2013-14 BACONE COLLEGE

STUDENT & RESIDENCE LIFE HANDBOOK

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

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WELCOME TO BACONE COLLEGE

We would like to extend a warm Bacone College welcome to those of you who are the newest members of our community and a welcome back to our students returning for continued studies at BC.

To make your transition into this academic year as successful and rewarding as possible, Student Life is pleased to provide you with this Student Handbook. Your college years are a time of personal and spiritual growth and discovery. This handbook will introduce many of the different opportunities available to you at Bacone College and in the local community.

We hope that this academic year will prove to be a productive learning experience for you--one that will be conducive to intellectual discovery, bring you to a variety of campus events, involve you in a recognized student organization or a sports team, lead you to actively participate in community service, and perhaps engage you in artistic creation.

This handbook is not a contract. It provides information and represents certain significant policies of the College. Policies and interpretation by the administration are subject to change as circumstances warrant. Please check with the appropriate offices for updates and current application of any policy.

We wish you all the best for a safe, happy, and productive year!

MISSION STATEMENT

Bacone College, an independent institution related to the American Baptist Churches, U.S.A., maintains its commitment to serving Native Americans within a culturally diverse community. The College, through its baccalaureate and associate degree programs challenges students to develop intellectual and social skills, spiritual values and healthy life-styles by providing education in a nurturing Christian environment. (Adopted 11/08/04)

STUDENT LIFE

Curricular and extracurricular activities are important in the Bacone College total educational program. Intercollegiate and intramural sports as well as student organizations are considered integral parts of the College experience. Throughout the year, we offer a variety of activities that appeal to the student body. Student Life is responsible for planning on and off campus activities. We welcome new ideas for activities and other programs. Notice of events will be posted in advance of each activity and information will also be presented on the Campus Event Monitors. You may be required to sign up in Student Life to participate in certain activities.

Organizations

Any organization on campus must identify its goals and objectives and see that these are compatible with the philosophy, mission and regulations of the College. Each student organization must obtain official recognition from Student Life and Student Government Association. Please refer to the Constitution of the Student Government Association for further details.

Student Government Association

Officers: President, Vice President, Secretary, Public Relations Officer

All students are encouraged to participate in the Student Government Association. Student Government Association is the student governing body that promotes academic, social and spiritual development of all Bacone College Students. Student Government Association meetings are open and held regularly. Elections for officers are held in the spring semester for the following fall and spring term.

Student Campaigning Guidelines:

1. You are encouraged to campaign with enthusiasm, creativity and integrity to assure that a fair electoral process is conducted.
2. Students shall be responsible for obtaining the appropriate paperwork for filing for office and obtaining required signatures. Faculty and staff shall not be involved in this part of the election process, nor shall they campaign for a particular candidate.
3. Establish a campaign committee. The more students you have involved in your campaign, the better chance you have of success. Create a platform of ideas. Be positive. Tell the truth. Find out facts and campaign on real issues.
4. Be original. We suggest that you call a hall meeting, provide refreshments (popcorn, drinks, etc.) And relay your views of why you are the best candidate.
5. Encourage everyone you talk with to participate in the voting process..
6. No posting of election signs on any entryway doors of buildings (signs posted on glass entryway doors will be removed). All signs must be approved by the External Relations Office prior to posting.
7. Do not use scotch tape to post signs on the bulletin boards, use push pins or thumbtacks. No signs are to be posted on walls or glass doors.
8. No active campaigning within 100 feet of the polling area when elections are in progress.

9. All campaign posters/signs are to be removed and disposed of properly within 24 hours after the election.

Below is a listing of clubs and organizations on campus. These organizations fall into three separate groups: Student Life Clubs, Academic Clubs and Program Specific Clubs. As funding is available, Student Life clubs are eligible to be considered for matching funds from Student Government Association. Academic and Program Specific Clubs are not eligible for matching funds from Student Government Association.

Student Life Clubs
Membership in the Student Life clubs listed below is open to all students.

AISES seeks to develop Native professionals and leaders in the areas of science, engineering and technology.

Baptist Collegiate Ministries provides the opportunity for students to gather together for spiritual support and service to the campus community,

Black Student Society/BSS seeks to improve campus and community life through varied activities and the dissemination of information that uplifts and encourages understanding between all persons. Membership is open to all Bacone College Students.

Fellowship of Christian Athletes/FCA is a nationwide, non-denominational Christian organization. Established to develop and maintain the Christian commitment of varsity athletics, everyone is welcome to participate. It is not a competitive organization, but a supplement to all existing Christian programs that support the mission of Bacone College.

Native American Student Association/NASA's primary purpose is to help all students become aware and informed about the culture of the Native American. The group sponsors several pow-wows, dinners, Indian arts & crafts shows, attends Indian cultural events and encourages other events to preserve Indian culture and tribal backgrounds. Membership is open to all Bacone College Students.

Academic/Program Specific Clubs
Membership in academic and program specific clubs is generally reserved for students who are active in particular majors or who have achieved a specific level of academic achievement.

Agriculture Club is a student organization open to student participants in the Agricultural Science programs. Participants in the organization perform service to the campus and explore agricultural issues.

Alpha Chi is a national organization that welcomes students who have performed at a significant academic level. Membership is by invitation/nomination.

Art Club seeks to expand student interest in the Arts. Participants are generally majors in the Art program.

Bacone College Student Nursing Association/BSNA is a local organization of the Oklahoma Student Nurses Association. Its primary purpose is to foster the nursing students' interest in professional nursing organizations and to prepare them for membership upon graduation. It also encourages students to participate in local and state health functions.

Bacone College Society of Student Radiographers/BSSR is a club open to Pre-Radiography students and students in the Radiography Program. The club's purpose is to advance the science of radiography by helping to establish and maintain high standards of education and training as well as elevate the quality of patient care and improve the welfare and social economics of radiography.

BSDMA – This organization is open to student participants in the Diagnostic Medical Imaging program. Participants expand their knowledge through community service, meet professional in their field and participate in state and national gatherings,

Criminal Justice Club - This organization is open to any Bacone students who are interested in learning about careers in law or the criminal justice field and who desire to become involved in community service projects related to criminal justice. The CJS Club also seeks to promote learning and enrichment opportunities where students may take field trips, engage in networking for future employment purposes and meet professionals who work in the various criminal justice fields.

Nurses Christian Fellowship/NCF is an international, non-denominational Christian organization established on college campuses to help nursing students and graduates influence the nursing profession for Jesus Christ. NCF seeks to help its members develop as Christ's disciples and see their lifestyle and communications make a difference where they work in nursing. The Chapter is open to pre-nursing and nursing students.

Phi Theta Kappa/PTK is the international honor society of the two-year college. Students who have completed at least 12 hours in college level courses, and have earned a 3.5 grade point average as a freshman or a 3.3 grade point average as a sophomore are eligible for membership. The hallmarks of Phi Theta Kappa are leadership, scholarship, fellowship and service. Lambda Delta is the Bacone College Chapter of Phi Theta Kappa.

Lambda Nu is a national honor society for radiographers. Students who have a minimum of 3.0 grade point average in one semester of Radiography classes are eligible to join.

Publications Club students, who are interested in any phase of Journalism such as:
news, writing, photography, advertising, layout, design and reporting skills are encouraged to join. Weekly meetings take place in the Journalism Department located on the second floor of Barnett Hall. Members are encouraged to become staff members of the student newspaper, *The Baconian*. Journalism majors fill club officer positions, and a rotating officer is expected to represent the club at the Student Government Association meetings. Club members usually make at least one field trip each academic year and participate in annual fundraising activities. The Club was founded to ensure the preservation of memories of Bacone College and enhance the image of the College.

School of Education Club – This academic club is open to student participants in the School of Education program. School of Ed majors provide service to the community through interaction at area schools and bring awareness to the teaching profession.

Homecoming Royalty Candidates

All Homecoming royalty candidates at Bacone College must meet the following qualifications:

1. Currently enrolled as a full time main campus student (12 credit hours or more).
2. Currently maintain at least a 2.5 grade point average.
3. Cannot be on academic or disciplinary probation.
4. Must have met financial obligations to Bacone College.

Alma Mater

Where the Ozark foothills slumber
There the Verdigris joins the Arkansas and murmurs
Onward to the sea

Where the air is sweet with cedar
There the mockingbird sings a melody of praise
More wonderful than words

<u>Chorus</u>

Our beloved Alma Mater
In our hearts enthroned
All hail to thee, our Alma Mater
Hail, all hail, Bacone College

Indian Braves and Indian Maidens face the sunset gold
Seeing far across the valley, challenges unfold
Oh Great Spirit, grant us wisdom, guide our steps aright
May our courage never waiver, as we climb the heights.

Organization Information

Student Organization Budget

The Student Government Association plans its expenses and income for the year, submitting a budget proposal to the Assistant Vice President of Student Life.

The Senate receives club and organization budget proposals and matches them to the amount of student activity funds available for this purpose, obtaining this figure from the Business Office. Upon approval each organization will have an account set up in the Business Office.
Money can be drawn from this account for pre-approved expenses (consistent with the approved budget), by a purchase order signed by the sponsor of the Student Government Association and

Director of Student Life. The purchasing procedures of the college must be followed; complete regulations for this process will be supplied through the Business Office.

Organization Sponsors

An original application for club sponsor and any changes in sponsorship of student organizations must be submitted to the Student Government Association for nomination. Prospective sponsors should be notified before their names are submitted for nomination. Faculty members, Administrators with Faculty status, Coaches/Department Directors upon approval of the President may be considered to serve as a sponsor. The Student Government Association shall forward nomination of prospective sponsors to the Assistant Vice President of Student Life who will submit the nominations to the College President for formal consideration.

Responsibilities of a Sponsor

1. Enforce the "Student Members Responsibilities", as outlined, to the best of their ability.
2. Follow the same agreements that are required of the students.
3. Protect the students from harm and danger. Inform campus officials in case of any emergency or change in the approved travel plans when on sponsored trips.
4. Transport students to and from the approved activity, beginning and ending at Bacone.
5. See that all bills directly related to the activity are paid and submit receipts to the College for reimbursement.
6. Assure that fundraising events result in prompt deposit of funds into the club's account as outlined by College policy.

Responsibilities of Student Members

1. Students will conduct themselves as Christian representatives of Bacone College.
2. Students will keep sponsors informed of their whereabouts during club activities.

Violations of any of the above may subject the student to disciplinary action by the College.

Student Government Association
CONSTITUTION AND BY-LAWS

Student Government Association Constitution

Bacone College Student Government Association

We, the associated students of Bacone College, believing that cooperation and unity will make our school life more beneficial and enjoyable, and being convinced of the value of democratic training and considering it to be for the betterment of the school, also establish this constitution for Student Government of Bacone College.

Article I - Organization

The Student Government Association, representing the associated students of Bacone College, is

the organized unit for student government of the Bacone College campus.

Article II - Purpose

The primary purpose of this organization shall be:

a) To provide for student government.
b) To promote and assume the leadership of student activities.
c) To promote scholastic, spiritual and social development of the students.
d) To provide advice on use of student activity fund.

Article III -Membership

Section 1: The President, duly elected Senate officers and one representative of each organization of the Bacone College campus shall be a voting member of the Student Government Association.

