



HARMEL ACADEMY
OF THE TRADES

Student Handbook

2021-2022

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Introduction

The policies in this Harmel Student Handbook are coordinated with our host, Kuyper College. Policies that are unique to Harmel Academy are shown in **bold** 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 Harmel Academy and its students will comply with all Kuyper College campus policies except as noted or superseded.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

Card Access and ID Cards

All students, faculty, and staff will receive a Kuyper College ID card which 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 the 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.

Copy/Print Stations

There are copy/print stations designated for student use located around campus for student use.

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.

Vehicles and Parking

Students are welcome to bring their cars to campus. Vehicle registration forms and tags are provided by the Campus Safety Office. Every vehicle on campus should display a Kuyper College 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.
- On-campus students are permitted to park in the Residence Hall lots or any of the Student Center parking lots
- Visitors of on-campus students must park in the lower lot by the soccer field or other parking lots by the Student Center
- Commuter students may park in the main Academic Building lot or lots adjacent to the Student Center main entrance.

- 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.
- 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 Tim Chupp in Maintenance.

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%. Appeals to fines should be directed to the Kuyper Director of Student Development and Campus Operations within ten days from the date of the citation. 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

Food Service

Meal Plan: Harmel students purchase a 15-meal plan. Meals are served promptly as scheduled, and students are expected to be on time. Dining hours may be changed on occasion in order to accommodate other functions on campus. Students who have paid for a meal through Food Services may not share their food with students who do not have a meal plan. Please note that no food or dishes are to leave the dining hall.

Sack Lunches/Dinner: In the event that an authorized campus activity or work schedule prevents a student from eating during regular meal hours, a student may request a sack lunch/dinner. Requests for sack meals may be made by placing an order through the Portal under Student Services Food Service.

- Orders should be placed at least 24 hours in advance but no later than midnight the day prior to pick-up. Pick up time will be affected if requests are placed less than 24 in advance.
- Pick up times for sack meals are any time after 10:45 am. If you need a pick-up time before 10:45, be sure your order is in 24 hours in advance.
- You will be charged regardless if you pick up your meal or not
- If you have a last minute order, please stop in at food service before 8:30am, we will try an accommodate you
- Your meal will show as “other” or “brunch” on your weekly meal count
- Requests have to be made weekly. Food service doesn’t keep standing orders
- Sack meals are available Monday-Friday at the dining hall
- Hardcopy forms are available at the Scanner station

To Go Meals: A “To Go Meal” may be obtained if time does not permit an individual to eat in the dining hall. A “To Go Meal” costs an additional \$1.00. This must be purchased when you enter the Dining Hall and may not be eaten in the Dining Hall.

Sick Trays: If a student is too ill to come to the Dining Hall for a meal, he or she may have a resident assistant request a “sick tray” from the dining hall for them. “Sick Trays” cost an additional \$0.50.

Special Diets: If a student is on a meal plan and is placed on a special diet by his or her doctor, he or she may make arrangements with the director of Food Service, Jeff Bettig, to fit his or her needs. Kuyper College's corporate dietitian is on campus frequently each semester to review upcoming nutrition trends and to talk about special diet concerns.

Food Suggestions: All suggestions for improvements on the Food Service may be sent directly to Jeff Bettig, director of Food Service.

Building Information

Administrative Offices

The administrative offices are open from 8 a.m. to 4:30 p.m. Mondays through Fridays during the Academic Year. Offices are open from 8 a.m. to 4:30 p.m. Mondays through Thursdays and 8 a.m. to 3 p.m. on Fridays during the summer months.

Boonstra Gym

The gym is open from 7 a.m. to 11 p.m. while the college is in session. Sports equipment such as volleyballs, basketballs, etc. is available through the Student Center Welcome Desk. In order to protect the hardwood floor, street shoes and black-soled shoes are not allowed on the gymnasium floor. Closed-toe athletic shoes are required. The gym is intended only for the use of students, constituents, or guests.

