

BRIERCREST CHRISTIAN ACADEMY STUDENT LIFE CODE
Revised June 2022

Briercrest College and Seminary (hereafter, Briercrest) is the partnership of three Christ-centred, Bible-anchored, ministry-focused schools that thrive in the context of a vibrant spiritual community.

Our Mission

Briercrest is a community of learning that calls students to seek the kingdom of God, to be shaped profoundly by the scriptures, and to be formed spiritually and intellectually for lives of service.

Our Schools

Briercrest is comprised of a Christian high school, a Christian college, and a theological seminary. Guided by our common mission, each school has a specific role in serving as an ally of the Church in providing Christian education.

Briercrest Christian Academy provides outstanding secondary school education which prepares students in a growth-focused, holistic way for lives of service in academic partnership with Prairie South School Division.

WHAT WE BELIEVE AND TEACH

Since we believe the Christian Scriptures function as an authoritative guide for our faith and practice, these texts exercise influence upon every branch of study in our learning community. We embrace the revelation given by God in the Christian Scriptures of the Old and New Testaments. We likewise appreciate the faith which is taught in the Scriptures and summarised in such orthodox statements of the whole Christian church as the Apostles' Creed and the Nicene Creed. We understand our own faith in continuity with the Protestant confessions of the Reformation and the evangelical awakenings in subsequent centuries. We affirm our own heritage since the 1930s within the global, interdenominational evangelical movement. Our own community therefore reflects a range of evangelical traditions, denominations, mission societies, and other associations. In continuity with our previous statements of faith and with the beliefs of evangelical Christians throughout the world, we affirm and have based the statements to follow on national and international evangelical movements such as the World Evangelical Alliance and the Evangelical Fellowship of Canada. We regard the doctrines that follow as essential to the understanding and proclamation of the gospel and to Christian life and practice.

Institutional Doctrinal Statement

We believe in:

The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct;

One God, eternally existent in three persons: Father, Son, and Holy Spirit;

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory;

The Salvation of lost and sinful humanity possible only through the merits of the shed blood of the Lord Jesus Christ received by faith apart from works, and as characterised by regeneration by the Holy Spirit;

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ;

The Unity of the Spirit of all true believers, the Church, the Body of Christ; The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

Moreover, we strive to reflect this gospel in our life together. We share the ideals of movements such as the Lausanne Covenant (1974) regarding the authority of Scripture, the priority of evangelism, the need for Christian social responsibility and personal holiness, the costliness and urgency of world mission, and the importance of theological education.

Guiding Principles

Because of our commitment to Christ and our particular identity as an educational community, we affirm the following guiding principles as central to our life together. Signatories are expected to conduct themselves in the light of these principles:

- We view learning and the pursuit of truth as a Christian calling.
- We believe that life is sacred; people have worth because they are created in God's image, male and female.
- We believe that our relationships should reflect our connection in the body of Christ.
- We believe our minds and bodies should be used in God-honouring ways.
- We believe that marriage is a covenant instituted by God to be marked by a loving, lifelong union of one man and one woman for the purpose of bringing glory to God.
- We view sexual intimacy as one of God's good gifts, to be enjoyed exclusively in the context of the covenant of marriage between a male and a female to the exclusion of all others.
- We value the wise stewardship of resources.
- We believe that maturity calls for us to exercise discretion in our behaviours.
- We believe that everyone should be treated with equal respect and care.

SECTION I | EXPECTATIONS OF ALL STUDENTS

1.1 GENERAL EXPECTATIONS

Student Life Code - Failure to Comply

Failure to comply with any aspect of the Student Life Code may lead to internal discipline through BCA Administration or Student Development leadership.

Chapel & Church Attendance

Students are required to attend all scheduled BCA chapels. Students are also required to attend a local *in-person* church service (in Caronport or surrounding area) on Sundays.

Positive Contribution

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

Dress Code

All students are expected to adhere to our [dress code](#) which intends to provide a professional and appropriate learning environment for all students, as well as to encourage students to think biblically in terms of how they choose to present themselves in various contexts of life.

Respect for Authority

We expect all students and parents to relate positively to all Briercrest Faculty, Staff, coaches, directors, and mentors of co-curricular and extra-curricular activities.