Section 2: The members of the Student Government Association shall maintain a 2.5 or better grade point average in 12 or more hours throughout their term in office.

Article IV - Officers

Section 1: The officers of the Student Government Association shall be a President, a Vice - President, a Secretary and a Public Relations Officer. The term of these offices shall be no more than one year.

Section 2: To be eligible for Student Government Association office, a student must meet these requirements.

a) One successfully completed semester as a full-time student at Bacone College.
b) A grade point average of 2.5 or greater
c) Must be in good standing with the Office of Student Services
d) Must be presently enrolled as a full time student as defined by the College..

Section 3: The Executive Committee of the Student Government Association shall be composed of the President, Vice-President, Secretary, Public Relations Officer and the faculty advisor (ex officio).

Article V - Faculty Advisor

Each spring semester the Officers-elect of the Student Government Association will nominate their proposed Faculty Advisor. Approval of the advisor is subject to the approval of the President of Bacone College (upon consideration of teaching load and other responsibilities).

Article VI - Quorum

Two-thirds of the membership of the Student Government Association shall be necessary for a quorum. In an emergency situation, the president of the Student Government Association may declare a quorum with less than two-thirds of the members present. No business shall be

transacted without the presence of the faculty advisor and a quorum declared. If the President is absent or wants input from Executive Committee an emergency Executive Session may be called.

Article VII - Meetings

Section 1: Regular meetings of the Student Government Association shall be held bi-weekly. Meetings of the SGA Executive Committee shall be held on the alternate week between the regular meetings. The time and date of each meeting for the semester shall be designated after the election of the Executive Committee at the beginning of each school year and placed immediately on the school calendar prior to August 31.

Section 2: Special meetings may be called by the President of the Student Government Association, an officer, the Director of Student Life or the AVP of Student Life. All meetings must have the faculty sponsor and/or staff present.

Article VIII - Election Procedures

Section 1: A candidate seeking the office of the President, Vice-President, Secretary or Public Relations Officer, shall make application for candidacy in the following manner:

a) Obtain a blank petition form from the Office of Student Life.
b) Determine if he/she qualifies for the office according to Article IV, Section 2 of this constitution. GPA can be checked in the Office of the Registrar.
c) Obtain signatures of 2 faculty members.
d) Obtain the signature of 20 student supporters.
e) Present the completed petition to the Director of Student Life.

Section 2: The election of the officers of the Student Government Association and club organizations shall take place no later than March 31st of each Spring Semester.

Section 3: The officers of the Student Government Association shall be elected by the majority vote of the student body voting. In case of a tie or failure to receive a majority vote, a run-off election shall be held within one week after the first election.

Section 4: The installation of the newly elected officers shall be held following their election. The time and place shall be selected by the Student Government Association and scheduled on the school calendar.

Section 5*:* If the office of President of the Student Government Association becomes vacant the Vice-President shall succeed to the office of President.

Section 6: If the office of Vice-President, Secretary, or Public Relations Officer becomes vacant the Student Government Association shall present a slate of candidates to a vote of the student body, or, if deemed practical by a majority of the remaining Student Government Association members, appoint a qualified student to fill the unexpired term. A majority vote shall be required for the election of a new officer to fill a vacancy. If the vacancy is due to no qualified candidate

running for office during the regular election process, a vote of the student body shall be required to fill the position (rather than by appointment).

Section 7: If a vacancy in the membership of the Student Government Association occurs, the vacancy shall be filled by the organization represented by the former member.

Section 8: If a voter wishes to cast his/her vote for a candidate whose name does not appear on the ballot he/she may write the name on the ballot. The candidate must meet the eligibility requirements for the office.

Article IX - Removal of Officers and Members

Section 1: An officer or member of the Student Government Association may be removed from the Student Government Association due to the following reasons:

a) General apathy toward Student Government responsibilities, manifested by absence from meetings, failure to carry out duties, or other similar indications.
b) Missing a total of three meetings in one semester without prior approval from the faculty advisor.
c) Gross violation of the Student Code of Conduct.

Section 2: Organizations whose representative to the Student Government Association shall then select a new representative.

Section 3: The procedure for the removal of an officer or member shall be:

a) If a member - Present the charges (other than absence from meetings) to the Student Government Association Executive Committee.
b) If an officer - The proposed charge should be presented to the Director of Student Life.
c) Present the charges at a scheduled Student Government Association meeting.
d) Opportunity for defense shall be given the accused individual at the next scheduled meeting following the presentation of charges.
e) Secret ballots shall be cast to determine the reinstatement of the accused individual at the same meeting of the Student Government Association.
f) All SGA decisions regarding removal from office may be appealed to the AVP of Student Life with final appeal to the President of the College. Appeals are to confirm proper process has been followed.

Section 4: All organizations will be given advance notification about the vote and a vote of three fourths shall be required to remove an officer or a member.

Article X - Authority in Parliamentary Law

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Student Government Association in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of this organization.

Article XI - Interpretation

A council composed of three members of full or part-time faculty, three students, and the Director of Student Life are appointed every year and updated every semester, to act as the final authority in the interpretation of the constitution. The Executive Committee of the Student Government Association will appoint the members of the faculty and the students. The Students must maintain a 2.0 GPA or better at the time of appointment. Members of the Student Government Association are not eligible for this appointment.

Article XII - Amendments

This constitution may be amended in the following manner:

a) Proposed amendments shall be submitted to the Student Government Association in writing, accompanied by a petition signed by 75 full or part-time students.
b) Proposed amendments shall be discussed and approved by the Student Government Association and posted for students to read before they are submitted to a vote.
c) Disapproval of the proposed amendments by the Student Government Association shall result in the returning of it to its originator or author with the reasons for disapproval.
d) Receipt of a second petition by the Student Government Association containing the same proposed amendments and signatures of 125 full/part-time students should automatically subject the amendment to a vote of the student body within three weeks.
e) A three-fourths majority of the student body voting in the election shall be required to amend this constitution.
f) If passed by the student body, the proposed amendment shall go into effect immediately.
g) The College President and/or Student Life reserves the right to amend these bylaws if it is deemed in the best interest of Bacone College and/or the Bacone College student body.

Article XIII - Ratification

Section 1: This constitution shall be ratified at a student election after it has been posted for all students to read, and discussed at a scheduled meeting of the student body. A two-thirds majority of the students at the scheduled meeting will be necessary for ratification.

Section 2: A two-thirds majority of the students voting in the election in favor of this constitution shall be necessary for ratification.
---end of Constitution---

Student Government Association Bylaws

Article I - Duties of Officers

Section 1: President

a) Presides at Student Government Association meetings.
b) Serves as ex-officio member of all committees.
c) Presents to the Student Government Association any matter that needs its attention.

d) Appears before students and the public as a representative of the associated students.
e) Encourages student participation in all activities of the College.
f) Votes in the Student Government Association only in the event of a tie.

Section 2: Vice President

a) Presides at Student Government Association meetings in the absence of the President.
b) Serves as the Student Government Association officer in charge of student elections and Senate sponsored activities.
c) Assists the President as the occasion rises.
d) Succeeds to the office of President in the event the President does not fulfill his/her term in office.

Section 3: Secretary

a) Records accurate, permanent record of all meetings of the Student Government Association.
b) Retains a copy of approved Senate Minutes on file in the Student Government Association Office. Distributes a copy of the previous meetings minutes, along with the upcoming agenda to SGA members prior to each meeting.
c) Keeps a record of attendance at Student Government Association meetings.
d) Attends to the correspondence for the Student Government Association.
e) Performs other duties at the request of the President or faculty advisor.

Section 4: Public Relations Officer

a) Responsible for furthering the mission of the Student Government Association through appropriate and accurate communication of information.

Article II - Order of Business

The order of business for the Student Government Association will be as follows:

1. Call to Order
2. Prayer
3. Roll Call of Voting Members – a quorum is 51% of the voting members.
4. Consideration of Minutes
5. Report of the Treasurer
6. Report of the Committees
7. Old business
8. New business
9. Announcements
10. Adjournment

Each recognized student organization has one vote and each SGA officer has one vote. A copy of the roll call form for each meeting will be retained on file, along with the agenda and meeting minutes in the SGA office.

Article III - Committee

Section 1: Executive Committee

The Executive Committee, composed of the President, Vice-President, Secretary, Public Relations Officer and the faculty advisor, shall meet the week before the Senate meeting to consider the agenda for the meetings and to perform other duties as needed in transacting Student Government Association Business. The President shall serve as chairman of this committee.

Section 2: Activities Committee

An Activities Committee, chaired by the Vice-President of the Student Government Association, will be appointed as soon as possible. The purpose of the Activities Committee is to serve in advisory capacity to Student Life with regard to student activities.

Section 3: Other Committees

Other Committees may be created to meet the needs of the associated students and/or the Student Government Association. Each student at Bacone College is a potential member of a committee.

Article IV - Organization Officers

Section 1:

A Student may hold only one Presidency on the Bacone College campus. This does not exclude the President of one organization holding a lower office in another organization.

Section 2:

The members of the Executive Committee of the Student Government Association are not eligible to serve as President of any other organization on campus, but will vote once as an executive officer. If the organization he/she serves as President wants to vote it must send another member.

Section 3:

All class organization officers must maintain a 2.5 GPA during the term of office.

Section 4:

A student on academic or disciplinary probation is not eligible to hold any student office on campus. Organizations are responsible for enforcing this. Failure to comply will result in revoking voting privileges until the next grading period.

Article V - Chartered Organizations

Section 1:

All organized groups on the Bacone College campus must receive recognition and a charter from the Student Government Association.

Section 2:

A charter may be obtained by presenting to the Student Government Association a constitution and by-laws for the new organization which must define the following:

1. The purpose of the organization
2. Definition of the membership
3. Pre-designated faculty advisor

Section 3:

Approval of the organization by the Student Government Association is subject to the subsequent approval of the Director of Student Life and President.

Section 4:

A student organization may lose its charter under the following circumstances:

1. If the organization is deemed to be in-active. The term inactive shall include but not be limited to the act of not conducting monthly meetings or not conducting timely election of officers.
2. If its activities are inconsistent with those set forth in its constitution and by-laws.
3. If such activities are inconsistent with the purpose and goals of Bacone College.
4. If a club representative misses two (2) meetings, the club faculty advisor is notified. If a third absence occurs in a semester the charter may be pulled.

Section 5:

An organization whose charter has been revoked may petition the AVP of Student Life who may consider the Association for reinstatement. The petition must show just cause for reinstatement and a proposed plan for making the organization an active part of campus life at Bacone College. The organization will then be on probation for one month. If the probation is violated the organization may ask for a vote of confidence from the Student Government Association members.

Article VI - Suspension

The suspension of any part of these by-laws shall require a two-thirds vote of the members attending the meeting of the Student Government Association. Suspension of all or a portion of the bylaws requires approval of the Director of Student Life, AVP for Student Life and/or Presidential approval)

Article VII - Amendments

The by-laws may be amended at any regular meeting if notice of the amendment has been given at the immediate past meeting. A two-thirds vote of the members present shall be required for the adoption of the amendment.

Article VIII - Ratification

Section 1:

The by-laws shall be ratified at a scheduled Student Government Association meeting.

