

IRON SHARPENS IRON – *Proverbs 27:17*



SCOTLAND CAMPUS SPORTS DIVISION

2021-2022 ATHLETE HANDBOOK

Honor Code

"A Knight will not lie, cheat, steal, or tolerate those who do."

STUDENT HOUSING RULES AND REGULATIONS

RESIDENTIAL CODE OF STUDENT CONDUCT –

Scotland Campus

As Students residing in Scotland Campus, Housing you must abide by all Student Housing Policies (SHP) as well as the Student Conduct Code Catalogs. These policies benefit individual students as well as the entire residential community. Failure to abide by Student Housing and/or Campus Policies may result in disciplinary action, revocation of your Housing Agreement, criminal and/or civil action.

I. ALCOHOLIC BEVERAGES:

- a. Students and student guests are not permitted to use, possess, or be in the presence of alcohol.
- b. Faculty and staff residing in campus housing and over 21 years of age may possess quantities of alcohol that are intended for personal consumption only, .
- c. Open containers of alcohol are not permitted outside of personal residences or elsewhere on campus. Open alcohol containers in lounges, lobbies, balconies, etc. are strictly prohibited.
- d. Any resident regardless of age found to be intoxicated and/or unable to exercise care for one's own safety and/or the safety of others due to intoxication is in violation of Housing Policy. Students who violate any other campus policy while under the influence of alcohol are also in violation of this policy.
- e. Possession of empty containers of alcohol will be interpreted as consumption of alcohol.
- f. The sale or distribution of alcohol is prohibited in housing.

II. CLEANLINESS:

Because we live in in proximity to each other, all Students are expected to maintain cleanliness and hygiene in their living unit. Some causes for concern would include but are not limited to a significant odor, excessive trash rotting, or spoiling food left in the open, debris covering exit ways, etc. Trash pick-up from dumpsters is every Monday morning. It is the responsibility of each dorm to see to it that trash is emptied in the appropriate dumpster, prior to Monday morning pick-up. Each dorm will have a schedule and each student will be assigned a task. Dorm rooms are subject to inspection, with demerits, privileges, and game play suspended for non-compliance. Gross negligence and breach of any rules will be grounds for dismissal with no refund.

III. COMPUTER AND INTERNET USE:

All devices, phones, computers, gaming items, etc. must be registered at the office.

The Recording Industry Association of America (RIAA) has subpoenaed information about individuals

believed to have engaged in unauthorized peer-to-peer file sharing of copyrighted music and other works. Unauthorized downloading and uploading of copyrighted music, movies, and software constitutes as an illegal copyright infringement. Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, movies, and software is a violation of campus computer use policy. It is also illegal and may carry significant monetary and/or criminal sanctions.

It is the responsibility of students who are downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder. Please refer to Residential Computing Resources policy for further explanation.

Internet will be provided on campus. Students are not allowed to install routers that are not owned by the campus. Personal Access Points are prohibited and tampering with internet equipment. Internet activity can be identified. Students violating the school policy and visiting unwholesome web sites will be dropped from the network. < **ALL DEVICES MUST BE REGISTERED** >

IV. DANGEROUS BEHAVIOR:

Any activity, which can be interpreted as endangering to or harming oneself, any community member, guest, or other campus resident, will not be tolerated and may lead to disciplinary action.

V. DESTRUCTION/MISUSE/THEFT OF PROPERTY:

Property damage is inappropriate and demonstrates a lack of respect for the community and the property of others. The following are violations of this policy:

- a. Unauthorized possession, use or misuse, removal, defacement and/or tampering of Campus owned property or leased property or equipment or any property belonging to a community member or guest is prohibited.
- b. Any resident who maliciously or accidentally damages Campus owned property will be responsible for the cost of the damage and/or the cost of the labor to restore or repair the property to its original condition.
- c. Students will be responsible for the actions of and/or damages incurred by their guests.
- d. Students are prohibited from physically repairing damages to Campus property. If property is damaged, please report the damage to the main office at 717-552-2220 immediately.
- e. Common area damage charges not readily assigned to a particular individual may be charged to a group or floor of Students. Campus furniture may not be removed from student units or common areas.
- f. Students are responsible for the condition of their unit and the furnishings provided for them by housing.

g. Students must keep living area clear of obstructions such as screens, bamboo or other coverings that block the view for safety personnel.

VI. DISORDERLY CONDUCT:

Behaviors whether through conduct or expression which are not civil or respectful and which breach the peace within or around the residence halls or at any residence-hall related function are not permitted. Foul language or use of ethnic slang, is not permitted.

