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## Affiliations

Mount Zion of Fire Deliverance Ministry (Trail-Blazers)

<https://www.mountzionoffire.com/>

Stepping Stone Apostolic International Alliance

<https://ssaia5min.wixsite.com/5fold>

# Student Handbook



**STEPPING STONE CHRISTIAN  
EDUCATION COLLEGE**



**Stepping Stone Christian Education College**

As your dean of students, I am very pleased to welcome you to the SSCE family. I know that you are looking forward to the great opportunities that await you in the coming year. The experiences that you share with your fellow students will have a



lasting impact on your life and will help you to grow spiritually, socially, mentally, and physically. As part of a community of Christian scholars, you will have unique opportunities to develop your talents and increase in your service to God and to man. As you prepare yourself for the academic year, please take some time to review the Student Handbook. Although it contains some matters that involve human judgment, our code of conduct is based on biblical principles and is

designed for the benefit of every student.

The same considerations were used in setting our policies and regulations. If you have any questions regarding these rules or if you simply need clarification, please do not hesitate to contact me.

This year, I want to challenge you to rid yourself of your own desires and stop seeking your own interests. Instead, let us have the same attitude as Jesus had— considering others more important than us. Only when we have learned to empty ourselves and consider others more important than ourselves, will we have learned what it means to live like Jesus. Words cannot adequately convey how excited I am to share this year with you. My family and I feel very blessed to be a part of this special place. I hope you will grow to feel the same way. If there is anything I can do to help you succeed at SSCE College, please let me know. Or, if you just want to stop by and talk, my office door is open. I look forward to serving with you.

Sincerely

*Apostle Dr. Asia D. Turner*

## Introduction



Welcome to SSCE! We count it a privilege that you would spend this season with us as you prepare for the future. We believe that God has led you here to accomplish good things in you. He has a purpose for your life that is worth preparing for and we trust that this is the time and place to do so. Our desire for you is that you will discover and fulfill all of the reasons He has in mind in sending you to SSCE.

This handbook is intended to help you get the most out of your SSCE experience. Although not exhaustive, it addresses some of the most common questions and issues you will face. It will help you understand and take full advantage of the SSCE processes designed to assist you to become all God wants you to be during this season of your life. It will orient you to the expectations we have of you as a student so that you can be clear about important parameters during your time at SSCE. It also includes faculty approved policies designed to foster learning both in and out of the classroom.

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**NOTES:**

# Educational Objectives

1. To give thorough and systematic instruction in God's Word, in order that each student will possess a comprehensive knowledge of the Bible and theology.
2. To nurture the spiritual life and character of each student within the context of community life and Christian discipline.
3. To assist the personal development of each student through scriptural exposition, mentoring and integration into local church life.
4. To help each student develop and apply a sound biblical and theological worldview, in order to understand and influence society.
5. To cultivate the gifts, talents and ministry potential of each student within the context of the local church in preparation for future ministry.

# Statement of Faith

1. We believe in the Holy Bible as the authoritative WORD OF GOD, sufficient in all matters of faith and practice (2 Timothy 3:16-17; 2 Peter 1:21)
2. We believe that all men have sinned and have fallen short of the glory of God and that salvation is through repentance and faith in our Lord Jesus Christ (Rom. 5:12; Rom. 3:5-9; Acts 20:20-21).
3. We believe in the Eternal Godhead; God the Father and creator of the universe; God the Son and the Savior of the world; and God the Holy Spirit, the Comforter. These are distinct and separate persons possessing separate distinct and recognizable personalities and qualities and yet are one (Heb 9:14; 1 Jn 5:7; II Cor 13:14).
4. We believe in water baptism by immersion in the name of the Father, Son, and Holy Spirit, as a mark of repentance (Matt 28:19-20).
5. We believe in the Lord's Supper which is the regular breaking of bread, remembering his death and suffering till he comes (I Cor 11:23; Matt 26:26-29)
6. We believe in sanctification which is the personal holiness of those that are saved, and this of course is positional, practical, and progressive. (Heb 12:14; I Pet 1:16; Rom 2:1-2; I Thess 4:3)
7. We believe in baptism of the Holy Spirit which is the endowment power from on high with the initial evidence of speaking in tongues (Acts 2:4; Acts 9:6)
8. We believe in divine healing as provided in the redemptive work of our Lord Jesus Christ to heal the sick in answer to simple prayer of faith in his name only (Matt 8:16-17; James 5:14-16; Isa 53:4-5).