Section 2:

A two-thirds majority of those present in favor of the by-laws will be necessary to ratify the by-laws.

------end of bylaws-----

News Outlets on Campus

The Baconian

A member of the Oklahoma Collegiate Press Association, the award winning Baconian is a newspaper with all stories, photographs and graphics produced by students in the Journalism Department. Staff positions are generally made up of an editor, copy editor, advertising manager, sports writer, reporters and photographers. In some cases, staff members may qualify for Work Study pay or scholarship assistance, if available.

Campus Bulletin Boards

Prior to any posters/flyers/circulars being posted on campus they must be approved by the External Relations Office. Posters/flyers are not to be placed on glass entryway doors or on walls. Any unauthorized materials/postings will be removed. All posters must be dated and removed after the event has been held.

Campus Communication

Monitors are located across campus that provide regular updates regarding activities and happenings on campus. In addition, Student Life provides a weekly distribution of the 411 newsletter that outlines upcoming activities. Students are also encouraged to provide updated cell phone, twitter and facebook information to Housing so that notification of weather alerts and other newsworthy events can be communicated through the Blackboard communication system. It is the responsibility of each student to provide contact information to Housing to receive campus notifications. The College is not responsible for obtaining or updating this information. It is the student's responsibility to keep on-file information current.

College Website

The Master calendar page located on the web at http://www.bacone.edu lists the monthly activities/happenings.

Spiritual Life

Bacone Hour

Bacone Hour is held every Tuesday at 10:55 a.m. in the Bacone Memorial Chapel. The Bacone College Community is encouraged to come together at this time for singing, prayer, reading of the Word and special presentations. The program varies from a traditional worship service to the Bacone Presidents' Convocation, concerts, drama, awards, and recognition. Bacone Hour offers the opportunity to find out what is happening on campus. The organizing and planning of Bacone Hour is the responsibility of the Center for Christian Ministry. This team is made up of students, faculty and staff. The Praise and Worship Team is committed to providing a wide variety of programming, which reflects the diversity of our student population.

Praise and Worship

The Spiritual Life Council works to facilitate the Spiritual Life activities on campus. These activities may include but are not limited to:

1. Guest Speakers
2. Native American Heritage Week
3. Easter
4. Christmas

Bible Studies

Opportunities for bible study are available. The studies include biblical applications for struggles that students' experience. During the time of study, students will learn the relevance of the Scriptures in their lives. For information on places and times, contact the Campus Chaplain.

Weekly Campus Ministry Events

Bacone Hour	Tuesday 10:55 a.m. - 11:40 a.m.
Bible Study	As identified in individual residential halls.
Wednesday Night Worship	Wednesday 9:00 p.m.

ABC Church Affiliation

Bacone College is the home of West Side Baptist @ Bacone. West Side Baptist @ Bacone is a satellite worship extension of West Side Baptist Church, Wichita, KS, an American Baptist congregation. This worship center meets on announced Sunday evenings at 8:00 pm in the Palmer Center Theater. This satellite center offers our students the opportunity to be members of a worshiping body of believers on a week-to-week basis right on our campus. As a satellite of

West Side, we are able to provide students the opportunity of baptism, the Lord's Supper, and church membership. Students who are members of a congregation elsewhere will be able to retain that membership while joining West Side Baptist @ Bacone at the same time. There are also numerous churches in the community to serve the needs of our students. If you would like help in finding another church to meet your spiritual needs, please contact the Center for Christian Ministry.

Area Community Churches

1. Bacone Baptist Church 683-4586
2. Boulevard Christian Church 682-7822
3. First Baptist Church 682-3496
4. First Indian Baptist Church 683-5811
5. St. Joseph Catholic Church 687-1351
6. First United Methodist 682-3368
7. St. Paul United Methodist 687-7571
8. Muskogee Church of Christ 683-4531

(For complete listing, see the phone book)

Student Life

Student Life is dedicated to orienting students to College life by overseeing the Residential Life Program as well as providing fun activities, assisting in special needs and emergencies, encouraging spiritual growth and counseling of students.

The Assistant Vice President of Student Life provides administrative oversight for all Student Life programs. The Center for Christian Ministry also provides student counseling, guidance, direction and support to students.

(Please see Clery Act disclosures at http://www.bacone.edu/files/4513/4923/1593/cleryact2011.pdf

The Director of Student Life is responsible for the enforcement of student conduct and standards for behavior. The Director of Student Life is responsible for the development, coordination, implementation, and evaluation of Bacone College student programs, including student governance of clubs and organizations.

The Campus Chaplain is responsible for pastoral counseling and assisting students with their spiritual growth through greater self-understanding.

Athletics

The following varsity intercollegiate sports are offered at Bacone College:

Men: Basketball - Baseball - Cross Country - Football - - Soccer - Track & Field - Wrestling

Women: Basketball - Cross Country - Softball - Soccer - Track & Field -Volleyball

The above listed sports are registered with National Association of Intercollegiate Athletics (NAIA). Bacone College competes in the Red River Athletic Conference and the Central States Football League.

We also offer Club team participation in the following clubs: Men/Women Cheerleading, Men/Women Rodeo, M/W Bowling and Men/Women Golf.

Any student who desires to compete for a position on any athletic team should contact the head coach for his/her sport or the AVP of Athletics at 918-781-7285.

Food Service

The Dining Hall is located at the Bacone Conference Center. Service is available five days a week, Monday through Friday, except for periods of campus closure, which include Christmas Break, Thanksgiving Break and other breaks indicated on the Academic Calendar.

Resident student meals are provided through the Dining Hall and through specific off-campus dining partners. Students must utilize their ID card for entrance to the dining hall and for obtaining meals at identified off-campus restaurants if included in their meal plan. Non-residential students may utilize the Dining Hall for meals on a per meal basis and may place off-campus dining dollars on their ID to obtain meals. Food service in the dining hall is limited during the summer, but off-campus dining solution use is available. The default student dining plan includes 10 meals per week in the student dining room and up to $300 in funding loaded to the meal card per semester. Additional funds may be added to the student's card.

Dining Hours (subject to change)
<u>Monday thru Friday</u>
Breakfast - 7:00 a.m. - 8:00 a.m.
Lunch - 11:00 a.m. - 1:30 p.m. Tuesday Hours 11:40 - 1:30 p.m.
Dinner - 5:00 p.m. - 7:00 p.m.

Food service personnel welcome any suggestions to provide better service. Students who have allergies or special dietary needs should submit a request to the Housing Office Food Service Director in order to make special arrangements. You can email foodservice@bacone.edu.

Snack Bar

The Snack Bar is located on the first floor of the Palmer Center. Hours of operation are posted. The Snack Bar is also open during certain athletic or other special events that may take place in the Palmer Center. Off campus dining dollars may be utilized at the snack bar.

COLLEGE POLICIES

Contract Policy

No individual, group of individuals, club or organization representing Bacone College shall enter into a contractual agreement of any nature without written approval from The Office of the President.

Communicable Disease Policy

Bacone College is committed to providing a working and educational environment free from health hazards to its students and employees. These policies set forth procedures to be followed when a college student or employee is afflicted by or has contracted a communicable disease or condition which may or may not be listed with the Center of Disease Control and/or the State Department of Health. The College will comply with all federal and state laws applicable to persons (students, employees and job applicants) with a communicable disease.

Confidentiality of information regarding individuals afflicted with a communicable disease or condition shall be respected to the extent allowed by law. The College reserves the right to place students in an alternate dorm room if deemed to be in the best interest of the student or other members of the student body. The College may also limit exposure of the student to other members of the student body by restricting access to campus facilities and public areas if the situation warrants.

Disclosure Policy

Bacone College retains two categories of information about current and former students: directory data and confidential data.

Upon admission, students provide data for academic and personal records. In doing so, the student entrusts the College as custodian of this information and other data generated during a student's enrollment.

Bacone College acknowledges the student's right of privacy concerning this information. The College further recognizes that certain information is a matter of public record and may be released for legitimate purposes.

The College policy regarding release of information in the student's records is as follows:

1. Directory information appears in student directories and alumni publications and may be freely released. A student desiring that the information remain confidential must file a written request with the Registrar's Office. A written request must be made prior to the end of the fourth week of each semester of attendance and applies to the following:
   - Name, addresses and telephone number.
   - Major and classification.

- Dates and attendance.
- Degrees and dates of graduation.
- College honors.
- Verification of student's participation in recognized activities.
- Anticipated dates of graduation based on completed honors.
- Previous institutions attended.

2. Confidential information comprises that which is contained in a student's education record and can be released only upon the student's written consent. Some expectations allow or require release of confidential information to the following ten classes of persons as defined in the Family Education Rights and Privacy Act of 1974, as amended:

- School officials within the educational institution who have legitimate education interests.
- Officials of other schools to which students seek to transfer.
- The Comptroller General of the United States, Secretary of Education, the administrative head of an educational agency or state educational agency or other state educational authorities.
- College officers who process a student's application for or receipt of financial aid.
- State and local authorities to which such information is specifically required.
- Organizations or educational agencies conducting legitimate research provided no personally identifiable information about the student is made public.
- Accrediting organizations.
- Parents upon proof of dependency as defined by the Internal Revenue Code of Governmental Authorities with a judicial order or lawfully issued subpoena, provided the educational agency or institution makes a reasonable effort to notify the student of the order of subpoena in advance of compliance.
- Appropriate persons such as physicians when, due to an emergency, such information is necessary to protect the student's health or safety or that of other persons.

Students have the right to inspect their academic records and to challenge the contents.

Upon a signed request, Bacone College will provide transcripts of academic records. However, financial obligations need to be paid in order for the College to provide said transcripts.

While the permanent academic record is a cumulative record compiled by the student, the Registrar of the College is charged with the responsibility for its accuracy and safekeeping. Therefore, removal of the Registrar's assigned depository is not permitted.

Original credentials with which the student applies for admission or readmission to Bacone College become the property of the college and are not released.

NO-TOBACCO POLICY

Bacone College has adopted this policy prohibiting tobacco use in indoor campus areas. This policy is instituted to promote the health and well being of the campus community; to preserve and protect college property; and to provide a clean and healthy environment that is conducive to academic and athletic pursuits of students, faculty and staff.

The use of tobacco (includes, but is not limited to, cigarette, cigar, chew, pipe, snuff, pouch, and all other tobacco related products) is prohibited in all indoor areas of property owned or controlled by Bacone College, the Residence Halls and any covered walkway around the residence halls, Student Life areas and classrooms. Any area within 25 feet of an entrance door is also a prohibited area.

Designated smoking areas include:

- Snack Bar patio
- Locations outside campus facilities

Responsibility and Implementation of Policy:

a) The President, Vice-President, Department Heads and all other supervisors are generally responsible for the implementation and enforcement of this Tobacco Policy. Bacone College expects, in light of the health issues involved, that people will comply with this policy out of self-interest and concern for others. However, complaints regarding this policy, or disputes regarding its implementation, should be referred to their immediate supervisor for resolution.
b) All department heads will be responsible for assuring that this policy is communicated to everyone within their jurisdictions and to all new members of the campus community.
c) Responsibility for honoring the provisions of this policy will be the obligation of all employee, students and visitors of Bacone College.

