



# Worldview AT THE Abbey

## **Policies and Procedures**

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## **Worldview at the Abbey - Classroom Attendance Policies**

Students will be expected to uphold and respect the following policies during classroom attendance.

- Students should attend class with completed assignments and be ready to participate in classroom discussion.
- Students are expected to conduct themselves professionally in the classroom. Disrespectful actions toward other classmates or the instructor may result in a student being excused from the classroom.
- Students should bring their Bible to every class.
- Cell phone use is not permitted during class time unless specific permission is given by an instructor. Unless otherwise instructed, cell phones must remain silent and out of sight while class is in session. If you have an emergency situation, please inform your instructor before class.
- Computers, tablets, and other devices may only be used with the permission of an instructor and should otherwise remain silent and out of sight while class is in session.
- Students may not wear pajamas or athletic attire to class. Students must wear shoes to class.
- Students should not eat while class is in session.
- Students are responsible to notify their instructor of expected absences and use of their allotted excused absences may apply. Failure to do so could result in an incomplete or failing grade for an exam, quiz, and/or assignment.
- Students who are absent from class for any reason are responsible to communicate with their instructor and make-up class work and assignments. Failure to do so could result in an incomplete or failing grade for an exam, quiz, and/or assignment.

## **Worldview at the Abbey - Code of Conduct**

Worldview at the Abbey is a bridge year program designed to equip students to understand their

Christian faith as a total worldview and to be salt and light wherever God might lead them. As such, we expect our students to be committed to following Christ, serving as His ambassadors to the Abbey family as well as the larger community of Cañon City. We expect our students to abide by Philippians 2:3, doing nothing out of selfish ambition or vain conceit but in humility considering others better than themselves. In pursuit of this difficult goal, the students must abide by the following:

- Students will not use alcohol, tobacco, or drugs.
- Students will maintain proper hygiene and modest standards in their appearance.
- Students may have a car on campus, but this is a privilege. Abuse of this privilege (breaking curfew, driving irresponsibly) will result in its subsequent loss.

- Curfew is at midnight. A student may stay up later in his/her hall, always being mindful of his/her roommate's need to sleep. Quiet hours will be observed between 10:30 pm - 8:30 am during which time the hall doors will be closed and noise level in the halls should be kept at a minimum. Any exceptions to curfew must be approved by the staff director at least 24 hours in advance.
- Male students are never to be in the female students' rooms and vice versa. A male and female student cannot be alone together in the gym or library.
- Social standards are a matter of taste and cannot be legislated. Since, however, the welfare of the group depends upon the conduct of the person, certain standards are expected of students. Therefore, public displays of affection are not acceptable behaviors. Staff and faculty reserve the right to determine what constitutes a public display of affection. As a general rule, any action that is seen as making the community uncomfortable and/or creating an exclusive environment between a couple on campus should be refrained from.
- Every student is responsible for his/her own breakfast.
- Respect the property, including the food, of other students. Students should not leave their belongings in the common areas beyond a short break, such as a bathroom break. Any belongings left will be picked up by Worldview or facilities staff and can be redeemed for \$5 per item.
- Students enjoy free wifi in Hedley House and the library. Maintain integrity on the internet.
- No student will ever represent another person's work as his/her own (plagiarism).
- Respect the authority of staff and faculty and abide by their decisions.
- Students will encourage each other to excel ethically, spiritually, and academically.
- Students should respect the property of the Abbey and treat it as guests.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

Those who fail to comply with the code of conduct will be subject to discipline and/or being expelled from the program according to the discretion of the staff and faculty. Worldview at the Abbey reserves the right to change and/or update these policies at any time.

### **Worldview at the Abbey - Church and Community Involvement**

Worldview at the Abbey values and prioritizes fellowship and participation in the body of Christ as well as investing in the local community. A priority in both of these areas is placed on building relationships with people and using one’s passions and abilities to effectively serve and practice leadership in the lives of others.

Student participation at Worldview at the Abbey includes the following:

- Regular attendance at a local church.

- Building community among local believers and seeking opportunities to serve and be served in the body of Christ, and furthering the gospel through serving the local community.
- Completion of community involvement requirements.
- Regular investment in relationships outside of the context of Worldview at the Abbey.

If a student is unable to fulfill these guidelines for any reason, he/she should communicate with a staff member.

Community Involvement Requirements: During the next nine months, students will be required to participate in community involvement for a minimum of 3 hours per week. Community involvement includes volunteer work, participation in local activities, church involvement, and anything that facilitates building relationships with people outside of the Abbey community.

