Holy Trinity Orthodox Seminary
Student Handbook
2020-2021

HOLY TRINITY

ORTHODOX SEMINARY

Accredited by the New York State Board of Regents

and the New York State Commissioner of Education

Education Building, 89 Washington Ave. Albany, NY 12234

(518) 474-5851

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PO Box 36, Jordanville, NY 13361, telephone/fax (315) 858-0945
E-mail: info@hts.edu
www.hts.edu

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The Mission of Holy Trinity Seminary

The mission of Holy Trinity Orthodox Seminary is to serve the Russian Orthodox Church Outside Russia by preparing students for service to the Church.

This is accomplished by training students in disciplines which are preparatory for active service to the Church as clergy, monastics, choir directors and cantors, iconographers, and lay leaders. As the only Seminary within the Russian Orthodox Church Outside Russia, the Seminary opens its doors annually to applicants not only from the United States but from abroad, thereby serving its mission to serve parishes in all corners of the world.

Many members of the Russian Orthodox Church Outside Russia are now primarily English-speaking, and the English language has gained predominance as an international language. Therefore, Holy Trinity Orthodox Seminary has risen to meet this need of our Church by offering instruction in English to English-speaking seminarians.

The Seminary emphasizes the importance of spiritual life in theological education. Active participation in the life of the monastery, on whose premises the seminary is located, allows students to experience firsthand the spiritual depth of the Orthodox Church and gives future clergy a rare opportunity of gaining a thorough foundation and experience of the Orthodox Liturgical life.

Finally, the Seminary strives to preserve the high scholarly standards, teaching, and traditions of the Russian Orthodox Church.

Adopted 07/2000
Revised 09/2012

The Message of His Eminence Metropolitan HILARION,
First Hierarch of the Russian Church Abroad
to the Administration, Faculty, and Students of Holy Trinity Orthodox Seminary

I greet you from all my heart on the first day of the new academic year of 2020-21 at Holy Trinity Orthodox Seminary! In particular I send my cordial words of greeting to the incoming students, and especially to those who have entered into the newly inaugurated Master's program at the Seminary. Today marks the beginning of a new period in your life and in your spiritual growth. Today, the good and all-perfect will of God is worked among you, directing you to bear the yoke of Christ through service to the world and to man.

A person who enters the path of theological education must clearly realize that a serious task of work within himself lies before him. A person who received the holy orders is the one who is called to lead people to Christ. What, however, can he offer people, if he himself does not strive for personal perfection? Therefore, regular participation in the liturgy, humble fulfillment of obediences and the observance of discipline, the reading of patristic and other edifying writings, as well as fervent labor of prayer together with the observance of fasts and of other regulations of the Church – these all are most important components of the path of spiritual education, and none of these element must be neglected.

It needs not to be said that our Russian Church Abroad which fulfills her ministry in very difficult modern conditions, is today in need of the influx of young and vibrant forces. It needs these same young men who today have begun their studies at the Seminary and in its graduate program, but who in the near future will have to take upon themselves the yoke of archpastoral and pastoral service in the parishes of the Russian dioceses abroad. They will have to undertake the path of monastic life in our monasteries, and will have to continue our traditions of theology. Therefore, looking upon you with my mind's eye, I am heartened about our future, and I give thanks to God who has chosen you for this exalted service to His holy Church.

I send my prayerful wishes to all faculty, administration, and students of the Holy Trinity Orthodox Seminary, and especially to the students of the Seminary's new graduate program. May the grace of God may firmly strengthen you in your hard labors in the field of theological education. May you also be strengthened by the fervent intercessions of the Most Blessed Mother of God, the prayers of the Three Hierarchs and Ecumenical teachers, of Venerable Job of Pochaev, of the new martyrs and confessors of the Russian Church (among whom there were many graduates of theological schools), as well as the prayers of the departed "everyday saints" among the brotherhood buried in this place. May their prayers and entreaties confirm all of you in the important and difficult ministry of the Church that lies ahead of you.

+HILARION
Metropolitan of Eastern America and New York
First Hierarch of the Russian Church Abroad

About the Seminary

Holy Trinity Orthodox Seminary is a school of theology in the canonical jurisdiction of the Russian Orthodox Church Outside Russia, a self-governing part of the Russian Orthodox Church (Moscow Patriarchate). The Seminary is established as an institution of higher education in the State of New York, being accredited by the New York State Board of Regents and the New York State Commissioner of Education since 1948 with the absolute charter granted on May 25, 1962. As the only Seminary within the Russian Orthodox Church Outside Russia, the seminary opens its doors annually to applicants from North America and from abroad, thereby fulfilling its mission to serve the Russian Church Abroad in all corners of the world.

The purpose of the Seminary is to provide education in Orthodox theology to the candidates for the priesthood in the Russian Orthodox Church Outside Russia or any other Orthodox Church, as well as to future lay leaders in those Churches, to promote the study and research of Orthodox theology, and to bear witness to the intellectual and spiritual legacy of traditional Russian Orthodox Christianity. The Seminary grants its graduates the four-year degree of the Bachelor of Theology (B.Th.) (HEGIS 2301), a three-year graduate professional degree of Master of Divinity (HEGIS 2301), as well as the Certificate in Pastoral Studies (HEGIS 5623), and Certificate in Theological Studies (HEGIS 5623).

The Seminary is located on the grounds of the world-renowned Holy Trinity Orthodox Monastery in Jordanville, NY, near the historic Mohawk Valley in Upstate New York, one mile north of the Village of Jordanville, within a triangle formed by Cooperstown, Utica, and Albany. The Seminary fulfills its mission in concert with the mission of Holy Trinity Monastery in Jordanville, N.Y., with which it maintains a very close relationship. Historically, the Monastery has been the source of the Seminary's existence and is the center of its spiritual and liturgical life.

Short History of Holy Trinity Orthodox Seminary

Holy Trinity Orthodox Seminary was founded in 1948 by Archbishop Vitaly (Maximenko; 1873-1960) under the auspices of Holy Trinity Monastery as a school for the young members of the monastic brotherhood, but thanks to the untiring efforts of its founder, Archbishop Vitaly, and its first Dean, Professor Nicholas N. Alexandrov (1886-1970), the Seminary has grown into a theological school for Orthodox Christian students from all over the world.

From the very beginning, the Seminary emphasized the importance of spiritual life in theological education. Active participation in the liturgical, spiritual, and working life of the monastery has always been a distinctive feature of its program of theological formation, allowing the students to experience first-hand the spiritual depth of Orthodoxy and giving them as future pastors a rare opportunity of gaining a thorough experience of the Orthodox liturgical life. This was the foundation of the Seminary life established and maintained through the tireless labours of its ever-memorable Rectors: Archbishop Vitaly, Archbishop Averky (Taushev; 1952- 1976), and Metropolitan Laurus (Škurla; 1976- 2008).