# Statement of Faith...cont

9. We believe in the universality of the Church, that the Church is the universal body of Christ which is made up all those that are washed by the blood of Christ. It is the will of God for all believers to identify themselves with a local assembly for the purpose of fellowship, evangelism and discipleship (Eph 1:21-32; Heb 10:25).

10. We believe in the second coming of Christ to rapture the church and his millennial reign (I Thess 4:16-17; Rev 20:1-3).

11. We believe in the final judgment of all flesh and eternal heaven and eternal hell (Rev 19:20; Rev 2:11-15; II Cor 5:10; Rom 14:21; Lk 16:24; Rev 14:10-11)

12. We believe in the new heaven and the new earth (II Pet 3:13; Rev 21:22)

13. We believe in setting the captives free through Deliverance and Healing (Casting out demons) (Isaiah 61:1, Mark 16:17-18)

## Mission Statement

Equipping Students with Passion, Purpose & Potential

1. **Equipping Students with Passion — This is For Him.**  
At SSCE, we seek to equip our students with a passion for God that overshadows a passion for all else. The most important thing in the world is loving God. Thus, we are fervently committed to imparting into our students a passionate love for God, which is the foundation of survival in the Kingdom of God.
2. **Equipping Students with Purpose — This is For You.**  
We believe that every Christian has a general purpose of loving God and loving people through reaching, teaching and mobilizing them. However, we also believe that every person comes equipped with a specific, God-given destiny for their lives. Thus, we strive to help people explore their unique, God-given purpose.
3. **Equipping Students with Potential — This is For Others.**  
Every person has an enormous potential to be a blessing to those around them. Therefore, we strive to equip our students to give themselves without reservation to the awesome privilege of being used to minister to people all around them, in their unique, God-given way.

# Philosophy of Student Growth

It is our firm conviction that God wants every believer to become more like Christ. This necessitates prioritizing change above other interests. SSCE is committed to being a place that fosters personal growth in an intentional way. Students are encouraged to identify areas that they need to improve in, implement strategies to see real change and evaluate their progress. This is done in a friendly environment where exposed weaknesses are viewed as growth opportunities rather than reasons for rejection. Serving God's purpose in your life is our highest honor.)

## Growth Goals

The programs and processes of SSCE are designed to help each student:

1. Learn the Word
2. Grow spiritually
3. Cultivate Christian character and lifestyle
4. Develop personal disciplines
5. Discover calling and destiny
6. Hone ministry skills
7. Acquire a biblical worldview

# Student Responsibility

## It is the student's responsibility to:

- Notify the school of any changes to their demographics.
- Review the bulletin board posted online and the physical location.
- Log onto the school web page to check for updates **[steppingstonece.org](http://steppingstonece.org)**
- Obtain all required information for class.



# Class Attendance Policies

## REQUIRED ATTENDANCE

We understand that unforeseen circumstances arise in our lives and we must attend to our families. However, SSCE expects students to attend all classes unless there are unforeseen circumstances. SSCE takes pride in the degrees students earn. Therefore, a strict attendance policy has been put in place to help maintain the standards of the school.

\* There are no personal absences. If students know they will be absent they should be prepared to make up the hours by attending class on another scheduled day.

\* Students that desire to withdraw from the school are required to submit a withdrawal letter to the school email (steppingstonece@gmail.com). Students that withdrew without submitting a withdrawal letter will not be able to attend SSCE in the future unless; an appeal is made by the student for reinstatement the board decides in the agreement of the student's return. Students that withdrew from SSCE due to the Spirit of Offense will not be allowed to return unless the board agrees and the student provides

1. One letter of recommendation from their Pastor.
2. Written letter of reasons why withdrawal took place.
3. Screening with SSCE Board Leaders.