VII. DRUGS, NARCOTICS, AND PARAPHERNALIA:

Possession, usage, or manufacture of controlled substances (including paraphernalia for intended or implied use) of any sort is illegal and prohibited. Students suspected of violating this policy may be confronted by staff members and/or by civil authorities. The following consist of additional violations under this policy:

- a. Possession and use of marijuana or use of products that resemble or smell like marijuana is prohibited.
- b. The misuse of prescription medication and/or cleaning products or fumes.
- c. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances.
- d. Suspicion of using illegal drugs which includes, but is not limited to, marijuana odor emanating from a unit, drug paraphernalia seen in a room, storage closet, etc.
- e. The sale and/or distribution of drugs and/or paraphernalia is prohibited. Scotland Campus has a K-9 unit capable of detecting drugs and drug related paraphernalia.

VIII. FAILURE TO COMPLY WITH AN ADMINISTRATIVE REQUEST

- a. Failure to comply with an administrative request when a Campus staff member is acting in his/her official capacity including: failure to appear/meet, to vacate a unit, to cease inappropriate behavior, to produce identification, and/or to exit a facility when requested.
- b. Providing fabricated, falsified, misrepresentative, or non-negotiable information or documents.
- c. In binding roommate agreements, agreed to and signed after a mediation, Students must adhere to those agreements or they will be subject to violation of this policy.

IX. FIRE HAZARDS AND SAFETY:

The following constitutes a list of violations that could result in prosecution and/or fines:

- a. Tampering or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire sprinklers, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to

notification of a fire.

- b. Intentionally or negligently causing and/or creating a fire, explosion or release of poisonous gas or fumes.
- c. Failure to evacuate a building immediately following the sounding of an alarm, unless otherwise instructed by Student Housing staff, fire-safety or other emergency response personnel. We will conduct periodic fire alarm drills..
- d. Possessing or storing gasoline, fireworks and/or combustible decorations and chemicals.
- e. Storing fuel-driven engines including motorcycles, mopeds, etc. in residential housing.
- f. Open flames (including candles and incense), combustible decorations and chemicals, deep fat fryers, electric fry pans, space heaters and halogen lamps are prohibited.
- g. Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).
- h. Grills – BBQ Grills cannot be operated anywhere under overhangs or structures. Propane grills are prohibited.
- i. (Apartments with kitchens) Using toasters or other cooking devices in areas outside of the kitchen.
- j. (Apartments without kitchens) Using cooking devices outside of the designated area from the living room

X. GAMBLING:

All forms of gambling are prohibited on Campus property. This would include but is not limited to activities played for money, checks, or some other representative value.

XI. HARM OR THREAT OF HARM TO SELF OR ANOTHER:

Committing acts of physical or mental abuse or engaging in actions that intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of self or another person (including threats or attempts of suicide) is prohibited. This includes but is not limited to physical harm or threat of physical harm to any person and/or to self.

XII. LITTERING/TRASH REMOVAL:

Littering, inappropriate disposal of trash, and/or sweeping debris into a public hallway or area in the residence communities or the surrounding grounds is not permitted. If the problem is persistent and not able to be resolved by the community, **finances and disciplinary measures may be issued for violations of this policy**. All students will be expected to complete regular dorm duties. Residents and rooms are subject to inspections at will. K-9 patrols will be regular in each dorm.

XIII. PETS:

Animals are not allowed in campus housing at any time.

Exceptions:

Assisted living animals verified by our department

Staff who are permanent residents

XIV. QUIET HOURS:

Quiet hours mean that community members must keep noise at a very minimal level in all of our housing, surrounding grounds, and recreation areas. Courtesy hours mean that Students are expected to maintain a reasonable or moderate noise level. During quiet and courtesy hours, requests for less noise from community members and Housing staff members will be respected in our community.

Quiet hours are from 9:00 PM-7:00 AM

24 hour quiet hours – in effect the last two weeks of each academic semester

Courtesy hours are in effect at all other times.

All musical and percussion instruments and stereo equipment must be registered with your Community Director before being played in the residence halls. Permission must be obtained in writing from roommates and neighboring units. No offensive language in music is permitted. Loud music in either vehicles or dorms, is not permitted. Curfew is at 10:00 pm each night and 11:30 on weekends.

Food deliveries are only permitted in the parking lot adjacent to the education building. Uber or other transport is not permitted in housing. Students are not permitted to leave the campus by any means, walking, riding, etc., without an approved coach, intern, parent or legal guardian. Visits from the opposite sex are not permitted on or off campus. Immediate family members are permitted to visit, but must be pre-announced and receive proper identification.