Campus Safety

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

Off-Campus Conduct

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

Music

Students are expected to ensure that their music choices, in both content and volume, have a positive influence on themselves or on their fellow students. Specifically, music with anti-biblical content and/or themes is prohibited.

1.2 ACADEMIC GUIDELINES AND EXPECTATIONS

Attendance & Punctuality

Students are expected to attend and be on-time for all classes, tutoring sessions, practices, and rehearsals. For more detail, see our [Attendance Policy](#).

Academic Integrity & Honesty

All students are expected to strive for excellence in their academic work and must do so with integrity and honesty. All work should be submitted on-time and must represent each student's own ideas, work, and current understanding. For more detail, see our [Academic Accountability Plan](#) and [Academic Dishonesty Policy](#).

Illness

All students who are not feeling well and want to register for an excused class absence due to illness must report to the BCA Academic Office before 9:00 am if leaving school during the day due to illness, the student must check in with the office before leaving.

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

Class Spares (Dorm Specific)

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

Study Period (Dorm Specific)

Students will be required to sign in to their dorm (or assigned area) and be in their room (or assigned area) working on school-related assignments during dorm study periods (7:00-8:00 pm on Monday-Thursday evenings). Typically, these periods will be one hour in length but dorm leadership reserves the right to lengthen this as deemed necessary. Weeknight study periods are mandatory for all dorm students by default; parents may exempt their student or set an academic average, as a goal to meet or exceed, being exempt from this study period if they do. This may be relaxed later in the year in situations involving students who have demonstrated, over time, an ability to be focused and self-disciplined in this area. Students must consult with their RD in advance for permission to work at the library or elsewhere (e.g. for working on a group project) during this time. While there is accountability to be in one's room working, there is no personal academic tutoring offered in this setting.

1.3 RESPONSIBLE USE OF TECHNOLOGY

All students are expected to use their [technology](#) responsibly. We value the resources that technology provides and ask each student to agree to and sign the [responsible use policy](#).

Inappropriate Device Usage

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

- Gossip, slander, bullying or any intimidation of other individuals
- Crude, provocative, or inappropriate communications
- Use of the Internet for purposes of plagiarism
- Piracy of copyrighted materials or another's Internet account or documents
- Inappropriate use of personal and digital devices for the purpose of pornography, nudity, abuse, glorifying violence, etc.
- Online gambling
- Hacking activities

Inappropriate Picture and/or Video Taking

Students must refrain from abusing principles of personal privacy, decency, and common sense when partaking in picture and/or video taking including but not limited to the following:

- No pictures or video should be taken of another individual or group without their expressed permission.
- Pictures or video legitimately taken should not be re-distributed, physically or electronically, without the expressed permission of all subject(s) contained therein.
- Students must refrain from taking and/or displaying pictures or video with indecent, crude, or suggestive themes.
- No stunting or practical joke themed videos or pictures can be taken which involve trespassing; unsafe activity; embarrassment or demeaning of another; the abuse of private or public property; or the violation of biblical standards, societal laws or the BCA student conduct code, whether actual or staged.
- Videos or pictures taken for class projects, yearbook, or highlight videos must also comply with all the above stated standards.

1.4 HEALTHY SEXUALITY

BCA embraces a biblical view of sexuality, which holds that a person's use of her or his body has spiritual, emotional, and social, as well as physical implications. In this regard, BCA holds that the Bible teaches that sexual intimacy is reserved for marriage, a covenant of love and faithfulness entered into before God between one man and one woman. Furthermore, Briercrest holds the view that God's purpose for marriage is to bring God glory, through procreation, through the enjoyment of sexual intimacy, and ultimately through being a witness to the love of Jesus Christ for his Church. In order to honour marriage, sexuality, and celibacy as good gifts of God, both to individuals and to the common good, the Briercrest community strives for purity of thought and action, respectful modesty, personal responsibility for actions taken, and avoidance of behaviours inconsistent with these ideals (Matt 5:27-28; Eph 5:3; Gal 5:19-21; 1 Cor 6:9-11).

Similarly, BCA encourages all its community members to avoid personal and social contexts where temptation to compromise sexual purity would be particularly strong.