In the course of over sixty five years of its existence, the Seminary has produced more than three hundred graduates, including two metropolitans, a number of archbishops, bishops, and many priests, deacons, and devout laymen.

Likewise, the Seminary always sought to preserve the high scholarly standards and intellectual traditions of the pre-revolutionary Russian Orthodox Church, and the Seminary library, publications, museum, and archives play an important role in achieving this goal. This continuity was secured through the efforts of the first generation of Seminary professors, which included such luminaries as Protopresbyter Michael Pomazansky (1888-1988), Nikolai D. Talberg, Ivan Andreev, Archimandrite Konstantin (Zaitsev), and others. The current generation of Seminary professors seeks to the best of their abilities to maintain the legacy of their predecessors, while striving to impart to the new seminarians the rich heritage of the Russian Orthodox theological tradition.

In subsequent years, the Seminary has continuously improved and developed its academic standards and practices in response to the changing demographics of the Russian Orthodox Church Abroad. For a number of years now, the majority of the Seminary courses has been taught in English, and the program of study of Russian and Church Slavonic languages continues in its full rigor, as the Seminary seeks to enable its students to serve both Russian-speaking and English-speaking communities. These changes augmented the main mission and goal of the seminary: to serve the Russian Orthodox Church Outside Russia by preparing students to be effective pastors serving the Church and proclaiming the Gospel to the world.

Master of Divinity Program

The Master of Divinity Program at Holy Trinity Orthodox Seminary was approved by the decision of the Board of Regents of the University of the State of New York on April 10, 2018.

The Master of Divinity (HEGIS 2301) at Holy Trinity Orthodox Seminary is a graduate professional degree in theology and ministry. The goal of the M.Div. program is to offer professional, academic training in the Russian Orthodox Christian tradition for Orthodox Christians who desire to serve the Orthodox Church as ordained clergy and lay leaders in the Church. That goal is consistent with the position of Holy Trinity Orthodox Seminary as "an institution of higher learning under the jurisdiction of the Russian Orthodox Church Outside Russia," and with its mission "to serve the Russian Orthodox Church Outside Russia by preparing students for service to the Church." The establishment of a graduate Master of Divinity degree at HTOS expands the mission of HTOS by raising professional and academic standards for its students, while preparing professional, effective, and successful pastors and leaders who will serve the Church in parish ministry, other ministry settings, and academia.

The Seminary identifies the following objectives or learning outcomes for the Master of Divinity Program:

1. To award its graduates the degree of Master of Divinity, a graduate professional degree in theology and ministry;
2. To prepare the M.Div. students to be professional, effective, and successful clergy and leaders, who will serve the church in ministry and in academia;
3. To equip the M.Div. students to read and interpret the Scriptures in the light of the Orthodox patristic tradition, to acquire a broad knowledge of Orthodox Christian theology, history, and pastoral disciplines, and to learn to apply this knowledge in parish ministry and other pastoral settings, such as hospitals, college campuses, military chaplaincy, etc.;
4. To equip the M.Div. students with the thorough practical and theoretical knowledge of liturgical services of the Orthodox Church and be able to celebrate them "decently and in order" (1 Cor 14:40).

A Note About this Handbook

This handbook covers student life and seminary policy for both the undergraduate and graduate programs. However, when there is a divergent policy for either program, it will be noted in the text or in a footnote of the appropriate section. As both programs have a common goal - the training and education of future clergymen and parish leaders - students at Holy Trinity Seminary, for the most part, share a common life. Therefore, the administration has seen fit to produce one student handbook based on that common life.

Chapter 1: Worship and Spiritual Discipline

INTRODUCTION

The most important place for those preparing for the priesthood is the church. Therefore the Seminary program is arranged to give students the greatest opportunity possible to come to the Divine services in church. The daily life of a seminarian must begin and end with prayer: both communal and personal.

It is important for a student of the Seminary to realize that in addition to his academic and liturgical obligations, he will not attain interior, spiritual benefits and growth without consistent spiritual and ascetical effort. Such benefits are reflected by a continuous discipline of prayer and is grounded and fulfilled in the regular participation in the sacraments of the Church. As our Lord said to His disciples, "from the days of John the Baptist until now the kingdom of heaven suffereth violence, and the violent take it by force" (Matthew 11:12).

CHURCH ATTENDANCE

All seminarians are **required** to attend these Divine services: The All-Night Vigil and Divine Liturgy for Sundays and Great Feasts, Common Matins and the following Divine Liturgy, and the daily Divine Liturgy on weekdays (Monday through Saturday) with the following exceptions: Two days can be missed during the week; if there is a Feast, then only one; if two feasts, then none may be missed.

It is the responsibility of the seminarians to sign in for Vespers, Matins, and Divine Liturgy. All seminarians need to be in Church on time. Ten minutes after the service begins, the sign-in book will be removed.[1]

At all divine services, students are expected to be on time and remain in church until their completion. Students are not permitted to leave the services prior to their completion unless permission is received from the Dean of Students. Kliros and choir assignments are discussed in Appendix 9.

Morning and Evening Prayers are conducted in Church Slavonic and English at the Midnight Office and Compline services, respectively. Students are encouraged to participate on the kliros. Single seminarians who do not attend either the Midnight Office or Small Compline services are to gather in the dorminority chapel at 7:15 am and 7:15 pm for morning and evening prayers, respectively. These prayers may be led by the Dean of Students or a seminarian.

During breaks and exams, students are required to attend the cycle of divine services on Sundays and feasts (excluding Small Compline and Midnight Office).

[1] Seminarians who attend the weekday afternoon services (Vespers & Matins), are encouraged to stand and participate in the reading/singing on kliros in order to observe and to learn the services.

If students do not attend services according to the handbook, they may lose or may not be considered for scholarships.

The regular weekday schedule of services (outside of Lent) is as follows:

Midnight Office	5:00 am
Divine Liturgy	6:00 am
Vespers & Matins	4:00 pm
Small Compline	7:15 pm

During the first week of Lent (Clean Week), there are no classes. However, **all students** are required to attend **all weekday services** from Sunday evening to Saturday morning. During Holy Week, all students are likewise required to attend Matins and Presanctified Liturgies on Holy Monday, Tuesday, and Wednesday, and **all services** from Matins of Holy Thursday to the completion of the Paschal Liturgy.