XV. ROOM SWAPS AND CHANGES:

Unauthorized room transfers are strictly prohibited. Housing must ask that Students not change rooms without approval. Please contact your RA or CD to file a room change and avoid unnecessary confusion and charges during the year.

XVI. SAFETY/SECURITY:

Safety/Security policies are necessary for the safety of Students and therefore must be followed. The following is a list of security/security violations:

a. The unauthorized use, possession, or duplication of room or master keys including lending keys to any

person;

- b. Bypassing or tampering with the electronic locking mechanisms for the lobby or unit doors. Propping of any door, other than your own unit door, is prohibited.
- c. Unauthorized entry into a building other than the one in which a resident has key access;
- d. Unauthorized presence on rooftops, ledges, or areas marked for restricted access;
- e. Unauthorized use of or entry/attempted entry into computer or telecommunications systems;
- f. Providing access to buildings or units within buildings to those other than Students with key access, staff, or attended guests by any means;
- g. Failure to lock or secure doors, entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area;
- h. Removal of any window screens (except for evacuation due to a fire). All Students of a living unit may be fined if a screen is removed for a non-emergency purpose;
- i. Throwing, dropping, or projecting any objects from any residence hall building, doorway, window or balcony;
- j. Using one's window as a means of entry or exit; or using it to store unsightly articles, garbage, or Campus owned or leased furniture is not permitted. Sitting/perching on or jumping over balcony railings is prohibited.
- k. Use of sporting and recreation equipment is prohibited in indoor common areas such as lobbies, hallways and entrances. Football, baseball, and other sports are not to be played on lawns outside of campus dorms. The field adjacent to the dorms is acceptable.
- l. Locking bikes to anything other than authorized bike racks (i.e. handrails, fire hydrants, etc.) is prohibited.
- m. Failure to follow procedures at security gates is prohibited.
- n. Tampering with security cameras and recording equipment is prohibited along with unplugging said equipment.
- o. Music. Vile music with swearing and/or vulgar content is not permitted and will be confiscated or devices removed.
- p. Student vehicles are not permitted on campus.

XXII. SEXUAL ASSAULT:

Sexual assault, sexual battery, or rape of a community member or guest thereof is prohibited.

Note: This behavior is defined as any sexual activity conducted without the expressed consent of all parties involved.

XVIII. SMOKING:

Smoking is prohibited in all our buildings, student rooms, residential hallways, restrooms, lounges, stairs, balconies, volleyball and basketball courts. This includes the use of smoking devices such as hookah pipes. Scotland Campus is a smoke free campus.

XXIV. SOLICITATION:

Door-to-door solicitation for commercial purposes is prohibited. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the Associate Director for Residence Life. Student Housing will never grant permission to any individual or organization not affiliated with the Housing Office to sell or advertise door to door within the buildings or parking lots.

XX. THREATENING BEHAVIOR:

Conduct that threatens or endangers the health or safety of any person within or related to the Campus community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

XXI. VISITATION:

This visitation policy is designed with the safety and consideration of our community members and property in mind. Students are permitted to host immediate family as guests as long as the rights and privacy of the other persons living in the unit are taken into consideration, and the following guidelines are observed.

Persons who hold a current housing agreement but are visiting Students in other units are considered Residential Guests; all others are considered Non-resident guests. The definition of a Short-Term Guest is any person, hosted by a student resident, or resident who does not hold a Housing agreement, such guests will not remain in the housing complex after 10:00 p.m.

a. Non-Resident Guests arriving or remaining in the complex during the hours of 7:30 p.m. and 10 p.m. must be registered. No overnight guests are permitted.

Please follow the registration process described here:

1. To register a Short-Term Guest, the host resident will need to give proper notice of the guests' arrival.
 - A. Notify Office at 717-552-2220 **24 hours prior to arrival.**
2. Then, secure passes for guests (red badge).
3. Collect red badge and return to main office. The guest must show a regularly accepted picture I.D., such as a driver's license or school I.D., and agree to adhere to all housing rules and regulations. All guests will be required to wear their guest badge visibly while in the housing

4. No student resident may allow guests access to the housing complex after 7:30 p.m. without following the registration process outlined above. Members of the opposite sex are not permitted in the dorms unless they are immediate family members. (parent, brother, sister, grandparent.)
- e. All non-resident guests must wear a guest badge easily visible on their person while present in the housing complex. Guest badges can be obtained after 7:30 p.m. at one of the guard stations.
- f. Students are responsible for their guest's conduct at all times and any damages incurred by that guest. All guests must comply with all Campus and Student Housing policies. Guests may be asked by Campus staff to provide identification or leave the premises at any time. The guest must comply.
- g. A guest must be accompanied by her/his host at all times. Guests are not permitted to be unescorted and may not be left unattended in the host's unit or within the community.
- h. No Students or guests may sleep in the lounges, lobbies or other public areas unless it is in conjunction with an official hall sponsored event or other Campus purpose and approved in writing by a Community Director or other Housing professional staff.
- i. Occupancy in any unit at any given time must not exceed 10 people for apartments and 5 people for the Suites, including Students. Guest registration for a unit will be cut off after six people have been registered to that unit.
- j. Advertising for open parties or gatherings is not permitted under any circumstance.

