



SAINT  
CONSTANTINE  
COLLEGE

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STUDENT HANDBOOK  
2022-23

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## *Introduction*

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### **Mission Statement**

Saint Constantine College provides classical Orthodox higher education to a community of students seeking virtue, wisdom, and joy. Through the integration of Christian tradition, dialectical pedagogy, and the Great Texts, we welcome students into the work of the Church and the commonwealth.

### **Purpose of the Student Handbook**

Saint Constantine College informs students of its rules, policies, and guidelines through this Student Handbook and the Academic Catalog. It is the responsibility of the student to obtain, read, and comprehend the purpose, policies, and procedures of both documents.

The specific policies outlined are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. Students enrolled at Saint Constantine College agree to conduct themselves in a manner consistent with Saint Constantine College's identity as an Orthodox Christian educational institution, both on and off campus.

Saint Constantine College reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate. Any such changes will be communicated with the students through email, in person, or via the College website.

The term "campus" shall mean Saint Constantine College's owned, leased, or controlled buildings, College housing, land, parking lots, and walkways.

In the entirety of this handbook, the terms "college" or "The College" shall mean Saint Constantine College.



## **Non-Discrimination Policy**

Saint Constantine College is co-educational and admits qualified students of any race, religion, or national or ethnic origin, without regard to sex, age, disability, or sexual orientation.

Academic facilities are accessible to persons with physical disabilities. The institutional policies and academic regulations described in the Saint Constantine College Student Handbook represent the most current information available at the time of publication or the academic year indicated on the cover. The institution may elect, however, to make changes in the curriculum regulations or other aspects of this program. The provisions of the Handbook are not to be regarded as an irrevocable contract between the institution and the student.



## *Campus and Community Life Policies*

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All students are expected to conduct themselves in a manner that supports and promotes Orthodox Christian values and the well-being of all members of the community. Students are expected to treat every member of the Saint Constantine community with civility and respect, and to conduct themselves, both on and off campus, with faithfulness, truthfulness, lawfulness, and charity. Saint Constantine College reserves the right to confront behavior that is detrimental to the student or others, or that diverges from the College's standards.

### **Off Campus Conduct**

While enrolled at Saint Constantine College, students are to remember that they are ambassadors for the College wherever they go, and should conduct themselves in such a manner that dignifies and honors the Saint Constantine community. The Saint Constantine College student seeks to live a life of virtue, wisdom, and joy, whether on campus or off. Students who are found to be behaving off campus in a way that brings disrepute to the College community will be subject to disciplinary action under the auspices of the Dean of Student Life.

### **Academic Honesty and Truthfulness**

Saint Constantine College holds a no tolerance policy for all academic dishonesty, including bribery, fabrication, lying, plagiarism, unauthorized collaboration, violation of copyright, and any other form of deception that intentionally defrauds an individual or institution.

If a professor suspects a student to have participated in academic dishonesty, the professor will first meet with the student to discuss the incident. If the professor deems that the student has committed academic dishonesty, the professor will determine appropriate next steps. These steps will include being given no credit for the assignment in question, and may also result in loss of Good Academic Standing and being placed on Academic Probation. After being placed on Probation, a student who commits further academic dishonesty may be placed on Academic Suspension. At any point in this disciplinary process, the student may appeal to the Provost. If the student wishes to appeal a decision made by the Provost, this appeal will follow the appropriate procedures as detailed in the Grievance Policy of the College.

If a student is suspected of dishonesty outside of the academic context, the staff member who oversees the student—Resident Director, Work Supervisor, or otherwise—will address the matter with the student directly. The student may appeal to the Dean of Student Life to adjudicate should this become necessary. Students found to have violated the standards of the College with



regards to honesty may be subject to disciplinary action, including dismissal from student employment and / or student housing.

## **Accommodations**

Saint Constantine College is committed to providing equality of opportunity to students with disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs and attempt to see that those needs are met. For more information about disability support services, please see the *Disability Support Services Manual*.

## **Alcohol, Smoking, and Drugs**

### **Alcohol & Smoking**

Saint Constantine does not permit alcohol and tobacco on Campus (Campus includes all College Houses).

There may be school- or College-held events throughout the year where alcohol and/or tobacco is served, where students who are of legal age are welcome to drink and/or smoke responsibly. Further, if students who are of legal age to drink and/or smoke choose to do so off campus, they should remember that they are representatives of the whole Saint Constantine community, and always conduct themselves in a dignified and moderate manner.

Drunkenness and other immoderate behaviors will not be tolerated anywhere on or off campus, including the College Houses.

### **Drugs**

No substances prohibited by state or federal law (including marijuana and other illegal drugs) should ever be obtained, possessed, or used by a Saint Constantine student, on or off campus. This prohibition extends to the improper acquisition and/or abuse of prescription drugs.

