

Student Housing Handbook

LUTHER
CLASSICAL COLLEGE



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PURPOSE

Student housing at Luther Classical College (LCC) exists to provide living accommodations for LCC students as a place for students live, eat, and study together. This Handbook establishes the criteria, expectations, policies, and procedures for LCC owned and managed housing. This Handbook has been developed for the benefit and welfare of LCC students.

Student housing includes two different types of housing arrangements, LCC “owned” and “managed” housing. LCC “owned” housing are buildings owned and operated by LCC. LCC “managed” housing are residences owned by private parties and managed by LCC. LCC managed houses may have rules specific to the properties as stipulated by their owners not covered in this handbook. All LCC housing gives students access to a kitchen with cooking utensils, cutlery, a washer, a dryer, beds, and storage space.

STUDENT EXPECTATIONS

A student living in LCC housing is expected to do his part in being active in church and campus life. The student will attend church and school, participate in community events, and pay for personal items. He will be expected to contribute to household chores and follow house rules.

The following are the basic expectations of a student living in LCC housing

1. Actively participate in community activities and practice regular church attendance.
2. Be respectful and considerate of all tenants
3. Pay for school supplies.
4. Pay for extra activities and fees.
5. Adjust to his roommates and abide by the house rules.
6. Maintain a clean and organized room.
7. Maintain clean and organized common spaces.
8. Maintain regular communication with the RA, roommates, and fellow tenants.
9. Ensure that all tenants can travel to and from campus.
10. Follow the rules of this Handbook and foreign student visa rules (*if a foreign student*).
11. Attend school and take a full academic load of courses (*see the Academic Catalog*).
12. Follow all rules included in LCC’s Student Handbook, and respect LCC staff and faculty.

Application & Placement Procedure

STUDENT APPLICATION

The housing application window for students opens in the Spring semester of each year. In order to secure priority placement, students will complete an application form and submit the application to the LCC Housing Coordinator by the stipulated due date prior to the academic year for which the application is intended. Applications will continue to be accepted until all LCC-provided housing options are full. Only

students who are currently enrolled in classes at LCC, or have been admitted to LCC, are eligible to apply. Submission of an application does not guarantee the applicant will be placed in his preferred housing. The Housing Coordinator will evaluate the student application against available housing, determine the student's eligibility for housing, and attempt to match the student with the best housing fit.

STUDENT PLACEMENT

The Housing Coordinator will abide by the following guidelines when placing students in housing.

1. Eligible students shall be given placement priority according to the order in which their applications are received.
2. LCC students of the opposite sex shall not be placed in the same housing unit.
3. A student without their own mode of transportation will be placed with students who can and are willing to carpool.
4. A student with special dietary needs or restrictions will generally be placed in the same common kitchen.

STUDENT PAYMENTS

The student pays Housing fees to LCC at the beginning of each semester. If payment of the housing fee is not received by the due date, a late fee and a hold will be added to the student's account. A hold on a student account can prevent a student from registering for classes, graduating, or for receiving a housing placement. If there are problems with making a payment, or the student needs to move out, he should contact the Housing Coordinator immediately to discuss the issue.

Safety & Security

LAW ENFORCEMENT & EMERGENCIES

The student is expected to obey local, state, and federal laws. Criminal offenses should be reported to local law enforcement as well as the Dean of Students. Students and host family members should call 911 to report fires, accidents, medical emergencies, dangerous situations, or any other emergency. In the event of an emergency, students and host family members should call 911 before alerting LCC officials.

RESIDENT ASSISTANTS (RAs)

Each student house will have at least one student RA. RAs answer to the housing coordinator and the dean of students. RAs are responsible for communicating and enforcing housing policies, ensuring safety and cleanliness, keeping an eye on resident well-being, facilitating Christian interaction between residents, and ensure that facilities needs are communicated to college staff. RAs conduct bi-weekly health and safety checks to ensure that residents are keeping student housing safe, clean, and sanitary.

PERSONAL SAFETY

LCC is responsible for ensuring the safety of the home and may give the student counsel and advice on safety. The house RA oversees the safety of the home; however, the student is ultimately responsible for his personal safety. The student should always be aware of his surroundings and avoid placing himself or others in dangerous or potentially dangerous situations. If the student or RA has concerns about unsafe conditions or behavior, they should discuss the issue and attempt to resolve the matter internally before involving LCC officials.

KITCHEN SAFETY

LCC will provide the student access to kitchen equipment. The student should ask the RA or fellow community members for guidance if he is unfamiliar with different appliances (such as a gas stove) and abide by the host family's rules for kitchen use and safety.

CANDLES, OPEN FLAME, HEATERS

The student should not use incense burners, oil or kerosene lamps, or other open flames in his bedroom. If used, a space heater or baseboard heating unit should be turned off whenever not needed, and no items should be placed on or near the heater.

