

Student  
**Handbook**  
2021 – 2022



**SAGUVALOR**  
SCHOOL OF LEADERSHIP

Dear Ministry Student,

Welcome to a journey in leadership. We are excited to have you in the ministry on this campus and believe God will help you learn all you need to fulfill His plan and destiny for your life. SAGU Valor School of Leadership believes in a commitment to cultivating a passion for God, remaining teachable, developing a strong work ethic, and living in a culture of honor builds servant leaders for God's kingdom.

We anticipate a great season of ministry and study together. Let's climb this year together and summit to the glory of God.

Blessings,

A handwritten signature in black ink that reads "Dr. Ron Crum". The signature is written in a cursive, flowing style.

Dr. Ron Crum  
Lead Pastor

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## I. Mission Statement

The SAGU Valor shapes world-changers through Christ-centered education and practical ministry training.

## II. Code of Honor

We are Valor . . .

called to serve and honor the Father,  
passionate for the cause of Christ,  
consecrated by Holy Spirit power,

We lead, love, live, and give  
with heart, mind, soul, and strength

We are Valor!

## III. Core Values

### **PASSION FOR GOD**

We desire for each student to have an understanding of who God is, what He has done for us, and the reality of His overwhelming passionate love for us. This kind of comprehension of the love of Christ leads to an unwavering devotion to Him, a passion for His presence, and a lifetime of purpose.



### **TEACHABLE**

We believe learning stretches far beyond the four walls of a classroom. We desire for each student to understand the concept of remaining teachable and graduating with a willingness to learn wherever God leads him or her. We believe leaders are lifetime learners.



### **WORK ETHIC**

Hard work and diligence lead to success. We believe a good work ethic and serving others with excellence leads to the destiny and plan of God in your life!



### **HONOR**

We honor **God and each other** with integrity by having the courage to speak what we believe and act according to what is right and with respect. According to scripture, we believe in the value of every person and seek to honor one another above ourselves.



## IV. Strategies



### DISCIPLESHIP

SAGU Valor leads students in a personal relationship with Jesus Christ for the development of the whole person.

### DISCIPLINE

SAGU Valor emphasizes discipleship guidelines in the areas of integrity, self-discipline, fasting, and accountability.

### PRAYER

SAGU Valor leads students in a lifestyle of dependency upon Jesus through prayer. Several hours a week will be spent in corporate prayer and private prayer.

### EVANGELISM

SAGU Valor trains and equips students to reach the world with the full gospel of Jesus Christ through creative and Spirit-filled evangelism.

### MINISTRY TRAINING

SAGU Valor seeks to lead students to their full potential in ministry, teaching them how to connect with God and people.

## V. Spiritual Life



### 1. Prayer

*"Pray without ceasing."* (1 Thessalonians 5:17)

Communication is an essential aspect of any relationship. In order to determine God's will and direction, resist temptation, ask for courage, or offer thanksgiving, we must pray. The key element of prayer is that it establishes a relationship with God.



## **Required Prayer & Devotional Times**

- Sunday Morning: 7:30 am - 8:00 am
- Sunday Night: 5:00 pm - 6:00 pm
- Monday: 10:30 am - 11:45 am
- Tuesday, Wednesday & Thursday:
  - 7:30 am - 8:30 am (Personal Prayer & Devotions)
  - 8:30 am – 9:15 am (Corporate Prayer)
- Saturday: 6:00 pm-7:00 pm or 8:00 am-9:00 am

**Students are encouraged to set aside other times during their day to pray on their own.**

### **2. Bible Reading**

*“If you continue in My word, then you are truly disciples of Mine; and you will know the truth, and the truth will make you free.” (John 8:31-32)*

An understanding of the Word of God is the most important element of any ministry. God gave us His Word for guidance and direction. Therefore, it is imperative that our students engage in the reading of Scripture on a daily basis.

### **3. Scripture Memory**

*“I have hidden your word in my heart that I might not sin against you.” (Psalm 119:11)*

God gave us His Word in order for us to be able to stand against any temptation or trial. It is important for our students to memorize Scripture so that when those trials come, they will have the power to overcome them. Students are required to memorize a minimum of one verse a week.

### **4. Fasting**

*“Whoever wants to be My disciple must deny themselves and take up their cross and follow Me.” (Matthew 16:24)*

Fasting is an important aspect of discipleship. The significance of fasting is that you allow yourself to be emptied of physical desires in order to deepen your relationship with God. Periodically, student will be encouraged to participate in corporate fasts. Students are encouraged to fast on their own as well.

**5. Journaling**

*"Now go and write down these words. Write them in a book. They will stand until the end of time as a witness." (Isaiah 30:8)*

Everyone has a story. Your experiences, ideas, thoughts, and dreams are what make up your life's journey. A great way to keep a reflection of all those things is through a weekly journal.

**6. Accountability**

*"Therefore, encourage one another and build each other up." (1 Thessalonians 5:11)*

Jesus sent the disciples out in groups of two. This fact is significant because God put us on this earth to help each other through different trials and tribulations. We encourage our students to develop accountability partners among other students as well as with the staff.

**7. Ministry of Helps**

*"Greater love has no one than this: to lay down one's life for one's friends." (John 15:13)*

Being a minister of helps is a privilege and is based on the biblical model of servanthood. Students will be selected to be a minister of helps by appropriate grade point averages and by invitation. Those students who are selected will be assigned a pastor or pastor's wife to help and support during the duration of the school year. Pastoral staff will be expected to mentor and teach life skills to their respective student on a consistent basis. Students will be expected to serve their leader in various manners including, but not limited to prayer, practical helps, and so forth.

**8. Submission to Authority**

*"Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account." (Hebrews 13:17)*

There will never be a point in your life when you are without authority, whether in a spiritual or a vocational environment. It is important for our students to understand how to submit to the leadership God has placed in their lives. For this reason, we expect students to immediately carry out the instructions of staff members,

pastors, or any student who has been given responsibility and authority.

## VI. Community Life



### **Dress Code**

SAGU Valor School of Leadership dress code is based upon the principles of neatness, modesty, cleanliness, and appropriateness. We desire to prepare our students for professional opportunities and careers. As a result, the goal is for the students to be aware of how they present themselves in churches, companies, and organizations.

### **Dress Guidelines for Men**

- A. Sunday Morning and Night: Nice Jeans (no holes) and Nice Shirt (no graphic t's)
- B. Weekly: Casual
- C. Prayer: Casual

### **Dress Guidelines for Women**

- A. Sunday Morning: Dresses, Knee Length Skirts with Leggings & Jeggings, Dress Pants and Blouses, or nice jeans (No holes in jeans)
- B. Sunday Night: Nice Jeans and Nice Shirt / Blouse
- C. Weekly: Casual
- D. Prayer: Casual

### **Men's Don'ts**

- A. Sleeveless shirts
- B. Gym wear
- C. Shorts above the knee
- D. Worn-out footwear/flip flops
- E. Underwear showing

### **Women's Don'ts**

- A. Very short dresses and skirts
- B. Leggings without a shirt or dress that falls above mid-thigh
- C. Pants/blouses that reveal the navel
- D. Tank tops or loose-fitting sleeveless blouses
- E. See through or tight clothing
- F. Low-cut upper clothing
- G. Worn-out footwear/flip flops
- H. Short Shorts

At all times, men and women should wear clothing that is neat, modest, clean, and appropriate. This is not only a reflection of who you are in Christ, but also the organizations you represent.

### **General Dress Code**

- Shorts are appropriate when the student is not attending, chapel, or church. Shorts must be modest and cover at least mid-thigh.
- Shirts, T-shirts, and blouses must be loose fitting and otherwise modest and appropriate.
- Women's dresses and skirts must be modest and cover the thigh when sitting.
- Earrings and body piercing: Female students may wear earrings. Male students may not wear earrings. Students are not permitted to wear body piercing implements or earrings with gages. Students may not wear piercing implements in their tongues, lips, eyebrows, etc. A small stud in the nose is permitted.
- During the duration of your education, we ask that you do not acquire any new visible tattoos.
- Hairstyle: hairstyles for both men and women must be neat, clean, and modest. Extreme or exaggerated styles are not permitted. Extreme or exaggerated may be defined as that which is colored, too long, excessive, distracting, or distorted.

## VII. Social Life



We strongly encourage each student to apply scriptural principles to their everyday life in order to maintain integrity, honesty, and purity.

Students are expected to use good judgment with regard to choices of recreational activity, television programs, movies, videos, music, internet use, and printed material. It is the desire of this school that students develop a lifestyle that is marked by excellence in character, leadership, and faith. The following information provides some of the guidelines for the social expectations of the student.

- Movies, video games, and other forms of media that include nudity, strong sexual content or language, graphic violence, or other offensive material are strongly prohibited.

