Grill, and Dining Area. (#25)





EDUCATING THE HEAD, THE HAND, AND THE HEART

## **EXECUTIVE COUNCIL**

**President**

**Dr. Lester C. Newman**

**Provost and Vice President for Academic Affairs**

**Dr. Glenell Pruitt**

**Vice President for Student Services**

**Cory D. Gipson**

**Vice President for Finance and Administration**

**Ms. Paula Love**

**Vice President for Institutional Advancement and Development**

**Dr. K. Eke**

**Jarvis Christian College is an equal opportunity provider and employer.**

# JARVIS CHRISTIAN COLLEGE

# **Jarvis Christian College Mission Statement**

**Jarvis Christian College is a historically Black liberal arts, baccalaureate, degree-granting institution affiliated with the Christian Church (Disciples of Christ). The mission of the college is to prepare students intellectually, through academic programs that promote excellence in teaching and learning; socially, through student-centered support programs that encourage positive and constructive communication among peers, faculty, and staff; spiritually, through programs that stimulate spiritual growth and worship; and personally, through interaction that fosters self-development and maturity. The mission further seeks to prepare students for professional and graduate studies, productive careers, and to function effectively in a global and technological society.**

## **Academic Affairs Mission Statement**

**The mission of Academic Affairs is to provide the student with challenging learning experiences, which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts and develop skills that are essential for professional competence in the student's chosen career.**

## **Student Services Mission Statement**

**In keeping with the mission of Jarvis Christian College, which serves a population that possesses diverse socioeconomic and educational backgrounds, the Division of Student Services strives to implement through its organizational structure, programs which emphasize social, civil, and cultural maturity; interpersonal relations and effective communication skills; emotional growth; spiritual development; effective living and learning experiences; and appropriate identification with the world of work.**

# JARVIS CHRISTIAN COLLEGE

## STRATEGIC GOALS 2012-2017

STRATEGIC GOALS AND OBJECTIVES	KEY PRIORITIES
<p><b>GOAL 1: To provide preeminent academic programs and instruction through curriculum and faculty development.</b></p> <p><b>Objective 1:</b> Create Centers of Excellence in Teacher Education/Science and Mathematics /Business.</p> <p><b>Objective 2:</b> Establish distinguished professorships</p> <p><b>Objective 3:</b> Establish a lecture series focusing on gender, race, culture, politics and religion.</p> <p><b>Objective 4:</b> Redesign an honors program for exceptional students.</p> <p><b>Objective 5:</b> Improve quality of academic/ educational programs.</p> <p><b>Objective 6:</b> Incorporate research projects in the curriculum</p> <p><b>Objective 7:</b> Strengthen the general education curriculum.</p> <p><b>Objective 8:</b> Enhance academic support services.</p> <p><b>Objective 9:</b> Increase global awareness through language immersion program.</p> <p><b>Objective 10:</b> Maintain accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools.</p> <p><b>Objective 11:</b> Seek specialized accreditation for academic programs, such as social work and criminal justice, as appropriate.</p>	<p><b>Goal: Encourage academic excellence by attracting and retaining students through relevant academic curriculums and providing qualified professors and industry programs to encourage internships and job placement.</b></p>
<p><b>GOAL 2: To be fiscally sound and a good steward of resources to advance the quality of academic</b></p>	<p><b>Goal: Recruit and develop competent key administrative</b></p>

<p><b>programs, administrative functions, and facilities management.</b></p> <p><b>Objective 1:</b> Grow college endowment</p> <p><b>Objective 2:</b> Increase the number of funded grants and contracts</p> <p><b>Objective 3:</b> Increase revenue of fundraising projects</p> <p><b>Objective 4:</b> Increase the number of funded scholarships</p> <p><b>Objective 5:</b> Maintain a positive unrestricted net assets minus plant funds</p> <p><b>Objective 6:</b> Maintain positive financial ratios</p> <p><b>Objective 7:</b> Manage College resources effectively and efficiently.</p>	<p><b>officers and staff personnel in preparation for an increased level of engagement and accountability across all functional areas.</b></p> <p><b>Goal: Improve the financial stability of Jarvis Christian College.</b></p>
<p><b>GOAL 3: To enhance the utilization of technology and strengthen technology infrastructure to optimize learning communication, and administrative functions of the College.</b></p> <p><b>Objective 1:</b> Enhance the effective use of technology for administrative decision-making.</p> <p><b>Objective 2:</b> Adopt current trends in technology for student engagement and learning.</p> <p><b>Objective 3:</b> Top support and enhance the faculty/staff use of technology through professional development.</p> <p><b>Objective 4:</b> Create web based/online instructional programs.</p>	
<p><b>GOAL 4: To improve the campus environment inclusive of physical facilities and auxiliary services.</b></p>	

<p><b>Objective 1:</b> Enhance the dining experience on campus through monitoring of the food service program.</p> <p><b>Objective 2:</b> Enhance the living and learning environment on campus through cooperative endeavors between academic affairs and student services.</p> <p><b>Objective 3:</b> Assure a safe and inviting campus environment through establishment of a “Jarvis First” Program.</p> <p><b>Objective 4:</b> Expand physical facilities to accommodate the growth and needs of academic programs, student and faculty housing, athletic facilities, and the community.</p> <p><b>Objective 5:</b> Establish a master plan that will guide growth of the College.</p>	
<p><b>GOAL 5: Establish collaborative relations with internal and external constituents to support the mission of the College.</b></p> <p><b>Objective 1.</b> Maintain contact and relationships with alumni to track the impact of their Jarvis education.</p> <p><b>Objective 2.</b> Support alumni relations to stimulate alumni giving.</p> <p><b>Objective 3.</b> Establish community outreach and service programs and activities that enhance town-gown relations..</p> <p><b>Objective 4.</b> Develop grants and partnerships for mutual college/community benefit.</p> <p><b>Objective 5.</b> Position the institution to serve as a repository for information and research to bring awareness of local, state, and national issues that impact the campus and broader community.</p> <p><b>Objective 6.</b> Establish a marketing plan that promotes the College.</p>	<p><b>Goal: Improve linkage and alignment with all stakeholders.</b></p>

<p><b>GOAL 6: To provide a Christian environment that promotes the integration of faith, learning, and ethical behavior.</b></p> <p><b>Objective 1.</b> Strengthen relations with the Christian Church (Disciples of Christ) and other congregations.</p> <p><b>Objective 2.</b> Maintain relevant campus programs that support the founding principles of the institution through convocations, lectures, performances, and chapel services.</p> <p><b>Objective 3.</b> Infuse ethical reasoning in the curriculum.</p>	
<p><b>GOAL 7: To increase enrollment and retention of a diverse student body by providing programs and services that are conducive to the holistic development of students.</b></p> <p><b>Objective 1.</b> Provide financial aid counseling to students and their families.</p> <p><b>Objective 2.</b> Implement a comprehensive student tracking system to increase student retention.</p> <p><b>Objective 3.</b> Recruit more academically prepared students.</p> <p><b>Objective 4.</b> Implement programs for non-traditional students.</p> <p><b>Objective 5.</b> Recruit a diverse student population.</p> <p><b>Objective 6:</b> Increase the retention and graduation rates of students.</p>	



## The Division of Student Services

<b>Position</b>	<b>Personnel</b>
Vice President of Student Services	Mr. Cory D. Gipson (Interim)
Assistant Vice President of Student Services	Vacant
Administrative Assistant	Ms. Eryn Culmer
Director of Residence Life & Housing	Mr. Courtney Gray
Director of Bands	Dr. Thomas Perry
Director of Choral Activities	Mr. Bruce Alvin-Thompson
Director of Health Services/Nurse	Ms. Devora Briones
Director of Counseling Services	Mr. Stanley Miller
Campus Chaplin	Rev. Sedaric Dinkens
Coordinator of Student Organizations & Campus Life	Mr. Charles Smith
Coordinator of Diversity Programming	Ms. Linda Hernandez
Coordinator of Student Activities	Vacant

## Alma Mater

J.C.C., we love you;  
You can be none but great  
As you climb, God bless you;  
Be an idol of our state.

Gold and Blue  
Which we wear,  
You have worth, trust we share;  
To and fro, here and there,  
J.C.C. marches on.

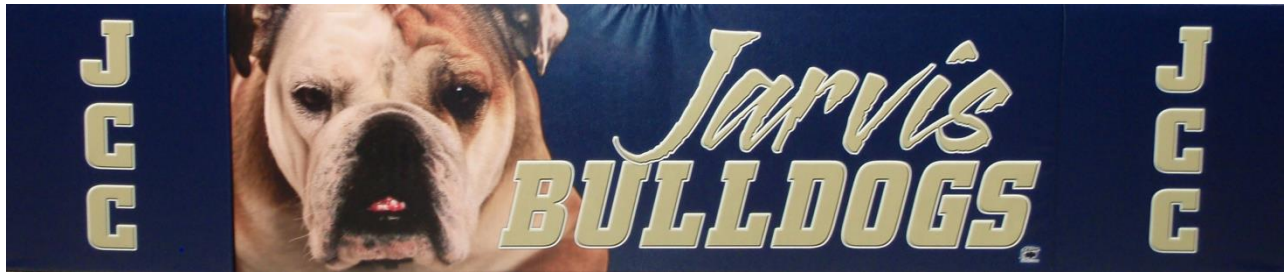
*Lyrics by Mrs. J.L. Edwards, Sr.*

*Music Arrangement:*

*Alice N. Gay and Joseph C. Hayes*

## Mascot

The Jarvis Christian College Mascot is the BULLDOG.



## Colors

The Jarvis Christian College colors are royal **BLUE** and old **GOLD**.



## HISTORY OF THE COLLEGE

Jarvis Christian College is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since inception. Jarvis Christian College began as Jarvis Christian Institute, modeled after the Southern Christian Institute of Edwards, Mississippi. Formal instructional programs commenced on January 13, 1913, with an enrollment of twelve students, all in the elementary grades.

The recorded history began in 1904, when the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions, began planning for a school for Black youth. Financial goals were set. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school; the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss Virginia Hearn, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth.

In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition that it *-keep up and maintain a school for the elevation and education of the Negro race... in which school there shall be efficient religious and industrial training.* Inherent in the spirit of the donation was the idea that the land would be used to educate *-head, heart, and hand* and to produce *-useful citizens and earnest Christians.*

Although the thrust of the educational program has changed dramatically since then, Jarvis Christian College has continued to educate *-head, heart, and hand*, a challenging and ambitious purpose. Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, successfully completed the fundraising campaign.

In 1912, Mr. Thomas Buchanan Frost, a graduate of the Southern Christian Institute, who was to serve as Superintendent, came to start a school. Soon Mr. Charles Albert Berry, also a Southern Christian Institute graduate, came to join him to serve as Principal. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin. In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first president. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute was one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis Christian Institute was the only accredited high school for Blacks in East Texas.

Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927. The school was incorporated as a college in 1928. Senior college courses were introduced in 1937.

Built in 1936, the Emma B. Smith Building is used to house several administrative offices and is the only campus structure remaining from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer – . . . *practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...* ¶

The Florence Robinson House, now the Alumni Heritage House, is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice-President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Colleges and Schools in 1950, to include Jarvis Christian College on its *Approved List of Colleges and Universities for Negro Youth*. This was the only regional accreditation then available to Black Colleges in the South.

Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953. In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian College. That same year, *Fundamental Education* was included as a component of the educational program.

In 1959, Dr. John Oliver Perpener, Jr. was named Executive Vice President and served as resident executive.

The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964, through a –*Memorandum of Understanding*¶ (revised in 1965, reaffirmed in 1969, and discontinued in 1976). Also, in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, *Fundamental Education* and the Agro- Industrial offerings were eliminated as components of the educational program.

The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation.

Operation Cram, a pre-college program for prospective college students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was socio-cultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office.

Also, in 1966, Jarvis Christian College gained membership in the Southern Association of Colleges and Schools.

The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges.

In 1969, the Texas Education Agency approved the Teacher Education Program, and the campus master plan was updated.

During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation.

In 1970, four additional residence halls—two each for men and women—and the Elbie Guy Crawford Titus Women’s Commons Building was completed.

Dr. Perpener resigned in 1971, and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1973.

The Advanced Summer Enrichment Program was begun in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. The program continues to serve this function.

After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students.

In 1978, the Southern Christian Institute National Alumni and Ex-Students Association merged with the Jarvis Christian College National Alumni and Ex-Students Association.

The Earl Wadsworth Rand Health, Physical Education and Recreation Center were dedicated in December 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president on January 1, 1980.

In 1981, the official transfer of the title of the initial land donated, by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian College was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently, of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelve unit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian College was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification.

Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991.

Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993.

Other milestones realized during Dr. Jenkins' tenure included a \$7.5 million dollar capital campaign, the implementation of a campus-wide computer network, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On-Mission Program for campus beautification, the Service-Learning Program, and the Walk of Fame Plaza.



Major renovations and capital improvements occurred during 1993 and 1994. A distance-learning laboratory was built to allow students at Jarvis Christian College to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Since 1995, the College has completed a community technology center and a three-story 7.5 million dollar, 304 bed residence hall.

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas is committed to students receiving a quality education. His vision for Jarvis is that it becomes a premier Christian College that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He had started a Pre-Honors Program for freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

After Dr. Thomas' resignation in December of 2011, the Jarvis Christian College Board of Trustees unanimously selected Dr. Lester C. Newman to serve as the twelfth President of Jarvis Christian College. Dr. Newman who took office on April 2, 2012 has reorganized the academic divisions to optimize the educational experience for Jarvis students and immediately began an internal review of the College for the upcoming reaffirmation of accreditation.

# Jarvis Traditions

- ❖ **Blue and Gold** – The school colors symbolically represent school spirit. The gold is a reminder to students of their worth, while the blue stands for shared truth.
- ❖ **Orientation**- The purpose of orientation is to provide students with a smooth and helpful transition to college life. Freshmen and Transfers complete all the necessary steps to register for the upcoming semester, including placement testing, group and individual advising, course registration and other activities that will help these students adjust to college life.
- ❖ **President’s (Opening) Convocations**- These convocations are presented at the beginning of each semester of officially introducing the College President to new and returning students.
- ❖ **Freshman Harvest Dinner**- This annual Fall dinner given by freshmen students highlights Freshman Class activities for the year.
- ❖ **Mr. & Miss Jarvis Coronation and Ball**- “Mr.” & “Miss Jarvis” are crowned to reign during their elected year. The King & Queen’s Ball follows the coronation.
- ❖ **Midnight Breakfast (Fall & Spring)** - This event sponsored by the Division of Student Services is held the night before final exams. Faculty and staff members serve breakfast to students.
- ❖ **Christmas Concert**- On Thursday evening, during the first week in December, the Jarvis Christian College Community Choir performs.
- ❖ **Ethical Issues Seminars (Fall & Spring)**- These special programs cover current issues.
- ❖ **Campus Elections**- This is the time for elections of class officers and sweethearts, the Student Government Association and “Miss Jarvis.”
- ❖ **Honors Assembly (Spring)**- This assembly is presented at the end of the Spring semester to give official recognition to those students who excel academically.
- ❖ **Founders’/Homecoming Week**- This program involves Jarvis activities, programs and assemblies for students, faculty, staff and alumni.
- ❖ **All Campus Forum**- These events, sponsored by the Student Government Association, allow students, faculty and staff to participate in the discussion of significant issues.
- ❖ **Seniors Graduating Class Annual Congratulatory Awards Banquet**- This event showcases and honors the graduating seniors.

## FREQUENTLY DIALED NUMBERS

### EMERGENCY CONTACTS

Any safety, maintenance, or evacuation related issue occurring after the close of business should immediately be routed to Campus Security at (903) 730-4890 extension 2775. It is recommended that the number for Campus Security be placed in all cell phones. Do not attempt to address an emergency situation on your own, as it may result in harm to you or others. For emergencies, please call the following:

On Campus	
Campus Security Department:	2775 (Ext.2775 from campus phone)
Off Campus	
Ambulance/EMS, Fire, Police	911

### CAMPUS NUMBERS

Academic Affairs	(903) 730-4890 ext. 2104
Athletics' Department	(903) 730-4890 ext. 2520
Business Office	(903) 730-4890 ext. 2701
Cafeteria (Sodexo)	(903) 730-4890 ext. 3202
Cashier's Office	(903) 730-4890 ext. 2705
Chapel/Campus Pastor	(903) 730-4890 ext. 2620
Copy Center/Reproduction/Mail Room	(903) 730-4890 ext. 2706
Fax Line (Mail Room Area)	(903) 769-1282
Financial Aid Office	(903) 730-4890 ext. 2402
Library	(903) 730-4890 ext. 2171
Maintenance/Physical Plant/Service Call	(903) 730-4890 ext. 3110
Recruitment/Admissions	(903) 730-4890 ext. 2202
Registrar	(903) 730-4890 ext. 2451
Security Station	(903) 730-4890 ext. 2775
Student Services	(903) 730-4890 ext. 2250

# STUDENT CODE OF ETHICS

The role of the Jarvis student is to behave in a courteous and professional manner at all times. As a Jarvis student, it is important to be honest, true, chaste, benevolent, and virtuous and in doing well to all men and women. It is the responsibility to seek after what is virtuous, lovely, and of good report.

Key Terms of the Jarvis Student Code of Ethics:

## ***HONESTY:***

Jarvis students seek to be totally honest in their dealings with others. They complete their own work and are to be evaluated based upon that work. They avoid academic dishonesty and misconduct in all forms, including plagiarism, fabrication or falsification, cheating, and other academic misconduct.

## ***INTEGRITY:***

Every Jarvis student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all Jarvis College applications, financial aid forms, waivers, and any other official documents. Jarvis students are expected to behave respectfully when representing Jarvis at any of the College's or off-campus events. Jarvis students will not consciously misrepresent him or herself to any member of the College community or to any other person while representing Jarvis Christian College.

## ***PROFESSIONALISM:***

Jarvis students must behave respectfully toward their peers and professors. In the classroom setting, students may not interrupt their classmates or professor, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and professors. Jarvis students will respect the property of others and the college as if it were their own and will not lie, cheat, or steal, nor will they condone, tolerate, or support those who do. Jarvis students will conduct themselves in a professional manner at all times.

## ***RESPECT:***

Jarvis students are guaranteed that their First Amendment right of Freedom of Speech will be observed by all College members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting and using language with malicious intent.

Students will refrain from using language or acting in a manner that is disrespectful or inappropriate toward others. The use of language that is considered disrespectful and/or derogatory will not be tolerated. The use of racial slurs, whether in public or private, will not be tolerated.

Sexual/physical assault, intimidation or harassment is inexcusable and will result in disciplinary actions in accordance with College policy.



Any consumption, use, possession, purchase, sale, distribution or furnishing of drugs illicitly is in violation of Jarvis policy. Students should leave a gathering/party where inappropriate substances are being consumed, used, or abused.

**OFF-CAMPUS CONDUCT:** The College values its relationship with the community beyond the campus. It is expected that the conduct of all students, whether residing off-campus or visiting in the surrounding communities, will be consistent with the educational purposes of the institution and in no way will interfere with the educational purposes of the institution and in no way will interfere with the functioning of the community. It is expected that students will be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of individual lifestyles. The College may discipline a student or groups of students for acts of inappropriate personal or group behavior regardless of whether such acts are committed on campus property. Such acts include, but are not limited to the following: assault; battery; drug-use; possession or sales; illegal alcohol use; possession; or open container; hazing; sexual misconduct; noise violations; loud parties; vandalism; theft; littering, loitering; public urination and trespassing.

If an individual or organization that violates the Student Code of Conduct, or any College policy, that individual and/or all members of that organization will be **restricted from representing Jarvis Christian College in any manner.**

## **STUDENT RIGHTS, RESPONSIBILITIES AND REQUIRMENTS**

Jarvis Christian College students have all the rights and privileges expressed in the Constitution and laws of the United States and the State of Texas. Basic to these rights is the guarantee of freedom of speech and assembly. However, these rights and freedoms must be exercised in a manner that neither disrupts nor interferes with the academic programs and administrative process of the College.

Each student at Jarvis Christian College is expected to become familiar with all published policies, rules, and regulations of the College. The Vice President for Student Services will make every effort to ensure that these published policies are available to each student. The student is responsible for any violation of the policies, rules and regulations. In addition, to following the College's policies and regulations, students are responsible for adhering to all applicable federal, state and local laws. Any violation(s) occurring on campus, of a non-criminal nature, shall subject the student offender to disciplinary action. Any violation(s) of a criminal nature, whether occurring on or off-campus, will subject the student offender to disciplinary action and/or possible prosecution through the court system. Students are required to carry College identification cards at all times. Student leaders must be in good standing with the College. Any student, who is on "disciplinary probation", will not be allowed to run or hold an office, participate in Greek intake activities, play on athletic teams during the term of the probation. This restriction applies, but is not limited to members of the Student Government Association, athletes, resident assistants and member of fraternities and sororities.

### Students' Rights:

- Students have the right to receive accurate and consistent information.
- Students are free to exercise their right of withdrawal when, in their opinion, they feel that their goal, standards and attitudes are not commensurate or compatible with those of the College.
- The College affirms the right of each student to be free from discrimination on the basis of race, color, national origin, religion, political views, gender, sexual orientation, age, or disability.
- Each student has the right to petition the College for redress of grievances, amendments of College regulations and modification of College policies.
- Students have the right to establish and elect a democratic student government.

### Students' Responsibilities:

- Students are given authority, but should also accept the responsibility that comes with that authority, not exceed responsibilities designated to them.
- Students have the responsibility to use discretion in their conduct so that it does not reflect negatively on their reputation and the reputation of the College.
- Students have the responsibility to become acquainted and fully compliant with all college rules and policies.
- Students have the responsibility to maintain high academic, social, moral and civic character.
- Students have the responsibility of understanding their obligation to conduct themselves in a manner that is compatible with the College's function as an educational institution.

### **Behavioral Expectation**

All students who are either actively or passively involved in the commission of an act prohibited by the Code of Conduct will be subject to disciplinary action. The term "active involvement" refers to any action taken by a student in direct violation of a College policy or regulation. If an incident relates to the POSSESSION of an illegal object or substance, an active violator shall be deemed to be in actual POSSESSION of the object or substance. A student, who encounters a prohibited activity, may avoid disciplinary action as a passive participant by immediately notifying College officials of the situation. Otherwise, a student who is passively involved in a violation will face the same consequences as the active participant.

### **Involuntary Withdrawal/Residence Hall Suspension**

A student who violates the Code of Conduct or engages in behavior that potentially poses a threat to his/her life or others may be subject to an involuntary withdrawal and/or suspension from a residence hall. Under this section, involuntary withdrawal refers to a student's separation from the College that is administratively initiated by the Vice President for Student Services (or designee) for behavioral reasons. Under this section, suspension from a residence hall refers to an administrative separation of a student from a residence hall for behavioral reasons. If an involuntary withdrawal and/or residence hall suspension is administratively imposed, a student may seek readmission to the College or a residence hall reassignment after at least one (1) semester on the condition that he/she can document stable behavior. The student must produce documentation from a treating physician, psychologist or other qualified professional who gives an opinion that the student is ready to return and cope with the college life to be considered at that time for readmission to the college and/or a residence hall reassignment. Reasonable efforts will be made by Student Services staff to help students understand the consequences of their behavior and to make responsible decisions and develop skills to allow students to function successfully within the college community. Students who have a pending judicial charge are not allowed to withdraw from the College before the outcome of charges is completed on campus.

### **Policy on Arrest and/or Conviction**

Students who are charged with criminal acts by law enforcement agencies (local police, state troopers, and sheriff deputies) in the form of felony or misdemeanor warrants may be suspended from the College immediately. It is the responsibility of each student to notify Student Services in writing of arrest(s). Failure to do so may result in disciplinary action. An Administrative Hearing will be held prior to such separations when feasible and in other cases, the appropriate hearing will be held after the separation at the request of the arrested students, or prior to readmission to the College.

## **Student Records**

### **Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act allows students:

- The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate official, written request that identify the record(s) they wish to inspect. The College official will Make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may request the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Jarvis Christian College decides not to amend

the record as requested by the student, Jarvis Christian College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Jarvis Christian College to comply with the requirements of FERPA.

### **Directory Information and Its Release**

In compliance with Section 438 of the General Education Provision Act (Title IV of Public Law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students, effective November 19, 1974, Jarvis Christian College gives notice that the following directory information will be released upon request: student's name, local and permanent mailing address, photograph, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, and previous educational agency or institutions attended.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Office of the Registrar in writing that he or she does not wish to have such information released. This request will be honored and all or any portion of the information, which the student requests to be withheld, will be held confidential.

### **Location of Records**

The College will protect the confidentiality of student records by providing in faculty and administrative offices the necessary safeguards against improper disclosure. The College shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of information contained in these records. The College reserves the right to assess fees for copies of certain records as indicated below:

- College transcript: Obtainable from the Office of the Registrar for a nominal fee.
- Credits and Grades: Obtainable from the Office of the Registrar.
- Enrollment Date: Obtainable from the Office of the Registrar.
- Disciplinary Data: Obtainable from the Office for Student Services.
- Student Accounts: Obtainable from the Office of Fiscal Affairs.
- Financial Aid Accounts: Obtainable from the Office of Financial Aid.

## **STATEMENT ON POLITICAL AFFILIATION**

Jarvis Christian College is a tax exempt organization under section 501(c) (3) of the Internal Revenue Code. Pursuant to that regulation, Jarvis Christian College is required to be politically nonpartisan. As an institution we cannot support any candidate, political party, cause, ballot initiative, or other politically oriented activity. We cannot allow any signs, posters or other political paraphernalia to be posted, hung, displayed or otherwise visible in such a manner as to state or imply that Jarvis Christian College supports the content.

Please coordinate any proposed activity (visits by candidates, voter registration drives, candidate forums, etc.) with the Office of Student Services.

## **ACADEMIC REGULATIONS ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

#### **Policy on Academic Integrity**

Jarvis Christian College students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members should report an observed or a suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom, laboratory research project, or other academic exercise.

The value of an academic degree is contingent upon the integrity of the work performed by the student for a degree. It is imperative that students be responsible for maintaining high standards of individual honor in scholastic work. Academic dishonesty includes, but is not limited to, cheating, plagiarism, falsification, and collusion:

#### **Cheating** includes:

1. Copying the paper of another student, engaging in any written, oral or other means of communication with another student, or providing aid to or seeking aid from another student when not permitted by the instructor;
2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Attempting to take or taking an examination for another student, or allowing another student to take an examination for oneself;

4. Obtaining, using or attempting to acquire by any method the whole or any part of an unadministered examination or work assignment.

**Plagiarism** is the presenting of another person's work as one's own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student's work as one's own. It is the responsibility of the student to protect his or her own work.

**Falsification** is misrepresenting material or fabricating information in an academic exercise or assignment.

**Collusion** is the unauthorized collaboration with another person in preparing written work that a student offers for credit. To avoid providing the opportunity for collusion, faculty should establish clear guidelines for students when engaged in cooperative learning activities.

**Process:**

If a student fails to maintain academic integrity, the faculty member is responsible for initiating the following procedure within 7 days of the incident:

1. Notify the student(s) in writing of the breach of academic integrity. This notification should include:
  - a. Course number, section, and title;
  - b. The student work in question and the date it was submitted;
  - c. A brief description of how the student breached academic integrity.
2. File a report with the Office of Academic Affairs and a copy to the appropriate Division Chair. The report should include:
  - a. Faculty name;
  - b. Course number, section and title;
  - c. Student name and identification number;
  - d. Date of the offense;
  - e. Collected evidence and documentation of incident;
  - f. Copy of the written notification issued to the student.

Once the report is filed, the Office of Academic Affairs will schedule a meeting with the student(s), faculty member, and Division Chair regarding the situation within 72 hours (three working days) at which time both faculty and student will present their case. If a breach of academic integrity is found, the student(s) will be issued a written warning from the Office of Academic Affairs and the following course of action will be taken:

- For the first offense, the student will receive a grade of "0" for the assignment or exam;
- For the second offense, the student(s) will receive an F\* for the course indicating on their transcript that a breach of academic integrity has occurred;

- For the third offense, the student(s) will receive an F\* in the course indicating on their transcript that a breach of academic integrity has occurred and be suspended for one academic semester;
- For the fourth offense, the student(s) will receive an F\* in the course indicating on their transcript that a breach of academic integrity has occurred, and will be permanently expelled from the college.

