



Harmel Academy of the Trades  
Student Handbook

2024-2025



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# Welcome

Friends,

I am so very pleased and honored to be able to welcome you to use the community of prayer, work, and study that we call Harmel Academy of the Trades.

In short, Harmel is for men interested in **learning to apprentice themselves to Jesus Christ**, an apprenticeship through a life of prayer, a life of prayer that gets extended into skilled work, and skilled work that provides the lenses to “read the world” and the work God has for you in that world.

**Living in such a community requires a common set of expectations, and a common language.** It is my hope that you find in this handbook those expectations clearly laid out, not least of all because it will help you get on with the real business of being here: becoming a man after God’s own heart, precisely in and through your work.

Please read this handbook carefully and prayerfully, and be sure to discuss any question or concerns you may have.

In the meantime, as a student of Harmel Academy of the Trades, it is important that you know that this community is now your own. I look forward to seeing what gifts the Good Lord has to give this community through you.

In Christ,

David Michael Phelps  
President, Harmel Academy of the Trades



# Knowing Who We Are and What We're About

Harmel Academy of the Trades is a community of prayer, work, and study dedicated to forming men as apprentices to Jesus Christ through the Gospel of Work.

## **Here is Harmel's Vision. This is why we exist.**

To form a generation of tradesmen who are formed in holiness and integrity, skilled in their trade, who live and work in solidarity with one another and with Christ to the glory of God.

## **Here is Harmel's Mission. This is how we realize our vision.**

A residential, Catholic, post-secondary, trade school for men that:

- Helps students grow in holiness through a deeper relationship with Jesus Christ.
- Prepares students to be technical experts in their chosen trade.
- Supports business and industry by providing well trained, hard-working, dependable and ethical workers.
- Helps students understand and apply Catholic Church teachings on work.
- Equips students with the skills and support to lead their future families.
- Creates associations of Catholic tradesmen, with mentorship, fellowship, and social action.

## **Here are Harmel's Core Values. This is what we commit ourselves to.**

- **Being Open to and Thankful for the the Glory of God in All Things**
  - Always aware that “The Lord is Working Here and Now”
  - Always willing to “Join Him with Joy and Thanksgiving”
- **Pursuing Holiness**
  - Always seeking the Lord's will and intimacy with Christ
  - Always committed to Taking His Church's Lead
- **Acting with Clear Integrity**
  - Always Aligning “Do” and “Say”
  - Always Ready to Work
- **Being Skillful in our Work**
  - *In our Community:* Building Habits of Intention, Choosing the Good for Oneself and One Another
  - *In our Prayer:* Building Habits of Attention to Our Lord in All Things
  - *In our Work:* Working in Real Mentorship in Real Projects in the Skilled Trades
  - *In our Study:* Building Habits of Attention to and Consideration to the Wisdom of Others
- **Living in Solidarity**
  - To Be Apprentices to Jesus Christ in his Creation and Redemption of the World
  - To Opt for Community over Ideology



**Here is advice on how to live this way that was offered by the original six members of this community.**

- “Speak Truth” - Nathan Hatley
- “Show Up” - Karsten Molitor
- “Be Worthy of Trust” - Daniel Parker
- “Be Humble” - Josiah Johnson
- “Be willing to take a hit” - Matthew Asselin
- “Lean into it” - Josh Geiger



# Community: Principles and Policies

## Principles of Community

### Faithfulness: A Life Rooted in Christ and his Church

**Attention & Discipline:** An apprentice and a disciple are, at the core, the same thing. The job of both is very simply expressed this way: “keep your eyes on the Master, and do what he does.” *A Harmel man must strive to cultivate a continual awareness of the presence of God and his work in his particular situation, and to commit to doing what he knows he ought, not what he merely wants.*

**Filial and Fraternal Obedience:** To obey is not simply “to comply.” Obedience means “to listen to,” meaning that one takes to heart the wishes of those in right authority over him. As Catholic men, we are to joyfully serve Jesus Christ, which means we take as our own his wishes expressed through the teachings of his Catholic Church and his desire that we live in Christian brotherhood. *A Harmel man must strive always to put his will in service of Christ’s will, and to show respect for his Church and representatives.*

**Joyful Hope:** To hope is to have some taste of the greatness God is calling us to. *A Harmel man must strive always to see how his current condition, situation, or even challenge contains within it the promises of Christ in his life.*

**Duty & Justice:** Justice is to render what one owes, to God first, one’s community, and one’s self. As a virtue, justice is not an abstract condition of a community, but a strength in the soul of an individual man. *A Harmel man must strive always to render what he owes, be it worship to God, charity to his neighbor, good service to his employer, respect and obedience to civil laws and authority, or (often overlooked) the ability and willingness to speak the truth with clarity and candor.*

### Solidarity: One with One Another in Christ

**Charity:** To love is to will the good of the other. *A Harmel man should strive in all things to let his attitudes and actions be the result of a good will to those around him.*

**Fraternity:** As a community of Catholic men, the bond of brotherhood is a reality first, and a feeling only second. *A Harmel man must strive in all things to treat all the men in his community with fraternal charity.*

**Unity:** As a community of Catholic men, we are one in Christ. Ultimately, there should be no “us” vs. “them” in the community. While groups of friendships tend to form around common interests or temperaments, *a Harmel man must be especially vigilant that no cliques, “inner rings,” or bullying takes any form at all in the community.* Such wounds against solidarity strike at the heart of a Christian community, and pose a danger to the men within such cliques as those without.



## Service: Here for the Guy Next To You

**Humility:** Humility is not a false docility and it is not self-effacement. Humility is the simple recognition of the truth of oneself, that one is created by God out of love, and is ultimately “unnecessary”—that is, created from pure gratuity. Humility is to “remember where you come from.” *A Harmel man must strive always to remember where he comes from.*

**Magnanimity:** If humility is to remember where you come from, then magnanimity— “having a great soul” — is to remember what you are called to: communion with the God of the Universe. *A Harmel man must strive always to remember the greatness he is called to so that he doesn’t settle for anything less.*

**Hospitality:** As a member of a community of Catholic men, in service to God, every man at Harmel should consider himself the servant of all. Therefore, *a Harmel man must strive always to proactively and joyfully look for ways to “make space” for others to flourish, which is the core of hospitality.*

**Readiness:** Because of his responsibilities to Christ, his community, and himself, *a Harmel man must strive always to have himself and all these tools of prayer, work, and study ready to deploy with skill and readiness.*

## Stewardship of the Community (Household Management)

**Diligence and Responsibility:** A community may be a gift, but as a gift, it must be respected in its maintenance, such that the gift can be passed on. *A Harmel man should strive to understand that the community of Harmel, its health and flourishing, is his own responsibility, and to strive in his work, habits, and disposition, to build up a community that was stronger than the one he received.*

**Accountability:** All men will face judgment by his creator, and will have to render an account of what he did with the gifts he was given in life. *A Harmel man must strive to hold himself to account in his responsibilities and duties, must strive to receive fraternal correction or admonition in a spiritual of humility and receptivity, and must strive to overcome any hesitation he has in his due to speak with candor, alacrity, and prudence when offering any necessary fraternal correction to others.*

**Solerita & Sua Sponte:** It is not enough to be ready to fulfill one’s duties, but one must have the ability to see what needs to be done and to quickly engage when duty calls. This is the lesser known virtue of *solertia*. *A Harmel man must strive always to act sua sponte (on his own initiative), being willing to see that something needs to be done, and proactively taking upon himself the burden of seeing it done.*

**Order:** At Harmel, we defined a skilled tradesman most fundamentally as “a man whose way of life is to put things in order.” *A Harmel man must strive always to create order within himself (under the graces of sacraments and the Holy Spirit), and outside of himself in his environment, schedules, and relationships.*





# Community Policies and Codes of Conduct

It is expected that every Harmel man should strive to:

## **Conduct himself with virtue and charity in all times and places.**

Whether it be with members of the Harmel community; its staff, faculty, supporters, or volunteers; members of Kuypers Colleges student community, staff, faculty, guests, or volunteers; people at Harmel events; people at non-Harmel events in the larger community; on-campus or off campus; during or between weeks of programming; or with ecclesial or civic leaders, a Harmel man should strive to avoid causing scandal or unjust offense, being sure to comport himself always as a Catholic gentleman.

## **Offer fraternal correction with candor and charity, and receive it with humility and openness.**

As iron sharpens iron, so do men of virtue offer one another to grow in excellence. It is inevitable that a Harmel man will fail in some way. As a member of a community, a Harmel man is expected first to support his fellow men by example, but also to be willing—with prudence, charity, but also candor—to offer fraternal correction. A Harmel man should guard against both scrupulosity and a *laissez faire* attitude, but he should also be willing to assist another member of the community in living up to expectations.

In accord with Scripture, should a man be wronged by another, or should he see a just need to correct another, he should first approach the other privately and with humility. If there is no willingness to hear the correction, the man should bring a second man with him for a second attempt at correction or reconciliation. If there still remains no willingness to hear the correction, the man should approach a member of staff or faculty, confident that he has met his duty to attempt to support those around him.

Should a man be corrected by another, he should receive the correction with humility and peace.

## **Be sober and alert.**

It should be noted that the enjoyment of alcohol and tobacco can be goods in proper moderation and in the exercise of the virtue of Temperance. At times, and (for on campus events, with the requisite permission of Kuypers College), Harmel Academy events can sometimes allow alcohol and tobacco use by guests of legal age.

However, our campus is otherwise a dry campus. **Harmel students are in no way allowed to possess or consume alcohol on campus.** Students of legal drinking age are permitted to consume alcohol off-campus (except at Harmel events), but it must always be done so with all due moderation and responsibility.

The possession of alcohol or cannabis on campus is strictly prohibited, as are any “empty containers.”

Any misuse of alcohol, no matter the age of the drinker, is considered a serious matter by Harmel Academy, and is grounds for severe disciplinary action. Intoxication of any sort is strictly prohibited at any time, as is the operation of any use of equipment



or vehicles while impaired. At no time is a Harmel student to be intoxicated, on campus or off, with any intoxicant including alcohol and cannabis.

It is considered *especially serious* should any of-age student provide for, encourage, or disregard knowledge of the use of alcohol or cannabis by underage students. Under no circumstances are students of legal age to procure or provide legally restricted substances to underage students.

It should be noted that Kuyper's College is also a tobacco-free campus, and no smoking is allowed on campus.

### **Engage proactively and joyfully in community events and responsibilities.**

Every Harmel man should strive to edify the men around him, during program hours but especially outside of program hours. Men should strive to speak with candor and charity in calling one another to excellence in all things, but first of all, should strive to call one another to excellence through their own actions. Harmel men are encouraged proactively to invite one another into edifying entertainments at Harmel and in the larger community, to participate in Harmel Games, and to attend especially to the spiritual and physical well-being of all men of the community. Should any concern arise about a fellow student, students are encouraged to share their concerns with faculty, formation staff, administration, RAs, or Stewards.

### **Avoid sin and the near occasions of sin.**

Becoming a man of virtue involves a struggle with temptation. And as we are taught as Catholics, we are to avoid sin and the near occasions of sin, which are many, varied, and pervasive in today's world. And while there are many temptations young men will face as they begin their adulthood, few aspects of the modern world are as insidious and as much of a threat to a man's self-possession as are the many tools of modern communication and electronic entertainment. Social media and video games can pose profound threats to a man's spiritual, cognitive, and neurological development, but a special note needs to be made of the profound danger of wide-spread, easy-to-access pornography.

As a matter of a man's own virtue, strength and holiness, but also as a matter of the responsibility he has to build a community of virtue to serve the other men of the community, each man is expected to be especially vigilant against the incursion of pornography into his life, mind, attention, curiosity, and into the life of the Harmel community. Men who are tempted by or struggle with pornography should know that, in such a struggle or temptation, they have the occasion to acquire truly manly virtues of purity, chastity, humility, and self-possession, and therefore they are strongly encouraged to avail themselves of the graces of the Sacrament of Reconciliation, but also to take up counseling with Formation staff.

Regardless, men should strive to keep custody of their eyes, and to avoid immoderate use of smartphones, the internet, or video games, all of which can easily dull a man's will and self-possession. Men should also be vigilant that their films and entertainments promote the good, the true, and the beautiful, and do not promote prurient or immoral content.

### **Be an active member of his Household.**

A household is a fraternity of students committed to mutual support, accountability, and encouragement in the life of holiness. Household brothers encourage one another to be fully engaged in the Harmel community and in a life of sacrament and service.



An essential part of being a man is taking responsibility upon oneself—especially responsibility for other persons. This requires a man to be prudent, judicious, attentive, and giving. While Harmel students have limited responsibilities for other persons in their lives, the Household affords them the opportunity to decide for and choose such responsibility.

Households comprise men of different programs and years, and offer Harmel men the opportunity to build bonds of fraternity and support that extend beyond their class schedule, employment partnerships, or year of study—and extend even beyond graduation.