- We ask that every new student commit their first semester to deepening their relationship with God.
- Public displays of affection should not be distracting, offensive, or otherwise create an uncomfortable atmosphere for others. As a guideline for the SAGU Valor community, appropriate displays of affection should be limited to holding hands, casual side hugs, and walking arm in arm.
- Additionally, physical interaction between members of the same sex is **strictly prohibited** beyond social greetings.
- Engagement and marriage: students who plan to marry during the school year should refrain from scheduling marriage ceremonies during the fall and spring semesters or immediately after. Premarital counseling is strongly recommended for all engaged couples. It is recommended that wedding plans be positioned in such a way as not to interfere with academia or ministry.
- If a student chooses to engage in social networking sites, posting inappropriate information, pictures, or video is strictly prohibited. Failure to abide by this policy will result in disciplinary actions.

### **Fire Safety**

All of our student apartments are equipped with fire detection and prevention equipment. Starting fires in the apartments and unlawful obstruction of doors, windows, and building exits are strictly prohibited and will result in suspension from the school. Any unauthorized use or destruction of fire safety equipment or alarms will result in a \$250 fine and possible suspension from the school. Any violation of Federal or State fire regulations will be reported to the Spalding County Fire Department.

### **Weapons and Fireworks**

Weapons, such as, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, throwing knives with blades longer than three inches, and martial art weapons are not permitted in the student apartments, student vehicles, or on church property. Manufacturing, possessing, or using explosive devices or fireworks is prohibited. The school reserves the right to immediately suspend and remove any student for the possession or use of such weapons or devices.

## VIII. Resident Life



SAGU Valor is a residential campus and serves to create a sense of community as a part of the body of Christ. Residential living provides a unique experience of being in close proximity to students of varying personalities, interests, and cultural backgrounds. This affords a wealth of learning and an opportunity for personal growth and relationship-building. Living on campus serves to complement the whole of a student's development, impacting academic, social, spiritual, and personal areas of life. Violations of residence policies and/or principles will result in appropriate disciplinary action.

Each student apartment will have central heat and air, Internet, basic cable, mini-blinds, linen closet, washer and dryer connections, and a Resident Assistant. Each room is based on a double occupancy.

### **Apartment Features**

#### ➤ *Living Room & Dining Room*

An open, inviting living room and dining room area has ample space for relaxing or entertaining. The living room offers a ceiling fan with overhead lighting and lots of sunlight. We will provide a couch set, a dining table with chairs, and a desk.

#### ➤ *Kitchen*

The kitchen comes fully equipped with all major appliances, which include a refrigerator, oven, dishwasher, microwave, and garbage disposal. The cabinetry offers plenty of storage space.

#### ➤ *Two / Three Bedrooms*

Each bedroom provides plenty of space to accommodate each student. The bedrooms have a walk-in closet and are furnished with two twin beds and one chest of drawers.

#### ➤ *Bathrooms*

Each bathroom is fully equipped with tub and shower enclosure and a vanity cabinet, which provides linen space and an area to prepare for the day ahead.

#### ➤ *Air Conditioner / Heat Operation*

Always keep your thermostat in the "AUTO" position. (Do not use the "on" position, as it will freeze your HVAC unit). If your heat doesn't work during cold weather conditions after hours, flip your thermostat to "Emergency Heat" and call in a service request the following business day. Thermostats should be set to 78 degrees in each apartment when leaving for the day and will be monitored by Resident Assistant.

### **Student Apartment Policies**

Student housing is available from the beginning of the fall semester to the end of the spring semester. Students must make other housing arrangements during the summer months. First year and second year students are required to stay in our campus housing.

### **Advance Room Deposit**

An advance room deposit of \$100.00 is required immediately after acceptance for those students wishing to live in student housing. This deposit reserves a spot for that particular academic year. This deposit is credited on the account when the student enters the school, but is not refundable if the applicant fails to enter the school on the first day of classes. Rooms are assigned on a first-come first-serve basis.

### **Check-Out Procedures**

When a student checks out at the end of the semester, school year, or upon withdrawal from the school, he or she must follow appropriate checkout procedures. This checkout includes the removal of all personal belongings, personally returning his/her apartment door, gate key, and key card to the Resident Assistant (RA). The room will be checked by the RA prior to leaving. Rooms are to be left neat and clean, and all trash is to be taken to the trash compactor. Improper checkout will result in a \$100 penalty fee. SAGU Valor reserves the right to dispose of abandoned personal belongings and vehicles.

### **Excessive Noise**

Students are to respect the rights of others with regard to the volume of sound in the student apartments.

### **Courtesy Hours**

As a courtesy to other students, excessive noise throughout the day (i.e. loud talking, musical instruments, TV's, stereos, radios, etc.) is discouraged. An intentional or unintentional disturbance created by pranks or other such behavior that violates the rights of others is strongly discouraged and could result in disciplinary actions.

### **Quiet Hours**

Quiet hours at the student residences are from 10pm – 6am. Noise levels in & around the apts should be minimal during these hours.

### **Apartment Furniture**

The school furnishes apartment furniture and each student will be assigned one twin XL-size bed. The student furniture must remain in the room where it is assigned. The student assumes financial responsibility for loss or damage to the apartment furniture.

Apartment furniture, including beds, will not be loaned out during summer break to students.

### **Utilities**

The cost of electricity, heating, and water are included in the student housing fee. However, apartments with charges that exceed the normal cost will be responsible to pay the difference.

We strongly enforce the conservation of energy in order to keep the costs at a minimum.

### **Room Alterations and Decorating**

Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of the school property are prohibited. At checkout, the room must be left in its original condition. Room modifications (paint, wallpaper) are prohibited.

In order to maintain the attractiveness of the student apartments, students must limit personal decorating to the interior of their rooms. Nothing may be attached to the exterior of buildings (doors or walls) and items are not to be placed in windows.

Students shall make no repairs or alterations of any kind to a student apartment, including (but not limited to) the following:

1. Electrical fixtures and outlets
2. Windows and window screen
3. Plumbing
4. Walls, doors, and ceilings

### **Damage**

Any financial liability stemming from damage to the resident apartments, furniture, and/or property are the responsibility of all roommate(s) unless otherwise specified.

### **Room Privacy**

A student is not to enter another student's apartment or use another student's personal possessions without receiving his/her permission. Unauthorized possession of keys or unauthorized



entry to any room or building is a violation of the Student Code of Conduct.

Ordinarily, apartments are not to be entered unless the student(s) is present. However, SAGU Valor reserves the right to enter and/or search the apartment whether the student is absent or present for general maintenance purposes, weekly room inspections, or in case of reasonable suspicion. The Academic Director and Academic Dean will conduct such inspections, in cases of reasonable suspicion.

Stolen property, such as street signs, store property etc. is not permitted in the student apartments. Obscene literature, pictures, videos, and posters of questionable nature are not permitted. SAGU Valor reserves the right to confiscate unauthorized/unacceptable articles and implement appropriate disciplinary actions.

### **Personal Property and Liability**

SAGU Valor is not responsible for personal belongings (money, valuables, electronics, etc.), cars, bikes, etc., stored or left on the church property or at the Student Apartments. Apartments should remain locked at all times when students are gone from the apartments. Students may take measures (renters' insurance) to insure and safeguard personal belongings against misappropriation, theft, loss, or loss due to damage or dispossession. SAGU Valor does not assume any liability for the care and/or protection of any vehicle or its contents while parked at the Student Apartments or at the church. All vehicles should be locked. Students should immediately report any loss to the SAGU Valor Staff.

### **Room Inspections**

To ensure that SAGU Valor provides a safe and healthy environment conducive to learning, Student Resident personnel are authorized to enter a room for inspection on a weekly basis (usually twice a month.) It is assumed that residents want to maintain such a living environment and will respect school property. Since students must live with others, the apartments should be neat and clean at all times.

Room inspections are graded on a scale from excellent to failure. Evaluation is based upon criteria such as floors, odors, trash, and other standards of cleanliness. To document the condition of a student apartment that has received a failing room inspection

grade, photos may be taken of relevant areas of the room. These photos are for documentation only and are not otherwise published, shared, or distributed in any manner.

Residents are responsible for the proper disposal of all garbage from their apartments. Students are responsible for the cleanliness of the patio area of the apartment. All trash is to be placed in the trash compactor and not stored anywhere outside of the apartment (i.e. on the patio, in the storage area, or outside the front door).

### **Animals**

Animals are strictly prohibited in the Student Apartments at any time.

### **Visitation Guidelines**

*On Campus* - Students and guests are not allowed in the living quarters of the opposite sex. Violation will result in disciplinary action. Co-ed visitation is only permitted with special permission from the SAGU Valor Staff. In such case, the bedroom doors must remain closed at all times and all persons should display appropriate conduct.

*Off-Campus* - Students and guests are expected to abide by the guidelines of the school and leave the premises by curfew. The SAGU Valor Staff must approve after-curfew visits.