Academic Building

The academic building (including the Computer Lab on the 1stFloor) is regularly open from 7 a.m. to 11p.m. Mondays through Thursdays and from 7 a.m. to 5 p.m. on Friday during the Academic Year.

Music Practice Rooms

Practice Rooms are available in the Student Center and are open from 7 a.m. through 11p.m. The doors of the practice rooms may not be locked while the rooms are in use. All food and drink must be kept away from the instruments. There will be weekly schedules posted on the door of each practice room. Lesson instructors and Kuyper students taking private lessons may reserve the room for certain time slots for the whole semester.

DeWitt Student Center

The Student Center is open from 7 a.m. to 11p.m. while the college is in session. The Student Center has a number of amenities such television with as satellite, lounge space, and a kitchenette to prepare meals.

Fitness Rooms

All users are expected to follow the policies and procedures of Kuyper College's Fitness Room.

Use of the fitness room is a privilege, and failure to follow these policies and procedures may result in administrative and/or disciplinary action, including cancellation of privileges. To help patrons uphold these rules, supervision will be conducted by Kuyper Student Life and Campus Safety.

- Participants must be 16 years of age or older to use the weight and fitness rooms. Anyone who is under 16 years of age is not allowed in the weight and fitness rooms.
- Clothing must be appropriate and modest. This includes gym style clothing and gym shoes. T-shirts, shorts, warm-up suits, sweat suits and aerobic attire are acceptable attire when working out. Closed-toe athletic shoes are required. Sandals, open-toe shoes, hard-soled shoes, string tank tops, cut-off tank tops, mesh tank tops, jeans, street clothing and anything that compromises the safety and professionalism of the weight and fitness rooms are prohibited. Ball caps or clothing with buckles or chains are not permitted.
- Food or drinks (other than bottled water) is NOT permitted in the weight room or cardio room.
- Profanity and excessively loud or suggestive language will not be tolerated (including in choice of music played on speakers).
- Machines, benches, and other furniture are not to be moved.
- All equipment must be used in the manner for which it was designed. Do not attempt to modify the equipment.
- Do not attempt to use equipment if unfamiliar with the proper use.
- All patrons must clean equipment immediately after use. Sanitizing cleansers are available throughout the fitness areas. Bringing a clean, dry towel when using any equipment in the Fitness Room is recommended.

- Students/guests that damage equipment will be banned from using the facilities and charged for damages if they do not adhere to the College's policies.

Free Weight Area:

- All weight training must be performed in a controlled, safe manner. Dropping, slamming, or bouncing of weights is prohibited. Power lifting is prohibited.
- Patrons must use extreme caution in lifting weights to avoid potential injuries to themselves and others.
- Spotters are required for all lifters.
- Individuals must put all bars, plates, dumbbells, belts, etc., in their proper place after use.
- All free weight equipment must be kept in the free weight area.
- Dumbbell use is limited to one set of dumbbells at a time.
- Weights and bars of any kind should not lean up against the walls, equipment or mirrors.
- The use of chalk is prohibited.
- No outside personal training is permitted in the facility.
- Olympic lifts that are performed above the head are not permitted (Clean and Jerk, Snatch)

Any violation of these rules will result in discipline up to and including complete loss of privileges for the Fitness Room.

Zondervan Library

The Zondervan Library is open to the public year-round. During the academic year (September through April), the library's hours are:

Monday – Thursday	8 a.m. to 10 p.m.
Friday	8 a.m. to 4:30 p.m.
Saturday	10 a.m. to 5 p.m.
Sunday	Closed

Hours may be subject to change during holiday breaks; please call for information, 616-988-3700.