Offenses of academic integrity are cumulative throughout the student's academic career at Jarvis Christian College. A student may not drop any course in which a violation of academic integrity is pending against the student. If the student is found not responsible for the violation, he or she may drop the course with a "W" appearing on the academic record.

Students who wish to appeal an academic penalty must notify the Vice President for Academic Affairs in writing within 72 hours of the decision. The notification should include:

1. Student name and identification number;
2. Course number, section, title and Faculty name;
3. Date of the offense;
4. Current academic penalty;
5. Reason for appeal.

The case will then be referred to the Academic Integrity Subcommittee of Academic Affairs\* and a hearing will be scheduled within 10 days. All academic integrity cases must be resolved within six weeks of the purported offense.

\*This committee will consist of five voting members: two faculty members (one from different disciplines), three students (one representative from the Student Government Association and two students from a pool of the population at large that has been nominated by faculty members). The Vice President for Academic Affairs will serve on this committee as an ex officio member. (Faculty and students will serve a term of one semester). Meetings will be scheduled as needed to address pending cases.

## **ACADEMIC PROBATION, SUSPENSION, REINSTATEMENT AND EXPULSION**

### **Academic Probation**

A student will be placed on academic probation if he/she fails to meet the following requirements:

- Earn a minimum Grade Point Average (GPA) of 1.50 for the first 30 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 1.75 for 31 to 60 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 2.00 for 61 to 155 credit hours attempted.

and

Completion of at least **67%** of attempted hours (attempted hours defined as enrolled hours after

the ADD/DROP period has ended) not including activity courses.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in regularly-graded course work, not to include activity or remedial courses, or meet the minimum cumulative graduation/retention GPA standard in order to continue as a student.

### **Academic Suspension**

Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level or to achieve a 2.00 Retention/Graduation GPA, not to include activity or remedial courses, in the semester during academic probation will be suspended from the institution for the period of one academic semester.

### **Procedure for Appealing Academic Suspension**

Any student who is academically suspended from Jarvis Christian College may appeal the suspension by filing a written petition within 14 days in the Office of Academic Affairs. The suspended student must demonstrate in the petition the following:

1. Reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
2. Evidence of capabilities for success (satisfactory scores obtained on an aptitude or achievement test may be required); and
3. An objective plan balancing proposed enrollment, study time, and a work schedule which will insure a plan of success toward obtaining an educational and/or degree goal.

The appeals decision will be made by the Vice President for Academic Affairs or designee.

### **Reinstatement or Readmission of Suspended Students**

Students who are academically suspended by Jarvis Christian College will not be allowed to reenroll at the institution for a least one semester unless suspension has been appealed appropriately and rescinded by the Vice President for Academic Affairs. A suspended student applying for readmission must go through an appeals process as described in the previous section submitted no later than 30 days prior to the semester of requested readmission. The student must also agree to participate in appropriate remedial sessions in his/her areas of weakness. These areas may be, but are not limited to, study in reading, written communication skills, and mathematics. Should a reinstated or readmitted student be suspended for poor academic performance for a second time, the student cannot return to Jarvis Christian College until he/she has attended another institution and raised his/her Retention/Graduation GPA to the established retention standards.

### **Academic Expulsion**

Should a reinstated or readmitted student be suspended for a third time, the student will be expelled. When a student is expelled, a record of this action is made a part of the student's



permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to re-enter the college.

### CLASS ATTENDANCE

Students are expected to attend all meetings of their classes at Jarvis Christian College, arrive at the designated beginning time for the class, and remain until the designated dismissal time for the class.

Authorized absences are granted for students who are approved by the Office of Academic Affairs as official representatives of the College (class field trips, College-sponsored workshops, musical performances, and intercollegiate sports participation).

In any course offered during the fall or spring semester, faculty are authorized by Jarvis Christian College policy to fail or to recommend that students withdraw whose total absences exceed the equivalent of two weeks. Students must withdraw from the class by the assigned date or receive an “F” for the course. For example, no more than three (3) absences are allowed, per semester, in a class meeting three times a week (i.e., Monday/Wednesday/Friday), and no more than two (2) absences are allowed, per semester, in a class meeting once and twice a week. Specific standards for a summer course are stated in the course syllabus.

Unauthorized absences on dates published for examinations result in loss of those examination grades. All unauthorized absences and instances of tardiness are subject to the penalty published in the course syllabus.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

Reason	Documentation
Personal illness or illness of immediate family member	Physician’s Statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearances, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor including a coach or choir director that specifies the activity the student participated in and the date of the activity; or notice from either the Office of Academic Affairs or Student Affairs.

### CLASS ROSTERS

Class rosters are computerized. Faculty members are to verify that the names of all students attending class appear on the class rosters by generating an updated computerized roster list for

each class meeting during the ADD/DROP week.

Should a student be in attendance and not appear on the computerized class roster, the faculty should (a) have the student double check his/her schedule to ensure correct enrollment in that course; (b) if a currently printed student schedule indicates that the student is currently enrolled in the course and does not appear in the electronic version of the faculty's roster, the student should be referred to the Office of the Registrar, the Office of Financial Aid, and/or the Business Office to resolve the reason for not appearing on the faculty's class roster.

Students who have not reported to class by the end of the ADD/DROP period (12<sup>th</sup> day of class) will be reported by the faculty to the Office of the Registrar by the end of business on the 12<sup>th</sup> day of class for deletion of said non attending student from the faculty roster.

All holds are to be resolved before the 12<sup>th</sup> day of class. Should these matters not be resolved by the 11<sup>th</sup> day of class, the student will not be registered for that academic semester.

### **CLASSIFICATION OF STUDENTS**

Students at Jarvis Christian College are classified by type and by semester hours satisfactorily completed.

Classifications by type are:

- |                       |   |
|-----------------------|---|
| 1. Full-time student: | One enrolled for twelve or more semester hours.           |
| 2. Part-time student: | One enrolled for fewer than twelve semester hours.        |
| 3. Special Student:   | One who is not a candidate for a degree or certification. |

Classification by semester hours satisfactorily completed are:

- |               |                                      |
|---------------|--------------------------------------|
| 1. Freshman:  | 30 or less semester hours completed. |
| 2. Sophomore: | 31-60 semester hours completed.      |
| 3. Junior:    | 61-90 semester hours completed.      |
| 4. Senior:    | 91 or more semester hours completed. |

### **DISTANCE LEARNING COURSES**

A student in residence at this institution will be permitted to receive credit for distance learning courses only when the Office of Academic Affairs has granted written permission. Each request made by a student for credit in courses taken by distance learning will be considered on its own merits.

No more than 12 semester hours of credit taken in distance learning coursework may be applied toward the requirements for an undergraduate degree.

Since the last 30 semester hours of credit for a degree must be taken in residence, no credit earned through distance learning may be applied toward the requirements for a degree if taken after the student has earned 90 semester hours of credit applicable toward the requirements for a degree.

Exceptions may be made at the discretion of the Office of Academic Affairs.

### **CREDIT**

Credit for academic work is measured in semester credit hours. A credit hour is defined (July 1, 2011) as not less than one hour of classroom or directed faculty instruction and a minimum of two hours of out of class student work each week or an equivalent amount of work.

### **CREDIT HOUR LOAD**

A minimum of 12 and a maximum of 18 semester hours of class and laboratory work, exclusive of band or choir, constitute a normal load for a fulltime student during a semester.

A student who carried a normal load or an overload during the preceding semester and earned a “B” average may be permitted to carry a maximum load of 19 semester hours.

A student who has an over-all average of “B” may, under exceptional circumstances, be permitted to carry an overload not to exceed 21 semester hours during the final semester of the senior year.

### **GRADE APPEAL**

A student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner:

The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

- 1) Student name
- 2) Identification number
- 3) Course number, section and title
- 4) Semester in which the course was taken
- 5) Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student’s performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take their case to the Division Chair. If after discussion with the Division Chair and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite GRADE CHANGE form should be completed by faculty, signed by the Division Chair and Vice President for Academic Affairs and received in the Registrar’s Office for processing.

All grade appeal cases submitted within the two week period after grade distribution must be resolved by the sixth week of the following semester. Failure to contact the faculty member in

writing within two weeks of grade assignment voids the recourse of appeal. A record of “W” cannot be changed.

The Vice President for Academic Affairs is the final step in the appeal process for academic matters at Jarvis Christian College.

### **GRADE DISTRIBUTION**

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCC Web. Mid-semester and final grades are mailed to the parents of students who have signed an “Authorization for Receiving Grades”.

### **GRADES AND QUALITY POINTS**

Each instructor assigns grades to students based on standards established as appropriate for each class. It is the student’s responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

The class work of students will be indicated according to the following pattern scale.

<b>Grade</b>	<b>Value</b>	<b>Quality Points per Credit hour</b>
<b>A</b>	<b>Excellent</b>	<b>4</b>
<b>B</b>	<b>Good</b>	<b>3</b>
<b>C</b>	<b>Average/Satisfactory</b>	<b>2</b>
<b>D</b>	<b>Poor/Passing</b>	<b>1</b>
<b>F</b>	<b>Failure</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>	
<b>AW</b>	<b>Administrative Withdrawal</b>	
<b>W</b>	<b>Withdrew</b>	
<b>IP</b>	<b>In Progress</b>	
<b>CR</b>	<b>Credit</b>	
<b>NC</b>	<b>No Credit</b>	

This grading scale will be followed unless otherwise noted in course syllabus.

#### **Grade of “I” (Incomplete)**

A grade of “I” may be assigned as a grade under special circumstances. A grade of “I” may be assigned to allow a student who had a passing grade at the time of grade assignment to complete the course in a relatively short period of time. Guidelines for conditions warranting an “I” include:

- a) Prolonged illness
- b) Documented personal emergencies preventing completion of final work including examinations.
- c) Extenuating circumstances that have prevented completion of final papers or projects.

The issuance of an “I” is a decision made by the instructor after conferring with the student. Incomplete course work must be completed and the “I” removed from the student’s transcript the next regular term immediately following the submission of the “I” as the grade. If the student is not enrolled in the next regular term, he/she has one calendar year from the semester the “I” was received to remove the grade. If the student fails to remove the “I” within the calendar year by the date designated, the “I” grade automatically becomes an “F”.

It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed.

The instructor of record is responsible to file the required documentation of terms of Incomplete with the Office of the Registrar within 3 working days of final grades due for the semester providing the following information:

- a) Grade student had at time of grade assignment;
- b) Circumstances warranting the granting of a grade of Incomplete;
- c) Written guidelines of work lacking and date due;
- d) Faculty and student signature and date of agreement;
- e) Copy of course syllabus.

The permanent grade submitted to remove the grade of “I” must be verified by the instructor’s roll book. Change of grades must be approved by the Division Chair and the Vice President for Academic Affairs.

#### **COMPUTATION OF THE GRADE POINT AVERAGE**

Course Number	Course Title	Grade	Hours Attempted	Quality Points
ENGL-1301	Composition I	A	3	12
ARTS-1301	Introduction to Art	B	3	9
KINE-1103	Golf	A	1	4
MATH-1314	College Algebra	C	3	6
PHYS-1415	Physical Science	B	4	12
RELI-1301	Religion & Contemporary Living	C	3	6
			17	49

A student who earned the grades above, in the courses indicated, at the end of a semester, and 49 quality points, would have an average of 2.88 when the 49 quality points are divided by 17 semester hours.

#### **SEMESTER HOURS**

A semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. A semester hour is one 50-minute period of lecture

per week or a minimum of two 50-minute periods of laboratory or studio work per week for one 16-week period or its equivalent. The semester hour credit given a course is not necessarily equal to the actual number of clock hours spent in class. This applies particularly to courses in the sciences and fine arts where laboratory or studio sessions are scheduled in addition to regular class lectures.

### **RELEASE OF TRANSCRIPTS**

The cost of an official or unofficial transcript is payable by cash, money order, cashier's check, PayPal or credit card. Transcripts cannot be released if account balances have not been satisfactorily settled with the College.

Official transcripts, which bear the signature of the issuing officer and the College seal, and unofficial transcripts are issued upon written request of the student. Requests for transcripts should be addressed to:

**Office of the Registrar  
Jarvis Christian College  
Post Office Box 1470  
Hawkins, Texas 75765-1470**

### **SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

In order to be eligible for participation in intercollegiate athletics and/or any other extracurricular activity sponsored by the College, the student must possess a cumulative grade point average of "C" (2.00). Students not on academic probation, but with an average below 2.0, are limited to taking no more than 13 semester hours of coursework.

### **REGISTRATION**

#### **CHANGES IN REGISTRATION**

Once a student completes registration and classes have begun, schedule changes are processed during the official *Drop and Add* period. A student who has completed registration, who wishes to drop/withdraw from a course or courses, must do so by completing that request at the Office of the Registrar. A student may withdraw from a course at any time prior to the Last Day of Withdrawal indicated on the official College calendar. This published date for last date of withdrawal with grade of "W" will be the last day of the twelfth week of class.

Extenuating circumstances concerning these matters are reviewed by the Office of the Vice President for Academic Affairs.

#### **SUBSTITUTION OF COURSES**

If, for good and sufficient reasons, it becomes necessary for students to substitute courses in their prescribed program, they should secure the appropriate form and signature from their advisor,

the respective Division Chair, and the Vice President for Academic Affairs. Only when the form has been processed and filed with the Registrar are the substitutions official.

### **REPEATED COURSE WORK**

Students may repeat those courses taken for which grades of “D” or “F” were received. Repetition of a passed course, in an attempt to improve a grade, is permitted. The last grade will stand as the official grade, and only the last grade earned will be calculated in the cumulative grade point average.

Repeated courses, however, adversely affect the student’s ability to meet the required progression standards by increasing total hours attempted. An “R” is indicated on transcripts for repeated coursework. An asterisk appears by the initial grade, which remains on the transcript.

### **TRANSFER OF COURSES**

Transfer students must have a minimum cumulative grade point average of 2.0 at the end of the last semester-quarter from the last college they attended. To meet graduation requirements, a transfer student must have an overall “C” (2.00) average and only grades of “C” or above will be accepted for transfer credit.

Jarvis Christian College will provide each approved transfer applicant with an evaluation of previously earned credits. Faculty advisors, with the signature of the Division Chair, will determine the previously earned credits that will apply in the major.

Students must complete the last 30 semester hours of course work in residence. Hours earned that are equivalent to courses offered at Jarvis Christian College are substituted when the degree plan is prepared with the major advisor. Courses that are not equivalent to courses required for the prescribed degree are indicated on the degree plan as electives.

Exceptions may be made at the discretion of the Office of Academic Affairs. Transfer students intending to work toward a degree at Jarvis Christian College should carefully analyze all departmental information listed in this catalog as well as the General University Requirements for Graduation.

### **AUDITING**

A student may audit a course by paying \$10.00 per semester hour and any special charges assessed. The student must indicate, at the time of registration, the intent to audit. A course that is audited does not yield credit. It is merely indicated on the student’s transcript.

### **WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the College before the end of a semester must make an official request for withdrawal through the Office of Student Affairs and must complete the “Request for Withdrawal” form, which must be signed by appropriate administrative officials. Only after the forms have been processed and are on file in the Office of the Registrar will the withdrawal be official.

The grade of “W” is given to a student who officially withdraws from the College.

### **UNOFFICIAL WITHDRAWAL POLICY**

An unofficial withdrawal occurs when a student has left the institution for whatever reason but failed to officially notify the institution of their intent to leave school. The College is required to make a determination as to when the student actually left the institution, even if the student did not officially notify the school.

In determining the last date of attendance for a student who fails to officially withdraw, the institution will consult with instructors as to the last date of attendance for a student. If a last date of attendance cannot be determined after consulting with instructors, the institution will use the midpoint (50%) of the semester in determining the last date of attendance. If an otherwise eligible student has reached the 60% point in attendance prior to leaving, that student has earned all Title IV federal aid for that semester.

A grade of “FN” will be assigned to students who unofficially withdraw from the College. The “FN” grade designation does not take the place of the “W” grade which is noted when students officially withdraw.

### **STUDENT SUCCESS SERVICES**

The Office of Student Success Services at Jarvis Christian College provides the students with challenging learning experiences which explore varied responses to the human condition, develop the skill to facilitate analytical inquiry, promote global awareness, encourage social consciousness, foster creativity, inculcate concepts, and develop skills that are essential for professional competence in each student’s chosen career. It also provides programs and services that are conducive to the cultural, social, moral, mental, spiritual, and physical growth and development of students.

The Student Success Services unit is moving in a new direction by housing Tier- one, of academic advising for all freshmen who will be attending JCC for the first time. The Two-Tier advising model splits advising into Level one and two. Level one addresses the needs of all freshmen until they have earned 31 hours of course/credit, while level two addresses the need of all sophomore, Junior, and Senior Academic Advisors in SAS will ensure that students are making satisfactory progress toward their degree programs. Each student will be assigned an academic advisor in SAS office to assist the student with course selection until that said student has earned 31 hours in their major.

The office of Student Success Services is housing **Tutoring Services, Writing/Reading Center, Retention Program, Computer Lab, Student Engagement, Testing and Evaluation, First Year Experience and AVID.**

Student Success Services unit carry’s out a **weekly workshop series** which provide students with positive impact in their education. Tutorial Support Services are here to supplement classroom



instruction and ensure that students get any tutorial support and out of class guidance needed for their academic success.

Our intention at SSS is to work in an atmosphere of mutual respect and cooperation with the students and faculty, and to provide students with support and resources to help them in their academic endeavors. We believe in the motto that “Failure is not an Option.”

The different curricular and the co-curricular services that the Office of Student Success Services has are designed to enhance the academic experiences of all students. These services assist students in establishing academic goals, and foster good academic success that will take them to retention and graduation. The following are the support programs in the student academic success unit:

## **Academic Advising**

### **What is Academic Advising?**

At Jarvis, Academic Advising is an intentionally intrusive, comprehensive partnership, between SSS and the student, dedicated to assisting with student’s academic success. Effective advising incorporates mentorship, advisement, and career connectedness into a single entity.

Academic advising, through constructive mentoring and guidance, assists in student’s personal, professional, social, and spiritual development. As advisors, Student Success Services offers support in assessing student’s skills and interests while guiding the selection of coursework and likes/dislikes, and develops a plan of action to effectively pursue both educational and career related goals.

### **Tools to Successful Advising**

- Shared Responsibility
- Student Centered
- Proactive
- An Element of success
- Advising is the responsibility of students, advisors, faculty, administrators, and student’s family

### **Student Centered**

- Advising is student centered and focuses on helping plan for academic success.
- The advising process respects the diverse and individual needs of students.
- Effective advising allows students to imagine a larger meaning for their lives

### **Being Proactive**

- Advising is a proactive process for both students and faculty and staff.
- A successful advising relationship is one in which both, advisor and advisee, learn, and grow.
- Eventually positive outcomes come from being proactive and a solid foundation is built between the student and advisor.
- The range of need of students and the many educational opportunities inside and outside the college vary.

## **Expectations From Your Advisor**

### **Academic Advisors**

- Help you develop meaningful educational plans that are congruent with life goals.
- Serve as an advocate to promote intellectual growth and assistance in clarifying goals.
- Show the steps to take toward effective learning and graduation

### **Tutoring Service**

Tutoring lab is a component of the support services mission aimed at providing supplemental classroom instruction and ensuring that students get any tutorial support and out of class guidance needed for their academic success. Tutorial services are designed to assist those students seeking to improve their study skills and enhance their knowledge. The unit offers tutoring in variety of subjects that are being offered, cost free, to all students through walk-in or individual appointment which is available to all students. The center also welcomes recommendations from professors about students' who needs assistances. We do have a full time staff member, who is here to assist tutors who are assisted by peer tutors. To supplement this group, we also have some faculty volunteers that are helping to tutor the students and to provide the much needed morale and expertise to the students after their classes. **We offer tutoring in the following course subjects:**

- **General College Math**
- **College Algebra**
- **English, Writing/Reading**
- **Accounting**
- **Biology**
- **Chemistry**
- **Religion**
- **Spanish**

### **Operating Hours of Student Success Services are as follows:**

Monday and Friday-8:00am – 5:00pm

Tuesday - Thursday-8:00am - 10:00pm

Saturday and Sunday -9:00am - 6:00 pm (optional)

### **The Writing/Reading Center**

The writing center is an integral part of the Student Success Services department. This particular service aids the student population by providing Remedial English assistance and tutorials for those needing help in the basics of writing and grammar skills.

In addition, peer tutoring is available on a one-to-one basis for those who desire to improve their writing skills on a more personal level. Writing and reading are critical areas necessary to the success of the college students. Students may schedule individual appointments with the teacher or peer tutor at any time at the receptionist areas.

The purpose of the writing Center is to also help students develop their written communication skill. Editing and critiquing of the student's original work is done by the tutors and teachers. Finally, we are dedicated to observing where the students' weaknesses and strengths lie; and told what they have done well and where they should aspire to improve.

### **Retention Service**

The SSS Retention office will provide students with academic resources and will also help the students understand the challenges that many students are facing during their first year of school. Students will be exposed to retention workshops and retention activities. Staff will track the progress of the students and offer the alternate ways of handling their problems. This unit will be dedicated to creating a home away from home, so that the students will feel welcomed, at home and confident enough to work without fear or intimidation.

The retention unit is also charged with monitoring students who have withdrawn from school to see if our department can assist with any obstacles preventing them from returning to Jarvis Christian College.

### **Student Engagement**

The SSS Engagement unit is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be. The engagement unit is also charged with mentoring, and will provide mentors for students to work with the students and to assist the student with daily activities and problems.

### **Student Success Services Testing and Evaluation Unit**

The Office of Student Success Services also serves as a center for **ACCUPLACER testing, Law School Admission testing (LSAT), ETS Proficiency Profile for freshmen, Senior and ACT-Residual testing.**

### **AVID-AHE-Advancement Via Individual Determination for Higher Education**

Every incoming freshman will be enrolled in the First Year Experience (FYE) class through the completion of 30 credit hours. Within the FYE class students will highly engage in pedagogies, strategies, and methodologies from the AVID (Advancement Via Individual Determination) for Higher Education curriculum.

With writing, inquiry, collaboration, organization, and reading (WICOR) at its forefront, AVID-AHE is systemically introduced to students and intrusively addresses the goals of increased

learning, persistence, completion, and success beyond college. All students will receive intentional support in their efforts to earn a college degree; develop and strengthen academic skills through access to rigorous coursework and Socratic tutoring and grow in their personal development through fostering relationship with their advisor.

## **STUDENT HEALTH SERVICES**

Academic success is dependent upon optimal physical, emotional and spiritual health. All currently enrolled students are eligible for on-site evaluation and treatment by a Registered Nurse. The mission of Student Health Services is to:

- Promote optimal health and wellness
- Promote disease prevention
- Provide quality health care that is appropriate, affordable, accessible, and relevant
- Empower students to be self-directed and well informed consumers of health care

Students with any chronic illnesses, that may have any special needs; please contact Student Health Services prior to registration. This will assist us in developing a plan of care specific to your needs, medically, academically and spiritually.

The Health Services Center is located in the Ronald L. Hay Student Services Building. The center is opened from 8 a.m. to 5 p.m., Monday – Friday. After hours, you will need to contact your Residence Hall Coordinator or the Security Officer on duty.

## **CHURCH AND RELIGIOUS LIFE**

The Jarvis Christian College Church wants to be your church while you are in college. The pastor of the College Church wants to be your pastor. The pastor is available to each individual as an advisor, professional counselor, and friend.

The Smith-Howard Chapel is located within the James Nelson Ervin Religion and Culture Center. It serves the spiritual needs of the community, as well as the faculty, staff and student population. The College Church is a participating congregation of the Christian Church (Disciples of Christ). Its goal is to serve the needs of the campus. The membership is comprised of faculty, staff, students and the local community. Students are encouraged to participate by sharing opinions, experiences and talent to help develop a more holistic approach to the campus ministry.

Central to the Christian Church (Disciples of Christ) is the weekly celebration of the Lord's Supper. This act of worship is delivered and passed onto the Church according to the Apostle Paul in I Corinthians. In the College Church all baptized believers in Jesus Christ are invited to share in the Lord's Supper.

A second sacrament observed by the Christian Church (Disciples of Christ) is the ordinance of baptism by immersion. This savings act symbolizes the covenant with God to live in the newness of life in the presence of Christ.

Membership in the Church is of three (3) types: (1) Primary Membership: a person makes a confession in Jesus Christ as Lord and receives baptism; (2) Transfer of fellowship (membership) from another church: this is usually for persons who have belonged to another congregation but

want to be a member of our congregation; (3) Associate Membership: a person publicly identifies himself/herself as a member of the Church by stating a desire to participate fully in the life of the College Church. This type of membership does not affect membership in your home church. The pastor will be happy to discuss membership with you. Regular worship is held every Sunday morning at 11:00 a.m. in the Smith-Howard Chapel. Students are invited to serve as ushers/deacons and to help provide the music by singing in the Concert Choir. Students who are non-choir members, with musical ability, are invited to volunteer to sing solos, duets, etc., or play their musical instruments during the worship service.

The College Church provides an opportunity to attend Sunday School on Sunday mornings from 10:00 a.m. to 11:00 a.m. The Sunday School class meets in the parlor on the Smith-Howard Chapel. Wednesday Night Worship services begin at 7:00 p.m., which is a student-led worship service.

### **Student Ministerial Association**

The Student Ministerial Association is a group of students who volunteer to help the College Pastor in planning Vespers, seminars, Religious Emphasis programs and a variety of other experiences that are designed to make the Christian faith meaningful. One can become a member by speaking with the College Pastor or SMA members.

### **Wednesday Evening Vesper Services---7pm**

Mid-Week Worship Services are held each Wednesday evening during the school year in the Smith-Howard Chapel. No other events are to be scheduled at this hour. From time to time, sororities, fraternities and other campus organizations will lead these services. A variety of methods will be used in presenting the programs such as guest speakers, musical groups, movies, dialogues, panels, small group discussion, etc.

### **College Chapels**

An All-College Chapel is held each Tuesday at 11:00 a.m. The programs provide a forum for the presentation of current issues relevant to educational, social, and religious development. Distinguished persons from the world of business, industry, education, and religion are invited to be speakers for the programs.

Our weekly Chapels are an essential and inherent part of the total program of Jarvis Christian College. Thus, attendance is expected of all members of the College family. All events that are designated as Annual College Traditional Events require mandatory attendance of all students.

All freshmen, transfer students, and seniors are required to attend the weekly assemblies or convocations to fulfill their graduation requirements. They are to be there 10 minutes prior to the start of the program and remain until the program ends.

## **CAREER SERVICES**

The Office of Career Services provides career and leadership development, assisting students in obtaining the following career based opportunities: internships, part-time positions, full-time positions, graduate and professional school development. It is imperative that the career development

process begin the first year of study, as there are many changing trends in today's highly competitive job market.

Our services also include: Employability Skills Seminars (Resume Writing, Mock Interviewing, and Dress for Success) Career Classroom sessions, Career Interest Inventories and community service programs.

Career Services host's the following two major programs during school year:  
Graduate/Professional School Fair  
Annual Career Fair

Companies also arrange interviews for students each semester. Students may sign up for interviews based on the criteria submitted by each recruiting agency. Job selection is also based on eligibility and company requirements.

## **RESIDENCE LIFE AND HOUSING**

### **Residence Life**

Living on campus is a valuable experience for students. On-campus living creates a stable living and learning environment. The Office of Residence Life works diligently to provide each student with a comfortable, safe environment structured to enhance the academic atmosphere of the College.

### **Housing Procedures**

To apply for housing, applicants must submit the housing application found in the admission packet. This application is completed during enrollment. Along with the application, the student must remit a \$200.00 non-refundable room fee. Costs for repair to damaged facilities, furnishings or special cleaning will be charged to the student at fault. Residence Life reserves the right to modify room assignments as necessary. All students living on campus will be charged board fees. Only those students who have a physician's excuse that is approved by the Business Office will be exempt.

### **Off-Campus Housing Policy**

All students will be expected to live on campus with the following exceptions:

- Those married;
- Those with dependent children living with them;
- Those living with parents, and
- Those 21 years of age or older.