### **Care for Harmel’s living spaces proactively and diligently.**

Every Harmel man should strive to keep his living space — his room and common spaces — clean and orderly. All rooms are subject to inspection at any time, and disciplinary penalties may be levied against any student who fails to maintain an orderly room or workspace. Specifically:

1. All food must be properly stowed, marked, and regularly checked and disposed of if out of date.
2. All clothes must be stowed in an orderly fashion (e.g., no piles of clothes on the floor or left in laundry baskets.)
3. Beds should be made when not being slept in.
4. Floor should be free of debris or trash.
5. Desks and shelves should be kept orderly.
6. Hallways and stairwells should be free of clutter or trash.
7. Common spaces must be orderly. Strive to make every common space cleaner than how you found it.
8. Dorm exteriors and parking spaces should be free of debris and trash.

### ***Maintenance Expectations (Living Spaces)***

#### *Daily (Living Spaces):*

1. Before Lauds
  - a. Ensure all beds are made.
  - b. Ensure all trash is removed from one’s room, hallways, or common spaces.
  - c. Ensure all shoes and clothes are tidied (e.g., not left on the floor or unfolded)
  - d. Ensure the floor is tidy in one’s room.
  - e. Ensure no dishes remain unclean or left out.
2. Before Vespers
  - a. Ensure all counters (kitchens or bathrooms) are cleaned and wiped down.
  - b. Ensure no dishes remain unclean or left out.
  - c. Ensure all food storage (personal or communal) is properly secured, ordered, and cleaned.
3. Before Compline
  - a. Ensure one’s desks, shelves, and dressers are orderly.
  - b. Ensure the Oratory is tidied (books cleanly stacked, chairs ordered, Eucharistic candle remains lit) and the Oratory door is always locked.
4. Before Bed
  - a. Ensure no dishes remain unclean or left out.

#### *Weekly (Living Spaces):*



1. Before Sunday
  - a. Ensure all floors (dorms, hallways, entrance ways, stairwells) are either vacuumed or mopped.
  - b. Ensure the laundry room is tidied, its floors swept (or mopped as needed).
  - c. Ensure all bathroom sinks, showers, and toilets are cleaned, and floors are mopped.
  - d. Ensure all designated Harmel parking areas are free of litter.
2. Mid-Week
  - a. Ensure all entrance ways and stairwells are swept (or mopped, as necessary).
  - b. Ensure all window wells are clean.
  - c. Ensure all bathrooms are stocked.
  - d. Ensure all stairwells have nothing stowed in them.

*Monthly (Living Spaces):*

1. Ensure all walls are inspected and spot cleaned as necessary.
2. Ensure the Oratory is dusted and mopped.

*As the Occasion Arises:*

1. Ensure all Harmel walks are cleared of snow and ice.

## **Respect the common life of the community.**

Students have the right to study or sleep without interruption or interference. Students are to act responsibly toward their neighbors and be respectful of requests to quiet down during the day or at night. Quiet Hours (talking quietly, walking quietly, soft music, etc.) are to be observed from 10 p.m. to 8 a.m. daily. These hours are in effect for apartment and residence hall students, inside and outside the buildings.

## **Act as gracious guests and offer proper hospitality to guests.**

Harmel Academy rents space from Kuyper College, a school in the Reformed Christian tradition. As guests, Harmel men must always respect, in word and deed, the mission and community of Kuyper College. While charitable discussion on matters of faith and morals is encouraged between Kuyper College students and Harmel students, both communities have the right to pursue their formation without undue proselytization. Harmel men should strive, when called on, to represent the Catholic faith accurately, but also charitably.

A Harmel man should also strive to be hospitable to all guests, not least of all by carefully observing Harmel's visitation policy. Please note: Harmel and Kuyper have different visitation policies, and a Harmel man is bound by Harmel's, which is stricter. Harmel's visitation policy is as follows.

1. Harmel students may host male visitors until 1AM, observing Quiet Hours after 10PM.
2. Male visitors staying past 1AM are considered overnight guests and must have obtained permission to do so in accord with Harmel policy: Students who wish to have overnight guests of the same gender in their living unit must obtain the permission at least two days in advance from all affected individuals (i.e., roommates, suitemates, or apartment-mates) and from the Director of Operations in writing. Overnight visits should not extend more than



two nights at a time, or three nights in a semester. Students hosting overnight guests must inform all affected individuals, the Director of Operations, and the RA on the floor about how long they plan to stay. The hosting student must ensure that his guest abides by all college policies. In the event that a guest violates college policy, the guest will be asked to leave and the student host may be held responsible for any infraction(s). Guests may not stay overnight or sleep in the lounges, common areas in the residence halls, vehicles, or any other location on campus.

3. Female visitors are permitted in Harmel spaces *only between the end of Vespers and the beginning of Compline on Friday and Saturday, and on Sundays from noon to the beginning of Vespers*. Female visitors are also permitted by request for special situations, granted by Administration (President, Dean, or Directors). Requests for special situations must also be approved by all students living in the suite. Females may visit in the dorm room or Lounge.
4. A Harmel student is not permitted to be in a female dorm.
5. A Harmel student is not permitted to be alone with a woman in any dorm room at any time, except female members of his family.
6. During visits by women who are not family members, the dorm room door to the hallway must remain completely open at all times.

### **Speak the truth.**

Harmel men should never seek to deceive themselves or another, in word or in deed.

### **Maintain high standards of cleanliness, personal hygiene, and grooming.**

Outside of classes or Harmel events, a Harmel man should always dress modestly, whether in his form or not.

Hairstyles and facial hair should be kept tasteful. A man should be well-groomed.

**Uniform Policy:** For all classes and official Harmel events, a Harmel man must be in uniform. A uniform signals:

1. Solidarity — A uniform is a mark of comradeship with your fellow Harmel men.
2. Purpose — When you put on a uniform, you are choosing to remember that ‘now is the time for work.’
3. Intentionality — Discipline in dress helps in discipline of life.
4. Respect — When you dress well for your employer and co-workers, you are signaling that the time spent with them is a time you value and honor.

By asking our men to wear a Harmel uniform in certain situations, we are not attempting to control the student or to limit his self-expression. We are asking men to adopt a type of discipline, and in adopting that discipline, to enter into a regular ritual where they choose and remember the goals of their training and formation. Therefore, **Harmel men are required to wear their uniform when they are:**

- In class or laboratory.
- At common meals and common prayer (excluding Compline).
- In their job placements, unless the employer has other requirements.
- In official Harmel gatherings or outings, unless otherwise specified.

Harmel men are expected to keep their work clothes in good repair and clean (as the workday permits), but should



always arrive to work or to class in a clean uniform.

**Shirts:** Dickies or Carhartt Button Down Work Shirt (Black or Charcoal Grey) with embroidered logo. Shirts must always be buttoned and tucked in. Shirts may be long-sleeved or short-sleeved. At the instructor's discretion, Harmel T-shirts (with embroidered logo) can be worn in certain lab or work situations.

**Belt:** Black Leather Belt.

**Pants:** Dickies or Carhartt Work Pants (Black, Charcoal Grey, or Stonewash Grey)

**Boots:** Safety Toe Work Boots (Black). Work boots will be your best friend or your worst enemy, and are worth a good investment. There are many good options out there, and over the course of your career, you will learn your preference. Do research on good, affordable options, and choose what seems best. Liberty Footwear in Grand Rapids, MI, provides high-quality, affordable workbooks crafted by a local Catholic bootmaker who has served Harmel well.

**Hoodies:** Because some work locations and labs can be chilly in the winter, at the instructor's discretion, Harmel students may wear over their normal uniform shirts Harmel logo-embroidered zip-hoodies (black or grey).

## **Be self-possessed.**

A Harmel man must strive always to be in control of himself, his passions, and especially his words. The tools of modern communication often work against the habits of self-possession, and every Harmel man must be aware of this.

**Internet & Social Media Guidelines and Policy:** Harmel Academy's social media include its website and multiple social media applications and programs maintained by the Academy. All communications, posts, exchanges, images, and content must conform to the Code of Behavior.

Students are expected to engage social media with the same charity, virtue, and professionalism they would use in an actual personal conversation.

**Use of Cell Phones, Media, and Other Electronic Devices:** The modern world depends in many ways on the powerful tools of electronic communication. For example, modern employers expect their employees to be competent in the use of email, texting, and cell phones.

However, many of these tools, used immoderately or improperly, have the potential to create addictions and other dangerous habits of mind that threaten a man's self-possession. Neurological science indicates that there are serious consequences to a man's self-possession through the immoderate and imprudent use of some of these tools. Consequently, Harmel men are strongly encouraged to be vigilant as to their use of their computers and smart-phones.

Specifically, unless directed by their instructor for class-related projects, men are not to bring their cell-phones to the lab, or if they do, they are to deposit them in the shop phone-foyer.

Students are also strongly recommended to establish a phone-foyer at the entrance of their rooms, such that they can more easily disregard the temptations to reach for their phones indiscriminately.



Cell phones are not allowed in the oratory (e.g., men may not use their cell phones for app versions of the divine office during times of community prayer.)

**Harmel Email, Chat, and Calendar Policy:** All Harmel students are provided with their own student email upon enrollment. This email account will be their main form of communication with their instructors, employers, and Harmel staff. It is expected that they are diligent in checking and reading their emails. As a rule of thumb, if an email is received from a student by a member of the staff or faculty, or from an employer, the email should be acknowledged within 24 hours.

Whether in emails, chats, or electronic student groups, students are expected to comport themselves with all due professionalism and virtue that befits a Harmel man.

Student email accounts will be deactivated upon expulsion, withdrawal, or graduation. The student will be given a two week warning prior to their email being deactivated.



# Prayer: Principles and Policies

## Principles of Prayer

The prayer life at Harmel Academy is built on three principles.

**God Gives Us Time:** Our very existence is a gift from God, and his desire is for us to be in communion with him. Our time may be our own to spend as we will, but it is more fundamentally a gift of love intended for love.

**We Give God Attention:** When we give time for God, we cannot control whether that time will be comforting, strengthening, or enjoyable. God cannot be controlled, and he cannot be repaid. But we can offer God a small gift of our own—the gift of our attention.

**God Gives Us Prayer:** Prayer, too, is a gift, a gift God fashions from the gift of our attention. While we gather *for* prayer, prayer is something God gives to us as a gift.

Additionally, men of Harmel Academy should commit themselves to:

**Active Participation:** Harmel men should strive to see the life of prayer and spiritual formation at Harmel as an “add-on” to their time at Harmel, but its core element. They should especially be vigilant against any attitude of grumbling or the temptation to see participation in prayer or formation as “taking away free time.”

**Personal Prayer:** In addition to his responsibilities to community prayer and formation, a Harmel man should strive in all things to grow in closeness and friendship with God as an individual. Some time should be set aside every day for quiet prayer, reflection, or spiritual reading.

**The Sacraments:** Our Bishop has assigned a Chaplain to Harmel Academy, and every Harmel man should strive to avail himself of the sacraments, especially Holy Communion and Reconciliation. Sunday masses are not offered on campus, and Harmel men are strongly encouraged to take an active role in a local parish.





## Prayer: Policies and Codes of Conduct

It is expected that every Harmel man should strive to:

### **Attend community prayer.**

Community prayer is a non-negotiable for men of Harmel Academy. Why is this? Why is prayer required? Isn't that restrictive, fundamentalist, unrealistic, or artificial?

Imagine a man saying to his new bride, "Why should I come home from work every evening? Isn't it enough that we are married? Having to return home to you every night seems restrictive, unrealistic, and artificial." Such a man doesn't understand love or marriage.

The metaphor is clearly imperfect. At Harmel, a man is obviously under no vow like that of a monk or a married man. But a Catholic man—by virtue of his baptism—has a relationship with God that is akin to a man's relationship to his wife (more precisely, akin to a wife's to her husband). Spending time with God—regularly, intentionally, and especially when he "doesn't feel like it"—is simply something a Catholic man does as an act of love.

A man who commits a season of his life to the community at Harmel Academy has done so to learn to build a steady focus on God—in his life, his study, and in his work. Prayer is indispensable to this. In fact, you might say prayer *is* this steady focus.

For this reason, regular participation in the life of community prayer is expected from every Harmel student, and in joining Harmel Academy, a Harmel student understands that he is taking this expectation upon himself willingly.

The particular form of prayer Harmel Academy adopts as its own is the Liturgy of the Hours, also called the Divine Office. The Divine Office is not a simple devotion or practice, but the very prayer of the Church. As such, the Divine Office is so important that praying it is a fundamental obligation of priests and religious, and the Church encourages the lay faithful to pray it as well.

