

Student Handbook 2020-21

*A guide to
student life success
at Eston College*

Welcome to the Eston College family!

This handbook contains guidelines to direct students to succeed as a student and disciple. It will inform you about most issues in student life, but for all other questions, please speak with a staff member from the Student Services Department.

The over-all aim of these community standards is to empower students to succeed as Spirit-filled Children of God. This means to develop holistically every area of life. With all rules, there is a “spirit of the law” and a “letter of the law.” None of the rules are meant to exhaust, patronize or oppress students – they are meant to craft a culture of honour, hope, faith, and love.

To create that culture, every individual within it must have a clear idea of the vision we are aiming for as well as the pitfalls we are hoping to avoid. Both the vision and the pitfalls are understood as biblical directives, so if any of the Eston College guidelines seem to contradict Scripture, please discuss that with the President or Dean of Students.

All communities have rules that they adopt to make the culture civil and productive. These rules are geared to regulate specific contexts. For example, without speed limits, a mother would be nervous to send her child off to school. The speed limit reflects the context of a certain stretch of road; a school zone is entirely different from a freeway. In the same manner, the dorm life of a college community that mentors and encourages Christ-like living will be very different from an apartment building that values personal freedom and anonymous living.

¹ At Eston College, we are continually evaluating our student life guidelines and, when necessary, making adjustments to ensure that we provide students with the very best educational experience possible. This handbook is not a contract. It presents our student life guidelines as they stand at the time of publication and in no way guarantees that they will not be changed or revoked.

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Mission Statement

Eston College is an Evangelical, Pentecostal community whose mission is to make disciples of Christ: faithful men and women educated in the wisdom of His word who Walk in obedience to His Spirit and who serve as His ambassadors in the home, church and marketplace.

Student Learning Outcomes

Cultivate a God-centered, God-dependent and God-honouring walk that exhibits Christ-like character and submission to the Holy Spirit.

Develop a Christian worldview established on God's revealed truth in Scripture, that is informed by college level courses and is exhibited by wise and critical application to the world around them.

Nurture effective communication and identify ministry skills and spiritual gifts to serve the mission of God.

Foster a passion and commitment to be disciples who participate in the call of the Church to influence the world for the glory of God.

PERSONAL LIFE

Abiding: Cultivating a Christ-oriented Life

Practicing the Spiritual gifts will help to cultivate a corporate atmosphere rich with the Presence of God, but each student also needs to hear the voice of Christ for him- or herself. As a student at Eston College, look for ways to deepen your relationship with Christ. The most fundamental way to do this is to pray daily and to meditate on Scripture. Spend time in prayer and Bible reading until the words of God begin to spill out of you through your behaviour, language, and decision making.

Depending on assignments and spiritual community events will not be enough to cultivate a Christ-oriented life. Each student must seek God in his or her own time. We recommend regularly practicing the following spiritual privileges:

- Prayer
- Worship
- Bible Reading
- Fasting
- Confession
- Selfless Acts of Service
- Giving Financially
- Witness
- Journaling

- Biblical Meditation (Reflecting on Scripture)

Personal Behaviour

The fruit of the Spirit and a disciplined spiritual life are standards we hope to embody as a college community. Bearing this in mind, we as a college have chosen to live according to certain rules of conduct.

The following specific acts are not permitted:

- The use of slanderous or profane language
- All forms of dishonesty (including cheating, stealing, manipulation, etc.)
- Involvement in the occult or any non-Christian spirituality
- Sexual activity outside of marriage (see Christian Lifestyle Statement pg. 10)
- Viewing of pornography; either in picture, video, internet or print
- The use of illegal narcotics and non-prescribed drugs
- Consuming alcohol
- Gambling
- Harassment; either verbal, physical, or sexual
- Any illegal activity
- Smoking, chewing tobacco, vaping, marijuana

We live in a sex-saturated culture which regards the biblical ideal of healthy sexuality with disdain. Thus, it is possible that students would choose to live according to the standards of the world rather than the Kingdom of God (i.e. premarital sex, homosexuality, etc). In the case of any student who wants to reject Christ's idea of sexuality for the world's, drastic action may be required up to and including expulsion from the college. Our goal is to redeem each struggling student, so each case will be dealt with on an individual basis.

Attempting to maintain high standards of health, smoking or the use of tobacco in any form is not permitted on the campus of Eston College. Students seen smoking on-campus will be fined \$75. We understand that smoking can be a challenge to quit. Students are required to discuss their use of nicotine with the Dean of Students in order to bring accountability to a process of quitting. Under no circumstances should a student begin a smoking habit while attending the college.

Students cannot think of themselves as fully devoted to Christ and his body if they passively allow fellow disciples to participate in the above acts. Christian virtue makes no room for indifference or disregard of social responsibility. Students should encourage their fellow students to take responsibility in these matters; anything less is considered passive involvement.

Our heart as a college is to provide a nourishing environment for growing in Christ-likeness. For this reason, the college will do its best to help students grow in areas they struggle with. If students persist in disregarding the rules listed above, a formal discipline procedure will begin to help students attain victory in their lives. A student who chooses

not to submit to the college guidelines during a semester may be denied admittance into the following semester.

Department

Department refers to “the manner in which one conducts oneself including behaviour before and towards others.” Twice each semester, a student’s department will be evaluated by the Student Services Department. Input may be received from peers and staff. The student will be informed as to areas of personal strength and areas that need development. A passing mark in Department is required for every student to graduate from Eston College.

If any major problems are noted through this evaluation process then the Student Services department will conduct a more thorough evaluation. After studying the results of this data, the Student Services department will provide the student with a written explanation of the areas that are suffering and arrange a personal meeting with the student to determine what steps the student should take to redeem their behaviour. At this point, the Student Services department will determine whether the student may be given a probationary period in which they will have the chance to improve their behaviour. If a student believes that they have failed department unfairly they may make an appeal to the Administrative Cabinet at this time.

Discipline

Students at Eston College are at all times expected to display Kingdom values through their actions. If students are found to consistently disobey the expectations of the college community disciplinary action may become necessary. The intention of discipline is not mere punishment but rather to renew the student’s commitment to becoming more like Christ. Every attempt is made to discipline toward the goal of restoration and growth.