XXIV. WEAPONS, FIREARMS OR AMMUNITION:

The possession or use of firearms, ammunition, explosive or combustible materials, pistols, revolvers, pellet guns, air guns, and/or injury-threatening weapons deemed by law enforcement to be deadly are strictly prohibited. This also includes but is not limited to dirks, daggers, machetes, slingshots, switchblade knives, weapons commonly known as blackjacks, sand-clubs, billy-clubs, and metal knuckles. Metal pipes, bars, razors with an unguarded edge or any knife being used for a purpose other than the purpose for which it was intended (i.e. a kitchen knife being used as a weapon or to instill fear in another.)

XXV. WILLFUL DISRUPTION:

Participating in an activity that substantially and materially disrupts the normal operations of the residential community, or infringes on the rights of members of the Campus community:

- a. Overt actions such as verbal attacks and physical assaults on students, Campus staff and/or their property.
- b. Physical or written defacement or destruction of residential property and/or Student Housing postings and posters.

- c. Disruptive behavior that negatively impacts the housing community and the ability of another and/or others to live and study.
- d. Loud music is prohibited. Music with explicit language and unwholesome content is not permitted. Students may use headphones.
- e. Explicit language is not permitted on campus. Persistent use of foul language will result in disciplinary action, which could result in reduced game play, assigned tasks and up to dismissal from campus.

XXVI. OFF CAMPUS SERVICES

- a. Food delivery to the cottages is not permitted. All food orders must be pick-up in the designated parking lot by the food service and the security office. Students must meet delivery people there. Food orders after curfew are not permitted. The deliveries will be turned away by security and the student placing the order, held responsible for the cost.
- b. Uber or other ride services are not permitted in housing. Again, only the use of the designated parking lot is authorized for pick-up. The lot by food service and security. Students must have the authorization from coaches and sign out of their respective dorms. **No student is to leave campus at any time, by any means without a coach or parent or legal guardian with them.** The only exception would be to go to the airport, bus or train station by approved driver only.
- c. Students must be back in their dorms by 10:00 PM and 11:30PM on weekends.
- d. Personal student vehicles are not permitted, either on campus or off campus.

XXVII. DRIVING PRIVILEGES

Boarding students are not permitted to have cars, motorcycles or mopeds on campus or off campus for personal use while enrolled at Scotland Campus, for any reason. At no time, while under the school's jurisdiction (other than when all boarders are on an approved weekend) may a boarder drive other students or may a student ride in a car driven by a boarder. Additionally, boarders may not return to campus with a car while on a weekend. Boarding students will not be granted permission to maintain a car on campus.

Signature: _____

Community Life Covenant for Trustees, Employees, Students and Associated Agencies

Preface

Scotland Campus is an independent Christian institution of learning, originally founded as a Protestant, church-related seminary, and remains grounded in the Christian tradition. Our mission as an academic community is not merely the transmission of information and skill; but is concerned with the development of whole persons who will build the Church and benefit society worldwide. We pursue our mission to educate students through intellectual inquiry, spiritual formation, and preparation for calling and career within the context of the Christian faith and in keeping with the campus heritage and connection to the greater Church body.

We are a community of faith that seeks to live according to biblical standards laid down by Jesus Christ for His body, the Church. We recognize the Bible to be the infallible Word of God and fully authoritative in matters of life and conduct, as reflected in the campus Statement of Faith. It is crucial that each trustee and employee of the college clearly understand, affirm, and support the Community Life Covenant. By entering this covenant, we are, before the Lord, joining in a compact with other members of the Scotland Campus community.

The Purposes of our Community Life Covenant

The goal of life at Scotland Campus is to live, work, serve, and worship together as an educational community centered on the Lord Jesus Christ. It is intended that this community covenant would be understood as a grace-filled standard for life together, and serve as a means of encouraging Godly living, with integrity and with honor for one another as we grow as a community.

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself."