During Lent (Weeks 2-6, when classes resume), **all seminarians are required** to attend the Sunday cycle of divine services, the Liturgies of the Presanctified Gifts on Wednesdays and Fridays, and Lenten Vespers on Mondays, Tuesdays, and Thursdays.

The schedule of weekday Lenten services is as follows:

Monday, Tuesday, Thursday

5:00 am	Midnight Office
6:00 am	Matins and First, Third, Sixth, and Ninth Hours and Typica
6:00 pm	Vespers
7:15 pm	Great Compline

Wednesday and Friday

5:00 am	Midnight Office
6:00 am	Matins and First, Third, Sixth, Ninth Hours and Typica
11:00 am	Liturgy of the Presanctified Gifts (Friday)
5:00 pm	Liturgy of the Presanctified Gifts (Wednesday)
7:15 pm	Great Compline

SPIRITUAL FATHERS

All seminarians must choose a father confessor (spiritual father) from among the priests (monastic or married) assigned or attached to Holy Trinity Cathedral, who have a blessing to hear confessions at the Monastery. Normally, the seminarians who are ordained priests do not hear confessions of other seminarians. All seminarians must inform the Dean of Students (by email or in person) of their choice of the father confessor **no later than the end of their first semester in the program.**

Seminarians should maintain regular contact with their father confessor at the Monastery. In particular, they must inform their father confessor and receive his advice and blessing regarding any important life decisions or changes, including (but not limited to) marriage and ordination.

CONFESSION AND COMMUNION

The Lord said: "If you do not eat the flesh of the Son of man and drink His Blood, you have no life in you. Whoso eateth My flesh and drinketh My Blood, hath eternal life" (John 6:53-54). It is incumbent upon the students of the Seminary to maintain a regular discipline of Holy Confession and Holy Communion for their spiritual nourishment and the benefit of their souls. Every student of the Seminary should strive to go to confession regularly and to receive Holy Communion frequently under the guidance and with the blessing of his spiritual father at the Monastery.

Normally, a student must have gone to confession **or** received a blessing from his father confessor before receiving Holy Communion. A student prepares himself for the reception of Holy Communion by attending the daily cycle of services (Vespers & Matins or Vigil) and by completing his prayer rule, established with the blessing of his father confessor.

According to the custom of the Russian Church Abroad, ordained subdeacons and tonsured readers put on their vestments for communion. Altar servers who are neither subdeacons nor readers remove their sticharia before communion.

Chapter 2: Work

INTRODUCTION

Undergraduate and graduate students must realize in practice and learn by experience the concept of Christian service to others, particularly those in their own Seminary community. It is for this reason that every student is required to give a weekly portion of his time to a work assignment at the Seminary. The fulfillment of work assignments by the seminarians also helps the Seminary to keep the maintenance costs low, establishing normal and sustainable fiscal procedures at the Seminary.

COMMUNITY SERVICE

There are two kinds of undergraduate work assignments at Holy Trinity Orthodox Seminary: community service and work/study. Every undergraduate student in all residential programs must complete **60 hours per semester**. Graduate students are required to complete **30 hours of community service per semester** in addition to cleaning and maintaining their residence.[2]

The Dean of Students makes the community service assignments on a weekly basis (see the bulletin board), which may include (but are not limited to):

1. Cleaning the student residence and the Seminary building;
2. Kitchen assignments, especially for Sundays and feasts, assisting the cook in the preparation of meals, setting the tables, cleaning up, washing dishes.

Other assignments also fall into the category of community service. These may include, but are not limited to:

1. The "general cleaning" of the Seminary and Monastery prior to Christmas and Pascha;
2. Assistance at special convocations, conferences, symposia, lectures, retreats, etc.;
3. Assistance in preparation for the Seminary Commencement day.

Community service assignments are to be performed under the supervision of either assigned student supervisors or of the seminary/monastery staff. If a student cannot complete the assigned task at the assigned time, he must inform the Dean of Students and his supervisor, and then he **must personally find a replacement**. With the exception of the "general cleaning," a student must later make up the hours of community service that he missed.

WORK/STUDY

The work/study assignments are currently open to the **undergraduate students only**.

[2] This includes both married and unmarried graduate students.

Monastery obediences can provide students with valuable work experience. Possibilities include iconography, icon mounting, printing, library science, archival methods, museum, bee-keeping, carpentry, book-binding, translating, assistant teaching, choir directing, journalism, grounds keeping, gardening, maintenance work, church cleaning, kitchen duties, dormitory maintenance, monastery publishing, bookstore, candle making, cooking, sewing, etc.

Their work schedule is co-coordinated with the person in charge of a particular area who is responsible for supervising each area of work. Seminarians are responsible for recording their hours worked every week.

Seminarians record their hours from Monday to Sunday, the person responsible for the work signs the hours, and the seminarians deliver the sheets to the Administration Office of the Seminary on Wednesday of the following week. Each student is given a book with hour-record sheets for his personal records sufficient for the whole semester. The loose individual sheet is placed on top of the student copy worksheet over carbon paper so that the loose sheet is given at the end of the week to the person in charge to review with the copy retained by the student for his own records.

When a student has been assigned to an obedience, it is his responsibility diligently to fulfill and to abide by the agreed schedule.. The following policies apply to all students who have decided to work off part of their tuition and board.

1. Students may not change the schedule or miss their obedience unless it is a medical emergency.
2. Students must respect the privacy and confidentiality of their particular work area and not share any Monastery or Seminary resources in material or electronic format without the prior consent of the administration..
3. Failure to abide by the schedule and to follow instructions, as well as inaccurate recording of hours may result in the immediate withdrawal from the work-study program. In that case the student must pay in cash for the remaining amount of room and board outstanding as well as follow the set disciplinary measures.

Jobs that require training and/or skilled labor, including but not limited to these areas: bookstore, museum, archives administrative offices, library, candle factory, icon mounting studio, carpentry and building maintenance, IT, camera work, photo editing, website work, and publications will qualify as work-study jobs.

Students are not guaranteed to be assigned a job. It is necessary to express your desire and intention informally with each supervisor, who has the authority to accept or decline. If a student is selected for the job, he will not receive wages but will be expected to fulfill 100 hours per semester at this job. The 100 hours qualifies a student for a lower room and board rate. Without work-study, the rate is $2995 per semester or $5990 per year. With work-study the rate lowers to $1995 or $3150 per year. Although an hourly wage is not calculated, the value of the discount divided by 100 hours works out to $10.00 per hour.

What happens when 100 hours is fulfilled? We will handle this on a

case-by-case basis.

What happens if 100 hours is not fulfilled? In this case, the room and board rate will be prorated as a percentage and that discounted amount applied, the remainder will be charged to the student account.

