

2015-2016



CAMPUS POLICY



NCC Campus Policy

NCC Campus Policy

VISION STATEMENT:

NCC Alumni in every Town, City and Country of the World.

MISSION STATEMENT:

Train men and woman to be laborers for the cause of Christ
Teach principals and truths of God's inspired Word
Transfer the great History of the Apostolic movement
Transmit the burden and call of ministering to all students
Touch every unchurched community with a preacher
Thrust forward Apostolic End Time Revival

WELCOME TO NORTHEAST CHRISTIAN COLLEGE:

NCC has a rich history of training Pastors, Teachers, Evangelists, Missionaries, and Lay people for the Kingdom of God. By way of a one, two, or three year program a foundation of prayer and study will equip you to become a soul winner and laborer for the cause of Christ.

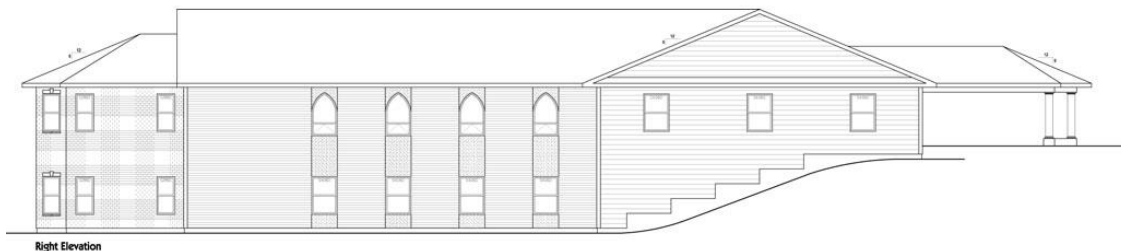
Welcome to a brand new experience as you enter a training process for the Kingdom of God. It is our desire to make your time with us pleasant and enjoyable.

During the next eight months (September – April) you will develop friendships and spiritual disciplines that will last a lifetime.

We have obligations to you, your family, your pastor, the churches you will minister in and most of all to God. Because of this we have guidelines for all to follow. Please help us make NCC a place where the Spirit of God flows and the will of God is accomplished.

We have an open door policy between students and staff. Thank you for choosing NCC as your home for Christian Education.

NCC FACILITIES:



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NCC STAFF:



G. T. Brewer
Chairman – NCC Executive Board



Brent Carter
Administrative Director



M. V. Calhoun
President



Lester & Patsy Mitchell
Campus Pastor & Dean of Ladies



Angela Mills
Office Manager



Bill Gowan
Director of Music



Frances Trail
Cook



Brian Cole
Student Supervisor



Lillian Cole
Student Supervisor

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CLASS ATTENDANCE:

Breakfast is served from 7:00-7:20am.

All students must be up and dressed by 7:30am in order to be on time for class.

Students are required to attend all classes unless seriously ill or an immediate family emergency.

Failure to attend classes will result in the reduction of grades. A student's letter grade will be dropped one half a letter grade in a course if he/she accumulates more absences than:

3 credit class – 6 absences

2 credit class – 4 absences

1 credit class – 2 absences

i.e. (After a student misses the sixth class in a three credit course, his/her grade will drop one half a letter grade for the seventh and any successive absences. An A would become an A- on the seventh absence of a three credit course.)

All absences are counted except in the case of justified circumstances approved by the administration.

If a student misses any one class for more than four weeks he/she will be dropped from that particular class. In case of dire circumstances and upon condition the instructor agrees to assist the student make up his/her lost time outside of regular class time he/she may apply to be reinstated with a penalty of a \$50.00 fine. The President and Vice President must agree to this.

Three late classes will count as one absence. A student will be considered late if he/she arrives after the bell, unless prior arrangements have been made. An arrival later than fifteen minutes after the bell will result as an absence. Student transcripts will include a record of attendance in percentile form. A doctor's note could lend leniency to this policy.