Student Intervention Committee : In the event that a student consistently fails to live within the guidelines and expectations of Eston College, a member of Student Services will discuss this with the student.

If the Dean of Students judges the offense to be a major infraction of college guidelines or biblical standards, the Dean may refer the student to the Student Intervention Committee (SIC). The SIC will meet with students who are experiencing difficulty of a broader or repetitive nature, or for when counselling has failed to remedy a situation. The SIC consists of four people: a representative from academics (usually the student’s academic advisor), a member of student council (if the student wishes), Student Services, and administrator (a member of the Administrative Cabinet, **not the President**).

When a student is to meet with the SIC, the following procedures take place:

- a) The Dean of Students sets the time and place of the meeting and informs the committee members.
- b) The Dean of Students informs the student in writing of the time and place of the meeting and the specific reason for the meeting.

- c) At the meeting, the student may speak in their own defense.
- d) The student will be excused after their remarks and the SIC will make their decision in private.
- e) The committee decision is based on the facts presented at the meeting. These facts are recorded by a member of the committee. The written record is open to review by the student in the presence of the Dean.
- f) The SIC may specify necessary assistance, corrective actions, or recommend to the President that the student be dismissed from the college.
- g) The decision of the committee may be appealed by the student or Dean of Students. The appeal is made to the President of the college and this decision is final.
- h) An appeal may be made on one or more of the following grounds: there is evidence available which was not available during the decision, there is evidence of prejudicial treatment in the decision, or appropriate process was not followed as outlined in this handbook.
- i) If the committee recommends that the student be dismissed from the college, the Administrative Cabinet will review the matter and decide whether or not to dismiss the student. The student will be given a written reason for the dismissal

A student who is referred to the SIC may appeal to the President and thus directly by-pass the committee. The President shall agree to hear the case if, in his or her judgment, it is clear that the interests of the student are better served by such an action. The President will be free to secure whatever evidence, witness, or counsel is needed to come to a decision. The President's decision is final.

Academic Advising

The Academic Dean and the Registrar are available for Academic Advising. These are available to give counsel on academic work, course selection, and internship oversight. Students are encouraged to seek the help of faculty members (including the Academic Dean and Registrar) throughout the year. They can be particularly helpful when facing an academic crisis, such as a drop in motivation or a heavy assignment load. Remember that each faculty member has also been a student, and they have learned tricks and tools to make it easier.

Counselling

Should a student desire one-on-one counselling, they need only contact the Student Services Department, at which time an appropriate counsellor will be selected depending on the nature of the issue or question the student would like to discuss.

In giving attention to the needs of students, it is the policy for staff and student leadership to preserve confidential and personal information. However, in cases where a student discloses information that clearly threatens the physical wellbeing of themselves or others, such confidentiality is no longer considered morally productive. Awareness of this type of information is to be expressed to the Dean of Students within 24 hours.

Health Services

Reporting Illness : Any student with an illness or injury which prevents a student from attending a college function should be prayed for immediately, and then the illness must be reported to a member of Student Services. The student will be checked on before the function is missed.

Contagious and Communicable Diseases : All cases, diagnosed by a doctor, of contagious and communicable diseases MUST be reported to the Student Services Department. Student Services will ensure that proper medical treatment is being taken for the well-being of the student and for the protection of the college community.

Appointment with Physician : Eston has adequate medical facilities for most illnesses. Appointments with the Doctor or Health Nurse Practitioner can be made Monday-Friday 8:30-4:00. Those who need dental or optometrist services can obtain these in Kindersley, 66 km from the town of Eston. The services of a licensed massage therapist and chiropractor are available in the town of Eston as well as Kindersley.

Health Services Fee : All Saskatchewan residents holding a valid health insurance card have full benefits of the provincial health insurance plan. Out of province students may be required to pay for their medical services and collect these costs from their own province. (Direct billing is available if an appropriate health card is presented.) Out of country students may apply for Saskatchewan health insurance.

Student Accident Insurance : An accident insurance policy is carried on each student while registered at Eston College. Please ensure that if an accident or a medical emergency happens while you are a student that you ask the doctor for a note and keep all receipts for costs incurred. Further information will be included in your welcome packet.

Leaves Off Campus

Daytime Out of Town Leaves : Permission is ~~not~~ needed to go off campus when remaining within the town limits of Eston. However, Eston College's standard of courtesy to inform one's RA and to leave notice on one's room door letting people know where you can be reached when absent for extended periods of time. For all leaves that will cause you to miss at least one meal, have your RA (or an RD if your RA is away) sign off on your leave details. (See "Overnight Leaves" below for more information.)

Overnight Leaves : If a student intends to leave the campus overnight, they must sign out on the clipboard hanging outside of the cafeteria. All leaves must be authorized by a Student Services representative. Proper procedure is for a student to ask their RA (and then an RD if their RA is away) to sign off on their leave details in order to confirm that all details have been arranged properly (e.g., campus service sub, etc.). When a student wishes to take a student(s) of the opposite sex to his/her home, or someone else's home, it is necessary that the host will be home and the parents/guardians agree to this arrangement and inform the main office or the Dean of Students either with a letter, e-mail, or phone call

confirming their consent. This is so that the community can support both students in their endeavor to resist the flippant sexuality of the world and live above reproach.

Extensions : It is wise to plan your activities well in advance. Students may only have extension past in dorm time when they have received permission in advance from the RD or Dean on Duty. In the event of unforeseen events, (i.e. weather, car trouble, etc.) students are to contact one of the Deans, who will then inform the RDs.

Closed Weekends and College Breaks : Since there are a variety of events that are an important part of the spiritual and academic life of the college, students will not be given over-night leaves during these times, except for special circumstances.

The following are times when students are required to stay on campus (please see Eston College Calendar for dates):

- Orientation Week
- Opening Services
- Outing to the Hills
- Plunge Service
- Encounter Preparation days
- Encounter Weekend
- Afternoon of Prayer (1st semester) and Morning of Prayer (2^d semester)
- Exam Weeks
- WAT prep (for those involved)

The residences of Eston College are closed during the Christmas and summer breaks. Should a student find it necessary to remain late or return early, arrangements must be made with the Student Services Department.