Campus-Wide Posters and Advertising

The following guidelines have been established for the distribution of information within the Academic Building and Student Center:

- I. General policy
 - a) All posters must be approved by Student Development or the President's Office before being hung up
 - b) If possible please bring a single copy of the poster to be signed before running copies for approval and in case there are any changes that need to be made.
 - c) Student Development will hang up posters
 - d) Student Development and President's Office has the right to restrict poster usage if respect is not given to other groups/clubs/offices
 - e) Posters need to be professional – proper spelling and some respect given to design
 - f) Total number of posters to be hung up will not exceed 15 posters for any single event
 - g) Posters will be given 2 weeks to be up, they will then be removed
 - h) Any unapproved posters will be immediately taken down
- II. Allowed Placement of Posters
 - a) Student Center:
 - i. Right wall when coming into Student Center from Chapel and Student Life window
 - ii. Commuter Lounge bulletin board
 - iii. What's Happening bulletin board
 - iv. Wall directly above student mailboxes
 - v. Restrooms
 - b) Academic Building
 - i. Classroom Hallways (in holders only)
 - ii. Glass along 1st-2nd floor stairwell

- iii. Doors into classroom hallways
 - iv. Bulletin board in first floor atrium
 - c) Residence Halls
 - i. Entryways
 - ii. Lounge bulletin boards
 - iii. Given to Resident Assistants (via Student Development) to hang up on floor hallways
- III. Other Advertising Avenues
 - a) Electronic Poster - If you would like to feature your poster on the TV outside of the dining hall please contact facilities@kuyper.edu
 - b) The Newsletter – if you would like to feature your program in the Student Newsletter please contact studentlife@kuyper.edu
 - c) Dining Hall Announcements – If you would like your program to be featured on the weekly table top calendar please contact studentlife@kuyper.edu

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: Both Schaal and Timmer Hall are closed during Thanksgiving Break, Christmas Break and Spring Break. Food service is not available during these times. Students will need to make arrangements to stay with friends or family during these breaks. Housing for Holt apartment residents is available at any time between the date the apartments open in the fall and close in the spring, including breaks.

If space permits, arrangements for international and out-of-state students may be made to stay on campus as well. International students and out-of-state students who are interested in staying on campus during breaks must gain permission from apartment residents who are willing to house them in their apartment for the break. Students who are interested in staying on campus over breaks must notify the school of their desire to do so at least two weeks before the break.

Room Damage and Key Deposit: On campus students pay a housing deposit of \$200 when they initially enter campus housing. This fee represents a \$1000 damage deposit and \$100 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 \$200 housing deposit will be held on their account as a 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 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 \$100. If more than one key is lost, an additional charge of \$100 per key will be assessed to the student's account.

Visitation: Harmel students occupying floors of Kuyper dormitories have a different visitation policy than Kuyper students.

- 1. Harmel students may host male visitors until 1AM, observing Quiet Hours after 11PM.**
- 2. Male visitors staying past 1AM are considered overnight guests and must have obtained permission as outlined.**
- 3. Female visitors are permitted between the end of Vespers and the beginning of Compline on Friday and Saturday (6:30-9:30), and on Sundays from noon to the beginning of Vespers (Noon-6:00). Female visitors are also permitted by request for special situations, granted by Administration (President or Dean). Requests for special situations must also be approved by all students living in the suite.**
- 4. A Harmel student is not permitted to be alone with a woman in a dorm room at any time, except female members of his family.**
- 5. During visits by women who are not family members, the door to the hallway must remain completely open.**

Overnight Guests: Students who wish to have overnight guests of the same gender in their living unit must obtain the permission in advance of all roommates, suitemates, or apartment-mates **and the President**. Overnight visits should not extend more than three nights per semester. Overnight guests must inform the RA on the floor about how long they plan to stay. The student who is hosting a guest must make certain that his or her guest abides by the college policies. In the event that a guest violates college policy, the guest may 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 or common areas in the residence halls.

Roommate changes: Students may request roommate changes and these will be resolved individually with all parties involved.

Quiet Hours: 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 11 p.m. to 10 a.m. daily. These hours are in effect for apartment and residence hall students, inside and outside the buildings. A student will receive only one warning about noise.