Students may be asked to furnish birth certificates or other documents for the Office of Student Services. Applications are approved individually and approval to live off campus is not guaranteed until the following has been completed as part of the application process:

- Approval to live off campus is granted when a student presents a lease agreement with all pertinent contact information to the Office of Student Services, or
- If a student is living with parents or guardians, there must be a notarized statement from parents/guardians with signatures of the parents/guardians and the student.

Because of liability concerns, the College is not involved in inspecting non-College-owned facilities located off campus and cannot determine whether the facility is safe, sanitary and in compliance with local ordinances. The College does not provide residential services for those living off-campus.

Students residing off-campus are still subject to the College's judicial procedures and the sanctions of local authorities. Students living off-campus, who are cited by the local authorities for disorderly conduct, excessive noise, drinking underage, public intoxication, etc., may be required to return to campus housing regardless of financial hardship or lease commitments. All occupants of the house or apartment may be subject to the same requirement. Therefore, students living off-campus must be prepared to take personal responsibility for the consequences of any gathering they host.

**Students applying to live off-campus have until the 12<sup>th</sup> class day to complete all pertinent information required. If a student has not completed the application process after the 12<sup>th</sup> class day, that student will be considered a boarding student and will be assessed housing and boarding fees for that semester.**

If an off-campus student is found living in the on-campus residence facilities, that student will be charged housing and boarding fees and disciplinary action will be taken, not limited to suspension from the College.

### **Resident's Responsibilities**

Students are subject to all terms and conditions stated on the housing application form and housing contracts. Charges will be assessed for damages or defacements beyond normal wear and tear. Students are responsible for the following:

- Maintaining the condition of their assigned room.
- Monitoring activities within their assigned room.
- Supervising the actions and behaviors of their guests.
- Attend all official residence hall meetings.

It is a student's responsibility to call a Residence Assistance (RA) or the Hall Manager if assistance is needed.

### **Responsibility for Guests**

Students are responsible for their visiting guests. All guests should be registered with Residence Life. Jarvis Christian College reserves the right to reject or revoke visitation privileges for any guest.

### **Visitation Guidelines**

- Children and babies must be under adult supervision at all times.

## JARVIS CHRISTIAN COLLEGE STUDENT VISITATION

The visitation policy defines visitors and visitation hours for the College residence halls, outlines expectations for appropriate behaviors of residence hall visitors and states the responsibilities of each student host. This policy exists to help students maintain a living environment that supports academic success and personal well-being.

### **Definitions:**

**Visitor** – Any individual who is not a resident of the residence hall or room being entered.

### **Visitation Hours:**

Sunday through Thursday: 6:00 p.m. to 10:00 p.m. in students' rooms

Friday through Saturday: 6:00 p.m. to 12:00 a.m. in students' rooms

### **Policy**

Visitors are permitted in the residence halls during the outlined hours and must be hosted by a current resident of the hall. Visitation in a student's room or residence hall should respect the right of all members of the community to privacy, sleep and quiet study space. All persons not living in a resident hall must leave the residence halls when visitation hours end and are not permitted to enter prior to 5:00 p.m. on Sunday through Thursday and prior to 3:00 p.m. on Friday through Saturday.

Students may not sleep overnight in any common area of a residential building. Visitors are expected to abide by all college policies and should be escorted by a host at all times. A host can be held responsible for the activities that occur in his/her room and/or behaviors of his/her visitor, regardless of whether or not the host was a willing participant or knowledgeable about what was occurring. The College reserves the right to deny a visitation request at any time due to behavior that is contrary to the College's mission and goals.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Student residents must provide the Office of Student Services (Housing) with cell phone number.
- Visitation must always be with the mutual consent of all roommates. Residence Coordinators are available to assist roommates with establishing a room visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Jarvis students not residing in the hall they are visiting. Guest must show picture ID when signing in and leave the ID with the appropriate staff. The occupant of the room must be present to sign in and escort the guest to the room. If the occupant is not present to sign in the guest, the guest will not be allowed to go to the room.
- Residents are responsible for signing in and signing out their guests. All guests must be signed in with the first and last name. Residents failing to sign in guests are subject to



disciplinary action, including a fine. Residents shall not sign in guest(s) for other Jarvis residents.

- Guests must be escorted at all times by their host. No exceptions.
- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hosts and their guest(s).
- Residents are responsible for the actions of their guest(s) including policy violations.
- Resident students may have no more than 3 guests at any given time.

**Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused**

### **Parent/Student Apartments**

The Parent/Student Apartments is a family community consisting of students who are parents with children and/or married students. There are 12 apartments: 8 one-bedrooms and 4 efficiencies. The gated community consists of a playground for children, picnic/barbeque area, and laundry facilities. The community gathers once a month for family events and participates in the activities of Campus Life. Applications are available in the Office of Student Services.

### **Eviction Policy**

A housing eviction requires a resident to move out of these residence hall/apartment within 48 hours after the College Judicial process is completed or immediate eviction when the College deems the situation as imminent danger. Residents evicted or suspended for reasons of conduct are financially responsible for that semester's residential fees. It is important to understand that an eviction can happen for a first offense.

Incidents that may result in eviction from the residence hall/apartment include but are not limited to:

- Smoking marijuana or tobacco products: cigarettes, cigars (Black & Milds), or any tobacco related products.
- Hosting a gathering in student rooms, student suites or student apartments that involves illegal alcohol or narcotic possession or use.
- Repeated violation of community standards or College policies.
- Possession of alcohol.

### **First Offense Evictions:**

- Responsibility for a false fire alarm or bomb threat.
- Theft of personal or college property (including identity theft).
- Acts of violence, including physical assault, sexual misconduct, and destruction or vandalism of property.
- Possessing, using, selling or distributing marijuana (including medical marijuana) and/or paraphernalia.
- Possessing, using, selling or distributing illegal drugs (including synthetic drugs, and/or controlled substances.)

- Possessing or using any legal prescription, outside of prescribed instructions.
- Selling or distributing non-prescription drugs.
- Tampering with fire safety equipment or devices. This includes, but is not limited to: creating fire or fire-like conditions, creating false fire alarms or discharging fire extinguishers.
- Endangering yourself or others, including self-harming behaviors.
- Acts of individual violence or domestic violence: physically hurting or causing injury to yourself or others, sexual assault/misconduct, fighting, pushing/shoving.
- Harassment
- Stalking
- Possession of a weapon (this includes simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun-chucks, swords, brass knuckles, knives [including butterfly knives], guns, paint ball guns, pellet guns, and any other material that can be used to threaten or endanger others.

### **Children in Residence Halls**

Children under the age of thirteen are not permitted in the residence hall. At no time is a child (i.e., infant to 13 years old) to stay overnight in the residence hall. Childcare/babysitting in the residence hall is also prohibited. Visitors between the ages of 13 and 17 must be accompanied by a parent or guardian. Persons violating this rule are subject to disciplinary action.

### **Personal Property Insurance**

The Office of Student Services assumes no responsibility for personal property of students residing in residence halls or other living spaces of the institution. We encourage students to consult with their parents/guardians concerning personal property insurance coverage which may be available through their existing personal insurance policies such as homeowner's or tenant's policy while enrolled in college.

The College will not replace or repair any student property unless it received damages caused directly by the College or its employees.

Each student is given a waiver of liability form for personal property to complete at the beginning of each academic year. A copy of the waiver is kept in the students records in the Residence Housing Office of Student Services.

### **Pets**

To protect the interest and safety of students and employees, it is the policy of the College not to allow pets in any buildings, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. "Pets" are considered animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the College, and does not apply to service dogs. Violators and their roommates will be charged a non-compliance fee

### **Quiet Hours**

Quiet hours have been established in all facilities from the hours of 10:00 p.m. – 8:00 a.m. every day. However, it is expected that reasonable quietness be maintained at all times.

### **Room Conduct**

Residents are responsible for the physical upkeep of their rooms and for the conduct of their individual guests. Students should report to the Housing Coordinator any illegal activities which violate College policy, such as unauthorized visitation, use or sale of drugs and alcohol, any violation of the Student Code of Conduct. Room gatherings/parties are NOT permitted. Student may face disciplinary actions if violated.

### **Room Security**

Personal safety and well-being begins with each student. The primary concern of the housing staff is the personal safety of each resident. Please remember to lock the door when leaving or retiring for the night and, above all, please keep track of keys. Remember...the College does not assume responsibility for personal property, lost, stolen, or damaged. Do not lend keys.

### **Search Policy**

The College reserves the right to conduct searches, if reasonable cause exist to believe that (1) an activity is determined to be detrimental to the health, safety or welfare of residents, is taking place in a room (2) if substances which constitute a violation of the housing codes are believed to be in the room (3) to enforce College policy or maintain order. Under these circumstances a search can take place even if the student is not available.

### **Smoking in Residence Halls**

The College has designated all buildings, including all residence facilities, smoke-free. Therefore, smoking is not permitted in auditoriums, classrooms, lecture rooms, dining hall, residence halls, gymnasium, or any other buildings at Jarvis Christian College. Participation in this act is subject to College disciplinary action including fines of \$100, probation and/or eviction from campus housing.

### **Storage**

Storage for personal belongings between the spring and fall semesters is not available. The College is not responsible for items left in your room. All articles left behind after departure will be regarded as trash and disposed.

### **Student Computer Use**

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The College views abuse of computer facilities and services as a serious offense. Such abuse includes but not limited to: depriving or attempting to deprive other users of College-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any College-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

### **Participation in Online Forums**

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, SnapChat, Instagram, Twitter, and Friendster). The College recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the College's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

### **Unauthorized /Illegal Web-Use**

Jarvis Christian College (JCC) allows and encourages the use of JCC- owned computer resources. This use is a granted privilege, not a right. Students use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

1. Defamatory or libelous statements;
2. Copyright infringements (“illegal downloading”)
3. Obscene or threatening materials, and
4. Usage primarily for financial gain or compensation not relevant to JCC's mission.

Failure to comply with this policy may result in charges being brought both within the College's judicial system and in the civil or criminal court system.

### **Social Media**

Students and recognized organizations are cautioned that any materials, faculty and/or staff lectures posted on the internet without permission, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes but is not limited to; Instagram, Facebook, Twitter, Snapchat, LinkedIn, Blog Spot, YouTube, etc.

#### **Sanction:**

A Fine of \$100-\$250+ probation and educational sanctions and/or counseling consultation or suspension.

## **Information Services and Technology Anti-Router Security Policy**

### **PURPOSE**

This document details that all routers and switch devices are prohibited from being connected to the Jarvis Christian College production network. Wireless routers are not permitted due to the difficulties they produce to our technical infrastructure.

## **APPLICABILITY**

Wireless routers and switches affect the entire campus system by generating fraudulent IP addresses that duplicate existing IP addresses on our database; this practice takes our system offline.

## **ACCOUNTABILITY**

The Department of Information Technology can identify individual router and switch locations. Under the President, all faculty and staff shall insure compliance with this policy.

## **POLICY**

Unauthorized access to the Network using a personal router or switch device is prohibited. You must have explicit permission to access or configure any device on the campus of Jarvis Christian College. All activities performed on router and switch devices may be logged, and violations of this policy may result in collegiate disciplinary action.

## **NON-COMPLIANCE AND SANCTIONS**

Any person found to have violated this policy may be subject to a fine of \$250.00, denial or removal of access privileges to the College's network. Disciplinary action under applicable College policies and procedures up to and including suspension, expulsion can occur.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **The Ida Van Zandt Jarvis Student Center**

The Office of Student Activities, the Student Government Association, and a variety of recreational games are housed in the Ida Van Zandt Jarvis Student Center. Students are encouraged to take part in the services and programs offered in the Center and Game Room.

### **The Game Room Hours will be:**

Monday, Tuesday, Friday*	3 p.m. – 9 p.m.
Thursday	5 p.m. – 9 p.m.
Saturday	12 noon – 7 p.m.
Sunday	12 noon – 7 p.m.

\*Please note: On Wednesday, the Game Room will be closed to honor the Mid-Week Service that will be held in the Chapel. Thursday is used for Game Room inventory an intramural sports organization.

### **Office of Student Activities**

The Office of Student Activities seeks to provide activities for the development of responsible group participation in cultural, social, recreational, and educational programs. This office also maintains a database of all registered student organizations that is used for certifying and monitoring their eligibility. Staff members work closely with the Student Government Association and other student organizations to assist with the planning and implementation of activities and programs to add to overall quality of student life.

### **Intramural and Campus Recreational Services**

Intramural sports and campus recreational services are a series of structured activities that are played throughout the academic year by Jarvis Christian College students, faculty and staff. The program is designed to provide students an opportunity to improve their quality of life by participating in recreational activities. Currently, four-team sports are offered. Volleyball and Flag Football in the fall semester and Basketball and Softball in the spring semester.

All levels of athletic skills are welcomed from former varsity athletes to students who have never played organized sports. Eligibility to participate is limited to Jarvis Christian College students, faculty and staff. Complete participant eligibility rules and sport specific rules can be found in Office of Student Activities. These sports include track, tennis, and swimming. A complete schedule of events is available at the Office of Student Activities.

### **Student Government Association**

The Student Government Association is the supreme governing body of Jarvis Christian College students. The Student Government Association serves as a means whereby students' opinions, views, and aspirations may be properly discussed and acted upon. Weekly meetings for the Student Government Association are held in the Student Center and are open to all students. The President of the Student Government Association (SGA) is required to maintain an office (designated) by the Office of Student Services.

### **Student Clubs & Organizations**

The College strongly encourages students to participate in academic and social organizations as a means of enhancing their leadership ability, personality, and social skills. A variety of clubs and organizations are available throughout the academic year for students to join. Among those recognized organizations are undergraduate chapters of international fraternities and sororities, academic, recreational, religious, professional, and paraprofessional organizations. These organizations sponsor programs, projects, and social events that students will find creative and enjoyable.

“Underground clubs” are not recognized by the College. If persons are found associating with or claiming membership in or pledging or being hazed or hazing individuals to become a part of a social club; those individuals will be suspended from the College. Additionally, the wearing or displaying of social club paraphernalia on campus such as dog tags, license plates, paddles, jackets, hats, t-shirts, sweaters, and other items will subject individual(s) to suspension from the College. The Office of Student Affairs provides a list of confirmed student organizations. If you are interested in becoming a member of an organization or in establishing a new student organization, contact the Office of Student Activities for further information. Each approved campus organization shall be required to perform at least two (2) campus-related community service projects per semester. One project must be completed before mid-semester. Detailed documentation must be submitted to the Office of Student Activities no later than one (1) week after completion of the project. Organizations failing to perform community service projects by the target date will have their scheduled activities cancelled, one activity at a time, until projects are completed.

When planning community service projects, please select projects that will be beneficial to the entire College community. Approved activities include: campus cleanups, educational/informative forums, blood drives, and other activities deemed appropriate by the Director of Student Activities.

### **Risk Management Program for Members and Advisors of Student Organizations**

At least once during each academic year, Jarvis Christian College shall provide a Risk Management Program for members of Student Organizations registered at the institution. The College requires each student organization registered at the institution to have four (4) representatives of the organization attend a program under this section.

### **Use of Facilities**

Organizations and officers are responsible for the conduct of their activities and guests. This means that organizations are accountable for lost, damaged, or stolen College property and can be held accountable for disruptive acts by their members and guests. Problems should be immediately reported to sponsors, Campus Security, the Director of Student Activities, or the Office of Student Services.

Organizations are held accountable for: (1) cleaning after socials and other activities; (2) conduct of members, students, and other guests at organization activities; (3) care and return of equipment; and (4) maintenance of College property. In addition, they will be fined a minimum charge of \$100 for failure to clean a facility after use. Repair or replacement costs for damaged, lost, or stolen equipment, as well as damage or abuse of facilities, will be billed to the organization. An organization will be suspended for repeated offenses or failure to pay any assessed charges. The College-owned sound systems will be released upon completion of a facility clearance form; media requested form and authorization from the sponsor/advisor of the organization. Persons who are approved through the Office of Information Technology must operate the sound system. The Office of Student Activities or Student Services should be contacted for additional information.

### **Pan-Hellenic Council**

Jarvis Christian College views fraternities and sororities as a vital part of campus life. The Division of Student Services established all policies and procedures for fraternities and sororities to include membership intake. The National Pan-Hellenic Council at Jarvis Christian College is the governing body at JCC for Greek letter organizations and it is a financial member of the National Pan-Hellenic Council, Inc. The NPHC at JCC also provides within its constitution rules and regulations that all of its membership organizations are expected to follow.

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities. There are eight (8) chapters located at Jarvis Christian College:

- Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc.
- Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc.
- Theta Kappa Chapter of Delta Sigma Theta Sorority, Inc.
- Zeta Delta Chapter of Zeta Phi Beta Sorority, Inc.
- Zeta Xi Chapter of Kappa Alpha Psi Fraternity, Inc.
- Kappa Epsilon Chapter of Sigma Gamma Rho Sorority, Inc.
- Epsilon Zeta Chapter of Phi Beta Sigma Fraternity, Inc.
- Phi Beta Chapter of Omega Psi Phi Fraternity, Inc.

The NPHC promotes and encourages interaction through forums, meetings and other media for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The mission of the NPHC at JCC is to encourage unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose encourages and fosters team building and group cohesion while striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities

## **CAMPUS ORGANIZATION REQUIRMENTS**

### **Campus Organization Requirements**

In order for an organization to continue active status, the following requirements must be satisfied:

1. By September 10 of each academic year, the president and sponsor must file a declaration sheet with the Director of Student Activities regarding any changes currently on file such as:
  - Name of organization
  - Officers and members (must have a minimum of five (5) members)
  - Purpose and objective
  - The Constitution and By-Laws
  - Activities for the current year
  - Financial condition
2. All money must be on deposit in the College Business Office.
3. No announcements or final plans should be made by the sponsor of a student group until the Director of Student Activities approves the request.
4. Requests for annual or traditional dates and regular meetings must be submitted on a Facility Clearance Form.
5. All activities / programs approved for Sunday through Wednesday should be of a cultural, educational and / or religious nature and must conclude by 10:00 p.m., unless special approval is granted by the Office of Student Activities and the Vice President for Student Services. Activities approved for the weekend (Thursday, Friday or Saturday) will not extend beyond 12:30 a.m. unless specifically requested by the sponsor and approved by the Director of Student Activities.
6. The sponsor(s) of each organization must agree to do the following:
  - Approve and submit the organization. At least one (1) sponsor (preferably two) must be present at all social activities.
  - Report all monies collected to the College Business Office.
  - Endorse and approve all disbursements and expenditures.
  - Authorize and be accountable for all equipment, meetings and facilities used by the organization.
  - Supervise and encourage activities in the interest of the College, the organization, and the general student body.



- Adhere to all general policies and regulations of the College.
- Any organization not satisfying the above requirements may be suspended by the Director of Student Activities.

### **Establishing New Campus Organizations**

Any groups desiring to initiate a new campus organization will proceed as follows:

1. Guidelines for establishing new organizations can be obtained from the Student Activities Office.
2. File the request with the Director of Student Activities for chartering campus organizations and the Vice President for Student Affairs for final action.

### **Eligibility Requirements for Student Officers**

Officers in student organizations shall be designated as a major and minor by the Director of Student Activities at the beginning of the year.

If a student is eligible and willing to hold two (2) *major* offices, including an office in the SGA, the student should be allowed this opportunity without jeopardizing the efforts of others.

Officers in student organizations are carefully apportioned among the classes, and each organization also has its requirements for nomination and election. The list of candidates for student offices shall be submitted to the Director of Student Activities at least two (2) weeks in advance of any election. In determining the eligibility of candidates for office, the cumulative grade point and the social adjustment of the student shall be considered. The names of all prospective officers will be official for consideration only after receiving final approval from the Assistant Vice President of Student Services.

### **Classification Rules**

A junior who wishes to qualify as a candidate for a position as senior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have at least 91 hours of credit.

A sophomore who wishes to qualify as a candidate for a position as junior representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have attained classification as a junior and have earned at least 61 semester hours of credit.

A freshman who wishes to qualify as a candidate for a position as sophomore representative in a campus organization for the following year must, at the close of the semester in which he/she is nominated, have earned at least 31 semester hours of credit.

### **Exclusion from Office**

A student on probation may not be elected to student office during the period of probation.

A student who is placed on academic, disciplinary or social probation will immediately be removed from the office he/she held in any organization for the remainder of the term.

A student cannot hold office with less than a 2.0 cumulative grade point average except for first semester students.

### **Fund Raising and Solicitations**

1. Any student project to raise funds from sources other than the group's general membership must be approved by the Office of Student Activities prior to the announcement of the event or start of the project.
2. When funds are solicited campus wide, the Office of Development will be consulted by the requester and/or the Office of Student Activities prior to giving approval.
3. The offices of Development and Student Activities must approve all student projects involving external (away from campus) solicitation of funds and advertisements.

### **Outdoor Recreational Activities**

There are periods during the week when outdoor recreational activities on the College premises are not permitted. Those are listed below:

Tuesday.....	11:00am – 12:00noon
Wednesday.....	7:00pm – 8:00pm
Sunday.....	9:45am – 12:30pm

## **MEDIA CONTACT**

Students are prohibited from speaking on behalf of Jarvis Christian College with any media organization or publication, or from inviting the media to any Jarvis Christian College property or campus event without permission of the President of the College or the Department of Public Relations. Violation of this policy may lead to dismissal.

### **Student Computer Use**

It is expected that persons using the computer systems and services will do so in responsible fashion, including conserving computer resources and being considerate of other users. The College views abuse of computer facilities and services as a serious offense. Such abuse includes but not limited to: depriving or attempting to deprive other users of College-owned computer resources or access to those resources; seeking to penetrate the security of any campus communications network or computer system; using a computer account belonging to another individual or sharing your account with another; using any College-owned equipment or programs for commercial purposes; inspecting, modifying, or copying programs or data without authorization from the owner; using any electronic mail or messaging system to send abusive, obscene, or otherwise harassing communications; and/or illegally copying software.

### **Participation in Online Forums**

Many students often choose to participate in online forums including social networking sites, virtual communities, blogs, online journals, and other websites (familiar examples of this forum include but are not limited to Facebook, MySpace, Tweet, and Friendster). The College recognizes that these forums are an integral part of modern communication, but we caution students to consider carefully the information, comments, photos, and videos they post in online forums. For their own safety and success, students should assume that any information they publish online is visible and accessible to everyone. Students are responsible for their words and actions in online forums as they are in any interpersonal interaction, private forum, or public forum. Behavior inconsistent with the College's mission, community standards or the Student Code of Conduct will not be exempted from disciplinary action simply because it occurred or originated in an online forum.

## **APPROPRIATE ATTIRE POLICY**

Jarvis Christian College is committed to the highest standards of student conduct. All students in their dress and appearance should demonstrate a mature attitude. This is especially true in public areas of the campus. **OBVIOUS DISREGARD FOR SUCH STANDARDS WILL SUBJECT A STUDENT TO DISCIPLINARY ACTIONS.** Refusal to comply with reasonable request by faculty and staff and administrators to make adjustments in their dress by students will be grounds for disciplinary actions including fines and suspension from the College. To this end, the College strictly prohibits the wearing of **“doo rags,” wave caps, bandanas and other inappropriate dress in public areas of the campus.** Whether male or female, students are not allowed to **“SAG”** which means wearing their pants in a manner that would allow their under garments to show.

Specifically, individuals will be denied admission to various functions if their manner of dress is inappropriate. Members of the Jarvis Christian College family are expected to be mature and dress appropriately. The following are examples for appropriate dress for various occasions:

1. Classrooms, Cafeteria, Student Center, Weekly Assemblies, Campus Events and College Offices – neat, modest, casual attire.
2. Interviews and Formal programs in the Chapel – business or church attire;
3. Coronations, Lyceum Performances, Convocations – formal, semi-formal and church attire, respectively.

Examples of inappropriate or prohibited dress and/or appearance **INCLUDE BUT ARE NOT LIMITED TO:**

- Bandanas, doo-rags, hoods, wave caps, skullcaps, headbands and any other inappropriate headgear for men and women in classrooms, the cafeteria, student center, and other public areas on campus. Caps are not to be worn by men, while in any building. Caps worn by women should be worn appropriately.

- Midriffs or halters, mesh, netted shirts, short-shorts, short dresses, and skirts, sagging pants (male or female), tube tops or cutoff tee-shirts in public areas such as classrooms, dining hall, campus offices, student activities center and gym (during organized events).
- Bare feet or house shoes or slipper in public areas.
- Not wearing a shirt or wearing sleep or lounge wear in public areas.
- Swimwear anywhere other than the swimming pool area.
- Undershirts, shorts, jeans, etc., at formal programs.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures, “Social Club Paraphernalia,” anywhere on the campus.
- No sagging of any kind

The following are examples of appropriate dress based on occasion:

- Classroom, Cafeteria, Student Center, College Offices- Neat Modest, Casual or Dressy Attire,
- Formal programs in Meyer Auditorium, Howard-Smith Chapel, Rand Mirror Room-Business or Dressy Attire.
- Interviews- Business Attire.
- Social/Recreational Activities, Residence Hall Lounges/Lobbies (during visitation hours)-Modest, Casual or Dressy Attire.
- Balls, Galas, and Coronations-Formal, Semi-formal and Dressy respectively.

## **STUDENT DECORUM POLICY DISCIPLINARY PROCEDURES**

When the Vice President deems that a student has violated the Student Decorum Policy, the following procedures will be implemented.

### ***Verbal Warning.***

A verbal warning will be given to the student by the faculty or staff member who reported the misconduct, and a written record of the incident will be given to the student as well as placed in the student’s file. The student may provide a written response (of reasonable length) which reflects his or her view of the incident and such response shall also be included in the file.

### ***Informal or Student Life Judicial Hearing.***

If the verbal and written warning has no impact on a student’s behavior and further violations occur, the student will be contacted by the Vice President of Student Services or designee thereof in regard to an informal or formal hearing.

For allegations of misconduct of a less serious nature, the student will be summoned to appear before the Vice President for a hearing. The student will be allowed to know the allegations which he or she are accused of and be given an opportunity to respond. Based on the discretion

of the Vice President, the student may be given a final warning or directed to attend counseling. If the Vice President believes that a fine, community service, probation, suspension, or expulsion is appropriate, the matter will be referred to the Student Life Judicial Committee for adjudication. The judicial committee shall hear all cases in which fines, community service, probation, suspension, or expulsion may be imposed. The judicial committee may impose one of these actions only after the student has been informed of the allegations against him or her, and the student has been given a meaningful opportunity to explain why the allegations are incorrect or why a certain sanction is too harsh. The decision of the Vice President of Student Services decision is final.

All administrative, faculty and support staff are expected to monitor student compliance with this dress code and report any violations to the Office of Student Affairs.

**APPROPRIATE DISCIPLINARY SANCTIONS WILL BE ASSIGNED TO ANY STUDENT IN VIOLATION OF COLLEGE POLICY. SANCTIONS MAY INCLUDE SUSPENSION FROM THE COLLEGE.**

## **Prohibited Language**

This policy does not prohibit language based on the expressive viewpoint of one's ideas, but rather proscribes certain language based on the disruptive or destructive manner and context in which such language is used.

***Lewdness, Obscenity.*** Lewd and obscene language is prohibited.

***Fighting Words.*** Language that by its very utterance tends to incite an immediate breach of the peace or imminent lawless action is prohibited. These words include those which when directed to the person of the hearer would naturally tend to provoke violent resentment. Such words also include those personally abusive epithets which, when addressed to the ordinary citizen, are, as a matter of common knowledge, inherently likely to provoke violent reaction.

***Profanity.*** Profane, vulgar, and curse words are prohibited in limited contexts although their use is widely discouraged by the College. The proscription against profanity shall only regulate the manner of such speech rather than the content of any message conveyed. Profanity may subject a person to discipline when it lacks any artistic or literary value in connection with a College curriculum, it inherently tends to provoke a violent reaction, and it substantially interferes with the educational environment.

***Speech in violation of State or Federal Law.*** Illegal speech is also prohibited. Language usage can violate specific laws depending on the context. Some examples of such laws include disturbing the peace, intimidation, stalking, harassment, defamation, or libel.

## **Litter-Free Campus**

Jarvis Christian College takes great pride in the beauty of our campus. Littering is strictly prohibited and a violation of the College. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground.

No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose. Intentionally discarding such will be seen and adjudicated as a violation of the College Littering Policy. Fines may be imposed in an amount not to exceed two hundred dollars (\$200.00).