Resolution of Complaints and Enforcement of Policy:

The standard used in resolving complaints of disputes concerning the Tobacco Policy will be that the right to breathe clean air and function in a tobacco-free environment is superior to the choice of using tobacco. The success of the Tobacco Policy for Bacone College depends upon the thoughtfulness, consideration, and cooperation of tobacco and non-tobacco users. All members of the campus community have a responsibility to observe this no tobacco use policy. All employees and students are encouraged to remind others of the restrictions of the Tobacco Policy when appropriate.

Appropriate Dress:

Our campus does not have a formal dress code for students in place. That being said, students are responsible for appropriate dress in the classroom and other areas on campus. The term "appropriate" shall include the definition that no undergarments are visible to others (excluding t-shirts). Instructors and other college officials may request a student who is a distraction to others by their mode of dress to address the issue immediately or be removed from the classroom,

student activity or athletic function.

Student Computer Resource Policy

Summary Internet Policy Provisions

1. The College has software and systems in place that can monitor and record all Internet usage. No expectation of privacy is reserved for students utilizing campus computer systems/resources.
2. The College reserves the right to inspect any and all files stored on campus computers and student computers if utilized on the college network, in order to assure compliance with policy.
3. Sexually explicit, hateful or demeaning material may not be displayed, archived, stored, distributed, edited or recorded using College network or computing resources.
4. Use of any College resources for illegal activity is grounds for loss of lab and network privileges, and the College will cooperate with any legitimate law enforcement agency.
5. No student may use College facilities knowingly to download or distribute pirated software or data.
6. No student may use the College's computer facility to deliberately propagate any virus, worm, Trojan horse, or trap door program code.
7. Students with Internet access may not use College Internet facilities to download entertainment software, music, games, or to play games over the Internet.
8. The College's computer systems may not be used for commercial or solicitation purposes.
9. The Bacone College computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages, which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's sexual orientation, religious or political beliefs, national origin, ethnicity or disability.
10. Social networking is widely utilized by our student body. Students are encouraged to participate on social networking sites responsibly, and with respect to other members of the campus community. Students are encouraged to be discrete in the sharing of personal information on social networking sites.

Note: Violations of these policies and provisions are subject to student discipline.

Lab Usage

1. All students are assigned individual ID and passwords to the computer network. Your ID is your last name followed by the first letter of your first name, all lower case (e.g. Jim Smith would be smithj). Your password upon accessing the system for the first time will be password. The system will require you to select a new password as soon as you are connected to the system. Do not share your password with anyone, as this will result in your being responsible for anything that person does on the Bacone network and the Internet. Violation of this will result in the loss of your network access privileges. Any problems with your initial access to the system should be

reported to the Information Services Department. Note: Repeated attempts to access the system with an invalid password will result in an automatic lockout of your account.

2. SR room 209: This lab is for general student use during hours posted on the lab door. NOTE: The lab may be utilized for instructional purposes and for periodic maintenance, during these times; there will be no student access.
3. SR room 210: This lab is reserved for students currently enrolled in the computer classes each semester. Any unauthorized utilization of this lab will result in loss of network access privileges.
4. Library computers: This lab is for general student use during the hours the library is open.
5. Nursing/Radiology Lab: This lab is reserved for Nursing and Radiology students who are currently enrolled. Any unauthorized utilization of this lab will result in loss of network access privileges.
6. Student class projects/assignments will take precedence over other computer usage.
7. Any student attempting to access, copy, modify, or delete another student's file will lose their network privileges and face disciplinary action.
8. Any student found to be in violation of this policy would be subject to disciplinary action.

Technical

1. User Identification (ID' s) and password help maintain individual accountability for computer resource usage. All students must keep their password confidential (sharing your password will result in your loss of access privileges).
2. Any file that is introduced into the Bacone College Network must be scanned for viruses before it is run or accessed.
3. Students will not modify any computer network system settings.
4. Downloading of wallpaper, screen savers, etc. is prohibited.

Non-Alteration of College Property or Physical Plant

Students must have prior authorization from the Office of the President to make any alteration of College property or grounds, including but not limited to, digging, tree removal, sign removal or placement. Violation of this policy may result in the imposition of discipline.

Children on Campus Policy

I. Purpose

The purpose of this policy is to provide faculty, staff, and students with information necessary to follow the position the college believes will provide a safe campus while maintaining a learning environment for students and a disruption free workplace for our employees.

II. General

Bacone values the role of families in the lives of the faculty, staff and students of the College and

has worked to develop policies and benefits that are supportive of balancing work and family life. It is recognized that there are those times under emergency conditions when it is absolutely necessary for an employee of the College to provide for a child for a brief period of time. These circumstances are not the issue addressed in this policy. It is further recognized that there are those times when brief visits occur when children may come to campus with other family members.

III. Policy

Except when the purpose of the visit is to attend classes or to participate in activities specifically scheduled for their benefit, it is the policy of the College that having minor children be present at an office, classroom, or shop is inappropriate. Consequently, employees/students shall not bring any child with them when scheduled to work. In addition, if asked during scheduled working hours, employees should decline taking responsibility for another's child in the workplace. In conclusion, a child shall never be brought to campus unless to attend a class or to participate in activities specifically scheduled for their benefit or be left unattended at any time on campus property. Resident students may not babysit or have underage guests in the residence hall. Underage visitors are required to register with Housing first.

During situations when an employee's child is participating in classes or activities specifically scheduled for their benefit, it is expected that a professional and productive work environment will be maintained. It is further expected that consideration of and safety of the children, co-workers, and other campus residents will be maintained. If a child becomes disruptive, the parent or guardian must handle the situation immediately.

To prevent injury to children and to protect equipment from damage, children are not allowed in laboratories, shops, studios, power plant, food service areas, mechanical rooms, any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant garage, or any area where air quality may be compromised.

IV. Responsibility

The Human Resources Office is responsible for implementing the College's Children on Campus Policy for faculty and staff. The Assistant Vice President of Student Life will be responsible for implementing the College's Children on Campus Policy for students.

Who Can Help

Telephone numbers to call if you need assistance with any of the following:

Campus Police - Emergency - 9-1-1
Campus Police - Non-emergency 918-781-7200
Emergency - 9-1-1
Financial Aid Help: 918-781-7343
Work Study: 918-781-7296
Academic Counseling: See your Advisor
Who is your Advisor? Call the Registrar: 918-781-7275

Counseling and Tutoring: Student Support Services: 918-781-7254
Where is a copier? Library

RESIDENTIAL LIFE HANDBOOK

Residential life at Bacone College is more than a place to sleep. It is an integral part of the College experience. The Residence Hall provides an atmosphere of belonging and friendship…a place where life-long friendships are made. The Residential Life Program provides a variety of facilities and competent personnel to assist you in academic and social development.

The Residential program consists of the Director of Housing and Hospitality and Housing Managers who are responsible for the buildings and grounds. These staff assist students in academic, social, physical, and spiritual development. Housing policies and regulations are established to ensure the safety, privacy and value systems of each resident and the total Bacone College Community. Our goal is to create an atmosphere that will promote integrity, honesty, spiritual growth and a feeling of community.

Six residential facilities are offered; Poloke Hall, Posey Hall, McCoy Hall, Town Houses A, B and C, Walter Starr Hall and student rooms at the Bacone Conference Center. All applications for residence must be made to the Office of Housing and Hospitality.

Campus Living - The Residential Life Philosophy

Bacone College is a residential college and strives to accommodate as many students as possible on campus. Living with other students in campus residence facilities is significant for Bacone College students. Living in campus residence units challenges students to expand and explore their attitudes, values, and interests. Request for exemption from the College Housing policy to reside off campus will be considered when students meet the exemption standards of the policy and when extraordinary circumstances exist which justify the consideration of an exemption.

A positive relationship exists between the community and Bacone College. The College shares a commitment to continue this relationship by working with students to maintain the quality of the environment in neighborhoods surrounding the campus. The expectation for students who move off campus is that they will be a positive influence in the neighborhood in which they reside.

All residents of the campus are an integral part of the community and, as such, will assume an active role in developing and monitoring an atmosphere that promotes success for all members. As a community member, your rights and responsibilities must be balanced with the needs of your neighbors.

To assist in fulfilling the Residential Life Philosophy, there are several staff members that you should be aware of who are available and here for you. Feel free to contact the Housing Manager, Customer Service Representatives, Compliance Officer or the Director of Housing and Hospitality.

The rights of students living on campus:

- The right to a clean and healthy environment.
- The right to read, study and sleep in an environment free from undue interference and

noise.
- The right to privacy and freedom with personal activities.
- The right to expect that a roommate will respect your personal belongings.
- The right to free access to your room without pressure or intimidation from your roommate.
- The right to expect reasonable and cooperative use of room shared equipment and materials (internet, electricity, etc.).
- The right to host guests with the expectation that the guest will abide by the hall policies and respect the rights of the roommate and other residents.
- The right to have conflicts resolved quickly.

Housing Staff

The Director of Housing and Hospitality oversees the placement of students, supervision of the Housing Managers, Housekeeping and Facilities staff. The Housing office can be reached at 918-360-7352. Problems or questions can also be directed to a Housing Manager, the Compliance Officer, or you can email housing@bacone.edu to resolve any concern that may arise. The Compliance Officer will make at least weekly room visits to ascertain that everything in the room is operational. We are here to serve you!

Housing Managers

The Housing Manager is responsible for the overall administration and operation of the residence hall. The Housing Manager works closely with the housekeeping staff to ensure that the building is clean and in good working order.

Campus Opening/Closing of Residence Halls

Residence halls are open during the regular academic year from mid-August through mid-May. Official closings may include: Christmas Break, Fall Break,Thanksgiving Break and Spring Break. An official closing means the Residence halls are closed. It is the student's responsibility to notify the Director of Housing if you need to extend accommodations.

Students who must remain on campus during periods of residence hall closure will be housed at the Bacone Inn, rather than other residence halls. Students will be charged $175 per week or $25 day as space is available. A list of the holidays is outlined in the Academic Calendar located on the website, http://www.bacone.edu.

Halls are closed at 3:00 p.m. on the last day of classes and re-open at 1:00 p.m. on the day before classes resume. Exceptions will be made only to those approved through the Director of Housing and Hospitality. Meals are not available on-campus during periods of school closing.

Check-In Procedures

1. Report to the Housing Office to be cleared to move into the Residence Hall.
2. After clearance, you will be directed to the appropriate Residence Hall, where you will meet your Housing Manager.

3. Once you reach your room, you will be required to sign the check-in form indicating your acceptance of the room, its contents and condition.

Checkout Procedures

All rooms must be left clean and in good order. If the College must do extensive cleaning beyond normal maintenance, there will be a cleaning charge. The rooms must be swept, vacuumed and/or mopped. All trash must be taken to the appropriate dumpster. Do not leave trash in the room, common area, lounge, hallway or stairwell. The room must be in the same order as it was during check-in.

- Close and lock all windows.
- Turn off all heaters/air conditioners.
- Check out with your Housing Manager.
- After the room has been inspected, the Housing Manager will either sign off on the room or assess fines on the checkout form. If damage has occurred, the resident's account will be charged for the amount of the damage.
- If you do not check out properly, or fail to check out, you will be charged for key replacement as well as for any damages or cleaning costs.