Employment

All students desiring full-time or continuous part-time employment must obtain permission to do so from both the Dean of Students and the Registrar. For information regarding international student employment please contact the office of Immigration and Refugees Citizenship Canada at <http://www.cic.gc.ca/english/study/work.asp> or 1-888-242-2100.

Any sales, solicitation, fund raising, or employment that involves the college community during the school term must receive approval from Student Services and the Academic Dean. Please do not ask the college to become involved in the promotion or sale of commercial goods or services.

Student Vehicles

All vehicles must be registered with the administration office. There are a limited number of parking spaces (with plug-ins) available at an additional cost of \$150/year. These may be paid for at the office. Students who have not paid for a parking space must park their vehicles on the street.

Changing oil and other repair or maintenance is not permitted in the parking lots or streets. Eston College's maintenance shop is not available for student use.

Borrowing/lending of personal vehicles is not encouraged. However, anyone who lends a vehicle must be sure that the borrower has a valid driver's license. Canadians can legally drive an American-owned car, but it is illegal for an American to drive a Canadian car unless the American holds an international driver's license.

RESIDENTIAL LIFE

Resident Directors and Assistants

Resident Directors (RDs) oversee residential life and act as extensions of the Dean of Student Services. RDs manage residential life and act as liaisons between the college and the students. At times they represent the administration to the students and at other times the students to the administration. While they give guidance to the RAs they are also available to all students for encouragement, prayer, accountability, guidance and care.

The Resident Assistants' (RAs) role is to support the RDs as well as to spiritually shepherd the students under his or her care by modeling and encouraging a Spirit-filled life. They are also meant to facilitate a healthy atmosphere in the residential community and provide accountability for the communities' guidelines.

Living in Unity

One of the greatest strengths of Eston College is the residential program. The interaction within a dorm community contributes to deep friendships, lifelong memories, accountability, and a sense of camaraderie. Living in dorms is required for all full-time students. However, living off-campus is permitted for students who are either married or are older than 24. Only in exceptional circumstances will the Dean of Students give permission for others to live off campus.

Residence Care and Conduct : The facilities at Eston College are to be treated with respect. Within the residence there are to be no activities which could justifiably cause structural damage. This includes, but is not limited to: water fights, bringing snow into buildings, wrestling, or other rambunctious behaviour. Recreational items with wheels are not permitted (eg. skateboards, hover boards)

Maintenance problems should be reported by filling out a maintenance request form. It should be placed in the box at the host desk in the cafeteria or by emailing greenslip@estoncollege.ca

Furniture is not to be removed from lounges or kitchens for personal use. Any extra furniture which a student desires to bring into their room must be cleared with the Student

Services Department. At no time are mattresses to be removed from beds and furniture to be placed upon the beds.

Pranking/Hazing : Pranking and Hazing is not permitted at Eston College. There is often a fine line between hazing and a “just for fun” prank. Therefore, the Student Services department has determined that neither is acceptable. Any student participating in a “just for fun” prank or in a deliberate hazing activity will be held responsible for his/her behaviour and may have to face legal, and/or other consequences.

Residence Conflict : When living in close quarters with others for an extended period of time, conflict will inevitably arise. Although there are designated leaders in the dorm, each student, as a member of the body of Christ, has a God-given right and obligation to confront a brother or sister in love. Please do so following scripture’s advice on how to confront a fellow believer from Matthew 18:

1. Spend some time reflecting on what behaviour specifically bothered you without spreading the offense to your friends.
2. Confront the person who gave the offense before talking to your peers about it. Use clear language that describes how particular actions affect you. I.e. “When you come into my room without knocking, I feel frustrated and disrespected.” It is likely they did not know they were offending you, and the situation can be resolved between you and your relationship will be healed!
3. If that person will not change their behaviour, discuss the issue with an RA or the RD and ask them to accompany you to confront the offender again. Even at this stage, refrain from gossip that will only exacerbate the issue.
4. If the second confrontation does not help heal the relationship, the Student Services Department should become involved to arrange a solution.

In-Dorm Times : On school nights (Sunday-Thursday), the In-Dorm time is 10:00 PM, and on the weekend (Friday-Saturday) it is 1:00 AM. At this time, the residences are locked, at which time students are required to be in their residence. The doors remain locked until 7:00 AM. This is for the protection of the students. For the safety of fellow students a locked door is never to be propped open or unlocked.

It is imperative that an environment conducive to study is preserved. Quiet times have been established for the residences. Quiet time is from 11:00 PM – 7:00 AM daily. Students violating quiet time will be subjected to a monetary fine or other consequence. During quiet times, the public spaces in the dorm are to be shut down, and music and conversation should be kept to a volume that cannot be heard beyond the room, or if you have a roommate, at a level that does not disturb the other person. On weekends the lounge may be kept open until midnight, but must be shut down at that point. During holidays, In-Dorm times may be changed. Student services will post any changes.

Residence Security : As an act of both common courtesy and security, it is both appropriate and required that students approach any strangers within the dorm or complex to ask whether they require assistance. Please attempt to find out their purpose for being in the residence or complex. Any person not having a valid reason for being where they are should be reported to a representative of the Student Services Department immediately.

Under no circumstances are weapons allowed on the campus of Eston College. This includes, but is not restricted to: firearms, ammunition, bows, crossbows, arrows, explosive devices, fireworks, air guns, paintball guns, spear guns, swords, machetes, military or assault style knives, pocket knives, or any other device designed to be utilized as a weapon. "Airsoft" guns may not be used in the residence because they leave holes in the drywall.

Students wanting to bring any of these items for a legitimate purpose may do so after the approval of the Dean of Students. The college reserves the right to confiscate any item that has not been approved or is being used irresponsibly.