Jesus himself perfectly demonstrated this pattern: love for God, acted out in love for others. Acknowledging our dependence on the power and grace of God, the trustees and employees of the Scotland Campus community commit to live according to this ideal.

The purposes of this community covenant are as follows:

To affirm our identity as a Christ-centered institution that integrates its life around biblical principles and devotion to Jesus Christ;

To affirm the integrity of our mission's promise to our students and their parents to educate through intellectual inquiry, spiritual formation, and preparation for calling and career, all to impact the world for Jesus Christ.

To affirm our unity as a community with shared values and a shared framework of grace and faith, so that each member can serve and grow faithfully in our dependence on God's Spirit and obedience to His Word.

Living the Christian Life

As followers of Jesus Christ and recipients of His grace, we live out our faith on a daily basis. As broken persons, we acknowledge that we do and will do this imperfectly. As a community that highly values growing in maturity both individually and corporately, we commit to that which will produce godly growth and reject that which will cause us and others harm. In light of this, we commit to the following:

- Show evidence of the Holy Spirit who lives within all believers, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control."
- Seek righteousness, mercy, and justice.

- Love and side with what is good in God's eyes, and abhor what is evil in God's eyes.
- Uphold the God-given worth of every human being, from conception to death, as unique image-bearers of God.
- Pursue unity and embrace ethnic and racial diversity as part of God's design for humanity.
- Affirm chastity among the unmarried and the sanctity of marriage between one man and one woman.
- Be people of integrity whose word can be fully trusted.
- Give faithful witness to the Gospel, practice good works toward all and live lives of prayer and thanksgiving.
- By contrast, even though God forgives people through his grace, we acknowledge that the Bible condemns certain behaviors, and we commit to avoid the following.
 - Pride, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed, covetousness, theft (including plagiarism), and the taking of innocent life.
 - Self-righteousness, and legalism, understood as the imposition of extra-biblical standards of godliness by one person or group upon another.
 - Sinful attitudes and behaviors, such as impurity and debauchery; idolatry and witchcraft; hatred, jealousy, fits of rage, selfish ambition, envy, and drunkenness.
 - Sexual immorality, including the use of pornography and all other sexual behaviors the Bible reveals to be contrary to God's loving design for humanity.
- Exercising Responsible Freedom.

The Scotland Campus community seeks to practice responsible Christian freedom. This requires a wise stewardship of mind, body, time, abilities, and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblical choices in matters of behavior, entertainment, interpersonal relationships, and observance of the Lord's Day.

Students are required to attend mid-week chapel and worship services on Sunday. Employees are expected to set an example and attend regularly.

Scotland Campus accommodates only worship of the Christian faith.

Trustees and employees of the campus community will also use careful and loving discretion in the use of alcohol. We are especially concerned about the serious problem of alcohol use and abuse in academic environments. We seek to create a learning environment in which all our students can thrive. All persons are created in the image of God; thus we possess a sacred responsibility for the safety and care of our students. As such, trustees and employees will seek to avoid serving alcohol to, or consuming it with, any Scotland Campus student.

Conclusion

Scotland Campus recognizes that not all students who attend the campus come from a Christian faith background, but the trustees, employees, renters, and associated agencies and businesses, do agree to live as an example for them in matters of Christian life and conduct. It is also expected that students affirm, live by and comply with the standards of the community life covenant.

Scotland Campus is a covenant community committed to integrity, responsible freedom, and dynamic, Christ-like love, and a place where the name of Jesus Christ is honored in all we do. This requires that each of us keep our word by taking the commitment to this covenant seriously as covenant keepers, whatever pressures we may face to do otherwise.

I, as a student, and/or on behalf of the organization I lead, and the employees under my

responsibility, do hereby agree and affirm the standards as stated above, and will covenant to fulfill each one with the understanding that my position, presence, involvement, and work upon the campus is contingent upon living out the Community Life Covenant. It is understood further, by the Scotland Campus President and the Administrative Board of Trustees of Scotland Campus, that all other agreements, express or implied, are subordinate to and dependent upon the faithful adherence to the covenant enumerated herein.

Signature: _____



Definitions of the tenets of the Honor Code

"A Knight will not lie, cheat, steal, or tolerate those who do."

LYING: Knights violate the Honor Code by lying if they deliberately deceive another by stating an untruth or by any direct form of communication to include the telling of a partial truth and the vague or ambiguous use of information or language with the intent to deceive or mislead.