*Overnight Guests* - On-campus students who desire to have overnight guests must make arrangements with the SAGU Valor Staff and Resident Assistant (RA.) The SAGU Valor staff, the RA, with the consent of the roommate(s), may approve overnight visits. Overnight guests are limited to a 2-night stay. All guests are subject to the SAGU Valor Staff and Student Apartments policies.

*Off Campus* - Students are to refrain from visiting or staying overnight with members of the opposite sex in homes, rooms, or apartments. Discretion must be used for other types of visits so that Christ and one's Christian testimony will not be discredited. Violation of this visitation policy will be considered a Level II Infraction for all people involved.

### **Curfew**

- Sunday-Wednesday:
  - Freshmen & Sophomores 11:00 pm
  - Juniors 12:00 am

- Thursday-Friday: 12:00 am
  - Juniors
- Saturday: 11:00 pm
  - Freshman, Sophomores, Juniors

Seniors

No Curfew

### **Curfew Violation**

Students who are not in their residence by stated curfew times will have an early curfew for one week. Repeated curfew violations (more than three) in a single academic year will result in loss of days off.

During curfew hours, students are not allowed outside their residence.

If an emergency prevents a student from adhering to curfew, he/she should immediately call SAGU Valor Staff and his or her Resident Assistant within one school day of the curfew violation. All curfew extensions must receive prior approval.

### **Requesting Time Off**

Students desiring to take time off must complete a Time Off Request Form one week prior to the time off being requested. Forms are available in the SAGU Valor Assistant cubicle. All requests are subject to approval.

### **Health Services**

SAGU Care is a medical telehealth service to help the needs of students physical and mental health needs. SAGU Care is a campus-wide program offering students around the clock access - anywhere in the United States - to get quality care and immediate treatment for medical or mental health concerns from board certified physicians and licensed counselors.

This service provides 24/7 access to quality care, access care from anywhere, even in bed in your dorm room, access even on vacation or home for breaks throughout the year, no wait time to see a physician or mental health provider, see a physician or mental health provider around your schedule and prescriptions are available if deemed appropriate by the provider.

## **Georgia Vaccination Requirements**

The Board of Regents for the University System of Georgia develops and implements immunization policy for public colleges and universities. Private colleges in Georgia develop and implement immunization policies individually for their campuses.

## **Insurance**

SAGU does not provide a ***health or medical insurance program*** for students. All students are strongly encouraged to have medical insurance coverage. Students should obtain medical insurance coverage if they are not already covered by a health insurance program.

Personal property is not covered by SAGU insurance. A Renters Insurance Policy, Student Property Insurance, or a Personal Items Rider under the student's parents' insurance may need to be purchased to cover personal belongings.

## **IX. Academic Life**



### **Notice of Nondiscriminatory Policy Related to Students With Disabilities:**

Southwestern Assemblies of God University is dedicated to providing students with disabilities access to the programs, services, and activities of the University's campuses as required by the Americans with Disabilities Act (1990), the ADA Amendments Act of 2008, and by Section 504 of the Rehabilitation Act of 1973. The academic accommodations staff in the Learning Centers housed in the Davis building on SAGU's main campus, collaborates with SAGU students, staff, and faculty to provide equal access to educational programs and safeguards against discrimination for qualified students with disabilities.

### **Learning Centers**

The Learning Centers are part of the academic program of Southwestern Assemblies of God University and are open to all students.

The Learning Centers consist of the Math Center, the Writing Center and the Achievement Center. Services include individual and group tutoring and academic skills development.

Learning Center Hours:

Monday: 8:00 AM - 5:00 PM // 6:00 PM - 8:00 PM

Tuesday: 8:00 AM - 5:00 PM // 6:00 PM - 8:00 PM

Wednesday: 8:00 AM - 5:00 PM

Thursday: 8:00 AM - 5:00 PM

Friday: 8:00 AM - 2:00 PM

Contact by phone: 972-825-48141

Contact by email: [learningcenters@sagu.edu](mailto:learningcenters@sagu.edu)

### **Academic Accommodations**

The Associate Director of the Learning Centers and Academic Accommodations (phone - 972/825-4841; email - [AcademicAccommodations@sagu.edu](mailto:AcademicAccommodations@sagu.edu)) assists students needing academic accommodations due to a documented physical or mental disability. Students needing such assistance should contact this individual directly to request accommodations once they are enrolled. The Associate Director of Academic Accommodations will select appropriate academic accommodations based on the needs of the disability of each individual student who qualifies. Valor's Academic Director will serve as the site contact for the release and return of accommodations letters for both faculty and students. Faculty and students should also contact Valor's Academic Director if there are any issues regarding disability or accommodations on the Valor campus.

### **Class Attendance / Unexcused Absences**

A student must attend academic classes unless he or she has been excused from the class. Excused absences may include hospitalization, extended illness, family funeral, or mandatory court appearance. Unexcused absence may result in loss of points for class participation and assignments due, which may affect the letter grade.

### **Physical Resources**

SAGU Valor provides adequate physical resources to meet the needs of the students and faculty. SAGU Valor's instructional space includes two classrooms with 32 seats equipped with multimedia

technology, video screens, and whiteboards. The physical facilities also include a Student Center Auditorium (Chapel) that seats 500. There is a small study room equipped with chairs and two computer workstations. The Coffee Cafe provides a place for study and fellowship while the Main Sanctuary is available for student use in the mornings and on Saturday. The Boardroom is available for faculty and student meetings. Students also have access to the Christian School gymnasium and the computer lab equipped with 20 desktop computers. The work room is equipped with a copy machine, fax, shredders, and mail services. Students also have access to the Media Department suite.

### **Library Resources**

SAGU Valor students have several options for using on-campus, online and local libraries including the following:

- SAGU Valor Campus Library (Located in GCS building)
- Nelson Memorial Library (SAGU campus library)
- Southern Crescent Technical College Library
- Gordon State College Library
- Flint River Regional Library

SAGU Valor Campus Library hours are as follows:

Monday-Friday: 8:30 am – 6:00 pm

Saturday: Closed

Sunday: Closed

1. The Library maintains an atmosphere conducive to study at all times.
2. Students, employees and faculty are welcome to use any of the Library materials. Each person must sign in with the Griffin Christian School office before entering the library. A current school I.D. card must be presented each time an individual wishes to check materials out of the Library. Undergraduate students are allowed to check out up to ten items.
3. Library books (other than reserved and reference books) are checked out for a period of six weeks, and if not on hold for another patron, may be renewed for an additional two weeks by phone or email.

4. Students are responsible for all materials checked out with their I.D. cards. This includes fines for late, lost or damaged materials checked out on the card. Students may check out items for their use only.
5. Books must be returned to the return desk or book drop box at the Library.
6. Magazines are not to be taken from the Library. They are considered reference material, which is to be used for reading and research only in the Library.
7. Copies and scanning can be made in the office workroom.
8. For access to the Nelson Memorial online library's electronic resources--- databases, ebooks and online catalog--- go to the Library website at [www.sagu.edu/library](http://www.sagu.edu/library). Your login is the same as for Blackboard. Off-campus access to electronic resources requires a lionmail/blackboard login.
9. Library checkouts and official Academic transcripts will be withheld until Library materials are returned and fines paid.
10. Books and articles may be obtained from other libraries with the Interlibrary Loan, TexShare, and ACL programs. Students also have access, with an e-library card, to Simms Public Library (must show SAGU ID).
11. Nelson Memorial Online Library contact information: 972.825.4761 or email [library@sagu.edu](mailto:library@sagu.edu).

### **Off Campus Library Resources**

SAGU Valor maintains an agreement with the following libraries for our students use. See the website listed below for location, hours, and usage information.

Gordan College-

<https://www.gordonstate.edu/departments/library/index.html>

Southern Crescent Technical College-

<https://www.sctech.edu/libraries/>

Flint River Library-

<https://www.frrls.net/flint-river-slider/griffin-spalding-county-library>

### **Ministry Opportunities**

*Weekly Ministries*

### *SUNDAY:*

Our students must attend all three services on Sunday; however, the students will be involved in one of the following areas of ministry during one of the three services.

#### Media:

Sunday morning media crew runs the cameras during the service for the television broadcast. In addition, our students will learn and be actively involved in the audio/visual and technical aspects of ministry.

#### Music - Choir and Orchestra:

The Worship Ministry is a place to use the talents the Lord has given you to give honor and glory to God by lifting up the name of Jesus Christ through music vocally, instrumentally or through dramatic presentation. Our students have the opportunity to sing in the choir on Sundays or play an instrument in the choir orchestra.

#### Outreach:

Sunday Morning bus ministry and outreach service to children. SAGU Valor students ride the busses to and from service and teach the children Sunday school.

#### Early Childhood Ministry:

This ministry encompasses several groups ranging from birth to 5 years old. Our students have the opportunity to teach the children with the use of props and other materials. They will also be engaged in leading the children in worship and help them grow in every aspect of their lives.