## **Assault**

Assault is prohibited. Assault is defined as intentionally, knowingly, or recklessly causing bodily injury to another person, OR intentionally or knowingly causing another to reasonably fear imminent bodily harm.



## **Bullying**

Bullying is prohibited. Bullying is defined as any gesture or written, verbal, graphic, or physical act—including electronically transmitted acts—that may be reasonably perceived as being harmful or embarrassing, motivated by any actual or perceived characteristic. This includes, but is not limited to: race, color, religion, ancestry, national origin, gender, sexual orientation, mental, physical or sensory disabilities or impairments, or any other characteristic.

## **Civility**

Students at Saint Constantine College are to conduct themselves with civility and respect for one another and their professors both in and out of the classroom.

During class, students are expected to be attentive to their professors and one another, avoiding rude behaviors like interruption, irrelevant conversations, disrespectful language and behavior, and ***all unnecessary cell phone or other technology usage*** in the classroom. Students are expected to follow the guidelines of the syllabus of each class in which they are enrolled, and to follow the guidance of their professor when it comes to assignments, due dates, class participation, and overall academic success.

Outside of class, civility means treating one's classmates, one's professors, school staff, Residence Directors and Assistants, and all school facilities (including housing) with care and stewardship. Students ought to avoid all disruptive or uncivil behavior, including profanity, vandalism, harassment, shouting, and fighting. Instead, students should comport themselves in such a way as to promote the common dignity and common good of the College community. All uncivil behavior will be addressed by the faculty and/or staff of the College.

## **Conflicts and Complaints**

It is the objective of Saint Constantine College to provide an environment of mutual respect between students, faculty, and others associated with our program. This extends to our relationship with The Saint Constantine School, its faculty, students, parents, etc. We expect students who attend the College to hold themselves accountable and act responsibly as is directed by the values of the College. In situations where the student feels that they are unable to find resolution to conflicts involving: (1) peers, (2) an issue with a class, (3) an instructor or other person(s) within The Saint Constantine community, or (4) an issue involving housing, the following procedures will be followed.

The following general guideline applies to all conflicts: the student should make every effort to resolve the conflict with the person in question before appealing to the chain of authority. At



each level of conflict and complaint arbitration, the appropriate authority will ask whether the student has made an effort to resolve the issue with the person in question.

### **Student Conflicts**

Every effort should be made by the student to resolve the conflict. In a case where this is not possible, the student should contact the Dean of Student Life to discuss the issue. At that time, if deemed necessary, an appointment with the Provost will be scheduled. Parties involved in the conflict will be contacted in an effort to bring resolution to the issue.

### **Class or Grade Issues**

Students having issues with grades or classroom concerns should speak to the professor in charge of the class in question. If the issue is with their Great Texts class, students should address their concern to their Semester Mentor. In the event such issues cannot be resolved, students have the right to appeal to the Provost. Any judgment by the Provost will be considered final. Please refer to the *Academic Policies* section of the Academic Catalog for more information.

### **Housing Concerns**

All students living in the College Houses are expected to conduct themselves in the same manner as expected while on campus– act responsibly, with accountability for their actions and with mutual respect for their peers and Resident Director or Resident Assistant. Students are expected to follow the guidelines as established in mutual agreement with the Resident Director and other housemates.

In the event that a conflict arises between housemates, students should seek counsel from the Resident Director. The Resident Director will communicate with the Dean of Student Life as appropriate on such matters. Further intervention by the Dean of Student Life, with the Resident Director and student(s), will be arranged as needed.

### **Conflicts/Issues with the TSCS Community**

In the event that a Saint Constantine College student has a conflict with another member of the The Saint Constantine School faculty, student, or other member of the community not addressed by the above guidelines, the student should contact the Dean of Student Life in person or via email. Where necessary, the Dean of Student Life may consult the Provost to investigate and determine what, if any, remedies are appropriate.



## **Dress Code**

Saint Constantine College wishes to honor the liberty and dignity of each student by giving them an appropriate amount of freedom in their dress. We strive to treat each student as the adults that they are. We want to create an academic community in which students respect and ennoble one another through their appearance and behavior. To that end, we have established a basic dress code of Business Casual while on campus. There are two exceptions to this basic dress code: 1. Events during which Formal Regalia are required, and, 2. Work hours during which a student's job on campus requires them to wear more casual attire to facilitate the proper performance of their duties.

### **Business Casual Dress**

This is the default dress code for all students when on campus, both in and out of class. Business Casual dress guidelines are as follows:

- For Gentlemen: Collared shirts and trousers or kilts.
- For Ladies: Dresses; blouses and trousers or skirts.