During semesters when class is in session, all Harmel students are expected to:

- + Attend every Monday, Tuesday, Wednesday, and Thursday community Lauds (Morning Prayer), Vespers (Evening Prayer), and Compline (Night Prayer)
- + Attend community Lauds every Friday.
- + Pray Vespers and Compline individually on Fridays (if not in community)
- + Pray Lauds, Vespers, and Compline individually on Saturdays (if not in community)
- + Pray Lauds and Vespers individually on Sundays (if not in community)
- + Attend community Compline every Sunday.



<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Lauds (individual if not in community)	Lauds (in community)	Lauds (in community)	Lauds (in community)	Lauds (in community)	Lauds (in community)	Lauds (individual if not in community)
Vespers (individual if not in community)	Vespers (in community)	Vespers (in community)	Vespers (in community)	Vespers (in community)	Vespers (individual if not in community)	Vespers (individual if not in community)
Compline (in community)	Compline (in community)	Compline (in community)	Compline (in community)	Compline (in community)	Compline (individually if not in community)	Compline (individually if not in community)

Furthermore, students are expected to ensure that every member of their own dorm suite fulfills his expectations for community Lauds. (For example, if a man is oversleeping, it is the responsibility of his suitemates to ensure he is awaked and on time for Lauds.)

Men are to be in uniform for all celebrations of Lauds, Monday through Friday. Otherwise, men are to be dressed appropriately for the presence of the Blessed Sacrament.

Community prayer is ordinarily to be held in the Oratory.

For men who live on campus in the summer, men are expected to adhere to the Divine Office (Lauds, Vespers, Compline) as closely as they can, and are encouraged to say the office in community when possible.

Every man is expected to hold himself accountable to the prayer expectations of the community.

Each man at Harmel Academy is expected to maintain an up-to-date, monthly subscription to the Word on Fire publication of *The Liturgy of the Hours* as a key text of Harmel programming. Cell phone apps are not considered suitable replacements, and cell phones are not allowed in the Oratory.

If a man foresees a conflict with his expectations for community prayer, he must inform his Household Steward as soon as he is aware of the conflict, or as soon as is reasonable in the case of last minute emergencies. The Household Steward will then make a note of the absence, and will notify his Household Faculty Advisor via email.

Reasonable scheduling conflicts include:

- + Unexpected delays or scheduling difficulties at work or school
- + Illness
- + Other occasions as discussed with stewards and faculty advisors

### ***Failure to Attend Community Prayer***

A student is allowed two unexcused absences from community prayer per semester. However, with each absence, students are expected to encourage that student who has missed prayer to meet his commitment going forward.

After a third unexcused absence from community prayer within a semester, a Household Steward or will:

- + Review with the man the community expectations for prayer.



- + Offer to help him meet those expectations.
- + Meet with the man's suitemates to reiterate their responsibility to help the man fulfill his obligation to prayer.
- + Send a summary of his discussion with the student to the Dean of Formation.

After a fourth unexcused absence from community prayer within a semester, the Steward will again contact the Dean of Formation who will meet with the student to discuss the expectations of community prayer, help the man discern the source of his difficulties in meeting expectations, and develop a plan to meet his expectations in the form of an Improvement Plan.

If three or more of these unexcused absences occurred at Lauds, the Dean of Students will request to speak with his suitemates to discuss their role in helping the man meet his expectations. If it is found they were lax in their duties to help their suitemate attend Lauds, they themselves may each be assigned the equivalent of one unexcused absence.

After a fifth unexcused absence from community prayer within a semester, the Dean will contact the Director of Programs, President, or other administrator to discuss potential probation, the terms of such probation, potential dismissal (and, if in the final semester of the student's program, the prospect of not receiving certification for the program).

### **Attend community Masses.**

Masses are typically offered on Wednesday evenings. Whether a man is disposed to and intends to receive the sacrament, he is expected to be present at the holy sacrifice of the mass when it is offered for the Harmel community.

### **Attend all required formation sessions and retreats.**

Formation retreats are originally offered during orientation weekend and mid-term breaks. Students are expected to arrange time off with their employers for these retreats well in advance of the retreat date, and to attend the retreats.

### **Observe (if Catholic) all obligations of the Catholic Church.**

### **Show due respect (if not Catholic) to the obligations, teachings, and traditions of the Catholic Church, and attend weekly Sunday worship, either at a Catholic parish or a stable Christian community.**

Harmel Academy is a Catholic community. Men who are not Catholic are most welcome to be part of this community, but they are expected to engage in the Catholic life of the community insofar as it is prudent and permissible. Discussions of confessional or doctrinal differences are encouraged so long as they are charitable and edifying. Non-Catholic, Non-Orthodox students are encouraged to join Catholic students in attending weekend masses, but at the very least, they are expected to attend Christian worship in a stable Christian community on Sundays. Eastern Orthodox students are also invited to attend Catholic students in attending weekend mass, but they are expected to attend Divine Liturgy at a local Orthodox parish in accord with their obligations.



## Principles of Work

**Prayerfulness:** At Harmel, we strive to see our work—in all its forms—as an extension of and expression of prayer. A Harmel man should strive to “do all things unto the Lord,” knowing that it is the Lord who is working, and the man who is his apprentice.

**Joy and Thanksgiving:** Because he knows himself to be working alongside the Lord in the Lord’s vineyard, a Harmel man should strive to give thanks for all the Lord gives him, in, through, and as a result of his work.

**Alacrity:** Because it is our Lord at work, a Harmel man should be eager to join the Lord where he is.

**Diligence:** Because he is an apprentice of Jesus Christ, a Harmel man must strive always to work with great care and perseverance. He should never be happy with work poorly done.

**Commitment:** A Harmel man should strive to make his *yes* mean *yes*. In his work, this means he should see things through.

**Humility:** A Harmel man should strive always to remember that he is a beginner, with much to learn. He should always approach those ahead of him in skill and experience with respect, and those behind him in skill and experience with generosity.

**Docility:** Because a Harmel man knows he is a student, he should strive always to be coachable, ready to do as his instructors, employers, and mentors ask.

**Order:** Because the essence of work is “putting things in order,” a Harmel man should strive to learn to work peacefully, intentionally, and in harmony with others, his surroundings, and his tools.

**Skillfulness:** Although he is always learning, a Harmel man should strive to exercise what skill he has consistently and competently. Where he is not skilled or competent, he should aim to emulate those who are.



## Work: Policies and Codes of Conduct

It is expected that every Harmel man should strive to:

### **Get and keep a good job.**

Harmel Academy exists to form men in the Gospel of Work, and this cannot happen in the abstract. Aside from giving men key experience and the benefits of a wage, actually work is essential in forming the worker himself. All Harmel men are required to work while enrolled at Harmel Academy, ideally in a trades-related job. (Apprentices, of course, work for a collaborating shop to acquire On the Job hours for their Journeyman's requirements).

Harmel men are expected to find and keep work that allows them to fulfill their other requirements to the Harmel community. Typically, men should expect to work from 20 to 30 hours per week, and should strive to keep their work schedules between 6 a.m., and 6 p.m. wherever possible.

### **Serve his employer in a manner befitting the standards of Harmel Academy.**

Besides being a mode of collaboration with Jesus Christ in the creation and redemption of the world, work is also an act of love and service. A Harmel man should strive always to be an excellent and faithful employee.

- He should be willing and eager to do all tasks assigned to him with joy and all the skill he can.
- He should be willing to take humble jobs, and in occasions where he is unsure what to do, should always look for an opportunity to serve, even if it means “grabbing a broom.”
- A Harmel man should always fight the temptation to “call in” unless true illness prevents him from working.
- When difficult occasions arise at work, he should strive always to deal with them with charity, peace, and maturity.
- And he is expected to communicate clearly and proactively with his employer about his schedule and needs.

While hiring in, a Harmel man should explain his situation as a Harmel student, lay out his availability for the entire year, and always be sure he knows his employers expectations.

### **Remember the long game.**

As a man grows in skill, his work has more and more predictability, and he is less and less susceptible to “bad days” that result from inexperience. However, a young worker is likely to have more “bad days.” A Harmel man must always strive to remember that good and bad days come and go, and perseverance in difficulty is part and parcel of being a young worker.

### **Know, manage, and fulfill his responsibilities.**

A Harmel man must understand that his life and his work is primarily his responsibility, and not others'. Therefore, he should always strive to seek out what his employers, instructors, and mentors expect of him, to manage his life so that he prepares himself to fulfill those expectations, to live up to those expectations, and to communicate in advance should he become aware



he cannot fulfill those expectations. A Harmel man should make ready use of notepads to remember his responsibilities, and a calendar to ensure he has a handle on his schedule.

### **Communicate well.**

To know and meet his responsibilities, a Harmel man must strive always to maintain clear lines of communication with others. While he should not be a slave to his communication devices, he is expected to answer any message (phone, email, text) within 24 hours, if not before. He should understand that communication is an art, and he should be careful to monitor his tone and wording, always remembering that his communication, especially to employers, instructors, and mentors, is to be governed by a sense of responsibility, humility, and charity.

### **Steward his funds well and live frugally.**

A benefit of work is earning wages. Young men especially can be overwhelmed with the possibilities that come with earning a decent wage. A Harmel man should strive always to be a master of his money, and mindful of the temptation to see his money as a mode of satisfying his desires. While a man has a right to spend his money as he sees fit, a Harmel man must always keep in mind his responsibilities, current and future, and make sure that his spending decisions are guided first by his duties. Special care should be taken to use his resources for the service of others, especially the needy. Harmel men are strongly encouraged to find ways to put their skills and monetary resources at the service of those in need.

### **Acquire and maintain reliable transportation, and abide by all vehicle policies.**

All Harmel men are required to maintain a valid driver's license, to maintain reliable transportation, and to treat that transportation responsibly.

As guests on Kuyper's campus, Harmel students are expected to go above and beyond Kuyper's policies in on-campus vehicle use. Harmel men are to exhibit thoughtfulness and courtesy at all times, and to park only in designated spaces.

Vehicle registration forms and tags are provided by the Campus Safety Office. Every vehicle on campus should display an Academy parking sticker on their windshield; visible from the outside of the car. Students who loan their vehicles to others may be held responsible for violations of that vehicle.

All individuals who drive vehicles on campus must follow traffic and parking regulations on the campus and must display caution and courtesy to other drivers and pedestrians. The speed limit on college property is 15 miles per hour.

Harmel students must park only in spaces designated for their use. Second-year students are permitted to park near the dorms, but first year students must park in the lower lot by the soccer field.

Visitors of students must park in the lower lot by the soccer field or other parking lots by the Student Center.

Winter parking restrictions are enforced between approximately November 15 and April 1 to facilitate the removal of snow from parking areas. Vehicles must not be parked over the curb at any time, and there is no parking in the main Academic Building lot or lots adjacent to the Student Center entrance from midnight until 7:00 AM.



**Vehicle Maintenance:** Engine oil is a dangerous waste, and strict regulations apply to its disposal; therefore, students are not allowed to change the oil in their car or complete other repairs on campus without consulting Harmel staff, and only in the Harmel Lab. Students are responsible for the proper disposal of all hazardous materials, as well as the maintenance of all spaces used to work on their cars. Failure to return shop spaces to a clean and orderly “ready state” will result in the revocation of shop privileges.

**Parking Violations:** Students who fail to comply with parking regulations on campus will be issued a fine corresponding to their violation. Payment of fines may be made in person to Campus Safety. If payments are made within three business days, then the fine will be reduced by 50%. Fines issued for parking violations are as follows:

- Expired or no permit \$30
- Fire lane \$50
- Handicap space without permit \$75
- Seasonal parking restriction \$20
- Driving on sidewalk or lawn \$20
- Parking in unauthorized area \$25
- S.O.S. vehicle look-up fee \$50
- Other \$20

Harmel men who violate parking policies three or more times face further disciplinary action.

### **Approach his training in the laboratory itself as work, not play.**

In their training, Harmel men are expected to conduct themselves as though they were at work, and to act in accord with generally accepted professional standards. As our program involves machinery and tools that can be dangerous if mishandled, of special note is the importance of attentiveness and safety.

Every Harmel man must abide by the following.

#### ***General Shop Policies***

1. Closed-toed shoes/ work boots are required in the lab at all times.
2. Long work pants are required in the lab at all times. (students should be in uniform)
3. Safety glasses are only required when the lab indicator is Blue “energized and hands-on work”, at teacher instruction or at the students’ discretion.
3. Use hearing protection when necessary.
4. Never work alone.
5. Never work when you are impaired. This includes: drugs/alcohol, being too tired, stressed, or too hurried to work carefully.
6. If you cannot do a job safely, do not do it.
7. Know the location of first-aid equipment.
8. Know the location of fire extinguishers and all exits.
9. Remove all rings, necklaces, and loose clothes (or tuck them in). Tie long hair back behind your head.
10. No running or horseplay in the shop.
11. Dust, chemicals, and smoke can be dangerous – work in well-ventilated areas.
12. If you are unsure about the safe operation of a tool or any aspect of a job – ask for help! Never use a tool or something that you are unfamiliar with or feel unsafe using.
13. Clean up all spills of any kind immediately.
14. Use compressed air safely and appropriately.
15. Keep your hands away from sharp tools and pinch points.
16. Always store oil-filled rags in approved metal containers.
17. Be familiar with industrial safety colors:
  - a. Red = Fire protection equipment, alarm boxes, and extinguishers
  - b. Orange = Dangerous parts on machinery (anything that cuts, crushes, pinches or will cause injury)
  - c. Yellow = Indicates areas where caution is needed (paths, storage cabinets with chemicals, etc.)