Spring Session and Summer On-Campus Housing: Based on need, the apartments and one residence hall will be open for Spring Session and housing is available for all current students. Summer on-campus housing is available for Kuyper College students on a limited basis. Applications will be available March for the upcoming summer from the Student Development Office. The following are the eligibility requirements for spring and summer housing:

1. Students must be in good Academic and behavioral standing as well as returning to Kuyper College housing in the fall to be eligible for summer housing.
2. Due to limited housing availability for spring and summer sessions:
 - International students will be given first priority for spring and summer housing.
 - Students from outside the West Michigan area who are taking a class at Kuyper will be given second priority.
 - Students from outside the West Michigan area who are working full time on campus will be given third priority.
 - Students from outside of the Midwest who wish to remain in Michigan for the summer will be given fourth priority.
3. If possible, apartment residents will be housed in the same apartment they will reside in during the following academic year.

Alcohol/Tobacco/Un-prescribed and illegal drugs: All students are expected to uphold 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. Each student living in the Holt Apartments will receive a key for their apartment. Therefore, students should keep their apartments locked. 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 1st 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 manufacturers 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.

Maintenance: Students are expected to promptly report any maintenance requests to the Maintenance Department online the link on Kuyper Central. 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 \$25 fine to the student. If the screen is damaged, there will be an additional \$25 charge for replacement.

Handicapped Accessibility: The 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: Harmel Academy and Kuyper College have 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 country.
- 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. Recommended also for students living off campus.
- 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.
- Quadrivalent Human Papillomavirus Vaccine (HPV): Recommended for all females 11 or 12 years old and for all females age 13-26 years old who have not received the vaccine (three doses at 0, 2, and 6 months).

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 has contracted with an on-campus independent licensed counseling service for free use by Harmel students. Counseling sessions are made privately by the student by appointment. Harmel students are encouraged to make use of this service, which is completely confidential. If a particular student has counseling needs greater than what is reasonable to accommodate on campus or during contracted hours, Harmel Academy may coordinate additional services at the student's expense.

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 Residence Life staff and Campus Safety are trained to use the AED.

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.

Students are required to submit the following health forms upon their entrance as a student at Harmel Academy:

- Health History
- Authorization to Treat
- Immunization History
- Tuberculosis Self-Screening Form

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.

FACULTY & STAFF

Faculty and staff travel from a broad geographic area. Weather conditions will vary by location and may vary from hour to hour.

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).

If the college remains open, staff members scheduled to work are expected to be at the college. However, if a staff member determines the conditions in their location to be unsafe for driving, the staff member should immediately contact his/her supervisor, and will be given the option to use vacation or personal time for the hours missed. If the college offices are closed, hourly staff members will be paid for the hours they are normally scheduled to work. If the college offices are closed mid-day, hourly personnel will be paid for the remainder of the day.

ESSENTIAL STAFF

The administration has determined which staff are deemed "essential" in a delay/closing situation, and these employees will know the appropriate protocol expected of them. In the event the delay/closing event dictates designation of additional staff as "essential," these employees will be personally informed by their supervisors. Essential staff and any additional staff called in to work will be paid their regular rate for the hours they work and will be provided with additional vacation time equal to the amount of time worked during the closing.

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.

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.

Locked Doors: Locked doors and any door with an automatic closer should never be propped open. When a person compromises the building safety by propping a door open, he or she jeopardizes the safety of all occupants and is subject to disciplinary action.

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.

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/she 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

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.

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 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.

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.

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

- 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.
- 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

- 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:
 - Physical description
 - Description of clothes student was last seen wearing
 - Where the student might be
 - Who the student might be with
 - Description of student vehicle
 - Information about the mental state of the student
 - Up to date photo
 - Work contact information
- Appropriate campus staff and faculty will be notified to aid in the search for the student.
- 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.
- 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)

- All communication involving a missing student should be communicated by law enforcement.

- All inquiries to the college regarding a missing student will be referred to law enforcement officials.
- 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>

Code of Conduct & Discipline

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.

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.