For the Above Reasons:

- Hanging out in secluded locations must be avoided.
- Relationships established prior to arrival at BCA require special permission for campus visits or leaves involving the off-campus boyfriend or girlfriend.
- Further limitations may be required by parents, dorm and/or BCA leadership.
- In public, couples are expected to conduct themselves in a manner that makes others around them feel comfortable—not as though they were intruding on something private.
- Even in private, this means conducting themselves in a manner that is honoring to God and the principles contained in the Bible.

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

Designated Off Limits Areas

Certain areas are off limits outside of designated times and activities. These include:

- Dining Hall
- The Den
- The Edwards chapel foyer and Hildebrand chapel after 10 pm
- Music practice rooms without permission from the Worship Arts Department
- Individual rooms in the personal and dorm residences without permission from the occupant
- The upper and lower wing of the Administration Building (east of the Library) after 6:00pm unless on school business
- The gymnasium and ice rink during off hours
- The Landing

Off Limits At All Times

The following areas are ***always*** off limits unless on school business: the areas behind the chapel; on top of building rooftops; any maintenance building, boiler room, storage area, or other room or facility that is designated staff only; and any room or building that is found in a locked condition.

Sexual Harassment

Sexual harassment of a student or an associate of Briercrest will not be tolerated. Sexual harassment is defined as:

- any unwanted sexual advance, request for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment for work or study

Students who believe that they have been or are being sexually harassed should approach the Dean of Students and/or Resident Directors (RDs) or alternatively any member of the Human Resources Office or BCA Leadership. All reports of harassment will be taken seriously and will be promptly investigated following due process.

Care will be taken to protect the confidentiality and privacy of all parties involved. Information gathered as a result of an informal investigation will be placed in personnel or student files. The complete Sexual Harassment policy contains a fuller treatment of definitions, processes, and procedures and may be accessed through the Student Development or Human Resources offices.

1.5 OTHER RESTRICTED BEHAVIOURS

In addition to living within the boundaries of the law at all times (e.g. no theft, fraud, vandalism, or illegal substances), the following behavioural restrictions apply to BCA students. With the intention of creating a healthy and safe learning environment, students who violate these restrictions can expect strong sanctions. If a student finds themselves in the company of others who are willfully violating BCA student expectations they are expected to separate themselves from such environments immediately, if at all possible.

Trespassing

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

Misuse of Safety Equipment

No unauthorised use or alteration of firefighting equipment, safety devices, security devices, fire alarms, fire extinguishers, security cameras, or other emergency equipment. Anyone who is caught misusing safety equipment or guidelines can expect stiff fines in addition to other sanctions. It is illegal to disconnect smoke detectors. Doing so will result in disciplinary action.

Occult Activity

No possessing, using, distributing, or otherwise promoting any occult activity or objects including, but not limited to, witchcraft, séances (real or pretend), fortune telling, tarot cards, Ouija boards, or board or video games that are deemed to be occultic in nature.

Pornography

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

Alcoholic beverages

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

Attendance at Restricted Locations and Activities

Students must avoid any location or activity where alcohol and/or drug usage is occurring. Being present but not participating in restricted behaviours may be subject to disciplinary action.

Tobacco and Smoking Paraphernalia

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

Gambling

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

Practical Jokes

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

Bullying

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

Hazing

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

Discrimination

- No racial slurs, jokes, or ethnic put-downs of any type.
- No derogatory language and/or physical gestures referring to an individual's sexuality or physical appearance.

Swearing and Crude Talk

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

Failure to Comply or Identify in Legal or Emergency Situations

Failure to comply with the directions of school personnel, dorm leadership, or law enforcement officers acting in the performance of their duties will result in sanctions. Failure to comply with posted or written rules, including failure to evacuate during an emergency and/or failing to

identify oneself accurately to any of the persons mentioned above when requested to do so, will result in sanctions as well.

Hitchhiking

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

SECTION 2 | RESIDENCE LIFE

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

Moving Into Residence

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

Dorm Schedule

Dorm residences open for students on Registration Day and close on the last day of exams.

Note: Students that have to make exceptional changes to early arrival or late exit may be subject to additional fees. If students need to make exceptional changes to early arrival or late exit, they must notify the dorm 3 weeks prior.