## **STUDENT IDENTIFICATION INFORMATION**

The College provides a full-time security staff to provide safety and security and to control measures for the campus and its constituents. Officers are stationed at the main campus entrance. They engage in regular foot and vehicle patrols and monitor all vehicles entering the campus as well as those approved for campus parking. These uniformed officers are authorized to investigate any unusual situations on campus and may, at their discretion, counsel students, issue reports and referrals, and make campus arrests as warranted.

The College requires each student to be responsible for the following:

### **1. Identification Cards**

All JCC students are required to carry a JCC I.D. card at all times and be willing to produce it promptly upon request of any College official acting with proper authority.

JCC I.D. cards are not transferable, and lost cards must be reported to the Office of Student Services within 24 hours of the student's first awareness of loss. Students failing to comply with this directive will be held accountable for any abuse of the I.D. card and must bear the cost of replacement. The identification card entitles a student to admission to most athletic events, campus social activities, cultural and educational events, and the dining hall, and participation in student elections. Replacement cost for a JCC I.D. is twenty dollars (\$20.00).

### **2. Correct Current Address**

Every JCC student is required to have a current local and permanent home address on file in the Registrar's office. Students are held accountable for any communication sent by the College to the student's address of record. Every student is required to file an address through which close relatives may be contacted in the event of an emergency. A campus or U.S. post office box mailing address is an insufficient local address for the campus residents and must be augmented by the student's physical address.

### **3. Automobile Registration and Parking**

All JCC student operating motor vehicles and motorbikes on campus must register such vehicles with the College Security Department. Vehicles which are not registered and are cited for violations are subject to towing at the owner's expense. All vehicles being operated on campus, must have valid insurance.

### **4. Withdrawal from the College**

A student who voluntarily withdraws or is involuntarily separated from the College must surrender the JCC I.D. card to the Office of Student Services.

## **Jarvis Christian College Judicial System and Student Conduct Code**

Jarvis Christian College reserves the right to take necessary and appropriate action to protect the mission and image of the College along with the safety of its members. This may include taking disciplinary action against students whose behavior off College premises during or between academic periods violates Jarvis Christian College policy, ordinances and regulations, state, federal, or local laws; or which materially and adversely affects the individual's suitability as a member of the campus community.

If a student of Jarvis Christian College violates a law that also violates a College standards or conduct, the student can be held accountable by both external authorities and Jarvis Christian College. The College may at its sole discretion elect to pursue disciplinary action against the student either before, during or after administrative, civil, or criminal proceedings that arise out of the same or other events and shall not be subject to challenge on the ground that external charges involving the same incident have been dismissed, reduced, or pending.

College Judicial System (CJS) and the Student Conduct Code (SCC) have an underlying principle that each student is responsible for maintaining acceptable, ethical, moral, and social behavior while in attendance as students at Jarvis Christian College. This outlines the expectations, purpose, procedures, rights of students, penalties, key terms and references of the CJS and Student Code of Conduct.

Reasonable standards and procedures have been established by the College to protect its educational purpose, to provide for the orderly conduct of its activities, to protect and advocate on behalf of the victims of crime, and safeguard the interest of the Jarvis community. These disciplinary procedures used by the College are considered part of its educational process and reflect the philosophy of promoting ethical and responsible citizenship in relation with a liberal arts curriculum. The CJS is not intended to simulate courts of law. The Board and Hearing Officer are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the College for their actions. Disciplinary action at the College will normally proceed, notwithstanding any civil or criminal proceeding. The process is intended to give a student notice of charges filed against him/her an opportunity to be heard as it concerns the charges.

A registered student or a student in-between semesters, i.e. spring and fall agrees to conform to College rules, regulations, and policies, and is subject to disciplinary action upon violation of any part of the SCC. Disciplinary action may take place for inappropriate conduct on or off College premises.

#### KEY TERMS OF REFERENCE AND DEFINITIONS

Accused- a person charged with violation of established rules, regulations or policies

Accuser- the College or person/group who charges the accused

Arson- the deliberate unauthorized setting of fire

Attempt- an overt act toward the commission of an offense

Charge- formal assertion of violation(s) of disciplinary policies

College- the term “College” used within the text of this document means Jarvis Christian College

College Official- the term “College Official” includes any person employed by the College performing assigned administrative or professional responsibilities

Contempt- failure to adhere to the lawful direction of the chairperson of a judicial board/officer or failure, without just cause, to attend a hearing called by a judicial board/officer

Counseling: Any enforcement of required counseling to a student because of the student’s violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete the required counseling will result in more serious disciplinary sanctions that include, but are not limited to, probation, suspension, or expulsion.

Deadly Weapon- an instrument made or adapted for the purpose of inflicting injury or death including, but not limited to: pistols, rifles, shotguns, knives, swords, daggers, metal knuckles, clubs

Disciplinary Hearing Committee- the term “Disciplinary Hearing Committee” means any person or persons authorized by the Vice President of Student Services or his/her designee to determine whether a student has violated the SCC and to recommend imposition of sanctions

Disciplinary Reprimand: An official written criticism for the first violation of the Student Code of Conduct when misconduct is less serious.

Disciplinary Warning: An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction or probation, suspension, or expulsion



Disorderly Conduct- conduct which causes a public inconvenience, annoyance, alarm, or disobeying an order of an authorized College official. This conduct includes, but is not limited to: fighting, abusive or obscene language or gestures; disrupting the quietness of a residence hall or classroom, official College business or activity.

Faculty- persons employed by the College to perform teaching, research, and/or outreach duties

Judicial Affairs Officer- the person authorized to administer the College's Judicial System

Limiting the Security of Others- any behavior or action that jeopardizes or threatens to jeopardize the security of others

Loss of Campus Housing Privilege: Removal/Eviction from College housing for disciplinary reasons.

Loss of Campus Parking Privileges: Revocation of campus vehicle registration and forfeiture of a permit because of disciplinary violation.

Loss of Dining Privileges: Revocation of campus dining privileges because of disciplinary violation.

May-the term "may" is used in the permissive sense and does not imply a duty

Menacing- any action which places, or attempts to place, a person in fear of imminent danger of injury

Offense- any violation of the laws of Texas or the rules, regulations, or policies of Jarvis Christian College

Penalty Work: The requirement of the student who has committed a disciplinary violation to complete a specified number of hours by working without wages within a specific area/department of the campus or community

Physical Injury- causing harm or pain to another individual's body

Probation- disciplinary status in which a student is placed by a campus judicial body upon being found in violation of a College rule, regulation, or policy. Conditions imposed for a definite or indefinite period of time with or without loss of privilege(s). All sanctions requiring disciplinary probation are final and cannot be appealed. During this time, the student's behavior is monitored and critically examined. Any misconduct while on disciplinary probation may result in a more serious sanctions, suspension, or expulsion. Loss of Privilege(s) may include, but is not limited to, the following restrictions and/or removal:

- a. Restriction from membership, participation or holding office in student organizations or elective office during the probationary period
- b. Assignment of penalty work
- c. Assignment of a special project, which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or performing penalty work service. The special project may be imposed only for a definite period of time.
- d. Restitution whether monetary in the form of fines or by specific duties or reimbursement for damage to or misappropriation of College, student or employee property
- e. Counseling referral
- f. Denial of College representation in sports, organizations or intramural recreation
- g. Restriction to the campus, College sponsored events, activities, other extracurricular activities, resident halls or living facilities, residential activities or athletics.
- h. Expulsion/suspension from residential living facilities or disciplinary room charge
- i. Expulsion/suspension from dining facilities.
- j. Revocation of the right to represent Jarvis Christian College in any honorary position that includes but is not limited to the following: “ Mr. or Miss Jarvis,” Student Government Association officers, etc.
- k. Restriction from using or driving an automobile on the campus for a designated period of time
- l. Restriction from voting, campaigning for another student, or attending organization meetings during the probationary period.
- m. Ineligibility for election to student office for a specified period of time;
- n. Removal from student or organizational office for a specified period of time and/or prohibition from representing the College;

Residence Hall Probation- residency in the residence halls is conditional upon strict adherence to the SCC and the Housing Contract

Residence Hall Suspension- a student may not reside in, visit or otherwise use the residence hall for the period of the sanction and may also forfeit the unused portion of their housing fees

Restitution- reimbursement (to the College, organization, or an individual) for the repair or replacement of damaged property

Student- the term “student” includes all persons taking courses at the College, both full and part-time, and those who are concurrently taking courses with partnering schools and those who

reside in College residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College, are considered students for the limited purposes of construction and application of the SCC.

Squatting- to settle on public or private property without right or title

Theft of Services- the unauthorized obtaining and use of services by deception to avoid payment of fees or charges related to use

Trespassing- unauthorized access and/or presence on any part of College premises

Vandalism- the deliberate destruction of property (The College reserves the right to assess community billing for vandalism and/or theft of property)

## **Student Codes of Conduct Violations**

A student found in violation of the offenses listed below is subject to sanctions ranging from a warning/reprimand to suspension.

1. Assault- including sexual assault and violence, physical restriction, or intimidation of any member of the college community. Any act of harassment, intimidation, coercion of assault, or any other act of violence against any member of the college community, including harassment based on race, ethnic origin, sex or sexual orientation, and sexual harassment. Throwing of objects at person(s), buildings or motor vehicles. May also be charged under Capital Offenses.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, including committing injury to the person of another student, faculty or staff member, administrative officer or guest of the college, and/or other conduct that threatens or endangers the health of any person.
3. Riots/Participating in a mass disturbance. Participating in, or attendance at, riots or mass disturbances by students on any College property.
4. Trespassing. Present in college buildings on college property at times or places where such presence is prohibited as, for example, when a building, facility, or room is locked and permission to enter has not been given by a duly authorized college official, faculty, or staff member. This also includes unauthorized entry into college buildings for other than the purpose for which such buildings are intended. This also includes, among other things, unauthorized entry into and presence in college residence halls, living corridors, and all living facilities owned by Jarvis Christian College/

5. Violation of the security of college buildings and/or the security of occupants in residence halls and other living areas. Such violation occurs when one knowingly inhibits the closing of an entrance door to a building by blocking the door from closing or disabling the door alarms system or allowing others to gain unauthorized entry through an unsecured entrance door. This also includes tampering with or covering the smoke alarm/detectors in college owned buildings/residence halls/fraternity houses.

6. Willful property damage to college property or the personal property of others/facilities/services. Including (a) theft of college property or property of a member of the college or visitor; (b) damage, destruction, or defacement of college property or property of a member of the college or visitor, including littering; (c) wrongful appropriation of college property or property of a member of the college or visitor; (d) unauthorized possession and/or use of college property or property of a member of the college or visitor, including knowingly being in possession of stolen goods, including the unauthorized use of vehicles, equipment, services, the college name and logo; (e) unauthorized entry into college facilities, including but not limited to, buildings, classrooms, hallways, entryways, conference rooms and campus grounds; (f) bringing animals and/or pets into college buildings, except where properly authorized; (g) use or operation of hover boards, rollerblades, skates, bicycles and similar items on and/or inside college facilities, unless expressly permitted; (h) violation of any policy or guideline pertaining to specific usage of college facility.

7. Intentional disruption and/or interference with college academic operations, administrative operations, student academic pursuits, or college organized extracurricular activities.

8. Disruptive Conduct. (1) Actions that impair, interfere with, or obstruct the normal operations of the College and/or interfere with the rights of other members of the college community or visitors. This includes intentional occupation of or blocking the entry or exit of college facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds. (2) Actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class; and displaying unacceptable behavior/wearing clothing that is inappropriate for an educational setting. (3) participating in,

leading, or inciting others to disrupt scheduled and/or normal campus activities, events, and programs. (4) Intentional obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions. (5) Disturbance of any member of the college community or visitor. (6) Solicitation on campus without prior approval from appropriate college officials. This includes, but not limited to, disbursement of any forms of promotional/informational material on College property or on items (i.e motor vehicles) on college property, requests for donations, or the selling or vending of any merchandise or services. When, in the judgment of the Vice President of Student Services or his/her designee and the Campus Nurse, a student, for whatever reason, has been deemed disruptive to the point of negatively affecting the college community, that student may be removed from college housing, suspended/dismissed/involuntarily withdrawn from the College, or otherwise limited in their classes or activities. Likewise, when a student is physically or psychologically incapacitated to the degree that s/he is not able to make reasoned health care decisions, the College reserves the right to mandate immediate medical care and notify parents. Students who engage in or threaten self-injurious behavior may be subject to these same limitations or involuntarily given a medial withdrawal. This may occur in varying instances even if the student has not directly violated any conduct policy of the College.

9. Disturbing the Peace/Noise Violations. There shall be no undue or excessive disturbances of the normal peace and quiet at any time on the property owned by or on the Jarvis Christian College campus. Bands, stereos, or other sources of loud music or noises are prohibited until 6:00pm on school days and after 11:00pm Sunday through Thursday nights, and are allowable from 3:00pm to 12:00am on Friday and Saturday nights in the dormitories. During the times when bands, stereos, and other sources of loud music are allowed, the noise level must be kept low enough as to not disturb neighbors or other members of the Jarvis and/or Hawkins communities- including roommates and hall mates. Littering, vandalism, physical and/or verbal threats, or intimidation of any person by another person are expressly forbidden. If Wood County Police Department and/or Jarvis Christian College contracted security comes to any building or dormitory twice for a noise complaint, then the radio, speakers, or cords will be confiscated.

10. Defiance of Authority. Any student may be charged with defiance of authority if he/she shows defiance or belligerence toward a college security officer, faculty member, or other college official who, in the line of duty, asks for identification and/or information. Students are

expected to carry college identification cards on their person at all times and must identify themselves to college officials upon request. It is understood that college officials or security officers will identify themselves before making such a request. If a student cannot produce any form of identification, they may be subject to detainment or arrest by law enforcement officials.

11. Failure to Comply. Failure to comply with a lawful order of a college official, including a campus security officer, in the performance of his/her duty. (2) Failure to comply with the sanctions rendered during the college judicial process. (3) Failure to comply with a request to be interviewed by a College judicial officer during the investigation of a SCC violation.

12. Unauthorized taking or possession of stolen property of the College or another, to include theft and/or receiving stolen property of the College or another person, including the unauthorized sale of the academic property of the College or another person or to deny the use of the same when required.

13. Hazing. Any contact with another person that causes physical injury or mental abuse to another person. Any action or activity committed by either active members, alums, associate member, unofficial “sister” or “brother”, “mother” or “father” designees, or pledges of an organization, which inflicts or intends to cause physical or mental harm or anxieties and which may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing includes, but not limited to: (a) interference with a student’s academic or work performance; (b) forced consumption of any food, alcohol, other drugs, or any other substance; (c) forced physical activity; (d) deprivation of food or sleep; (e) physical acts, such as branding or paddling; (f) requiring participation in any activity that violates College policies or any local, state, or federal law; (g) other violations as outlined in the Inter-Fraternity Council (IFC), College Pan-Hellenic Council (CPC) or National Pan-Hellenic Council (NPC) Constitutions. Hazing is also defined as any reckless or intentional act that is committed on-or-off campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. For purpose of this policy, individuals who are joining, becoming a member, or maintaining a membership are referred to as “new members”.

Hazing includes active and passive participation in such acts and can occur regardless of the willingness of a student to participate in the activities. Hazing creates an environment/climate in

which dignity and respect are absent. In short, hazing is any action taken or situation created intentionally or recklessly:

- That causes embarrassment, harassment or ridicule, or
- Risks emotional and/or physical harm to members of any group or team
- Whether the person subject to the hazing is a new member or not, and
- Regardless of that person's willingness to participate

Jarvis Christian College's policy on hazing is focused on actions or situations impacting members of any group, whether that group is an athletic team, a campus club, a social fraternity/sorority, or a group that is not formally recognized by the College as a student organization.

14. Fraud against the college. Forging, altering, misrepresenting, or otherwise falsifying any transcript, academic record, identification card, or any official college document. Also, any forgery, misuse, or alteration of any college document or records, misuse of the College's computer system to gain access to restricted information, or knowingly furnish false information to the College, whether by a prospective student in connection with prospective student's application for admittance to the College or by an enrolled student.

15. Making a false report concerning a fire, bomb, or other emergency, or making a false report concerning a violation of the SCC or a crime.

16. Misconduct at a formal hearing. Deliberate and knowing misrepresentation or lying during a formal inquiry conducted by College authorities. This includes misrepresentations or false statements to the judicial affairs officer or other persons investigating alleged violations of the CJS.

17. Unauthorized or fraudulent use of services or facilities, such as computer services or the College telephone facilities.

18. Library Offenses. Unauthorized removal, stashing, sequestering, defacing, mutilation, or theft of library materials; or willful and repeated failure to respond to recall, return, or past due notices.

19. Violation of an international, federal, state or local law, ordinance.

20. Abuse of the Judicial System. Knowingly making false charges or giving false testimony in an attempt to have a student disciplined/sanctioned by the College.

21. Conduct inappropriate for a Jarvis Christian College student. This is conduct, which may bring disfavor upon the College. Additionally, students may be sanctioned for conduct which constitutes a hazard to the health, safety, or well-being of members of the College community; or which is detrimental to the College's interest, whether such conduct occurs on-campus, off-campus, or at a college sponsored event.
22. Organization misconduct. Any action by a campus group that is contrary to or in violation of the SCC or other regulations prescribed by the College. Liability of violations may be organization wide or individual.
23. Identification card violations. It is a violation of College policy and the SCC to use another person's identification card or meal plan application.
24. Students must carry their identification card with them at all times and present the card to College officials upon request. Security personnel reserve the right to detain students who fail to produce identification cards until such time as the student's identification and enrollment status have been determined.
25. Students who are subject to disciplinary actions and are intending to withdraw from the College MUST ensure these disciplinary actions are resolved prior to withdrawal. Failure to respond to a judicial summons or to resolve a judicial matter prior to withdrawal from the College will result in a "HOLD" being placed on the student's academic record.
26. Gambling. Gambling on campus or participation in games of chance for money or other things of value is prohibited.
27. Possession/distribution of alcoholic beverages. The manufacture, sale, or distribution of alcoholic beverages on College premises or at College-sponsored or College-related activities is prohibited. Possession and consumption of alcoholic beverages by students 21 years of age or older may be permitted on a case-by-case basis in designated areas on campus.
28. Smoking. Jarvis Christian College is a smoke-free campus and violations of this policy is at the discretion of the Vice President of Student Services or his/her designee.
29. Squatting in/on College property. Squatting shall be defined as illegal occupancy. No student shall live in any College building without meeting the regulations set forth by the College. Any student who allows another to live in College housing unauthorized shall be in violation of the squatting regulation and shall be sanctioned by the College including Eviction.



30. Contempt of judicial sanction. Any student who fails to comply with sanction requirements shall be in violation and may be subject to further sanctions including suspension.
31. Repeat or concurrent violation. Any student who repeats or commits another violation while under sanction(s) shall be subject to suspension and/or expulsion.
32. Misconduct via Internet, Social Media or Mobile Devices. Any student who participates in cyberbullying or cyber misconduct through transmitting disparaging, abusive, harassing, or intimidating content regarding a member of or relating to, the larger College community via text messages, Facebook, Twitter, Snapchat, Periscope, Instagram, et cetera, shall be in violation of the SCC and punishable by suspension or expulsion.
33. Anonymous publications. Anonymous publications are prohibited. Any student publishing or aiding in publishing or circulating or aiding in circulating an anonymous publication that disparages, abuses, harasses, or intimidates a member of the College community will be subject to disciplinary action.
34. Bullying. Any verbal or non-verbal act that is exposed repeatedly and over time as negative actions (physically, emotionally, or mentally) on the part of one or more persons to another student shall be in violation of SCC and punishable as shall be determined.
35. Off-Campus Misconduct. Any student who violates community law regulation off-campus, so as to bring negative report upon himself/herself and the College, shall be in violation of the SCC and shall be held liable to the code.
36. Jarvis Christian College does not permit the unauthorized use of the College seal or logos or official reference to the College or the use of the College's name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to Jarvis Christian College students and/or organizations, whether officially recognized or not. Exceptions of this policy require written authorization from the Office of the President. This policy includes, but not limited to, public performances or statements, electronically distributed statements, printed matter, Internet web pages, souvenirs, or merchandise.
37. Recordings. In-person conversations: Texas's wiretapping law is a "one-party consent" law. Texas makes it a crime to intercept or record any "wire, oral, or electronic communication" unless one party to the conversation consents. Texas Penal Code § 16.02. Therefore, if you operate in Texas, you may record a conversation or phone call if you are a party to the conversation or you get permission from one party to the conversation in advance. That said, if

you intend to record conversations involving people located in more than one state, you should play it safe and get the consent of all parties.

## **Capital Offenses**

Capital offenses are the most serious of the violations of Codes of Student Conduct. Upon being charged with a capital offense, the accused is subject to interim suspension. A student found in violation of a capital offense, indicated by an asterisk (\*), is subject to expulsion from Jarvis Christian College. Such a student shall never be readmitted to the College.

1. \*Interference with College functions. Participating in any effort to prevent or disrupt a class or other College function or to seize or occupy any College building or part thereof; or to violate the right of an audience to listen at a College function.
2. \*Fire and fire safety systems-related offenses. Unauthorized setting of fires, unauthorized tampering with any fire alarms or fire safety, and/or emergency equipment or vehicle.
3. \*Possession of weapons and explosives. The possession or use of explosives, incendiary materials, fireworks, firearms, or weapons, such as mace or pepper spray, on College property is absolutely prohibited. The knowing possession, use, or storage of firearms or dangerous weapons, except for authorized academic or employment purposes, is also prohibited under this section. The use of an instrument that can be mistaken for a real weapon (including, but not limited to lifelike revolvers, water pistol/gun, semi-automatic weapons, dummy grenades, and incendiary devices) in a threatening or intimidating manner is prohibited. The violation will be treated as if a real weapon were used.
4. \*Hazing as defined under the statutory codes of the State of Texas.
5. \*Rape as defined by the Texas Criminal Code.
6. \*Assault- including sexual assault and violence, physical restriction, or intimidation of any member of the college community. Any act of harassment, intimidation, coercion of assault, or any other act of violence against any member of the college community, including harassment based on race, ethnic origin, sex or sexual orientation, and sexual harassment. Throwing of objects at person(s), buildings or motor vehicles may also be charged under Capital Offenses.

7. \*Sexual misbehavior, assault and/or violence, including performing or assisting in the performance of uninvited contact with another person, which includes concealing knowledge of sexual misconduct with a minor person.

8. \*Stalking is a gender-neutral crime. Every case of stalking must be considered as potentially dangerous. This could be repeatedly following a person, appearing at a person's place of residence or business, making harassing phone calls, leaving written or verbal messages, objects, or vandalizing a person's property. (1) Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational, or work environment for another person or group. (2) Conduct (not of a sexual nature) that threatens, intimidates, humiliates, or otherwise harms another person or group. (3) Stalking (defined) as following or otherwise contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety or to cause that person substantial emotional distress. Stalking includes: (a) repeatedly following or harassing another person or follows with intent of harassing; (b) contacting a person after being asked or ordered not to contact the person; (c) a behavior pattern of two (2) or more incidents of unwanted attention in which a reasonable person would induce fear; (d) behavior pattern that can cause substantial emotional and/or physical distress.

9. \*Sexual Assault and Sexual Violence include any type of sexual conduct or contact that is non-consensual, forced, or coerced. It includes rape, molestation, incest, and some types of sexual harassment. Rape may include stranger rape, acquaintance/date rape, and multiple/gang rape.

10. \*Domestic Violence/Dating Violence constitutes the intentional acts of physical, emotional, verbal and/or sexual abuse that a current or former intimate or dating partner uses as a part of a pattern of coercive behaviors to obtain and/or maintain power and control over the victim.

11. Violation of a No Contact Order

12. \*Killing a human being.

13. \*Any attempt to commit any of the above stated offenses.

14. \*Possession of illegal drugs or drug paraphernalia. The possession, consumption, manufacture, sale or distribution of narcotics, or illegal drugs, or drug paraphernalia on university premises or at a university sponsored or university-related activity is strictly

prohibited. This includes any form of narcotics, barbiturate drugs, hallucinogenic drugs, marijuana, cocaine, date rape drug (i.e., Rohypnol- or Roofies-GHB, or Ketamine) and other dangerous drugs classified as illegal by federal or state law, county or city ordinances, including but not limited to those governing alcohol beverages and drugs (Alcohol Policy).

Note: Students residing in a campus facility and who are appealing a disciplinary sanction for violation(s) of the SCC classified as a capital offense must immediately vacate the residence hall or College apartment, and discontinue use of all services and facilities of the College during the appeal process.

## **SANCTIONS OF THE JUDICIAL SYSTEM**

Sanctions, which include but are not limited to the following below, may be imposed by the Vice President of Student Services or his/her designee upon a student, fraternity, sorority, or other registered or unregistered student organization found responsible for violating the SCC. More than one violation may be imposed for any single violation.

1. **Warning/Reprimand**- A warning/reprimand may be oral or written. A warning/reprimand is an expression of the College's disapproval, by the Vice President of Student Services, the Office Residence Life, or the Judicial Affairs Officer to the student for violating the SCC or other College regulations. It is a notice and warning to the student(s) that he/she or they violated College regulations.

2. **Disciplinary Probation**: Conditions imposed for a definite or indefinite period of time with or without loss of privilege(s). All sanctions requiring disciplinary probation are final and cannot be appealed. During this time the student's behavior is monitored and critically examined. Any misconduct while on disciplinary probation may result in a more serious sanctions, suspension, or expulsion. Loss of Privilege(s) may include, but is not limited to, the following restrictions and/or removal:

- a. Restriction from membership, participation or holding office in student organizations or elective office during the probationary period
- b. Assignment of penalty work
- c. Assignment of a special project, which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or performing penalty work service. The special project may be imposed only for a definite period of time

- d. Restitution whether monetary in the form of fines or by specific duties or reimbursement for damage to or misappropriation of College, student or employee property
- e. Counseling referral
- f. Denial of College representation in sports, organizations or intramural recreation
- g. Restriction to the campus, College sponsored events, activities, other extracurricular activities, resident halls or living facilities, residential activities or athletics.
- h. Expulsion/suspension from residential living facilities or disciplinary room charge
- i. Expulsion/suspension from dining facilities.
- j. Revocation of the right to represent Jarvis Christian College in any honorary position that includes but is not limited to the following: “ Mr. or Miss Jarvis,” Student Government Association officers, etc.
- k. Restriction from using or driving an automobile on the campus for a designated period of time
- l. Restriction from voting, campaigning for another student, or attending organization meetings during the probationary period.
- m. Ineligibility for election to student office for a specified period of time;
- n. Removal from student or organizational office for a specified period of time and/or prohibition from representing the College;

**Emergency/Interim Suspension-** The Vice President of Student Services or his/her designee may impose an emergency suspension from residence or academic status when, in judgment of this College official, such action appears necessary for reasons relating to a student’s physical or emotional safety and well-being or the safety and well-being of a member of the College community. Alternatively, in certain circumstances, the Vice President of Student Services or his/her designee may impose an immediate interim suspension prior to a hearing before a judicial body on the merits of the violation of the SCC. Interim suspension may be imposed against a student who is charged with a capital offense, or other offense of a kind or nature, which involved interference with the educational process or interference with the orderly operation of the College. Additionally, interim suspension may be imposed to ensure the health, property, safety, or well-being of members of the College community; to ensure the student’s own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with the normal operations of the College. During the interim suspension, the accused student shall vacate the residence hall and College property and shall be allowed on

College property only for the purpose of appearing before various College officials and hearing boards. Under interim suspension, a student is prohibited from attending classes or any other campus event as mention in this paragraph. An interim suspension is not subject to appeal.

3. **Suspension-** Involuntary separation and withdrawal from the College, which prohibits the student from being on the College campus without written permission. Suspension also involves the loss of the privilege of registration. A suspended student must petition the Vice President for Student Services for readmission; however, the petition does not necessarily mean that the student will be readmitted. Such a decision strictly lies with the Vice President for Student Services and the College President.

In the event that the student is allowed re-admittance, the student must remain on a probationary status for one semester. Following readmission, the student is required to adhere to all rules, regulations and policies adopted by the College and the Student Code of Conduct. Any violation of such rules, regulations, co des or policies may result in the immediate suspension and/or expulsion of the student.