- d. Green = Color of safety, personal protective equipment, first-aid kits, eyewash, and emergency shower locations.

18. Know the proper safety instructions specific to each machine before operating it.
19. If you do not know, ASK first! Be Safe!

### ***Band Saw Safety***

1. Make sure all guards are set within  $\frac{1}{4}$ " of the cut.
2. If the band breaks, shut off the saw and stand clear until the machine has stopped.
3. Never push materials through the cut with your hands in line with the blade.
4. Use a push block any time your hands may come too close to the saw.
5. Never try to cut multiple parts at the same time

### ***Drill Press Safety:***

1. Always run the correct RPM.
2. Always hold work in a vise or with clamps.
3. Remove chips with a brush – NEVER by hand.
4. Ease up on drilling pressure as you break through the back.
5. Only use sharp drills.
6. Do not drill with too much pressure.
7. Always support work with parallels.
8. NEVER place tapered shank drills in a drill chuck.
9. NEVER stop the drill chuck by hand.
10. Always remove the chuck key.
11. NEVER clean the machine while it is in motion.
12. If the drill binds in a hole, stop the machine and back it out by hand.
13. Practice peck drilling when appropriate.

### ***Grinder Safety:***

1. All guards must be set no more than  $\frac{1}{16}$ " away from the grinding wheel.
2. NEVER use gloves when operating a grinder.
3. NEVER use rags near a grinder.
4. NEVER use a wheel that has been damaged.
5. Step to the side when starting a grinder.
6. Always assume grinders are running when you approach them.
7. NEVER grind on the side of the wheel.
8. Ring test all wheels before being installed.
9. Do not use excessive pressure when grinding.
10. Keep the grinding wheel in good condition and dressed.
11. Do not grind aluminum.
12. If using a magnetic chuck, make sure it is holding securely before taking a cut.
13. Always grind burrs away from you.

### ***Manual Milling Machine Safety:***

1. Always clamp work securely.
2. Do not climb cut.
3. Make sure the cutter is rotating in the proper direction for the cut.
4. Turn off the power before switching cutters.
5. Make sure the machine is fully stopped before taking any measurements.
6. Always use cutters that are sharp and in good condition.
7. Do not place any parts or tools on the milling table.
8. NEVER leave the machine when it is running.
9. Remove the collet tightening wrench immediately after use.
10. Position available guards properly.
11. Use a milling machine brake to stop the spindle when the power has turned off. 12. Make sure the mill is in gear before turning it on
12. Never try to stop the spindle by hand.
13. Do not remove chips by hand.
14. Move work away from the cutter when measuring.

### ***Engine Lathe Safety:***

1. Make sure the chuck is secured properly.
2. Move the tool bit to a safe location when installing and removing work.
3. Do not run the machine faster than the recommended speed.
4. Clamp the tool bit as short as possible.
5. Only use sharp cutting tools.
6. NEVER use a file on a lathe without a handle.
7. Do NOT remove chips with your hands.
8. Do not cut work completely through when turning between centers.
9. ALWAYS remove the chuck key immediately after use.
10. Stop the machine before taking any measurements.
11. Never leave the machine when it is running.
12. Before cleaning the lathe, remove all tools and cutters.





## **Maintain the order and steward all common work spaces and tools.**

A Harmel man should always remember that nearly all the tools and equipment in the lab were donated, oftentimes from the estates of working men. As a point of orderliness, but also respect for the families that donated the shops, a Harmel man should strive always to care for the tools and equipment, and to avoid unnecessary waste in materials and consumables.

Tools should always be cleaned and replaced once used, and machines should be used appropriately at all times.

At the end of every day, or the end of any usage of the shop, the shop should be returned to a “ready state”: clean and orderly.

### ***Maintenance Expectations (Work Spaces)***

#### *After Every Class / Project Session*

#### *Daily (Work Spaces):*

##### Before Clocking out

1. Ensure all tools are stowed appropriately or put on the shelf cart.
2. Ensure all floors and entrance ways are swept.
3. Ensure all counters are orderly, tidied, and free of chips/dust.
4. Ensure all trash bins are emptied.
5. Ensure the shop bathroom is cleaned, mopped, properly stocked, and inspected according to the RAT chart.
6. Ensure all projects and materials are properly stowed.
7. Ensure no dishes remain unclean or left out.

#### *Weekly (Work Spaces):*

1. Ensure all floors are mopped.
2. Ensure coffee makers are cleaned with vinegar.
3. Ensure water fountains are cleaned and water bottles replenished.
4. Ensure all machines are wiped down or cleared of chips or sawdust.

#### *Monthly (Work Spaces):*

1. Ensure all walls are inspected and spot cleaned as necessary.
2. Ensure tanks are properly replenished.
3. Ensure all toxic material is properly disposed of.
4. Ensure all consumables are properly stocked.

#### As the Occasion Arises:

1. Ensure all Harmel walks are cleared of snow and ice.



## Harmel Academy Lab Student Use Policy

**Overview:** Harmel students may—and are encouraged to—use the Harmel Lab for personal use, but only if they abide by the following requirements. Please note, Kuyper policies more strict than these policies shall take precedence.

Students are prohibited from using the Lab without application, permission, and training as outlined below.

**Student qualification:** Any enrolled Harmel student in good standing is qualified to use the lab for private use, but only after they receive proper training and receive a “use card.”

**Application:** A student wishing to use the Lab for personal use must apply in writing to the Program Director and agree to the conditions. Student Lab Use forms are kept in the Lab.

**Training:** Students must submit to formal training as outlined in the Student Lab Use training document, and sign the document after receiving training. Training is given to students only by the Program Director. Students may not train one another.

**Cancellation of Permission:** permission to use the Lab can be revoked at any time by the Director for any reason.

**Times of Use:** Students can use the Lab for personal use only when scheduled 24 hours in advance with the Program Director, or at the Director’s discretion. Students may not use the Lab on Sundays. Students may use the Lab only during times when the campus is open: M-Sat. 8am - 9pm.

**Supervision:** Students who are trained and qualified may not supervise untrained students. Only trained students may use the MST Lab unsupervised by faculty.

**Work Partners:** Students may not work alone in the Lab. There must be at least two students in the lab at all times.

**Keys:** The Program Director provides a key for student use, and the key is immediately returned to the Program Director when the student is done.

**Security:** The Program Director notifies the Director of Campus Operation of the schedule of a student using the Lab.

**Ready-State:** Students who use the lab for personal use are required to return the lab to “ready state.” Failure to do so will result in revocation of shop privileges.

**Consequences of Improper Use:** Failure by a student to comply with any part of this policy will result in the suspension of the privilege of use of the lab for both or all students involved in the scheduled use.



## Principles of Study

**Be Attentive:** The cost of wisdom is attention. This is why we say we “pay attention.” To study well, a Harmel man must be willing to put aside distractions.

**Be Intelligent:** Intelligence means simply the ability to read reality. A Harmel man should remember that, no matter the subject, his study should be seen as an attempt to orient himself in reality. In this sense, good study is never not practical.

**Be Reasonable:** The human mind is designed to build insights. This can be difficult, but every man is capable of learning wisdom. A Harmel man should never expect that he is not up to the challenge of learning.

**Be Responsible:** To be responsible is “to be able to respond.” It is essential that every student at Harmel remember that knowledge is something he builds, not something he is passively given. To quote philosophy Fr. Bernard Lonergan, S. J.,

“Genius is creative. It is genius precisely because it disregards established routines, because it originates the novelties that will be the routines of the future. Were there rules for discovery, then discoveries would be mere conclusions. Were there precepts for genius, then men of genius would be hacks. Indeed, what is true of discovery also holds for the transmission of discoveries by teaching. For a teacher cannot undertake to make a pupil understand. All he can do is present the sensible elements in the issue in a suggestive order and with a proper distribution of emphasis. It is up to the pupils themselves to reach understanding...”

## Study: Policies and Codes of Conduct

It is expected that every Harmel man should strive to:

### **Be present and punctual.**

Harmel’s attendance and punctuality policy is consistent for all classes. A student is considered on time to class if he is in class, ready to learn, and in full uniform.

For every minute the student is late, he owes and must perform 10 pushups by the end of class. If the student is ten minutes late (or later) to a class, he will incur a grade penalty.

A student gets one “freebie.” After that:

- 1st Offense: 5% loss of total grade for the course.
- 2nd Offense: Additional 5% loss of total grade for the course.
- 3rd Offense: Additional 5% loss of total grade for the course, and must meet with the Program Director to discuss a personal improvement plan and possible academic probation.



### **Be honestly engaged.**

A Harmel man is expected to proactively engage all content in all classes in which is enrolled. This means the student will take it upon himself to be clear about all expectations, deadlines, assignments, and assessments, and that the student will exhibit all due diligence and initiative required for attentive study and scholarship.

### **Realize that discipline is the proper virtue of a disciple.**

A Harmel man is expected to be a master of his education, and thus is expected to order his time and leisure to ensure he is able to give due attention to their studies. This means that each student will help himself, and his fellow students as needed, to design and employ a reasonable schedule in order to meet all course expectations. This also means that students should have a clear sense of priorities for all their life responsibilities, including work, prayer, study, health, and leisure, and to order their time accordingly.

### **Give an average of one hour per day to study.**

We are not trying to create professional academics at Harmel, but to form our imaginations so that we might see the world in the way God intended us to see it: primarily as a communication of himself. We are unable to learn to “read” the world unless we are willing to attend to it habitually. A Harmel man should strive to dedicate himself to regular attentiveness and the skill of paying attention through study.

### **See study as an essay in prayer.**

A primary reason for study, according to Simone Weil, is to build the habit of attention that is required for prayer. Aside from the power study has to form our intellect and imagination, it can also increase our capacity to attend to God. A Harmel man should strive always to remember, especially in the times when study fails to ignite excitement, that study can be a spiritual discipline, too.

### **Be receptive to books, and not utilitarian.**

Books offer what they have to offer only when readers do not insist on using them the way they want. Reading requires humility. A Harmel man must strive always to begin his study with the assumption that there is something very valuable to learn in any subject of study. Without this attitude, no true value can be discovered in study. It is best to assume the best of a book, and let it prove you wrong, than to assume the worst, and miss its wisdom.

### **Participate fully in discussion, with eagerness and honesty.**

Mastery of content at Harmel is displayed primarily through oral examination, debate, and disputation. A Harmel man cannot afford to be timid, and therefore must be willing to risk being wrong. However, he must never attempt to fake something he doesn't know. Honest preparation is key.



### **Be a servant to fellow students.**

Wisdom and imagination are gifts, and first are meant for sharing. No Harmel man should see his study solely as his, and ever Harmel man should strive to build wisdom in collaboration with his fellow men. Because Harmel Academy is built on and committed to a community of workmen, Harmel students are expected as well to build, maintain, and proactively enter into a community of academic support for other Harmel students. This means that each student will take it upon himself to seek out assistance from other students in the event of academic struggle, will proactively seek out ways to support his fellow students in their course work, and will attentively maintain a culture of mutual support, respect, and accountability.

### **Communicate with his instructors.**

Because a Harmel man is expected to be proactively engaged in his education, he is expected to maintain appropriately close, prompt, and professional communication with all his instructors. This means that it is incumbent upon the student to discuss with his instructor any difficulties he may be facing in meeting course expectations, and to do so as soon as it is clear these expectations are not being met. This also means that the student will be attentive to all communication from Harmel instructors and administration with regard to official programming, student services, or placements.

### **Study with integrity.**

A Harmel man is expected to hold himself beyond reproach in matters of academic conduct. Cheating, stealing, plagiarism, falsification of grades, or anything else deemed academic dishonesty by the Harmel administration is grounds for academic probation or expulsion, per the prudent judgment of the Harmel administration. Failure to live up to expectations of academic conduct may result in the student being placed on Academic Probation. This requires the student to complete, with Harmel administration, and to sign a Personal Improvement Plan (PIP). Failure to complete a PIP, or to meet the terms of his PIP in the following semester, is grounds for enrollment termination.

### ***Harmel Academy Grade Policy for Foundations of Skilled Stewardship***

A student enrolled in Foundations of Skilled Stewardship (FSS) Program is expected to pass each module of study in the program. Failure to pass any module results in the student being placed on Academic Probation. This requires the student to complete with Harmel administration and to sign a Personal Improvement Plan (PIP). Failure to complete a PIP, or to meet the terms of his PIP in following modules, is grounds for enrollment termination or grounds for being denied final certification.