Any personal items left in the room are considered abandoned property and may be disposed of by the college. No abandoned property will be held for student reclamation.

This information has been developed in order to implement your success and development in residential hall living. The following is a partial list of items and their typical cost for any missing furniture or damages to the room. (Actual cost may vary).

Repair Charges

The following are typical replacement/repair costs for common items. (Actual charges may vary and may include labor/installation charges)

Item	Replacement
Bed Frame (bunk or single)	$200
Mattress	$125
End Frame	$125
Dresser	$275
Desk	$240
Chair	$85
Closet Door	$125
Mirror	$50
Door (paint/replace)	$60 - $320
Smoke Detector	$125
Blinds (replace/repair)	$25
Floor (replace tile)	$9 sq. Ft.
Remove/Replace Carpet	$12.50 sq. Ft.
Window Screen	$25

Ceiling Tile	$9 each
Light Fixtures/Cover	$50
Air Conditioner/Vents	$40 - $300
Outlet Cover	$5
Replace Window	$350
Door Jam Repair	$120
Door Stop	$225
Excess Cleaning	$100
Door Lock Replacement	$150
Fire Extinguisher — Replacement or Recharge	$100
Fire Alarm Pull Station	$75

Fines

Bacone College reserves the right to fine students for violations of hall policies. Fines/discipline may be assessed in the following amount, but is evaluated on a case by case basis.

Removal or Relocation of items from room or lounge areas	$50
Using Emergency Exit	$100
Excessive Noise	$50
Unauthorized Pets	$50
Violation of Residence Hall Agreement	$50
Damage of Furniture or Property	$50 & Cost of Replacement
Unauthorized use of Games, Equipment or Electrical Appliances	$50
Smoking Violation	$50
Alcohol Violation	$100
Violations of Hall Safety	$100
Unauthorized Access	$100.00
Use of Candles, Incense or Oil Lamps	$50
Failure to Evacuate Residence Hall for Fire Drills or Emergencies	$50
Unsanitary Room	$50
Unauthorized Room Change	$100
Failed Room Inspection	$25

Students who incur excessive fines per semester or who exhibit chronic non-compliance with school policy may be referred to the Director of Student Life for possible additional disciplinary action up to and including suspension. This disciplinary action is subject to the due process previously outlined in the Student Handbook.

Residence Hall Agreement

Available for review in the housing office and at www.bacone.edu.

Removal from the Residence Halls

As stated in the housing contract, Bacone College reserves the right to terminate a contract or to impose disciplinary reassignment upon reasonable notice and with good cause. Good cause

refers to any conduct, which disrupts the order of administration and/or function of the College and its activities. Suspension or withdrawal from the College automatically results in termination of the housing contract. All Housing Managers are college representatives and have the authority to enforce Residence Hall Procedures.

Room Change Procedure

Discuss the request and reason for the requested room change with the Housing Customer Service Desk.

- A room change may be considered if the Director of Housing approves the request.
- Before any changes occur, the Director of Housing must approve a Room Change Authorization form.
- There will be a $50 charge for student initiated room changes.
- Unauthorized room changes may result in a fine and other disciplinary sanctions.

Roommates

If you experience initial difficulties in adjusting to a new roommate(s) or residence hall life, remember that you are not alone. Honesty, consideration, mutual respect, discussion, compromise, and understanding are important in learning to live in a community setting.

Laundry Facilities

A laundry facility is available to residential students. Hours of operation are posted on the laundry room door.

Off-campus Laundromats are also available in the Muskogee community. Refer to the yellow pages of your telephone directory for further assistance. Bacone College is not responsible for clothes left unattended in the campus laundry rooms.

Need to talk to someone about a problem?

It is not uncommon to experience loneliness and anxiety while at college. The best thing to do is to talk to someone. At Bacone College we want to listen. The first step in the process of getting help is to contact the Office of Student Life. Our staff will help you determine the program that best fits you and your situation. Stop by the Student Life Office in the Student Center for assistance.

Residence Hall Visitation

Visitors are welcome to visit students living in the residence halls at Bacone College. A visitor is defined as anyone who is not a resident of the dorm they are visiting. Visitors must obey campus rules and respect campus personnel. Hours listed apply to all areas of all Residence Halls.

Daily 8:00 a.m. - 12:00 a.m.

Visitation Boundaries are:

1. Townhouses A, B and C and Conference Center — North, East, and South parking lot; and grass areas of the East and West Roadways. Visitation rules apply once the person has entered the patio area, parking area or building.
2. Posey, Poloke Walter Starr, and McCoy Halls — Visitation rules apply once the person has entered the patio area, parking area or building.

The following rules apply to visitation:

1. Your guest must have a photo ID
2. You are responsible for the conduct of your guests and must accompany them at all times.
3. Visitors under the age of 18 will not be allowed in the halls, unless accompanied by parent or guardian or unless written permission is on file with the Housing Manager.
4. Any visiting non-student who exhibits undesirable behavior may be asked to leave campus.
5. Failure to escort your guest at all times or late guest departure may be considered a visitation violation.

Quiet Hours

Quiet hours are from 10:00 p.m. until 7:00 a.m. and apply to all hall public areas and rooms. Quiet hours are extended to 24 hours a day during finals week. Quiet times are designed to assist you in completing your studies and homework, or just a time for relaxation. During these hours, noise levels should be low enough that they cannot be heard outside your room.

Excessive noise will not be tolerated at any time. Frequent violations may result in relocation, removal of sound producing items (stereo, TV, musical instruments, etc.), a fine and/or your removal from the halls may occur.

Room Inspections

Bacone College retains the right to enter and inspect rooms at any time with reasonable cause for purposes related to maintenance, Campus Police and/or investigation of Bacone College violations. Without prior notice, Student Life/Housing staff may conduct room checks for health and sanitary conditions. If your room fails inspection a fine may be recommended. Maintenance workers will try to conduct necessary room repairs while a student is present or will leave a note indicating the reason for entry of the room and service conducted. Our Campus Compliance Officer will conduct routine rooms checks to ascertain needs of students as they relate to their campus living environment.

Telephones

Phone jacks are provided in each resident hall room for your convenience. You must provide your own telephone. Local telephone books can be obtained from the mailroom in the Palmer Center. The Housing Office can provide you with your telephone number and dialing

instructions. Staff do not transfer incoming calls to student rooms.

Furniture and Equipment

No couches or large furniture are allowed in any of the housing units. Student rooms in McCoy Hall, Posey Hall and the Conference Center can accommodate a comfortable size chair. Common areas of the new dorm apartments can accommodate one (1) futon. No excessive amount of furniture is allowed in common areas of these units due to the need to keep the entry/exit clear in case of emergency. Darts and dartboards are not allowed in the Residence Halls due to potential wall damage. Weightlifting equipment is available to Student Athletes in the Warrior Weight Room at the Bacone Commons. A variety of exercise equipment is available in the Student Life Center for all general students. Please leave any weight lifting equipment larger than hand held weights at home. Student Life provides a variety of board games, pool tables, ping-pong tables, and other sports equipment for your use.

We want our residence halls to have a standard appearance from the exterior. For that reason, hanging of blankets, flags, tin foil, etc., between the blinds and the windows is prohibited.

Extension cords are not allowed. Strip outlets can be used provided they have a fuse or circuit breaker within the unit. A strip outlet must be plugged directly into the wall and not into another strip outlet. Small appliances such as dorm refrigerators should be plugged directly into the wall.

Cooking and Dishwashing

Small microwave ovens may be used for warming snacks or microwave meals in your room. Residents are required to use disposable dishes, as the washing of dishes is not permitted. Do not dump food in the water fountain or the bathroom sinks. Left over food should be disposed of properly by placing it in the dumpster. Food should be stored in airtight containers and should not be left open. Inappropriately stored food or food not disposed of properly may result in a fine. Refer to the Housing Agreement which outlines prohibited appliances. These appliances include, but are not limited to, grills, George Foreman type grills, hot plates, and electric skillets. We want to protect all students in the residential halls from accidental fire.

Candles, Lamps and Incense

Burning of candles, oil lamps, halogen lamps, incense, plug in air deodorizers or other burnable substances is not permitted in the residence halls due to potential fire hazard. Unauthorized use of such items will result in a fine.

Cable Television

Basic cable is provided in each student room for your entertainment. If the cable is not working properly, notify your Housing Manager. Any resident who tampers with or splices into Cable TV, telephone, or computer lines will be referred to the Director of Housing and/or Director of Student Services for discipline. Installation of satellite dishes is not allowed and will result in a fine.

Internet

Wireless access is available to the majority of the campus. Students are responsible for utilizing all campus internet service in a responsible manner, consistent with all legal guidelines.

Lounges/Common Areas

The lounges and common areas are provided for your comfort and relaxation, as well as for all hall residents. Furnishings in the lounge may not be moved and must remain in the lounge. Please be considerate of your fellow residents when quiet hours begin.

Pets

Pets are not permitted in the residence halls. Fines will be assessed and Animal Control officers will be instructed to pick up any unauthorized animal. Service animals may be permitted in the dormitories provided they have been registered at the Housing Desk and the student accommodation documented.

Housekeeping

Public Areas:
All public areas in the residence halls will be kept in a clean and sanitary condition. All residents should assist in keeping the public areas clean and clear of debris by disposing of soda cans, pizza boxes, trash, etc. The College provides routine cleaning of the restrooms and common areas of McCoy, Poloke, Walter Starr, and Posey Halls.

Your Room:
Each resident is expected to keep his/her individual room in a clean and sanitary condition. Trash must be placed in the dumpster provided outside each building. Trash is not to be placed in hallways or stairwells.

Townhouses A, B & C:
Residents of the Townhouses A, B & C are responsible for keeping their common areas, restrooms and rooms clean. Vacuum cleaners may be checked out from the Housing Office to keep the rooms clean.

Conference Center:
Residents of the Bacone Inn are responsible for keeping their rooms and restrooms clean. Vacuum cleaners may be checked out from the Housing Office to keep the room clean.

Littering

It is our intent to provide a clean, safe, secure and sanitary residence for each of our students. Littering includes the following offenses that may result in disciplinary action:

1. Throwing trash or garbage of any kind out of a window.

2. Leaving trash anywhere in or outside the residence halls (except in trash receptacle).
3. Sweeping out a room and leaving the debris in the hallway.
4. Water and shaving cream fights/throwing of water balloons (except in planned student activities).
5. Excessive trash in restrooms and lounges.

If damages occur or extra cleaning is required from these actions, charges for repairs and cleaning may be assessed to that pod, wing or building.

Vandalism

If your room or a common area has been vandalized, notify Campus Police immediately. Students are responsible for securing their assigned room and immediate living areas. In instances of vandalism to a shared living area that cannot be attributed to an individual, the entire floor will be charged. The minimum sanction for vandalism is the cost of material and labor to repair or replace vandalized items. Cost will be assessed to individuals identified or divided evenly among area residents.

SAFETY

Fire and Security Alarms

Fire and security alarms and cameras have been installed in many areas. Take a moment to locate the nearest fire alarm pull station and fire extinguisher in the event of an emergency. All occupants must leave the building when an alarm occurs.