4. **College Expulsion-** Permanent separation from the College, without the right of readmission.

5. **Revocation of Degree-** An awarded degree may be revoked for violations of the SCC, which occur prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student. (Revocation of a degree requires administrative review)

6. **Penalty Work-** The requirement of the student who has committed a disciplinary violation to complete a specified number of hours by working without wages within a specific area/department of the campus or community.

7. **Counseling:** Any enforcement of required counseling to a student as a result of the student's violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete the required counseling will result in more serious disciplinary sanctions which include, but are not limited to probation, suspension, or expulsion

8. **Restitution-** Reimbursement (to the College or an individual) for repair or replacement of damaged property.

The academic records of a student MAY be stamped with a student conduct flag at the discretion of the Vice President of Student Services and his/her designee.

9. **Loss of Dining Privileges:** Revocation of campus dining privileges as a result of disciplinary violation

10. **Loss of Campus Parking Privileges:** Revocation of campus vehicle registration and forfeiture of a permit as a result of disciplinary violation

11. **Other Sanctions:** Any enforcement needed to administer a fair standard of discipline to a student as a result of student's violation(s) or misconduct, according to the Student Code of Conduct More than one of the sanctions listed may be imposed for any single violation.

## **Student Complaint Procedure**

Jarvis Christian College has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. The primary objective of the Student Complaint Procedure is to establish a process for students to express and resolve misunderstandings, concerns, or Student Grievances that they have with any College employee in a prompt, fair and equitable manner while emphasizing informal resolution. The procedure clearly defines the steps students should take to file complaints against a College employee and the process for investigating and reporting Student Grievances. It is intended that the complaint procedures provide a problem-solving atmosphere which stresses "resolution" and reflects the best interests of the complainant and the College. All academic complaint records are maintained and stored in the Office of the Provost/Vice President for Academic Affairs. Non-academic complaints except for those involving Human Resources are maintained and stored in the respective Office of the Vice President. All files and records related to personnel and personnel related issues are maintained and stored in the Office of Human Resources.

A complaint is defined as a dispute of a student regarding the College with respect to the following:

- The interpretation and application of the policies and regulations of the College in areas such as grading, attendance and instructional quality.
- Acts of reprisal as a result of utilization of the complaint procedure.
- Complaints of discrimination on the basis of the protected rights of race, national origin, religion, gender, sexual orientation, age, disabling condition, or marital status, or allegations of sexual harassment.

- Acts of malicious intent to violate the constitutional rights of individuals.

## **THE HEARING PROCEEDURE**

Many disciplinary matters are decided among the accused, the accuser, Judicial Affairs Officer, the Vice President of Student Services, his/her designee and/or the Judicial Committee. The process will be conclusive and respectful to all nationalities, cultures, genders, sexual orientations and races. Hearings can be conducted by a judicial body according to the following guidelines:

1. The accuser and the accused shall have the privilege of presenting witnesses subject to the right of cross-examination by the judicial body, judicial officer, or the designee of the Vice President of Student Services charged with the execution of the judicial case,
2. Hearings shall be closed and the contents of such hearings are confidential in nature. The record shall be the property of the College.
3. Allowing the presence of any person at the hearing shall be at the discretion of the judicial affairs officer, the designee, or the chairperson of the Judicial Committee. Please inform the hearing officer 24 hours in advance, if another person is desired to be at the hearing for reasons of language barriers, cultural interpretations, etc.
4. In hearings involving more than one accused student, the judicial affairs officer, the designee, or the chairperson of the Judicial Committee, at their discretion, may permit the hearings concerning each student to be conducted separately.
5. If there is a Judicial Committee, the chairperson calling the committee to order, the chairperson will state the purpose of the hearing and read the charges brought against the accused.
6. The accused is asked to state his/her plea of “in violation” or “not in violation”.
7. In instances where an individual chooses to have an attorney present, it shall be at his/her expense. An attorney cannot represent the student but can advise the student. If an attorney will be present at a hearing, the Vice President of Student Services must receive a written letter 24 hours prior to the date and time of the hearing. In the instance where the accuser is the College, the appropriate College officer or employee shall represent the College’s case and shall offer evidence that may include written testimony and witnesses in support of the charge.



8. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson/and or Judicial Affairs Officer. Documents, which either party may intend to use at the hearing, shall be delivered to the chairperson or the Judicial Affairs Officer no later than 24 hours before the hearing.
9. All procedural and evidentiary issues shall be determined by the chairperson of the judicial body or the Judicial Affairs Officer.
10. After the hearing, the judicial body or the Judicial Affairs Officer shall deliberate and determine through testimony and evidence whether the student has violated any section of the CSC.
11. The standard of evidence used in any institution disciplinary proceeding is a “preponderance of the evidence”. The determination will be made on the basis of whether it is more likely than not that the accused student violated the CSC.
12. Within five (5) working days of the findings by either the judicial body or the Judicial Affairs Officer, the aforementioned will send their findings to the Vice President of Student Services or his/her designee who shall deliver a letter either by hand delivery or electronically to the accused that will contain:
  - A Notice of Determination
  - A Notice of Sanction
  - If necessary- A Notice of Right to Appeal

## **APPEALS**

Appeals are a means of ensuring that student’s rights are upheld and that all students receive fair treatment as they go through the student conduct process. Appeals must be written and submitted within 48 hours of the issuance of the Notice of Sanction (except in the case of new evidence). The appeal will be evaluated to determine if valid grounds exist for a review of the case. The student will be notified within 48 hours if and when the case will be reviewed and/or the appeal will be heard. All appeals of primary decisions are submitted to the Jarvis Appeals Committee. If The decision of the Jarvis Appeals Committee is still a concern of the student, the student may appeal to the Vice President of Student Services. Students are allowed two appeals. The decision of appeal from the Vice President of Student Services will be the final decision. The sole exception is in matters of college expulsion where there is no option for an appeal.

Appeals can be made for the following reasons:

- Failure of the Judicial Committee or Judicial Affairs Officer to adhere to proper procedures as outlined in the Jarvis Christian College Student Handbook.
- Unusual conditions or the addition of new relevant evidence.

A student may not appeal based upon his/her dissatisfaction with a sanction.

Status during Appeal: A student cannot appeal if they are under Interim-Suspension. If a student is not deemed a threat by the Vice President of Student Services, Head of Security, Director of Housing and/or Campus Nurse, they may continue their status as a student while the appeal is being processed by the Appeals Committee.

## **NO CONTACT ORDERS**

On occasion, one member of our Jarvis community may seek to avoid being in the same location as another member of our community. Jarvis Christian College will always error on the side of caution and provide two-way No Contact Orders as an accommodation to community members who feel the need for an enhanced secure environment.

The purpose of a No Contact Order is to discontinue future interactions could be seen as problematic for the individuals involved as well as to protect both parties from any foreseen harm.

Any enrolled student or College employee may request such an Order with respect to another enrolled student or College employee. One may pursue an Order due to interpersonal conflict or situations that they believe are interfering with their educational or work environment.

If anyone is interested in obtaining a No Contact Order, please contact the following:

- Vice President of Student Services or his/her designee.

These orders are not made to be punitive and do not necessarily constitute a finding of, or charge of, any violation of the Code of Student Conduct policy. Jarvis' No Contact Orders are intended to forestall any future interactions that could be problematic for our students and/or employees. Jarvis Christian College recognizes that a No Contact Order does place some restrictions on each individual's movement around campus, but as an institution, we will work with both individuals

to ensure that this does not unduly interfere with the educational and working experience of each individual.

Workplace No Contact Orders are not intended to discourage or prohibit concerted activity under Section 7 of the NLRA.

No Contact Orders will typically be issued for twelve (12) months, but may be modified and/or extended as the College administrator issuing the order deems necessary.

If the requesting party wishes to request an extension of a No Contact Order, they should contact the College administrator who initially issued the Order at least two weeks in advance of the date on which the Order is set to expire. The administrator will review the request and may seek to speak with both parties (separately) as part of their review.

As a student, a violation of the No Contact Order is a violation of the Code of Student Conduct—a capital offense.

As an employee, a violation of the No Contact Order can be punishable by termination.

## **ALCOHOL**

\*The information presented in this section of the Handbook is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), the Drug-Free Schools and Communities Act (1989), and the Higher Education Amendments (1992).

Jarvis Christian College believes that the use of illegal drugs and the abuse of alcohol impede the intellectual and social growth of students and has a negative impact on the Jarvis community. In order to fulfill the Concept for Student Development through its programs and procedures, Jarvis Christian College prohibits alcohol on campus regardless of age.

Where it may be effective, the College prefers a policy of developmental discipline and rehabilitative education, as opposed to mandatory punishment. The developmental nature of the College community raises the expectation that assistance will be offered to any member who is suffering from the abuse of any substance. This help may be in the form of educational programs, on-campus counseling, or off-campus counseling referrals. If the College believes that developmental discipline and/or rehabilitative education are not effective, it will terminate its relationship with students or employees who persist in their use of illegal drugs or in their unlawful possessions of any substance, including alcohol.

## **Federal, State, and Local Government Requirements**

Summaries of the relevant federal, state, and local laws that govern the use and possession of alcohol and relate specifically to members of the College community are as follows:

- No one can be intoxicated or simulate intoxication in a public place.
- A person under the age of 21 cannot have any alcoholic beverage in their possession or control except in a private home and with the knowledge and consent of the parent or guardian.
- No person can misrepresent his or her age for the purpose of obtaining alcohol.
- No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
- No one can have open containers of alcohol in a motor vehicle on a public street.
- No one can use or consume any liquor at an elementary or secondary school or any elementary or secondary school premises, or within 100 feet of a church.
- No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge and written consent of a parent or guardian)
- No one shall operate a motor vehicle on a public street while intoxicated.
- A person over the age of 21 cannot drive while intoxicated, under the influence of drugs, or with a blood alcohol content of .08 or over.
- The City of Hawkins, in its ordinances, defines an “open container” as ‘any alcoholic beverage except in the original container which shall not have been opened and the seal upon which shall not have been broken and from which the original cap or cork shall not have been removed’.
- Open containers are prohibited in public places
- It shall be unlawful for any person to be in possession of an alcoholic beverage in an open container when upon any public street, sidewalk, alley, or public thoroughfare, or on or in any public building or parking lot.
- It shall be unlawful, for any person to be in possession of an alcoholic beverage in an open container on any property maintained as a park or recreational area by the city without first obtaining a permit.

## **Potential Legal Sanctions for Violation of Relevant Laws**

Legal sanctions for violations of federal, state or local laws governing the use or possession of alcohol vary by the type of offense and may include fines, classes, community service, license suspension or revocation, and/or incarceration, as well as a misdemeanor or felony conviction on an individual's criminal record.

### **Behavioral Expectations:**

- Any use of alcohol which endangers the welfare of self and/or others or which results on offensive behavior or disorderly conduct is unacceptable to the community and will be subject to disciplinary action.
- Due to the goals and purposes of the academic community, drunken behavior/intoxication, which is disrespectful, disruptive and potentially harmful, is not acceptable on campus or at College sponsored events. Drunken behavior/intoxication is defined as observed loss of mental or physical coordination as a result of the consumption of alcoholic beverages. Visible public intoxication will subject the person to disciplinary action and potential legal consequences. Persons who have consumed alcohol off-campus are expected to return to their room in an orderly manner. Students who are enrolled or have scheduled classes for an upcoming semester will be held liable for their actions on and off campus under the CSC.
- Each student is responsible for his or her own behavior at all times and under all circumstances.
- Any student who invites a guest who is not enrolled in Jarvis Christian College onto campus assumes the responsibility of ensuring that his or her guest will act in an appropriate manner as well as abide by all College policies. Should the guest of a Jarvis student violate the alcohol policy, the host student will be held responsible for any offenses committed by that guest and may be subject to disciplinary action.
- Any student hosting a prospective student or a minor is prohibited from taking that guest to private or closed events where alcohol may be present. Attending College sponsored events, open to the entire campus community, is permitted.
- Possession or use of alcohol by students regardless of age is prohibited.

- Underage students who are in College housing when alcohol or alcoholic containers (whether empty or not) are present may be subject to the individual alcohol sanctions. Empty alcohol containers lead to an “assumption of consumption”.
- Display of alcohol-related advertising materials (including bottles) in student housing and college-owned housing is not permitted.
- Advertising from or by alcohol distributors or taverns (tavern defined as an establishment generating more than half of their annual gross sales from alcohol) are not allowed on campus or in campus media. Advertising from establishments, such as restaurants or convenience stores, that serve and/or sell alcohol, but not as their primary function, may not contain advertisements for alcohol.
- Drinking games are prohibited. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, “beer pong”, “dares”, “flip cup”, or any other activity involving the consumption of alcohol that mandates duress or encouragement related to the consumption of alcohol.
- While each individual student is required to take responsibility for his or her individual behavior regarding alcohol, it is also the responsibility of each individual and each student organization to see that those present at their social functions, meetings, or gatherings conduct themselves in accordance with Jarvis College rules and regulations as well as city, state, and federal laws.

## **Beverages and Container Requirements**

- Kegs of beer, party balls, or common source containers of alcohol are not allowed anywhere on the campus. This restriction includes individual residence hall/ rooms.
- Drinking and/or possessing alcoholic beverages (open containers) in any public place/area is prohibited and subject to disciplinary action.
- Students should note that the possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and, as such, may be considered policy violations. Students may also be held accountable, even if they do not have actual possession of alcohol, when they are present at alcohol-related events.
- Possession of equipment that encourages excessive and inappropriate consumption, such as beer pong tables, beer bongs, etc. is also prohibited.

Registered events must be by invitation only and have appropriate processes in place to ensure responsible fellowship.

Invitation Guests Lists: Invitation guest lists with specific names should be generated for each function by the sponsoring organization. The student or organization directory is not an acceptable guest list. Organizations may not announce the function over social media or other methods as a way to generate a guest list. This is an “open” or “mass” invitation and not allowed. Invitation guest lists should be finalized and submitted to the Office of Student Services no later than 2 weeks prior to the event. After this time, no substitutions or add-ons are permitted.

Themes: All event themes should use common sense and be appropriate. Event themes should not be disrespectful or degrading to any person or population. Any events/parties that violate this policy shall be severely punished by the CSC.

### **Days, Duration, and Times**

Registered events are only allowed with the permission of the Office of Student Services. No registered events will be approved for the weekend prior to semester finals. All registered events must end by 1:30 am on the weekend and 12am on weekdays.

### **Sanctions for Alcohol Policy Violations**

Infractions of the Jarvis Christian College Alcohol Policy by individual students and student organizations will result in disciplinary action and may in some cases subject the students or students to criminal or other legal action. The number of infractions is cumulative over the student’s tenure at Jarvis Christian College. The sanctions for infractions of the alcohol policy by individual students or groups are at the discretion of the Vice President of Student Services or his/her designee.

## **FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES POLICY**

A Safe and secure environment is fundamental in fulfilling the mission and vision of Jarvis Christian College. In our commitment to maintaining an environment free of violence or serious harm, we have established the following weapons policy which protects the campus community,

while supporting students who are in pursuit of lawful weapons purposes, such as hunting or club activities. Jarvis Christian College forbids any weapons on campus, whether they are stored in a dormitory, vehicle or Student/Parent Apartment.

The following is a list of weapons that are never allowed on campus and as such are strictly prohibited: handguns, shot-guns, sling shots, tasers, nun-chucks, BB guns, paintball guns, air soft guns, fireworks, explosives, knives with blades longer than four inches, or any other incendiary devices is not in keeping with community responsibility. Additionally, the following are forbidden on campus or to be in the possession of anyone on campus: any explosive (weapon or component meant to trigger a weapon or cause destruction) machine guns, gas guns (any gas ejection device that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury), short barreled rifle or shotgun, firearm silencer, switchblade knife, sword, a bullet or projectile which explodes or detonates upon impact because of an independent explosive charge after having been shot from a firearm, and knuckles. Chemical self-defense sprays will not be considered weapons. The Director of Campus Security must approve any item/weapon not specified in this policy that may or may not qualify as a weapon.

## **GOOD SAMARITAN/MEDICAL AMNESTY POLICY**

The welfare of students in our Jarvis Christian College community is of paramount importance. At times, students on and off campus may need assistance. Jarvis Christian College promotes bystander intervention and encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a student who may have been sexually assaulted or who is at risk of alcohol overdose). Jarvis Christian College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will focus on educational responses to those who offer their assistance to others in need, serve as witnesses to an incident or make good faith report of alleged misconduct.

This policy does not protect students from the consequences associated with Texas state law. Students are still subject to charges and penalties as per Texas law.



## **The Individual in need of Immediate Attention**

If an individual receives emergency medical attention related to his/her consumption of alcohol or another drug, they are required to complete a follow-up with the Campus Nurse. If the student is taken to the hospital, the College reserves the right to contact the student's parents/guardian. If a student violates any other college policy while intoxicated, those infractions are subject to standard student adjudication and sanctions.

### **Organizations**

Should a student experience severe intoxication or a drug related reaction while attending an event hosted by an organization, representatives or members of that organization are expected to promptly call for medical assistance. This act of responsibility will mitigate the judicial consequences against the organization resulting from student conduct code violations that may have occurred at the time of the incident.

### **Failure to Call**

Failure by any individual or organization to call for emergency medical assistance while a person is experiencing severe intoxication or a drug-related reaction may result in the more severe consequences, including but not limited to student life code violations with additional "aggravating circumstances".

## **INSPECTION OF PROPERTY**

Students are expected to have integrity with regard to College policies. Jarvis Christian College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls and those fraternities recognized by the College, if there is reason to suspect that policies are being violated or the health/safety of students is at risk. College officials (including Resident Managers) may, at their discretion, inspect or search rooms for housekeeping purposes, safety or security purposes, or to determine if the contents of the room, or the actions of the persons within the room, are in violation of College policy. A room search may be conducted by the Vice President of Student Services or designee and must be done in the

presence of a witness. In some cases, Wood County Police Department may be called to assist with a search.

An inspection is considered to have taken place when a College official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a College official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view.

Motor vehicles on college property are subject to visual inspection by full-time college employees at all times. A complete search of such vehicles may be conducted only when there is reason to believe they contain property or articles, which are not permitted on college property or are in violation of College policy. Only an appropriate college official, in the presence of another college employee or law enforcement official may conduct such a search.

If a student refuses to open a locked container or a motor vehicle, the locked container or motor vehicle may be impounded until a search warrant can be obtained or the matter turned over to the police.

## **MISSING STUDENT POLICY**

In accordance with the Higher Education Opportunity Act, Jarvis Christian College has the following policy and procedure in place for reporting and investigating a report of a missing student.

If a Jarvis student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Vice President of Student Services should be notified. If this report is made after typical business hours, community members should immediately notify Campus Security and they will be able to contact the Vice President of Student Services or his/her designee.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, the Office of Student Services will contact their permanent legal guardian immediately. After the permanent

legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feel that they may be in danger, they should immediately contact Campus Security, the Wood County Police Department, and/or call 911 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

## **MOTOR VEHICLE REGULATIONS**

The College must regulate vehicle parking in order to ensure respect for all members of the community. All Jarvis students must register their motor vehicles at Student Life within seventy-two (72) hours of arrival on campus. Upon registration, students will receive a parking permit, which must be affixed and clearly visible on the inside bottom right of the front windshield (taping to the windshield is not acceptable). A \$35.00 annual registration and parking fee, is charged to the student account. Replacement and/or temporary permits are also available and may be obtained at the Business Office. Jarvis Christian College students are responsible for knowing and observing the motor vehicle regulations for Jarvis Christian College

Between 8:00am and 5:00pm, Monday through Friday, students are prohibited from parking in areas designated as Faculty/Staff Parking. Students will be held responsible for observing campus parking regulations and any parking fines regardless of who may drive the vehicle. Vehicles illegally parked or abandoned may be towed at the owner's expense. Students are encouraged to notify Campus Security should they need to park their vehicle on campus for an extended period of time.

The schedule of fines for parking violations:

No parking permit on vehicle	\$75
Parking in a Handicapped Area	\$150
Parking in Admissions Visitor section	\$75
Parking in Visitor section	\$75
Parking in Faculty/Staff Area	\$75
Improper Parking	\$75

## **CLERY ACT COMPLIANCE**

Policy: Annual Disclosure of Crime Statistics

Campus Security prepares a Campus Crime Statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. You may access current crime statistics for Jarvis Christian College at the website of the Office of Postsecondary Education at [www.ope.ed.gov/security/search.asp](http://www.ope.ed.gov/security/search.asp). Campus Security is the reporting authority to the Office of Postsecondary Education for the annual disclosure of crime statistics. Campus Security collects statistics from the Wood County Police Department, Office of Student Services, the Campus Nurse, and any other campus security authority as defined under the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act.

Note that while pastoral counselors (the Chaplain) and professional licensed counselors, are exempt from Clery reporting requirements when acting in those capacities, Jarvis Christian College encourages pastoral counselors (the Chaplain) and professional licensed counselors, employed through the Wellness Center, to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis, as the counselors deems appropriate. These incidents, if reported, will be included in the College's annual disclosure of crime statistics for the respective year, while also protecting the confidentiality of the individuals involved. Crime statistics may also be obtained by contacting the Director of Campus Security.

## **SKATEBOARDING AND ROLLERBLADING**

Persons who engage in rollerblading or skateboarding activities on the Jarvis Christian College campus do so at their own risk. The College will assume no liability for injuries or damages resulting from these activities. The College prohibits any activity that can damage buildings and grounds, personal property, or can cause injury to any person. Persons engaging in an unacceptable activity will be asked to discontinue the activity immediately. Persons who continue to disregard College policy or common sense safety will be asked to leave the campus or may disciplinary action taken against them.

Rollerblading and skateboarding activities are permitted in parking lots and roadways during times of non-use. Rollerblading and skateboarding are not allowed inside any of the buildings.

## **HOVERBOARDS**

Due to the incidents of fires and other safety concerns, Jarvis Christian College restricts the use of possession of, possession of, and/or charging of batteries, whether observed or unattended, of any Hoverboard type device within any College owned, managed or recognized facility. This restriction includes all self-balancing boards/scooters and other similar equipment which are self-driven and either motor or battery powered. Devices identified in any College approved housing areas will be removed and the user/owner will be subject to disciplinary action.

## **SMOKING**

Jarvis Christian College remains committed to providing its students, employees, and visitors with a safe and healthy environment. All areas of our campus, including streets, sidewalks, and the Trail that runs through campus, are smoke-free. For the purpose of this policy, “smoking” is defined to include any lighted cigarette, electronic cigarette, cigar, pipe, hookah, bidi, clove cigarette, and any other smoking product.

Smoking is prohibited in all indoor and outdoor areas of Jarvis Christian College campus. “Campus” is defined as all campus owned facilities and property of Jarvis.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Infractions of the Jarvis Christian College Smoking policy by students will result in disciplinary action.

## **BOTTLE THROWING**

Any member or organization engaged in throwing bottles at other persons, buildings, or motor vehicles will be charged under the CSC as a Capital Offense.

## **SOLICITORS**

Peddlers and solicitors are not permitted in college buildings or on campus without written permission from the Vice President of Student Services and/or the Chaplain when relevant.

## **COLLEGE JUDICIAL COMMITTEE**

The College Judicial Committee upholds and promotes the traditions of the Jarvis Christian College Academic and Conduct Honor system, endeavors to secure the cooperation of the faculty, staff and student body to this end, and investigates and acts upon all violations of the both the Honor Code and assigned Student Conduct Code.

The students of Jarvis Christian College believe that a major purpose of higher education is to develop habits of honesty and independence of thought. The integrity of the degrees granted by the College must in large measure depend upon individual honor. Any student whose actions do not comply with these principles is not adhering to the ideals of this student body.

Realizing that this sense of personal honor is necessary in an environment dedicated to personal thought, the College Judicial Committee has been established to promote habits of personal integrity. Each student is bound by his or her honor not to lie, cheat, or steal in any form. Any student who has reason to believe such an act of dishonesty has been committed and who is of the opinion that such action warrants investigation shall report an act to the College Judicial Committee.

The duty of the College Judicial Committee is not only to protect the academic integrity of Jarvis Christian College, but to give students an audience of their peers in student conduct cases assigned to them by the Vice President of Student Services. It is with full confidence that Jarvis Christian College places trust in the hands of the students who so diligently serve. The College Judicial Committee will hear cases of violations of the Student Conduct Code. The Vice President of Student Services or his/her designee will make the final determination in choosing to uphold the recommendation of the College Judicial Committee.



**Administrative Disciplinary Meeting Form**

**Date:** \_\_\_\_\_ **Incident Report Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**JCCID Number:** \_\_\_\_\_

**Residential Hall:** \_\_\_\_\_

**Off Campus Address:** \_\_\_\_\_

**Dear Mr./ Miss \_\_\_\_\_:**

Based on a written incident report(s) from a Jarvis Christian College administrator, you have been charged with violation of the Student Code of Conduct:

**Violation:**

\_\_\_\_\_

**Violation:**

\_\_\_\_\_

**Description of Reported Incident**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you choose to accept responsibility for this incident and waive your right to a hearing by a panel of the Jarvis Christian College Judiciary Committee, you will be assigned the following sanctions:

**Recommended Sanctions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Administrative Disciplinary Meeting Form

If you deny responsibility for this violation, your case will be forwarded to and heard by the Jarvis Christian College Judiciary Committee during its next session. You will be notified via your Jarvis Christian College student e-mail account, prior to the hearing notifying you of the date and time. You will be provided a copy of the following items which will be submitted to the Committee: the Jarvis Christian College Security incident report and the Residential Managers Incident report. You can obtain a hard copy of the incident report through the Jarvis Christian College Security or the Office of Student Services.

- Please review the Student Code of Conduct (found online at [www.jarvis.edu](http://www.jarvis.edu))

If you choose to accept responsibility for the infraction and accept the recommended sanction(s) as indicated above, you must notify The Office of Student Services within 48 hours of receiving the notification via your student email account. If you fail to notify me by the aforementioned deadline, the recommended sanctions will stand as indicated. You may contact The Office of Student Services at (903)730-4890 ext. 2250 or via email at [cmott@jarvis.edu](mailto:cmott@jarvis.edu). The Office of Student Services will only respond to emails coming from the Jarvis Christian College student email.

If you have any questions or concerns, please contact The Office of Student Affairs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Jarvis Christian College
Student Infraction/Complaint Form

Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

Regarding academic misconduct, prior to submitting a Student Infraction/Complaint Form, the faculty member should first contact the Office of Academic Affairs, to determine if student has prior history.) Please note that all cases of academic misconduct are referred to the Office of Academic Affairs, while all other cases of misconduct are referred to the Office of Student Services.

Check Appropriate Response:

[ ] First Academic Infraction

[ ] First Non-Academic Infraction

[ ] Second Academic Infraction

[ ] Second Non-Academic Infraction

Student Name

Last

First

MI

JCC ID No.

Campus Address

Street

City

State

---

Zip

Complainant

First

MI

Last

JCC Security

Title

2775

Phone

security@jarvis.edu

Email Address

Description of Infraction:

Date

Approximate Time

Location

Witness: (Full name, address, phone, email address)

- 1. See incident report

Detailed summary of evidence on which charge is based: (Attach additional page(s) if necessary)

- 1. Sanction.
2. Sanction

Description of infraction:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Sanction(s) imposed by the Office of Student Services:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**Jarvis Christian College  
Student Infraction/Complaint Form**

**Check Appropriate Response:**

- Student accepts sanction and waives hearing and appeal rights
- Student will appeal to Student Conduct Officer within two University business days

*See Jarvis Christian College Handbook to review of the Student Code of Conduct, to include due process rights and hearing procedures. Jarvis Student Handbook is located on the Jarvis Christian College website ([www.jarvis.edu](http://www.jarvis.edu)).*

**Signatures:**

\_\_\_\_\_  
Office of Student Services Official/Date

\_\_\_\_\_  
Student/Date

---

**Action Taken by Student Conduct Officer:**

- Student Accepts Penalty - Matter Resolved
- Student Requests Hearing

**Date form received by**

Student Services Officer: \_\_\_\_\_

All disciplinary sanctions imposed upon students are cumulative in nature and will be recorded in the student's disciplinary record.