ACADEMIC EVALUATION POLICY:

A student must have 34 credits to receive a First Year Certificate, 68 credits to receive a Second Year Certificate and 102 credits to graduate. Any student who fails six or more credit hours per year will be able to make up those particular courses as the college schedule permits. A Grade Point Average (GPA) of 1.7 (70 %) is the minimum requirement to graduate or receive the First and Second Year Certificates. If this is not attained, the student must repeat the entire year. If an instructor is willing to give a student who fails his/her course an opportunity to increase a grade during the summer break and the staff are willing/able to oversee the process this can be permitted. All Doctrine courses and Soteriology must be successfully completed before graduation. This is based upon each semester. (i.e. If a student passes one semester and fails another, only the semester failed must be repeated)

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LETTER GRADE	COMMENT	GPA	PERCENTAGE
A	Outstanding	4.0	93-100%
A-		3.7	90-92%
B+		3.3	87-89%
B	Above Average	3.0	83-86%
B-		2.7	80-82%
C+		2.3	77-79%
C	Average	2.0	73-76%
C-		1.7	70-72%
D	Below Average	1.0	65-69%
F	Failure	0.0	Below 65%

MISSED TEST POLICY:

A handling fee of twenty dollars (\$20.00) will be required for all delinquent tests and major assignments. This may be waived when staff is presented with appropriate medical documentation, or other justified situations deemed acceptable by the President, Vice President or Instructors. Plagiarism will be dealt with severely with the potential evaluation of zero.

When a student is absent during a test, the instructor will mark on the sealed envelope (with the test inside) the date a test was given which in turn will be handed into the office of the Vice President. When the student returns to college, they must present a written permission slip from authorized personnel or a "Doctor's Note" and write the test. If written permission is not presented to the office, there will be a charge of \$20.00 to write the missing test. However, the test must be written by next class of the subject tested after students return or they will receive a mark of "0". In the case of a student missing several tests/exams because of an approved reason, then special permission may be granted to extend the time allotted.

GRADUATION:

VALEDICTORIAN:

The Valedictorian will be the student who has the highest accumulative average over the 3 year course. Along with this the student must show respect toward authority and be disciplined. He/she must show leadership abilities and be involved in college activities.

GRADUATION WEEKEND:

All students must attend graduation activities at year-end including banquet, Baccalaureate and Graduation exercises. Students who are not present at these will be disqualified from any scholarships or awards except in special cases of emergency.

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Class funds shall pay banquet expenses and it is encouraged that each class collect these funds from the individual students.

WAIVER POLICY:

All students must sign a waiver stating they are fully responsible for their health insurance coverage, any emergency medical care, and funds for personal expenses while on weekend ministry. This would apply for regular weekend ministry trips and chorale trips.

All students must sign a waiver stating NCC staff is approved to contact parents/ guardians and pastor concerning financial status and academic affairs.

All students must sign a waiver permitting staff to do room check, including all closed storage compartments (movable and permanent).

INTERNATIONAL STUDENTS:

Northeast Christian College will provide support and assistance to International students. The President will be responsible to give support to the student for cultural adjustments, Canadian immigration regulations and support groups available in the city. To study in Canada, you will have to gain approval to enter the country as an international student. The Canadian government requires that international students have a valid Study Permit. Our office must receive a copy of this permit.

WEEKEND HOME:

Students are permitted and encouraged to return home to their local church on any weekend when not previously obligated to Weekend Ministry, etc.

The "Weekend Pass", reporting student's plans for the upcoming weekend, must be completed and turned into the office by 12:00pm on Tuesday.

During the college year, no student will be permitted to visit overnight at any time in the home of someone of the opposite sex with whom they hold special interest...i.e. boyfriend/girlfriend setting.

If a student's name does not appear on the Weekend Ministry List and he/she wants to go home, then he/she must submit a weekend pass right away as the supervisor needs a count for the weekend. The Weekend Pass must be endorsed by the Campus Pastor. Curfew for students returning on Monday is 11:00pm.

SUPERVISION POLICY:

NCC uses a student monitor system in the dormitories on the weekends consisting of mature students. One staff member will be on call within city limits and be accessible at all times by cell phone. They will also be required to drop by the campus at random intervals throughout the weekend. Dorm Monitors will do a head count at curfew filling out a report form to be submitted to administration.

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TITHING POLICY:

Because tithing is a Biblical concept, NCC requires all students pay their tithes either to their home church.

CHURCH ATTENDANCE:

Before September 30th each student must choose a local United Pentecostal Church as their home church while enrolled at NCC and faithfully attend.

If a student wishes to change the local church they attend during the college year they must have the permission of the Campus Pastor.