\*Students are given two (2) bereavement days. If a funeral or service falls on a scheduled school day or function. Students MUST inform the school of this immediately. Students are NOT to assume they have been cleared from class until the Dean of Student's office approves their excuse.

\*Students that are sick and able to attend ONLINE class we ask that you do so. If your illness causes you to miss ONLINE class students are required to provide a doctor's note on letterhead, with a signature and telephone number. Students with an illness that leads them to be admitted to the hospital will be given three (3) excused absences. Students MUST be prepared to make up the work missed and provide discharge papers from the hospital.

\* Two UNEXCUSED absences students will be automatically withdrawn from the program. These absences do not have to be consecutive.

\* If possible, students should notify their instructors in advance of anticipated absences and make arrangements to make up missed material.

\* It is at the professor's discretion for students to make up assignments.

\* Students are REQUIRED to rely on their PEERS for all missed work and notes.

## TARDINESS

Each instructor may decide whether or not to excuse a tardy. Being tardy by more than fifteen minutes constitutes an absence rather than a tardy.

## **DISMISSAL OF CLASSES**

Classes on occasion could be dismissed without penalty to the student. If the opportunity presents itself students will be notified via the ONLINE STUDENT BULLETIN BOARD @ [www.steppingstonece.org](http://www.steppingstonece.org)

## **CANCELLED CLASSES**

If classes are to be cancelled due to inclement weather or other reasons, students will be notified through one of the following methods:

- Contact from college administration via the SSCE emergency notification system. You will receive a phone call or text.
- Notification on the school's web page [steppingstonece.com](http://steppingstonece.com)
- It is the student's responsibility to check the school web page for information as often as necessary.
- **Personal phone calls to the Dean are not allowed. SSCE will make every opportunity to inform students of any changes.**
- **It is the student's responsibility to check the school's web page for information as often as necessary.**

## **COURSE WITHDRAWALS**

Withdrawal from a course ("dropping a class") requires the following:

1. Request a change of course form from the registrar.
2. Have the academic dean approve by signature.
3. Return completed form to the academic dean's office.
4. When these steps are completed, the class is officially dropped.
5. Any student who plans to drop a course should continue meeting it until the withdrawal procedure is complete.

## **RECORDING OF LECTURES**

SSCE does not permit students to record college programs. All teaching material is the ownership of Stepping Stone Christian Education College.

## **STUDENT RECORDS CHANGE OF ADDRESS**

- The registrar should be notified of all student address and name changes.

## **CONFIDENTIALITY OF STUDENT RECORDS**

- SSCE assures the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment. In general, a student has certain rights with respect to his education records.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **STUDENT HANDBOOK**

The student handbook is the contract between the student and the college. The student is responsible for being acquainted with all handbook information.

## **COLLEGE CODE OF MORAL CONDUCT**

“... let us cleanse ourselves from all defilement of flesh and spirit, perfecting holiness in the fear of God” (II Corinthians 7:1).

SSCE sets a high standard for students’ moral behavior. The following code, while man-made, is based on scriptural principles fundamental to individual growth and sound, collective interaction within a community of Christian scholars. As with all policies and procedures in this handbook, this code of conduct may be amended by the appropriate actions of the college faculty and administration.

## **INDIVIDUAL HONESTY**

“Do not lie to one another, since you laid aside the old self with its evil practices” (Colossians 3:9).

- The students of this college are expected to be fully honest in their individual relationships and communications among themselves, as well as in their interactions with college staff, faculty and administration.
- Honesty is expected in both written and verbal communications. Lying breaks down trust, individually and collectively, and is not tolerated.

## **ACADEMIC INTEGRITY**

“Whatever you do, do your work heartily, as for the Lord rather than for men” (Colossians 3:23).