FIRE SAFETY & PLANNING

The RA should discuss an emergency plan with the community, making them aware of all escape routes from the house, and identify the location of any emergency items in the home including first aid kits and fire suppression equipment. Students should understand how to use emergency equipment (such as fire extinguishers).

FIREWORKS & EXPLOSIVES

Fireworks and other explosives pose a danger to people as well as property. A student is not allowed to possess or use fireworks on LCC managed property.

HANDLING OF HAZARDOUS ITEMS

The student is responsible for safe handling and storage of any knives, scissors, razors, chemicals, or other hazardous items in his possession.

FIREARMS

LCC respects and upholds the right of U.S. citizens to lawfully own, carry, and use firearms in accordance with the Second Amendment to the U.S. Constitution. Likewise, LCC strongly agrees with the State of Wyoming's liberal allowance of concealed carry of firearms. However, the campuses of LCC are private property and the president reserves the right to limit which persons may carry a firearm on LCC campuses. In the interest of safety and out of respect for LCC's stakeholders, all students are prohibited from carrying or storing firearms on LCC owned or managed property. Students who wish to bring firearms for sporting activities must make arrangements to store them off campus.

If a student becomes aware of another student's possession of a firearm on LCC owned or managed property, he should bring the matter to the attention of the Dean of Students. LCC will confiscate the firearm and

require the student to store it elsewhere. Any violation of this policy may result in immediate removal of the student from LCC housing without a refund.

If a student has concerns about another student's possession or handling of a firearm, or believes the student is a danger to himself or others, the RA and the Dean of Students should be contacted immediately. All students are encouraged to take reasonable action to ensure the safety of others at all times.

ANIMALS

Students are expressly prohibited from keeping or bringing animals into LCC housing. If a student wishes to keep an animal, he must make his own housing arrangements off campus.

KEYS & ACCESS CODES

The student will be provided a house key and/or access code by the Housing Coordinator. Any keys or codes provided to the student are his responsibility. If the student loses a key, he should report the loss to the RA immediately. Under no circumstances should the student duplicate keys, or loan keys and access codes to others not entitled to have them. Any keys provided to the student must be returned to LCC prior to the student moving out of the home.

SECURITY OF PERSONAL PROPERTY

Personal property can be damaged by accidents and unexpected natural events. Property can also be stolen if not properly safeguarded. Students are strongly urged to take precautions to protect their personal property, including acquiring renter's insurance. Renter's insurance assists in replacing personal property and any damaged items for which a student may need to reimburse his host family.

LCC assumes no responsibility for loss of or damage to any student's personal property, regardless of the cause. Students are urged to take valuable personal property home with them during breaks from school. A student should not leave his valuables unsecured and should keep his room door locked at all times when he is away. A student should also lock the door to the host family's house if he is the last to leave.

ENTERING A STUDENT'S ROOM

LCC staff should respect the student's privacy. LCC maintains the right for its agents to enter the student's room for the purpose of inspection, repair, emergency response, and conduct violations. Generally, LCC staff should always notify the student in advance before entering his room, usually by knocking and/or requesting the student's permission to enter.

Conduct Policies

LCC students living in student housing are expected to abide by State and Federal laws, as well as all policies contained in the Student Handbook. If any language in this handbook disagrees with the Student Handbook, the Student Handbook shall control.

VIOLATIONS RESULTING IN IMMEDIATE REMOVAL

The following conduct violations will result in immediate removal of the student from LCC housing:

1. Illegal possession, use, or selling of drugs.

2. Fighting and abuse (physical violence).
3. Bullying, harassment, intimidation, or threatening behavior.
4. Being convicted of a criminal offense.
5. Sexual assault.
6. Unauthorized possession of firearms, explosives, illegal knives, dangerous chemicals, or other dangerous items.

And these behaviors could also result in expulsion and the facing of criminal consequences.

FINES

Less severe but repeated offenses (e.g. failure to maintain a clean and sanitary space) can result in the college levying a fine upon a student. The fine amount will be determined by the student discipline committee and added to the student's account. An unpaid fine will result in a hold upon the student's account and prevent the student from registering for classes and applying for future housing.

ALCOHOLIC BEVERAGES

Wyoming state law prohibits the serving of alcoholic beverages to persons under the age of 21 who are not in the presence of their parent, spouse, or legal guardian. Likewise, the consumption of alcohol by persons under the age of 21 who are not in the presence of their parent, spouse, or legal guardian is prohibited. The purchase of alcoholic beverages for persons under the age of 21, as well as the soliciting of persons over the age of 21 to purchase alcoholic beverages for persons under the age of 21 is also prohibited.

Any consumption of alcohol by the student should always be in moderation, so as to remain sober-minded and avoid the sin of drunkenness.