College sponsored functions will take precedence over local church activities except for prearranged events. Students will be required to attend both Sunday services and a mid-week service except for reasons of work, sickness or weekend leave. Each student must report his/her attendance via sign-in sheets overseen by the dormitory supervisors. Any student missing an excessive number of services will be appropriately disciplined.

WEEKEND MINISTRY/CHORALE:

If staff determines a student/students are not following the dating and socializing guidelines, or academic marks are not being kept to an acceptable grade level, or unacceptable absenteeism is occurring then weekend ministry/chorale will be reviewed and may be removed.

Weekend Ministry is an honor as well as a responsibility. Pastors trust NCC staff and students with their churches. We have a responsibility before God and them to be at our best.

SOCIALIZING:

ON CAMPUS:

Socializing between students of opposite gender will be permitted in groups of three or more from 7:00am until 8:00pm on Tuesday, Wednesday and Thursday. On Friday evenings socializing is until 11:00 pm. Saturday, Sunday and Monday socializing will be until 10:00 pm. Sunday afternoon socializing in the main lounge is until 2:00 pm.

Students must be in residence by 10:30 pm and lights out by 11:00 pm Monday through Thursday. On the weekend the times are 11:00 pm to be in residence and 12:00 pm for lights to be out.

OFF CAMPUS:

Socializing off campus will be based upon three or more. This will be under the discretion of the staff.

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DATING:

Dating among first year students during the first semester is prohibited. It is of utmost importance for all new students to settle into a priority based environment for training and study. This will allow the discipline necessary to focus on laying the foundation for one, two, or three years of training. Students who have been dating the same person for a minimal of six months prior to start of the college year may request special permission for dating privileges.

Students who are engaged prior to enrolling at NCC will have the same dating privileges as 2nd and 3rd year students.

Date night will be Friday evening from 6:00 pm until 11:00 pm. Students are not permitted to park in vehicles, meet in private (apartments of friends, houses etc.) or secluded places.

“Date Night” will not be allowed to interfere with the Week-End Ministry of the College. Socializing on week-end ministry will follow the same guidelines. If a student desires to change his/her date night permission must be gained by Tuesday evening.

All special dating privileges will be at the discretion of the staff as to if, when and how often.

No student will be allowed to date a person who is not a Christian of the Apostolic Faith. A student who is found to be involved in a relationship with a non-Christian will be removed from weekend ministry, chorale or any are of Christian ministry in our college. Their pastor and parents will be informed and appropriate action will be taken.

Students who date an off-campus person are subject to the same rules as on-campus students. If you travel to a different city/town to your date’s residence you are limited to the same date time as those in the city. Travel time will not be included in date time as long as your date is not traveling with you.

IMPORTANT:

If staff determines a student is not following the dating and socializing guidelines. Or academic marks are not being kept to an acceptable grade level, or unacceptable absenteeism is occurring then the student’s dating/socializing privileges will be reviewed and may be removed or revised.

At no time is socializing time to be used as extra date time. Socializing time is not be broken into a couples setting. If a student takes advantage not intended of socializing privileges then the same will be removed.

Staff has the discretion to give special privileges because of the trust established as well as remove privileges because of discipline situations.

Exceptions may be given by the President of NCC, Vice President or Campus Pastor for unusual circumstances.

ENGAGEMENT AND MARRIAGE POLICY:

A student is not permitted to become engaged or married during his/her first year.

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Students returning for their second or third year are to notify the president of NCC even if engagement occurs during the summer months. Pastors and parents of both individuals must give consent before any public plans are initiated.

Any student who does not conform to these regulations will be expelled or not able to return. Students of the opposite sex cannot sit together in church, even if engaged.

COLLEGE BREAKS:

No students shall be permitted at any time during the college year to visit alone or stay overnight at the home of their boyfriend/girlfriend. If they are in the same town for any reason alternate housing must be arranged.

FREE WEEKENDS:

During the college year staff will select specific weekends to allow students the same guidelines as Holiday Breaks. This will vary from year to year.