Residential Facilities

Rooms in Residence : Rooms are to be kept tidy at all times. Periodical room checks will be done by the RDs to ensure that this is happening. All room decorations should reflect Christian values. Decorations are not to damage any surface within the room. Nails, tacks, tape and permanent command strips are not to be used. Blue sticky tack is provided for student use.

DISCLAIMER: The dorm room is considered property of Eston College. Therefore, the deans and maintenance staff reserve the right to enter rooms and determine guidelines for health, safety, and maintenance reasons. Residences are only to be entered by the designated genders assigned to them.

In the event that a resident is locked out of his or her room, an RD or RA may use a master key. However, an RD or RA must accompany the student to unlock the door for him or her. Any student leader who is given a master key will exercise discretion in their use of the key and can only enter a room of a fellow student for valid reasons (i.e. the suspicion of fire, a student in distress, or the like).

No room changes are made until Reading Break. Application for change can be made through the RD. All requests are considered, though not all requests are granted. For health reasons, pets (with the exception of fish in a bowl not a tank) are not allowed in the dorms.

Damage Deposit : At the beginning of each year, a damage deposit is charged to each student. Fees will be extracted from this amount for any necessary cleaning, moving, or packing which the student does not do prior to leaving the school at term end. Charges will also be made for structural damages caused by the student to their room, residence, or the campus.

Each student is to care for the maintenance of his or her dorm room. At the start of the school year, students will fill out a Room Condition Sheet which will be used when they move out to determine whether the student receives their damage deposit back or not. Before leaving in the spring, dorm rooms must be thoroughly cleaned (wipe all surfaces including the inside of drawers, vacuum floors, remove all garbage). After you have finished cleaning, your room will be inspected. A damage deposit deduction will be made for rooms left in unacceptable conditions.

Mini Fridges : Any student wishing to have a mini fridge in their room must notify the Student Services department, and they will be billed \$15 per semester for the extra energy the fridge uses.

Storage : Storage space on campus is minimal. Students are asked to limit the accumulation of personal possessions in the residence. Personal items are to be stored in designated areas and not in the hallways, entryways, or stairwells. Though summer storage is not encouraged, items stored over the summer must be stored in plastic containers and be well marked with the student's name and date, and put into designated storage. Any items left behind in any other manner will not be kept or forwarded to students. Items that are marked and dated properly will be disposed of if left for more than two years. (I.e. If an item is left in the dorm in the spring of 2013 and has not been claimed by spring of 2015 it will be disposed.)

Laundry Room : Laundry facilities are located in each residence (except Dorm 2) and in the lower level of the main complex. Students should take proper care of the laundry rooms, including cleaning lint out of dryers (lint left in the dryer is a major cause of fires). Students should remove their clothes from machines promptly so that other students can use the facilities.

Telephones : There are few payphones on campus available to students. Do not ask to use the phones of the staff and faculty. Since there are many people sharing a few phones, it is courteous to limit local telephone calls to a maximum of 10 minutes and long distance calls to 45 minutes. When answering the phone for someone else, make sure they receive their message. Phone cards are available for purchase in the main office.

Personal Property Insurance

The college's insurance does not cover students' personal property. Therefore, the college cannot accept responsibility for loss or damage due to fire, theft, or any other cause. Please take all reasonable precautions to care for your own belongings. It is best to obtain personal insurance.

Guests

Guests are required to abide by the same guidelines and rules as students while staying on campus. The hosting student is responsible to inform the guest of these guidelines. A fee of \$15/night is required from ~~anyone~~ anyone staying on campus and includes breakfast. Regular meal charges for lunch and supper will apply. Any student who has a guest staying on campus must ensure that the guest pays all overnight and meal fees. Should a guest not pay, the hosting student is responsible to pay the cost of the guest. Please complete the overnight guest information form on the bulletin board outside the cafeteria.

CORPORATE LIFE

Student Representative Council

Eston College students are represented by the SRC, a body that is elected annually to act as a liaison between the students and the College administrative cabinet. They strive to better the spiritual, academic, and social life of the student body and are governed by the student council constitution.

Relationships

All people are created in the image of God and must therefore be treated as such. At Eston College, we seek to interact with people based on their God-given identity instead of their behaviour or instances of fleshliness. This is a form of relationship that is radically different from what the world practices, so it can take some people time to make the worldview shift. Thank God for the Holy Spirit's help! Here are some relational values:

Equality : All people are to be respected as equals. This means that people (especially Christians) have a responsibility to value others according to God's image and not according to personal preference or self-interest. Other people should be thought of and treated as image-bearers rather than objects of desire or self-gratification.

Civility and Respect : Within this community, there are different types of relationships with different degrees of intimacy. Respect and civility towards others, despite the nature of the relationship, is key. Practically, this means respecting the privacy and property of others whether they are a close friend or only an acquaintance. Living in the same facilities as others does not constitute permission to: talk about another's personal affairs (gossip), walk into another's room without invitation (barge in), and take items belonging to others without expressed permission (secretly borrow), etc. Disrespect of privacy and property will not be tolerated.

Grace-growers: Inevitably, wherever you go, there will be irritating and abrasive people present. The will of God is that you grow in the fruit of the Spirit in your relationships, especially the difficult ones. We consider difficult people grace-growers; instruments of God that are in our lives to make us more gracious people. Be thankful for them!

Common Relationship Guidelines

Friendships : Friendship is concerned with the moral, social, and intellectual well-being of others. Friendship is a two-way relationship that nurtures the "good" and challenges the "bad". Friendships are marked by mutual respect. Healthy friendships have a habit of respecting people who are outside that relationship. Excluding other people implies disrespect. Though closer friendships are to be treasured, they should not devalue others outside of that relationship. Friendships are not to be marked by exploitation of any kind.

Dating : The following is an introduction to the guidelines that Eston College expects romantic couples to follow, whether they are dating, courting, or just confused. At the outset of a formal romantic relationship, we ask that the couple visit the Student Services Dept to further discuss the ways to succeed as a couple at Eston College.