- Students are expected to uphold academic integrity. Cheating and plagiarism are violations of that standard. Such choices constitute academic theft, and are not tolerated.
- Examples of academic theft include: cheating on a test; copying another student’s paper or work; copying another author’s work without properly quoting, citing and identifying his work as a source; citing false or fabricated sources; or downloading whole (or portions of) papers electronically to be represented as one’s own work.
- **Cell phones and cameras must be turned off and put away during a test.**

## **RESPECT FOR PROPERTY**

“He who steals must steal no longer; but rather he must labor, performing with his own hands what is good, so that he will have something to share with one who has need” (Ephesians 4:28)

- Students are expected to respect the personal property of others, as well as the college’s property. Theft is not tolerated.

## **PURITY IN RELATIONSHIPS**

“For God has not called us for the purpose of impurity, but in sanctification” (I Thessalonians 4:7).

- Students are expected to maintain their moral integrity within personal relationships. Sexual relationships of any type outside of marriage as defined in Scripture (Gen. 2:18–24) are not tolerated.
- Students who are not married should refrain from inappropriate physical contact that is affectionate in nature, whether on or off campus.

## **PURITY IN BODY**

“And who may stand in His holy place? He who has clean hands and a pure heart” (Psalm 24:3-4).

- The college is a drug and alcohol-free work and educational environment. The use of alcohol and drugs by our students is absolutely prohibited. Students may not engage in drinking, smoking, ingesting, handling, possessing or giving away intoxicants or drugs, including beer, wine, ale, marijuana or hallucinatory agents. In addition, the possession and/or use of drugs not prescribed by a physician, or the possession of drug paraphernalia, is strictly prohibited.

**\*\*SSCE complies with federal, state and local laws regulating drugs and alcohol. Students involved in illegal activities or possession of illegal substances may be reported to law enforcement agencies.\*\***

- Students may not possess or use tobacco products either on or off campus while enrolled at this college. This regulation includes e-cigarettes and vapor units, even if they are advertised as nicotine-free

### **SOCIAL PURITY**

“Do not participate in the unfruitful deeds of darkness, but instead even expose them” (Ephesians 5:11).

### **VERBAL PURITY**

“But now you also, put them all aside: anger, wrath, malice, slander, and abusive speech from your mouth” (Colossians 3:8).

- The use of profanity or abusive speech is strictly prohibited.

### **RESPECT FOR OTHERS**

“In everything, therefore, treat people the same way you want them to treat you” (Matthew 7:12).

- Harassment of any kind is not acceptable at SSCE. Harassment is defined as any physical or verbal abuse that is offensive to the recipient. Sexual harassment is any physical, verbal, and/or graphic sexual advance, request for sexual favors, or other sexually-oriented conduct which is offensive or objectionable to the recipient.
- Any student who feels that he or she has been subjected to harassment, whether from a student or employee, should report the matter to the dean of students.

### **DRESS CODE**

Though certainly a matter of moral behavior (in terms of the biblical principle of dressing “modestly and discreetly”—I Timothy 2:9), the college’s dress code also fits the image of a professional institution fostering an environment for Christian scholars. Consequently, our students are expected to live up to a reasonable standard of dress fitting the nature of this institution as it strives to educate “the whole man.” Such an education includes instruction on expected standards of decorum in serious professional and academic settings.

### **CONSEQUENCES FOR VIOLATIONS OF THE COLLEGE CODES**

The purpose of our college codes, built on moral and professional standards of behavior and decorum, is to help fulfill the college’s mission of educating and developing “Equipping Students With Passion,” “Equipping Students with Purpose,” “Equipping Students with Potential,” thus helping prepare students entrusted to us for lives of service to God and mankind. In similar manner, the work of enforcing these codes and applying consequences when they are violated is based on principle: care and concern for those in the college’s charge who need correction and discipline to continue to develop in a manner benefitting the student and, most importantly, the Father whom we all seek to serve. In all cases, every effort is made to ensure a fair outcome that allows for the greatest good for all parties involved. Yet, as in all human endeavors, the enforcement of our college codes is susceptible to error.

### **CATEGORY I (DEAN'S OFFICE)**

- Written notification from the dean of students during an official meeting with the student in the dean's office. An explanation of the rule violated will be made and the student warned against any future occurrence of the behavior.
- Documentation of the violation will be given to the student, students under guardianship a notice will be sent to his parents, and retained in his disciplinary record.