CHEATING: A violation of cheating would occur if a Knights fraudulently acted out of self-interest or assisted another to do so with the intent to gain or to give an unfair advantage. Cheating includes such acts as plagiarism (presenting someone else's ideas, words, data, or work as one's own without documentation), misrepresentation (failing to document the assistance of another in the preparation, revision, or proofreading of an assignment), and using unauthorized notes.

STEALING: The wrongful taking, obtaining, or withholding by any means from the possession of the owner or any other person any money, personal property, article, or service of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of the property, or to appropriate it to either their own use or the use of any person other than the owner.

TOLERATION: Knights violate the Honor Code by tolerating if they fail to report an unresolved incident with honor implications to proper authority within a reasonable length of time. "Proper authority" includes the President, the Assistant to the President, or Designated Head Coach, Athletic Director. A "reasonable length of time" is the time it takes to confront the Knights suspected of the honor violation and decide whether the incident was a misunderstanding or a possible violation of the Honor Code. A reasonable length of time is usually considered not to exceed 24 hours.

To have violated the honor code, a Knights must have lied, cheated, stolen, or attempted to do so, or tolerated such action on the part of another Knights. The procedural element of the Honor System examines the two elements that must be present for a Knight to have committed an honor violation: the act and the intent to commit that act. The latter does not mean intent to violate the Honor Code, but rather the intent to commit the act itself.

Three rules of thumb

1. Does this action attempt to deceive anyone or allow anyone to be deceived?
2. Does this action gain or allow the gain of privilege or advantage to which I or someone else would not otherwise be entitled?
3. Would I be dissatisfied by the outcome if I were on the receiving end of this action?

Signature: _____

DISCIPLINE GUIDELINES

GENERAL

These guidelines are based on the school's philosophy and principles regarding good character, and reflect the school's commitment to providing a safe and healthy environment for students. The school strives to promote effective and caring communication among faculty, students, and parents that support students in their personal growth and provides room for a young person to make mistakes and learn from them. The guidelines in this section apply to all conduct by students, whether on or off campus, while they are enrolled at the school.

Scotland Campus has a Discipline Committee. The committee is comprised of the principal, teachers, coaches, and administrators.

In reaching disciplinary decisions, the dean of students, the Discipline Committee, the associate head for student affairs, and the Head of School may distinguish between intention and thoughtlessness in the length or seriousness for disciplinary consequences. Students will be held accountable for their behavior in a manner deemed appropriate by the school, in its sole discretion. A student's presence when a violation of rules occurs may result in disciplinary action. Students should make it their responsibility to study and understand these disciplinary guidelines and their underlying principles. If the Head of School or his designee determines, in his sole discretion, that parental involvement is appropriate at any stage of the disciplinary process, then the Head of School or his designee may contact parents to discuss the situation, in addition to those times when parental involvement may be specifically called for, as described further below. The goal of these guidelines is to help each student understand the type of behavior expected at school, and to learn to assume responsibility for his or her action.

MINOR INFRACTIONS

Minor infractions of school rules are usually handled on the spot, sometimes after consultation with the dean of students. Disciplinary action for minor infractions may include evening restrictions, campus restriction (bounds), Saturday detention, community jobs, and/or a formal reprimand. Advisors are generally informed of disciplinary action involving their advisees.

Dress Code Enforcement: Students not abiding by the dress code will be assigned detention and encouraged to change into acceptable clothing. A student who does not change runs the risk of acquiring more than one detention in a particular day.

RESPONSES TO DRUG OR ALCOHOL USE

A student's presence when a violation of the drug or alcohol rules occurs will result in disciplinary action. Students appearing before the Discipline Committee for first drug or alcohol offenses should expect to be suspended or dismissed from school. All first drug or alcohol offenses not resulting in dismissal require a counseling component, as determined by the school counselor, and follow-up. A second drug and alcohol offense during a student's career will likely result in dismissal.

A student who uses tobacco or nicotine delivery devices will, in most cases, receive the following disciplinary responses:

- First Offense: Two weeks of bounds; meeting with the nurse practitioner; letter home.
- Second Offense: Three weeks of bounds; letter home.
- Third Offense: Student faces the Discipline Committee, with likely outcome being a short suspension. Subsequent occurrences may lead to a longer or permanent separation from the school.

NO VEHICLE POLICY

No vehicles allowed for students enrolled in Scotland Campus Sports.

No Ubers or transport allowed.

Both are punishable offenses up to and including expulsion.

Students enrolled in SCS and GVCS are subject to the rules, regulations, and adjudication procedures of GVCS.

RESPONSES TO LATE WEEKEND SLIPS

Students who do not submit weekend slips by 3:30 PM on Thursday may be assigned detention or denied weekend leave. Leaving campus before one's last commitment will result in cuts for all activities missed.