Anything more formal than this baseline is also allowed. Please note that T-shirts and light-wash blue denim are not considered formal enough for Business Casual dress. Dark-wash and black denim, as long as it is clean, well tailored, and free of holes, is allowed.

### **Formal Regalia Dress**

Formal Regalia dress is a step up from Business Casual, and draws from the Old World heritage of having the whole academic community wear robes denoting their role. Essential to each student's Formal Regalia dress is wearing one's undergraduate regalia (robe) and any pins appropriate to their rank in Saint Constantine College. Further, ties and coats are recommended for gentlemen to wear, or more professional dresses or suits for ladies. Our goal with Formal Regalia dress is joyful academic splendor and gravitas. Events that require Formal Regalia are Keystone Discussions, Order of the Spear and Graduation ceremonies, and all Don Rags exams.

### **Student Work Dress**

Unless otherwise specified by the student's supervisor (such as for physically demanding facilities work), all students should wear Business Casual dress during all student work hours.

### **College House Dress**

Students are welcome to dress as casually as they desire at the College Houses, while always remembering to respect the privacy and dignity of others and themselves.



## **Emergency Procedures**

In the event of an emergency, the first person to become aware of it must notify Emergency Services by dialing 911.

### **Emergency Notification**

In the case of an emergency or other urgent event, students, faculty, and staff will be contacted through a variety of methods. These include, but are not limited to: text messages, voicemail messages, phone calls, intercom paging, email announcements, campus websites and social media, and word-of-mouth notification. If it is determined that issuing an emergency notification will compromise efforts to contain the situation, the notification may be delayed.

### **Emergency Text Messaging**

Saint Constantine College uses the RUVNA system to deliver time-sensitive notification to students, faculty, and staff. Messages may be sent regarding emergency situations, inclement weather and school closings, etc. To enroll, please follow the steps below:

- Go to: <https://tscs.ruvna.com/login>
- Click the big Google G (to allow Ruvna to use your Google Workspace account)

After logging in, change your notifications by:

- Clicking on your account name.
- Clicking "Notification Preference" (with the ringing bell)
- Adding your phone number.
- Choose the notifications settings to your preference, then exit.

This will give students full access. All computers should be able to access RUVNA via a browser. An iPhone app version is also available. To receive emergency texts, students must enter their mobile number in their Account Settings in RUVNA.

### **Evacuation and Lockdown Procedures**

- **Fire**
  - Pull the fire alarm.
  - Evacuate the building, leaving all possessions behind. Always use stairs, never elevators.
  - Call 911.
  - Do not reenter the building until it has been cleared by fire department personnel.
- **Other Evacuations**
  - Follow the instructions of any emergency personnel, Saint Constantine staff member, or other authority.



- Evacuate the building, leaving all possessions behind. Always use stairs, never elevators.
- Call 911.
- Do not reenter the building until it has been cleared by emergency personnel.
- **Lockdown Procedures**
  - If a lockdown is called, follow the instructions of any emergency personnel, Saint Constantine staff member, or other authority.
  - Go into the nearest office, classroom, or resident room and lock the door. Barricade the door if possible.
  - Close all blinds and cover windows to reduce visibility.
  - Turn off lights.
  - Hide away from the door and windows.
  - Remain silently in place until an “all clear” announcement is made by uniformed police officers.

## **Inclement Weather**

If necessary due to inclement weather, natural disaster, or school-wide illness, Saint Constantine College may choose to cancel classes for some or all of a school day. College students should attend to communications from the College, especially email, to alert them to such closures. In the event that school is canceled due to natural disaster, students who live in Saint Constantine College Houses should look to their RDs as points of contact for proper safety measures, and attend to any email communications from the Dean of Student Life, Provost, Registrar, or President for pertinent information.

## **Entertainment and Communal Enjoyment of Art**

We encourage students to engage with the best in the contemporary art forms of cinema, music, dance, literature, and the visual arts, especially when this engagement is conducted in a virtuous, mindful, and discerning way. Students should be sure to respect the whole community’s consciences when it comes to art that is enjoyed communally. The communications guidelines as detailed in the Inappropriate Communications section below should be considered when choosing entertainment that is enjoyed in communal spaces on campus, including the common areas of College Houses.

## **Faculty Office Hours**

Faculty make themselves available to students outside of class times by observing office hours. Course syllabi detail a faculty members’ office hours. Students should contact a faculty member directly to schedule office hours or with any questions.



## **Financial Responsibility**

Students are responsible for all charges posted to their account in FACTS and for observing all payment deadlines and due dates. Saint Constantine College reserves the right to refer overdue accounts to a collection agency.

Students with overdue accounts may be prohibited from: enrolling or attending classes, receiving a diploma, receiving grades, requesting official transcripts, and living in the College Houses. Please refer to the Academic Catalog's Financial Information section for more detailed information.