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

Reporting Issues in Dorm

Please immediately report any problems, including but not limited to damages, equipment malfunctions, dangerous behaviour, and safety concerns encountered to an RA/RD.

Mandatory Residence Meetings

Attendance at dorm/hall meetings is mandatory. It is expected that all students will attend these meetings with a positive attitude and will refrain from any disruptive or disrespectful behaviour. If

someone is absolutely unable to attend, they must clear this with one of their residence leaders (RA/RD) in advance.

Dorm Community Chores

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

Attendance at School and Dorm Functions

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

2.1 RESPECT AND CONSIDERATION

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

Quiet Hours

All students are expected to observe the designated quiet times. Quiet hours are in effect between 10:30 pm and 7:00 am (midnight–8:00 am on Friday and Saturday). During this time, your music must not be audible outside of your room. Hallway traffic should be kept to a minimum, and there should be no socialising in the hallways for the sake of those trying to sleep. Any student returning to the residence after the designated quiet time must do so without disturbing other residents. Students using laundry facilities or vacuuming should plan to do so outside of the designated quiet time. In-room socialising must be responsible and sensitive to the noise it may be generating. Roommates must show consideration and sensitivity for one another with their in-room noise.

Privacy and Property of Others

All students will respect the privacy and property of their fellow residents. For example:

- The personal property of others should not be used without their expressed permission.

- Residence rooms should not be entered if the inhabitants are not there.
- Respect and sensitivity must be shown towards another's schedule, workload, and desire to study or sleep. While true of your interactions with every resident, this is especially necessary and important in the case of your roommate.
- This respect must also be extended beyond the residence to school offices, community homes, and other private properties on campus.

Positive Contributions

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

Room Assignments and Roommate Conflicts

Any changes to existing room and/or roommate assignments can only be made AFTER receiving permission from your RD. It is expected that students will not hastily declare a roommate conflict without first making an effort to communicate and work through existing differences together. For example:

- Get potential problems out into the open and talk about them.
- Deal with small issues immediately rather than letting them fester and grow in magnitude.
- Approach the situation with a tolerant mindset.
- Realise that a shared room means compromise by both parties and be open to making some adjustments yourself.
- Seek the counsel of your RD or RA if necessary, but be careful about talking behind your roommate's back without reason.
- Pray about the situation and give it a chance.

If you encounter something unusual or extreme, approach your RD immediately.

International Students Note: Given the intentionality for international students to be immersed in English, whenever possible, international students of the same first language will not be paired together.

2.2 RESPONSIBLE USE OF TECHNOLOGY

Music

Students must ensure that their music choices, in both content and volume, have a positive influence on themselves or on their fellow residents.

- Music with anti-biblical content and/or themes is prohibited.
- Music must not be audible outside of your room during any designated quiet times.
- At all times, volume must be kept at a level that is considerate of others, especially during mandatory study periods.

- Music style conflicts between roommates will need to be resolved, and workable solutions (e.g. headphones) may need to be implemented.

Media and Gaming in Residence

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

Use of Personal Devices

To facilitate proper amounts of sleep all residents must turn their cell phones in to dorm leadership at the designated time (e.g. lights out). Abuse of your phone may result in restrictions being applied. Misuses/abuses may include, but are not limited to:

- Not turning in personal phones in the evening as required / handing in a “fake” phone instead of the main phone.
- Inappropriate conversations
- Bullying, threatening, or intimidating calls
- The unauthorised use of another resident’s phone

The BCA dorm program is not responsible for misuses of a student’s phone by other residents. Each student mature enough to have a phone must be responsible to keep it from being abused by others and must manage their own phone bills. All “fake” phones confiscated during the school year will not be returned until the end of June.

**Fake phones are phones that are handed in without a sim card or is a students secondary (or tertiary, etc) phone, used as a decoy in place of a primary phone so that the student can continue to have a personal phone even after hours.*

Modesty

Appropriate clothing must be worn in the residence at all times (especially in the washrooms, walking to/from the showers, etc.). Also, remember to close your curtains/blinds appropriately. Any intentional act of immodesty (i.e. acts of exhibitionism, “mooning,” “streaking,” etc.) will be dealt with in a serious manner.