What is the deadline for fulfilling 100 hours? The deadline will be the Sunday before the first day of classes of the following semester. It is possible to work over vacation time, pending approval from a supervisor.

It is the responsibility of the supervisor to provide the opportunity to work 100 hours per semester. In cases of conflict or disagreement, the Seminary administration will arbitrate.

OUTSIDE EMPLOYMENT

The employment outside of the Seminary requires the approval of the Dean of the Students with the knowledge and consent of the Dean of the Seminary. When requesting the approval of outside employment, a student has to demonstrate genuine financial need, as well as that such employment will not interfere with their academic program, community service, and church attendance. Any approval for outside employment is conditional, and can be revoked by the Dean of the Seminary upon the advice of the Dean of Student, if it is ascertained that this employment significantly impedes a student's progress in the degree program, as well as his community service and church attendance.

Chapter 3: Academic Life

FACULTY ADVISOR

Each incoming undergraduate and graduate student shall have a Faculty Advisor, assigned by the Dean from among full-time faculty members. **Students are advised to make an appointment with their faculty advisors no less than three times per semester**: during the first week of classes, at the semester mid-point, and before or after the final exam week.

Students who experience academic difficulties, fall ill, or have other concerns relating to their course of studies should consult their faculty advisor and their course instructors before contacting the Dean of Students and the Office of the Dean. The Seminary reserves the right to place on probation or administrative hold any student who has unfulfilled academic or financial obligation before the school. Similarly, the Seminary may apply disciplinary measures, up to suspension and dismissal, with respect to students who engage in such proscribed conduct, acts of dishonesty or continuing behavior that interferes with the well-being of other members of the Seminary or Monastery community.

LANGUAGE OF INSTRUCTION

In-class instruction in all degree and certificate programs at the Seminary is conducted in English. The use of other languages of instruction (e.g. Russian) shall be dependent on the need and composition of the class and on the ability of the faculty member to provide instruction and advising in this language.

EVALUATION AND GRADING

The course instructor evaluates a student's work (term papers, exams, quizzes, etc.) by means of a letter grade or of a corresponding numerical or percentage value.

The numerical/percentage value and the interpretations of the grades is as follows:

Grade	***Numerical Value***	***Percentage Value***	***Definition***	***Interpretation***
A	4.0	93-100	Outstanding	Highest grade given, outstanding work, meeting and exceeding the highest expectations
A-	3.7	90-92	Excellent	Superior work in all aspects
B+	3.3.	87-89	Very good	Superior work in most aspects
B	3.0	83-86	Good	Fully acceptable and solid work
B-	2.7	80-82	More than acceptable	More than acceptable, but falls short of solid work
C+	2.3	77-79	Acceptable	Acceptable work, meeting all basic standards
C	2.0	73-76	Acceptable	Marginally acceptable work, meeting most basic standards

C-	1.7	70-72	Almost acceptable	Still acceptable, but falls short of meeting basic standards
D+	1.3	67-69	Minimally Passing	Minimal achievement
D	1.0	65-66	Lowest passing	Not altogether acceptable, but entitles the student to credit for the course
F	0.0	0-64	Failure	Unacceptable, failing work

While the grade A+ may be given by the instructor on a student's paper, assignment or an examination to commend a student for a truly superb and exceptional performance, it will be recorded into the student's transcript as A and given numerical value of 4.0. The grade D- is not assigned.

In special circumstances, the following notations may be recorded in lieu of letter grades:
P – indicates a successful completion of a course offered on a Pass/Fail basis.
FN - indicates that a student has failed the course due to non-attendance.
W – indicates that a student has withdrawn from a course after the deadline for registration changes has passed.
INC – indicates that the student has not completed the required work for the course and was given an extension beyond the end of the semester; see also Article 4.19.
AU – recorded when a student registers for a course as an auditor and regularly attends the course sessions. If the student fails to attend more than half of the course sessions, the instructor may request that the course should be removed from the student's record.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. The instructor marks the attendance after the class has finished, either using the attendance sheets, provided by the Office of the Dean, or by using the "Attendance" function on the HTOS "Populi" web page for the course. Instructors will notify the Office of the Dean if a student has apparently ceased to attend classes.

ABSENCE AND TARDINESS POLICY

Two unexcused absences will result in a grade reduction for the course of one half of a letter grade (e.g. A to A-, A- to B+, etc.). However, the final decision concerning grade reduction is the prerogative of the course instructor. Further absences will affect the final grade accordingly. A student whose attendance of the course is lower than 70% may receive the grade of FN (failure for non-attendance), with the approval of the instructor.

A student who is late for the regularly scheduled class session for more than five (5) minutes (given that the instructor is in class and the class session has begun) is considered as "tardy" for the class, and is marked accordingly on the attendance record. Three instances of tardiness will be counted as equal to one unexcused absence, and will affect the grade accordingly.

The instructors shall reserve the right to establish their own attendance and tardiness policies, as long as these do not substantially contradict the institutional policy. Such policies should be clearly stated in the course syllabus. The instructors also reserve the right to exclude from a class session any student or auditor who demonstrates disruptive, rude, and disrespectful behavior toward the instructor or his own peers, and who interferes with the conduct of the class. The student who is excluded from a class session is marked on the attendance sheet as "absent." The instructor shall report the instance of a student's expulsion from class to the Office of the Dean.

EXCUSED ABSENCE POLICY

Students who cannot attend a class for an excusable reason (such as illness, family emergency, etc.) must notify:

1. The instructor and/or the Office of the Dean; and
2. The Dean of Students

by email or text message or in person (by themselves or through the Resident Assistant) before the beginning of the class. The students who are absent for excusable reasons are marked as "Excused" on the attendance sheet. If a student does not have time to notify the instructor or the Dean of Students before the beginning of the class (due to an emergency), he must inform him or her as soon as possible.

According to the Seminary catalog, "excused absences do not affect a student's grade." Students are responsible for informing the Dean of Students, Assistant Dean and the instructor(s) of lessons to be missed **prior to** any absence as well as the reason for it. If the student fails to inform the Dean of Students, Assistant Dean and instructors, the absence shall be regarded as unexcused.

A student who expects to be absent from class for any reason should do the following:

1. Log into Populi
2. Send an email using Populi's email delivery to the Assistant Dean, Dean of Students, and faculty of classes for that day **by 8am the same day**.
3. In the CC line, add the email address of each instructor for that day. If you begin to type the name of the instructor, Populi should prompt you with a selection.

This reporting process must be done for each day that you expect to be absent. In this way, everyone will be informed and there will be a record in case the administration or the instructor makes a mistake.