RELATIONSHIPS WITH STAFF:

Implicit in the idea of professionalism is the recognition by those in positions of trust and authority (e.g., faculty and staff) that in their relationships with students there is always an element of power. It is incumbent upon faculty and staff not to abuse or seem to abuse the power they hold in what are, essentially, power relationships. Violation of trust and authority include, but are not limited to, discrimination, personal harassment, and sexual harassment. Such actions serve to undermine the climate of trust and respect essential to a healthy working, learning, and living environment.

Relationships that might be appropriate in other circumstances are inappropriate and are to be avoided between members of staff/faculty and any student for whom he or she has a professional responsibility. Professional responsibilities include, but are not limited to, supervision of student academic or administrative work, and teaching.

DISCIPLINE POLICY:

Student discipline will be overseen by the Campus Pastor until a point in time in which he feels it necessary to take it to a higher level. At this point, student discipline will be dealt with in a three tier system as follows: (1) removal of privileges (i.e. dating, weekend ministry, chorale) and/or approved fines. (2) meeting with the Vice President, (3) meeting with the President with the potential of a suspension or expulsion. Throughout the entire process, written documentation will be added to the student's personal file.

If expelled a student has the right to appeal by making an appointment with the intervention committee. Any full-time staff member may deal with urgent situations at their discretion as long as they do not exceed the limits of their authority as specified in the policy.

The intervention committee is comprised of NCC President, Administrative Director & Executive Chairperson.

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STUDENT COMPLAINTS:

Student complaints will be overseen by the Campus Pastor. If the complaint cannot be resolved then it will be brought to the President. If after this process the complaint is still unresolved the student may bring it to the intervention committee.

Any students with a harassment complaint please see the attached policy beginning on page 16.

The intervention committee is comprised of NCC President, Administrative Director & Executive Chairperson.

ZERO TOLERANCE:

The following matters will result in immediate expulsion:

1. Drinking alcoholic beverages
2. Consuming drugs in any form. (This includes marijuana)
3. Smoking tobacco
4. Participation in any gambling activities
5. Any attendance of movie theaters
6. Inappropriate sexual behavior. (This includes any and all forms of sexual intercourse, oral sexual stimulation and any other sexual stimulation).
7. Men in ladies dorm rooms.
8. Ladies in men's dorm rooms.

Expulsion for any of these matters will result in no financial refunding of room and board or tuition.

WORK/APPOINTMENTS:

Working students must arrange their work schedule so as not to interfere with the regular activities of the college. Business or medical appointments, as much as possible, should be scheduled so as not to interfere with class.

IN HOUSE WORK PROGRAM:

A limited work program is available for necessary duties. Students from countries other than Canada and who are not qualified to work in Canada due to immigration restrictions will be offered first opportunity.

Remuneration will be the New Brunswick government minimum wage rate. These monies must be applied to student room and board expenses at NCC.

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ASSIGNED DUTIES:

All students must donate 2 hours per week to assigned janitorial, maintenance, and/or office duties. A student may remove himself/herself from this duty at the cost of 15.00 per week. These monies may be paid to NCC office at the same time as room and board.

If a student does not complete his/her duties to the satisfaction of the supervisor the cost will added to their college account.

LIBRARY USE:

The Library is a study area only and regular library rules are enforced at all times. General college rules will apply for students using the City or University Libraries for assignments. Neither eating nor drinking is allowed in the Library.

AUTOMOBILES:

Students are permitted to bring their automobiles on the condition that they are not used to violate rules. Canadians are prohibited by law from driving American registered cars. A fine and customs duties may be levied against the owner. A staff member must give permission for a student to lend his/her vehicle to another student. (See the catalogue for other conditions).

Vehicles must NOT be parked in front of the walkways, Men's Residence or the dumpster. They also should not be left along the roadside. They should be parked in the parking lots in a U shape pattern. Men are to park their cars on the upper side of the Men's Residence. Students are asked to leave the side next to the side entrance door of the Main Administrative Building available for staff parking as well as for various deliveries and the dump truck.

Throughout the winter, during and after a snow storm, please leave the "river side" of the parking lot open for snow removal. Due to the fact some students may be away when vehicles must be moved, every vehicle owner must submit a spare key to the Campus Pastor in order that we may access the vehicles at all times. All vehicles must be in good mechanical working order, licensed, inspected and insured. Any fluid leaks must be attended to immediately.