#### Kids Church:

This ministry is for children ages 6-11. An explosive worship service designed to help boys and girls in grades 1-6 develop a meaningful relationship with Jesus Christ and experience the supernatural power of the Holy Spirit through various methods such as music, games, skits/drama, crazy characters, object lessons, creative storytelling, and illustrated messages. Our students have the opportunity to lead praise and worship, handle the sign-in of the children, and participate in skits and object lessons during the service.



### Hispanic Ministry:

The Hispanic Ministry, *Encuentro*, emphasizes the importance of having an encounter with Jesus. They do not represent a religion; they represent Jesus Christ. An encounter with Him can change the person's entire life. Students interested in multicultural ministry can attend service and learn how to engage and adapt to other cultures.

### Extension Campus Ministries:

Newnan, McDonough, and Jasper. Our extension campuses provide the "church planting" experience. They will learn how to apply what was learned at the main campus in a smaller setting.

### MONDAY:

No scheduled ministries.

### TUESDAY:

No scheduled ministries.

### WEDNESDAY:

#### EIL (Emotionally Intelligent Leadership) / Foundations:

This is a time set apart to teach emotional intelligence and pour into students' lives. They will discuss their duties and responsibilities and how their area of ministry operates.

### Staff Assignment:

Our staff sets aside three hours Wednesday afternoon to fine-tune the specific ministry in which students are involved.

### Encounter Youth:

The Jesus Projects is a place where young men and women are empowered, encouraged, and engaged in pursuing the dreams that God has placed in their lives. Our students get the opportunity to serve in several different ministry aspects involving the Senior High Students from grades 9-12. The Jesus Projects has powerful preaching, intense worship, and incredible graphics. Our students will have many opportunities to be involved in worship, illustrated sermons, altar care, and big youth events.

### Encounter Youth Middle School:

This middle school ministry has a passion to create a heart for the lost in students and enabling them to do something about it. With pre-service games and other activities combined with a message, students are challenged personally and spiritually. The students

that serve in The Jesus Projects are able to work with many of the key areas of ministry involving the Junior High Students from grades 6-8. They have the opportunity to work with PowerPoint, altar care, worship, and announcements.

#### Royal Rangers:

Royal Rangers is a mentoring program for future men. Providing Christ-like character formation and servant leadership development for boys and young men in a highly relational and fun environment. The mission is to evangelize, equip, and empower the next generation of Christ-like men and lifelong servant leaders. Our male students can participate in mentoring and teaching these young men through a biblical perspective.

#### MPact Girls:

MPact Girls Clubs offer many learning opportunities for girls ages 3 through eighth grades. Through games, crafts, Bible stories, life application activities, Scripture memorization, prayer, and service projects, young girls are mentored to become young women of God. Our female students have the opportunity to get involved in the lives of young girls, build relationships, and help them grow in their relationship with God.

#### *THURSDAY:*

##### Chapel:

Once a week, students come together for a time of worship and teaching. Leaders from across the state come and deliver a fresh and relevant word to our students.

#### *FRIDAY:*

No scheduled ministries.

#### *PRAYER:*

##### Pre-Service Prayer:

Each student is required to be at pre-service prayer before the Sunday morning service at 7:15am and before the Sunday evening service at 5:00pm.

##### Staff Prayer:

Also, students are required to be at prayer every Tuesday and morning from 7:30 - 9:00am. This time is set aside for personal devotionals and deepening one's relationship with Christ.

## S.O.A.P.

Students come together on Wednesday morning from 7:30-9:15am. This time is set aside for small group sharing. Students will have the opportunity to share with their peers what they have learned through their personal devotional time.

## Church-Wide Prayer:

Each student is required to attend our church-wide prayer services on Saturday from or 8:00am-9:00am.

## Studies

**Class:** Student curriculum is based on Southwestern Assemblies of God University's academic schedule.

## Sample Weekly Schedule

### **Monday:**

10:00 am – 12:00 pm	Prayer (Those not in class.)
9:30 am – 10:50 am	Academic Class
11:00 am – 12:20 pm	Academic Class

### **Tuesday:**

7:30 am – 9:00 am	School of Prayer
9:30 am – 10:50 pm	Academic Class
10:30 pm – 12:00 pm	Staff Meeting*
11:00 pm – 12:20 pm	Academic Class

### **Wednesday:**

7:30 am – 9:00 am	Prayer S.O.A.P.
9:30 am – 10:50 pm	Class/Study Hall
11:00 am – 12:20 pm	Academic Class
12:20 pm – 1:00 pm	Lunch
2:00 pm – 5:00 pm	Internship Practicums
6:00 pm – 8:30 pm	Wednesday Night Ministries

### **Thursday:**

8:30 am – 9:15 am	Tribe Prayer
9:30 am – 10:50 pm	Academic Class
11:00 am – 12:20 pm	Academic Class
1:30pm – 3:00 pm	Chapel
3:00 pm – 4:30 pm	Staff Development

### **Friday:**

DAY OFF

**Saturday:**

6:00 pm – 7:00 pm Church-Wide Prayer

**Sunday:**

7:15 am – 8:00 am Pre-Service Prayer

8:30 am – 9:45 am First Service

9:45 am – 10:35 am Sunday School

10:45 am – 12:30 pm Second Service

5:00 pm – 6:00 pm Pre-Service Prayer

6:00 pm – 8:30 pm Evening Service / Life Groups

Career Development

Career Development provides resources and strategies for choosing a college major, developing career plans, creating a résumé, finding internships and full-time jobs, connecting with alumni, developing graduate school plans, and making successful career transitions. Career Development provides year-round service to students. Students may contact the Career Development office by several different methods.

Email: [careerservices@sagu.edu](mailto:careerservices@sagu.edu) Phone: 972.825.4797

Website: [www.sagu.edu/careerdevelopment](http://www.sagu.edu/careerdevelopment).



## X. Biblical and Community Standards

Spiritual Disciplines

Upon enrollment at the University each student makes a serious and spiritual commitment to obey all standards of conduct of SAGU, to take care of University property, and to assume all obligations as a student with DISCIPLINE, OBEDIENCE and CHARACTER. All admission standards apply during the entirety of the student's enrollment including breaks between semester and summer break.

SAGU considers the following behaviors to be unacceptable for its students. Engaging in these activities is a violation of the Standard of Conduct of the University and results in disciplinary actions.

Additionally, the student could appear before the Student Conduct Committee for disciplinary action or subject the student to immediate suspension.

Prudence and good judgement concerning all disciplines are given to Faculty and Staff. Should a specific item or situation arise that is not denoted in the Student Handbook, Faculty and Staff have the discretion to request students and residents to comply, and must be adhered to in the spirit of Christian maturity and submission to Godly authority.

### Biblical Standards

We avoid the following in view of Scriptural mandates and principles concerning living lives of righteousness, holiness, living above reproach, avoiding worldliness, avoiding the appearance of evil, respecting and caring for the body as the temple of the Holy Spirit (Titus 2:11-14; II Corinthians 3:18; Hebrews 12:14; I Corinthians 10:13; Romans 13:13; Romans 8:6-7; Romans 12:1-2; I Peter 4:7; Romans 8:6-7; Luke 21:34; and Galatians 5:21.)

- Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia (See also the A/G paper at <http://ag.org/Beliefs/Position-Papers>). Under the Higher Education Opportunities Act of 2008, federal law requires the university to notify students that a criminal conviction for any drug offense may result in the student losing his/her financial assistance related to any Title IV, HEA grant, loan, or work-study programs. Therefore, a student's ability to obtain financial assistance upon returning to the university after completion of a suspension may be impacted.
- Any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18 including:
  - Adultery
  - Fornication (which by scriptural definition encompasses intercourse and oral sex)
  - Any physical contact producing sexual stimulation

- Homosexuality, lesbianism, transgenderism. Students may not engage in romanticized same-sex relationships or be engaged in any sexual relationships. Any student struggling with same-sex attraction is encouraged to seek counseling at the Fresh Touch Counseling center. (See also the A/G papers at <https://ag.org/Beliefs/Position-Papers>).
- Visiting sexually oriented businesses as described in Galatians 5:19-21; I Thessalonians 4:3; and Hebrews 13:4
- Sexting i.e. creating or sending images or videos of a sexual nature via email, text, cellphone or any other form of communication
- Dishonesty, cheating, falsifying testimony, falsifying chapel attendance or falsification of documents, including but not limited to applications for Admissions as described in Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23
- Stealing (Possession of another person's property without permission) as described in Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28
- Using profanity or obscenity in your speech or written materials, including but not limited to text messaging, smart phone apps, online messaging and social media. This includes using acronyms to describe inappropriate speech or profanity (Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10)
- Possession or use of books, literature, magazines, audio/visual materials (tapes, CDs, videos, downloaded pictures/videos, DVDs, suggestive posters) and websites that are pornographic or inappropriate due to sexual content, obscene language, and/or violence (including all R, NC-17, X and unrated ratings) as described in Mark 7:21-23, Matthew 15:19 and 5:27-28. Students struggling with pornography are encouraged to use the student counseling services of the University.
- Possession of material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21.
- Abortion as described in Romans 13:9; and I Timothy 1:8-11, We believe in the sanctity of life and support a student's

(married and unmarried) decision to carry her unborn child to birth. We strongly oppose abortion to terminate a pregnancy. In the event the pregnancy is outside of marriage, the student is encouraged to seek confidential help from the Fresh Touch Counseling Department for help in navigating the complex needs of pregnancy. (See also the A/G paper on <https://ag.org/Beliefs/Position-Papers>).