The purpose of these guidelines is to enhance and promote a healthy relationship. It is ideal to have relationships that are socially responsible, sexually moral, and productively intimate. This is particularly so with couples. It has been found that respect is best fostered in relationships that are established within the second semester. Since Eston College is committed to fostering respect among its students, new relationships beyond friendship are not permitted during any student's first semester of attendance. Respect for the well being of others within such a relationship will be expressed by seeking the counsel and approval of the Dean of Students. This is mandatory. Because Eston College is a small and remote context, relationships can grow at rapid rates and dating relationships can accelerate beyond what is reasonable. In order to broaden and maintain other important friendships, couples are not to engage in the following:

- Eating noon time meals together from Monday to Thursday
- Sitting together in classes, chapel, or other mandatory events
- Studying in the library together

Practically and philosophically, no relationship at Eston College will be considered entirely private. At all times, public accountability is an element of the relationship. This is especially so with dating couples. All relationships are lived in the eyes of the community, so they are subject to the tastes and expectations of that community.

Practically, this means that undue displays of public affection are not appropriate. Eston College will always favour and promote a reasonable yet fairly conservative expression of public affection. In respect for the community an appropriate sign of physical affection is holding hands. Inappropriate signs of physical affection include holding hands in the other person's lap, stroking the other person, back massages, sitting or lying on the other person's lap, laying down beside one another, or sharing a blanket. If you have further questions about this please speak to the Dean of Students. Please note that the same rules apply for all relationships (including those who are engaged).

Engagement and Marriage : Since engagement and marriage during the college term are very disruptive to a student's learning, they are strongly discouraged. Those wishing for exception to this rule should first gain approval of the Dean of Students and also be willing to commit to pre-marital counseling.

Christian Lifestyle Statement Regarding Sexuality : In our statement of faith and conduct

we affirm the sanctity of marriage, first described in Genesis, as the lifelong exclusive commitment between one man and one woman. Along with this positive affirmation of marriage as a male-female union, there are clear prohibitions against same-gender sexual relations in the Scriptures. The Eston College community is expected to refrain from any sexual intercourse – heterosexual or homosexual; premarital or extramarital – outside of the marriage covenant. This further includes any declaration of homosexual lifestyle with or without sexual involvement. This also includes any romantic involvement between a

single individual with a married individual or romantic involvement of two married individuals outside of marriage.

There is currently much debate among believing Christians about the nature and causes of homosexuality, and about a faithful Christian response to same-sex attractions, but we acknowledge that we are all sinners in need of grace, all called to redeemed humanity in Christ. We recognize that students at Eston College who struggle with their sexual orientation have often felt marginalized and alone, and recognize the pressing need for a safe campus environment for all students.

Discrimination and Harassment Policy

Eston College does not tolerate discrimination or harassment. People of all races, genders and ages are respected. Eston College adheres to the Eston, SK bylaw 2-2013 known as the “Anit-Bullying” bylaw. A full copy of the bylaw is available from the Dean of Students or Associate Dean of Students or online at www.eston.ca. In short, the bylaw is as follows:

“Bullied” means the repeated or habitual harassment of other by either real or threatened, inflicted violence and attacks. Racially, ethnic, gender, or sexual orientation-based abuse, taunts, name calling and put down that are verbal, written, or electronically transmitted, or emotional abuse, extortion, or stealing of money, possessions, and social out casting.

Police can investigate a reported incident and choose to issue a warning or fine. First time offenders face a \$250 fine while repeat offenders may owe as much as \$1000 for each offence. Failure to pay the fine could result in up to six months in jail. Anyone who cheers on or encourages bullying could also be fined.

Harassment is any behaviour intended to disturb or upset. To respond to harassment:

1. **Say “NO”** – express that you find the behaviour in question offensive and demand that it stop.
2. **Keep records** – if the behaviour continues, make a record of dates, times and details of the specific incidents and of your attempts to indicate that the behaviour is unwanted.
3. **Report the incident** to one of the Harassment Committee members.

The Harassment Committee is created on a ~~by case~~ case basis to deal with a harassment situation. It will consist of the Harassment Officer (appointed yearly), and three of the people listed: Dean of Students, Academic Dean, Administrator, and an External Counsellor.

If you have been a victim of discrimination or harassment, you can report the situation to the Harassment Officer, or any of the members of the Harassment Committee. Understand that when you tell someone in leadership at the college you have been harassed, they are legally obligated to respond to the situation, according to the College’s Harassment Policy.

For further information on all harassment issues, please consult the Discrimination and Harassment Policy, which is available through the main office or Student Services Department.

Campus Service

Eston College makes every attempt possible to provide the highest quality education at the lowest cost possible for students. One way in which this goal is achieved is through Campus Service. With every student doing an average five hours of work per week, room and board costs at Eston College are kept substantially lower.

Students are expected to do a quality job and be prompt, willing, and responsible. If students are unable to do their campus service, they are required to fill out a substitution form at the bulletin board outside the cafeteria and have their sub initial that they agree to fill in. Please ensure that your RA (or RD if your RA is away) signs off on the substitute information.

If a student is late for campus service or absent without a sub, they will receive a warning for the first offense. After this a \$5 per ½ hour fine will be enforced for all subsequent incidents.

Students may request transfers to another area of work by making a request to the Campus Service Administrator. Changes may be approved if there are valid reasons for the request and the availability to transfer. Students who do not demonstrate self-motivation and responsibility may be transferred to positions with more hands-on supervision.

The attitude and work ethic of all students regarding Campus Service will impact their Department evaluation.

Required Community Gatherings

A vibrant spiritual life cannot be legislated or forced, but Eston College desires to encourage a growing and maturing spiritual life through community and accountability. For this reason, the following things are mandatory for students since they help create an atmosphere for growing in Christ-likeness. If students wish to be excused from any of the following elements of community life, they should speak with the Dean of Students.

Chapel : This is an essential component of spiritual formation, providing opportunities for corporate worship, fellowship, and edification. It typically occurs twice a week on Monday evenings and Wednesday afternoon. Chapel is an ideal place to practice the spiritual gifts and to affectionately grow closer to the Father and the Body of Christ. It is strongly encouraged to arrive a few minutes early for pre-service prayer and that each student contribute whatever spiritual gift the Holy Spirit is prompting (cf. 1 Cor. 12).