**Table of Offense and Fines**

<b>Prohibited Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Unauthorized Visitation/Entry</b>	<b>\$100</b>	<b>\$150.00 fine plus Service</b>	<b>Eviction form the Residential Halls</b>
<b>Littering</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>\$150.00 fine plus Penalty Work</b>	<b>Fine up to \$200.00 and disciplinary action.</b>
<b>Removal of Furniture/Fixtures</b>	<b>At cost of replacement of furniture/fixtures</b>	<b>At cost plus suspension</b>	<b>XXXXXXXXXX</b>
<b>Open flame devices, combustibles or hazardous chemicals</b>	<b>Penalty Work or \$75.00 fine</b>	<b>\$100.00 plus Penalty Work...</b>	<b>Fine up to \$150.00 and eviction from residential halls</b>
<b>Pets</b>	<b>\$150.00 plus Penalty Work</b>	<b>Fine up to \$200.00 and disciplinary action.</b>	<b>XXXXXXXXXX</b>
<b>Alcohol Violations</b>	<b>Counseling and \$100.00 Fine</b>	<b>Fine up to \$200.00 and eviction from residential halls</b>	<b>XXXXXXXXXX</b>
<b>Quiet Hours Violation</b>	<b>Penalty Work Service or \$50.00 Fine</b>	<b>\$75.00 plus Penalty Work Service</b>	<b>Fine up to \$100.00 and disciplinary action.</b>
<b>Failure to Comply</b>	<b>Penalty Work Service or \$50.00 Fine</b>	<b>\$75.00 plus Penalty Work Service</b>	<b>Fine up to \$100.00 and disciplinary action.</b>
<b>Violation of Published Residence Hall Rules</b>	<b>Penalty Work or \$50.00 Fine</b>	<b>\$75.00 plus Penalty Work</b>	<b>Fine up to \$100.00 and disciplinary action.</b>
<b>Failure to attend Chapel on Tuesdays</b>	<b>Verbal Warning</b>	<b>\$75.00 plus Penalty Work</b>	<b>\$100.00 fine and disciplinary action.</b>
<b>Violation of Appropriate Attire Policy</b>	<b>Verbal Warning</b>	<b>\$75.00 plus Penalty Work</b>	<b>\$100.00 fine and disciplinary action.</b>
<b>Misuse of Institutional Property</b>	<b>At cost of replacement of property plus sanctions</b>	<b>Cost of replacement plus suspension</b>	<b>XXXXXXXXXX</b>
<b>Defacement of College Property</b>	<b>At cost of replacement of</b>	<b>Cost of replacement plus suspension</b>	<b>Expulsion from the College</b>

	<b>property plus sanctions</b>		
<b>Tampering with fire alarms, extinguishers and emergency safety systems</b>	<b>Housing Suspension, one semester; Deferred College Suspension; and \$200 fine or community restitution</b>	<b>XXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXX</b>
<b>Student Identification Replacement</b>	<b>\$20.00 for each replacement identification issued</b>	<b>XXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXX</b>
<b>Residential Key Replacement</b>	<b>Living &amp; Learning Center Hallway/Room \$200.00</b>	<b>Alphin, Ervin, Waddleton, Berry, Hurdle, Washington, Perpena Halls \$150.00</b>	<b>XXXXXXXXXXXXXX</b>
<b>Cooking in Residential Halls</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>Fine up to \$200.00 and eviction from residential halls</b>	<b>XXXXXXXXXXXXXX</b>
<b>Gambling</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>Fine up to \$200.00 and disciplinary action.</b>	<b>XXXXXXXXXXXXXX</b>
<b>Fighting</b>	<b>Fine up to \$200.00 and/or eviction, suspension, or expulsion</b>	<b>XXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXX</b>
<b>Disorderly Conduct</b>	<b>\$150.00 plus Penalty Work</b>	<b>Fine up to \$200.00 and disciplinary action.</b>	<b>Suspension</b>
<b>Possession of Illegal Substance</b>	<b>Fine up to \$200.00 and eviction from residential halls or suspension or expulsion</b>	<b>XXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXX</b>
<b>Possession of Paraphernalia</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>Fine up to \$200.00 and disciplinary action.</b>	<b>XXXXXXXXXXXXXX</b>
<b>Unauthorized Parties/Socials</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>Fine up to \$200.00 and disciplinary action or eviction</b>	<b>XXXXXXXXXXXXXX</b>
<b>Unauthorized Use of College Facilities</b>	<b>Penalty Work or \$100.00 Fine</b>	<b>\$150.00 plus Penalty Work</b>	<b>Fine up to \$200.00 and disciplinary action.</b>

Unauthorized Room Change	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Unauthorized Entry of Campus Building	Penalty Work or \$100.00 Fine	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.
Theft of Property	\$150.00 plus Penalty Work & worth of property	Fine up to \$200.00 and disciplinary action.	XXXXXXXXXXXXXX
False Identification	\$150.00 plus Penalty Work	Fine up to \$200.00 and disciplinary action.	XXXXXXXXXXXXXX
Bullying	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Cyber Threats	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Sagging Pants	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Wearing Hats in Unauthorized Areas	Penalty Work or \$50.00 Fine	\$75.00 plus Penalty Work	Fine up to \$100.00 and disciplinary action.
Room Key Entry	\$5.00 for each entry	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Harboring an Off-Campus Student/ Non-Jarvis Student	Disciplinary Action	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

## SANCTIONS

Sanctions may be recommended by the Residential Life Peer Committee, Pan-Hellenic Council, and All Campus Disciplinary Hearing Committee or imposed by the Vice President for Student Services and the President of the College. Violations of the Student Code of Conduct will result in disciplinary sanctions placed upon the students who are found to be in violation of the Student Code of Conduct. These sanctions for violations of disciplinary rules and regulations may consist of, but are not limited to the following:

- **EXPULSION:** Permanent involuntary separation from the College which prohibits a student from future enrollment in the College, and prohibits a student from being present of the campus without permission.
- **SUSPENSION:** Involuntary separation and withdrawal from the College which prohibits the student from being on the College campus without written permission. Suspension also involves the loss of the privilege of registration. A suspended student must petition the Vice President for Student Services for readmission; however, the petition does not necessarily mean that the student will be readmitted. Such a decision strictly lies with the Vice President for Student Services and the College President.

In the event that the student is allowed re-admittance, the student must remain on a probationary status for one semester. Following readmission, the student is required to adhere to all rules, regulations and policies adopted by the College and the Student Code of Conduct. Any violation of such rules, regulations, codes or policies may result in the immediate suspension and/or expulsion of the student.

- **TEMPORARY SUSPENSION:** When there is evidence that the continued presence of a student at JCC poses a substantial and immediate threat to him/her or to others, or to the stability and continuance of normal College function, the Vice President for Student Services or authorized representative may impose such temporary sanctions as necessary, including exclusion from campus property. The temporary sanction shall become effective immediately without prior notice. Upon taking such action, The Vice President for Student Services shall immediately notify the All Campus Disciplinary Committee of the sanction.
- **DISCIPLINARY PROBATION:** Conditions imposed for a definite or indefinite period of time with or without loss of privilege(s). All sanctions requiring disciplinary probation are final and cannot be appealed. During this time the student's behavior is monitored and critically examined. Any misconduct while on disciplinary probation may result in a more serious sanctions, suspension, or expulsion. Loss of Privilege(s) may include, but is not limited to, the following restrictions and/or removal:
  - a. Restriction from membership, participation or holding office in student organizations or elective office during the probationary period
  - b. Assignment of penalty work
  - c. Assignment of a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or performing penalty work service. The special project may be imposed only for a definite period of time
  - d. Restitution whether monetary in the form of fines or by specific duties or reimbursement for damage to or misappropriation of College, student or employee property
  - e. Counseling referral
  - f. Denial of College representation in sports, organizations or intramural recreation
  - g. Restriction to the campus, College sponsored events, activities, other extracurricular activities, resident halls or living facilities, residential activities or athletics.
  - h. Expulsion/suspension from residential living facilities or disciplinary room charge
  - i. Expulsion/suspension from dining facilities.
  - j. Revocation of the right to represent Jarvis Christian College in any honorary position that includes but is not limited to the following: "Mr. or Miss Jarvis,"  
Student Government Association officers, etc.
  - k. Restriction from using or driving an automobile on the campus for a designated period of time

- l. **Restriction from voting, campaigning for another student, or attending organization meetings during the probationary period.**
  - m. **Ineligibility for election to student office for a specified period of time;**
  - n. **Removal from student or organizational office for a specified period of time and/or prohibition from representing the College;**
- **DISCIPLINARY WARNING:** An official written notice of unacceptable behavior, emphasizing the fact that further misconduct will result in the more serious disciplinary sanction or probation, suspension, or expulsion.
  - **DISCIPLINARY REPRIMAND:** An official written criticism for the first violation of the Student Code of Conduct when misconduct is less serious.
  - **PENALTY WORK:** The requirement of the student who has committed a disciplinary violation to complete a specified number of hours by working without wages within a specific area/department of the campus or community.
  - **COUNSELING:** Any enforcement of required counseling to a student as a result of the student's violation(s) or misconduct according to the Student Code of Conduct. Lack of, failure to report for counseling, or the failure to complete the required counseling will result in more serious disciplinary sanctions which include, but are not limited to, probation, suspension, or expulsion.
  - **LOSS OF DINING PRIVILEGES:** Revocation of campus dining privileges as a result of disciplinary violation.
  - **LOSS OF CAMPUS PARKING PRIVILEGES:** Revocation of campus vehicle registration and forfeiture of a permit as a result of disciplinary violation.
  - **LOSS OF CAMPUS HOUSING PRIVILEGE:** Removal from College housing for disciplinary reasons.
  - **RESTITUTION:** Restitution may be ordered by the appropriate official or Jarvis Christian College hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of Jarvis Christian College for damages to, destruction of, or misappropriation of property.
  - **OTHER SANCTIONS:** Any enforcement needed to administer a fair standard of discipline to a student as a result of student's violation(s) or misconduct, according to the Student Code of Conduct.

## **DINING HALL POLICIES**

All Jarvis Christian College students are expected to comply with specified rules and regulations governing dining facilities on campus. Failure to do so may result in a referral for disciplinary action.

### **Food Service Rules**

- a. All persons are expected to form a line at the dining hall entrance as they arrive and no one will take a position other than at the end of the line. Food, dishes, silverware or other equipment may not be taken from the cafeteria without the written permission of the Dining Hall manager. Students are prohibited from entering the kitchen and service areas.
- b. All food and beverages must be consumed in the Dining Hall.
- c. Dining Services reserves the right to not serve patrons who do not have on appropriate attire.
- d. Students are expected to display proper behavior when using the Dining Hall. Prohibited behavior includes but is not limited to: sitting on tables, standing on chairs, playing music loudly and disrespecting Dining Hall personnel.
- e. Persons who fail to cooperate with Dining Hall personnel or comply with cafeteria regulations could lose their dining hall privileges without reimbursement.
- f. A student identification card may not be used by anyone other than the person to whom it is issued. Students who use another person's identification card or students who allow others to use their identification card may be charged with fraud.
- g. Proper attire, including shirts and shoes, must be worn in the cafeteria for all dining. Students who fail to dress appropriately will be denied access.
- h. Students must present their identification card when entering the cafeteria. Only valid identification cards, cash or credit cards will be accepted in the cafeteria.

**Attire.** Listed below are examples of attire considered inappropriate:

Sheer garments  
Midriff blouses  
Sagging pants  
Shirts displaying profanity/indecent messages  
Hair rollers or bedroom slippers  
Display of underwear  
Doo-rages, hats or caps  
Form fitting shorts or boxing shorts

### **Identification**

Students are required to present a valid JCC identification card when they enter the dining Hall. JCC cards will be confiscated if presented by anyone other than the responsible student. A replacement fee of \$20.00 (this fee is subject to change) will be charged for all lost, stolen or damaged cards.



### **Food Fights**

Throwing food or utensils in the Dining Hall can be dangerous and is disrespectful to other diners. The Office of Fiscal Affairs will seek disciplinary action against any student observed throwing food and utensils in the Dining Hall. Fines and fees associated will be used to cover any damage incurred. The individual(s) will also be subject to the appropriate disciplinary action as deemed appropriate by the Office for Student Services.

### **Courtesy**

Students are expected to be courteous to fellow students and dining personnel.

### **Self-Busing.**

All students and guests are required to clear their table and deposit tableware in the proper location before leaving the Dining Hall.

## **TITLE IX**

### **I. Policy Statement**

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination under any education program or activity receiving federal financial assistance (i.e., any academic, extracurricular, athletic, housing, or any other program or activity). This protection extends to conduct that occurs both on and off campus. This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or Campus SaVE Act, a 2013 amendment to the federal Jeanne Clery Act.

It is the policy of Jarvis Christian College to provide equal employment and educational opportunities to students, parents, employees, and any parties having business with the College. Jarvis is committed to maintaining a positive learning, working, and living environment that promotes personal integrity and respect in an environment free of discrimination and harassment, particularly on the basis of sex, which includes all forms of sexual discrimination, sexual harassment, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation or misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity, and Jarvis Christian College considers sex discrimination in all its forms to be serious. The College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender identity, marital status, ethnic origin, covered veteran status, disability, or any other basis protected by law.

To ensure compliance with Title IX and other federal and state civil rights laws, the President has designated a Title IX Coordinator as the primary contact responsible for developing, adopting, and/or assuring the dissemination of policies and procedures that prohibit sex discrimination in all of its forms; however, each member of the College shares common responsibility to maintain an environment free from discrimination and harassment. This policy was created to address issues of student sex discrimination, employees who feel they have been treated unfairly based on sex, and/or third parties that feel they have experienced some form of sex discrimination.

## II. Mandatory Reporting

Jarvis Christian College encourages any student or employee, who believes that he/she has been subjected to discrimination or sexual harassment, to report the incident(s) to the Title IX Coordinator. Students may feel more comfortable seeking assistance initially through the Office of Student Affairs to seek all available assistance, and where appropriate, to pursue criminal prosecution of the offender; however, the incident(s) must ultimately be reported to the Title IX Coordinator.

The College encourages timely reporting of any incident(s) of this nature. All employees must promptly report any information they have about alleged or possible sexual harassment, sex-based discrimination, or sexual misconduct involving students or employees to the Title IX Coordinator. The exception would be those employees who are statutorily prohibited from reporting such information, including licensed health-care professionals and members of the clergy. The College is committed to investigating all alleged and/or suspected violations of this policy to the fullest extent possible and will respond promptly, equitably, impartially, and fairly.

Jarvis Christian College takes complaints very seriously and will work with complaining parties to ensure their safety and to remedy the situation. See *Student Handbook* or the *Administrative Handbook* for more information.

### **Reporting Allegations**

If you have *supervisory responsibilities* and possible harassment or other violations of this policy are reported to you, whether or not the person making the report is personally affected, you are obligated to immediately advise the Title IX Coordinator, either verbally or in writing, or both. Emails are acceptable.

If you are a *faculty member* who receives information from a person who believes that he/she is being or has been sexually harassed, you must immediately advise the Title IX Coordinator.

If you are a *student, contractor, or employee* without supervisory responsibility who has been harassed, witnessed someone else being harassed, or became aware of harassment, you should contact the Title IX Coordinator, a supervisor, or a faculty/staff member for assistance with the situation, who should then report it to the Title IX Coordinator immediately.

### **Reporting Process**

1. The student or employee who files a complaint alleging sexual discrimination, sexual harassment, or sexual misconduct, (the “complainant”), may submit a written statement of allegations which clearly and concisely describes the alleged incident(s), when and where it occurred, and the desired remedy sought, or they must complete the form attached, *The Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment*. If the complainant does not submit a written statement, the person receiving the complaint shall prepare a written report of the facts that describes the alleged incident(s), when and where it (they) occurred, and the desired remedy sought. This statement should be approved and signed by the complainant, and it should be submitted to the Title IX Coordinator immediately.

2. This reporting will be reported to the President immediately.
3. Trained Title IX Investigators will be notified by the Title IX Coordinator of the suspected or alleged violation of this policy, and they will form a committee (the “Committee”) and conduct the investigation to determine if a violation has occurred and recommend resolution(s).
4. The complainant and the alleged person accused of misconduct, (the “respondent”), will be informed of the investigation and notified of their interview times. They may offer a list of witnesses at this time.
5. The Committee will meet with the complainant and the respondent, along with other witnesses identified throughout the investigative process.

**NOTE:** Audio or video recording of any proceedings is prohibited by any party other than the College throughout the investigative process.

6. The Committee will make a determination of whether an alleged violation of policy occurred or not, based on the preponderance of the evidence (i.e., it is more likely than not that a violation occurred).
7. A written report will be prepared and submitted with a determination of “violation” or “no violation” of policy, as well as recommended corrective action(s) and/or remedies appropriate for the determination, if warranted.
8. Typically, an investigation will be completed within 60 days from the date on which the complaint was filed or the date the College became aware of a suspected violation of this policy. Within seven (7) business days of the conclusion of the investigation, both the complainant and the respondent will be informed of the outcome of the investigation.
9. Depending on the finding(s), a Review Team may be asked to review the case and present their findings.
10. Appropriate sanctions for violation of policy will be imposed.

**NOTE:** Graduation, study abroad, internships, or other extenuating circumstances do not, in and of themselves, constitute exigent circumstances, and the accused may not be able to participate in those activities during the investigation process.

### **Making an Appeal**

The complainant, respondent, or College may appeal the findings and/or sanctions by petitioning the Title IX Coordinator in writing within five (5) business days of receiving the results of an investigation. Appeals must include relevant new information for consideration, which should include information that was unavailable at the time of the decision, concerns about procedural errors, or concerns about the level of sanction imposed according to the policies of the College.

Disagreement with the findings of an investigation is not sufficient grounds for an appeal. All appeals received will be dated and time stamped.

### **The College as Complainant**

If the College becomes aware of conduct which may violate this policy, the College will commence its own investigation and/or remedial actions. In matters alleging sexual harassment and/or sexual misconduct, the Title IX Coordinator will investigate the allegations to the extent possible, even without the cooperation of the party against whom the alleged harassment or conduct was directed. In situations where the student or employee does not want to file a complaint or does not request that the College take any action, if the College has knowledge of possible sexual harassment or sexual violence, it will investigate the matter promptly to determine what occurred and then take appropriate steps to resolve the situation.

The complainant's interest in confidentiality and the reputation of the accused are of equal importance at every stage of this process in considering information disclosed during this process.

### **III. Confidentiality**

All inquiries, complaints, and investigations are treated with the utmost discretion, and all information (i.e., documents, correspondence, and notes of interviews and discussion related to the investigation of a complaint will be maintained, on a need-to-know basis, to the extent permitted by law or policy. However, during the investigation process, the identity of the complainant is usually disclosed to the person(s) accused of such conduct and to relevant witnesses to investigate meaningfully, take corrective action, comply with the intent of this policy, and/or fulfill the College's legal obligations. Publicizing information about alleged sex discrimination or sexual violence is strictly prohibited and is considered a violation of College policy. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.

Campus Security officials have a duty to report violations of this policy for federal statistical reporting purposes. However, all personally identifiable information is kept private, but statistical information must be passed along to Campus Security officials for publication in the annual Campus Security Report regarding the type of incident and its general location (i.e., on or off-campus or in the surrounding area); however, no addresses are given. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

### **IV. Definitions and Terms**

**Complaint** – an allegation of discrimination, harassment, or misconduct made under this policy

**Complainant** – any person making or filing a claim of discrimination, harassment, or misconduct under this policy, which may include faculty, staff, students, applicants for employment, or any other individual participating in campus sponsored activities, events, projects, or programs

**Consent** – a knowing and voluntary agreement between participants, expressed by words or by actions, to engage in sexual activity.

*Examples of consent are listed below:*

- Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- Consent cannot be given by a person under the age of 17.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person involved in the activity wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity, and past consent to sexual activity does not imply present or future consent.
- Previous relationships do not imply consent.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Consent cannot be given by mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol, other intoxicants, sedatives, or “date-rape” drugs. If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this policy.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; or the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship

**Discrimination** – conduct that excludes an individual from participation in or denies an individual the benefits of employment, education, or participation in a college program or activity, based on an individual’s age, race, color religion, sex, sexual orientation, gender identity, covered veteran status, or any other basis protected by law.

**Domestic Violence** – a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Harassment** – acts that are prohibited by this policy that are based on an individual’s age, race, color, religion, sex, sexual orientation, gender identity, national origin, ethnic origin, disability, covered veteran status, or any other basis protected by law. Harassment can be verbal, visual, physical, or communicated in writing or electronically. It can occur in one single incident or over a period of time and can occur under the guise of humor and even when one person does not have authority over the other.

**Gender identity** – the way in which someone expresses his/her gender characteristics in terms of behavior, appearance, speech or movement.

**Incapacitation** - a state where one cannot make a rational, reasonable decision because they lack the ability to understand the “who, what, when, where, why, or how” of their sexual interaction.

- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any drugs to another student or employee, for the purpose of inducing incapacity, will be considered a violation of this policy.
- Use of alcohol or drugs will never function to excuse behavior that violates this policy.

**Respondent** – the person against whom a complaint is made; the accused

**Relationship Violence** – abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage; or
- Repeated telephonic, electronic, or other forms of communication —anonymously or directly— made with the intent to intimidate, terrify, harass, or threaten.

**Sexual Assault/Sexual Violence** – a particular type of sex discrimination that includes, but is not limited to, non-consensual sexual contact, non-consensual sexual intercourse, or other physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault/sexual violence also includes, but is not limited to, physical assaults of a sexual nature, such as rape, sexual battery, domestic violence, dating violence, stalking, or attempts to commit these acts.

**Sexual Contact** – intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, even where the touching does not involve contact with, of, or by the breasts, buttocks, groin, genitals, mouth, or other orifice; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (i.e., mouth to genital contact or genital to mouth contact).

**Sex Discrimination** – making a distinction in favor of, or against, a person on the basis of sex rather than on individual merit; or behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities because of a person’s sex.

*Examples of sex discrimination* under Title IX include, but are not limited to, sexual harassment; sexual assault; failure to provide equal opportunity in education programs, activities, and co-curricular programs, including athletics; discrimination based on pregnancy; and employment discrimination.

**Sexual Exploitation** – taking advantage of the sexuality of another person without consent or in a manner that extends the bounds of consensual sexual activity without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other purpose; or taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit.

*Examples of sexual exploitation* include, but are not limited to, invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping, broadcasting, or sharing of sexual activity; sexual activity with someone whom one should know to be, or based on the circumstances, should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug ingestion, unconsciousness, or blackout); sexual activity with someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs; going beyond the boundaries of consent (e.g., letting your friends hide in the closet to watch you have consensual sex); engaging in voyeurism; or knowingly transmitting an STD or HIV to another.

**Sexual Harassment** – unwelcome sexual advances; requests for sexual favors; visual, verbal, or physical conduct of a sexual nature, including sexual assault, when such conduct is made a term or condition of employment or used as a basis for education decisions affecting the individual; or conduct so severe, persistent, or pervasive as to objectively interfere with a student's (or employee's) educational, living, or work performance or environment.

*Examples of sexual harassment* encompass a wide range of conduct, such as:

- Promising, directly or indirectly, a reward to a student or an employee if he/she complies with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a student or an employee if he/she refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, a student or an employee an education or employment related opportunity if the student or employee refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of a student or an employee.
- Engaging in indecent exposure.
- Making repeated or persistent sexual or romantic advances toward a student or an employee despite the student's (or the employee's) rejection of the advances.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault that is sexual in nature or because of the victim's sex.
- Retaliating against a student or an employee for filing a harassment complaint or threatening to report harassment.
- Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a position of greater authority than the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.

- Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

**Sexual Misconduct** – a broad term encompassing any sexual behaviors that violate Jarvis Christian College’s Title IX Policy. In general, any harassing behavior or non-consensual physical contact of a sexual nature may constitute sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student disciplinary action or employee termination/dismissal under College policy.

*Prohibited conduct under this Sexual Misconduct Policy includes:*

- ***Non-consensual Sexual Contact*** – any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.
- ***Non-consensual Sexual Intercourse*** – any sexual intercourse (i.e., anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.
- ***Forced Sexual Intercourse*** – unwilling or non-consensual sexual penetration (i.e., anal, vaginal, or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant (the accused) was aware or should have been aware.

**Stalking** – purposely and repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that deliberately or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

## V. Support Services

There are various supportive measures available for those who have experienced sex discrimination, harassment, or sexual misconduct. These support sources include, but are not limited to, the following:

***Title IX Coordinator.*** The Title IX Coordinator is responsible for implementing and monitoring compliance of this policy on behalf of the College and serves as the central reference person for information about reporting and the investigative procedure. The Title IX Coordinator will ensure consistent application of this policy to all individuals and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence, and address its effects.

***Counseling Services.*** Students and employees, who have experienced any form of sex discrimination, including sexual misconduct, may receive free and confidential counseling at Jarvis Christian College Student Counseling Services.

**NOTE:** *The College encourages all individuals to seek assistance from a medical provider and/or law enforcement agency as soon as possible following an incident that poses a*



*threat to their safety or physical well-being. This is to provide physical safety, emotional support, and medical care to the complainant. This will also ensure preservation of evidence, which may only exist for a limited period of time, and to begin a timely investigative and remedial response. If a claimant requires assistance with reporting crimes to local authorities, he/she may request assistance from the Title IX Coordinator.*

## **VI. Reassignment/Accommodations**

All students or employees affected by personal experience of gender-based misconduct may request accommodations to support their safety, well-being, and access to education or employment opportunities. When the complainant and the accused students are in the same courses, reside in the same residence hall or in a certain proximity of each other, or participate in the same activities (e.g., sports teams), the complainant may request that the other person be reassigned and/or moved. Consultation with the Provost/Vice President for Academic Affairs may be necessary in making a determination regarding alternative classroom assignments for the accused student and/or the complainant who has experienced a sex offense, or with the Vice President of Student Services, in making a determination regarding alternative housing assignments. College administrators will work with the student(s) to provide reasonable accommodations where possible.

When a student employee makes an allegation of sexual misconduct and the accused individual works in the same department, alternative work assignments may be made by the appropriate administrator upon request by the student employee filing the complaint.

Employees of the College who need assistance regarding reassignments may contact the Human Resources Office/the Title IX Coordinator for information regarding counseling options. See *Administrative Handbook* for more information.

## **VII. Prohibition of Retaliation**

The law prohibits retaliation against anyone making a complaint of discrimination, harassment, or misconduct; for participating, testifying, or assisting in an investigation of such; or for opposing the types of practices prohibited by this policy. Retaliation includes intimidation, threats, harassment, and any other adverse action threatened or taken against any complainant or third party because of the complaint or participation in the investigation and/or hearing process. Anyone who believes that he/she has been subjected to such unlawful discrimination or harassment should feel comfortable with reporting their concerns without fear of retaliation. Any student or employee who violates this policy will be subject to disciplinary action and/or sanctions up to and including expulsion or termination from the College. Jarvis is committed to take the necessary steps to prevent the recurrence of any harassment and to correct its discriminatory effects on a complainant and if applicable, the College community.

## **VIII. Special Provisions**

### ***A. Attempted Violations***

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as if those attempts were completed.

### ***B. Filing of False Reports***

The College will not tolerate intentional false reporting of incidents. Intentional false reports may also violate state criminal statutes and/or civil defamation laws. Any person who knowingly and intentionally files a false complaint of sex discrimination, sexual harassment (including sexual violence), or sexual misconduct is subject to disciplinary action, up to and including dismissal from the College.

### ***C. Parental Notification***

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk(s) to the student or to the College community, as well as a change in student status or conduct situation, particularly alcohol and other drug violations. Where the student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

### ***D. Notification of Outcomes***

The outcome of a Title IX investigation involving students is part of the educational record of the students involved, and is protected from release under FERPA, a federal law. However, the College observes the legal exceptions that allow for notification of the parties involved and others the College determines to inform based on the law and this policy.

Students who bring any sort of sex discrimination complaint against faculty or staff shall be informed of the outcome of the investigation and the resolution at approximately the same time as the respondent.

The College may release the name, nature of the violation, and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: sex offenses, arson, burglary, robbery, criminal homicide, assault, destruction/damage/vandalism of property, and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.