Students are permitted a total of five sick days per semester. Students who are sick for three or more days in a row will be sent to Bassett Convenient Care in Herkimer **at their own expense.** Students who experience academic difficulties, fall ill, or have other concerns relating to their course of studies, should consult the Dean of Students.

AUDIT

A student may register for a course as an "auditor," if such option is provided by the instructor and the Office of the Dean. An auditor is expected to attend the class regularly and to complete such obligations as may be arranged with the instructor, but does not receive academic credit for the course. The student must pay an established fee for the audited course, and the course will appear on the student's transcript (marked AU).

A full-time student may informally attend some of the class sessions, with the instructor's permission, as long as this does not interfere with the student's other duties. Likewise, members of the monastic community may informally audit on some of the class sessions, at no charge, if the instructor does not consider their participation as disruptive to the course.

EXTENSIONS

All required coursework is expected to be completed within the semester by the deadlines established by the instructor. The instructor may grant extensions beyond the deadline within the semester, at his or her own discretion. If no such extension has been requested or granted, the instructor may refuse to accept the student's work or may reduce the grade for the assignment.

Extensions beyond the end of the semester are granted only for very serious reasons. In such cases, the grade INC ('incomplete') will appear on the student's record. If an instructor deems to allow a student to have an incomplete in order to submit incomplete assignments or to allow him to re-do failed assignments, the student will be given an "INC" on his student record. If the "incomplete" is given during the fall semester, the student will have until the last day of classes of the spring semester to complete all assignments. If the "incomplete" is given during the spring semester, the student will have until one week before the beginning of the fall semester to complete all assignments. Failure to do this will result in the "incomplete" being converted to an "F". Exceptions to this must be authorized by the Dean of the Seminary. If a student receives an F in the spring semester, he has to submit the work by August 15 of that year. If a student receives an F for a course, he is placed on probation for the following semester and loses his eligibility for scholarship or financial aid.

FINAL EXAM SCHEDULE

The instructor will indicate on the course syllabus if the course requires a final examination. In the M.Div. program, the final exam can either be taken in class during the final exam period, or in a form of a take-home exam or a final (research) paper. The final exam schedule (including the due dates for the take-home exams or papers) will be announced by the Office of the Dean before the last week of classes.

Faculty members will not normally administer final examinations to individual students before the examination is scheduled, in order to avoid the appearance of favoritism and potential occasions for academic dishonesty. A student who has a serious reason to request a change to his individual examination schedule, must address his concern to the instructor. If the instructor agrees to administer the examination early, the matter is addressed to the Dean who makes the final decision.

FINAL EXAM PROCEDURE

All in-class written examinations normally take place in the Seminary Hall or in one of the classrooms. Before the examination begins, the students receive the examination paper with the date stamped on it. Students are not allowed to use their own paper. Before the examination, the students should be asked to put away all books, notes, and other materials – if possible, moving all belongings to the back of the examination room. No electronic devices (computers, tablets, smart phones, smart watches, etc.) are allowed in the examination room while the examination is in progress. Students may be allowed to use a hard copy of the Bible (or a hard copy of another reference work) which shall be provided by the Office of the Dean; however, the use of Bibles or any other reference work is subject to the approval of the instructor/professor of the course (**not** the proctor) and such approval normally should be clearly indicated on the examination sheet.

Regarding the instances of cheating on an exam, and its consequences, see Section 6.07 "Student Disciplinary Procedures" of the *Faculty Council Regulations*.

DEGREE REQUIREMENTS

Degrees are awarded annually at the close of the spring semester. Degrees will be awarded only upon successful completion of the following requirements:

1. A grade point average of at least 2.00 (C average).
2. Successful completion of the comprehensive examinations.
3. A certificate from the librarian stating that all library books have been returned and deposited in the Dean's office.
4. Satisfactory grades of 65% (or higher) in courses in applied music and liturgics, including workshop electives.
5. Payment of debts for tuition and room and board.
6. All outstanding work is turned in and graded.

STUDENT APPEAL OF GRADE OR DISCIPLINARY ACTION

According to the Seminary Catalog, "a student contesting a grade, evaluation, or disciplinary action is encouraged to speak first with the responsible instructor or official. If the issue cannot be resolved in such a manner, the student may then address an appeal to the Dean of the Seminary." The Dean may bring the matter before the Faculty Council for a final determination.

Chapter 4: Student Life

INTRODUCTION

As an Orthodox Christian theological school, Holy Trinity Orthodox Seminary sees the goal of its degree programs as the academic, intellectual, and spiritual enrichment of its students. For this reason, as students of Orthodox theology, seminarians are subject to a discipline that is not only academic, but in some respects, also monastic. Students are expected to participate in daily church services together with the monastic brotherhood and the local Orthodox community. Active liturgical participation, including singing in the choir and serving in the sanctuary are important components of the students' preparation for their future service to the Church.

First-year undergraduate and graduate students at Holy Trinity Seminary are in a provisional or "probationary" status. This means that students who fail to acclimate to the demands of seminary life and who demonstrate substandard performance in the following areas (including but not limited to): academics, church attendance and participation, performance of obediences, and discipline, will be subject to review by the administration. This review may result in appropriate action by the administration up to and including the discontinuation of enrollment at Holy Trinity Seminary.

The students of the Seminary are expected to conduct themselves at all times in a manner consistent with their vocation both inside and outside of the monastery. Each student of the Seminary is required to abide by the standards of conduct established in the *Student Handbook* and other regulations and policies. It is presumed that the students have come to the Seminary for the purpose of preparing themselves to serve the Orthodox Church, and unbecoming conduct is inconsistent with that aim.

The seminarians' day normally begins with morning prayers and Divine Liturgy at 6:00 a.m. Following breakfast, classes meet from 8:00 a.m. until noon. After the noon meal students take part in various aspects of the Monastery's work or complete their homework. In the evening, after supper, students and monks assemble for Compline. Evenings are devoted to study. Silence is observed after 10:00 p.m.

Students take their meals in the Monastery refectory together with the monastic brotherhood. Lunch attendance is compulsory for all students. Meat and poultry are never served and all fasting rules of the Orthodox Church are strictly observed.

All students are expected to follow Holy Trinity Monastery's fasting Ustav, unless their Holy Trinity Monastery Spiritual Father grants an exception.

The Seminary is an enclosed institution of higher learning; undergraduate students do not have the right to leave Monastery property without permission. However, students are free to leave for the summer as well as Nativity and Paschal vacations. Those students who remain in the Monastery during the summer months actively participate in all of the Monastery's activities.