- Violation of any civil or criminal law - local, state, federal. (including but not limited to spouse or child abuse, child neglect, sexual harassment, stalking) as described in Hebrews 12:14 - Students under criminal investigation can be placed on probation or suspension until cleared of all charges.
- A thorough review of Scripture reveals stern warning against intoxicating drink and a call to separation from such drink. The spirit and intent of Scripture emphasize the consequences of recreational consumption of alcohol. Students are prohibited from possessing or drinking alcohol, attending bars (places where the primary function is serving alcohol or hookah, and/or dancing) or attending places where men/women are sexually exploited. A business may be a bar/lounge/club if it (a) requires an ID for admission, (b) advertises alcoholic beverages, and/or (c) provides social dancing and drinking (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>) and that certain products are a danger to one's physical and psychological well-being, possession or use of tobacco or anything containing nicotine (including e-cigarettes or vapes, whether nicotine is used or not) or medicinal marijuana is prohibited.
- Gambling is defined as "any activity in which wealth exchanges hands, mainly on the basis of chance and with risk to the gambler." Scripture is clear regarding a believer's responsibility to be a careful steward of one's life and resources; therefore, students are restricted from participating in all forms of gambling. This includes internet poker/gambling (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>).
- Dancing in a setting in which alcohol is a primary influence, as well as sexually explicit dancing, is prohibited in view of the expectation that we honor God with our body as a temple of the Holy Spirit (I Corinthians 6:18-20). This prohibition would

include, but not be limited to nightclubs, dance halls and bars. In view of our primary goal of creating an atmosphere contributing to spiritual formation, the University does not sponsor dances/dancing except for pre-approved choreography within a supervised campus production. Modest dancing with non-suggestive movements or attire may be participated in at church, formal, cultural, family, and/or other approved off-campus celebratory events. The general guide is to represent a higher standard of respect for self, the University, and the Lord.

- All personnel involved on the campus, including administration, faculty, staff, and students, are subject to the ethical, moral, social, and spiritual standards of conduct approved by the Assemblies of God. All are expected to evaluate all forms of entertainment in light of their faith in Christ Jesus as Lord and Savior. External rating systems are inadequate for developing discernment but can be used as a point of reference. All individuals are encouraged to think seriously about the moral implications of what is watched without relying solely on the entertainment industry's rating standards. All entertainment choices (e.g. television, video, movies, internet, computer games, music, publications, comedy clubs, theatre productions, etc.) should be limited to those which contribute to healthy spiritual, intellectual and social development. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Pluggedin.com and Screenit.com are two helpful sources that offer valuable information concerning entertainment content. Entertainment that has a rating of "R" or higher is prohibited on campus. The University reserves the right to declare any entertainment inappropriate.

Failure to maintain biblical standards may incur disciplinary actions and possible termination from the University. Failure to comply with disciplinary action could result in further disciplinary action.

### Community Standards



The following may incur disciplinary actions and possible termination from the University. Failure to comply with disciplinary action could result in further disciplinary action.

- Unauthorized student visits to the room/residence of opposite gender, including mixed gender company off campus (this includes on campus and off campus students)
- Disruptions of chapel, classroom, cafeteria, dormitories, or other school events
- Disrespect to University authorities as well as failure to produce I.D. when requested by appropriate school personnel
- Failure to respond to an official summons and/or notice sent by University.
- Possession of firearms, fireworks, or any device that burns or causes a fire, including but not limited to matches, candles, lighters, and illegal appliances
- Tripping or tampering with fire equipment of any kind, including fire alarms, security alarms, thermostats, fire extinguishers, or lights
- Defacing, destruction, or unauthorized removal of school property. [Plus replacement cost]
- Having University property illegally in your room or possession; such as, unauthorized possession of campus keys, another's ID card, cafeteria dinnerware, etc...
- Hazing, fighting, or abusing peers including slander and gossip
- Failure to comply with Fire or Weather alarm or drill
- Throwing items, including water, from student housing windows
- Pranks

- Inappropriate use of windows or exits (including fire exits/escapes, roofs, cat walks, and hatches) before or after curfew
- Attempting to use a room that is unoccupied or empty in any form
- Trash talking in sports
- Failure to properly check out of the dorm overnight
- Excessive noise or loud music during quiet hour (10 pm-10 am), disturbing the peace
- Public display of affection
- Dress code violations
- Poor room inspection
- Having pets in the Residence Hall
- Having water fights, water balloons, or water guns in student housing.
- Grace minutes violation or coming in after curfew without signing in appropriately with dorm personnel.

The University reserves the right to declare an issue unsuitable for the campus community or environment as well as reserves the right to update the Student Handbook online for edits and pertinent information.

The level of discipline for an infraction directly corresponds to the level of the infraction. These levels, based on the severity of each infraction, will determine the basis for the disciplinary procedure. A member of the SAGU Valor staff and/or one of the pastors will handle all infractions. The levels and corresponding sanctions are as follows:

## Level I

### Infractions

1. **Tardiness** – Late to assigned prayer times, services, and/or other areas/ministries you are expected to be at.  
**First Infraction** – Warning, one per Tribe  
**Second Infraction** – Your SAGU Valor tribe will be required to come in 5 minutes early, for each for each minute the person who is late, the following scheduled prayer time.
2. **Disorderly Behavior**- Conduct that disturbs the peace or endangers the morals, health, or safety of a community.  
**First Infraction**—Warning  
**Second Infraction**—**Loss of day off**
3. **Inappropriate or offensive Language** – Crude jokes, cursing, or disrespect shown to a staff member.  
**First Infraction**—Warning  
**Second Infraction**—Write a paper
4. **Multimedia and Entertainment Misuse**  
**First Infraction**—Warning  
**Second Infraction**—2-week media probation
5. **Dress Code Violation**  
**First Infraction**—Warning/sent home to change  
**Second Infraction**—Mandated dress approval by Resident Assistant.
6. **Social Interaction Violation** – Involving students in a dating relationship.  
**First Infraction**—Warning  
**Second Infraction**- Separation period

## Level II

### Infractions

1. Repeat offenders – Any of the Level 1 policies
2. Dishonest Behavior—In communication or financial integrity
3. Academic dishonesty – Plagiarizing the work of others
4. Harassment – Vocal and through electronic devices
5. Gambling
6. Extreme profanity

7. Pornography
8. Tobacco use

#### Sanctions

1. All Level 2 Infractions will result in an immediate referral to The SAGU Valor staff.
2. Minimum 4-week probation from all ministry opportunities.

### **Level III**

#### Infractions

1. Sexual immorality
2. Alcohol / Drug Use
3. Weapons
4. Theft/Vandalism

#### Sanctions

1. All Level 3 Infractions will result in an immediate referral to an Executive Pastor.
2. Level 3 Infractions are subject to expulsion or suspension.  
\*All discipline may be adjusted at the discretion of the Pastoral Staff

## XI. Safety and Security



## **Stay alert at all times:**

S- Spot the Hazard

A- Assess The Risk

F- Find A Safe Way

E- Evacuate If Necessary

**For the protection and safety of the church and schools there will be a member of the safety team present while the church is open.**

### **Lockdown Level 1**

**THREAT IS EXTERIOR TO THE SCHOOL:** Examples are but not limited to exterior bomb threats, fights that involve numerous

individuals or are gang-related, major crimes or police chases near the school and civil disturbances that pose a threat to students and staff.

1. **BE NOTIFIED**
  2. **CONTINUE CLASSES INCLUDING CHANGING CLASSES**
  3. **INFORM STUDENTS:** Staff should brief students that the school has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Students should be given instructions as to what they should do during the Lockdown Level 1 as appropriate.
  4. **STAY INSIDE THE BUILDING**
  5. **BLOCK EXTERIOR VISIBILITY INTO THE CLASSROOM**
  6. **DO NOT ALLOW STUDENTS TO EXIT THE BUILDING WITHOUT APPROVAL FROM MAIN OFFICE**
  7. **WAIT FOR FURTHER INSTRUCTIONS (CODE GREEN OR INCREASED LOCKDOWN)**
- ALL STAFF SHOULD LIMIT ACCESS TO SCHOOL PROPERTY TO AUTHORIZED PERSONS ONLY.**

### **Lockdown Level 2**

**THREAT IS INTERIOR TO THE SCHOOL – NOT PHYSICALLY THREATENING (CURRENTLY):** Examples are but not limited to angry parent or student that is verbally upset and agitated but not physically threatening at current time.