## **Grievances**

If a student believes that the College as an institution has failed to properly uphold its own policies, an official grievance, explaining the policy in question and the instance of its failure to be upheld, may be submitted in writing to the department of Human Resources. The Director of Human Resources will oversee the arbitration process of each grievance.

Students who wish to file a grievance must obtain a "Student Grievance Form" from HR, and submit it, along with a separate letter explaining the grievance. Grievance letters must be written as a letter to the appropriate College official/department and signed by the student. They must include the following information:

- Description of the situation and any relevant facts;
- Explanation of attempts the student has already made to resolve the issue;
- Date situation occurred;
- Names of people involved or believed to be responsible, as well as the names of anyone who witnessed or has additional knowledge of the issue.

Grievances must be filed within 10 days of the incident/issue. Once received, the appropriate College official will investigate the grievance. Resolution of the grievance will occur once the final outcome is determined, and the student will be notified of any action or non-action that will be taken in response. Except in unusual circumstances, resolution should be reached within two weeks of the start of the investigation.

Students who file a grievance will be given as much confidentiality as possible during the process. Initiating a grievance process will not impact the student's relationship to the College.

## **Grade Appeals**

Please refer to the Saint Constantine College Academic Catalog, *Academic Appeals Policy*.



## **Harassment**

Harassment is prohibited. Harassment includes, but is not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse, sexual abuse, or other conduct which threatens or endangers the health or safety of any person, on or off campus.

## **Hazing**

Hazing is illegal and is prohibited by Saint Constantine College. Texas Education Code (EDUC § 37.151) defines hazing as follows:

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

(A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or

(E) involves coercing, as defined by Section 1.07, Penal Code , the student to consume:

(i) a drug; or

(ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code .

Any Saint Constantine College student, staff, or faculty member guilty of instigating or participating in hazing, whether on or off campus, will be immediately and permanently removed from the College and referred to the appropriate law enforcement agencies. All sanctions related to hazing will be in accordance with local, state, and federal law.



## **Inappropriate Communications**

Saint Constantine College has a no tolerance policy for all bullying, harassing, or threatening language, including:

1. Obscene, racist, sexist, harassing, or intimidating language, including language that threatens the physical, emotional health, or safety of self or others.
2. Use of aforementioned inappropriate language in any online forum, including email and social media.
3. The pervasive use of oral or written profanity.

## **Information Technology**

### **Technology Responsibility**

Saint Constantine College will provide students with Wi-Fi on campus and in the College Houses. The College will not provide students with any computers of their own. Students are expected to use all technology in a responsible manner. Students will be expected to use a personal computer in their course of study which will include, but is not limited to: typing papers, printing papers, viewing documents, reading and writing emails to professors, and creating and giving presentations.

### **Student Worker Technology Responsibility**

If students are working as student workers, they will have the same standards as regular employees of The Saint Constantine School. Student workers are expected to use school computers safely and responsibly. Additionally, student workers are expected to navigate Google Workspace according to the cybersecurity policies, which are as follows:

- **Legal and Work Related Use Only.** Anyone on the Saint Constantine network (Wi-Fi or ethernet) and/or a Saint Constantine device should only use them for legal and work related purposes. Student workers should use these devices responsibly and only for the task(s) assigned to them.
- **Only Secure Devices on Network.** Anyone on the Saint Constantine network (Wi-Fi or ethernet) should connect to the network only with secured devices. In the case of computers, these computers should have antivirus software and be regularly updated in order to not compromise the network at large.
- **Proper Use of Google Workspace.** Students should use Google Workspace only in the capacity as students or student workers. Any attempt to gain access to accounts or information that they are not authorized to access will result in disciplinary action. This includes proper use of the email servers, proper use of the Google Drive and all file



management, and proper use of administrative accounts that may be used in the case of a student worker.

- **Use of 7100 Network for Secure Work.** Student Workers should only access and work with sensitive material (i.e. personal information, intellectual property of The Saint Constantine School or Saint Constantine College, etc.) while on the Wi-Fi network named “SaintConstantine7100.” Students should never access any sensitive information from a Wi-Fi from the dorm, the South Campus Wi-Fi (named “SaintConstantinePrivate”), or any public Wi-Fi.

## **Contacting the IT Department**

Students and student workers should contact the IT department if they have any technology related questions or concerns. This includes knowledge of improper use of The Saint Constantine School equipment or networks, knowledge of account hacking, equipment issues on campus, or any other related questions. If a student is unsure if a student worker task would breach the cybersecurity policies mentioned above, the student should reach out to their supervisor and the IT department.

Students can reach IT by emailing [itdirector@saintconstantine.org](mailto:itdirector@saintconstantine.org).