Male and Female Residence Privacy

Men are not allowed to enter women’s residences and women are not allowed to enter men’s residences. This applies to non-student campus visitors as well. The only exceptions to this would be:

- during announced and supervised “open dorm” times
- maintenance staff appropriately entering a residence to conduct repairs
- occasional guided campus visits with parents of prospective students
- other such situations where prior permission has been granted in advance by the appropriate RD.

All violations in this area will be dealt with seriously.

2.3 FOOD SERVICES

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

Breakfast Attendance

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

Behaviour in the Dining Hall

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

2.4 BUILDING USE

Personal Belongings Insurance

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

Use of Lounges and Common Facilities

All residents will work together at keeping common areas of the residence clean.

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

Residence Laundry Facilities

Students must be responsible and mature in their use of residence laundry facilities. This involves keeping the laundry area clean, removing clothing from machines immediately after

usage, not overloading the machines, refraining from any other abuse or tampering with the machines, and treating others' laundry with respect (i.e. not throwing it around the room).

Care of Room Environment

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

Room Inspections

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

Room Decorations and Alterations

Room decorations must be tasteful, wholesome, and done in a way that prevents any facility damage or potential fire hazards. Residence leadership retains the right to remove decorations deemed inappropriate such as:

- anything that violates a biblical principle or a BCA guideline
- an alcohol or tobacco advertisement
- an "R" rated movie poster
- music group paraphernalia whose music falls into the anti-biblical category
- suggestive or crude subject matter
- dark/death/violence themed materials

When decorating your room, please do not use any materials that would alter the original state of the room (e.g. nails, staples, tacks, etc.) Fun Tak and 3M command strips would be examples of materials that could be used for hanging decorations. Painting of walls or furniture, building of bunk beds, platforms, room dividing bookcases, or other such construction projects are not allowed. Neither is any modification or replacement of electrical switches, wiring, outlets, or light fixtures.

Note: See also "Room decorating safety" in Section 4.5 below.

Maintenance Needs

Students will report all maintenance concerns in their room or residence to their RD or RA immediately. This is especially critical in cases involving safety equipment such as smoke detectors or emergency lighting. Students are responsible for all damages that occur in their room that are not listed on their Student Residence Contract form from the start of the year. Additionally, students may be held responsible for damages in common areas as a group if they cannot be linked to an individual.

Mattress Care

Each room is equipped with two mattresses. No student shall have more than two mattresses in their room at any time without the express permission of their RD. The use of a mattress pad

and sheets are mandatory at all times. If the student does not have their own mattress pad, one will be provided for them at cost. If you are in a room without a roommate you are still fully responsible for the mattress on the second bed. Do not lend it out within the residence without taking full responsibility that it is returned. Mattresses are to be left on the bed and used for their intended purpose only. Mattresses should not be placed on the floor. Mattresses are not to be taken outside for sun tanning or any other purpose.

Water Damage

Water or other liquids are not to be used for fights, practical jokes or other potentially damaging activities. Abuses will result in a fine.

Furniture

Dorm furniture may not be moved without the permission of an RD. Adding any additional furniture to your room or dorm lounge must be cleared in advance with your RD as well.

Window Screens

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

Pets in Residence

Students are not allowed to keep pets in their room/residence. Exceptions may be made with their RD permission for small fish tanks. If a student requires use of a service animal please contact your RD.

Energy Stewardship

Students should be in the habit of turning off all lights, stereos, and other electrical items, and closing windows in winter when leaving their room and common spaces (Note: leaving one's window open in cold weather may result in the freezing and splitting of water pipes in your room and subsequent repair charges). Purposeful wasting of energy is prohibited.

Lost Room Keys and Student I.D. Cards

Students will report lost room keys to their RD as soon as they have exhausted their search for the missing one. A new key will be issued and there will be a replacement charge applied to the student's account. Failure to turn in a key at the end of the school year will result in a fine.

Lost student I.D. cards must be replaced by visiting the Information Services (IS) on the main floor of the Administration Building. There will be a replacement fee charged. As the student's I.D. card also serves as their pass into the dining hall, students who are unable to produce an I.D. card will be allowed to enter, but will be charged for their meal. Once they have their I.D. card replaced they can produce this to the cashier at the Dining Room and they will be credited for the previous meal charge.