Code of Behavior

To help students understand the spirit of the joyful and challenging culture of Harmel Academy, here are some specific expectations proper to the life of a student:

Sobriety: Harmel students respect all intoxicants and their moderate use. At no time will a Harmel student be intoxicated on campus, including alcohol and cannabis.

Truthfulness: Reflecting divine Truth, Harmel students will strive to be truthful in all ways, and will confess and redress any instances of lying or deception.

Diligence: Harmel students will work hard and attentively.

Respect for the Church: Harmel students will show respect for our spiritual Mother and for her representatives on Earth.

Respect for civil authority: Harmel students will show appropriate respect for civil authorities and the symbols of civil authority.

Sacramental and spiritual life: Harmel students will commit to growing closer to God through His sacraments and spiritual exercises.

Purity: Harmel students recognize and agree to fight against the powerful temptations of modern living including pornography, gaming, and social media use. They also are careful to watch movies and videos that promote the good, true and beautiful while avoiding those that contain immoral content.

Safety: Even while recognizing and making use of danger in life, Harmel students are prudent in dangerous situations, including in the shop.

Dress and grooming: Out of respect for our bodies and others' needs, Harmel students are expected to be clean, well-groomed, and to wear clothing in good condition appropriate to the social setting.

These specific expectations are not exhaustive or exclusive but are examples of unique challenges for students at Harmel Academy. Harmel Academy students are expected to behave as Catholic gentlemen at all times.

For the purposes of clear policy, 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
4. Assault of any kind (sexual or physical). Sexual Assault includes all criminal sexual conduct as outlined by Michigan State law.
5. Attempted or actual theft or damage to college property or property of another person.
6. 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))
7. Failure to comply with directions from a college official acting in accordance with their duties as an employee.
8. Violation of any local, state or federal law.
9. Violation of any college rule, policy or regulation.
10. Use, possession, purchase, distribution, sale or manufacturing of a controlled substance (including marijuana) or designer drug that is unlawful. Possession of drug paraphernalia.
11. 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.

12. 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.
13. Obscene or profane expressions including, but not limited to, speech not appropriate in a Christian, academic community.
14. 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.
15. 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.
16. 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.
17. 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.

Academic Conduct Policies

Harmel students are expected to meet minimum standards in their academic career. These include, but are not limited to:

Academic Engagement: Harmel students are expected to proactively engage all content in all classes in which they are 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.

Academic Integrity: Harmel students are expected to hold themselves beyond reproach in matters of academic conduct. Cheating, stealing, plagiarism, falsification of grades, or anything else deemed academic dishonesty by Harmel administration is grounds for academic probation or expulsion, per the prudent judgment of Harmel administration.

Social Engagement and Teamwork: 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.

Self-Management and Discipline: Harmel students are expected to be masters of their education, and thus are expected to order their time and leisure to ensure they are 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.

Communication: Because Harmel students are expected to be proactively engaged in their education, all students are expected to maintain appropriately close, prompt, and professional communication with all their 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. Students are also expected to maintain professional communication standards with their employers.

Failure to live up to any of these 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 GPA Requirements

To avoid enrollment being terminated, a student must maintain the follow 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).

Disciplinary Actions

Records of disciplinary hearing 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 Dean.
3. The Dean 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.
 - a. Should the instructor otherwise be a member of the Academic Appeal Committee, the Dean will find a replacement for the term of this appeal.
4. 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 Dean, 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

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 physically 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.

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.

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. Kuyper College employees may be subject to additional guidelines as specified in the Kuyper College Employee Handbook.

Please note: Using Kuyper College information technology and network resources to send communications to Kuyper or non-Kuyper people or entities typically identifies you, the sender, as belonging to the Kuyper College community. Each member of the community should recognize that any such communication may reflect on how the Kuyper College community is perceived by the public at large.

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.

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 e-mail 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 in to websites that provide legal access to audio and visual materials through streaming or downloading. A list of such sights 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 the 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.

Social Media Guidelines and Policies

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 they would use in an actual personal conversation. Students will be asked to sign a release permitting the Academy to use their photograph for the needs of the Academy.