Failure to pass more than one module is grounds for enrollment termination, pending administrative review of the student's performance in his Personal Improvement Plan.

Failure to pass either humanities course in the FSS program due to lack of a good faith effort or egregious dereliction of duty is, per the discretion of school administration, grounds to be denied final certification.



***Harmel Academy GPA Requirements for Apprenticeship-Track Programs***

For men in apprenticeship programming, to avoid enrollment being terminated, a student must maintain the following cumulative GPA at the end of each semester as follows:

AT THE END OF:	CUMULATIVE GPA MINIMUM
First Semester	1.7
Second Semester	2.0
Third Semester	2.0
Fourth Semester	2.0

NOTE: Failure to maintain the minimum GPA in a given semester means a student will have to exceed the minimum GPA requirements in the following semesters to maintain the minimum cumulative GPA for each semester.

Upon failure to maintain a semester's minimum cumulative GPA, a student will be placed on Academic Probation. This requires the student to complete, with Harmel administration, and to sign a Personal Improvement Plan (PIP).



# Financial Policies

Tuition is refunded according to the following table, calculated after the first day of the semester and using calendar days.

<u>Withdrawal date</u>	<u>Refund</u>
First three days	100%
Within first 14 days	60%
15 through 28 days	40%
29 through 42 days	20%
After 42 days	No refund

Room fees may be refunded at the discretion of the Academy. Board (dining) fees are not refundable.

***Tuition Payment Policy:*** Tuition for each semester is due in full on the first day of each semester. If you do not pay in full at the appointed day, enrollment will be evoked. Payment is accepted by cash, checks, or bank transfer. Payment plans may be an option on a case-to-case basis. Students who are in need of a payment plan must submit a written explanation of circumstances that they feel would make them qualified.

***Students on Payment Plans:*** If you are on a monthly payment plan and neglect to make a payment, faculty will be notified and you may not attend classes until the payment has been made. You will not be eligible to register for classes for the following semester until the previous semester has been paid in full.

***Failed Course Policy:*** If a student does not complete a course with a passing grade, students must retake the course the following semester at an additional cost. The fee for the failed course will be determined by the amount of credit hours, calculated at \$360 per credit. All courses at the academy are required for graduation.



# Disciplinary Actions

Records of disciplinary hearings are kept on file by the Academy. These records are expunged one year after the student's graduation except for expulsion, which remains on the student's permanent record. A student is allowed to review his disciplinary file with permission from the President. If a student requests to review his disciplinary file, the President will review the file and delete all references to the names of other students for the protection of their privacy. All disciplinary actions will be decided by the President, in consultation with all relevant parties which may include faculty, staff, the student under investigation, and other students involved. The President will gather facts, and employ the "beyond a reasonable doubt" standard.

## Termination of Enrollment

The following are grounds for enrollment termination:

- Failure to complete a PIP after a semester where the student has not maintained the minimum required GPA.
- Failure to meet the standards of a PIP.
- Failure to meet the minimum cumulative GPA in two consecutive semesters.

Failure to meet the minimum cumulative GPA in the student's final semester means the student will not graduate.

## Academic Appeals

Students have the right to appeal final grades for courses, academic probation, or expulsion.

Should a student wish to appeal a course's final grade, the process is as follows:

1. The student must arrange a meeting with the course instructor to discuss the grounds for the grade given, and for the student to present his reasons for appealing the grade. The student must prepare a summary of this meeting, and have the summary approved and signed by the course instructor.
2. The student must submit this report, along with a formal request for appeal to the Director of Programs.
3. The Director of Programs will convene a meeting with the student, and the Academic Appeal Committee, and the course instructor. In this meeting, the student and course instructor will discuss the reasons for the final grade and the arguments for the grade being changed.
4. Should the instructor otherwise be a member of the Academic Appeal Committee, the Director of Programs will find a replacement for the term of this appeal.
5. The Academic Appeal Committee will review the summary report and testimony of the student and instructor, and will render a judgment, which will be considered final by the Academy.

Should a student wish to appeal being placed on Academic Probation, appeal his enrollment being terminated, or appeal being kept from graduation, the process is as follows:

1. The student will be required to show the final grade of at least one class having been contested, such that the difference in final grades would have kept the student from meeting the minimum academic requirements.





2. The student must submit a formal appeal to the Director of Programs, who will convene a meeting with the student, and the Academic Appeal Committee. In this meeting, the student will present his reasons for appeal.
3. The Academic Appeal Committee will review the summary report and testimony of the student and instructor, and will render a judgment, which will be considered final by the Academy.

## Student Withdrawal Policy

Students choosing to withdraw from Harmel Academy must follow this process. The withdrawing student must:

1. Submit a printed statement or email to the President that states his reason for withdrawal and relevant information and dates
2. Sign promptly the Withdrawal Statement prepared by the Academy
3. Return all keys to the Academy or Kuyper security
4. Remove all personal items from housing as indicated on the Withdrawal Statement
5. Make a final financial settlement as necessary before leaving campus
6. Provide the Academy any updated contact information, such as forwarding address
7. Return all Academy property to the Academy



## Additional Policies

Harmel Academy of the Trades is located on the campus of Kuyper College, and while the two institutions remain separate and distinct, many of Harmel's policies are coordinated to those of Kuyper.

Those general Kuyper College policies, recognized and adopted by Harmel Academy, are indicated *in italics*.

Additional policies or amendments of policies specific to Harmel Academy are shown in **highlighted font**.

Some policies are required by Federal law.

Harmel Academy and its students will comply with all Kuyper College campus policies except as noted or superseded.

## Campus Information and Amenities

**Image Release:** Students will be asked to sign a release permitting the Academy to use their photograph for the needs of the Academy.

### *Card Access and ID Cards*

*Harmel Academy ID cards are issued to Harmel students, faculty, and staff by Kuyper College. This ID card has the holder's photo on it. This card is used to check out resources in the library, use campus copiers/printers, enter the residence halls and serves as a meal card for students participating in Kuyper College's meal plan. The card holder must present their ID card when asked by Campus Safety or other College authority.*

*Lost or stolen cards should be reported to Campus Safety immediately so the card can be deactivated. Lost, stolen or broken cards should be replaced by facilities as soon as possible to ensure the safety of the student in gaining access to the buildings and for meal plan use. A fee of \$10 is charged for card replacements. Avoid punching a hole in the card in order for it to be carried on a keychain. Doing so may damage the card and deactivate it.*

### *Information Technology*

*Access to information technology and network resources is vital to learning and communication in today's world. In order to best serve the Kuyper College community and its guests, the Kuyper College administration has developed this Information Technology and Network Policy. The Kuyper College Information Technology and Network Resources Usage Policy contains the philosophy and requirements governing student, faculty, staff, and guest use of Kuyper College information technology and network resources. Kuyper College expects each member of our community to use the information technology and network resources responsibly, ethically, and in compliance with the spirit of the policy, relevant laws, and all contractual obligations to third parties.*



*The use of the college information technology and network resources is a privilege. If a member of the community fails to comply with this policy or relevant local, state, and federal laws, and contractual obligations, that member's privilege to access and use of Kuyper College information technologies and network resources may be revoked.*

*This policy is a guide to the acceptable use of the Kuyper College information and technology network. It is intended to address issues involved in the use of the college's wired and wireless networks, as well as the internet for transfer of information. This includes, but is not limited to, e-mail, file transfer, or use of applications which utilize the networks. In the case where electronic information is carried across other networks (i.e., outside of Kuyper College), users are advised that acceptable use policies of those networks also apply and may further limit use.*

**Purpose and Goal:** *The college information technology and network resources are intended for use by the Kuyper College community and have been established to facilitate an exchange of information that is consistent with the academic, educational, research, and administrative purposes of Kuyper College. Any use that is counter to these purposes or interferes with such use by others is prohibited. Just as this is the case for Kuyper students, Harmel students' emails are representations of Harmel and must be treated as such.*

**Permitted Use:** *Students, faculty, staff, guests and affiliates of Kuyper College are granted temporary access to the network resources and the internet to assist them in their academic, educational, and research responsibilities as they pertain to Kuyper College. Personal use is permitted, provided it follows the guidelines described in this policy.*

**Limitations of Use:** *All users are expected to use the college computing resources and the internet in a professional, lawful, and ethical manner, consistent with the Kuyper College Code of Conduct. The Web has increased our ability to communicate. Our communication should demonstrate the utmost respect for others, allowing Ephesians 4:29 to filter our communication: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Communication that degrades or harasses individuals or groups is unacceptable. This includes messages that intimidate, harass, threaten or embarrass via emails, IM, voicemail, web pages, blogs, My Space, Facebook, Twitter, etc. Any use of web life that is contradictory to the principles and philosophy of the Kuyper College Code of Conduct for students, staff, and faculty is prohibited.*

**Individual Privacy:** *Unauthorized access to another user's files, electronic mail, voicemail, or other communication is not permitted. This includes, but is not limited to, tapping of network transmissions, including wireless transmissions, running sniffers, keystroke loggers, etc. Obtaining, possessing, using, or attempting to use someone else's password, PIN, ID, or other such personal security measures is prohibited.*

*Individual information technology accounts are for the exclusive use of their assignee. The transfer of ownership and/or granting access to your password or login for others to use your account, or in any way granting access to your IT accounts, is prohibited. Kuyper College students, staff, and faculty will not be asked to share their username and password as a part of the normal course of college operations.*

**Prohibited Uses:** *Network bandwidth and storage have a finite capacity, and all users are expected to be responsible in their use of these resources. Users are not permitted to monopolize these resources. Users are to abstain from anything that will negatively affect the college network bandwidth. Examples of this include, but are not limited to, sending mass email or chain letters or using applications that create an excessive volume of network traffic. The network may not be used to disseminate commercial advertisements, solicitations, promotions, destructive codes (i.e., viruses, worms, spam, spyware, Trojan-horses, chain emails, or other destructive programs), or any other unauthorized materials. Users may not use unauthorized software or devices on the*



college network that bypass the college network security, interfere with the operation of the college network, or provide unauthorized services on the network (i.e. switches, hubs, repeaters, wireless access points, modems, etc.).

**Illegal Copying:** Users may not illegally copy for personal, educational, or any other use material protected under copyright law or make that material available to others for copying. This includes, but is not limited to; downloading using torrents, unauthorized copying of copyrighted software through p2p (Person to Person) downloaders such as LimeWire or FrostWire, documents, and intellectual property including music and movies. Users are responsible for complying with all copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, music files, or any other material.

**Legal Alternative to Downloading Copyrighted Material:** Kuyper College, in conjunction with the Kuyper IT Department, is working to direct students into websites that provide legal access to audio and visual materials through streaming or downloading. A list of such sites is available on the Student Portal.

**Objectionable Material:** Kuyper College maintains the right to utilize software that makes it possible to identify users and to identify and block access to internet sites containing sexually explicit material or other material deemed inappropriate in the Kuyper College community or in any way inconsistent with the Kuyper College Code of Conduct.

**Monitoring of Computer and Internet Usage:** Kuyper College has the right to examine, monitor, and log any and all aspects of its networks and computer systems including, but not limited to, internet sites visited by users, chat and newsgroup activity, application and network bandwidth usage, and file transfers. All messages composed, sent, or received on Kuyper's e-mail system are and remain the property of the college. They are not the property of any Kuyper College member. Although Kuyper College accepts no responsibility or obligation to regulate, approve, or otherwise exercise editorial control over non-official information published via its network resources, Kuyper College reserves the right to remove any materials from its information technology or network resources when such materials are in violation of the Kuyper College Code of Conduct or local, state, or federal law.

*Network Security:* Services provided through the Kuyper College network have security measures in place to protect the loss, misuse, and alteration of the information under its control. While every effort is made to ensure the integrity and security of the college networks and systems, there is no guarantee that these security measures will prevent third-party hackers from illegally obtaining this information.

*Violation of Policy:* Alleged violations of this policy will be reviewed on a case-by-case basis. Violation of policy may result in disciplinary action and/or restriction of access to the networks or to network-based services. Kuyper College reserves the right to modify this policy at any time.

## Copy/Print Stations

There are Harmel copiers available in the shop and office. These are available only for printing related to Harmel programming or student employment.

## Student Mail

All students have individual mailboxes. To receive your combination, please see the Student Development Office. Students are welcome to use the boxes to contact each other. Students' incoming mail should state the name of the college and include their box number for best delivery. Students may drop outgoing mail in the designated box located near the student mailboxes. The U.S. Postal Service collects and delivers mail on campus Monday through Friday.