### **CATEGORY II (RULES, WELFARE & DISCIPLINE COMMITTEE)**

- An explanation of behavior by the student to the rules, welfare and discipline committee may be required, thus making a student liable to suspension from the college;
- Possible disciplinary probation, in the case of a proven Category II violation as determined by the rules, welfare and discipline committee.

### **CATEGORY III (AUTOMATIC SUSPENSION)**

- Immediate suspension of the student, if the category III violation is either admitted to, or proven in the course of a hearing before the rules, welfare and discipline committee.
- An appeal for reinstatement will be considered by the rules, welfare and discipline committee, on written request from the student.

Procedures involving cases of serious violations, the status of a suspended student, and reinstatement after a suspension:

### **ACADEMIC DISHONESTY**

As stated in this handbook, all SSCE students are expected to maintain a standard of academic integrity. The following terms define academic dishonesty at the college, resulting in a category II violation of the codes and making a student liable to suspension:

- Cheating: The use or attempted use of unauthorized materials, information, or study aids in an academic exercise—including all forms of work submitted for credit.
- Fabrication: The falsification or invention of any material in an academic exercise.
- Facilitation of academic dishonesty: The assisting or the attempt to assist another student in academic dishonesty.
- Plagiarism: The adoption or reproduction of another person's words or ideas without proper acknowledgement or citation.
- When a student admits to behavior fitting a category III violation, resulting in his automatic suspension, he may request a meeting with the rules, welfare and discipline committee be arranged as soon as possible to appeal for reinstatement. The student may continue to attend classes until that meeting takes place at the discretion of the dean of students.

When a student denies that his behavior fits a category III violation, he will be presumed innocent prior to a hearing before the committee and will be allowed to continue in classes. If, as a result of his hearing before the committee, a student is proven to be in violation, his suspension may be considered retroactive to the time of the offense at the discretion of the committee.

- The vice president of the college may revoke the above privilege of continuing in class and/or as a member of the campus community if he judges such continuance might pose a threat to the general welfare of the college or to any persons on campus. In such a case, if the student is found by the committee to have not committed a violation, he will be allowed to make up all academic work during the time absent from campus and/or classes.
- The dean of students notifies the parent(s) or guardian(s) of the student.
- Students who are victims of a sexual assault are encouraged to report the assault to the proper authorities as soon as possible and to seek medical attention immediately. If a student is sexually assaulted by another SSCCE student, he or she is also encouraged to contact the dean of student's office and report a violation of the student code of conduct. In such cases, the dean of students will conduct an investigation into the matter to ascertain the particular facts of the case. Both the student bringing the accusation and the student being accused will have the right to submit written statements as to their account of the matter.

## **APPEALS**

Students who wish to appeal any of the Category violations must do so in writing and submit to the Dean.

## **FINANCIAL SERVICES**

Tuition is due before any student can attend class. Failure to meet your financial obligation could delay the student from finishing his/her degree in the allotted time frame and from graduating.

Tuition is to be paid in full unless the student has agreed to the school's payment arrangement. A signed agreement form must be on file for the student.

Tuition is always paid ahead of the start date of class.

## **REASON WHY FULL REFUNDS WILL NOT BE GRANTED**

The tuition total for the program is based on the various programs offered. For all programs, paid tuition is non-refundable if a student has attended three (3) class sessions and wants to withdraw or if student has had two (2) unexcused absences with no communication according to attendance policy.

Neither the attending of class sessions or unexcused absences have to be consecutive for program dismissal. Dean of Students makes the final decision on this matter.

If Dean of Students grants any partial refunds based on various criteria and their discretion, the application fee and administrative/technology fee is NON-REFUNDABLE

Attendance is crucial as all programs are considered accelerated when compared to traditional college programs/degrees.

\* Students who accept an offer to attend SSCE decrease the number of slots available for other potential students.

five (5) semesters. **06/08/2019** Correction (Yellow=Void)

Addendum added **06/08/2019**

4. Partial refunds are administered for the following time frame: 0-3

Days \$41.60 day any time after three (2) days of student enrollment a refund will not be allowed.