Tampering with cameras, fire alarms and/or fire extinguishers or any type of safety equipment is a violation of State Law and will result in criminal charges, as well as fines assessed to those responsible. In the case where the individual responsible cannot be identified, all residents will be held responsible, and share in paying the fine.

Fireworks

Possession of fireworks or any explosive device on the campus is not permitted and will result in disciplinary action.

Pod Door Security

The pod doors at Townhouses A, B and C are the central entry for those residence halls. It is imperative to the safety and security of the pod residents that doors remain firmly closed to assure the safety of building occupants. Doors left propped open will result in discipline. Please be considerate of your pod mates and make sure doors remain closed. Do not allow other persons to gain access to a residential unit once you have opened the door. Tag-a-longs put both you and your housemates at risk.

EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES

Fire Safety Awareness

An evacuation plan is posted at fire extinguisher boxes and on each floor. Know where your exits are located. The following are some helpful tips to keep your room safe from risk of fire:

- Do not overload your electrical outlet.
- Turn off heat bearing appliances (e.g. irons, curling irons, etc.). Keep room exits and windows clear.
- Microwaves and refrigerators must be plugged directly into the outlet. Other electrical items should be plugged into a power strip with a surge protector
- Prohibited items include: candles, incense, oil or halogen lamps, toaster/broiler ovens, grills, bottled gas appliances or flammable liquids.
- If you notice defective safety equipment or someone tampering with equipment, call 918-781-7200.

Bacone College takes every precaution to prevent fires in the Residence Halls. Take the following steps to ensure your safety if you hear the alarm or see a fire. a) remain calm b) act fast, but do not panic! c) In case of fire, place your hand on your room door to determine the following:

1. If the door is hot or if smoke is seeping in:
   - Do not open the door. Stay in your room. Let someone know you are there by opening your window just enough to hang a sheet out. This is a signal to those outside that someone is in the room and needs help.
   - Wedge a cloth or towel under the door. If water is available, soak the towels before placing them under the door.
   - Make a tent for yourself with the sheet in the window or cover your face with a wet cloth to avoid inhalation of smoke. Wait until you are rescued, especially if you are on the second or third floor.
2. If the door is cool:
   - Open the door slightly, but be ready to close it if you find smoke or flames in the corridor. Leave only if the corridor is free from smoke or flames.
   - If there is no smoke, take your room key and walk to the nearest fire exit.
   - If smoke is detected or if the corridor is dark, crawl to the exit, counting doors so you don't get lost.
   - Close all doors behind you.
   - Turn back if you encounter heavy smoke.
   - Leave the building as quickly as possible, using the proper exits and meet at your
   - designated meeting area.

Conference Center

Walk quickly in a single file line down the covered hallway to the nearest fire exit. DO NOT RUN! Proceed immediately to the parking area behind the Inn (facing Save-a-lot). Wait there

until your Housing Manager determines the presence of all residents or gives an all-clear signal.

Posey Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit. Proceed quickly across the lawn north toward the Warrior Gym. DO NOT go across the access road to the campus. If the fire exit is not passable, proceed to the stairway in the center of the building and out the front doors. Proceed to the front of Warrior Gym football practice field.

Walter Starr Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit. Proceed quickly across the lawn north toward the Warrior Gym. DO NOT go across the access road to the campus. If the fire exit is not passable, proceed to the stairway in the center of the building and out the front doors. Proceed to the front of Warrior Gym football practice field.

McCoy Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit. Proceed quickly out the front and the two side front doors and two side front doorways and go to the flagpole. DO NOT go across the access road in back of McCoy Hall. If you are in the basement, go out the back door and proceed around the building toward the flagpole. If the fire exit is not passable use another exit.

Townhouses A, B & C

Walk quickly out of your apartment. Proceed quickly to the football practice field. If you are unable to exit using the front door, crawl out of the window. If you are on the second floor, do not jump out of the window. Instead, climb out of the window and hold onto the windowsill. Allow your body to hang as low as it can and then drop to the ground. Proceed to the football practice field.

Your Housing Manager and Campus Police will be helping to evacuate the buildings. Help them by reporting to your designated evacuation area quickly, so they can begin a head count. Report any missing persons.

TORNADO SAFETY PROCEDURES

The State of Oklahoma is well known for severe weather conditions and tornados. The months of April through October are known as “Tornado Season”. The City of Muskogee has implemented a Tornado Warning System by placing sirens around the city. In case of such an emergency you will hear these sirens signaling loudly and continuously. DO NOT wait, go directly to your nearest area designated for protection.

In case of a tornado or high wind warning, leave your room at once:

Conference Center

Take a pillow with you. Proceed immediately to the campus Dining Hall located within the interior of the building on the first floor. Sit on the floor, knees to chest, head down with pillow over your head.

Posey Hall

Take a pillow with you. Proceed to the first floor; sit along the first floor hallway walls, knees to your chest, head down, pillow over your head.

McCoy Hall

Take a pillow with you. Proceed to the basement and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

Walter Starr Hall

Take a pillow with you. Proceed to the ground floor and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

Townhouses A, B and C

Take a pillow with you. Go immediately to the Warrior Gym. A Bacone College representative will direct you to either the locker room or restrooms. If there is not sufficient time to make it to the gym, go to a first floor apartment bathroom and shut the door to prevent injury from flying glass or debris.

Poloke Hall

Take a pillow with you. Proceed to the ground floor and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

FIRE AND TORNADO DRILLS

You will be given instructions on fire safety before drills are performed. In compliance with Oklahoma State fire laws and for your own safety, fire drills will be conducted each semester, unannounced. It is mandatory that all residents participate in a fire drill so you will be prepared in the event of a real fire. Fines will be assessed for refusing to evacuate during a drill. You will find fire and tornado drill procedures posted in each wing and floor. The Residence Halls will also go over these procedures with you in a small group.

It is a proven fact that those who participate in such drills will not react in a panic at the real threat of a fire or tornado. You will be helping save your own life and that of others by participating and learning what to do in case of a fire or tornado.

OTHER PERTINENT INFORMATION

Mailboxes

All residential students have an assigned mailbox located in the Student Life Center. No mail will be delivered to students other than through an assigned mailbox. Mail is delivered to the College Monday through Friday only. All mail must include the student's name and mailbox number. No commuter student mail is accepted in the Mailroom.

Lost mailbox keys, or keys not returned at semester end will result in a key charge to the student.

Maintenance Request Procedure

- Utilize the Help Desk button located on the home page of the college website to report routine repair requests: www.bacone.edu or send an email request to (non-emergency) housing@bacone.edu
- Contact the Housing Customer Service Office. You can call or come to the service window from 8 a.m. to 10:00 p.m.

Please notify the Director of Housing immediately if the request has not been addressed promptly so follow-up can be made.

CAMPUS SAFETY

MEDICAL TREATMENT

If you experience illness or injury of an emergency nature call 9-1-1. If you are dialing from a campus phone you will need to dial 9-9-1-1 then call the Campus Police number 781-7200, as soon as possible. Transportation to MRMC may be provided by ambulance upon dispatch from 9-1-1.

It is the student's responsibility in every case to see that all his/her medical bills are paid, whether reimbursed by insurance coverage or not. Bills from doctors and hospitals are to be mailed directly to the student, who must arrange payment through his/her primary coverage. The College will have no responsibility for the consequences of a student's failure to pay his/her financial obligations, including medical obligations, in a timely manner.

Student illness insurance converage information is available on the College's web site. It is the student's responsibility to access the web site and print student insurance certificates and other insurance information.

In case of illness, the following facilities are available:

CCOM
401 S. York St, Muskogee, OK 683-1144
8a.m. to 4p.m. Monday - Friday

CCOM
350 S. 40th St., Muskogee, OK 683-0753
7a.m. to 7p.m. Monday - Friday
8a.mto 12p.m. Saturday

Other medical services available are:

EASTAR
300 Rockefeller Dr., Muskogee, OK 74401
918-684-2151

W.W. Hastings Indian Hospital
Tahlequah, OK 74464
918-458-3210

Cherokee Nation of Oklahoma
208 S. 38th St., Muskogee, OK 74403
Public Nursing, 918-687-0201

A HEALTHY AND SAFE CAMPUS

Bacone College is committed to providing a healthy and safe campus for students and staff.

Routine opportunities for participation in health education seminars and informational programs are available each semester.

HOTLINE NUMBERS

Alcohol Abuse - AA 24 hour Hotline 1-800-229-7708
National Substance Abuse Hotline 1-880-662-4357
CDC National STD/AIDS Hotline (24 hours) 1-800-458-5231
RAINN (Rape Abuse Incest National Network) 1-800-656-4673
Suicide Hotline – 1-800-Suicide

PARKING

All vehicles on campus must be insured and driven by a licensed driver. Be sure to have your insurance paperwork and license with you at all times while driving, and make sure your registrations are up to date.

Parking is free for currently enrolled students, but requires registration in Housing. You may register for a parking decal or temporary pass at the Housing Office. Remember that each lot is permit parking only, and that your decal must match the lot decal to avoid fines, towing, or booting.

Parking decals are to be placed on the lower left driver's side window interior and must be visible from outside the vehicle. A parking permit is required each semester, even if you are a returning student. You must register your vehicle each semester and provide updated insurance, registration, and driver's license information to be issued a parking decal. The college is not responsible for any damage incurred to a vehicle when parked on campus.

The following rules and regulations pertain to all vehicles on campus:

1. All vehicles must be properly registered and insured.
2. Failure to comply with state law, register or insure your vehicle will result in a district court citation by Campus Police. Other citations will be minor discipline in the College.
3. The speed limit on campus is 20 MPH and is strictly enforced.
4. Yellow painted curbs mean no parking is allowed at any time.
5. Any vehicle that blocks handicap parking, emergency access, sidewalks, and driveways, will be fined and may be towed at the owners' expense.
6. No parking on the grass at anytime except areas designated for overflow parking.
7. No student parking in the faculty parking lots located across from Barnett Hall and the Harmon Building.
8. Parking on the campus is restricted to assigned lots as indicated on vehicle parking permit stickers.
9. There is no parking or standing along Old Bacone Road at any time.
10. Vehicles not parked in a designated parking area may be towed at owners' expense.

Parking regulation is enforced by citation, towing, and booting.

STUDENT IDENTIFICATION

All Bacone College students will be provided with a photo I.D. card upon completion of their enrollment. Your student I.D. card must be presented for the following:

1. Library use
2. Meals in the Dining Hall and with specific off-campus vendors
3. Bookstore purchases
4. Entrance to athletic events
5. When asked by staff or Campus Police
6. Entrance door on some dorm rooms

Your card must be renewed each semester. If you misplace, damage, or lose your I.D. card, a $25 fee will be charged for a replacement card. This may be charged to your account when the replacement card is issued. The Housing office is responsible for the issuance of cards.

PERSONAL SAFETY

Take a moment to program the non-emergency number for Campus Police into your phone; the number is (918) 781-7200. Report all lost or stolen items, suspicious behavior or criminal activity immediately to Campus Police.

Keep your room or apartment locked at all times, including use of the deadbolt where available. Make sure that others don't “piggyback” on your entry into buildings, and do not allow unsupervised guests in dorms. Call campus police or challenge people when you do not recognize them in your dorm; all students will have an ID to prove they belong on campus.