Seminary students are required to attend a schedule of church services, to attend all classes for which they are registered, to fulfill all duties prescribed by the Seminary administration, and to observe the rules and policies specified in the Student Handbook. Seminarians are expected to conduct themselves at all times in a manner keeping with their position both inside and outside the Monastery.

The Seminary requires strict adherence to its rules and regulations. It is presumed that the students have come to Seminary for the purpose of preparing for active service in the Orthodox Church; frivolity and unbecoming conduct are inconsistent with that aim. The Seminary reserves the right to suspend, expel, or refuse to register any student whose academic status, conduct, or attendance is unsatisfactory

PERSONAL BEHAVIOR

The students of the Seminary are expected to conduct themselves at all times in a manner consistent with their vocation both on and off Seminary/Monastery grounds. Each student of the Seminary is required to abide by the standards of conduct established in the *Student Handbook* and other regulations and policies. It is presumed that the students have come to the Seminary for the purpose of preparing themselves to serve the Orthodox Church. Unbecoming, disorderly, and irreverent conduct is inconsistent with that aim and will not be tolerated.

Behavior and Attire

Seminarians wear cassocks **in church, during classes, and during meals in the Monastery Refectory**, as well as at any official seminary events (conferences, retreats, public talks, etc.).

Black/dark pants and shoes (with black socks) should be worn under the cassock. White socks, flip flops, tracksuits, shorts are inappropriate and are not permitted. Likewise, jackets, coats, and sweaters should not normally be worn on top of the cassock in class, at church, and at meals. Additionally, students are to don a solid, black belt over their cassock.

While off campus, students should be dressed in a neat and appropriate manner. Flip flops, ripped or torn clothing, bathing suits, sweat pants, and exercise clothing are all examples of inappropriate off campus attire.[3] Work clothes, e.g. worn during the fulfillment of community service, should also be appropriate and exclude shorts, tracksuits, pajamas, flip-flops, and T-shirts with inappropriate logos (alcohol or offensive material, etc.).

Personal Appearance and Hygiene

The hair should be neat in appearance and groomed. Eccentric hairstyles are unacceptable. Examples of eccentric hairstyles include but are not limited to the following:

1. Shaved bald
2. “Step” or bowl cuts
3. Dyeing of any sort

[3] Exceptions to this rule include the actual conduct of physical exercise or a day at the beach.

It is incumbent upon students to maintain, on account of others and personal dignity, a high standard of personal appearance and hygiene. **This is achieved by regular and frequent showering and regular washing of clothes**, bedsheets, and blankets.

Etiquette
In relating to the members of the Seminary administration, faculty, and staff, as well as monastery clergy and brotherhood, seminarians must always be courteous and polite to all. Rude, insubordinate, boorish behavior is unsuitable for a member of the Seminary community and makes a student liable to disciplinary sanctions.

In addressing their superiors in the Seminary, students must know and observe proper forms of address, such as:

1. Ordained faculty and staff (priests and deacons) are always addressed as "Father (*name*)."
2. Faculty members who are subdeacons, readers, or laymen are always addressed as "Professor" or "Professor *(last name)*," regardless of their academic rank.
3. Non-ordained faculty members who possess an earned doctorate may also be addressed as "Dr *(last name)*"; non-ordained staff members may be addressed as "Mr/Mrs/Ms *(last name)*."

When greeting the Abbot of the monastery, as well as other priests, for the first time in one day, a seminarian must ask for a blessing.

Alcohol Policy
New York State law prohibits the sale to, consumption by, and possession of alcohol for those under the age of 21. That is, unless in the home and it was given to them by a parent or legal guardian. In general, distribution of alcohol to minors is strictly prohibited, including from and to family members. Seminary students under the age of 21 are expected to abstain from drinking alcohol on Seminary or Monastery grounds or in any illegal context while studying at Holy Trinity Orthodox Seminary. Students traveling abroad must abide by the laws of the country in which they are present.

Seminary students over the age of 21 may consume alcohol on campus **only at approved events**. Seminary students, when off-campus, must abide by the laws of the state or country, and are prohibited from distributing alcohol to anyone under the legal age. Seminary students should abstain from attending events where there is immoderate and irresponsible use of alcohol, including the use of instruments for the rapid consumption of alcohol and any "drinking games." This applies to all seminary students, regardless of time (including vacation time) or place.

Seminarians who are over the legal age of 21 are expected to drink moderately and to avoid heavy drinking and alcohol abuse at all times. Any alcohol served should remain in the place where it is served.

Students in off-campus housing who host a social gathering, particularly the one that includes the dorm students of the Seminary, must be aware of his legal and moral obligations as a host. In

particular, any host who enables irresponsible or illegal behavior will be held responsible by the Seminary administration, whether or not any legal consequences are incurred as a result.[4]

Drug Policy
Holy Trinity Orthodox Seminary prohibits the possession, use, consumption, manufacturing, sale or distribution of drugs, as well as the possession, use, manufacturing or sale of drug paraphernalia. Additionally, the possession of drugs with intent to deliver, sell or manufacture is prohibited. Unless prescribed by a licensed and qualified physician, the use, transfer, or possession of prescription medications is prohibited.

The term "drugs" broadly includes, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over the counter drugs, or household products).

Smoking
Smoking is forbidden in any of the Seminary or Monastery buildings on campus, as well as inside the graduate residences. Smoking is not allowed on the monastery grounds.

Firearms and Ammunitions
Firearms and ammunition of any type is strictly forbidden on the Seminary/Monastery campus, in the graduate residences, in student vehicles that are parked on campus, and on any student's person. If such are discovered, a student is liable to disciplinary sanctions.

HOUSING

Purpose and Scope
The purpose of this section is to clarify the obligations and guidelines for each student residing in Monastery/Seminary owned housing and the dormitory. A student who chooses to stay in the dormitory for any length of time gives implied consent to all of the following provisions. If a student refuses consent, he must vacate the premises immediately in accordance with move-out policies. This agreement is valid and binding until the student moves out of the dormitory and off the Monastery premises. The agreement may be updated at any time at the discretion of the Seminary administration. The administration shall inform students of any significant change to this agreement.

Summary of Dormitory Policies
A dormitory room belongs to the Seminary. It is a privilege to reside in the dormitory, not a right. The dormitory is situated on Monastery property, and residents are considered part of the Monastery community. Students are expected to show respect to all members of the administration, faculty, and Monastery community. The responsibility of enforcement rests with the Dean of Students and the Student Affairs Committee, under the direction of the Dean of the

[4] Students who may be struggling with addictions of any kind, ought to approach the administration as soon as possible.