1. **BE NOTIFIED**
2. **STAY IN CLASSROOM OR MOVE QUICKLY TO CLASSROOM. VISITORS/VENDORS SHOULD GO TO THE OFFICE IF POSSIBLE.**
3. **LOCK DOORS**
4. **OPEN BLINDS/CURTAINS TO ALLOW EXTERIOR VISIBILITY INTO THE CLASSROOM**
5. **LIMIT ACCESS**

### **ONCE THE ROOM IS SECURE**

- **STAY UNTIL DIRECTED OTHERWISE BY THE MAIN OFFICE**
- **INFORM STUDENTS:** Staff should brief students that the school has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Students should be given instructions as to what they should do during the Lockdown Level 2 as appropriate.

- **CONTINUE CLASS UNTIL FURTHER INSTRUCTIONS ARE RECEIVED**

**ALL STAFF SHOULD LIMIT ACCESS TO SCHOOL PROPERTY TO AUTHORIZED PERSONS ONLY.**

### **Lockdown Level 3**

#### **THREAT IS INTERIOR TO THE SCHOOL – PHYSICAL THREAT**

**IDENTIFIED:** Examples are but not limited to threatening person is at school, possible weapon involved/active shooter (student/parent/staff/unknown person), hazardous materials, explosion in or adjacent to the school.

1. **BE NOTIFIED**
2. **STAY IN CLASSROOM OR MOVE QUICKLY TO CLASSROOM. VISITORS/VENDORS SHOULD GO TO THE OFFICE IF POSSIBLE.**
3. **LOCK DOORS**
4. **OPEN BLINDS/CURTAINS TO ALLOW EXTERIOR VISIBILITY INTO THE CLASSROOM**
5. **PLACE STATUS CARD UNDER THE DOOR**
  - a. **Green – Everyone is accounted for.**
  - b. **Yellow – Missing Student(s) and/or Have Critical Information to Share**
  - c. **Red – Someone Requires Medical Attention**
6. **LIMIT ACCESS**

#### **ONCE THE ROOM IS SECURE:**

- **STAY UNTIL DIRECTED OTHERWISE BY THE MAIN OFFICE.**
- **INFORM STUDENTS:** Staff should brief students that the school has been placed on a heightened security status as a response to an apparent crisis situation. Staff should then begin calmly and quietly reviewing emergency evacuation procedures with students to prepare them for possible evacuation.
- **DISCONTINUE CLASS AND GET OUT OF SIGHT**
  - **Next to interior walls, under desks, under tables**
  - **Turn off lights if visibility is possible from interior windows and doors.**
  - **Remain silent.**

**ALL STAFF SHOULD LIMIT ACCESS TO SCHOOL PROPERTY TO AUTHORIZED PERSONS ONLY.**

### Code Orange

#### **HEIGHTENED STATE OF SECURITY REQUIRING EVACUATION.**

Examples are but are not limited to a bomb threat has been deemed as real, release of chemicals inside the school that adversely affect the health and safety of students or staff; and any other event that requires the evacuation of the building.

1. **BE NOTIFIED**
2. **IF VERIFIED BOMB THREAT – TURN OFF ALL CELL PHONES AND RADIOS**
3. **GATHER THE FOLLOWING ITEMS AND EVACUATE IMMEDIATELY TO PRE-DETERMINED ASSEMBLY AREA.**
  - a. Emergency Operations Kit
  - b. Accountability Status Cards
  - c. Current Student Roster
  - d. Emergency Contact Info for Students
4. **REPORT ACCOUNTABILITY STATUS BY HOLDING UP THE APPROPRIATE CARD**
  - a. **Green - Everyone is accounted for.**
  - b. **Yellow - Missing student(s) and/or Have Critical Information to share**
  - c. **Red – Someone requires medical attention**
5. **PROVIDE APPROPRIATE INSTRUCTION AND DIRECTION TO STUDENTS**
6. **DO NOT RETURN TO THE BUILDING UNLESS AND UNTIL A CODE GREEN (ALL CLEAR) IS ISSUED.**

### Code Grey

**IMPENDING SEVERE WEATHER:** Examples are but not limited to Thunderstorm watches/warnings, tornado watches/warning, hail storms, high winds, winter weather events, flashfloods, etc.

1. **BE NOTIFIED**
2. **STANDBY FOR DIRECTION FROM THE MAIN OFFICE**
3. **BE PREPARED TO TAKE COVER OR EVACUATE AS NECESSARY**
4. **CODE GREEN WILL BE ISSUED WHEN DANGER HAS PASSED**

### Code Green

**RETURN TO NORMAL OPERATIONS:** Once danger has passed and if normal operations can be resumed, a Code Green will be issued.

### **FIRE**

1. **PULL THE FIRE ALARM**

2. **GATHER THE FOLLOWING ITEMS AND EVACUATE IMMEDIATELY TO THE PARKING LOT ADJACENT TO THE IMPACT GIRLS BUILDING (EGYPT).**
  - a. Emergency Operations Kit
  - b. Accountability Status Cards
  - c. Current Student Roster
  - d. Emergency Contact Info for Students
3. **REPORT ACCOUNTABILITY STATUS BY HOLDING UP THE APPROPRIATE CARD**
  - a. **Green - Everyone is accounted for.**
  - b. **Yellow - Missing student(s) and/or Have Critical Information to share**
  - c. **Red – Someone requires medical attention**
4. **PROVIDE APPROPRIATE INSTRUCTION AND DIRECTION TO STUDENTS**
5. **DO NOT RETURN TO THE BUILDING UNLESS AND UNTIL A CODE GREEN (ALL CLEAR) IS ISSUED.**

### **TORNADO**

**A TORNADO WARNING HAS BEEN ISSUED STATING THAT A TORNADO HAS ACTUALLY BEEN SIGHTED**

1. **Be notified via intercom with several short rings/blowhorn or via a runner.**
2. **Immediately relocate to interior hallway or interior room on first floor that does not have an outside wall.**
3. **Students assume position – while kneeling cover the back of the head/neck with hands or coats to protect eyes and heads. face away from any area with potential of flying glass.**
4. **If possible teachers take roll and notify office if someone is missing.**
5. **Return to the classroom only if a code green is issued.**
6. **Students will not be dismissed if tornado warnings are in effect in the area.**

### **Emergency Notification System**

At SAGU Valor, we strive to provide proactive emergency notification that enhances campus personnel safety for our students, faculty, staff and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss and facilitate the return to normalcy as quickly as possible. The Emergency Text alert system is used by



SAGU Valor to notify all campus personnel of an urgent situation or emergency. The system will contact individuals by either or all of the following method: text.

## **Title IX Statement**

It is the policy of SAGU Valor to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. SAGU Valor and SAGU has designated Title IX Coordinators to coordinate the college's compliance with and in response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www.ed.gov](http://www.ed.gov) or calling 1-800-421-3481.

## **What is Title IX?**

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private schools receiving any federal financial assistance must comply with Title IX. Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. The act seeks to reduce or eliminate barriers to education opportunity caused by sex discrimination. The law states that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to,

admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual violence and harassment are forms of sex discrimination prohibited by Title IX. This statute also prohibits retaliation against people for making or participating in complaints of sex discrimination.

As a religious institution, the University is exempt from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX, First Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the General Council of the Assemblies of God and the North Texas District Council of the Assemblies of God, SAGU qualifies for a religious exemption under 20 U.S.C., 1681(a)(3) and 34 C.F.R., 106.12.

**For more information about Title IX, visit [www.ed.gov](http://www.ed.gov).**

**To file a complaint or to ask questions about Title IX please contact:**

Eric Speir  
SAGU Valor Title IX Coordinator  
[espeir@SAGU.edu](mailto:espeir@SAGU.edu)

Dr. Fred Gore, Title IX Coordinator  
[fgore@sagu.edu](mailto:fgore@sagu.edu)  
972-825-4630  
1-888-937-7248 ext. 4630

Ruth Roberts, Deputy Title IX Coordinator

## **SAGU Valor Sexual Assault Policy**

The SAGU Valor policy strictly prohibits sexual harassment, sexual assault, stalking, domestic violence, dating violence, and discrimination within the University community.

Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. This policy applies equally to all members of the SAGU community: students, faculty, administrators, staff, contract employees and visitors.

The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assault is a single term covering a range of coercive behaviors that violate both State legal statutes and the SAGU Valor Student Code of Conduct. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. The type of coercion may range from unwanted sexual touching to intercourse. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault. The perpetrator of sexual assault may often be known to the victim. Even with no physical force used, the experience may severely traumatize the victim.