5. Any time after three (2) days no refund is granted and student is responsible for the entire tuition for that semester. Students on a payment plan are subject to additional fees. Please refer to your contract. Each semester is \$500 broken down into payments.

6. If a student is suspended, absent due to illness without a legit doctor's notice, or expelled are still obligated to pay for their schooling.

Payments can be made online at [steppingstonece.com](http://steppingstonece.com). Payments can also be made by money order or cashier's check. **(NO PERSONAL CHECKS or CASH)**. All funds must clear with the school before a student can attend class. **ZELLE (7250225-2010 or [www.steppingstonece@gmail.com](mailto:www.steppingstonece@gmail.com))**

### IDENTIFICATION CARDS

Students will be issued a photo ID card and student number after enrollment and financials are taking care of. All students are required to wear ID while on campus and in class.

Replacement cards are \$10

### CAR WINDOW TAGS

Students are required to place window tag in the front windshield of their vehicle.

Replacement Tags are \$2.00

### TESTING

All test and exams will be proctored exams.

If exams are too made up it is the student's responsibility to contact the Dean and schedule a day. Exam dates are to be followed, if a student misses the scheduled date there must be proof of absence (sickness, death, etc)

If agreed date is set and student does a no call or no show the exam is forfeited and the student will receive an F for the exam.

### GRADING SCALE

% Grade	Grade	Grade Meaning	Grade Points Per Credit
90-100	A	Excellent	4.00
85-89	B+	Very Good	3.50
80-84	B	Good	3.00
75-79	C+	Above Average	2.50
70-74	C	Average	2.00
65-69	D+	Below Average	1.50
60-64	D	Poor	1.00
Below 60	F	Failure	0.00
	W	Withdrawal	0.00
	I	Incomplete	0.00
	TR	Transfer Credits	0.00

**If students fail a final they will be given the opportunity to pay a \$35 fee to retake the FINAL only. Students that fail and decide not to pay the fee will have to withdraw from the program. Students are REQUIRED to have 70% for EACH COURSE.**



## **BOOKSTORE**

Textbooks, school supplies, Bibles, religious materials, greeting cards, school apparel and other spirit items may be purchased in the SSCE Bookstore

- Hours: 9 a.m. – 5 p.m. (Monday, Friday, Saturday and Sunday)
- Special evening and Saturday hours to coincide with on-campus events will be announced as available.

## **LIBRARY & COMPUTER LAB**

Students can check out books from the school library two-weeks (2) at a time. Books that are lost will cost a flat rate fee of \$35 to replace. Books over-due are issued a late fee of \$0.25 per day and added to the remainder of the student balance or invoice giving to students who have paid in full. All debt owe to school must be paid before graduation.

The computer lab will be opened on Monday's, Saturday's and other days requiring this need.

## **GRADUATION FEE**

Students are required to pay a \$75 graduation fee. This fee is can change without notice.

## **HOLIDAY BREAK: THANKSGIVING AND SPRING BREAK**

The SSCE campus is closed during the Thanksgiving break, winter break and spring break. Students are still required to abide by the college code during the time they are away from campus, since they are still enrolled students.

## **PROPERTY OF THE SCHOOL SSCE**

All written assignments and any items turned into the school becomes the property of the school.

## **COMPUTER USE & PRINTER**

Students are allowed to use the designated copier labeled for students. Students are granted 10 pages of copying per semester. Unused copying is not rolled over. Students are to sign the clip board of their usage.

## **FOOD AND DRINK**

There is no food or drink outside of a water bottle allowed in the classroom or sanctuary.

## **PROPERTY OF SSCE**

Students are required to write material for a grade which will become a collaborated book from the class. Students are not paid a royalty for their part in the book. Students will earn a grade. The book created is the property of SSCE.

## **FACEBOOK POLICY**

Students are NOT allowed to message/inbox SSCE staff, about school-related matters on FACEBOOK, FB Messenger, or ANY social media platform.

Should any student request social media friendship of any/all faculty/staff, they should never assume any posted content is personal or directed towards them.