Seminary. Students are expected to abide by the decisions and judgements of the Dean of Students, whether or not the student agrees with the decision. An appeal process is provided, and any appeal must follow the appeal process strictly. Anything other than the approved appeal process will be considered a breach of discipline. Breaches of discipline will be handled as outlined in the Seminary catalog and this handbook. A student may be required to leave the premises in the event of early withdrawal, suspension, violation of any federal, state or local laws and any other official notices by Holy Trinity Seminary, during or outside the academic year. The dormitory is a men's dormitory. Women are allowed to visit in the dormitory lounge only and only during daytime hours (8am - 6pm).

Moving in

New students may occupy dormitory rooms two weeks prior to the beginning of Seminary classes. If a new student wishes to come earlier he may write to the Dean of Students and ask for permission. A $200 room deposit is due prior to the date of move-in. New seminarians must read the Housing Agreement in full, sign it, and then obtain a key from the Dean of Students. Before a room is occupied an inventory will be taken of all the furniture and condition of the room. No changes may be made without the prior consent of the Dean of Students. Students are responsible for providing their own linen, including sheets, blankets, pillows, and towels. No nails or double-sided tape may be used to mount icons or anything else on the walls or doors.

Moving out

This policy also applies to students who change from one room to another. Before any student leaves, he must return his key to the Dean of Students and submit a statement indicating any damage to the room. A standard cleaning fee of $75 may apply. Any personal belongings left behind in a given dorm room or in another person's room automatically become the possession of HTOS and will be disposed of as deemed appropriate. All keys must be returned to the Dean of Students upon changing rooms or moving out. Lost or unreturned keys will incur a $10 charge per key. Graduating students have two weeks from the date of graduation to vacate their rooms, except by special arrangement, subject to approval by the Dean.

Students are required to vacate their rooms within one week of the end of the school year. All personal belongings (books, clothing, icons, etc.) must be removed from the room prior to the student's departure for the summer. All personal belongings not removed from the room will be disposed of one week after commencement/graduation.[5]

Daily Schedule and curfew

Students living in the dormitory must be respectful of the quiet times in the dormitory. Rooms are not soundproof, and the halls echo. During quiet times, all gatherings and conversation should be in public areas and conducted so as not to disturb the quiet and rest of anyone. Quiet time begins at 10:00pm in the dormitory on regular days, and midnight after All-Night Vigils.

[5] A note about summer vacation: Students have been allowed in the past to keep their belongings in rooms over summer vacation. This is a privilege. It is understood that the Summer Youth Program may utilize all Dormitory rooms, if a student does not want personal belongings disturbed, they are required to remove them. The Seminary reserves the right to require any student to remove his belongings from the room during the summer vacation.

Students who wish to gather for conversation after 10pm on regular days and after midnight following All-Night Vigils may do so in an approved public common area, and ensure that nobody is disturbed by the noise. Quiet time ends after the wake-up bell or talanton on regular days. On Sundays and Feast days, it ends one hour prior to the Divine Liturgy.
Seminary students are expected to abide by a curfew. Students are **required** to be on campus no later than 10 pm on regular days, and no later than midnight after All-night vigil.

Internet Access
Internet access via wi-fi will be available from 5:00AM until 10:00PM. Students should manage their time so that they can be off the internet after 10:00PM to allow for adequate rest.

What about music?
Music is part of life even in the Monastery church. In dorm rooms and cells, however, silence is the norm. Therefore, students may not play musical instruments in the rooms and common areas. Music or media of any kind in rooms and common areas may be listened to only via headphones.

Room Inspections
Announced inspections will be conducted at the discretion of the Dean of Students by two or more members of the faculty and/or administration. The announcement may be made the same day or the day prior at the mid-day trapeza and an announcement will be posted on the bulletin board. The student is expected to be present at the time of the inspection. If the student is not present, the inspection may be carried out without the student present.

Unannounced inspections are part of regular inspections in the interest of maintaining good order. They may be conducted at the discretion of the Dean of Students, and generally with the student present, unless the Dean of Students or any member of the faculty or administration has a safety concern or other serious concern in which case the faculty member or administrator may enter the room immediately and without the student present.

HTS reserves the right to confiscate and hold indefinitely any alcohol or illegal substance, including medicine without a valid and current prescription. In addition, any item which breaks any fire code, local, state or federal law, or is specifically forbidden by Seminary or Monastery rules will be removed and disposed of at the discretion of the Dean of Students or other Seminary representatives.

Personal items in dorm rooms
Permitted items include fans, radios, hair dryers, alarm clocks, personal computers, small refrigerators, coffee machines, electric kettles, and pocket knives/multi-tools[1]. Power strips/surge protectors should be used instead of extension cords due to the possibility of lightning strikes and power surges.

The following items are not permitted: halogen lamps, hot plates, crock pots, toaster ovens, ceramic or open-element space heaters, anything deemed a fire hazard, air conditioners (except for medical necessity), broadcast televisions,including TV cards attached to a computer, window displays, door decorations, firearms or weapons, hunting knives, switchblades, and prescription medicine without a prescription. No alcoholic beverages are allowed in the dormitory for

storage or consumption. See Alcohol and Drug policy in the Student Handbook for complete information.

No clothing or personal items are to be stored or left anywhere in the basement or anywhere outside of the student's room.

Oil lamps may be lit while the resident is in his room. When the student leaves, he must extinguish the lampada until he returns to his room. The lampada must be secure in an area where it cannot slide off or have things fall on it.

Furniture
Furniture is provided in common and dorm rooms. Dorm rooms are generally, but not necessarily, furnished with a bed, desk, and dresser or bureau for use. Normal wear is inevitable, but students are responsible for damages above and beyond normal wear. Any decision to determine the difference between normal wear and damage shall rest with the Dean of Students. Furniture is not to be removed from public areas, nor furniture removed from unoccupied rooms. Removal of furniture or property from public areas or student rooms is a violation that may result in disciplinary action. Any concerns over furniture should be addressed to the Dean of Students.

Keys and Locks
Students may not replace the lock of their room. If a student replaces his own lock, the lock will be removed and replaced and a $100 fee charged for the cost and labor of replacement. Students will be charged $10 for lost or unreturned keys

Common Areas
The kitchen on the second floor is for the use of the students. Meat is allowed. In general, each student may use the kitchen but should keep in mind it is for everyone, and must clean up each and every time it is used, and before leaving (not put off for later). The following specific rules are to preserve fair use, cleanliness, and sanitary conditions:

1. Kitchen is closed at 9:30pm per Rector's orders to prevent disturbing residents near to it.
2. Personal items may be stored in the refrigerator but must be kept in sealed containers and clearly labeled.
3. The kitchen is stocked with its own cookware and dishware. **No cutlery, plates, cups, or bowls may be taken from the monastery without express permission of the Monastery Econom.**
4. Each student is responsible for washing all dishes and cookware he has used immediately after using it. Dishes and cookware should remain in the kitchen, and not be washed in the bathrooms.
5. Monastery food and pantry items belong to the Monastery. **Students may not take food or pantry items from the Monastery without the express permission of the Monastery Econom.**

If the kitchen is left dirty or neglected, the Dean of Students may close the kitchen until the problem is rectified. Anyone may volunteer to rectify the situation.