THE DISCIPLINE COMMITTEE

Major violations of school rules will generally be handled by the dean of students, who may refer them to Discipline Committee. The Discipline Committee is composed of three students and three faculty members plus the dean of students, who will chair the committee but who will not vote. The dean may exclude himself if the case involves an advisee. The three students will be the president of the student government, senior prefect, and on fifth-form student government member appointed by the Head of School in consultation with the dean. Invited to attend as non-voting members may be the advisor, dorm parent or day student advisor. Disciplinary offenses of an academic nature may be referred to the Discipline Committee by the academic dean, who will co-chair the disciplinary meeting with the dean of students. In such cases, the pertinent department chair may also be invited to attend.

It is the Discipline Committee's purpose to offer the student a hearing and then to make a recommendation to the Head of School or associate head for student affairs. Believing the disciplinary process is educationally important both to individual students and also to the school community, students involved in a first major offense will generally appear before the Discipline Committee. However, the Head of School may waive the process if

there are constraints of a personal or confidential nature, if the hearing interferes with vacation time, or for any other reason, in the Head of School's sole discretion.

The Head of School or associate head for student affairs will make all final disciplinary decisions. Disciplinary responses may include restrictions, reprimand, deans' warning, probation, suspension, dismissal or other discipline deemed appropriate by the Head of School, in his sole discretion. The Head of School or associate head for student affairs will determine how much weight, if any, to give to any recommendation of the Discipline Committee, if the Discipline Committee has convened. The Head of School may decide not to convene the Discipline Committee, in his sole discretion, with respect to any disciplinary circumstances.

COMMUNICATION WITH RESPECT TO DISCIPLINARY RESPONSES

The Scotland Campus community values transparency and strives to be as open as possible about its responses to student misconduct. Disciplinary decisions, and the underlying student conduct, may be shared with students, parents and faculty as determined by the school, in its sole and absolute discretion. While the Head of School may choose to disclose the facts, circumstances and rationale of a disciplinary decision, the names of the students involved and the Discipline Committee's recommended disciplinary response (if any) will not be disclosed. Members of the school community will be provided with the name and contact information of the appropriate administrator to whom any questions or concerns about the particular situation may be addressed.

Students and parents should be aware that there may be sensitive cases involving student discipline with respect to which the school may determine that any disclosure of a disciplinary proceeding—even without the use of student names—may be inappropriate. The school retains absolute and sole discretion with respect to the disclosure and handling of any student disciplinary matter.

RESTICTION AND BOUNDS PUNISHMENTS

On Restriction (evening restriction)

A student placed on bounds:

- Must check-in on school nights by 7:50 PM (even those who normally have 10:00 PM check-in). The student is not allowed to sign out of study hours—the student must remain in his/her dorm from 7:50 PM until the next morning or remain in supervised study hall; no visitors.
- Must check-in on Saturday nights at 9:00 PM and remain in the dorm until the next morning. A day student must leave campus by 9:00 PM and must check out with the administrator on duty when the student departs.
- Will be allowed to leave campus only for a school required activity or a meal with the student's own parents (without other students). This permission will be granted by the dean and will not interfere with evening restrictions.
- Will not be permitted to take a weekend.

Students who have received any discipline that involves a weekend restriction may not be allowed to leave campus. Students are encouraged to recognize that there are consequences for their actions, and that they must think ahead about whether or not there is an important weekend engagement coming up. Discipline will generally not be changed for the convenience of students or their families.

SATURDAY DETENTION AND MISSED APPOINTMENTS

Students who are assigned to Saturday detention or who do not obtain all necessary permissions to miss a weekend school appointment, may be denied permission to take that weekend. Students who have accumulated more than four cuts and miss an assigned detention will normally be placed on bounds immediately through the following weekend.

PRESIDENT'S WARNING

Dean's warning constitutes a formal warning to a student that any further disciplinary infraction is likely to result in suspension or dismissal. A student on deans' warning may not be eligible for a diploma. A student on deans' warning may not be permitted to attend certain scheduled ceremonies or events on or off campus. The period of deans' warning may extend beyond the end of the school year.

PROBATION

The status of probation indicates that a subsequent violation of a major school rule will likely result in the student's dismissal from the school. Probation is used only in conjunction with a disciplinary separation from school (suspension) and will generally be assigned for 12 to 16 weeks depending on the nature of the infraction.

SUSPENSION AND EXPULSION

If a student is suspended, it is his or her responsibility to obtain academic assignment and to maintain contact with teachers. A suspended student is responsible for all material covered during the suspension, but the student is expected to understand that the nature of some work may prevent its satisfactory completion in absentia. Suspension may, as a result, undermine a student's ability to earn representative grades on some assignments or for a course as a whole.