CLOTHING – MEN:

No inter-changing of clothing is permitted without permission of the owner. Men must wear dress shirts and ties along with suits, or sport coat and dress slacks while attending church. During the weeknight service the minimum is dress casual unless directly involved in the service.

Men must keep their hair trimmed above the ears, above shirt collars sideburns must be at least halfway up ears and be clean shaven (daily).

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Shirt, tie and slacks must be worn in class including electives and prayer band. (Jean material is not an accepted mode of dress for class)

Men are to dress modestly and neatly at all times when outside their rooms.
Clothing that pertains to the opposite sex is not to be worn.

When a tie is required the dress shirt must be tucked into the slacks. A tie is never to be worn outside of sweater.

CLOTHING – LADIES:

Ladies must dress modestly and neatly at all times when they are outside of their rooms. The length of dress is to be below the bend of the knee whether seated or standing. The length of the sleeve must be to the elbow. Clothing that pertains to the opposite sex is not to be worn.

- Business Casual dress can be worn to class but not consisting of Jean material.
- During church services, church dress is required.
- Ladies are not permitted to cut their hair at any time.
- Ladies are not permitted to wear slacks (on Campus or at home)
- “T” shirts are not to be worn to classes
- No inter-changing of clothing without the permission of the owner.

CLOTHING – ALL STUDENTS:

During weekend ministry and special events there will be requirements concerning dress that staff will give directions concerning.

RESIDENCES:

Students must keep their living area tidy and clean and ready for inspection at any time. Failure to comply will result in loss of privileges.

- The office phones are reserved for College use only.
- Show courtesy to others by limiting your calls on the payphones to 10 minutes.
- Only **URGENT** phone calls are to be made after 11:00pm.
- Turn off lights whenever you are the last person leaving the area.
- Hotplates, frying pans and other appliances drawing heavy current are not permitted in rooms.
- Stereo equipment is permitted only with the use of headphones.
- All unnecessary noises such as slamming doors, throwing articles, wrestling, running and loud talking are not permitted.
- Throwing water is strictly prohibited.
- Ladies are not permitted in the Men’s Residence.
- The Conference Room is not to be used by students unless permission has been granted.
- Everyone is to be in their room and overhead lights out at 11:00pm.

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- No group studying, etc. after 11:00pm. (Only individual quiet studying is permitted and that with “subdued” lighting).
- No overnight guests are permitted except with special permission. Written requests must be filed with the office at least one week in advance.

FIRE EQUIPMENT:

Misuse of any safety equipment, including fire alarms, extinguishers, any emergency exits is considered a serious offence and could constitute a Criminal Offence if injury or loss of life results. The back Fire Escapes are not to be used for any purpose than what it is designed for... that being fire escapes. (Fireworks of any kind should not be used in or around our building because of the potential danger).

FIRE ARMS:

No firearms are permitted in the dorms. If any are brought to NCC during hunting season, they will be confiscated. The President is to be advised immediately if there are firearms on the property. All firearms must be stored under lock and key (per legal firearms regulations) under the direction of the College Administration. This includes BB, Pellet and Paintball guns.

Firecrackers and fireworks are not permitted in or on the campus.

EXECUTIVE/LEADERSHIP POSITIONS:

All Class/Committee Executive and leadership offices held by students must be filled by those who co-operate with the college policy and maintain a minimum percentile academically of 77% or a GPA of 2.3.

OFFICE SUNDRIES:

Office hours are from 8:30am to 4:30pm

FAXES – Canada & US .25/page
International - \$1.00 per page

PHOTOCOPIES – .10 single sided copy
.15 double sided copies

These fees are to be paid at the time of the transaction.

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WIRELESS INTERNET SERVICE:

A new secure wireless internet service is available at NCC for students wishing to subscribe. The cost of this service is 10.00 per month. This must be paid at the same time as room and board.

All students who have a laptop at NCC will be charged for internet.

Students must comply with guidelines set out by NCC staff concerning internet involvement.

ROOM AND BOARD POLICY:

A fee of seventy dollars per week will be charged for any student who stays in the dormitories during the off-season (i.e. Compu College Students) or closure of college for breaks regardless of the number of days/nights they actually stay in residence. All college rules will be in effect. The student must purchase their own groceries and use the microwaves/refrigerators in the dormitories. The college kitchen will not be available except at the discretion of a supervisor who chooses to make their self available.