SAGU Valor will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the SAGU Valor community accused of sexual assault will be subject to SAGU Valor's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred

off campus and materially affects the learning environment or operations of SAGU Valor.

Sexual assaults are serious violations of the University's student judicial code, faculty standards and University employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Definitions of Sexual Assault and Interpersonal Violence Crimes:

### **Sexual Harassment**

***Sexual Harassment*** for purposes of this Policy is conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

***Quid Pro Quo Sexual Harassment*** occurs when an employee of the University conditions the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

***Hostile Environment Sexual Harassment*** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities.

### **Sexual Assault**

***Sexual Assault*** is any unwanted, non-consensual sexual contact against any individual by another, and includes the sex offenses and attempted offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

***Rape*** is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is “carnal knowledge” if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

**Sodomy** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent as defined by Texas law.

**Coercion** is the use of pressure and/or other oppressive behavior, including expressed or implied threats of physical harm, or severe and/or pervasive emotional intimidation which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in

unwelcome sexual activity. A person's words or conduct amounts to coercion if they wrongfully limit the other's ability to freely choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or other substance that impairs the person's ability to give consent.

### **Domestic violence**

**Domestic Violence** is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.

### **Dating violence**

**Dating Violence** means violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

### **Stalking**

**Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Course of Conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of

that person, their family members including someone with whom the person is dating or interferes with that person's property.

***Reasonable Person*** means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others, or suffer substantial emotional distress.

***Substantial Emotional Distress*** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Consent**

**Consent** is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent. Consensual sexual activity involves the presence of the word "yes" without incapacitation of alcohol or other drugs, coercion, force, threat, or intimidation.

Consent is not effective when any participant in the sexual activity is unsure if a knowing, intentional, voluntary agreement to engage in each act of sexual activity has been demonstrated. Consent is not effective if one person knew or reasonably should have known that another person involved was incapacitated. Consent to one act does not imply consent to another; past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

A current or previous dating or sexual relationship or manner of dress does not, by itself, constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly

demonstrates a willingness to engage in each instance of sexual activity.

An individual is unable to provide Consent to engage in sexual activity when the individual:

- Is under age 17 and (1) is not a spouse of the Respondent or (2) is more than three years younger than the Respondent at the time of the offense;
- Has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing Consent;
- Is unconscious or physically unable to resist; or
- Is Incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known, by the Respondent.

### **Definition of Hazing and Failure to Report**

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:

- is “any type of physical brutality”;
- involves any 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”;
- involves criminal activity;
- involves “coercing” a student to consume drugs or alcohol
- Failure to Report - A person commits a Class B misdemeanor if the person:
  - engages in hazing;



- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution.

SAGU will provide a summary of the Hazing Law, a copy of or link to a report on hazing committed on or off campus and SAGU will give notice of the report in orientation.

## **Reporting Sexual Harassment**

Know your rights. Members of the University community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual's performance, or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

Any member of the SAGU community (faculty, staff or student) who witnesses or receives information regarding an incident that the individual reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking which was allegedly committed by or against a student enrolled at or an employee of the institution at the time of the incident must promptly report the incident.

A report or complaint of sexual harassment or misconduct should be made to one of the individuals listed below via email, phone call, private meeting, or private, written correspondence.

## **If You are a Victim of Sexual Violence or Sexual Assault**

For definitions specific to Georgia Law, please see Georgia Statutes at the following website:

<https://www.womenslaw.org/laws/ga>

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy:  
Southern Crescent Sexual Assault Center  
Jonesboro, GA 30237  
(770) 477-2177 Crisis  
(770) 603-4045 Admin
- Contact any of the following for immediate assistance:

### On Campus:

- Title IX Coordinator – 972-825-4630 – 8 am to 5 pm, Monday – Friday
- SAGU Human Resources Director – 972-825-4656  
8 am to 5 pm, Monday – Friday
- Campus Safety and Security Office – 770-584-2707  
24/7 hours, 7 days a week
- Student Life Director

*\*Denotes that this resource is confidential*

### Off Campus:

- Fresh Touch Counseling Center – 678-688-3133
- WellStar Spalding Hospital – 770-228-2721
- Domestic Violence\* - 800-799-7233 – 24 hrs./7 days a week hotline
- SAGU Care Therapy Now\* - SAGU's Telehealth program

*\*Denotes that this resource is confidential*

Note that campus officials may contact on-call staff from these departments when their offices are closed, or they are otherwise unavailable to assist immediately.

If you are experiencing an emergency situation, you can call local police by dialing 911.

In rape cases, the following steps need to be taken. It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at a local hospital, if possible. Southern Crescent Sexual Assault Center, Jonesboro, GA 30237, (770) 477-2177 (Crisis Line)

- Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.
- Choose how to proceed. You have options: 1) Do nothing until you are ready; 2) Pursue resolution by the University; 3) Initiate criminal proceedings; and/or 4) initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an

incident investigated and resolved by the University, students should contact the Student Life Director. Employees should contact the Human Resources office. University procedures will be explained. Those who wish incidents to be handled criminally should contact the Campus Safety & Security office or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Students should contact the Student Life Director for more information and employees should contact the Human Resources office for more information.

### **Reporting Procedures**

A report or complaint of sexual harassment or misconduct should be made to one of the individuals listed below via email, phone call, private meeting, or private, written correspondence.

**Eric Speir**

**Faculty Member, General Education, Counselor  
espeir@SAGU.edu**

**Dr. Fred Gore, Title IX Coordinator**

**[fgore@sagu.edu](mailto:fgore@sagu.edu)**

**972-825-4630**

**1-888-937-7248 ext. 4630**

**Ruth Roberts, Deputy Title IX Coordinator**

### **Rights of the Complainant and Respondent**

**Will the Title IX staff be sensitive to the needs of victims/survivors?** The Title IX staff will intentionally work to create a compassionate, sensitive environment to address the issues; offer an unbiased and transparent system for

gathering facts; and connect all community members with appropriate support and resources.

**Is there a time limit for filing a sexual violence or harassment report?** There is no time limit for making a report. SAGU Valor encourages reporting an incident as soon as possible in order to maximize a prompt and effective response. The University does not, however, limit the time frame for reporting. If the respondent is no longer a student or employee, SAGU may not be able to take action against the respondent, but it will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, when appropriate.

**Will my complaint remain confidential?** The University will make all reasonable efforts to keep and protect the confidentiality of all parties involved, provided that it does not interfere with the University's ability to investigate and take corrective action.

**What will happen when a Title IX complaint has been made?** Once a complaint has been reported, an official investigation will be launched with the intent to resolve the complaint within a reasonable period of time. This investigation would include opportunity for all parties to present witnesses and other evidence to prove or disprove the complaint. Once a resolution has been reached, all parties will be notified of the verdict and the appeal process. SAGU will take steps to prevent any recurrence and to correct its discriminatory effects on the complainant and others, if appropriate. It should be noted that once a complaint of sexual violence or harassment has been made, the University is obligated by Title IX to complete the investigation.

**What are my rights as complainant (victim) or respondent (accused)?**

To an advisor to be present throughout the investigation.

- If both parties are enrolled in the same class, the option to drop class without academic penalties.
- To protection from retaliation and harassment while the disciplinary process is pending.
- To have reasonable and equitable access to all evidence.

Both the complainant and respondent have the following rights when a sexual violence or harassment complaint has been made:

- To be treated with respect and dignity.
- To receive assistance from the University in reporting the incident to law enforcement, if desired.
- To receive information about the process used in the investigation and appeal.
- To receive information about counseling support available.
- To privacy to the extent possible consistent with applicable law and University policy.
- To have an advisor present throughout the investigation process.
- To choose whether or not to participate in the investigation process.
- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information, to the investigator.
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or verdict.

- To appeal the decision and any sanctions made by the investigators.
- To written notification of the verdict and the outcome of any appeal.

### **Someone has filed a complaint against me, what do I do?**

If the behavior is brought to your attention, apologize; ask for a description of what was offensive and who found it offensive. Consider the following actions: • If you realize that you have been inappropriate, apologize as soon as possible. • Change your behavior. • Recognize that other steps may need to be taken. • Be careful of inappropriate advice that would lead you to minimize or ignore this issue. • Seek the advice of appropriate University resources. • Attend sexual harassment training. • Know the policy on sexual harassment.

**If I have been the victim of, a witness to, or accused of sexual violence or sexual harassment what resources are available to me?** All members of the University community who have been involved in Title IX incidents are offered services provided by a counselor who does not provide counseling to any other person involved in a specific incident.

### **Threats and Harassment**

In keeping with the goal of a harmonious Christian community, as well as a healthy educational atmosphere, the following will not be tolerated at SAGU Valor: threats, intimidation, actions, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include but are not limited to verbal assaults, written correspondence, email, texting, instant messaging, communication through social media, and creating a hostile environment.