Damage Deposit

At registration, all residence students will be charged a \$125 damage deposit. At year-end, the registered occupant(s) of each dorm room will be held responsible for all damage found in that room that was not indicated on their Student Residence Contract form when they moved in. It is important that students fill out these forms accurately as it is their insurance that they will not be charged for existing damage. If the room is left clean and in good condition, the damage deposit will be refunded to students who are graduating or not continuing. If the student is returning to the dorm, their deposit will be carried over to the next year. Any damage and/or cleaning charges will be applied directly to the student's account and will be deducted from any subsequent damage deposit refund.

Year-end Residence Responsibilities

It is the student's responsibility to book a time with their RD to have their final year-end room inspection done.

Appropriate Storage Area Use

At no time are the following items to be stored in the residences: bicycles, tires, hockey equipment, or any other large bulky items. Bike racks are provided outside some of the residences and students may ask their RDs about safe bike storage in the winter. Hockey equipment lockers at the rink may be rented for a nominal fee through the Athletics department (locker rental is included in the intramural hockey registration fee).

All articles stored in designated storage areas must be properly secured and labelled with the student's name clearly visible. Summer storage is only an option for returning students. All personal items must be removed from storage when a student is leaving and not planning to return. Items left in violation of this standard may be disposed of at the school's discretion.

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

2.5 SAFETY CONSIDERATIONS

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

Emergency Procedure in Residence

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

Flammable Material Storage/Usage and Firepit Use

Under no circumstances are any flammable materials such as gasoline, oil, kerosene, gunpowder, propane, oxygen, lighter or starter fluids, fireworks, explosives, vehicle batteries, lighters and matches, etc. to be brought into, used, or stored in any campus dorm. The use of these, or any other potentially dangerous substances, will be dealt with in a very serious manner. The use of the Whittaker courtyard fire pit must be cleared in advance with dorm leadership. It must then be booked by a dorm leader through the Student Development office. We expect wise use of the fire pit, which includes no inappropriately large fires are to be built and no dangerous objects (e.g. aerosol cans) are to be placed in/used around the fire. This is the only area where a fire may be started.

Candle and Incense Use

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

Prescription Medication

Each school year a parent/guardian will complete a medical release form on which they will approve over-the-counter medication that can be given to the student by dorm staff from the residence stock supply. Parents are to disclose all prescription medications that students are taking and notify dorm staff of any new prescriptions added while the student lives in residence. Prescription medications are stored by the RD in a locked cabinet RD and students will arrange for appropriate distribution times (e.g. weekly or daily) on an individual basis. Student's non-prescription medications, vitamins, supplements, etc. are to be marked with the student's name and stored in the student's room, out of plain sight, or on their person.

Portable Heaters

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

Electrical Appliances

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

Room/Hall Decoration Safety

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

Tampering with Safety Equipment, Lighting, and Electrical Wiring

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

Firearms/Weapons

There are to be no items or devices designed to be utilised as a weapon brought into or stored in the residences. (This includes devices such as airsoft guns, pellet/BB guns, etc.) Non-functioning replica items must be cleared through your RD. Any student who uses such paraphernalia in violation of provincial law, town bylaws, or BCA standards is liable to prosecution.

Overnight Guests in the Residence

All overnight guests in the residences must be cleared **IN ADVANCE** with the RD.

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

Extended Periods of Recuperation

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

In Case of Emergency Response

If a situation arises where there is a threat to life, Emergency Medical Services and/or first responders or police have the right to enter the dormitory residences.

2.6 CAMPUS LEAVES AND CURFEWS

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

Visiting Campus Homes

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

Visitors in Residence

Under no circumstance should a non-dorm student be in a residence room without the occupant being present. Day/Community students are not allowed in the residence after curfew without prior permission. All visitors must conduct themselves in a manner that is respectful of dorm residents and guidelines. Anyone, including campus residents, intending to stay overnight in the residence must obtain permission in advance from the RD (a parent of the guest should contact the RD in advance to have such visits approved). Typically, overnight stays are not permitted during the week.