The student shall not:

1. Drink alcohol if he is under 21 years of age and not in the presence of his parents.
2. Give alcohol to persons under the age of 21.
3. Sell alcohol to persons under the age of 21.
4. Allow guests to violate either state laws or LCC's rules regarding alcohol.

DECORATING/PERSONALIZATION OF ROOM

The student should not cause damage to his room by putting up stickers, creating holes, or hanging other decorations. The student should consult with the RA about using a preferred method for hanging items. The student should not repaint, attach stickers, or make any other permanent alterations to anything in his room.

DISRUPTIVE BEHAVIOR

The student must cooperate with college officials, fellow students, and community members. In accordance with God's command to love your neighbor as yourself, the student should not interfere with, annoy, disturb, or obstruct any other student, staff member of the college, or neighbor using noise, abusive language, or any other nuisance whether by phone, in person, or online. A student who engages in such disruptive behavior will face disciplinary action up to and including eviction from LCC Housing.

DRUGS

A student connected to the illegal use, sale, or possession of drugs or drug paraphernalia may be immediately evicted from LCC housing, face expulsion, and face criminal consequences. If neither evicted nor expelled, the student will be required to undergo pastoral counseling arranged by the Dean of Chapel in consultation with the Dean of Students. If a student appears to be under the influence of drugs or alcohol, the Dean of Students should be notified immediately.

Accordingly, the student shall not:

1. Use, possess, or sell illegal drugs.
2. Allow guests to use, possess, or sell illegal drugs.

SMOKING

Smoking by students is not allowed inside the home at any time. If the student does smoke, he should know what the rules of his specific house are and ask where he is allowed to smoke outside and where he should dispose of finished cigarettes. Some properties may not allow smoking even outside the home, and if so, the student must comply. Under U. S. Federal law, it is illegal to sell or provide tobacco to anyone under 21 years of age. Smoking is also prohibited inside any public building or outside a public building near windows and doorways.

GUESTS

On occasion, a student may have a guest. The student may not invite or bring overnight guests into the home without first receiving permission from the RA and his roommate(s). Any overnight guests must abide by LCC's rules governing student housing. The student should never be alone in a room with a guest of the opposite sex with the door closed, and overnight guests of the opposite sex are prohibited. Guests of the opposite sex are not allowed in the housing area during quiet hours (see below).

QUIET HOURS

Quiet hours are from 10 p.m. to 8 a.m. The student should respect the quiet hours and refrain from playing music, loud conversation, or any other noisy disturbances during quiet hours.

PERSONAL CRISIS

A student who exhibits behavior indicating he may be at risk of self-harm or a danger to others may be referred for pastoral counseling. This counseling may be required as a condition of the student remaining in LCC Housing. In addition to pastoral counseling, the student's emergency contact will be notified by the Dean of Students and may be asked to take the student home depending on the circumstances.

A student experiencing difficulties such as depression, suicidal thoughts, or addiction should immediately seek counsel from the Dean of Students, Dean of Chapel, or a pastor on the faculty at LCC.

GRIEVANCES

The student is expected to resolve grievances and conflicts in a Christian manner without the involvement of LCC staff whenever possible. The student should read and be familiar with LCC's Grievance & Dispute Resolution Policy in the Student Handbook and use it as a guide in the event of grievances or disputes. Serious grievances and disputes which cannot be resolved between students should be brought to the attention of the Dean of Students.

WHEN TO CONTACT LCC

Students should contact the Dean of Students immediately if:

1. A student says he is moving out during the academic year (no students should move during this time unless approved by the Dean of Students).
2. A student is breaking the law.
3. A student is involved with sexual assault, harassment, drugs, underage drinking, or fighting.
4. A student goes to the hospital for an emergency.
5. If unsure of what to do in an emergency situation.

RAs should contact the Dean of Students immediately if:

1. If any of the above situations are occurring.
2. A student has repeatedly broken house rules and has not changed his behavior.

Questions and Services

Student Affairs in General _____ Dean of Students
 Housing Placements _____ Housing Coordinator
 Billing _____ Registrar
 Maintenance Requests _____ Facilities Manager
 Spiritual Life _____ Dean of Chapel
 Life Threatening Emergencies _____ 911

Contact Information

Dean of Students and Housing Coordinator

Dr. Caleb Karges

caleb.karges@lutherclassical.org

Registrar

Mrs. Megan Mullet

registrar@lutherclassical.org

Facilities Manager

Mr. Tim Hoff

facilities@lutherclassical.org

Dean of Chapel

Rev. Joshua Hayes

joshua.hayes@lutherclassical.org

Law Enforcement (Non-Emergency Contacts)

Casper Police Department

(307) 235-8278

Natrona County Sheriff's Office

(307) 235-9282