### **Worldview at the Abbey - Academic Calendar**

- Holidays observed in the academic calendar include: Thanksgiving, Christmas, Spring Break, and Good Friday.
- Students must leave the dorm the day classes end and may move back into the dorm the day before classes resume.
- Program activities will be posted on the academic calendar. Students are required to participate in mandatory activities and are welcome to participate in any additional optional activities made available.

### **Worldview at the Abbey - Dorm Room Policies**

- Students should keep dorm rooms in a condition that reflects cleanliness and professionalism. All rooms are subject to inspection throughout the year. In the case of a room not meeting a reasonable standard of cleanliness, a staff member may enforce a deadline by which it must be cleaned. Failure to do so may result in fines and/or disciplinary action.
- In the event of a student wishing to move into a private room, a fee of **\$750** will be charged per semester in addition to tuition cost. The room change fee will remain the same throughout the semester, regardless of the date the student chooses to move into a new room.

### **Worldview at the Abbey - Illness and/or Injury**

Students at Worldview at the Abbey should first take responsibility for their medical situations. Worldview at the Abbey does not house medical staff nor are they equipped to handle any major medical situations.

For the safety and benefit of students, Worldview at the Abbey staff/faculty seek to maintain the following guidelines in response to illness and/or injury.

In the case of illness:

- Students should immediately inform a staff member of feelings and signs of illness or if they perceive of signs and symptoms of illness in another student.
- Students should immediately take precautions in their interactions with other people and take steps towards treatment and recovery according to the diagnosis and advice of staff and/or a medical professional.
- In the case of a fever, students must be quarantined from group interactions for 12 hours from the last temperature reading where a fever was indicated.
- In the case of severe illness, students should be prepared to see a local physician and/or make arrangements to travel home.

In the case of injury:

- Students should immediately inform a staff member of any injury received, regardless of its severity or perceived significance or if they perceive signs or witnessed injury of another student.
- Students should immediately take steps towards treatment and recovery according to the diagnosis and advice of staff and/or a medical professional.
- In the case of severe injury, students should be prepared to see a local physician and/or make arrangements to travel home.

If a student anticipates missing class, he/she must communicate the concern with the appropriate faculty member. If a student anticipates missing a mandatory activity or failing to fulfill a program requirement due to illness or injury, he/she must communicate with the appropriate staff/faculty member and present a note of absence from a medical professional (and parental/guardian permission if under 18). In the case of absence, the student will be responsible to maintain and/or make up any responsibilities that are missed.

### **Worldview at the Abbey - Steps of Disciplinary Action**

The staff and faculty at Worldview at the Abbey desire to maintain a Christ-centered environment that facilitates and encourages students to grow spiritually, relationally, and academically. With this goal in mind, staff and faculty desire to effectively serve students in their recognition and confession of wrong and to provide them with opportunities of accountability towards growth in maturity.

Below are guidelines for the staff and faculty to respond to actions which conflict with the Code of Conduct and/or other policies and procedures.

1. Initial Warning - A staff/faculty member will evaluate the situation and administer a warning that institutes accountability and requires an action of change in behavior and/or attitude in the student.

2. Second Warning - If there is failure in the student to meet the requirements of change, staff will meet with the student and implement fines, restrictions, and/or further requirements of change. Parents/Guardians may be notified of the situation and the possibility of future consequences at the discretion of the staff.

3. Probation - If there is still failure to meet the requirements, Jeff Baldwin and a staff member will meet with the student to discuss disciplinary measures according to the situation which may include but are not limited to suspension, dismissal, and expulsion. In the institution of probation, a student will not be allowed to participate in any program or community activities outside of attending classes and church services. Parents/Guardians will be notified of the situation and informed of immediate and impending consequences such as:

- Suspension - In the case of suspension, the student will be required to immediately leave the Abbey campus. The student's return will be determined by their compliance with and completion of requirements instituted by staff/faculty according to the situation. The student will be responsible to maintain and make up class work and program requirements during and following suspension.
- Dismissal - In the case of dismissal, the student will be required to immediately leave the Abbey campus. The student will be permitted to re-apply to enroll the following term. Upon dismissal, tuition will be forfeited.
- Expulsion - In the case of expulsion, the student will be required to immediately leave the Abbey campus. The student will not be permitted onto the Abbey campus in the future and will not be permitted to re-apply for enrollment. Upon expulsion, tuition will be forfeited.

Actions which may be subject to immediate suspension, dismissal, and/or expulsion include but are not limited to sexual misconduct, theft, property destruction, failure to maintain integrity on the internet, and inflicting harm on another person.