Faith in Motion : Twice a week, students and staff will gather together to read scripture, pray, and practice a biblical discipline (eg. Scripture memorisation, public speaking,

journaling, etc.). The goal of these sessions is to make the private practices of a disciple made public, so that students may acquire these habits in their personal lives.

Floor Meetings : Floor Meetings are once a week on Thursday nights ~~at 9:00~~ are usually an hour long. This time is set apart for students to meet in their residences for a time of sharing, prayer and fellowship. These are led by each floor's RAs and are mandatory for all on-campus students.

Special Services : These serve to strengthen the student body's commitment to the corporate life of worship. These meetings include Introductory Week Services, Plunge Service, Encounter Weekend, and Graduation Services.

Sunday Services : All students are expected to attend the Full Gospel Church on Sunday mornings. If a student's home church is Catholic or Anglican, they may attend services at these churches, which are earlier in the morning, but the college expects students to attend the Full Gospel Church as well. Throughout the rest of the day, students are encouraged to be intentional about finding a space for Sabbath rest and to purposefully engage in activities that bring spiritual renewal.

Dress Code

Why do we need a dress code? To promote a healthy awareness of how your appearance not only represents you, but also the college and the One whose image you bear. A person's first impression of Eston College begins with its students. Therefore, your appearance matters because it first represents the College, then the God whom you ~~serve~~ ~~you~~ serve yourself as an individual.

Eston College aims to provide an environment that fosters good habits and strong morals in Christian living, and dressing responsibly is included in this goal. The following guidelines are the standard for the student body; and while you are expected to honour them during your time at the college, they have also been designed with the intent of cultivating maturity in how you view yourself and those whom you will influence towards Christ throughout your walk. The standard of appearance holds to three main principles: Cleanliness, Character, and Context.

1. Cleanliness: Students should not wear clothing which is dirty or excessively wrinkled. All clothes should be laundered regularly and stored with care. Failing to do this shows a lack of discipline in caring for our bodies and their presentation to others, a practice which does not honour Christ.

2. Character: When it comes to the dress code, Christian character means that students do not separate their appearance from their calling as disciples. All of our choices should be subjected to the leading of Scripture and the Holy Spirit, therefore the college will challenge students to acknowledge that their choices regarding dress are an active aspect of their discipleship. Along with this, students are asked to imitate the example of Christ, who put the interests of others before himself. At the college this means not drawing undue attention to one's body through extreme or provocative clothing. For example, wearing a

neon top hat or purposefully revealing one's underwear are practices that demonstrate a lack of spiritual maturity in a student's life. This may present a shopping challenge in today's culture, particularly for women, as many popular styles are designed to push the boundaries and show off the body. Some examples of inappropriate clothing include form fitting or see-through items, short skirts or dresses. Generally, half way down the thigh is an acceptable length and any shorter is not. Slits in dresses or skirts must also stay within this length. Tights and leggings are not pants and should be worn with skirts, dresses or tops which are again, at least half way down the thigh. You may have opportunity to swim while on a ministry trip, this is again an opportunity for modesty as 1 piece swimsuits for women and swim shorts for men are acceptable. As Christians we must be able to ask ourselves and each other why we choose the styles we do.

3. Context: There are a variety of settings that require different guidelines in dress. Here are some guidelines as to what that looks like:

Academic dress: There is a great diversity in styles when it comes to clothing in the classroom. Blue jeans that are not torn and a t-shirt are acceptable in this area, as are nice shorts (when the weather is appropriate!); however, work clothes, athletic clothing (excluding clean sports jerseys) and leisure wear are not. This includes hats, tank tops, short shorts, wind pants, sweat pants (which includes yoga pants).

Sunday Dress: When attending Eston Full Gospel Church, it is appropriate to wear semi-formal clothes. Dresses, skirts, blouses, sweater, ties, suit jackets, and dress pants are appreciated, but clean blue jeans that look new and are not torn are accepted. Please note that shorts and hats are not permitted in church.

Chapel Dress: Please follow the same guidelines for chapel as you would for Academic Dress (see above).

Cafeteria Dress: The main concern with cafeteria dress is hygiene. Students are expected to change out of any form of clothing that was worn during any sports/physical activity. Shoes are required.

Leisure wear: Leisure wear (yoga or sweat pants, athletic wear, tank tops, etc) is reserved for the dorms and athletic events.

Sleepwear: Pyjamas, pyjama pants and housecoats are restricted to the dorms at all times!

body piercings, tattoos, and hair coloring: Students are expected to refrain from getting tattoos and piercings during the academic year. Hair may not be dyed unnatural colours such as green and blue. Requests may be made to the Dean for exceptions; however, it is up to the discretion of the Dean to determine if an exception will be made.

On-Campus Media Policy

Our media policy is based on the idea that this community exists to support each other in the holistic pursuit of a Godly lifestyle. Young people spend on average, 40 hours a week consuming entertainment media, and although there may be nothing wrong with how you

personally use media outside of college, please engage the disciplines outlined below during your time here to encourage those that struggle with this issue and to promote the development of community and the discipline of planned leisure time.

1. The College's projectors in classrooms and the chapel are reserved exclusively for instructional use. Any exceptions to this rule must be cleared with the Dean of Students.

2. Visual media (movies, TV series, YouTube, etc.) is not permitted in the dorms except under the following conditions:

- The RA may schedule a movie occasionally for Thursday night floor meeting.
- Visual media utilized as research for classes is permitted, but the principle of moderation should be followed at all times.
- On weekends, students may watch media in their dorms, but should announce whatever they intend to watch to those on his or her floor. All content must not be offensive to Christ (no nudity, excessive swearing, or unnecessary violence); remember that movies should not be watched in isolation. The principle of moderation applies here as well.

3. Internet access is available in the Student Lounge during Complex hours. Excessive time spent on leisure (YouTube, Facebook, etc.) to the point of neglecting spiritual and social development, academic responsibilities, and other responsibilities is unacceptable. Movies may be watched in the student lounge so long as they are morally acceptable and the users use headphones. Please ensure that you watch movies with at least one other person.