**Notice of Sex or Gender-based Misconduct, Discrimination, or Harassment**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reported To: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Anyone who believes that he/she has been subjected to sex or gender-based discrimination, harassment, or gender-based misconduct is encouraged to report these incidents by filling out this form and returning it to the Title IX Coordinator. Please continue your comments on the back of this sheet, if more space is needed.

1. List the individual(s) who allegedly committed the harassment, discrimination, or misconduct.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the nature of your complaint (What happened?). Include dates, times, and as much information as possible. Continue on the back, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List the witness(es) of this conduct or those who have knowledge of this incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are there documents that contain information supporting the alleged incident(s)?  Yes

No

Letters or notes

Emails

Texts

Other.

Please explain \_\_\_\_\_

5. Is there any other evidence that supports your alleged claim?  Yes  No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you missed any class time/work time as a result of this alleged incident? \_\_\_\_\_Yes  
\_\_\_\_\_No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continue on the back of this sheet.*

7. As a result of these allegations, have you received any counseling or medical treatment?  
\_\_\_\_\_Yes \_\_\_\_\_No

If yes, please list when and where services were rendered. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you previously mentioned this incident to anyone else? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please list who and when. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What do you want to happen as a result of filing this complaint? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Is there anyone else you want the College to contact who may have information regarding these allegations? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please list persons. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ACKNOWLEDGEMENT**

Jarvis Christian College takes these types of situations very seriously and will work with all parties involved to ensure their safety and remedy the situation.

To investigate this case, it will be necessary for College representatives to interview you, the alleged wrongdoer(s), and any other witnesses who may have knowledge of these allegations.

The College will notify all those involved in this investigation that it is confidential and that any unauthorized disclosures of any information concerning the investigation could result in disciplinary action, up to and including expulsion from the College or termination of employment.

I acknowledge that the information provided in this notification is true and correct to the best of my knowledge.

I am willing to cooperate fully in this investigation and provide whatever evidence the College deems relevant.

**Person Submitting this Notification:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contact Information:**

Cell Number \_\_\_\_\_

Email address \_\_\_\_\_

Address (On Campus) \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

**Form Received by:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

## **GENDER-BASED AND SEXUAL MISCONDUCT POLICY**

### **I. Gender-Based Misconduct Policy**

#### **Introduction**

Members of the Jarvis Christian College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

#### **Overview of Policy Expectations with Respect to Physical Sexual Misconduct**

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity or any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission – cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violated this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why or how) because they lack the capacity to reasonably understand the situation. Under this policy, “NO” always means “No” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

#### **Overview of Policy Expectations With Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of

the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

### **Sexual Violence – Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “**NO**” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to a possible sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON’T MAKE ASSUMPTIONS** about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may

not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the College never assumes a student is in violation of College policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and right of both the complainant and the person accused of sexual misconduct.

**Sexual Misconduct Offenses Include, But Are Not Limited To:**

1. Sexual Harassment
2. Non-Consensual Sexual Contract (or attempts to commit same)
3. Non-Consensual Sexual Intercourse
4. Sexual Exploitation

1. **Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that is unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to offensive, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.



2. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. **Non-Consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Sexual Exploitation:** Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in voyeurism
- Knowingly transmitting an STD or HIV to another student
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

#### **Additional Applicable Definitions**

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the condition of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”)

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond the point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be - - or based on the circumstances should reasonably have known to be - - mentally or physically, incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).  
This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

### **Sanction Statement**

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forces Sexual Intercourse will face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

### **Examples**

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 p.m. until 3:00 a.m., Bill uses every line he can think of to convince Amanda to have sex with him but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the College’s Non-Consensual or Forced Sexual Contact policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**

2. Jiang is a junior at the College. Beth is a sophomore. Jiang comes to Beth’s dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

**Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**

3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of student.**

#### **Other Misconduct Offenses (Will fall under Title IX when Gender-Based)**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

#### **Confidentiality, Privacy and Reporting Policy**

Institutions must clearly articulate who are "responsible employees" under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and upon College policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the College nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these College officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

### **To Report Confidentially**

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. East Texas Crisis Center counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

### **Reporting to those who can maintain the privacy of what you share**

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated as "responsible employees" for purposes of putting the College on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

### **Non-confidential Reporting Options**

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reports for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

## **JARVIS CHRISTIAN COLLEGE MISSING STUDENT POLICY**

### **Purpose**

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act.

A student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

### **Missing Student Policy and Procedure**

At the beginning of each academic year, Jarvis Christian College will inform students residing in on-campus housing that Jarvis will notify either a parent or individuals selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- *Students age 18 and older and emancipated minors* – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College “in case of emergency.” In the event a student is reported missing, College personnel will attempt to contact his/her emergency designee

no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.

- *Students under the age of 18* – In the event a student who is not emancipated, is determined to be missing pursuant to the procedures set forth below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

#### **Official notification procedures for missing persons**

- Any individual on campus who has information that a residential student may be a missing person must contact a member of the residence hall staff within that student's residence hall as soon as possible. Residence hall staff will then notify Campus Security. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The campus safety office will assist outside agencies with these investigations as requested.
- Residence life staff and the campus security officer will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.
- If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the campus security officer will contact the Hawkins Police Department to report the student as a missing person and the local law enforcement agency will take over the investigation.
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Services and/or designee will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

#### **Campus communication about missing students**

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Director of Public Information or designee is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the College will be directed to the Director of Public Information.

## **STUDENT DEATH RESPONSE POLICY**

The policy is to assist those dealing with the crisis to respond appropriately in a timely manner; provide coordination with external individuals and agencies; provide communication within the College community; assist with the post-crisis support and resolution; and provide an empathetic and caring voice from the College to family and friends of the deceased.

### **Procedures**

When a student death occurs on campus, the first responder will contact the Campus Security. Campus Security officers will respond and be in charge of the scene of the incident until all appropriate actions have been taken. A ranking College official will be available, as appropriate. At the first opportunity, Campus Security will contact the Vice President for Student Services. The Vice President for Student Services will contact appropriate staff members and coordinate their efforts. If the student was a resident of campus housing, the Vice President for Student Services will contact residential housing staff.

Anyone who is aware of the death of a student which has occurred off-campus will contact the Vice President for Student Services with the information. The Vice President for Student Services will contact the President of the student's death. The Office of Public Information will coordinate with the media. The Vice President for Student Services will notify, via email, the deceased student's instructors and campus employer of the death.

It is the Coroner's responsibility to notify the family in consultation with the Chief of Police. Only then will the Vice President for the Student Services contact a member of the deceased student's family. The Vice President for Student Services will serve as the primary campus contact for the family of the deceased student and will meet with family members should they decide to come to campus. When appropriate, the Vice President for Student Services will assist the deceased student's family in making arrangements to come to campus, reserve local housing, and other assistance as needed.

The Vice President for Student Services will provide information to the Office of the President, who will then write a letter of condolence from the President and the College Community to the family of the deceased student, as appropriate. Next upon being notified by the Vice President for Student Services, the Registrar will close the student's academic record. Before closing, the Registrar will forward the name and address of the next of kin to the Vice President for Student Services.

The Vice President for Student Services will request a copy of the Death Certificate from the family or some verification of the student's death. Copies of the death verification will be distributed to the Director of Financial Aid and/or other appropriate offices, when such verification is required; and the Vice President for Student Services will retain a copy. Federal Health and Human Services Regulations and NACUBO Guidelines require the Death Certificate, if student is receiving financial aid.

Upon being notified by the Vice President for Student Services, the Director of Financial Aid will finalize any remaining wage payments and close any employment records. The deceased



student's financial aid situation will also be reviewed and the proper steps taken so that any federal student loans can be forgiven.

Upon being notified by the Vice President for Student Services, the Director of Library will determine if the deceased student had library materials checked out of the library. If the deceased student did have materials check out of the library, the Vice President for Student Services will inform the family.

When appropriate, the Vice President for Student Services will ensure that the families of any students with the same full name as the deceased student will be notified that their student was not the student involved. Then the Vice President for Student Services will inform the Residence Hall Managers and the Student Government Association (SGA) leadership of the death of any student who was an on-campus resident.

The Residence Hall Managers will facilitate the return to the family of any of the deceased student's property which may have been in the Residence Hall. Upon being notified by the Vice President for Student Services, the Business Office will process any allowable refund of tuition and fees. Generally, the student is withdrawn from all course work registered for in that semester and provided full tuition and fees refunds. The refund check is made payable to the student's estate and mailed separate from the College's condolence letter.

At a time after the death of a student, a meeting may be called by the Vice President for Student Services to ensure that all appropriate measures have been taken in response to the student's death. This meeting will include the following: Residence Hall Managers, Campus Security, Registrar, Business Office staff member, Director of Financial Aid, Director of Religious Life, Director of Library, and SGA President.

### **Emergency Management Plan**

The Jarvis Christian College Emergency Management Plan has been developed to provide guidance to college officials in mobilizing an effective, efficient and timely response to crisis situations that may occur. All members of the College community should be familiar with it – an effective response depends on having an informed campus community familiar with expectations and procedures for crisis preparedness and response.

The plan is to be implemented in the event of a major emergency or disaster as declared by the President of the College.

The purposes of this Plan are:

- To protect the lives and property of the Jarvis Christian College community during emergencies.
- To preserve the orderly functioning of the College community during emergencies.
- To establish clear lines of authority and communication among College departments and with external constituencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the College's role in coordinating emergency operations with outside agencies.

Events which adversely affect the normal operations of the College are inevitable. In all emergency situations, the highest priority is given to the safety and security of the members of the College community. Although the protection of the College's buildings and property is an important consideration, the College's commitment is to first provide for the well-being of our students and employees.

### **EMERGENCY RESPONSE PLAN MISSION STATEMENT**

To the maximum extent possible, Jarvis Christian College is dedicated to providing a safe and secure environment through the development and implementation of a comprehensive Emergency Response Plan. Preparedness information will be available and disseminated to ensure the entire College community will be armed with knowledge needed to respond appropriately. Campus Security will work cooperatively with all members of the Campus community to achieve these goals.

### **TYPES OF EMERGENCIES**

The Jarvis Christian College community may face many types of emergencies, including the following, but not limited to:

Active Shooter

Bomb Threat

Death of a Student

Natural Disaster

Hazardous Material Incident

Hostage Situation

Student Protests

Loss of Dining Facility

Residence Hall Destroyed by Fire

Tornado

Loss of Power/Utilities

Widespread Illness

## **INITIAL EMERGENCY RESPONSE NOTIFICATION**

Individuals witnessing or involved with an emergency situation at Jarvis Christian College can notify Campus Security by dialing (903)730-4890 ext. 2775.

Upon receiving a report of an emergency, the Director of Campus Safety or designee, will make an initial judgment as to the level of response required and will communicate with all appropriate personnel.

If the situation is labeled as a non-containment emergency, the Campus Security will contact appropriate outside emergency agencies prior to contacting administrative personnel. If an emergency situation begins to escalate, appropriate institutional administrative personnel will be notified and necessary action will be initiated to respond to conditions as they unfold. Once outside emergency agencies arrive on the scene, i.e., fire department, law enforcement, etc. the heads of these agencies will assume coordinated command of the scene.

## **EMERGENCY PREPAREDNESS: EQUIPMENT AND TESTING**

Jarvis Christian College emergency equipment should be checked and tested regularly as follows:

Fire alarms in on-campus residences are tested at least two times per semester. Note: These are full fire drills with complete evacuations; response and evacuations are both timed and recorded.

Fire alarms in all non-residential buildings are tested at least once a semester.

Outside lighting is checked, at a minimum of once a week.

A Fire Safety "walk-through" is conducted in the residence hall randomly throughout the academic year. This program is conducted through the Director of Residence Life.

Residential Managers perform safety checks on other items such as lighted exit signs, daily as a part of routine patrols. Any malfunction of, or damage to this equipment is noted, logged and forwarded to the maintenance/facilities services department. Follow-up on repairs is essential.

## **Campus Emergency Response Team (CERT)**

The Campus Emergency Response Team (CERT) is a College -wide committee consisting of representatives from several departments at Jarvis Christian College. The committee's mission is to collaborate on emergency management strategies and initiatives designed to enhance preparedness and improve the College's ability to respond to all threats. This committee will analyze emergency management initiatives and evaluate their effectiveness for emergency preparedness, response, recovery, and mitigation at Jarvis Christian College. The (CERT) committee will consist of:

## **President's Successive Designees for Determination of College Emergency:**

- Vice President of Student Services
- Provost/ Vice President of Academic Affairs
- Vice President of Finance Administration
- Public Relations
- Jarvis Campus Security
- Jarvis Christian College Building Supervisors
- Director of Food Services

## **General Duties of the Campus Emergency Response Team:**

### **A. Emergency Director – President of College or designee**

- The president or designee is responsible for the overall direction of the College's response to disasters.
- The president works with CERT and others in assessing the emergency and preparing the College's specific response.
- The president declares and ends the campus state of emergency when appropriate.

### **B. Emergency Coordinator – Vice President of Student Services**

- The coordinator is responsible for the overall coordination of the College emergency response.
- The coordinator initiates immediate contact with the president and college administrators and makes an assessment of the condition of the College.
- The coordinator notifies the members of CERT, advises the nature and scope of the emergency.
- The coordinator ensures that appropriate notification is made to off-campus staff as necessary.
- The coordinator performs other related duties as directed by the nature and scope of the disaster.

### **C. Damage Control – Vice President of Finance Administration**

- Provides equipment and personnel, performs shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as required to the CERT for emergency use.
- Obtains the assistance of utility companies as required for emergency operations.
- Furnished emergency power and lighting systems such as generators as might be required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

### **D. Campus Public Safety – Jarvis Campus Security**

- Assists in maintaining the Emergency Command Center in a state of constant readiness.
- Notifies and utilizes police, public safety and, if necessary, student aides in order to maintain safety and order.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect lives, property and to safeguard records as necessary.
- Obtains assistance from the city, county and federal government for radiological monitoring and first aid that might be required.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Provides and equips an alternate site for an Emergency Command Post.
- Maintains liaison with the Vice President for Finance and Administration.
- Notifies and contacts appropriate outside organizations such as fire, police, emergency management services, etc.

**E. Public Information – Director of Public Relations**

- Establishes liaison with the news media for dissemination of information as requested by the President or the Vice President for Institutional Advancement and Development.
- Establishes liaison with local radio and TV stations for the public announcements
- Advises the President or designee of all news concerning the extent of disaster affecting the campus.
- Prepares new releases for approval and releases to media concerning the emergency.

**F. Food Services – Director of Food Services**

- Will provide food services for any relocates.
- Work with the Director of Residential Life in setting up alternative server areas if present areas are affected.
- Will take necessary action should the ability to store food safely be adversely affected for a long period of time.

**DIRECTOR OF CAMPUS SAFETY**

This person will be responsible for assessing the severity of the emergency and for assisting in coordinating the efforts of outside agencies. The Director of Campus Safety will also assist emergency agencies in the communication of instructions to the community.

College Communications is a vital aspect of this plan. During any emergency situation, the Director of Public Relations and the Vice President of Student Services must work in close coordination to assure appropriate release of information. Other duties may consist of but are not limited to:

- Insure that all appropriate personnel have been notified per emergency notification procedure.
- Assure that the scene has been secured, if appropriate ER agency is not yet on scene.
- Confer with Director of Residential Life on possible relocation needs if housing areas affected.
- Appoint designee to meet and coordinate with responding outside emergency agencies.

## **DIRECTOR OF FACILITIES SERVICES:**

The Director of Facilities will be notified when any area of the Jarvis Christian College Facilities is involved in the emergency. It will be the responsibility of The Director of Facilities to assist outside agencies with such items as floor plans, blue prints, and any other information needed regarding the Facility Services that may be required to assist. Other duties may consist of but are not limited to:

- Work with the Director of Residential Life in establishing relocation facilities.
- Work on the After Disaster Plan to access damages and identify recovery needs.
- Will assist in possible evacuations.

## **THE DEAN OF STUDENT LIFE/ DIRECTOR OF RESIDENCE LIFE:**

This office will be notified whenever a student is ill or injured, and requires professional medical care either at the scene or when transferred to the hospital. Also included in this office's responsibilities will be the availability of professional counselors when needed. These counselors will be available for Critical Incident Debriefing involving college personnel and students, as needed. Other duties may consist of but are not limited to:

- With consultation from the President or Provost, the ability to locate alternative housing for relocates, if necessary.
- Work with food services to insure students and emergency responders have proper meal service.
- Assist Student Health Services in establishing after care counseling if needed.
- Maintain a roster of housing assignments and assist with census to ensure students are accounted for, especially in a situation where an evacuation is initiated.

## **DEFINITIONS OF EMERGENCIES**

The following definitions of an emergency are provided as guidelines to determine the appropriate response:

**MINOR EMERGENCY (Level III):** Any incident, which will not seriously affect the overall functional capacity of the college, such as minor water damage to a building basement. These types of incidents are normally handled by College resources and don't require the activation of the Emergency Response Plan.

**MAJOR EMERGENCY (Level II):** Any incident that affects an entire building or buildings, and which will disrupt the overall operations of the College. Examples might be a building fire or HAZMAT spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis. The Emergency Response Plan may be activated by the President.

**DISASTER (Level I):** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Emergency Response Plan will be activated.

## **DECLARING A CAMPUS STATE OF EMERGENCY**

**The authority to declare a campus state of emergency rests with the President of the College or in his designee.**

**During a State of Emergency Jarvis Christian College, with the President or Provost's authorization,** shall place into immediate effect the appropriate procedures necessary to meet the emergency and to the extent possible safeguard persons and property. **The Director of Campus Safety or his/her designee shall immediately consult with the President or Provost regarding the situation and the possible need for the declaration of a campus state of emergency.** The Director of Public Relations is responsible for the release of all information outside of the campus.

When the declaration is made, only students, members of the administration, faculty and staff and emergency personnel are authorized to be on campus. Those who cannot provide proper identification proving their legitimate business on campus will be asked to vacate the premises.

Only those members of the administration, faculty and staff who have been assigned emergency response responsibilities by **the President** – will be allowed to enter the designated emergency area.

In the event of fire, flooding, storms, or other major disasters on or near the campus, or involving college property, Campus Security will be dispatched to provide an initial report of damage to any college property.

Campus Security will provide notification of the emergency situation to all appropriate college administrators.

## **EMERGENCY LEVEL DEFINITIONS**

### **LEVEL I EMERGENCY**

**DEFINITION:** An unplanned event that may adversely impact or threaten life, health or property on a large scale at one or more locations within the Jarvis Christian College campus. Control of the incident will require outside resources in order to maintain the situation.

**EXAMPLES:** Major fire in an on-campus residence effecting over 20% of the building, water main break affecting the entire residential building, loss of heat or power to multiple buildings, a chemical release causing the evacuation of one or more buildings.

## **LEVEL II EMERGENCY**

DEFINITION: An unplanned event that may adversely impact or threaten life, health or college property within a single area. Control of the incident is beyond the capabilities of employees. Outside agency assistance is necessary.

EXAMPLES: Residence room fire, water main break involving most of a building or one, which threatens critical services, an odor requiring evacuation, loss of heat or power to a building.

## **LEVEL III EMERGENCY**

DEFINITION: An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the incident is short term.

EXAMPLES: Automatic fire alarm, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, inclement weather, missing student, medical/illness outbreak.

### **Emergency Command Center**

The Fellowship Hall of the Smith-Howard Chapel will serve as the primary Emergency Command Center. Should the telephone system fail, the Emergency Command Center is the location where runners should be sent with information and requests for assistance. The CERT meeting place will also be in the Emergency Command Center.

In case of severe inclement weather conditions, specific areas of temporary retreat are designated for each campus building.

### **College Notification System**

The College has implemented two mass notification systems as the primary means to alert the college community of emergency situations: The Vice President for Student Services send alerts through Telecommunications and/or Communications by dialing 500. The President of the College will be notified.

The Information Technology Department will also send emergency notification alerts via Jarvis Christian College email and SMS messages that are on file within our Jenzabar system.

***NOTE: In an emergency, in which campus security cannot be reached, call 911. When calling, stay calm and carefully explain the problem and location to the Campus. Do not hang up until told to do so. Keep others calm.***

### **Anticipated Risk and Crisis Assessment**

It is the responsibility of the CERT to identify, assess and as needed, conduct pre-emptive intervention strategies against risks that have the potential of adversely affecting the members of the College community. Such risks include the forecasting of severe weather conditions, the presence of controversial or high profile presenters, or visitors to campus, societal unrest in the community, major increases in local crime, city-wide health risks, or major utilities or communication failures.



### **Periodic Evaluation, Planning and Training**

The members of the CERT and designated auxiliary members should meet at least once in the fall and spring semester to:

- Review and revise the document
- Assess and discuss situations that may have occurred at other educational institutions and consider actions that the College would have taken.
- The CERT should also meet immediately following any emergency to review its performance and consider strategies for improvement
- This Emergency Management Plan is to become part of the Campus Safety and Emergency Management System. All security officers are to be trained in its usage. Each member of the president's cabinet is to retain a copy of the plan and should familiarize themselves with the contents.

### **Campus-based Sources of Assistance during Emergencies**

- Campus Security – If dialing from on campus, the number is extension 2775. Campus security officers are on duty 24 hours a day.
- Maintenance Operations – After 5:00 p.m., please contact campus security at extension 2775. Skilled workers are available from the Office of Physical Plant always during normal working hours and as notified during an emergency to aid in the areas of utilities, equipment and transportation.
- Business Office – Emergency procurement of materials and services can be arranged in direct support of any contingency.
- Receiving –The Central Emergency Command center will serve as a receiving point.
- Emergency Shutdown Procedures – In the event of a natural disaster that causes major structural damage, it is advisable to turn off hazardous utilities such as electricity and natural gas.

## **EVACUATION INFORMATION**

Situations requiring evacuation could include but are not limited to the following:

Natural gas leak - Flammable liquid spill/and or release - Active shooter

Bomb threat - Hostage situation - Hazardous chemical spill/and or release

Tornadoes - Flooding

In the event of a fire alarm, Jarvis Campus Security is to report to the location of the alarm to lead the evacuation effort. In the event of fire, elevators are not to be used.

**Campus Buildings:**

<b>Building</b>	<b>Extension/ Phone Number</b>
Alumni Heritage House	2775
Barton-Zeppa Maintenance Building	3102 or 3110
Charles A. Meyer Science and Mathematics Center	2101
Charles and Sarah Berry Student/ Parent Housing Complex	2252
Emma B. Smith Administration Building	2451 or 2701
E. W. Rand Health Center	2520 or 2521
Faculty/ Staff Apartments	2704
Ida VanZandt Student Center	2252
Men's Residential Halls	2252
Olin Library and Communications Center	2171 or 2173
President Residence	2775
Women Residential Halls	2252
Community and Technology Building	3600
Ronald Hays Student Affairs Center	2252
Security Information Center	903-730-4890 ext. 2775

**G.** If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order:

- A member of the President's Administrative Cabinet
- Chief of Security
- Director of Residential Life
- The highest ranking official from the Campus Security Team

**H.** The first member of the Campus Emergency Response Team (CERT) to arrive on the campus assumes responsibility for directing activities after reporting to the Security Supervisor on duty until the President or designee or senior officer arrives. Alternates or staff of other senior officers will report to the CERT member and/or senior officer on the scene. Once notification of the President or designee has occurred, full responsibility for directing College efforts rests with the President or designee and the CERT

**RELOCATION/EVACUATION OPERATING PROCEDURES FOR RESIDENCE HALL**

The following represents a general strategy to be employed in the event a student residence hall becomes uninhabitable due to events such as fire, flood, contamination or loss of critical services. The type of response will be determined by the extent of the emergency.

**EVACUATION PROCEDURES**

Units first on the scene must decide whether immediate evacuation is necessary or not. This decision can be made independently, or in consultation with other college administrators.

Immediately designate the area to be evacuated. The evacuation will require a door-to-door check of the facility. **IMPORTANT NOTE:** If a working fire, smoke or other evidence of combustion is present, under no circumstances will anyone except fire service personnel equipped with self-contained breathing apparatus (SCBA) enter any structure. Should any occupant refuse to evacuate, continue the evacuation and time permitting return to the refusal site, obtain name and advise disciplinary action will be taken. Move all evacuees to a staging area, and begin a census, to establish that the evacuation is complete.

**NOTE:** It is standard policy that a general evacuation takes place in each event of a fire alarm.

## **EVACUATION OF THE PHYSICALLY CHALLENGED**

In the event that physically challenged individuals are involved in an evacuation effort, the Campus Security Officers at the scene will make every attempt to lead them to safety. As a precaution, wheel chair users are housed on the ground level floor.

## **SHORT TERM EVACUATIONS**

Students are moved to the nearest safe designated assembly area.

Auxiliary support services are employed (emergency food, showers, medical or disability related needs are arranged as needed with other campus services.)

## **MEDIUM TERM EVACUATIONS**

Students are assigned to other college public area spaces that can be satisfactorily arranged.

Students are assigned to vacant spaces in an unaffected housing area.

Students are evacuated to local hotels.

## **LONG TERM EVACUATIONS**

Evacuations are only initiated when a substantial portion of the college isn't assessable.

In the event that the college classes remain in sessions and a significant portion of the residence facilities are inaccessible, arrangements will be made with local hotels or motels for student housing.

## **EVACUATIONS TO OFF-CAMPUS FACILITIES**

In most cases evacuees, will be relocated to another shelter on campus, if necessary, evacuees will be transported off campus by private vehicle.

***Important: After an evacuation, all persons are to report to their designated area assembly point. Stay in that area until an accurate head count is taken. The Building Coordinators will call the names of all persons in their areas and assist in accounting for all building occupants.***

*No one will be allowed to re-enter an evacuated area until the all clear signal is given or when permitted by the proper authorized officials such as the fire official, police officer or campus security personnel.*

## **TYPES OF EMERGENCIES**

### **NATURAL:**

**SEVERE WEATHER** (Tornadoes, Thunderstorms/Hail). Tornadoes are the most violent weather systems on earth. The potential for large losses of life and property, coupled with extremely vulnerable populations at outdoor venues like baseball, softball, and soccer games, leads to its placement as the number one hazard facing the East Texas.

**FLOODS.** Flooding is the most common cause of weather-related deaths in Texas. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding, can impact areas around the campus that are located above designated flood plains. The frequency of extreme weather events fluctuates from year to year.

**WINTER STORMS.** This area is much more likely to receive frozen precipitation in the form of ice rather than snow. Generally, these storms strike between late January through early March. The lack of equipment and the susceptibility of overhead power lines to damage from the weight of ice compound the difficulty of the situation.

**EARTHQUAKE.** Earthquakes have been felt in some parts of Texas in the past and remain a geological possibility. There is also some risk to people from earthquakes that may occur outside of Texas. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

### **TECHNOLOGICAL:**

**Fire.** Fire represents the most likely disaster to affect the College. Fire detection methods are excellent. Most buildings on the campus have detection systems as well as fire suppression systems.

**Hazardous Materials Accidents** could impact the College. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science experiments, cleaning, and water treatment, are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack.

**Aircraft Crashes** can happen anywhere in the country. Small private planes and large commercial aircraft are common in air space over this area seeing that we are centered between Shreveport and Dallas-Fort Worth main airports. A commercial airliner crash remains a potential threat for creating mass casualties.

## **MAN-MADE:**

**CIVIL DISORDER:** Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

## **ADDENDUMS**

These Addendums outline duties and responsibilities for specific college departments. Not all departments will be asked to provide assistance for all campus emergencies. However, each department is expected to maintain internal written procedures, which will allow it to respond to an emergency when necessary.

### **ADDENDUM A - ATHLETIC DEPARTMENT**

If deemed appropriate by emergency personnel, the Director of Athletics or designee will report to the Athletic building.

Training room facilities may be made available as emergency rooms for the treatment of minor injuries.

The Director of Athletics or designee will alert all trainers to be on standby should their assistance be needed.

The Athletic Department will maintain a sufficient supply of emergency medical supplies and bandages to provide emergency first aid.

Authorization for the use of athletic training rooms and trainers for emergency treatment will be made by the

Director of Athletics and coordinated with the Director of Student Health Services.

### **ADDENDUM B - FOOD SERVICES**

Upon alert, food service managers and supervisors should report to their respective operations and await instructions from the Director of Food Services.