All reports of threats and/or harassment should be reported to the Director of Enrollment and Student Development's office. Once reported, these will be given serious consideration. A full inquiry will be completed, and action taken, including immediate suspension if deemed necessary.

### **Missing Student Policy**

Every SAGU Valor employee and student has a duty to report a person believed to be missing to the Student Life Director at (470) 201-5720. The Student Life office immediately investigates any report of an individual missing from campus.

It is the policy of the University to provide each student residing in student housing facilities the opportunity of identifying an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the residential hall check in process at the beginning of each semester. The student will be advised that his or her "missing student" contact information will be registered confidentially, will be accessible only to authorized university officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should the Safety and Security Department determine that the student has been missing for 24 hours, we will notify law enforcement and the student's designated missing student contact person no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student's custodial parent or legal guardian within 24 hours after Public Safety or another law enforcement agency determines that the student has been



missing for more than 24 hours, in addition to notifying any contact person designated by the student.

The purpose of this policy is to establish procedures for SAGU Valor response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

### **Americans with Disabilities Act**

SAGU Valor complies with the American with Disabilities Act. For inquiries, contact the ADA Coordinator, Katie White at [kwhite@SAGU.edu](mailto:kwhite@SAGU.edu)

### **Policy for Service Animals on Campus**

Information may be obtained from the office of the Director of Enrollment and Student Development.

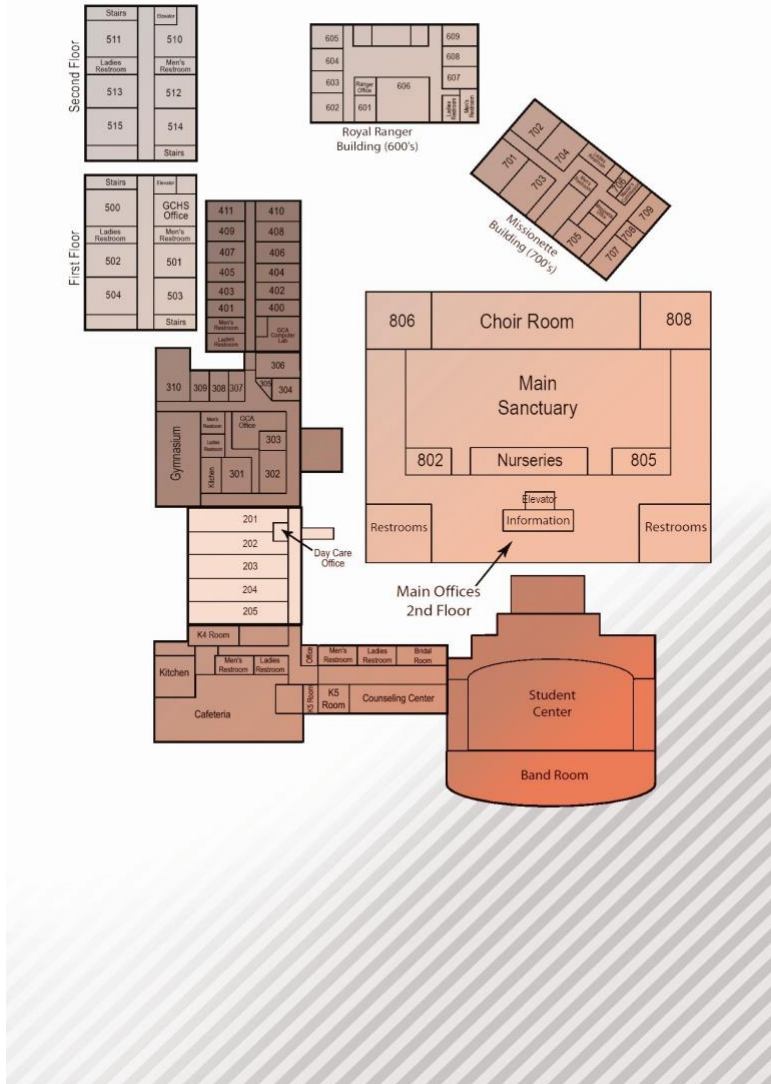
### **HEW Regulations**

HEW regulation 84:21..."No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the college."

SAGU Valor annually submits a safety report to the federal government. Current students will be notified of the availability of the report by campus email.

## XII. Maps

### Griffin First Assembly Campus Map



### XIII. Student Rights with Regard to Education Records

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at Southwestern Assemblies of God University.

SAGU officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.

Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)

Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than

representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

Accrediting organizations will have access rights in order to carry out accrediting functions.

Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.

The student has the right to inspect his/her records maintained by SAGU. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.

The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Registrar's office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not

required to waive the right of inspection and would in no case be refused admission, or any of the services offered by SAGU Valor, because of failure to sign the waiver.

The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Registrar's office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.

Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Registrar's office.

This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine a teacher's grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar's office.

#### XIV. Non-Discrimination Policy

SAGU Valor does not discriminate based on race, color, national origin, gender, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities, except as granted by waiver from the US Department of Education. The University operates in compliance with federal non-discrimination laws, including: • Title IX of the Education Amendments of 1972;

- Title VI and Title IX of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973;
- The Age Discrimination Act of 1975.

As a religious institution, the university is exempt from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the General Council of the Assemblies of God and the Georgia Ministry Network of the Assemblies of God, SAGU Valor qualifies for the religious exemption under 20 U.S.C § 1681(a)(3) and 34 C.F.R. § 106.12.

## XV. Student and Employee Drug Policy Statement

SAGU Valor, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SAGU Valor has adopted the following policy statement as conditions of enrollment and/or employment:

As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.

The University will comply with all applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.

The University makes literature available describing the health risk associated with the use of illicit drugs and the abuse of alcohol.

All students/employees found in violation of this policy will be referred to the office of Residential Life.

Students/employees are required to notify Campus Security, Dorm Pastor, Director of Enrollment and Student Development, or supervisor respectively of any known criminal drug statute conviction or violation occurring at the University immediately upon knowledge of such conviction or violation. (See Major Infractions.)

The penalty for violation of any of the above statements may be termination from enrollment/employment with referral given to the appropriate authorities for thorough prosecution.

The University will conduct an annual review of its program to determine its effectiveness and implement changes if they are needed; ensure that the sanctions developed are consistently enforced.

## XVI. Sexual Identity/Transgenderism

SAGU Valor is a Bible-based institution for theological and professional studies. Affiliated with the General Council of the Assemblies of God, SAGU Valor embraces and supports its doctrinal teachings. Further, SAGU Valor embraces standards of conduct that are the same as those generally accepted by the Assemblies of God. Additionally, the University has established a biblically and morally based Standard of Conduct that guides expected behavior while a student is enrolled.

The University believes that God created mankind in His image, both male and female (Genesis 1:27; Matthew 19:4-5.) We further believe that God established an individual's gender at birth. Any advocacy, expressions of sentiment or practices otherwise are out of harmony with the religious convictions of SAGU Valor. Thus, transgenderism is disapproved.



The same standard applies to all administration, faculty, staff, and students. (See also the A/G paper on <https://ag.org/Beliefs/Postion-Papers>).

## XVII. Students Complaints

The University regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members, the Academic Director, and the Academic Dean of the SAGU Valor campus are approachable concerning classroom and curricular matters. The student leaders of the SAGU Valor campus regularly share student concerns with the Student Life Director, the Academic Director and the Academic Dean. Students are welcomed to visit with the SAGU Valor Academic Dean to make personal concerns known. Formal written complaints may be filed with the SAGU Valor Academic Director.

## XVIII. Grievance Procedures

At SAGU Valor a student with a grievance concerning any of the conditions of enrollment shall abide by the following procedures. The intent of the procedure is to provide students with a means of representing grievances to appropriate levels of supervision, without fear of reprisal of any kind.

1. A grievance related to Student Life issues shall be reported to the Recruiting and Student Life Director, in writing, no later than five days after the student has become aware of its

occurrence. A grievance related to Academic or course-related issues shall be reported to the Academic Director, in writing, no later than five days after the student has become aware of its occurrence.

2. The Recruiting and Student Life Director, or Academic Director, shall meet with the student privately to discuss the nature and substance of the grievance, in an effort to resolve the matter according to biblical principles.

3. If the student feels his or her grievance has not been satisfactorily resolved, an appeal may be made to Dr. Ron Crum, SAGU Valor Academic Dean. The appeal must be presented to the SAGU Valor Academic Dean in writing. Such hearing shall be scheduled within five (5) business days of the receipt of the request.

4. A written response shall be given to the student no later than five (5) business days after the hearing. The SAGU Valor Academic Dean shall be the final appeals board for all students.

5. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Georgia State Board for Private Postsecondary Education. The student must contact the State Board for further details. The Georgia State Board address is 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, phone # 770-414-3300, website address: <http://gnpec.georgia.gov> .

6. The grievance procedure outlined herein is available only to currently enrolled students at the SAGU Valor campus.