4. Video games (computer, handheld, consoles) are permitted in the dorms on weekends. If the time used for gaming should more appropriately be used for sleeping, academics, spiritual pursuits, or socializing, then players should reflect on whether they are addicted. Video games are not to be played in dorms during the week. A good rule of thumb is to plan for leisure and to keep your own time limits.

5. To promote community, large TV's should not be placed in dorm rooms or brought into the complex without the SRC planning a specific event.

6. Eston College allows for reasonable freedom in musical taste and expression, but this freedom is limited by location. When music is played in the complex there are several limitations. The music must be either Christian music or music without lyrics. When it comes to music, private tastes must be subjected to the greater body's values. In the residences, students may listen to music that is not controversial in nature; in other words, it should not promote anti-Christian values.

7. Please note that the college reserves the right to confiscate any media equipment that is being used to break the conditions outlined above.

If it becomes clear that a student has become addicted or dependent on any form of media, a customized action plan will be introduced to help overcome that dysfunction. Recreation is a gift from God, but addiction is a tool of the devil.

Off Campus Entertainment

Concert Policy : The opportunity to go see a concert or similar event (needing exceptional late leave) should be viewed as a privilege, not a right. Requests to attend concerts will be considered under the following circumstances:

- There must be open communication with Student Services staff members prior to purchasing tickets.
- The number of student attending any given concert may be limited at the discretion of the Deans Dept. This is to avoid “mob mentality” and make sure that events that are that time- and financially-draining are carefully thought through.

The character and integrity of the students will be taken into consideration—there must be no prior violations or misuse of privileges. Students must have attained a sufficient level of trust and demonstrated an ability to make wise and balanced choices.

- All academic expectations ~~must~~ be up to date.
- Depending on the travelling distance and time of the concert, mixed gender requests will be considered more cautiously.
- Students may not sleep through or skip any classes, chapels, etc. on the following day (if necessary, accountability will be set between Student Services and the faculty who teach that morning).

Student Organizations

Students are given wide latitude in organizing and operating student organizations. Any student wishing to establish a “society” should go to the Dean of Students with a proposal. The Dean will determine if the proposed organization would operate in accordance with the policies and directives of Eston College. The Dean of Students reserves the right to approve or make recommendations to the proposal.

Athletics and Fitness

A variety of recreational sports are available to all our students.

Sports is one way to develop the physical aspect of holistic discipleship. More importantly, sports are a means to developing character within participants. Intramural and recreational activities are organized throughout the year. The purpose is to encourage an atmosphere which emphasizes participation regardless of athletic ability. The local church has a gymnasium and racquetball court that is made available to students on a fairly regular basis. It is wise to purchase your own racquetball equipment, but some is kept on hand and can be obtained from the Student Services Dept.

Code of Conduct for Eston College Athletes : Eston College is an institution that promotes

godliness in all aspects of life. Sports are not exempt from this pursuit. As representatives of Eston College, and more importantly of Jesus Christ, Eston College athletes should pursue excellence in both word and deed. This is expected not only while participating in the actual sporting event but in all situations involved with being a part of Eston College sports. Eston College sports are as much a ministry opportunity as they are a recreational

involvement. Sportsmanship and a good attitude will be expected of every athlete. In addition, athletes of the school have a responsibility as an individual to live out their faith both on and off the court (i.e. praying for injuries, etc).

Although participation in Eston College sports programs is fully encouraged, personal studies and growth remain the priority. Choosing to be a part of Eston College athletics implies compliance with the above code of conduct. Failure to comply with the above code will result in the termination of a student's involvement in Eston College athletics.

Dorm 3 and 4 are equipped with simple workout facilities that are available to any student or staff member of Eston College at no additional charge. We strongly encourage all students to remain physically active and fit during their time at college. Anyone that is not a student or staff member, including guests, is not permitted to use the workout equipment due to liability issues.

College property and Equipment

Preventing Damage to College Property : Any damage that is done to Eston College property deliberately or through intentional carelessness will be subject to a minimum \$50 fine based on the extent of the damages. Damage done to Eston College property which is not reported or cannot be traced may be charged equally to all students at the discretion of the Student Services Dept. Where damage has been done to a dorm building and no one takes responsibility, a fine will be levied to everyone in the dorm to cover the cost. Wheeled recreational items are not permitted inside any college building (eg. Bikes, skateboards hover boards).

Unlawful Entry to College Property : Unauthorized entry into a room, locked or unlocked, is an indictable offense and will result in a \$50 fine, reimbursement for damage or loss, and/or temporary suspension from College. This includes kicking in locked doors in Dorm 3.

Borrowing College Equipment : Students must receive permission first before taking or borrowing college-owned items. This includes all equipment, furniture, tools, vehicles etc.

College Vehicles

All drivers must be on the approved list with our insurance agency to drive a college vehicle. The vehicle must be reserved by a staff member in advance at the main office. College vehicles are not to be used for personal use.

Fire Safety

Any breach of the following fire prevention rules will result in a \$75.00 fine:

- No cooking of any kind in personal rooms (microwaves are allowed, hot plates and open burners are not).
- Do not overload electrical circuits.
- Take care with irons, toasters, and kettles. Do not leave them unattended.

- Always unplug irons and kettles after use.
- Fire extinguishers are not to be tampered with as this is a federal offense.
- Do not disconnect smoke detector batteries in residences.
- Candles, incense, or open flame of any kind is not allowed in the student residences.
- Any flammable substances such as oil, gasoline, gun powder, fireworks, solvents, etc., may not be brought into the dorm.
- Always clean the lint screen before/after use of clothes dryer.
- Fire doors are equipped with closers. Do not prop them open.

Fire Procedures : Become familiar with the location of fire alarm pull stations, exits, and fire extinguishers. Take note of the nearest exit to your work area or residence room. Mentally plan your escape route.

If fire occurs:

- Pull the fire alarm lever then call the fire department.
- Close windows and doors as you leave.
- A designated staff member or student leader will check rooms and washrooms for any persons remaining in the building.
- Walk quickly to the nearest designated exit. The first one to the door should hold it open and stand out of the way. Do not bother to take anything, **JUST GET OUT!**
- Stay clear of building until instructed to re-enter.
- Do not run or panic. Panic produces false actions and fear.
- There will be several fire drills throughout the year of both the complex and the residences.