## **Internet Safety Tips**

Students should observe general internet etiquette and safety. This includes being careful what personal information you post online, creating secure passwords, and not trusting information from unknown sources. Students should report any emails received from email addresses outside of the Saint Constantine School domain (i.e. any emails received not from “@saintconstnatine.org”). These emails can be forwarded to the I.T. department (see above) and they will direct you on any further actions.

## **Liability Statement**

Saint Constantine College disclaims liability for any injuries, including death, damages, or loss, regardless of severity or cause, suffered by a student, their parents, relatives, or guests. This liability disclaimer applies to, but is not limited to, the following:

- Any loss of or damage to personal property owned by students or their parents or guests.
- Any injuries, death, damages, or loss, regardless of severity, sustained on property owned by or under the control of the College. This includes classrooms, resident houses, playground, garden, animal pens, structures, buildings, public areas and grounds, vehicles, etc.
- Any injuries, death, damages or loss, regardless of severity, resulting from fire, theft, the elements, or other causes.
- Any injuries, death, damages or loss, regardless of severity, as a result of an act or



omission by any College agent, vendor, employee, student, officer, trustee, faculty or other representative.

- Any injuries, death, or damage, suffered in student activities and events as a participant, spectator or other. This also includes transit to or from an event.
- Any injuries, death, or damage, suffered from participation in any College-sponsored event, activity, or trip, whether held on or off-campus. This also includes transportation to or from an event.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment at the College. Any student enrolled in or attending classes at the College, and their parents, are bound to follow all of the College's rules and regulations and are subject to the jurisdiction of the College with regard to violations of such rules and regulations. Students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

## **Lying**

Lying is prohibited. Lying is defined as intentionally giving false or misleading information in written or oral communication. Lying within the context of academic work is covered in the Academic Honesty section of this Handbook.

## **Medical Needs and Emergencies**

The Saint Constantine School employs a registered nurse as a first contact for all health-related issues including medication, injuries, and emergencies. In the event of an individual student emergency while on the main campus, our staff will follow the instructions of our school nurse (including calling 911). When possible, students with medical needs should visit the Nurse's office in the West Building, room 4. In the case of a medical emergency, when the Nurse is needed immediately, she can be reached at 832-827-7432. She can also be reached by email at: [rtownley@saintconstantine.org](mailto:rtownley@saintconstantine.org).

In the event of a medical need after school hours, students who live in the College Houses should alert their RD or RA, who may contact the Nurse or emergency services as needed. Students are encouraged to keep in their possession both their emergency contact and medical insurance information.

## **Mental Health and Counseling Services**

Saint Constantine College is committed to student success and therefore provides several types of counseling services to assist the spiritual, mental, emotional, and academic well-being of all students. In addition to following appropriate protocol and working with the counselor, in cases



involving serious injury and in emergency situations the College may notify the parents or legal guardian of the student.

## **Spiritual Counseling**

For spiritual counsel, students should contact the school chaplain, Fr. Symeon Kees ([frsymeon@saintconstantine.org](mailto:frsymeon@saintconstantine.org)), or the appropriate spiritual leader in their religious community.

## **Personal Counseling**

For Personal counseling services, students should contact the school counselor, Dana Debes ([dana.debes@stonecreektherapy.com](mailto:dana.debes@stonecreektherapy.com)).

## **Academic Counseling**

For all general academic counseling, the student's Semester Mentor should be the first point of contact. For Degree Planning, students should contact the Registrar.

## **Morning Prayers**

Every morning of the school week, the Saint Constantine community meets for Morning Prayers. This is a short but vital part of the day in which students and faculty begin the day with prayer, scripture reading, and a reminder of the core principles and practices of our classical Orthodox mission. While College students are not required to attend prayers every morning, they are highly encouraged to attend morning prayers on a regular basis, contributing to an ethos of communal prayer across the student body.

## **Parking**

Students are permitted to park in the parking lots of North Campus and South Campus. If needed, students may leave their cars parked overnight in the South Campus lot, which is fully gated. Resident students must check with their RD or RA to learn the parking rules for their housing complex. Street parking is not permitted on Regency Square Blvd. or Dale Carnegie Ln. Saint Constantine College is not responsible for and assumes no liability for any loss to/from any vehicle parked on campus or at the College Houses.

## **Romantic Relationships and Sexuality**

As an Orthodox school, Saint Constantine believes that sexual relationships in the context of marriage between a man and a woman, conducted in a healthy, loving, and self-giving manner, are good and right. Saint Constantine also recognizes the great good of intentional, lifelong virginity, whether in a monastic context or otherwise.



Behaviors that are detrimental to virginity or chaste, married sexual relationships are prohibited for all students. In particular, these detrimental behaviors include, but are not limited to, premarital sexual activity, unmarried cohabitation, adultery, sexual harassment, sexual assault, and use or distribution of pornography.