*When no longer living on campus, it is the responsibility of the student to make arrangements to have their mail sent to their new address.*

## Food Service

**Harmel Meal Plan:** See current Meal Plan Policy.

## Residencies and Policies

*The on-campus living experience at Kuyper College offers residents the opportunity to live, learn, and grow in a Christian community of students from various backgrounds and traditions. Living with new people can, at times, be a challenging experience, even among Christians. Planning to avoid misunderstandings and confusion can be one of the best ways to prevent problems. It is also important to keep communicating with your roommates. Following the biblical model for confrontation from Matthew 18, you should first talk to the person you are having a problem with before you share your frustrations with friends.*

**Hall Closing Dates:** Residence halls will remain open during breaks, however, students planning on staying during Thanksgiving, Christmas, and Spring Breaks must notify Harmel operations staff in ample time. Food service is not available during these times.

**Summer On-Campus Housing:** Summer on-campus housing is available for Harmel Academy students. If Harmel students wish to live on campus for the summer months, they must notify the Operations Coordinator by April 1st. All the rules of this handbook will be enforced during the summer months. The following are the eligibility requirements for summer housing:

1. Students must be in good Academic and behavioral standing as well as returning to Harmel Academy housing in the fall to be eligible for summer housing.
2. If possible, apartment residents will be housed in the same apartment they will reside in during the following academic year.

**Housing Deposit, Room Damages, and Keys:** On-campus students pay a housing deposit of \$300 when they initially enter campus housing. This fee represents a \$150 clean room deposit and \$150 key deposit. If at the end of the year the student successfully checks out of campus housing (leaving the room/apartment clean and free of damage and returns their room/apartment key/s) the full amount of their housing deposit will be refunded to their account. If a student plans to live on campus the following year the \$300 housing deposit will be held on their account as a housing deposit for that academic year. At the end of a student's time in campus housing their housing deposit will be refunded to them, minus the cost of any housing fines or unreasonable damages (i.e., beyond normal "wear and tear" during their time in campus housing). On-campus students are expected to:

1. Use their keys in a responsible manner
2. Not loan out their keys
3. Report keys that are lost or stolen to Student Development within 48 hours
4. Accept financial responsibility for lost or stolen keys

Under no circumstances should a student make a duplicate of a college key. The cost of replacing a room/apartment key is \$150. If more than one key is lost, an additional charge of \$150 per key will be assessed to the student's account.



**Roommate changes:** Students may request roommate changes, but changes are not guaranteed.

Alcohol/Tobacco/Un-prescribed and illegal drugs: All students are expected to uphold, at minimum, Kuyper College's Code of Conduct. Detailed information can be found under Code of Conduct and Discipline.

Baby-sitting: Babysitting children is prohibited on campus.

Bicycles: Bicycles should not be stored in the hallways, stairwells, or other public places.

Housing Insurance: While Kuyper College does provide insurance for liability and property damage belonging to the college, we do not provide insurance covering your personal property used while living in college housing. Students that bring personal items are bringing them at their own risk. Kuyper College is not responsible for lost or stolen items. In many cases, such insurance is included in your (or your parent's) homeowner insurance policy. Students should check that they are adequately insured for their personal property.

Inspection/Waiver of Privacy: Kuyper College reserves the right to enter a student's residence for regular inspections. These inspections can be for the reasons of emergency, maintenance, or any time a violation of college policy is suspected.

Movies: The College expects that students will use discretion in choosing movies. Students will be permitted to watch video programs that either promote or are not injurious to the spiritual and personal development of Christian character. Students will be asked to remove any video/DVD that is not in harmony with the Christian aims of the college and may face disciplinary action if videos/DVDs are shown that are not in keeping with the spirit and purpose of Kuyper College or Harmel Academy.

Personal Security: We believe that students have the right to a secure living environment. Security demands that all residence hall rooms and all apartment units be locked at all times. For the safety of all residents, the residence hall will be locked at all times, and only the front entrance may be unlocked for entry. Even if only one student in a room or apartment wishes to lock the doors, all the other students must cooperate. A person's safety is his or her own choice, but a student does not have the right to jeopardize a roommate's security. Therefore, propping open doors or tampering with the system in any way will result in disciplinary action.

Stereos, TVs and gaming devices: Students may bring their stereos, televisions, and gaming devices to campus; however, students should be considerate of their neighbors and roommates when deciding how much equipment to bring and when setting the volume.

Weapons: No weapons of any kind are allowed in the residence halls or on campus. This includes switchblades, paint-ball guns, "air-soft" guns, potato launchers, slingshots, and similar devices.

Kitchens and Refrigerators: The lounge kitchens are available for all students living in the hall. Each apartment is equipped with a full-size kitchen. Any food you put in the refrigerators should be marked with your name. Please respect the property of others and do not take food that is not yours. Students are responsible to clean up after themselves.

Laundry: Laundry facilities are free of charge and are to be used only by students living on-campus. Students should be conscious of the need to keep the laundry room clean and picked up. Students must clean out the lint trap after they use a dryer. Clothing left for an extended amount of time will be removed. Off-campus students are not permitted to do laundry in the residence halls.



or apartments.

Storage: A storage area will be provided on campus for returning international and out-of-state students. These students may store a limited amount of personal belongings over the summer. Nothing can be stored or left in student rooms or apartments over the summer. All items must be stored in the storage rooms and are stored at the student's risk. A standard box size must be used. Furniture items cannot be stored. Boxes must be marked with the owner's name, cell phone number, and the date the box is placed in storage. Storage is available on a first come, first serve basis until full. Students graduating or not returning to campus housing must remove all personal items from campus prior to leaving. Unmarked items or items not claimed by June 1<sup>st</sup> will be discarded or donated to a local charity.

Carpet: If there is a spill or spot on the carpet, please notify the Facilities Department immediately for instructions or assistance. The sooner the Facilities Department is contacted, the better the chances of removal. Students will be held responsible for room carpet damage.

Damages: A Room Condition Report will be filled out for each room/apartment and its furnishings and signed by its occupants as a record of the condition of the room/apartment. Students will be charged for any damages beyond what is deemed "normal wear and tear."

Decorations: We desire that students decorate their rooms and/or apartments within limits of taste, decency, and good order. If students desire to hang posters or pictures they should use white, non-staining poster putty or 3m Brand hooks. Tape, nails, and tacks may not be used on the walls in any building. Hanging plants or other decorations on drapery rods are not safe. Such items should be placed on a desk or dresser.

Fire Hazards: Halogen lamps, medusa lamps with plastic shades, hot plates, candles, and incense are NOT allowed in rooms, due to fire hazards. Furniture may not block the window as this is considered a point of entrance by the fire department. Natural Christmas trees are also prohibited due to fire precautions.

Furnishings: All the furniture provided by the college must remain in the room or apartment. Furniture may not be disassembled. Furniture must be stacked according to the manufacturer's design only. Any furniture left behind at the end of the year will be immediately discarded or donated to a local charity and a fee will be charged to the student. In addition, no lofts are permitted in college housing.

Housekeeping: Residents are responsible to purchase their own housekeeping supplies and clean their room or apartment. A vacuum cleaner is shared among the apartments or among the members of one floor. In general, students should keep their residence in a neat and orderly manner.

Harmel men are meant to keep their living areas in reasonable order. Random inspections will be conducted of living spaces and common spaces. Students who fail to keep their living spaces reasonably ordered will be encouraged to work with their peers or Harmel staff to develop the habits necessary to achieve an orderly space. Repeated failure to keep an orderly space is grounds for discipline, based on the situation.

Maintenance: Students are expected to promptly report any maintenance requests to the RAs or the Student Life Coordinator. Students should not try to make repairs themselves.



**Pets:** *With the exception of fish, pets are not permitted in campus housing. Fish tanks must be no larger than 20 gallons.*

**Single Rooms:** *In general, the college does not have the opportunity to offer single rooms to residential students. In the event that such rooms are available, they will be assigned to students needing them because of academic or health reasons first. Single rooms, if still available, will then be assigned to upperclassmen or non-traditional students on a first-come, first-serve basis at an additional charge.*

**Smoke Detectors:** *Students should not tamper with smoke detectors in campus buildings. If a smoke detector is not working properly or the battery is low, please let Maintenance know. Disarming or tampering with smoke detectors will result in a \$100 fine.*

**Windows and Screens:** *Window screens are not to be loosened or removed from the windows. Windows are not to be used as entrances or exits, nor are they to be used for conversational or socializing thresholds. Water, snowballs, or other materials must never be thrown out, at, or in windows. Signs, clothes, soft drink containers, etc. must never be hung or placed outside of windows. If a screen is removed, there will be a \$50 fine to the student. If the screen is damaged, there will be an additional \$50 charge for replacement.*

**Handicapped Accessibility:** *Kuyper college provides handicapped accessible housing in both residence halls. Students with mobility difficulties should also contact library staff to receive a key for access to the second floor of the Library from the elevator.*

## Health and Safety

### **Health**

**Communicable Diseases:** *If a student is diagnosed with a communicable disease, it should be immediately reported to the Kuyper Director of Student Development or the Coordinator of Vocation, Calling and Community Life.*

**Health Insurance:** *We will ask for information about health insurance (or a need sharing plan) during enrollment. If a student does not have coverage, he will be asked to sign a short form that confirms he is responsible for his health care expenses.*

**Immunizations:** *Kuyper College has developed the following pre-entrance immunization recommendations, based on the recommendations of the American College Health Association and the Michigan Department of Community Health.*

- **Hepatitis B Vaccine:** *Hepatitis B Protocol-series of three vaccines, verified disease history or positive titer (only 2 doses needed if 11-15 years of age and Recombivax used).*
- **MMR Vaccine (Measles, Mumps, Rubella):** *Two doses of MMR at least 28 days apart after 12 months of age for all college students born after 1956 without lab evidence of disease or physician diagnosed disease.*
- **Polio Vaccine:** *Primary series with one adult booster if traveling to endemic countries. · **TD Vaccine (Tetanus-Diphtheria):** *Primary series and booster every 10 years—one booster of Tdap recommended for anyone 11-18 years of age with at least 5 years elapsing before booster, or 2 years if in health sciences or close contact with infant under 12 months.**





- Tuberculin PPD: If you answered NO to all the questions on the TB Self-Screening form, the TB requirement is met. If you answered YES to any of the questions on the TB Self-Screening form, a TB Skin Test is required.
- Varicella (Chickenpox) Vaccine: Two doses of varicella containing vaccine at least 12 weeks apart if vaccinated between 1 and 12 years of age and at least 4 weeks apart if vaccinated at age 13 years or older. · Meningococcal Quadrivalent Vaccine (Must cover strains A, C, Y, W-135): Conjugate (preferred), or Polysaccharide (acceptable alternative if conjugate not available). All adolescents 11-18 years old and other populations at increased risk, including freshmen living in residence halls, and travelers to hyper endemic or endemic areas of the world. This vaccination is required for all students living on campus under the age of 22 and should have been administered after the student has reached age 15.
- Hepatitis A Vaccine: Given as a series of 2 doses, first dose given at 1 year of age and the second dose given no sooner than 6 months later.
- Influenza: Trivalent inactivated influenza vaccine (TIV) or Live attenuated influenza vaccine- annually each fall.
- Pneumococcal Polysaccharide Vaccine-23 valent: Given to young adults with certain high risk medical conditions.

**COVID-19:** As of this document's date, Kuyper College does not require COVID-19 vaccination. Harmel Academy will continue to follow Kuyper College's policy in this area.

**Mental Health:** Harmel Academy will provide and post on campus contact information for mental health services, including urgent care, suicide prevention, and ongoing professional counseling. Staff and faculty will be available to assist students in obtaining the mental health services they need.

First Aid Kits and AED: First aid kits are located in the following areas: Lounge Kitchens, Safety/Facilities Office, Faculty Break room, Maintenance Office, and the Holt Laundry Room. The Assistant Director of Student Development, Coordinator of Vocation, Calling and Community Life, RAs, and Campus Security also have first aid kits. AED (Automated External Defibrillator) are located in the Student Center entryway, the RA Lounge, and in the Faculty Break room (third floor of the Academic building.) These should only be used by certified individuals. All of the Kuyper Residence Life staff and Campus Safety are trained to use the AED.

Harmel labs are also equipped with first aid kits.

Medical Services: Students who have medical needs can consult their own physician or utilize one of the many local offices in the greater Grand Rapids Area. If students need help identifying a local doctor, hospital or urgent care center the Business Office and Student Development office are equipped to support.