PROPERTY DAMAGE:

Student fees do not cover willful or accidental damage. Such damage will be repaired and the student charged for the costs. In the event that a student does not show proper respect for Church/College property, he or she may be asked to terminate studies and return home. (It has been resolved by the College Board that the College Institute a damage deposit of \$140.00 with \$100.00 being refundable if no damage is incurred). No refunds will

be returned to the student until the room is properly cleaned and the keys are returned and all monies owed are paid to NCC. The refund will be mailed to the student after graduation and the rooms are inspected.

REFUND POLICY:

In the event a student voluntarily or in-voluntarily withdraws from NCC, the following refund policy will be implemented:

- First Week 90% tuition will be refunded
- Second Week 75% tuition will be refunded
- Third Week 60% tuition will be refunded
- Sixth Week 50% tuition will be refunded
- After Sixth Week 0% tuition will be refunded

Room and board will be pro-rated based upon the date of withdrawal.

In the event Northeast Christian College was to close all monies due to students would be returned to the student or to the National Student Loans Service Centre for any student receiving funding from the Canada/Provincial Student Loan Program.

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OVERDUE ACCOUNTS:

Former students with outstanding accounts after six (6) months will be advised by letter, second stage will be that both parents will be notified if applicable and the third stage will be that the pastor is notified. In addition their respective district boards will be notified.

FINES:

Curfew:

\$10.00/\$15.00/\$20.00/\$25.00 (Cap at \$25.00)

If a student has a viable reason for being late for curfew and contacts the supervisor before curfew then an exception may be made.

Rooms:

\$5.00/\$10.00/\$15.00/\$20.00/\$25.00 (Cap at \$25.00)

Dating:

\$25.00 (Dating and socializing privileges may be removed)

Socializing:

\$10.00/\$15.00/\$20.00/\$25.00

Disruptive:

\$10.00

Destructive:

\$25.00 plus pay for damage

STUDENT GRIEVANCE POLICY

Fair and prompt resolution of legitimate student grievances is a vital part of Northeast Christian College's professional and ethical commitment to its students. The grievance procedure is as follows:

- 1) Informal discussions to resolve the perceived grievance should first be undertaken with the involved parties and the dorm supervisor (for dorm related issues) or class advisor (for other issues)
- 2) All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.
- 3) Grievances not informally resolved should be placed in written form and directed to the campus pastor.
- 4) Receipt of grievance will be acknowledged in writing in not more than 10 days.

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- 5) Depending upon the nature and severity of the grievance, the Campus Pastor may affect any or all of the following procedures:
- a) Personally investigate and arbitrate the grievance
 - b) Establish an ad hoc committee of uninvolved parties to investigate and recommend an appropriate action.
 - c) Refer the matter to the Northeast Christian College Board of Directors for final determination at any stage of the investigation.
- 6) A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).
- 7) Final written responses may be appealed to the President who may choose any one of the following:
- a) To affirm or alter previous decisions.
 - b) To resubmit to the Board of Directors with a personal recommendation or new evidence.
 - c) To submit to the Atlantic District Board in those cases with broad implications for the entire District and College community.
- 8) The right to review of written grievances by uninvolved parties is guaranteed.
- 9) Retaliation by College personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the President or to the Board of Directors only in cases of perceived retaliation from the President.
- 10) This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.
- 11) Grade appeals should follow the policy stated in the Academic Due Process.

ACADEMIC DUE PROCESS

Students dissatisfied with classroom or academic procedures or decisions should use the following due process procedure:

- 1) Students will attempt to settle differences with an instructor within two weeks of the disputed issue, or in the case of a disputed course grade, within 6 weeks after the end of the semester.
- 2) Students who are dissatisfied with the outcome of the instructor conference may file a written complaint with the President within one week after the conference. The written document should fully describe the issue in dispute and steps taken to resolve the conflict. The President will consult with the instructor before any decision is made. The President will make a decision within two weeks.
- 3) Students who are dissatisfied with the President's decision may file a written complaint with the Board of Directors within one week of the President's decision. The Board of Directors will review the steps taken by the

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student, instructor, and President prior to making a decision. The Board of Directors will make its decision within one month. The decision of the Board of Directors is final.