Students who choose to pursue romantic relationships with one another while enrolled at Saint Constantine College should refrain from public displays of affection that are not conducive to or respectful of the community.

## **Semester Mentor Role**

Each semester students will be assigned a faculty mentor who will conduct their weekly individual tutorial for the whole semester. The Semester Mentor will be the student's main point of contact for academic guidance and advice. Students will typically receive a new mentor each semester so that they will have a chance to learn from a range of professors over the course of their study.

Mentors are responsible for assigning the weekly writing formats to personally tailor the academic work to the needs and level of the student. Students are to follow their mentor's guidance for all written assignments.

## **Student Work**

On-campus, part-time work opportunities are available to students. Interested students should contact the Dean of Student Life for more information.

## **Theft**

Theft is prohibited. Theft includes, but is not limited to: embezzlement, fraud, larceny, receiving or concealing stolen property, stealing, and other similar offenses.

## **Threats**

Threats are prohibited. Threats are defined as any communication which a reasonable person would regard as intimidating, coercive, extremely offensive, provocative, or intentionally or knowingly causes fear of imminent or potential bodily harm. Threats may be communicated in ways such as, but not limited to: verbally, in writing, electronically, or via telephone.



## **Vandalism**

Vandalism is prohibited. Vandalism is defined as willfully defacing, damaging, or destroying College or private property.

## **Violation of the Law**

Any student who violates local, state, or federal law must inform the Director of Operations and the Provost within 72 hours of their being criminally charged and/or arrested, particularly for a crime classified as a sex offense. Students who violate the law will be subject to discipline by the College in addition to any processes required by the city, state, or nation.

## **Weapons**

Students must always follow all applicable laws and regulations regarding any buildings or spaces they inhabit as students of Saint Constantine College; this includes, but is not limited to, all fire code regulations, alcohol and tobacco purchase and consumption, occupational safety and health guidelines, and weapon and firearm regulations.

Because of the K-16 nature of our campus, no student is allowed to possess or carry a firearm or other location restricted weapon on the College campus (including College Houses). Prohibited weapons include, but are not limited to: long guns, handguns, tasers, explosives of any type, and knives with blades over 5.5". Students are to remember that possession of any of these weapons on a school campus is a felony.



## *Residence Life Policies*

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The College Houses are a unique and central part of the Saint Constantine experience. At the College Houses, students get to learn and benefit from life in community together, forming friend and colleague relationships to strengthen them for years to come. To eat together, study together, enjoy leisure together: these are the common pursuits in which each student may mature in adulthood, more fully learning the virtues of moderation, courage, wisdom, and justice, faith, hope and love. To best facilitate life together, the guidelines of life in the College Houses have been put in place.

The College Houses are to be treated as extensions of the main Saint Constantine Campus. Thus, all general community standards that relate to campus also relate to the College Houses, including those regarding Honesty, Weapons, Alcohol and Smoking, Relationships and Sexuality, Inappropriate Communications, and Entertainment and Communal Enjoyment of Art. These can all be found in full in the Campus and Community Life section of this Student Handbook.

### **Break Policy**

The College Houses will be closed during Christmas Break and Summer Break. Students may not occupy their rooms during this time, except with special written permission from the Dean of Student Life. Students interested in Summer Housing should refer to that policy within this Handbook.

Students are responsible for arranging their own off-campus housing during these times. When leaving for breaks, all residents should take their necessary belongings with them. Students will be required to fully clean out their rooms and remove all personal possessions prior to Summer Break.

Students must be checked out of their room within 48 hours of the end of each term (typically the Friday of the last week of school). Students must complete the appropriate check-out process with their RA or RD prior to leaving.

Students who disregard this policy will be subject to disciplinary action by the Dean of Student Life, which may include, but is not limited to, removal from the College Houses and/or fines.



## Check-In and Check-Out

### Room Check-In

Students may not move in to their room prior to the dates as follows:

- Fall semester: Move-In Day/First day of Student Orientation
- Spring semester: Move-In Day/Friday prior to the first day of classes

Upon arrival, students must follow the procedure listed below:

- Verify all previous damages on the Room Condition Form with an RA or RD. Both parties sign and date the form.
- Obtain a house key and/or gate opener from an RA or RD.
- Move into your room. College-owned furniture may not be removed from the room.

### Room Check-Out

Students are responsible for completing the check-out procedures at the end of the academic year. Failure to do so will result in fines and/or disciplinary action by the Dean of Student Life.

To check-out, students must:

- Clean the room thoroughly, remove all trash, and remove all personal possessions.
- Return the room to its original condition.
- Do a room walk-through with an RA or RD and note any damages on the Room Condition Form. Both parties sign and date the form.
- Return house key and/or gate opener to an RA or RD.