Curfew Times

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

	Sunday to Thursday	Friday and
Saturday		
Grade 9 and 10	9:30 pm	10:30pm*
Grade 11 and 12	10:00 pm	11:00 pm*

**Curfew extensions may result from being on PERKS. All extensions must be cleared in advance with dorm leadership.*

These curfew times apply when returning from weekends or break periods as well. It is further expected that students will show respect for those who may be trying to sleep when returning. This includes walking/driving quietly on our community streets as well as entering the residences in a respectful manner. Any exceptions to the above curfews must be cleared in advance with your RD. If something unforeseen arises to delay you after you have left campus we ask that you phone the dorm and inform them of the details. There is discipline for leaving the dorm without permission after curfew.

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

Lights Out

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

	Sunday to Thursday	Friday and
Saturday Grade 9 and 10 lights out	Lights out by 10:30 pm	No
Grade 11 and 12 lights out*	Lights out by 11:00 pm	No

**If a student cannot manage their lights out in such a way that they have sufficient rest to get up for church, then a 1:00 am lights out time will be imposed on them.*

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

Off-Campus Leaves and Transportation

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

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

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

Residence leadership will keep a file of approved drivers for each student, which will be consulted when the student makes an off-campus leave request. Parent(s) can continue to add names to their child's list throughout the year as they become aware of additional individuals

they would like to approve. Dorm leadership retains the right to decline a particular driver in situations where additional information and cause for concern has recently come to light—even if they are on the student’s approved list.

Overnight and Weekend Leaves

Students who are going for overnight leaves need to be signed out by their parents and provide a return time when they will be back in the dorm. Once signed out, students are under the responsibility of their parents. Parental permission is also needed for overnight stays where the destination is not their family home. The Student Life Code is still in effect when signed out overnight. When returning, students are expected to be back in the dorm before curfew.

Specialised Transportation Needs

If needed, RDs will facilitate transportation for medical appointments and airport trips for BCA dorm students. The RD is not responsible for providing the transportation but will assist in facilitating it. Requests for such service must be communicated to the RD in a timely manner by either the student or parent.

- Such trips involve a user fee, the amount to be determined by the destination, which will be charged to the student’s account and paid out to the individual providing the ride.

2.7 USE OF VEHICLES

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

Vehicle Registration and Vehicle Inspection

All vehicles brought to campus must formally register for Student Parking and with one’s RD. Given reasonable cause, dorm leaders retain the right to inspect a vehicle for contraband.

Vehicle Guidelines

- Dorm residents must turn in ALL keys to their vehicle to their RD. They can then sign out their keys from their RD for approved trips and usage.
 - With PERKS and parental permission, students may be allowed to keep their keys.
- Dorm students are not allowed to bring recreational off-road vehicles onto campus (dirt bikes, snowmobiles, mini ‘pocket’ bikes, etc.). (Note: Village of Caronport bylaws prevent the use of recreational vehicles within village limits.)
- Avoid driving on dirt side roads in the surrounding countryside when muddy. Also refrain from driving on private property or farmland surrounding the campus as this is trespassing.
- Avoid parking/loitering on side roads.
- No dorm student is allowed to borrow or lend a vehicle without the permission of their parent/guardian and having it cleared in advance through their RD.
- All dorm residents must abide by the graduated driving licensing laws.

Parking

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

Riding with Others

See Off Campus Leaves and Transportation (see section 4.6) for information regarding approved drivers list requirements and procedures.

2.8 DORM ACCOUNTABILITY AND DISCIPLINE SYSTEM

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

It is the goal of Student Development to work alongside parents and guardians in parenting their teenagers. Dorm leadership in no way takes the place of parents. This means that we will seek to work together with parents when it is apparent that discipline may be necessary.

Demerit System

A demerit system is used to monitor student responsibility and behaviour and typically used for minor infraction. Minor infractions may include being late for curfew, missing study period, neglecting to sign out, etc. Demerits may be worked off at any time through assigned community service; therefore, it is unnecessary for them to accumulate. Amassing a significant number of demerits will be taken as an indication that the student needs alternative forms of discipline such as additional restrictions and the student may need to be moved to a probationary level to bring increased accountability to their situation. If a student continues to accumulate demerits, additional consequences will be considered, including the possibility of being required to discontinue.

If a student amasses several demerits, the RD will be in contact with the parent and/or guardian. The intent is that there is open communication and clear accountability between dorm staff and the parental unit.