PROCESS FOR DEALING WITH HARRASMENT:

PREAMBLE

The Board of Directors, staff and volunteers of Northeast Christian College (hereinafter NCC) are committed to providing a campus environment where all staff and volunteers involved with the operation of NCC and the student body are treated with respect and dignity . We commit to providing an environment free of harassment of any kind and commit to nurturing the highest standards of Godly conduct and Christian principles. We also commit to providing a safe environment that will protect all representatives from any physical harm.

Harassment in any form will not be tolerated by anyone working in an official capacity for NCC, (including staff and volunteers). Neither will harassment of any kind be tolerated by any of the student body. All complaints of Harassment in any form will be taken seriously and dealt with in a quick, just and compassionate manner.

If it is determined that sexual harassment or some other form of harassment has taken place or is taking place, the Board of NCC or President may decide to address the issue even if the Complainant decides to pursue the issue through other means or if the Complainant decides not to pursue the matter after the complaint has been made.

EFFECTIVE DATE

September 2, 2003

POLICY OBJECTIVE

The purpose of this policy is to foster a respectful atmosphere in campus offices, classrooms and student housing, also while staff and/or students are away from the college campus representing NCC. This objective will be enacted through preventative measures and prompt resolution of harassment incidents brought to the attention of the administrators of NCC. We are determined to protect our staff and volunteers from false accusations while providing a safe and harassment free environment to our students.

POLICY STATEMENT

Harassment of any kind in the work place or college is unacceptable and will not be tolerated. All persons employed by the NCC, volunteers and students attending Northeast Christian College (hereinafter referred to as Representatives) should enjoy a safe and harassment-free environment and take responsibility to promote the same. This policy applies and is in force whether the Representatives are on the campus site or representing the college at offsite locations.

NCC is also committed to protecting our representatives from false allegations by implementing preventative measures that will ensure that such false accusations have no room to be made. (See Preventative Measures)

Harassment of any kind will have zero tolerance at NCC and at offsite locations where representatives may be

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required to be. Neglect to adhere to, administer, respond or ignore this policy will be considered as a violation and corrective action must be taken. When a Representative is found to have engaged in sexual harassment or any other form of harassment, appropriate action shall be initiated, which includes, up to dismissal from any future involvement with NCC. When a formal complaint is received in writing concerning a faculty member, the alleged perpetrator will be relieved from his/her duties and responsibilities with pay, until charges are either proven or the individual is exonerated of all charges.

In the case where a student is alleged to have violated the harassment policy, he/she will be removed from involvement in the class setting until charges are proven or student is exonerated. During the interim period between the accusation and the verdict, the student will be assigned to a staff member who will monitor students stay at the school. Depending upon the seriousness of the violation, corrective action or disciplinary measures could result up to and including dismissal from NCC. If student is cleared of charges he/she will be given every opportunity to make up lost work and will not be penalized for classes missed.

All complaints will be treated with confidentiality, to ensure fair and private dealings for all parties and to ensure that records of the proceedings cannot be misused at any time. NCC recognizes and understands the necessity of keeping the identities and proceedings confidential from the public sphere: however it must be realized this does not mean that there can be complete anonymity in every case. Depending upon the nature of the infraction and if it has been deemed to be a criminal activity, then proper authorities such as legal counsel, police and insurance company shall be advised.

It is agreed that all statements and disclosures made, information furnished, documents and materials provided or presented in the course of the proceedings will be treated in the strictest confidence and will not be accessible to anyone other than those directly involved in the proceedings under the policy or where otherwise required by law.

The procedures of this policy will be complied with and appropriate action will be taken in a timely fashion.

APPLICATION

This policy applies to all employees (paid staff and volunteers) of NCC and students who are attending the NCC.

DEFINITIONS

Complaint-is a formal allegation of harassment as defined by this policy and is submitted in writing to the President of NCC.

Delegated Manager-is a senior executive appointed by the Board of the NCC to begin the initial investigation of cases of alleged harassment.

Felony-a serious criminal offence as defined by law.

Harassment-is any improper conduct by an individual that is directed at and offensive to another person or persons in the campus environment or student body, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat.

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Mediation-is a voluntary process used to resolve conflict by having a neutral person help disputing parties arrive at a mutually acceptable solution.