## Electrical Appliances

Students may bring small kitchen appliances for common use in the house kitchens. **No appliances are permitted in resident rooms.** The exception to this are refrigerators less than five cubic feet, which are permitted in resident rooms. Examples of small appliances include, but are not limited to: coffee pots, espresso machines, microwaves, hot pots, air fryers, George Foreman grills, blenders, food processors, toasters/toaster ovens, and corn poppers.

## Fines

Saint Constantine College reserves the right to impose fines on resident students for the following reasons: property damage to the College Houses, failing to check out properly, failing to return keys/gate openers, tampering with fire equipment/smoke detectors, tampering with heater/air conditioner, failure to comply with mandatory fire drills or evacuations, and other situations at the discretion of the Dean of Student Life. Fines for damage will be assessed based on the cost of parts and labor required to repair the damage.



## **Food Storage**

Residents must provide their own food storage containers (Tupperware, plastic bags, etc.). All food must be properly stored in the kitchen. Food storage is not permitted in resident rooms, with the exception of small, personal refrigerators.

## **Illegal Items**

Residents may not possess or display any illegal items, or items obtained illegally, in their rooms.

## **Kitchens**

Each College House has a full kitchen, stocked with basic cookware and dishware, for resident use. It is the responsibility of each resident to maintain order and cleanliness in the kitchen. The RA or RD will implement a house-specific cleaning schedule to ensure the cleanliness of the kitchen.

## **Laundry Rooms**

Each College House has a laundry room with washer and dryer. These are available for resident use at no cost. Residents must provide their own detergent. The RA or RD will implement a house-specific laundry schedule. Residents are responsible for attending to their laundry in a timely manner.

## **Living Rooms and Lounges**

Each College House has a living room or lounge for common use equipped with furniture and a television. Residents are responsible for treating these areas with respect and keeping them clean and orderly. Damage to a living room (space or furniture) will result in a fine. Residents may host visitors in their House living room outside of quiet hours and with the permission of their RA or RD.

## **Maintenance Concerns**

Any maintenance concerns in resident rooms or House common areas should be reported to the RA or RD. The Residence Life staff will address the concern with the appropriate department for resolution.



## **Medical Conditions and Concerns**

Saint Constantine College is committed to helping the College Houses be a safe and accommodating environment for students with documented medical conditions. Students are responsible for alerting the Dean of Student Life and their RA/RD to any medical conditions, including severe allergies, regular use of hypodermic needles, life threatening conditions, etc. If the student is requesting a housing accommodation, they must submit a written request to the Dean of Student Life which includes:

- Official documentation of the medical condition or need;
- Description of the requested housing accommodation;
- Possible alternatives if the request is not feasible.

If it becomes necessary to relocate a resident due to unexpected illness or injury, every effort will be made to accommodate the student. All residents should be aware that they may be asked to switch rooms at any point during the semester if the need arises to accommodate a medical need for themselves or another student.

For general medical needs, please refer to the section in Campus and Community Life entitled, *Medical Needs and Emergencies*.

## **House Rules**

In addition to the above general guidelines for College Houses, students must abide by any particular house rules as set forth by the RD or RA (participating in cleaning schedule, chore schedule, etc.).

## **Overnight Off Campus**

If residents are going to be away from their House during the course of the semester (outside of breaks), they are encouraged to let their RA or RD know their travel plan and contact information in case of emergency.

## **Pets**

No pets may be kept in the College Houses or on the grounds. Service animals are permitted with advance communication with the Dean of Student Life.

## **Registered Sex Offenders**

Registered sex offenders are not eligible to reside in any Saint Constantine College House.



## **Room Entry by Saint Constantine College Officials**

The College makes every effort to respect a resident's privacy at all times. However, the College reserves the right for an appropriate College official to enter a resident's room without permission or presence of the resident under the following circumstances:

- To maintain and make repairs, whether scheduled or emergency;
- To turn off any loud equipment/device, such a TV or stereo, that a resident has left on while absent;
- If a College official has a legitimate concern and reasonable cause to believe a probable violation of College policy, or violation of local, state, or federal law;
- If a College official believes it is necessary to permit a law enforcement or emergency personnel to enter a resident's room.

## **Quiet Hours**

Quiet Hours at all College Houses are 10pm–7am. During this time, students are to refrain from activities that would interfere with the sleep or study of other students or RAs/RDs. Visitors to the College Houses are not permitted during quiet hours.

## **Room Care**

Residents are expected to treat the College Houses with care and respect. Students' spaces shall be kept clean and orderly. Exteriors, entrances, bathrooms, and public spaces are to be kept in a guest-presentable state. Fines will be assessed to students for damage to, unauthorized use of, or alterations to: rooms, furnishings, appliances, equipment, locks, or buildings. Fines may also be assessed for special cleaning necessitated by improper care of rooms, furnishings, appliances, or equipment either within students' space or on the floor or in the section of the facility wherein student's space is located.