Personal possessions are the student’s responsibility and appropriate steps should be taken to protect them. Look into insurance policies for valuables, and mark items in several conspicuous areas with an electric engraver. Try a unique identifier like your driver's license number (never your Social Security number!). Cable locks are an inexpensive way to prevent theft of laptops, desktop computers, video game systems, and televisions.

Fire Code stipulates that floor doors must remain closed at all times. It is a violation of state law to prop open exterior doors and fire escapes. Use of fire escapes, except under emergency conditions, is prohibited. Entry through windows is prohibited.

Some personal safety tips to consider are:

1. During semester check-in and checkout, do not leave your car unattended/unlocked if you have your belongings in it.
2. Avoid walking alone. Travel in pairs or groups, especially at night.
3. Walk on well-lit paths. If the lights are out on one path, use another. Avoid taking shortcuts through dark or deserted places.
4. Never allow an unknown person to enter the residence hall behind you when unlocking the door. Tag-a-long persons entering behind you put you and your housemates at risk.

5. Before leaving or entering your car, check the area and the interior for potential danger.
6. Park in well-lit areas and never leave your keys in your car, even for a few minutes.
7. Report unlit areas or broken security lights and all incidents that you consider to be safety related to Campus Police.
8. If you think you are being followed, go to a populated place and notify the Campus Police.
9. Keep your room door locked at all times.
10. Carry your room key and student ID. Show your ID as requested by College officials.
11. Report lost keys to Campus Police and Housing immediately.
12. Register a contact person with the Housing Office.
13. Keep your money in a bank account; carry as little cash as possible with you.
14. If you are going to be away, even for one day, check out with your Housing Manager and let Campus Police know.

CAMPUS CLOSING HOURS

Bacone College Campus is closed to all visitors at midnight every night. Visitors on campus after closing will be asked to leave. If a visitor refuses to leave he/she may be subject to arrest or banned from campus.

Because we are an educational institution, and care about your well being, we prefer you to be inside the residence hall after campus is closed. Resident students may come on and off campus as they wish.

The following rules are also in force:

1. Visitors are not allowed after midnight, even if accompanied by a student. Visitors will be instructed to leave immediately or face arrest for trespassing.
2. All persons must show identification (students must provide student ID) when asked by law enforcement or a staff official.
3. Visitors may not park in restricted parking lots.

Note: Campus Police Officers, Deputies and Staff have the right to instruct resident students to go inside the residence hall to maintain the peace or if they determine potential danger or problems may exist.

DRUG FREE POLICY

The College has established a drug-free policy that includes drug and alcohol testing. The purpose of testing is to determine whether the body system contains a detectable amount of illegal drugs or alcohol.

Students who are convicted of a violation of criminal law involving drugs, including a plea of no contest, are not eligible to receive Federal Financial Aid (Title IV funding). Students who are in violation of the drug-free policy may be subject to discipline up to and including expulsion.

The presence of such drugs or alcohol, if detected and verified at or in excess of the prohibited levels, will be grounds for discipline. A student's failure to properly execute and fully comply with the terms, conditions, and obligations of our policy will automatically result in disciplinary sanctions.

1. All students are subject to random testing at any time.
2. All athletes are subject to testing as required by league and NAIA rules.
3. All students that College officials have reasonable suspicion to test are subject to testing.

The College's "Reasonable Suspicion" may be based on the following, among others not listed:

1. The observation of the physical or mental symptoms of being under the influence of drugs or alcohol;
2. The direct observation by College staff of drug or alcohol use;
3. A report to the Campus Conduct Hotline of drug or alcohol use that violates the Policy or;
4. Evidence that the applicant/student has been or is currently involved in the use, possession, sale, solicitation or transfer of drugs, including but not limited to police or incident reports.

All students are required as a condition of status as a student, to comply with the following requirements:

1. Voluntary, written, continuing consent (as required by the College) authorizing the collection of blood and/or urine specimen(s) from the student for the purpose of performing urinalysis and/or blood testing to detect specified levels of drugs and alcohol;
2. Voluntary, written consent to authorize the release of the testing conclusions to the College;
3. Providing samples as and when required in conformance with this Policy; and
4. Performing the other duties stated in this Policy.

The College prohibits the following conduct at all times on or off College premises by students:

1. Distributing, dispensing, manufacturing, possessing, selling, transferring, obtaining or using illegal drugs or controlled substances or drug paraphernalia are prohibited at all times.
2. Abuse of legal ("Prescribed") drugs including but not limited to distributing, dispensing, obtaining or selling prescription drugs or abusing legal drugs in any manner contrary to the specified restrictions imposed by valid prescription.
3. Drunkenness, public intoxication, and underage consumption of alcohol.

Any person who has any knowledge of any violation of any part of this Policy is required to immediately and fully report the matter to the Campus Conduct Hotline 1-866-943-5787. Failure to report a known or suspected violation constitutes a violation of this Policy and will subject the student to disciplinary action.

A student whose alcohol or drug test is confirmed positive, or who otherwise violates this Policy, is subject to discipline as follows:

1. Confirmed positive test results for illegal drugs or substances in excess of established limits: Immediate withdrawal of consideration of an application for applicants, or referral for discipline up to and including expulsion under the Major Discipline Policy for students.
2. Refusal to provide consent, revocation of consent, and/or failure or refusal to submit to testing: Immediate withdrawal of consideration of an application for applicants, or referral for discipline up to and including expulsion under the Major Discipline Policy for students.
3. Other violations: Immediate withdrawal of consideration of an application for applicants, or referral for discipline up to and including expulsion under the Major Discipline Policy for students.

Other violations of law may result in referral for discipline up to and including expulsion under the Major Discipline Policy for students.

HARASSMENT POLICY

Bacone College does not condone and will not tolerate any behavior, verbal or physical, by members of the faculty, administration, staff or student body, that is:

1. unwelcome, unsolicited, or uninvited;
2. is regarded by the recipient as undesirable or offensive;
3. is directed or related to an individuals race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any classification protected by law and;
4. implicitly or explicitly suggests that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a school activity or;
5. is offensive to a reasonable person under the circumstances in question and if not corrected, would interfere with an individual's academic or work performance or create or substantially contribute to an intimidating or hostile work, academic, or student living environment.

In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will include but not limited to the totality of the circumstances, the context in which the alleged incident(s) occurred, the relationship of the parties, whether the alleged offending party was asked to cease the offending conduct and principles of academic freedom.

Examples of types of harassment prohibited by this policy include:

a) Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity; or

b) Visual, through the use of writings, graffiti, e-mail, texting, social network media, posters, objects, or symbols that ridicule or demean an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material; or
c) Unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic.

This policy applies to all members of the Bacone College campus community, including students.

The policy applies during:

a) On-campus activities. This policy applies to all on campus activities, Academic Centers, or any other College facility.
b) Off-campus activities. This policy also applies to "off campus" activities that are College related. Examples of activities that normally would fall into this category are:
   - For all persons (College administrators, faculty, staff, and students):
     - Off-campus activities that are sponsored by or associated with the College; or
     - Off-campus activities that derive from class assignments or for which credit may be received;
   - For College personnel (administrators, faculty and staff): off-campus activities that occur during their normal working hours;
     - Off-campus activities that involve students; or
     - Off-campus activities that occur outside their normal working hours that materially derive from, relate to, or bear upon their official capacities.

To the extent possible, the College will make a reasonable effort to conduct all proceedings related to harassment allegations in a manner that will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the College is required by law to disclose information and when disclosure is warranted by the College in order to protect the rights of others. In addition to these efforts, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved. Confidential reporting shall be made through the Campus Conduct Hotline at (866) 943-5787.

RESTATEMENT OF CLERY ACT POLICIES AND PROCEDURES

The following information is available in the Annual Clery Act Disclosures and is reproduced below.

Please visit http://www.bacone.edu and download the most recent copy of the Disclosures.

*If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety and **call 911**.*

You should then obtain necessary medical treatment and report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and college officials will facilitate this process. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim to the extent provided for by Oklahoma state law, and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

A victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to reporting the sexual assault and undertaking an examination. Law enforcement officers will facilitate access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts a law enforcement officer, investigators from the agency having jurisdiction will be notified. A representative for the college will also be notified and guide the victim through the available options and support the victim in his or her decision.

Bacone College does not offer counseling options, but law enforcement officials and college representatives are available to facilitate access to support services, which may be obtained through the Oklahoma Coalition Against Domestic Violence & Sexual Assault. Several service organizations in Oklahoma have provided telephone numbers and made available other services for students, faculty, staff and campus community members.

The Bacone College Campus Police Department will assist any interested person in contacting these agencies.

IF YOU ARE A VICTIM OR WITNESS ***CALL 911 IMMEDIATELY*** *AFTER A SEX OFFENSE OCCURS*

Campus Police → 1-918-781-7200
Oklahoma Safeline → 1-800-522-7233 (SAFE)
Oklahoma Safeline - Oklahoma City Metro Area → 405-522-7233 (SAFE)
National Domestic Violence Hotline → 1-800-799-7233 (SAFE)
Rape, Abuse & Incest National Network Hotline → 1-800-656-4673 (HOPE)
Communication Services for the Deaf (TTY) → 1-800-252-1017 (TTY)
Communication Services for the Deaf (Voice) → 1-866-845-7445 (Voice)
Oklahoma Coalition Against Domestic Violence & Sexual Assault → 405-524-0700 (M-F/9-5)
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The institution will change a victim's academic and living situations after an alleged sex offense, if those changes are requested by the victim and are reasonably available. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Compliance with this policy does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this policy, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. A student in violation the sexual misconduct policy will be criminally prosecuted in the state courts and will be subject to expulsion proceedings.

CRIMINAL VIOLATIONS

Criminal violations may be reported by calling 911, by calling Campus Police at (918) 781-7200, or in person to an officer.

Bacone College has its own campus police department, which has the same authority and arrest powers as a municipal police department. Each officer is duly sworn and commissioned in accordance with Oklahoma state law and peace officer training standards and may enforce both criminal laws and the rules and regulations of Bacone College. Additionally, all campus police officers hold a commission with the Muskogee County Sheriff's Office and have powers of arrest throughout all of Muskogee County.

All criminal violations are reported and referred to either the Municipal Court of the City of Muskogee (many misdemeanor charges) or to the District Court for the County of Muskogee (some misdemeanor charges, all felony crimes).

More information about jurisdiction and authority may be found in the Clery Act Annual Disclosures, published on the College's website <http://www.bacone.edu>. **Criminal violations are separate and distinct from College discipline.**

CODE OF CONDUCT

Responsibility for the keeping of good discipline is vested in the Office of the President, and discipline may be applied in some order, any order, or no order provided that minimum due process is afforded to the student. The following policies and procedures are subject to change or modification at any time and serve only as a guideline to how disciplinary affairs are conducted to ensure due process is met:

It is expected that all Bacone College students conduct themselves in accordance with Bacone College expectations and standards as well as demonstrate a pattern of self-discipline. When a student violates standards of acceptable behavior at the College, the student breaks the agreement they made with the College to comply with its expectations and the expectations of society.

Students who violate the college behavioral expectations and standards are held accountable for their behavior. The principle of accountability promotes a climate of responsibility for one's own actions, which may include being counseled, advised, and when warranted, disciplined.