If students need medical care in the evening that cannot wait until the following day, they are recommended to contact one of the following:

Spectrum Health Urgent Care Center  
2750 E Beltline Ave NE, Grand Rapids, MI 49525  
Telephone: (616) 391-6230

In a medical emergency, students should telephone 911 which will connect them with the emergency services



*(ambulance, police department, and fire department). In the event an ambulance is called, the student will be responsible for transportation costs.*

*In the event of a transportation need for medical services, staff is available to assist in arranging transportation, but is not permitted to transport a student.*

## **Safety**

**Campus Safety:** *Students are encouraged to report any campus emergencies, suspicious activities, or crimes as soon as possible to Kuyper Campus Safety at 745-0560 or ext. 711 or 988-3711, or to the Residence Life staff. Crime reports are investigated by our Kuyper Campus Safety Staff, and when necessary, safety staff will engage the assistance of the sheriff or police department. When a crime can be prosecuted through the local law enforcement agencies, students may contact them directly. If a student chooses to pursue enforcement through the sheriff's office, the college must be informed of any crime. All Kuyper Safety Officers are fully trained in First Aid, CPR, and AED procedures.*

**Cell Phone Emergency Notification System:** *Harmel Students should register their cell phone numbers into the Kuyper Emergency Notification System (RAVE). Cell phones that are registered will receive a text message in the event of a campus emergency.*

**Escorts:** *Escorts during the evening hours can be arranged when needed by contacting Kuyper Campus Safety personnel or an RA.*

**Fire Safety:** *Fire drills will be conducted once a semester in campus housing and in the classroom building. When there is a fire drill or an actual fire, please observe the following guidelines:*

- 1. All doors and windows must be closed.*
- 2. The building must be evacuated quickly and quietly, and occupants must wait at a point at least 300 feet away from the building and from any place where approaching fire trucks might be in an emergency.*
- 3. No one may re-enter the building until an official all-clear signal has been given.*

**Fire Alarms:** *When a fire alarm rings, students must exit the building immediately and close the doors behind them. Students living in the Holt Apartments, Schaal, and Timmer should go to the lawn between Holt and the gym (students should move accordingly depending on where the fire is). The road between the residence hall and apartment building must be kept clear for fire trucks. The local fire code requires that a fire drill be held at least once each semester. All persons on-campus at that time must comply with the fire drill regulations. Students who purposely do not respond to a fire alarm by exiting the building will be fined \$25.*

*In the event of a fire, immediately exit the building. Immediately call 911, Kuyper Campus Safety, and the On-Duty RA Phone.*



*Your cooperation will be greatly appreciated and will protect the safety of all. Kuyper College's alarm system automatically contacts the fire department. Any student who pulls the alarm, even accidentally, will be fined the amount it costs for the fire department to respond, and the college will discipline the student.*

*Adverse Weather Policy* *There are a variety of weather conditions that may impact normal operating procedures at the college. The administration will consider the following factors when making a decision to delay or cancel classes and/or events, or to close the college offices and library:*

- *conditions of primary and secondary roads as reported by police agencies;*
- *feasibility of keeping campus roads, sidewalks, and parking areas sufficiently cleared;* • *weather advisories and forecasts;*
- *the closing of other area colleges and schools.*

*If college operations are delayed or closed, the administration will contact TV stations WZZM-13 and WOOD TV8, and radio station WCSG 91.3. The college will also send out a text message with the delay/cancellation information to all students, faculty, and staff whose cell phones have been registered with the emergency communications system. (To register, please see the college portal.) The administration will attempt to post delay and closing announcements by 7:00 a.m. for day classes and the offices/library, and by 3:00 p.m. for evening classes and/or events. A web alert notice will also be posted to the college website.*

*If the college remains open, faculty are expected to teach their classes. However, if a faculty member determines the conditions in his/her location to be unsafe for driving, the faculty member should immediately contact the provost to explain the situation and to discuss procedures in regard to that faculty member's class(es).*

*Campus services during a closing:* *Meals will be served normally even in the event of a closing.*

*Severe Weather Information:* *A Severe Weather Watch indicates that conditions exist for severe weather to develop. A Severe Weather Warning indicates that a tornado or a severe thunderstorm has been sighted or is strongly indicated by radar. When severe weather conditions occur during business hours, the director of the Physical Plant will advise the Business Office and the Business Office will alert residents and other personnel on-campus. On evenings and weekends, the director of the Physical Plant will notify Campus Safety and they will notify the Coordinator of Vocation, Calling and Community Life and RAs.*

*In the event of a Tornado or other Severe Weather Warning, the following locations are designated as Shelter Areas: Academic Building:*

*Level One: Restrooms & Classroom hallways*

*DeWitt Student Center & Boonstra Fitness Center: Restrooms & Interior Corridor*

*Residence Halls: Timmer & Schaal Laundry Rooms*

*Holt Apartments: Timmer or Schaal Laundry Room*

*General rules for such incidents are:*

- *Closing windows, doors, and curtains or drapes*
- *Not going outside or attempting to leave via vehicle*
- *Evacuating the Dining Room, Chapel, and Fitness Center*
- *Avoiding any area with large glass surfaces.*



*Although it may be interesting to watch the storm, please remember that safety must come first.*

*Guests & Strangers in the Building:* *While it is important to be hospitable to guests, students must also be very aware of dangerous situations. Any person who appears suspicious should immediately be reported to the RAs, Coordinator of Vocation, Calling and Community Life, Campus Safety, or the Director of Student Development. Students should not let the person in until they have spoken to one of the people mentioned above. If the above people cannot be reached, call 911.*

*Video monitoring:* *Kuyper College employs the use of recorded video surveillance of critical campus locations.*

*Personal Safety:* *The right attitudes and actions can help protect you, your belongings, fellow students, and our campus. Some tips for personal safety include:*

- There is safety in numbers.*
- Staying away from isolated areas and stay near street lights.*
- Dressing sensibly; constricting clothing or high heels make movement difficult and dark colors are not as visible at night.*
- If being followed, going immediately to the nearest group of people or to a well-lit area. · Keeping doors and windows locked, even within the residence halls and apartments. · Using common sense when walking or jogging.*
- Apartment residents are accountable to their roommates for reporting their whereabouts.*

*Harassment:* *Because we are image bearers of God (Genesis 1:26-29), Harmel Academy is committed to upholding equality, human worth, respect, and dignity for all students, and for providing a safe environment for students, visitors, and all those involved in the Harmel Academy environment. This policy covers student-to-student interactions as well as student-to-visitor and student-to-faculty member/employee interactions.*

*“Sexual Harassment is defined as unwelcome sexual advances, sexual solicitation, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Behaviors of this nature can create a hostile or offensive educational or living environment” (NASW Code of Ethics, 1996).*

**Harmel Academy** *forbids harassment based on or because of a person’s race, color, religion, gender, national origin, age, disability, marital status, height, weight, veteran status, or other protected characteristics. Unlawful harassment involves unwelcome conduct that is offensive, that is based on any of the above-listed protected characteristics, and that substantially interferes with the person’s employment or educational opportunities.*

*Examples of conduct which may constitute sexual harassment include (but are not limited to):*

- Unwanted tickling*
- Sexual advances*
- Stalking*
- Inappropriate joking*
- Theological gender teasing*
- Unwanted restraint*
- Derogatory sexual comments*
- Sexually suggestive comments*



- Repeated unwanted patting or pinching
- Request for sexual favors

*Such conduct constitutes harassment when:*

1. *Submission to such conduct or communication by an individual is made explicitly or implicitly a term or condition of any student's status within Harmel Academy.*
2. *Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting students.*
3. *Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's learning opportunities, or creating a hostile, intimidating, or offensive learning environment. Other types of prohibited conduct include epithets, slurs, stereotyping, and jokes regarding specific protected characteristics; threatening, intimidating, or hostile acts that relate to an individual's race, color, religion, national origin, age, weight, height, marital status, disability, veteran status, or other protected characteristics; and written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics. Any offended party is entitled to make a complaint to the Harmel Academy President.*
4. *Assault of any kind (sexual or physical). Sexual Assault includes all criminal sexual conduct as outlined by Michigan State law.*

*Sexual Assault:*

*Sexual assault is sexual contact between individuals by force or threat of force without consent of the other individual. If one partner is unable to give consent (under the influence of substances or sleeping), it is assumed to be against the will of that person. A more detailed description and further information about sexual assault is available from the Student Development Office.*

*In the case of a sexual assault, final decisions regarding the involvement of the local police will be the right of the student victim, but the President and staff will do all they can to support, assist, and inform the student. Students are strongly encouraged to contact the President or Kuyper Campus Safety, or police immediately if they wish to file a report, even if they are uncertain. If an assault is investigated promptly, necessary evidence of the assault can be collected. Students may contact the police, the President or Kuyper Campus Safety at any time to register a complaint after a sexual assault. The President and Kuyper Campus Safety personnel are available and eager to help students contact the police, get medical attention, or deal with the trauma following an assault. Alternative housing is available if the need arises.*

*Additional information about personal safety, dealing with the trauma of an attack, and preventive measures are available from the President or Kuyper Campus Safety. The YWCA in Grand Rapids assists victims of sexual assault and has a survivors' support group. The YWCA is located at 25 Sheldon Blvd SE, Grand Rapids. The 24-hour Sexual Assault Crisis Hotline is (616) 776-7273.*

*A student accused of sexual assault will be subject to campus disciplinary action. Both the accused and accuser may have a member of the college faculty or staff present for assistance. A student found guilty of sexual assault may be dismissed from the college. A student found guilty of a lesser sexual offense may be dismissed from college housing or may be subject to similar consequences. Both the accuser and the accused shall be informed of the outcome of any college disciplinary proceeding regarding a sexual offense. Appeals for discipline findings or sanctions must be made within five class days of the hearing decision. Prosecution through legal authorities is separate from college disciplinary proceedings and each does not prevent the other from taking action, and both can occur simultaneously.*

*Harmel Academy can employ interim protection measures such as interim suspension and/or no contact orders in any case*



where a student's behavior represents a risk of violence, injury, threat pattern or predation. If a student is accused of sexual misconduct or other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, he is subject to action under the Student Conduct Code.

Establishment of Consent for Sexual Intimacy: Harmel Academy defines consent for sexual contact or intimacy as a clear, freely given, verbalized "yes" or clearly communicated actions to every step of any sexual contact or sexual intimacy. The absence of a "no" is not consent. A "yes" which is given through coercion does not constitute a freely given "yes". Use of force does not constitute consent. In such cases, consent has not been given and a person who continues to have sexual contact without clear consent could potentially be charged with a serious violation of college policies and/or face criminal charges.

The burden of obtaining consent is placed on the party seeking to initiate sexual activity. Consent cannot be assumed due to the lack of resistance or through vague or unclear communication. Silence, on its own, is a "no", not a "yes". Consent to one form of sexual activity does not equate to consent for any other form of sexual activity. To be valid, consent must be given prior to or at the same time as any sexual contact or intimacy. Consent can be withdrawn at any time as long as that withdrawal is clearly communicated by the person withdrawing it.

Coercion occurs when a reluctant or refusing party's decision is not respected by another party, but instead met with pressure or manipulation to move towards agreeing to sexual contact or intimacy. This may involve talking someone into sex, using alcohol as a tool to break down reluctance or to gain sexual advantage, engaging in sexual contact or intimacy with a person who is intoxicated, through a threat to sever the relationship, with a threat to embarrass or harm the person, not allowing the person to leave the location through blocking the way or locking the door. Consent cannot be given by a person who is incapacitated or incapable of controlling his/her behavior due to the influence of a substance given or taken with or without the person's consent. Consent cannot be given by a person physically helpless due to being unconscious, asleep or for any other reason the person may be unable to communicate unwillingness to an act. Consent cannot be given by a person who is less than 16 years old. Consent cannot be given by a person who is legally mentally-handicapped. Consent cannot be given by students in a K-12 setting with a teacher, coach or school employee.

For more information regarding the establishment of consent in the state of Michigan please visit Michigan Criminal Law 750.

Threat of Harm: Harmel Academy seeks to develop a safe and encouraging Christian community. Students who feel the threat of harm due to the actions or behaviors of another student or member of the community should report their fears immediately to the President or Kuyper Campus Safety. Students who threaten another student in any way may be suspended, expelled, or be required to leave campus until the matter is resolved and may face additional discipline once the matter is resolved. This sort of behavior, whether meant in fun or not, is unacceptable for students at Harmel Academy.

Theft: While the college is not responsible for damaged or stolen possessions, all thefts should be reported immediately to Kuyper Campus Safety. Kuyper College strongly suggests that students lock their rooms while they are gone.

The college emphasizes the importance of security to protect fellow students and others from the unnecessary temptation of easy access to unlocked rooms and unattended belongings. Students are expected to carefully respect the food, supplies, and personal items belonging to others. Because many students have different definitions of sharing and theft, students should always ask before "borrowing" an item belonging to someone else. Taking food from the dining area or consuming food that is not paid for is considered theft by the college and will be dealt with accordingly.