If there is a fire in the residence:

- Fall to the floor
- Crawl (staying close to the floor) to the bedroom door
- Get up on your knees and feel the door with the back of your hand (it is more sensitive than your palm) and check for heat.
- If the door is not hot, open door with caution. If hot, use alternate route, e.g., window.
- Remember to stay low. If you stand and breath in smoke, you will pass out within seconds.
- If you are able to open your door, go to the nearest exit.
- If a passage is blocked by smoke or fire, choose an alternative exit.

When the alarm goes off, everyone will evacuate the building and there will be a roll call to determine if anyone is missing. In the case of someone missing in a residence drill, the RA will find the student afterward and find out why they failed the drill.

In the case of real fires or drills, everyone will evacuate and meet in the designated meeting areas (see below). If someone is missing during the roll call, everyone should wait outside and inform the fire department when they arrive. In the case of an accidental alarm trip, the standard procedure is to treat it like the real thing and evacuate. Whoever accidentall tripped the alarm needs to inform an RA or staff member during the roll call. The RA or staff member will then deal with the pull station when they are certain that it is not

possibly a real fire. Legally, no one is admitted back into the building until the "All Clear" is given.

Designated Emergency Meeting Areas : In the event of a fire or other emergency, it is critical that everyone is accounted for as soon as possible. If there is a fire in the residence, all occupants of that residence are required to go to the meeting area. If there is a fire in the main complex, all students, faculty, and staff on campus are required to go to the meeting area. The designated meeting areas are as follows:

- Kentwood apartments meet in the parking lot of the Catholic Church.

Off-Campus Students

Full-time students living off campus are expected to participate in all college activities and functions the same as resident students (excluding residence activities) unless there has been a written agreement forged between the off campus student and the Student Services Department. Off campus students will be kept informed about any events through the SRC calendar, Speaker's Corner, and through a designated person for additional announcements.

Meals On-Campus for Off-Campus Students :

- Meal prices are posted at the host desk in the cafeteria. Meal cards may also be purchased at the main office.
- If taking a meal because of a staff approved meeting or responsibility, there is no charge. Spouse and children are at regular price.
- Meals for special events such as the Christmas Banquet are available for free for the student, spouse and children. Graduation, Encounter Weekends, Refresh and Behold will be available at half price for the student, spouse and children at regular price. For graduating students the meal following the grad ceremonies will be free of charge for the student, spouse and children.
- When planning to eat a meal at the cafeteria, it is very important that the cooking staff be notified at least one meal in advance.

All non-student spouses of married students are encouraged to take one free class each semester.

ADDITIONAL INFORMATION

Student Complaints

Students with formal complaints can communicate their concerns to a variety of sources. These sources include (but are not limited to) the SRC, the Academic Dean, or any representative of the Student Services Dept. These representatives may deal with student's complaints as an ombudsman (an intermediary) or may direct students to those directly

responsible for that area. A written response to the complaint will be given to the student. A record of the complaint and written response is kept on file. Students not satisfied with the handling of their complaints can communicate their dissatisfaction to the accrediting agency of Eston College:

The Association of Biblical Higher Education
5850 T.G. Lee Blvd., Ste. 130 Orlando, FL
32822
Voice: 407.207.0808 FAX: 407.207.0840

Transportation Costs

Transportation to and from the airport in Saskatoon and the bus stations in Kindersley or Elrose are available to students at the beginning and end of each semester. Fluctuating fuel costs and the number of passengers will dictate the price for this service. Inquire at the main office for pricing and make arrangements with the Dean of Students for transport.

Keys

Replacements for lost keys may be obtained from the administrative office. There is a \$5 fee for each borrowed key.

Mail

All students are assigned a mail box number with key on registration day. Mail is usually placed in the students' mail boxes by noon, Monday through Friday. Students may dispatch their personal mail by placing it in the slot by the student mailboxes. All outgoing mail must have complete addresses and return addresses. The student box number is not the mailing address box number. All students should use the following address:

[Your Name Here]
Bx 579
Eston, SK
S0L 1A0

Postage is available at the main office and the post office downtown. Students who pay the office \$25 for the service will have their mail forwarded over the summer. Otherwise mail will be returned to sender.

Cheque Cashing and Change

Students may cash personal cheques or access Interac (with \$1 service fee) for a minimum of \$5 and a maximum of \$30 at the main office. Change is available at the office during office hours.

Class gifts

Traditionally, the graduating senior class has given a gift to the college every year. Funds for this gift are collected each semester. This is a voluntary gift and students may choose to opt out by speaking to their SRC representatives, otherwise each student will be billed \$5 per semester for this purpose.

Student Pictures

Pictures are taken at the beginning of each semester for the yearbook and student cards. Student fees cover this expense.

Announcements

Announcements are to be made at College Communications during Wednesday afternoon Chapel. At times announcements may be made at meals by the host desk supervisor. Meal announcements are to be relevant to at least 50 percent of the student body and are to be written on the clipboard hanging by the host desk. Announcements may also be posted on bulletin boards. Please respect that most bulletin boards are marked for a specific area of student life and do not post on the wrong bulletin board. Please ensure that postings include your name and the current date

Also, the college has a public screen in the lounge above the WAT Cafe. Please speak with the staff member responsible for the applicable area of the announcement you wish to display on this screen.

The other way to receive information is through Populi, our interactive online student information system. Each student will be given an email address and are expected to use this email address for all college communications. Please be sure to check it on a regular basis. See information pack for details on how to access this service.

Photocopying and printing

The photocopier in the library is for student use. Students will be assigned a number to use this printer and will be billed on their account for whatever they use. Please do not ask the office staff to use their photocopier.

Income Tax

A T2202A income tax form is sent out to each student by the end of February for the previous year's fees. The amount of tuition paid can be used as a deduction when you file your income tax. You may choose to sign it over to your parents if you are unable to use it for yourself.