To encourage good choices right until the end of the term/year, demerits that are not "worked off" at year-end will result in a fine and will be charged to the student's account.

Note on Probation Periods: Probation is a designated period of time in which the student needs to show tangible evidence that they want to continue as a student at BCA and that they are willing and able to abide fully by all student expectations. While on probation, further Student

Life Code violations will be magnified in severity. Continued code of conduct breaches may result in suspension or dismissal.

Additional Disciplinary Responses

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

Restricting of Activity and/or Freedom

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

Community Service/Work Periods

In some situations, a student will be required to complete a certain number of community service / work period hours (e.g. raking leaves, scrubbing puck marks) within a designated period of time as a consequence for their misbehaviour. Expectations and responsibilities will be clearly communicated to the student. Failure to complete assigned hours will result in a financial charge to the student account equivalent to the amount of hours owing.

Fines

While we do not generally utilise a broad fine-based disciplinary system, there are some activities and involvements where monetary fines will be applied. These typically involve activities that are dangerous or damaging in nature (actually as well as potentially).

Fines are charged to the student account, but go back into the dorm recreation budget, so that the funds are used positively for the care and support of the students.

Parents and guardians are encouraged to hold their child financially responsible for their fines and thus taking responsibility for their actions and decisions. Appropriate levels of accountability from home can help encourage good decision making.

Fines will typically be applied in the following situations:

- Property abuse and damages including practical jokes, removing window screens/panes, carelessness, rowdy behaviour, and water fights/abuse in the residence;
- Disconnecting or tampering with smoke detectors/alarms/fire extinguishers/safety equipment;
- Burning incense or candles in the dorm;
- Possession and/or usage of fireworks;
- Leaving the dorm after curfew without permission.
 - This is taken very seriously as it impedes our ability to safeguard students.
- Repeated offences of any of the above may escalate into larger fines.

Note on 3rd Term Discipline: In 3rd Term, due to nearing the end of the school year, fines (vs demerits and work periods) are used more broadly. This is done due to the reality that our options become limited at year-end on how we can respond to misbehaviour.

Drug Testing

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

Suspension

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

Dismissal

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

Re-entry

Students who desire to return to BCA must apply if they have been required to discontinue, have been dismissed, or have had an involuntary leave of absence.

Required to Discontinue or Withdraw

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

This means that:

- Students who display certain kinds of destructive or harmful behaviours (toward themselves or others) and are unable or unwilling to seek help and display growth in the problem area will not be able to continue in the dorm program.
- Students who are experiencing ongoing complex medical or mental health concerns that impact necessary independence and academic services will not be able to continue in the dorm program.

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

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

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

Additional Supports and Services

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

Appeals

- Discipline administered by Resident Assistants may be appealed to the RD.
- Discipline administered by Resident Directors may be appealed to the Senior Director of BCA Residence.
- Discipline administered by the Senior Director of BCA Residence may be appealed to the Dean of Students.

SECTION 3 | APPENDICES

3.1 KEY CONTACTS

Counselling Services

There is a Counselling Centre located in the Seminary wing of the Briercrest campus. More information regarding these services can be found online:

www.mybriercrest.ca/studentdevelopment/counselling

Appointments or inquiries can be made by email at ccentre@briercrest.ca or by phone: 306.756.3313.

Student Development

Phone: 306-756-3360

Medical Contacts

Caronport Medical Office (Dr. Bell)

Phone: 306-756-2262

Health Line

Phone: 1-877-800-0002 or 811

Alliance Health

Phone: 306-691-0030

Crescent View

Phone: 306-691-2040

Maintenance Emergencies

Phone: 1-306-756-3327

BCA Administration

Phone: 306-756-3303

Email: bca@briercrest.ca

3.2 GLOSSARY

BCA - Briercrest Christian Academy

RA - Residence Assistant, college student who lives in the dorm and fulfills key leadership responsibilities and leadership

RD - Residence Director, oversees the dorm

Dorm - also known by Residence

PERKS - "Reward" system for students who follow guidelines and display respect

Demerit - system for tracking moderate and minor student misconduct

Student Development - SD, department that includes RDs, responsible for care over students
and student life