### **Worldview at the Abbey - Transportation Policy**

Thanksgiving, Christmas, and Spring Break

Worldview at the Abbey will provide a shuttle to and from the Denver airport for Thanksgiving, Christmas, and Spring Break.

Shuttle cost paid prior to November 1<sup>st</sup> for Thanksgiving break, December 1<sup>st</sup> for Christmas break, and February 1<sup>st</sup> for spring break will be \$60 round trip or \$30 one way. Shuttle cost paid after November 1<sup>st</sup>, December 1<sup>st</sup>, and February 1<sup>st</sup> will be \$100 round trip or \$50 one way.

Shuttles will depart the morning after the last day of classes and flight reservations must depart no earlier than 12:00 noon that day. The return shuttle will be the day before classes resume and flight reservations must arrive no later than 5:00 pm that day.

### Other Transportation

Worldview at the Abbey will provide a shuttle to the Colorado Springs airport for any additional travel, giving students the option to fly in/out of Colorado Springs or make arrangements to ride the airport's shuttle service to Denver.

The Worldview shuttle cost for travel to the Colorado Springs airport is \$40 round trip or \$20 one way, and shuttle arrangements must be made with staff at least two weeks prior to travel. Shuttle cost for arrangements made less than two weeks prior to travel will be \$60 round trip or \$30 one way.

### **Worldview at the Abbey - Visitor Policy**

Students are welcome to host visitors at the Abbey campus but are responsible to ensure those visitors uphold the Worldview at the Abbey Code of Conduct. Visitors who choose to disregard the Code of Conduct and/or disrespect staff/faculty are not welcome on the Abbey campus and will be asked to leave.

Worldview at the Abbey staff must receive two days notice if visitors plan to eat in the dining hall. A dining fee may apply for visitors.

Visitors are welcome to spend the night in the dorm under the following conditions:

- Permission to stay in the dorm overnight must be granted at the discretion of the staff director.
- Students must receive permission for visitors to stay after curfew.
- Male visitors may only stay in male students' rooms and female visitors may only stay in female students' rooms.
- Each visitor may only stay in the dorm up to six nights per semester.
- There must be a student of the appropriate gender who is willing to host the visitor in his/her room. Visitors are not allowed to sleep in common areas or extra rooms used by Worldview at the Abbey staff/faculty.
- Parents or guardians should make arrangements for overnight accommodations at the Sisters House or other lodging in Cañon City.

### **Worldview at the Abbey - Emergency Response Protocol**

Worldview at the Abbey sees the safety of its students as a primary institutional concern. For the purpose of ensuring the safety of all students and staff, Worldview at the Abbey has adopted a standardized Emergency Response Protocol to include the following:

- Each student will participate in an Emergency Response Protocol brief to ensure they are prepared to respond in the event of an emergency scenario.
- All students will participate in Emergency Response drills, at times to be determined by faculty and staff, in order to practice the actions necessary to address an emergency scenario.
- Emergency scenario terminology and actions will be briefed and practiced in accord with the “I Love U Guys” Foundation’s “Standard Response Protocol” to include the following standardized responses:
  - “Lockout” - Students will remain in or return to Hedley Hall, and all access to the building will be secured until the prompting emergency has been resolved.
  - “Lockdown” - Students will remain and barricade in place in the most immediately available location.
  - “Evacuate” - Students will leave their current location and move to a previously established point to gain accountability of all students and staff.
    - Rally point will be the North goal post between Hedley Hall and dining facilities
  - “Shelter” - Students will move to the closest, previously established protected area and remain in place until otherwise instructed.
    - In Hedley students will shelter in downstairs main hallways away from stair wells.
    - In Library building students will shelter in Men’s restroom.
    - In the dining hall students will shelter in the kitchen preparation area away from windows.
- In an active emergency students will immediately alert available staff or faculty. Should no leadership be immediately available, students will call 911 and then refer to the “Steps of Emergency” policy in order to contact leadership personnel.
- Standard emergency signal on campus will be three blasts of a horn followed by staff instruction. Students will immediately cease all activities and follow all directions given by staff or faculty.
- Students should report any suspicious activity on campus or among the student body to their Resident Director or closest Worldview at the Abbey staff member immediately.
- In the case of students being off campus, a text message will be sent with necessary information. Emergency texts will begin with, “ALERT!” and will provide direction following. Upon receiving an emergency contact text, students will immediately begin following provided instruction and at earliest safe opportunity will contact Abbey staff to confirm receipt of message.