Violations of local, state and federal law are also violations of the student Code of Conduct. Parallel proceedings involving external discipline by the courts for criminal conduct and internal discipline by the College for Code of Conduct violations are the method by which criminal violations are resolved.

EXAMPLES OF STUDENT CODE VIOLATIONS

The disciplinary authority of the College is vested in the President. The Campus Judicial Board and all other disciplinary bodies are recommending bodies to the College administration. Discipline may be applied in some order, any order, or no order.

While not an exhaustive list, the following is a guide as to some of the most serious violations of the Code of Conduct which may result in discipline up to and including suspension or expulsion:

1. Tampering with life safety equipment (including but not limited to doors, cameras, fire extinguishers, alarms)
2. Bypassing or allowing others to bypass security doors or checkpoints
3. Failing to secure doors, keys, entry fobs or permitting unauthorized access or entry
4. Failing to present College ID when requested by staff or law enforcement officers
5. Possession or use of any controlled dangerous substance (including but not limited to marijuana).
6. Possession or use of any paraphernalia associated with the use of a controlled dangerous substance (including but not limited to marijuana pipes and containers).
7. Battery or assault.
8. Disorderly conduct.
9. Disturbing the peace.
10. Theft.
11. Possessing stolen property.
12. Threats of violence or intimidation.
13. Possession or use of alcoholic beverages or low-point beer (even if of legal age).
14. Obscene, indecent, lewd, or salacious conduct.
15. Possession or display of obscene, indecent, lewd, salacious or pornographic materials.
16. Racial/ethnic slurs. (including but not limited to clothing, bumper stickers, verbal abuse, etc.).
17. Possession of replica firearms (including but not limited to pellet guns, paintball markers, BB guns, airsoft guns), blowguns, crossbows, or any weapon.
18. Possession of firearms, except as to 21 Okla. Stat. 1289.7a and 21 Okla. Stat. 1289.23.
19. Display of materials or clothing displaying alcoholic beverages or companies, tobacco products or companies, or illegal substances. (including but not limited to marijuana-themed posters).
20. Failure to comply with a designated College official.
21. Falsification of official college documents; including admission.
22. Verbal and/or written abuse (including telephone calls, e-mails or letters).
23. False statement to a college official or law enforcement officer.
24. Violation of local, state or federal law.

REPORTING STUDENT CODE VIOLATIONS

Any member of the Bacone College campus community may report information regarding an alleged incident of non-academic misconduct to the Director of Student Life, by the President's Hotline at <http://president.bacone.edu/?page_id=6> , or by calling the Campus Conduct Hotline at (866) 943- 5787. Confidential reporting is only available through the Campus Conduct Hotline.

The Director of Student Services shall assume responsibility for the resolution of the alleged incident and accept referrals for discipline from housing and Campus Police. All investigation is conducted by Campus Police.

SEARCH AND SEIZURE GUIDELINES

Because the College is private property, persons and vehicles are subject to search at all times. Students are entitled to some expectation of privacy in their dormitory rooms, and the College will generally not make entry into student rooms except:

1. By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized College personnel or agents to make improvements and repairs and to provide routine maintenance services.
3. By authorized College personnel to ensure that health, fire, and safety regulations are maintained.
4. By authorized College personnel in emergency situations to protect the health and welfare of the student or to make emergency repairs to prevent damage to the property of the student and the College.
5. By authorized College officials when there is reasonable suspicion to believe violation of College rules or regulations has been, will be, or is being committed.

When it is necessary for authorized College personnel or their agents to enter a student's room when the occupant(s) is not in, there will be two staff members present, if it is possible. The student(s) will be notified of the entry and reason for the entry by use of a printed notice.

Pass keys will only be used if the occupant of the room cannot be located or if there is a reason to believe the delay would be potentially harmful to other residents or facilities, or would allow for disposing of evidence.

If contraband or items to be confiscated are found by Housing and are to be held as evidence in a student disciplinary hearing, Campus Police shall collect the items and Housing staff will notify the Director of Student Life or the Director of Housing, either before the items are confiscated or as soon as practical afterward.

SANCTIONS

The following sanctions may be imposed:

a. Disciplinary Probation - Probation implies that the offense was of a more serious nature. The probation becomes part of the permanent record in the students file. The length of the probationary period will be defined for each case. When on disciplinary probation the student may, or may not be eligible to participate in activities in which the student would represent the College in intercollegiate activities. Violations during the probationary period will usually result in suspension.
b. Community Service - The student will be required to perform a service for the college or the community. Total hours and assignment to be based on the nature and severity of the offense.
c. Fines – A monetary fine may be assessed following the exhaustion of appeals. The fine will be posted to the student account and may be paid at the Business Office during normal business hours.
d. Damages – (*for damage to college property only*) The student will be required to pay for

any property damage or cost(s) of repair(s), separate from any fines.

e. Suspension – The student is suspended from all classes and activities and may not be present on campus.
f. Expulsion – The student is removed and permanently barred from attending.

DISCIPLINARY MEMBERS

All appeals shall be submitted to the Office of the President and forwarded to the appropriate body under the Disciplinary Policies.

A Threat Assessment Team shall be convened as needed to evaluate appropriate actions related to student status based on complaints and/or incident reports:

- Assistant Vice President of Student Life, Chair
- Assistant Vice President of Institutional Advancement
- Director of Student Services
- Police Legal Advisor
- Chief of Police

An Appeals Review Committee shall be convened each semester as follows:

- The Assistant Vice President for Athletics, Chair
- The Assistant Vice President for the Center for American Indians
- The Assistant Vice President for the Center for Christian Ministry

A Campus Judicial Council shall be convened as needed with the following members:

- Assistant Vice President of Church Relations/Campus Chaplain, Chair
- Faculty Representative, appointed by the Executive Vice President and Dean of Faculty.
- Staff Representative, appointed by the President.
- Student Representative, appointed by the Student Government Association.
- Student Representative, appointed by the Student Government Association.

DIRECT THREAT AND DISABILITIES

The College has developed its discipline policies and procedures to ensure they are consistent with those provisions of Section 504 with regard to individuals with disabilities who may pose a direct threat to the health or safety of others.

The direct threat policy and procedure is applicable in situations where the College proposes to take adverse action against a student whose conduct resulting from a disability poses a *significant risk* to the health or safety of others.

A *significant risk* constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

As it is inconsistent with the College's mission and purpose to subject students to adverse action on the basis of unfounded fear, prejudice and stereotypes, the Threat Assessment Committee will make an *individualized assessment* as to whether a student with a disability poses a direct threat to the health or safety of others.

An *individualized assessment* is based on objective evidence and/or reasonable medical judgment(s) and requires consideration of the nature, duration, and severity of the risk and the likelihood, imminence and nature of the potential harm, as well as consideration of whether any reasonable modification of any relevant College policies, practices, or procedures will sufficiently mitigate the risk posed by the student without fundamentally altering the nature of the service, program or activity.

If an *individualized assessment* indicates that a exceptional circumstance exists, such as situations where safety is of immediate concern, the College may take interim steps including suspension.

The right to appeal will follow that of the Major Discipline policy, and the student will be notified by letter of any adverse action taken against them, applicable appeal procedures and deadlines.

MINOR DISCIPLINE

Minor Discipline includes all parking actions and disciplinary actions involving damages, probation, fines of one hundred dollars (<$100.00) or less, community service of twenty (20) hours or less, and suspension of seven (7) days or less.

Minor Discipline may be imposed at the discretion of the Director of Student Life following a written notification to the student.

Students subject to Minor Discipline have the right to request an appeal the discipline imposed by the Director of Student Services. The request for an appeal may be made to the APPEALS COMMITTEE, provided that (i) the request is made in writing within ten (10) days of the imposition of discipline, (ii) the written request includes a basis for reconsideration, (iii) and any statement, exhibit, or other evidence to be considered is included with the written request.

The APPEALS COMMITTEE may consider the written appeal either by correspondence or *en banc*; the Council shall either affirm the decision of the Director of Student Life or dismiss the matter. This review will be based on plain error or misapplication of policy. If a case of plain error or misapplication of policy is found, the Appeals Review Committee will dismiss the matter.

The decision of the APPEALS COMMITTEE MAY BE APPEALED TO THE PRESIDENT. THE PRESIDENT MAY OR MAY NOT ACCEPT THE APPEAL AND MAY OR MAY NOT REFER THE APPEAL TO THE MANAGEMENT TEAM. If an appeal is heard, the President may affirm or remand to the Appeals Committee for reconsideration consistent with policy. THE PRESIDENT'S DETERMINATION IS FINAL.

MAJOR DISCIPLINE

Major Discipline includes all disciplinary actions involving fines of more than one hundred dollars (>$100.00) or more, community service of more than twenty (20) hours, suspension of more than seven (7) days, and expulsion.

This process is meant to provide the broadest due process for the student and balance the actions of the administration. Students may elect to waive this process in writing, except in the case of expulsion.

Following initial referral for discipline, the Director of Student Services will conduct a summary hearing in which the referral will be read to the Student, the Student will have the opportunity to present a written statement regarding the referral, and a prepared statement may be submitted by the Student for consideration. The Director of Student Services will then make a written finding and impose discipline if warranted.

(In cases of urgency, such as those involving violence or behaviors that put the campus at risk, interim discipline may be imposed immediately with an automatic right to rehearing at the first practical opportunity.)

Students subject to Major Discipline have the right to request a rehearing from the Appeals Committee, provided that (i) the request is made in writing within ten (10) days of the imposition of discipline, (ii) the written request includes a basis for rehearing, (iii) and any statement, exhibit, or other evidence to be considered is included with the written request. *(Appeal from expulsion is automatic.)*

The rehearing shall be *de novo* with no formal rules of procedure or evidence or any requirement to hear witnesses. The Council will MAKE RECOMMENDATIONS to the Director of Student Services for imposition of discipline.

Following AN APPEAL TO the Appeals Committee, students have the right to appeal to the Judicial Council on the basis of plain error or misapplication of policy provided that (i) the request is made in writing within ten (10) days of the imposition of discipline, (ii) the written request includes a basis for appeal, (iii) and any new information, statement, exhibit, or other evidence that came to light after the hearing is included with the written request. Information, statement, exhibit, or other evidence presented to the Council will not be reviewed *de novo*. *(Appeal from expulsion is **not** automatic; an appeal must be requested.)*

Once the student has exhausted all other forms of appeal, a final appeal may be made to the President.

THE PRESIDENT MAY OR MAY NOT Hear an Appeal and may refer the Appeal to MANAGEMENT TEAM AND CONSIDER THEIR RECOMMENDATIONS.

If an appeal is heard, the President may affirm or remand to the Appeals Committee for reconsideration consistent with policy.

The decision of the PRESIDENT to hear an appeal, refer an appeal, or make a finding is final

CHANGES TO THIS HANDBOOK

The President, or someone or some committee appointed by the President, may decide to change this HANDBOOK AND THE PolicIES CONTIAINED IN THE HANDBOOK. The College may change this HANDBOOK by POSTING THE REVISED COPY ON THE BACONE COLLEGE WEBSITE, at least thirty (30) days before the changes go into effect.

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