## **Summer Housing**

Summer housing is available for residents who wish to stay in the College Houses over Summer Break. Interest forms for Summer Housing will be sent out early in the spring semester and must be returned to the Dean of Student Life by the Monday after Spring Break (March 20, 2023). The following regulations apply:

- Summer housing charges are \$600 a month, billed to a student's FACTS account on June 1 and July 1. Students will be charged for two months regardless of whether or not they occupy the House for the full amount of time.
- Students are subject to room-reassignment based on the needs of school.
- Students are subject to temporary displacement based on cleaning, repair, or painting.



Approval for summer housing will be based on availability as well as evaluation of a student's academic record and standing within the community. Students who have recent or frequent violations of College policies, including those stated in this Handbook, will not be eligible for summer housing.

## **Visitor Policy**

Although not all students live in the College Houses, they are welcome and encouraged to visit, remembering to follow all housing guidelines. Visitors are allowed under the following conditions:

- Residents must alert their RA or RD in advance of hosting a visitor.
- The RA/RD will have final say over all visitors.
- Visitors are not allowed during quiet hours.
- Visitors are not permitted to stay overnight.
- Visitors of the opposite sex are never allowed in student bedrooms.

Students who repeatedly violate any part of the visitor policy will not be permitted to have visitors.

## **Visiting Prospective Students**

Throughout the academic year, the College Admissions Officer conducts tours of Saint Constantine College for prospective students. These tours include a visit to the College Houses. Residents will be notified by their RA/RD or the College Admissions Officer of a scheduled visit (both date and time). Residents are not required to be in their House during the visit, but they must ensure that their rooms and common areas are tidy and clean. Prospective students are permitted to look into resident rooms, but are not permitted to open drawers/closets or touch personal belongings.

## **Wall Hangings**

Residents may put up wall hangings in their rooms. No nails or tacks may be placed in the walls; students may affix any hangings or posters with materials that do not damage the walls or paint, such as Command strips or white poster putty/sticky tack. Fines will be assessed for any damage created by wall hangings.

## **Weapons**

Please refer to the *Weapons* policy under the Campus and Community Life section of this Handbook.



## *Contact List*

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**Dr. Timothy Bartel, Provost**

Curriculum

[tbartel@saintconstantine.org](mailto:tbartel@saintconstantine.org)

**Mr. David Gilbert, Dean of College Student Life**

Student events, Activities, Housing, Student work

[dgilbert@saintconstantine.org](mailto:dgilbert@saintconstantine.org)

**Mrs. Justine Dalbey, College Registrar**

Class schedules, Degree planning, Educational records

[jdalbey@saintconstantine.org](mailto:jdalbey@saintconstantine.org)

**Mrs. Majida Baba, Director of Human Resources**

Payroll, Insurance, Student work

[mbaba@saintconstantine.org](mailto:mbaba@saintconstantine.org)

**Mrs. Emily Kasradze, Chief Financial Officer**

FACTS, Financial assistance

[ekasradze@saintconstantine.org](mailto:ekasradze@saintconstantine.org)

**Mrs. Robin Townley, School Nurse**

[rtownley@saintconstantine.org](mailto:rtownley@saintconstantine.org)

832-827-7432 – M-F 8:00am - 4:00pm

**Mr. Andrew Cogburn, Director of Information Technology**

[itdirector@saintconstantine.org](mailto:itdirector@saintconstantine.org)

**Mrs. Dana Debes, Stone Creek Counseling**

[dana.debes@stonecreektherapy.com](mailto:dana.debes@stonecreektherapy.com)

**Fr. Symeon Kees, Chaplain**

[frsymeon@saintconstantine.org](mailto:frsymeon@saintconstantine.org)



If you will be absent from a class, tutorial, or discussion, please notify your professor and the following email address:

[collegeabsences@saintconstantine.org](mailto:collegeabsences@saintconstantine.org)

*Strix House*

**Stacy Tchouanguem, Resident Director**

stchouanguem@saintconstantine.org

*Phoenix House*

**Emily Blasdell, Assistant Resident Director**

eblasdell@saintconstantine.org

**Naomi Beale, Resident Assistant**

nbeale@saintconstantine.org

*Corvos House*

**Noah Hyatt, Resident Assistant**

nhyatt@saintconstantine.org

*Roc House*

**Nathanael Morgan, Resident Assistant**

nmorgan@saintconstantine.org



## *Acknowledgement of Receipt*

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I acknowledge receipt of the policies and procedures contained in the Saint Constantine College Student Handbook. By signing this statement, I agree to abide by all the regulations, policies, and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class of 20 \_\_\_\_\_

**Submit this completed form to the Registrar by Monday, August 22, 2022.**