A student who has been dismissed may not return to the campus without the specific permission, in advance, of the dean of students; such visits will be approved only for specific purposes and for short duration.

REPORTING CHANGE OF STATUS TO COLLEGES

Many colleges and universities ask their applicants and the College Counselling Office to report a "disciplinary violation whether relate to academic misconduct or behavioral misconduct, which resulted in the applicant's probation, suspension, removal, dismissal, or expulsion" (language drawn from the Common Application). If such disciplinary action

takes place during high school, applicants are obligated to report it in a short statement that accompanies the application. If disciplinary action occurs after an application has been filed, the College Counseling Office must report it to colleges within 10 days.

Students are counseled to write on their own behalf and facilitate this contact with their colleges with careful advice concerning content.

BEHAVIORAL EXPECTATIONS WHILE AWAY FROM SCHOOL

Students should be aware that they represent the school community at all times, both on and away from campus. While it is not the school's intention to monitor students in all of their off-campus activities, the school reserves the right to take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus. While traveling to or from campus, while on weekends or vacations, students should not behave in any way or engage in any activities that is inconsistent with the school's mission and philosophy or that could compromise the reputation of Scotland Campus. Such occurrences may be of disciplinary interest to the school.

PARENT INVOLVEMENT

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter

Signature _____

Tuition Non-Payment Policy

5th school day past due on each payment on payment plan

- Student-athlete may not participate in practice, workouts, games or team functions
- Student-athlete can continue to attend class, live in dorms, and continue receiving meals at Highland Grille

6th school day past due

- Student-athlete may no longer participate in any team related function
- Student-athlete may no longer attend class
- Student-athlete may no longer receive meals at Highland Grille

10th school day past due

- Student-athlete is removed from the Scotland Campus and no longer is connected to any sports program
- Student-athlete must find own transportation from campus to airport or home
- Student-athlete is still responsible for remaining tuition and fees balance

***If student-athlete pays balance owed by 12th school day, they can re-enter Scotland Campus Sports programs.**

***Student-athlete is only able to re-enter Scotland Campus Sports program and school one time.**

Signature: _____

Parent/Guardian Signature: _____

GENERAL INFORMATION

General Information

Once your deposit and enrollment forms have been received by our admissions office you will receive either a phone or email confirmation. At that time your registration is complete and you are on your way to elevating your performance at SCS DIVISION.

The following information is very instrumental in you preparing for your experience here at SCS DIVISION. The following information will help acclimate you to the culture of our campus and set some expectations we will have of you and some that you will have of us. We hope this helps you to prepare yourself to be your best while you are here.

CHECK-IN

- High School student-athletes must check in immediately upon arrival on the day specified and TBD.
- Post Grad student-athletes must check in immediately upon arrival on the day specified and TBD.
- Each student-athlete will receive a schedule of their upcoming sport programming.

Health Services: SCS DIVISION has relationships with several area doctors and medical facilities that will meet any illness or injury need of our students. Our coaches and staff are CPR and First Aid certified.

Medications: If the participant uses a medication daily it must be in its original container with a label that includes the participant's name, physician's name, and directions on how to administer. Please provide an English translation for any medication instructions.

Dining: For boarding students we provide breakfast, lunch, and dinner. 19 meals per week

Phone: Participants are allowed to bring their cell phones; **however; usage is not allowed during school or program hours and are to be left with dorm coach.**

Laundry: Machines are available for use.

What to Bring:

- Personal Sporting Equipment
 - School Supplies: paper, pens, pencils etc. (fees may apply for books)
 - Bedding for Twin Size Bed (sheets, comforter, pillows)
 - Hygiene (towels, soap, shampoo, deodorant)
 - Room Décor (wall pictures, TV, mini refrigerators are optional)
 - Daily Clothing (suggested shorts, t-shirts, polos, jeans, bathing suit, sweatshirt, sandals)
 - Winters Clothing (Coat, boots, hat, gloves, thermals, etc)
 - Spending Money (weekend social outings, additional snacks) Suggested \$100 a month
 - Combination Lock for Personal Locker (combination must be given to office)
 - Laundry Bin
 - Hangers for Clothing
 - Fan
- There are many local attractions in and around Scotland, PA and we will host periodic trips. Examples are to the Mall, Movie Theaters, Go Cart Amusement Park, College Sporting Events etc. There is an additional cost to participate in these events which can be paid by the parent or participant anytime leading up to trip departure.