Should any student make any assumptions of personal faculty content posted. They should immediately request a personal conference in writing. To maintain biblical conduct standards according to Matthew 18:15. This also allows for assertive communication development and character building.

It is expected that students recognize and understand social media following is a choice and not a requirement of attending SSCE.

## **UNDER 18 ENROLLMENT**

A student enrolled in both a Middle/high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parent do not have the rights to inspect and review any records sent by the postsecondary institution to the Middle/high school unless a written consent is given by the student enrolled.

Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student. Students 18 and over are not subjected to parental consent at SSCE.

There is a 90-day evaluation period children 18 and under. We will assess and determine the ability of the child to remain in the program after the 90-day period.

Parents/Student MUST: Sign a consent form for the admission of their child into the SSCE College along with a Declaration consent form.

## **STUDENTS UNDER 18**

Students under 18 are required to READ, and SIGN the Student Consent & Acceptance Contract Form.

## **PARENT & CHILD DUAL ENROLLMENT**

For parents with children under 18 that are enrolled in SSCE, to is required that parents of the minor enrollee understand that SSCE makes no exceptions for any student regardless of age or otherwise. It is important to note that as the parent of minor(s) attending, you assume all responsibility on your child(ren) ability and maturity to learn in a college setting. This disclaimer is to serve as a reminder that SSCE faculty will treat all students equally. If at any time a parent deems SSCE too advanced for their minor student they are required to inform in writing and request a conference before withdrawing their child from SSCE.

Parents are to remember that SSCE is a school that builds leaders and we take no partiality in any enrolled as no faculty is a respector of persons as according to Acts 10:34

## UNDER 18 POLICY

Students registering at the SSCE should normally have attained the age of 16 by the date of registration. We may exceptionally admit applicants under the age of 16. Applications from individuals who would be under the age of 16 at the date of registration will be considered by the College and University Partner on a case-by-case basis and determined on their own individual circumstances and merits and the University may require that admission is subject to the application of specific entry criteria and/or conditions.

It is important that individuals under the age of 18 and their parents/guardians understand that the College and University community and campus is predominantly an adult environment. The College and University are not able to take on the rights and responsibilities of parents/guardians in relation to under 18, and we do not act in loco parentis in relation to students who are under the age of 18, even when they are provided with our accommodation.

Regardless of age, we expect all students to assume adult levels of responsibility, and to have the necessary skills to study and live independently, without supervision, and to conduct themselves at all times as responsible members of the community, to comply with the College and University's rules and to respect the rights of others. Whilst both the College and University provide extensive academic and pastoral support for students, we do not normally provide any special support or supervision for students under the age of 18.

An applicant who is accepted into the program or offered a place will, on acceptance of that offer, enter into a legal contract with the College (the 'Acceptance Form') even where they are under the age of 18. Individuals under the age of 18 do not require the consent of their parents/guardians to enter into the contract.

Where, however, an applicant is under the age of 18, the College and University will require the applicant's parent/guardian to sign the declaration within their Acceptance Form as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which the College and University owe to its students under the age of 18 and the extent of the services and facilities which it provides to them. No applicant under the age of 18 will be admitted by the College and University unless and until the declaration has been so signed and returned to us.

The formation of the contract creates a direct legal relationship between the College, University and the student. The College and University will not share information about students with their parents/guardians (even where a student is under the age of 18) without a valid consent from the student or other lawful justification for disclosure. This means that the College and University is not able to give information to parents/guardians about a student's progress, results or any other personal circumstances in the absence of a valid consent or other justification.

All students (regardless of age) are responsible for their own academic progression and compliance with the College and University's rules, regulations, policies and procedures from time to time will be enforce and/or updated.

The College and University recommend that individuals under the age of 18 and their parents/ guardians attend orientation with the SSCE prior to application and/or acceptance of any offer of a place in order to familiarise themselves with and reassure themselves about the environment in which the individual would be living and studying were s/he to be admitted to their course.

## **ADULT CONDUCT RULES WITH CHILDREN UNDER 18**

Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with Minors or assist in any way to provide access to such material to Minors.

Do not engage or allow Minors to engage you in romantic or sexual conversations, or related matters unless required in the role of resident advisors, counselors, or healthcare providers.

Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, developmental, or health-related purpose (treatment of an injury or encouragement). Any resistance from the Minor should be respected.

Do not use profanity, vulgarity, or harassing language.

Do not be alone with a single Minor. If One-on-One interaction is required, meet in open, well illuminated spaces or rooms with windows observable by other Peers, adults, program staff, or authorized leaders unless the One-on-One interaction is expressly authorized by the Program Chancellor, or is being undertaken by a health care provider.

Do not meet with Minors outside of established times for Program activities. Any exceptions require written parental authorization and must include more than one Authorized Adult or Program Staff.

Do not invite Minors to your home or other private locations.

Do not provide gifts to Minors or their families independent of items provided by the Program.

Do not engage or communicate with Minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of social media at any time except and unless there is an educational or Programmatic purpose and the content of the communication is consistent with the mission of the Program and the College.

Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Administrator and the Minor's parent/guardian.

Do not use, possess or be under the influence of alcohol or illegal drugs while on duty, or in the presence of Minors involved in a Program, or when responsible for a Minor's welfare.

Do not provide alcohol or illegal drugs to a Minor.

Do not provide medication to a Minor unless authorized by the Program's medication management guidelines.

Do not possess any type of weapon or explosive device.

## **REPORTING PROTOCOLS**

SSCE staff, volunteers, and other individuals associated with SSCE must report child abuse, sexual assault, and child pornography. All members of the College community are encouraged to report the presence of unaccompanied minors on campus, as well as any inappropriate conduct by a minor and an accompanying adult to The HUB (Anonymously) 725-502-9630 or [steppingstonece@gmail.com](mailto:steppingstonece@gmail.com)  
Apostle Dr. Asia Turner 702-420-5436  
Pastor Shonrica Turner 702-326-4077  
Elder Shantel Cary [steppingstoneleaders@gmail.com](mailto:steppingstoneleaders@gmail.com)

### Transportation Of Minors

College employees should not transport minors except in the case of emergency and only if the following requirements are met:

College employees and volunteers who transport minors must have a valid Drivers license.

Although the use of private vehicles for transporting minors should be avoided, when private vehicles must be used, drivers must have automobile liability insurance.

More than one adult must be present in the vehicle.

Facebook is MANDATORY for all students. Therefore, parents MUST assess thoroughly if their child is suitable of functioning on a college level. Rules that are established in your homes are not rules the college will adhere to.

## **SSCE UNDER 18 LEGAL OBLIGATIONS**

Notwithstanding that the College and University does not accept any responsibility to act in loco parentis for students under the age of 18, it is committed to seeking to take reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study, learn and live. It similarly seeks to take reasonable steps to provide a safe and secure environment for its staff and for visitors who access its facilities and services.

The College and University remains mindful of its duty of care to all its students and its other legal obligations including those arising under the Equality Act 2010 and the Data Protection Act 1998, as well as other relevant legislation and regulatory requirements.

In addition, the College and University is committed to ensuring that it has arrangements in place, across the breadth of its activities, which allow it to carry out its functions in a manner which safeguards and promotes the welfare of children and vulnerable adults whether or not they are registered students at the College and University. These arrangements include processes for the safe recruitment and selection by the College and University of individuals to work with children and vulnerable adults.

**REFERRAL**

Receive a discount off your tuition for every person you refer that applies and enroll into the program. The discount will be applied after the prospective student completes his/her first semester.

**PUNCTUALITY**

Students are required to arrive to class on time as it will start promptly. It is advised that students log into their class 5-10 minutes early.

Students should not be late on test days as this could forfeit your testing resulting in a failed grade. Students who are late will be giving another chance on a different date with a 20% deduction off their test for lateness.

Be READY in SEASON and out of season!

**SOWING A SEED OF TIME AND RESOURCES**

Students are REQUIRED to give a written description of they intend to sow of their TIME and RESOURCES. This agreement MUST be emailed to the school.

This is the end of this Student Handbook. Please be advised amendments can be made to this book at any time and it is the student’s responsibility to make note of the new policies.

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Student Signature

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Date