*Discrimination: Discrimination has no place on our campus. Discrimination on the basis of race, color, sex, religion, national origin, age, disability, or sexual orientation is not acceptable behavior at Kuyper College. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe or are the target of any form of discrimination, please contact the director of Student Life for assistance in resolving the matter.*

*Substance Abuse Policy: It is the policy of Harmel Academy to prohibit the use, possession, being under the influence of, manufacturing, dispensing, selling or distribution of illegal controlled substances, drug paraphernalia, or alcoholic beverages on the College campus. It is a crime to possess, manufacture, sell, deliver or possess with the intent to sell or deliver a controlled substance. As citizens, all members of the College community are expected to know and comply with these laws. Any and all legal matters will be referred to local law enforcement. Students violating such prohibition will be subject to disciplinary action, up to and including expulsion.*

*Health Risks: The health risks, associated with abuse of alcohol, are wide ranging and varied depending on the specific substance involved and individual abuse pattern. These risks include but are not limited to psychological and physical addiction; respiratory depression, depression of the immune system, increased risk of heart disease, cancer, accidents, hypertension, brain damage, damage of unborn fetus, impotence at high dosage levels and liver disease.*

*Health risks associated with illegal drug use are wide ranging and varied depending on the specific substance and abuse pattern. Drugs are physiologically and physically addictive and can impact the health of the user in many detrimental ways. A list of health risks associated with different drugs is available by contacting the Human Resource Department.*

*Most health insurance carriers provide counseling, treatment, and rehabilitation programs. If your carrier does not provide this coverage a list of counseling, treatment, and rehabilitation programs is available. Please contact Student Development for details.*

*Drug Possession or Use: Use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia, except as expressly permitted by law are not permitted. While recreational Marijuana use is legal in Michigan, use of Marijuana outside of medicinal purposes covered under the Michigan Medical Marijuana Act of 2008 are not permitted. The Michigan Medical Marijuana Act of 2008 (MMMA) notwithstanding, Kuyper College is subject to the Federal Drug-Free workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. The use or possession of medical marijuana is not permitted anywhere on Kuyper's campus.*

## **Missing Student**

**Harmel Academy** takes student safety very seriously. The following policy has been developed to assist students residing in campus housing as well as students who live in off-campus apartments leased by the college for students. This policy is in compliance with the Higher Education Act of 2008.

*At the beginning of each academic year, residential students are asked to provide emergency contact information in the event they are reported missing while enrolled at Harmel Academy. This information is kept in Student Services and is updated annually.*

*Staff members, faculty members, or students suspecting a student is a missing person should report their concerns to Kuyper*



*Campus Safety. Every report made to Kuyper Campus Safety will be followed up and immediately investigated. For the purpose of this policy, a student may be considered a “missing person” if the student’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances include, but are not limited to suspicion of foul play, expressed suicidal thoughts, drug involvement, or threat to life.*

#### Procedure for designation of emergency contact information

- 1. Students age 18 and older and emancipated minors: Students will be given the opportunity at orientation to designate an individual(s) to be contacted by the college no more than 24 hours after the time that student is determined to be missing in accordance with the policy set forth. The missing student’s designation will remain in effect until revoked by the student or law enforcement personnel.*
- 2. Students under the age of 18: In the event that a non-emancipated student is determined to be missing in accordance with the policy set forth, Kuyper Campus Safety is required to notify a custodial parent or guardian within 24 hours of the student being declared missing in accordance with the policy.*

#### Notification procedure for missing person

- 1. Any individual enrolled in classes or employed by the college having information that a residential student may be a missing person must notify Kuyper Campus Safety immediately. Note: In order to avoid confusion, if an off-campus student is believed to be missing, the reporting person should immediately notify local law enforcement. Kuyper Campus Safety will assist local law enforcement with these investigations as requested. Kuyper Campus Safety will gather all essential information about the missing student from the reporting person and from the student’s closest friends and acquaintances. Information gathered will include but not be limited to the following:*
  - i. Physical description*
  - ii. Description of clothes student was last seen wearing*
  - iii. Where the student might be*
  - iv. Who the student might be with*
  - v. Description of student vehicle*
  - vi. Information about the mental state of the student*
  - vii. Up to date photo*
  - viii. Work contact information*
- 2. Appropriate campus staff and faculty will be notified to aid in the search for the student.*
- 3. If Kuyper Campus Safety is unsuccessful in locating the student, the Campus Safety Office will file a missing persons report with local law enforcement. Local law enforcement will take charge of the investigation.*
- 4. No later than 24 hours after determining that a student is missing, the Campus Safety Manager will notify the emergency contact (for students 18 and over) and the parent/guardian (for students under the age of 18).*

#### Campus communication about missing student(s)

- 1. All communication involving a missing student should be communicated by law enforcement.*
- 2. All inquiries to the college regarding a missing student will be referred to law enforcement officials.*
- 3. All information provided to the general public will be done in consultation with local law enforcement to ensure that communication does not hinder ongoing law enforcement investigation.*

## **Crime Reporting and Statistical Information**

*The Office of Postsecondary Education: Information is published on a Campus Security Statistics Website. Up to date information pertaining to Kuyper College and more details on each of the following categories can be found at*





<http://ope.ed.gov/security>.

*Non-Violent Crimes:* There have been occasional thefts involving items taken from locker rooms, unlocked residence rooms and vehicles. Students are encouraged to lock all doors and not leave belongings unattended.

*Violent Crime:* In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and other regulations the College collects through incident reports filed and publishes annual crime and fire statistics. This information is contained in the College's "Annual Campus Safety Report" which can be found under Campus Safety on the College's website at the link below or obtained from Campus Safety.

<https://www.kuyper.edu/globalassets/pdf-files/xmiscellaneous/2015-annual-campus-security-report.pdf>

## Students and the Common Good

All students bear responsibility for the common good of the Academy and of Kuyper College in student life matters. It is important for each student to cooperate with one another, and with the faculty and staff, to promote habits conducive to a healthy intellectual, spiritual, and social life while curbing habits which harm individual students, the common good of the community, and the purpose and mission of the Academy and of the needs of Kuyper College.

Harmel Academy students are expected to behave as guests on the Kuyper College campus, and to respect that (particular uses and events notwithstanding) the needs of Kuyper College students are given preference in the use of campus facilities. Kuyper College students have in turn been given the mission to be welcoming partners.

**On Predatory Behavior:** With sadness and shame, Harmel Academy must acknowledge that for many years, the Catholic Church has failed to provide the discipline and transparency needed to prevent the spread of predatory homosexual behavior in its seminaries and other schools. As an all-male school, Harmel Academy includes in its mission a duty to form young men in true masculine purity, and will both encourage male relationships formed in the spirit of Christ, and encourage and facilitate any member of our community to come forward with any particular concern in this regard. Silence, shame and cowardice will not be tolerated in this area.

For the purposes of clear policy with regard to the common good, here are specific rules and regulations, coordinated with Kuyper College policies:

1. Dishonesty – cheating, plagiarism and other forms of academic dishonesty. Dishonest also includes providing false information to college officials, misuse of College documents or tampering with any college process.
2. Disruption of the normal activities of the college (teaching, administration, or other activities occurring on campus or college functions off campus).
3. Abuse—whether it be physical, verbal, emotional or electronic. Includes but is not limited to threats, stalking, intimidation, coercion, harassment or any activity that compromises the health and safety of any person. See Harassment Policy under the Safety Tab.
4. Attempted or actual theft or damage to college property or property of another person. 5. Hazing, defined by Michigan Law as “an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known, endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.” (750.411t (7.b))



5. Failure to comply with directions from a college official acting in accordance with their duties as an employee.
6. Violation of any local, state or federal law.
7. Violation of any college rule, policy or regulation.
8. Use, possession, purchase, distribution, sale or manufacturing of a controlled substance (including marijuana) or designer drug that is unlawful. Possession of drug paraphernalia. 10. Use, possession or distribution of alcoholic beverages except as permitted by the law and college policies. Students of legal age are expected to use alcohol responsibly. Intoxication is not permitted. As a dry campus, alcohol and alcohol paraphernalia are not permitted on campus. Students present in a room where alcohol is present or being consumed by an underage student will be in violation of this section.
9. The possession or discharging of weapons, fireworks, explosives, or ammunition is prohibited. Weapons include, but are not limited to firearms, ammunition, explosives, and knives over three inches (other than those associated with kitchen use), paint-ball guns, “air soft” guns, BB guns, potato launchers and like devices.
10. Obscene or profane expressions including, but not limited to, speech not appropriate in a Christian, academic community.
11. Sexual misconduct including, but not limited to, sexual activity outside marriage, pornography, sexual conduct online, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual relationships between people of unequal power and other sexual misconduct. The college has the conviction that, while some individuals may genuinely struggle with their gender identity, homosexual behavior is opposed in scripture. Therefore, any student engaged in homosexual behavior will be subject to the same college policy as any other student involved in inappropriate sexual activity.
12. Kuyper College is a tobacco-free environment. Therefore, smoking of cigarettes, pipes, cigars, or chewing nicotine items on campus is prohibited, including in cars parked on campus. Additionally, water pipes, hookahs and e-cigarettes are also prohibited to be used on campus.
13. Abuse of the judicial system including, but not limited to, failure to obey notifications of a judicial hearing body, misrepresentation of information, disruption, attempted influence, harassment or failure to comply during a judicial process.
14. Students are expected to engage conduct that follows biblical principles and the mission of Kuyper College. As a result, the rules and regulations as previously outlined, are not designed to be comprehensive.



## Statement on Sexuality and Gender

Biblical/Theological Foundations and Connection to Institutional Religious Identity Harmel Academy, as a faith community, affirms that all persons are created in the image of God. We celebrate the goodness of creation (Genesis 1:31), recognize the reality of the fall (Genesis 3:17-19), and pursue the redemptive work of Jesus Christ in bringing about God's purposes (Romans 8:22).

We, as a Catholic institution, acknowledge and celebrate the goodness of God's gift of sexuality. We also acknowledge, however, that boundaries have been established around that good gift. The Bible affirms that God created people as male and female (Genesis 1:27-28; Matthew 19:4; Mark 10:6), that the male and female marriage union is set up as a biblical standard for sexual intimacy (Genesis 1:27-28; Matthew 19:4-6; Mark 10:6-9), and that singleness and celibacy are also set up as an ideal (1 Corinthians 7:7-9; Matthew 19:12, 22:30).

Sin and brokenness distort all of creation (Genesis 3; Romans 1:28-2:4; 1 Corinthians 6:7-11). This includes all people's experience of sexuality and gender. We as a Christian institution cannot condone 1) sexual activity outside of marriage, 2) intimate same-sex relationships, 3) pointed, persistent, and exaggerated behaviors and dress inconsistent with one's gender, 4) abusive behavior by any member of our community towards another person due to sexuality, gender, or gender identity, or 5) coerced or violent sexual contact or any sexual behavior that is illegal under federal, state, or local law.

We commit ourselves to extending God's redemptive grace to all members of our community through prayer, education, charitable dialogue and cautious, caring implementation of policies. Together with the whole Church of Christ, we call upon all Christians to discern, acknowledge, and resist sin and its effects, which are manifested in every person. With the grace of God, the ministry of the Holy Spirit, and the help of the Christian community, each child of God should strive to fulfill the redemption of all life, including sexuality, until Christ returns to finish his work of re-creation. Until that time, all of us, as sinful creatures, are called to love, to care for, and to walk alongside one another, as well as to offer one another support to live a sanctified life.

**Resulting Institutional Policy:** Harmel Academy endeavors to foster a community marked by love, care, and respect. We show respect towards those whose experience of sexuality and gender are incongruent with our biblical and theological foundations. We do not however offer directionless support; rather, we view growth in godliness to be directed toward reconciliation with God's creational intent for all his image bearers. Through prayer, competent education, charitable dialogue, and constructive and sensitive policies, we commit ourselves to extend God's grace to all members of our community. We commit to engage with respect those who pursue alternate paths in the area of sexuality and gender. We seek to be agents of healing and care while upholding the scriptural standards articulated here.

What follows are the major implications of the Biblical/Theological Foundations:

1. All persons, regardless of their sexual orientation or gender identity, shall be treated with dignity, grace and love as image bearers of God even as they are encouraged towards a biblically faithful lifestyle. Persons who share that they are attracted to members of the same sex or struggle with gender identity will not be disciplined by the college and should feel safe in talking with members of the community. Any abusive behavior by any member of the community towards another person due to sexuality or gender is grounds for discipline.



2. With regard to the expression of sexual behavior, the college will not affirm sexual behavior outside the context of the marriage covenant between a man and a woman. Prohibited sexual misconduct includes indecent, obscene, or violent conduct or expression; involvement with pornography, premarital sex, adultery, homosexual conduct, or any other conduct or expression that violates biblical standards.

3. Ordinarily and in most cases, a) the college will make institutional decisions based on birth gender regarding housing, student admission and retention, employment hiring and retention, and other matters, and b) we will not affirm the alteration of birth gender through medical procedures.

Actions inconsistent with this policy are grounds for removal from consideration for employment for an employment applicant and/or from consideration for enrollment for a student applicant; such actions are also grounds for termination of employment for a current employee (faculty or staff) and/or dismissal of a current student.