The Director of Food Services will be responsible for having at least the following food items on hand, in sufficient quantities to provide at least two daily meals daily to persons on campus during the emergency:

Instant coffee – Cookies - Instant tea - Canned soup - Assorted Condiments - Canned meats  
Powdered non-dairy products - Sliced cheese - Plastic flatware - Canned vegetables  
Paper cups - Canned fruits - Paper plates and napkins - Distilled water - Individual packs of crackers

The delivery of food items to remote sites will be coordinated with the Dean of Students and the Director of Residential Life.

### **ADDENDUM C - STUDENT HEALTH SERVICES**

Upon declaration of an alert, the DEAN OF STUDENT LIFE/DIRECTOR OF RESIDENCE LIFE will ensure that Health Services staff is available to provide emergency medical treatment. The Student Health Services commitment would not normally include the administration of first aid at locations other than the Health Center. However, a medical professional should be available for calls to the site of a severe injury or a group of casualties.

Should it be necessary to utilize the training rooms at the Athletic Facility for first aid assistance, the Director of Student Health will coordinate treatment and make every attempt to provide medical staff.

Mass casualties resulting from a major catastrophe may preclude effective medical assistance and triage at the site of the catastrophe. In such event, the Director of Student Health will assist in coordinating efforts with outside medical support organizations and prepare to receive casualties.

The Director of Student Health has the authority to request assistance from outside medical facilities. Should this become necessary, the Director should advise Campus Security to assist in the coordination.

### **ADDENDUM D – HOUSING**

The Dean of Students/Director of Residence Life or his/her designee will be present on campus.

The Dean of Students/Director of Residence Life will ensure the presence on campus of such personnel under their supervision as the emergency may warrant, or will ensure that necessary help is available when required.

Prior to the designation of an alert, the Department of Residence Life will ensure those individuals residing in residence halls and apartments are familiar with appropriate emergency actions to take should such an alert be necessary.

Upon notification of an alert, Department of Residence Life personnel will make every effort to have Residence Hall and apartment occupants who live within the Hawkins, Tyler, Big Sandy, Gilmore, Longview, Lindale, Mineola, and Gladewater area leave the campus and proceed to their homes for the duration of the alert.

The relocation and evacuation plans of Residence Halls and the Student Apartments will be coordinated with Campus Security to ensure the security of personal effects left in the facilities. Residence Hall Assistants should be directed to obtain names of all individuals at evacuation sites during the alert and provide this list to the Campus Security and appropriate administrators.

## **ADDENDUM E - HUMAN RESOURCES**

Upon notification of an alert during operational hours, the Vice President for Business and Finance Administration and the Director of Human Resources will ensure that appropriate individuals are available to assist in necessary personnel activities. If required, the Director of Human Resources will coordinate with the Vice President for Business and Finance Administration, and the Office of the President, to facilitate the appropriate release of personnel from their workstations.

Should the alerted event pose a threat to personnel records in the College Human Resources Office, the Director of Human Resources should coordinate the removal of appropriate documents with the Director of Facilities Services. The Director of Human Resources and the Director of Facilities Services will designate an appropriate storage location at the time of the alert.

## **ADDENDUM F - FACILITIES SERVICES**

Upon notification of an alert, the Director of Facilities Services will ensure that appropriate personnel are on campus and available to carry out the duties already designated in this operational plan.

The Facilities Services Department has one of the most responsible and visible functions during an alert. To facilitate their operation, the Director of Facilities Services Campus Security will work in close cooperation to make sure all operational aspects are accomplished.

Facilities Services personnel will ensure that operational vehicles and necessary emergency equipment assigned to their department are filled with gasoline and available for evacuation and the relocation of equipment on or off campus when necessary.

Director of Facilities Services will maintain updated internal written procedures to ensure that physical personnel can adequately respond to emergency situations.

## **ADDENDUM G – CAMPUS SECURITY DEPARTMENT**

Upon declaration of an alert, the Campus Security will declare the Campus Security on alert status and all members of the department will be placed on standby status for emergency recall to duty.

If necessary, Officers will be divided into teams. Each team will be assigned to work twelve-hour shifts under the supervision of a shift supervisor.

Officers who are not on duty will remain available via telephone or may be required to remain on campus. If it appears that the emergency situation will be of a long duration, the Director of Campus Security will see that food and sleeping arrangements are made for all emergency personnel. Those officers who wish to remain during their off-duty time will be allowed to do so.

Specific details of the Campus Security operation during an emergency will be outlined in Campus Safety procedures.

## **Infrastructure Failures**

### **Electrical Failures**

- Turn off equipment to reduce the potential for damage caused by power surges.
- Evacuate laboratories because of the inability to operate fume hoods.

### **Plumbing Failures / Pipe Ruptures**

- Buildings will need to be evacuated if water or sewage systems cannot be restored within a reasonable time.
- Turn off electrical equipment to minimize the potential for electrocutions and equipment damage.

### **Natural Gas Leaks**

- Open windows, if possible, to increase ventilation and let gas escape.
- Turn off all possible ignition sources.
- Do not turn on lights or any electrical equipment.
- Do not use the phone for any other reasons
- Activate building alarms if you believe there is potential danger to building occupants.
- Do not start vehicles within areas of gas leaks.

### **Elevator Failures**

- Persons trapped in elevators should use emergency telephones in elevators to call the Campus Security.
- Do not attempt to crawl through escape hatches or force elevator doors open. Only trained mechanics, elevator technicians, and fire/rescue personnel are permitted to conduct elevator rescues.

## **Hazardous Materials – HAZMAT**

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;
- Natural gas smells and leaks; or
- Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.



If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.  
If you are the HAZMAT user:

- Leave the area of the spill first and go to a safe location nearby.
- Determine if you have the proper training and protective gear to clean up the spill.
- If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection.
- Manage the generated waste appropriately.
- Consult your supervisor as necessary.
- Isolate the spill area to keep everyone away and post signs as necessary.

### **Additional Actions for HAZMAT**

1. Close all doors and windows to the outside.
2. If there is a chemical, biological or fire hazard, do not use elevators.
3. Turn off all machinery.
4. If in laboratories, reduce all operations to safe conditions as quickly as possible, pull down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio safety cabinets, or building ventilations systems were turned off.
5. Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
6. Do not go outside or attempt to drive unless you are specifically directed to evacuate.
7. Remain in place until college or emergency management officials tell you it is safe to leave

### **Bomb Threats**

#### **Upon Receiving a Bomb Threat by Phone:**

1. Remain calm.
2. Listen carefully.
3. Do not interrupt the caller:
4. Try to keep the caller talking;
5. Keep the caller on the line as long as possible;
6. Do not anger the caller;
7. Write down exactly what the caller says.
8. Try to determine
  - a) Time device is set to detonate;
  - b) Device location;
  - c) Description of device;
  - d) Type of explosive utilized;
  - e) What will cause the device to detonate;
  - f) If the caller is responsible for placing the device;

- g) Why the device was placed;
  - h) Name, address, and phone number of caller;
  - i) Organization represented by the caller;
  - j) Exact wording of threat;
  - k) Time and length of call and number call was made to;
  - l) Age, gender, and voice characteristics of caller; and
  - m) Background noises in the calls.
9. **Notify Campus Security – (903)730-4890 ext. 2775**
  10. Do not erase threats if they are left on voice mail.
  11. Notify your supervisor.
  12. Meet and cooperate with responding Campus Security personnel.

### **Workplace Violence/Criminal Behavior**

#### **Workplace Violence**

Individuals who become violent at work or threaten to become violent have usually displayed behaviors long before they take any action. Individuals prone to workplace violence may:

1. Be chronically disgruntled;
2. Be inflexible;
3. Cause trouble on the job;
4. Frequently changing jobs;
5. Be quick to perceive unfairness or malice in others;
6. Be unwilling to take responsibility for problems – it's always someone else's fault;
7. Often challenging management's requests, either passively or actively;
8. Have a deep sense of entitlement;
9. Have a past history of violent acts or threats;
10. Have complaints that often appear to be of a paranoid nature; i.e., blown out of proportion and taken personally, especially when action was not intended that way;
11. Have recently experienced stressful events;
12. Have access to weapons or fascinations with weapons (They will often mention this to others.);
13. Abuse alcohol or other substances;
14. If there have been allusions to violent acts committed by others and an expression of empathy with those who resort to violence.

#### **On- the- Spot Managing of Violence**

1. Remain calm.
2. To the extent that you can, try to continue to communicate with the individual calmly and confidently.
3. Call the Campus Security at EXT. 2775. If you cannot call, instruct others to call. Report your name and location and information on "who, what, where and when."
4. Do not physically attempt to get the suspects to leave. Do not touch them.
5. If violent behavior is occurring, escape, hide if not already seen, or cover up if injury is likely.

6. Make every possible effort to get others out of the immediate area.
7. Never attempt to disarm or accept weapons from suspects.
8. Don't argue, threaten, or block suspects' exit.

### **Criminal Behavior**

Immediately call the Campus Security EXT. 2775 from any on-campus phone and be prepared to report information that may include:

1. Your name and present location;
2. Nature of incidents;
3. Locations of incidents;
4. Descriptions of persons involved;
5. Description of property involved; and
6. Where suspects were last seen and their direction of travel.

### **Active Shooter**

In the event of an active shooter, quickly determine the most reasonable way to protect your own life. Active shooter situations are very unpredictable, evolve quickly, and are often over in 10 to 15 minutes. Before law enforcement arrives on the scene, faculty, staff, and students must be prepared both mentally and physically to deal with an active shooter incident.

#### **I. Evacuate**

**If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any Police/ Security Officer
- Generally, do not attempt to move wounded people
- Call Jarvis Campus Security or 911 when you are safe

#### **II. Hide-Out (Shelter in Place)**

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

**To prevent an active shooter from entering your hiding place:**

- Lock the door
- Blockade the door with heavy furniture

**If an active shooter is nearby:**

- Lock the door
- Silence your cell phone
- Turn off any sources of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

**If evacuation and hiding out are not possible:**

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

**Take Action Against the Active Shooter**

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling and committing to your actions

**Emergency Management for Athletic Events (Athletic Emergency Plan – AEP)**

Emergency situations may arise at any time during events. Immediate action must be taken to provide the best possible care to the sport participants of emergency and/or life threatening conditions.

Jarvis Christian College has the responsibility to develop and emergency plan that may be implemented when necessary and to provide appropriate standards of emergency care to all sporting participants. This system should involve proper coverage of sporting events, maintenance of appropriate emergency equipment and supplies, and utilization of appropriate emergency medical personnel.

**Athletic Emergency Team Personnel**

The first responder to an emergency is typically a member of the sports medicine staff, most commonly a certified athletic trainer. The first responder in some instances may be coach or other institutional personnel. An athletic emergency team may consist of a certified athletic trainer, student athletic trainers, coaches, managers, and possible bystanders.

**Roles within the Athletic Emergency Management Team**

Roles of these individuals within the Athletic Emergency Team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the head trainer. There are four basic roles within the emergency team:

1. Establish scene safety and immediate care of the athlete by the athletic trainer or physician
  - First establish safety of the scene and immediate care of the athlete. Acute care in an emergency should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. Activation of the Athletic Emergency Plan (AEP)

- The Athletic Emergency Plan (AEP) activation, may be necessary in situations where emergency transportation is not already present at a sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. This is the most critical factor under emergency conditions. Activating the AEP may be done by anyone on the Athletic Emergency Team. However, the person chosen to make the call should calm under pressure and who communicates well over the telephone. This person should be familiar with the location and address of the sporting event.
3. Emergency equipment retrieval
    - Equipment retrieval may be done by anybody on the Athletic Emergency Management Team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role.
  4. Directions of emergency transportation to the scene
    - Making sure emergency transportation can be directed to the scene of the emergency is very essential. One member of the team should be responsible for meeting the emergency transportation personnel as they arrive at the site of the emergency. Depending on ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

### **Activating the Athletic Emergency Plan (AEP)**

#### **Making the call:**

- Call 911 (if available)
- Notify campus police at (903)730-4890 ext. 2775
- Telephone numbers for local law enforcement, fire department, and ambulance service

#### **Providing Information:**

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes
- Condition of athlete(s)
- First aid treatment initiated by first responder
- Specific directions as needed to locate the emergency scene
- Other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may also be advantageous to have more than one individual assigned to each role. This allows the emergency team to function even though certain members may not always be present.

### **Emergency Procedures**

The following are guidelines for emergency situations at Jarvis Christian College

#### **Injury Occurring During Practice/Game:**

- The coach should send for the Certified Athletic Trainer. The coach should hold the athlete motionless until the athletic trainer arrives

- The coach should brief the athletic trainer on the mechanism of the injury, symptoms, and any other pertinent information
- The athletic trainer will conduct the evaluation and decide as to the disposition of the injury, and the appropriate course of action.
- If the situation is an emergency, the athletic trainer will activate the Athletic Emergency Plan (AEP)

**If the Certified Athletic Trainer is Unavailable, the Following Procedures Should be followed:**

- Stabilize the athlete. Check for breathing and pulse. If both are not present, the coach should have another responsible person to call EMTs, and initiate CPR if certified to do so.
- The coach or assistant should obtain the athlete's insurance information and take to the hospital with the athlete
- When the ambulance arrives, allow EMTs/Paramedics to work on the athlete and clear the area. Make sure the athlete's parents are contacted as soon as possible

**For Non-Life Threatening Injuries:**

- The coach should send for the athletic trainer or call him/her on the phone, indicating a potential injury. The coach should give the location, and remain with the athlete until the athletic trainer arrives
- The coach should brief the athletic trainer on the mechanism of the injury, and any other pertinent information
- The athletic trainer will conduct the evaluation of the athlete, and decide as to the extent of the injury, and take the appropriate action.

**If the Certified Athletic Trainer is Unavailable for a Non-Life Threatening Injury, The Following Procedures Should be Used:**

- The coach should make note of the injury, instructing the athlete to see the athletic trainer the next day for further evaluation. The coach may also leave a message on the answering machine with the name and injury of the athlete
- The coach should only give the athlete ice for pain and swelling. Never give the athlete any type of medication or ointments.

**Procedures for Athletes from a Visiting Team Traveling Without a Certified Athletic Trainer**

- The Jarvis Christian College Athletic Training Staff will assist the athlete with any injuries and will decide what course of action to take.
- If the situation is a medical emergency, an ambulance will be notified through the Athletic Emergency Team (AEP) and the athlete will be transported the nearest emergency room. The visiting team is responsible for contacting the athlete's family and for providing proper insurance information

- All other non-life threatening injuries will be treated using first aid protocols, and the visiting coach will be instructed to have the athlete be seen by the Certified Athletic Trainer at their institution.

### **Non-Medical Emergencies**

For the following non-medical emergencies: fire, bomb threats, severe weather, and violent or criminal behavior, refer to the Jarvis Christian College Emergency Management Plan (EMP) and follow the instructions given.

### **Emergency Pandemic Plan**

Unlike many other disasters that have the potential for destroying or disrupting a large portion of the College's infrastructure, a pandemic's greatest impact will be on student, personnel, and absenteeism leaving our facilities largely untouched. Disruptions that do occur will result from insufficient numbers of personnel available to provide expected services. Higher education will be the most severely impacted because of risks resulting from students, faculty and staff and because our campus is open and accessible to the local community at large.

- Academic Affairs
- Business Affairs
- Communications and Marketing
- Human Resources
- Public Safety
- Information Technology
- Residential Life
- Food Services

### **OBJECTIVES**

This plan is guided by the following principles:

- To protect and support the health, safety and welfare of our students, faculty and staff, as well as the assets and property of the College.
- Maintain our commitment to fulfilling the College mission to provide teaching, research and service as long as possible.

• Establish a multi-faceted approach to communicate with the campus and the larger community. The following definitions are intended to apply to all College divisions, departments and offices.

• Essential functions – College functions that directly protect the health, safety and/or welfare of students, faculty, staff and visitors or preserve the assets, property, and information infrastructure of the College.

• Essential personnel – Persons identified, by the President of the College and Vice Presidents, as having a direct role in the protection of the health, safety and/or welfare of students, faculty, staff and visitors or the preservation of assets and property of the College.

• Pandemic Event – A new pandemic/virus must emerge. The pandemic has to make humans sick (most do not). It must be able to spread efficiently through coughing, sneezing, or a handshake, or through contaminated media such as doorknobs.

• Pandemic Levels – In an effort to establish “triggers” which will signal College response at different stages of the emergency the pandemic event has been divided into the following levels:

1. Level One – First cases of the pandemic transmission in the U.S. or Internationally.

2. Level Two – Center for Disease Control (CDC) or World Health Organization (WHO) recommendations for safety of the pandemic are issued.
3. Level Three – Once recommendations for the pandemic has been issued (Level Two), The President, Executive Cabinet, and Board of Trustees will determine the timeframe to activate Level Three: Campus will be closed.
4. Recovery – Upon declaration of termination of the pandemic by the World Health Organization (WHO) or The Center for Disease Control (CDC) the College will begin its recovery period.

## **OPERATIONS PLAN**

The following pages contain the operation plan of each College department/office that has a role in preparing for, dealing with, or recovering from a pandemic event. These plans indicate what actions each office will be taking when the emergency pandemic has been issued.

## **ACADEMIC AFFAIRS**

### **PANDEMIC OPERATIONS PLAN**

The Academic Affairs Department will work with deans to develop scalable distance education courses in all General Education categories over the next 1-2 years.

#### **Timing considerations:**

1. If and when the University closes for an extended time period due to pandemic, consideration will be given to the timing and duration of the closure. The best alternative is the College calendar allows classes to be postponed during the pandemic closure and continue when the College reopens.
2. If the College were required to close during the spring or fall semester(s) for up to two weeks, there would be an opportunity to make up work missed and provide the required class credit without significantly altering the semester calendar/structure.
3. For any closure extending beyond two weeks—the College will consider extending the semester through the end of May (with Commencement held before the end of the semester), and/or through summer session I and II. If necessary the fall semester could be extended into the end of December and/or winter term.)

If the College closes near the end of the semester (within four weeks of semester end), the College could make an exception to required contact hours and allow the award of grades based on the grade in place at the time of the closure.

#### **Alternative Forms of Instruction**

- Assuming internet systems are operable, seminar classes with ten students or fewer could continue through conference call classes
- Some courses could be completed through independent study, directed reading, and written assignments via e-mail, list serve, and mail.

#### **Short-Term Options**

The following recommendations are based on the assumption that the e-mail system and course management system servers are functioning:

- The Academic Department will ask faculty to create list serve for all classes to be used if the College is closed for more than two weeks.
- Basic minimum: Telephone conference call support.



- Academic Affairs will provide support for setting up of conference calls. Faculties without computer access or computer skills have the option to set up conference calls with their students to facilitate discussions. Faculty will receive instruction from the Department of Information Technology, for this technology.

**BUSINESS AFFAIRS AND FINANCE  
PANDEMIC OPERATIONS PLAN**

1. The College will identify essential functions that must continue to be supported during event.
2. The College will outline policies on how employees are to be paid in the event of a pandemic.
3. Information Technology (IT) will provide necessary support to allow essential functions and essential employees to work from remote locations.
4. The Office of Business Affairs will be able to receive and send files electronically and make other required payments such as payroll, tax deposits and benefits, and deduction payments to appropriate outside vendors.

<b>Levels</b>	<b>Essential</b>
<b>Level One</b>	<b>Full Staff</b>
<b>Level Two</b>	<b>Full Staff</b>
<b>Level Three</b>	<ol style="list-style-type: none"> <li>1. Vice President</li> <li>2. Controller</li> <li>3. Asst. Controller</li> <li>4. Payroll</li> <li>5. Treasurer</li> </ol>
<b>Recovery</b>	<b>Full Staff</b>

**COMMUNICATIONS & MARKETING  
PANDEMIC OPERATIONS PLAN**

Creating a Parents Listserv – ideally prior to a crisis. This would be another mode of communication rather than just leaving them to call the College. This listserv could be used other times, not just in times of crisis.

Job one will be communicating with the various audiences – students, faculty, employees, the media, Board of Trustees, parents, the general public and alumni. Other functions will cease until the crisis passes.

Information will have to disseminate quickly and accurately in order to head off a storm of rumors. Much of our work during this time will take place on-campus, although some writing and updating of the website could be done off-campus.

Personal days and vacation time will be postponed until the pandemic is clear.

**HUMAN RESOURCES  
PANDEMIC OPERATIONS PLAN**

<b>Level</b>	<b>Description</b>	<b>Essential</b>
<b>Level One</b>	<b>HR Business as usual</b>	<b>Full Staff</b>

<p style="text-align: center;"><b>Level Two</b></p>	<ol style="list-style-type: none"> <li><b>1. Preparing for call off and pay procedures</b></li> <li><b>2. Push Communications to employees</b></li> <li><b>3. Begin waves of training for pandemic</b></li> <li><b>4. Review HR Policies on pandemics</b></li> </ol>	<p style="text-align: center;"><b>Full staff</b></p>
<p style="text-align: center;"><b>Level Three</b></p>	<ol style="list-style-type: none"> <li><b>1. Reinforce policies – FMLA, sick leave, etc., to ill employees away from work</b></li> <li><b>2. Assistance to any/all departments who are in need.</b></li> </ol>	<p style="text-align: center;"><b>May work from office or home if technology is operating correctly.</b></p>
<p style="text-align: center;"><b>Recovery</b></p>	<ol style="list-style-type: none"> <li><b>1. Entire campus may not open at once— waves of employees returning according to essential duties and campus needs. Prepare paperwork, i.e., death, return to work, sick leave, etc.</b></li> <li><b>2. Employees unable to return due to illness must have proper paperwork (FMLA, etc.) sent and days missed recorded/reconciled. When able to return to work, MD slips without restrictions must be provided PRIOR to coming to campus. Reconcile with Payroll to determine payment of employees, if applicable and adjusting benefits leave balances.</b></li> </ol>	<p style="text-align: center;"><b>Full staff</b></p>

**PUBLIC SAFETY  
PANDEMIC OPERATIONS PLAN**

<b>Level</b>	<b>Description</b>	<b>Essential</b>
<b>Level One</b>	<b>Maintain All Duties</b>	<b>Full Staff</b>
<b>Level Two</b>	<b>Maintain all Duties and the following:</b> <ol style="list-style-type: none"> <li><b>1. Review Emergency Response Plan</b></li> <li><b>2. . Review roles and proper responses for officers</b></li> <li><b>3. Estimate numbers of people likely to remain on campus during the event</b></li> </ol>	<b>Full Staff</b>
<b>Level Three</b>	<b>Maintain All Duties and the Following:</b> <ol style="list-style-type: none"> <li><b>1. Obtain list of essential personnel</b></li> <li><b>2. Patrol perimeter and inside of main campus</b></li> <li><b>3. Systematically begin to secure and close all campus buildings</b></li> <li><b>4. Reduce flow of vehicular and pedestrian traffic through campus</b></li> </ol>	<b>Full Staff</b>
<b>Recovery</b>	<b>Maintain All Duties and the Following:</b> <ol style="list-style-type: none"> <li><b>1. Written report on activity on campus during pandemic</b></li> <li><b>2. Resume normal activity</b></li> </ol>	<b>Full Staff</b>

**OFFICE OF INFORMATION TECHNOLOGY  
PANDEMIC OPERATIONS PLAN**

The College will

- Identify the essential functions that must continue to operate during the period of the pandemic.

- Categorize the essential functions into those that will be performed from a remote location and those that must be performed on site.
- Will obtain a list from each department of the essential functions and their category.
- Will obtain the names, telephone numbers, email addresses, and departments of the individual staff members responsible for essential functions that will be performed from a remote location.
- When the event is declared, authorize IT to repurpose and provide appropriately configured College-owned personal computers for essential employees who require such access to use at their homes during the event.
- Require that any office permitting remote access to Jenzabar and other systems by their employees also require that college-owned computers in employees' homes will:
  - A. Not be used for non-Jarvis Christian College business purposes such as casual Internet browsing.
  - B. Not have additional applications installed unless approved by IT.
  - C. Not be used by individuals other than the employee.
- require that any office permitting remote access to Jenzabar and other systems through personally owned microcomputers will require such devices to:
  - A. Have up to date virus protection software installed.
  - B. Have up to date spyware detection software installed.
  - C. Have a firewall enabled on the computer.
  - D. Have a complete security check of the system run by the user prior each access period if the device is used for non-Jarvis Christian College business purposes (e.g. web browsing) or by persons who are not authorized access to the system.
- IT will only support those functions identified as essential to the continuing operation of the College.
- Additional funding for technology accommodations that may be needed for functions to be performed from a remote location will be extremely limited or not available.
- End user support for individuals working at home will be limited to that provided via telephone or online. IT will not be tasked to travel to these locations to provide on-site support.
- Individuals will be responsible for providing any telephone or ISP services needed to support their home offices.

Full IT Department Staff should Available for on-campus and off-campus task

**RESIDENTIAL LIFE  
PANDEMIC OPERATIONS PLAN**

**Residential Life is assuming that if the College makes the decision close, residence hall students will be required to leave campus.**

<b>Level</b>	<b>Description</b>	<b>Essential</b>
<b>Level One</b>	<b>Maintain Normal Operations</b>	<b>Full Staff</b>
<b>Level Two</b>	<b>1. Make plans for closing halls</b> <b>2. Name essential staff</b> <b>3. Prepare telephone lists for</b>	<b>Full Staff</b>

	<p>communication purposes</p> <p>4. Initiate communications to students and parents</p>	
<b>Level Three</b>	<ol style="list-style-type: none"> <li>1. Make sure proper precautions are followed by workers</li> <li>2. Distribute emergency phone roster</li> <li>3. Check to make sure all closed buildings are secured</li> <li>4. The Director of Housing and Residential Managers will perform normal duty rounds and checks on residential halls on a daily basis</li> </ol>	<b>Full Staff</b>
<b>Recovery</b>	<ol style="list-style-type: none"> <li>1. Communicate to all staff that campus will reopen</li> <li>2. Send communication to staff /students about opening</li> <li>3. Housekeeping/ Maintenance staff prepare buildings for opening</li> <li>4. Make a list of what went well ; what needs to be improved</li> <li>5. Proceed as normal</li> </ol>	<b>Full Staff</b>

**FOOD SERVICES  
PANDEMIC OPERATIONS PLAN**

<b>Level</b>	<b>Description</b>	<b>Essential</b>
<b>Level One</b>	<b>Business as Usual</b>	<b>Full Staff</b>
<b>Level Two</b>	<ol style="list-style-type: none"> <li>1. Complete emergency response menu.</li> <li>2. Identify number of meals served</li> </ol>	<b>Full Staff</b>

	<ol style="list-style-type: none"> <li>3. Contact food service users of possible closing</li> <li>4. Supply staff with HR info and schedules</li> </ol>	
<b>Level Three</b>	<p><b>Food Services is closed for business.</b></p> <ol style="list-style-type: none"> <li>1. Issue closing information to staff and students</li> <li>2. Forecast unit opening dates</li> <li>3. Checks to ensure all units, storage areas are secured</li> <li>4. Continually monitor the health and wellness of staff.</li> </ol>	<b>Closed – No Staff</b>
<b>Recovery</b>	<ol style="list-style-type: none"> <li>1. Communicate to all staff that campus will reopen</li> <li>2. Send communication to staff /students about opening</li> <li>3. Dining Services staff prepare buildings for opening</li> <li>4. Notify all employees and vendors</li> <li>5. Evaluate present meal plan and menus to see if what changes are needed</li> </ol>	<b>Full Staff</b>

**RECEIPT OF STUDENT HANDBOOK**

I, \_\_\_\_\_, have received a copy of the  
(Printed Name)

Jarvis Christian College Student Handbook and understand that it is my responsibility to read the rules, regulations, and guidelines set forth in this handbook. After reading this book, I understand that if I have any questions or concerns, I may discuss them with the Vice-President for Student Services accordingly.

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

**(Please sign and return to the Office of Student Services)**

# STUDENT COMPLAINT FORM

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Issue(s) and/or Concern(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Student's Signature Date

Attachments and/or Addendums: (please list attachments): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
College Official Signature Date



# FACULTY/STAFF COMPLAINT FORM

Date: \_\_\_\_\_

Faculty/Staff Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Major: \_\_\_\_\_

Classification: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Issue(s) and/or Concern(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Faculty/Staff Signature Date

Attachments and/or Addendums: (please list attachments): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
College Official Signature Date