Ministry Volunteer Application Form-an application form which has been approved by the Board of NCC which is consistently used in the screening of prospective volunteers. Completed application forms are to be kept confidential and used only by the administration and/ NCC Board.

Negligence-a failure to exercise reasonable care.

Perpetrator-a person who commits an act of harassment.

Policy-a rule which describes or structures the proper working behaviour of college staff or volunteer.

Physical abuse-to inflict injury, hurt or pain to another person, whether wilfully or through negligence.

Sexual abuse-any act whether verbal or physical that is sexual in nature and is directed toward another party who is offended by the advance.

Emotional abuse-to inflict stress, humiliation, insults or belittling statements upon another person, causing emotional anxiety.

POLICY REQUIREMENTS

College administrators are responsible for promoting an environment free from harassment.

All employees, volunteers, and students must be informed of this policy.

All employees, volunteers, and students must be informed of name, title and address of the delegated manager responsible for receiving any harassment complaints.

The complaint process, including the investigation (if necessary) should be completed as soon as possible but should not exceed three months.

Corrective action must be timely in all situations of harassment.

Harassment may result in corrective action, or disciplinary measures, up to and including termination of employment, loss of opportunity in volunteer work or removal from college as a student. Disciplinary action or corrective action may also be taken against the following:

- Any faculty member or adjunct teacher who are aware of a harassment situation and who fails to take corrective action
- Anyone who interferes with the resolution of a complaint by threats, intimidation or retaliation; or anyone who files a complaint that is frivolous or in bad faith.

All administrators and paid staff, volunteers and students must meet the requirements of this policy.

RESPONSIBILITY AND AUTHORITY

The ultimate responsibility and authority for communicating this policy and applying this policy rests with the

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Executive Vice President of NCC and all faculty members are responsible to ensure compliance and enforcement of its principles.

REPORTING STRUCTURE

- STEP 1 A formal complaint in writing is received by the President from the plaintiff.
- STEP 2 The President reviews allegation and does an initial investigation with plaintiff, perpetrator, and any witnesses. If the nature of the complaint is a minor infraction of the policy, the President may be able to resolve issue without other involvement. If either party involved is unhappy with decision of the President, they may appeal to NCC Administrative Director and a committee representative for review and action. If the nature of the complaint is of a more serious nature, the President will proceed to step 3.
- STEP 3 The President will then turn the case over to the Administrative Director of NCC who will ask for a third party representative who is not connected with NCC (such as a Honorary Board Member) and they will review the case. The results of their investigation will determine whether or not corrective and/or disciplinary action is required.
- STEP 4 If there is an appeal to the verdict rendered by the Administrative Director of NCC and the Third Party Representative, the Executive Chair of NCC will review the case and either agree with findings of the Chairman of NCC and Third Party Representative concluding the matter or overturn its decision based on the facts and evidence as he sees them.

PREVENTATIVE MEASURES

NCC realizes that one of the most important responsibilities is to establish preventative measures that will eliminate any opportunity for harassment, abuse or unsafe conditions to exist or occur. Therefore NCC will ensure that the following preventative measures are followed in order to avoid infractions to this policy.

- 1 All representatives are to be informed of all details of this policy and are expected to sign a statement of understanding, agreeing with the principles laid out in this policy.
- 2 It is required that doors and/or windows (curtains) be left open when a teacher is alone with any student. If it is required that a closed door session is necessary, there should be at least two faculty members present in the room. If possible there should be a designated monitor circulating from room to room checking rooms periodically in order to protect teachers from any false accusations.
- 3 Access to class campus offices and class rooms should be controlled to avoid unauthorized people from entering building.
- 4 All areas where students and staff conduct interaction should be well lighted whether inside or outside campus buildings.
- 5 Avoid improper and unwanted touching or affection at all times.
- 6 All staff and volunteers are required to:
 - A. Sign an Employee/Volunteer application

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(which includes ministry agreement, release for references and criminal record checks).

- B. Have personal interviews conducted by NCC administrators.
- C. If there are serious questions concerning A and B, the President shall inform the NCC Board and the NCC Board shall involve the Administrative Director of NCC if there is need for higher consultation.

- 7 All activities shall be supervised and any activity that could easily lead to allegations of abuse or harassment shall be avoided.
- 8 Non official contact with students at an off campus setting shall be discouraged.