Laundry facilities are located in the basement of the dormitory building. Many people use these facilities, so washing and drying should be finished and removed promptly. Clothing that is left for more than one day will be considered abandoned, removed from the laundry area, and donated to a local charity.

The gym area is provided with equipment for the health of students. The only place where gym equipment may be used is in the gym. The gym may be used during regular hours and not during quiet times (e.g. not after 10pm on a typical weekday).

Guests

Male guests of seminarians may stay at the Seminary Dormitory, provided that approval is sought from the Dean of Students and there are rooms available. Women guests may visit only in the common sitting area of the first floor of the dormitory. Host students must ensure that guests follow all HTS guidelines. Guests must be at least 18 years of age.

Off-Campus Housing

Married undergraduate and graduate students shall live in off-campus housing (i.e. non-dormitory residence). Married students must be prepared to secure their own housing. HTM-owned properties are available for rent on a first come, first served basis. Monastic graduate students are housed in the Brotherhood dormitory on the campus of HTM.

Unmarried graduate students will reside in one of three HTM properties designated for this purpose. The three properties currently in use for graduate housing are 1) 1520 State Route 167, Mohawk, NY 13407; 2) 174 Main St., Jordanville, NY 13361; and 3) 235 Main St. Jordanville, NY 13361 Availability of housing will vary from year to year. Students should contact the Dean of Students regarding availability.

The house and room assignments are determined before the beginning of the year by the Dean of Students and the Dean of the Seminary. Each student is assigned a separate room, equipped with a bed, a chair, a desk, and a dresser. The Seminary reserves the right to reassign students to different rooms and different residences, as needs such as building repair, decrease/increase in enrollment, and the change in the size of the student body may require.

HTM - Owned Properties (Off-Campus)

Students who reside in off-campus, monastery-owned housing, are permitted to reside in the residence throughout the calendar year. Monthly rent is required, however, if students and their families vacate their home during the summer while leaving their household goods in place. Students should notify the off-campus manager of their absence from the property so that periodic checkups on the property can be conducted by the maintenance crew.

Students who reside in HTM-owned properties are responsible for the general upkeep and maintenance of the property. This includes lawn care and snow removal. Failure to maintain the exterior and interior of the properties may result in fines commensurate with the maintenance or repair service required.

All housing issues for both teachers and students residing outside of the dormitory are to be coordinated through the Dean of Students/Business Manager-Archimandrite Nektarios, who will report any issues to our Facilities Coordinator Mr. Marian Peko. In a housing repair situation, the Facilities Coordinator should be notified first, who in turn will notify the Dean of Students/Business Manager. The facilities coordinator can be contacted at : Jordanville@mail.com or 315-868-6323.

The houses include appliances such as refrigerators, washers, dryers, and ovens. Students and their families are expected to treat these appliances as well as the house and property with care. Although normal wear and tear on appliances from regular usage is expected, excessive or irregular damage will be charged to the tenant. This determination will be made by the head of maintenance (Marian Peko).

Students are certainly allowed to acquire and bring their own furniture items for their rooms, and to remove them once their time in the program is finished. Students' personal furniture items should be kept in their rooms and must not clutter common areas or hallways.

Room Decorations
Rooms should be decorated in a manner appropriate for the Orthodox seminary atmosphere. No significant remodeling, repairs, alterations, or additions should be undertaken by students; exceptional cases require a blessing from the Dean of Students (see also the "Maintenance and Repairs" section above).

Utilities, Internet, and Trash Collection
The cost of utilities is included in the monthly rent of HTM-owned properties. However, students are responsible for setting up these services with the local companies.

Internet
The graduate residents are responsible for covering the cost of the wifi installation and of the monthly fee. The Seminary can assist the students in setting up an agreement with the internet provider. One of the students should call Spectrum (833-694-9259) and set up the agreement, with the costs divided up among the residents.[6]

Trash Collection
Trash collection in the neighbouring area is performed by M.Wheelock Disposal Service (315-822-3427). The disposal service also provides trash bins for a separate fee. One of the students should call the disposal service and set up a contract with them for the whole house, with the costs subsequently divided among the residents. The Wheelock bill can be paid online at trashbilling.com.

Resident Assistants
A Resident Assistant (RA) is a graduate student who has been assigned by the Dean of Students to assume a leadership role in the residence which he shares with his fellow students. One RA

[6] Aside from the Seminary building, free wifi is also available at Jordanville Public Library, a few minutes' walk from the Graduate Residences.

will be appointed for each graduate residence. The RA is appointed for one academic year, but may be relieved of his duties at the discretion of the Dean of Students with the approval of the Dean of the Seminary.

Responsibilities of the RA

1. Keeping regular contact with the Dean of Students;
2. Informing the students in the residence of school event, polies, and updates, and relaying student concerns to the Dean of Students;
3. Organizing carpools for seminary events and classes;
4. Ensuring trash is prepared for collection at the appropriate time.
5. Ensuring the residence is regularly cleaned.
6. Facilitating the resolution of conflicts between residences and reporting incidents to the Dean of Students.
7. Notifying the maintenance crew of any damages or necessary repairs.
8. Informing the Dean of Students of any residents who are experiencing significant emotional and/or physical problems (depression, alcohol and drug abuse, injury, etc.).

Damages to Seminary or Monastery property

Residents are responsible, both individually and collectively for their room and common areas. If the room or common area is assessed to be in need of repairs due to the action or negligence of a student, the room deposit will be used against the cost of repairs. If damages are extensive, the Seminary may charge the student an additional fee. Students may be billed for damages at any time following an inspection and decision of fault. The seminary reserves the right to deny a student housing if damage fees are not paid in full.

Damages to Personal Property

Holy Trinity Orthodox Seminary assumes no liability for loss or damage to personal belongings through fire, flood, any Act of God, theft or cause from another person. It is the responsibility of each individual to secure his personal belongings. Personal property insurance may be purchased privately.

Monastics and Non-Monastics

Although there is a common life between the Seminary and Monastery, students must be aware that the monastics have their own space which is for monastics only. Students who live in the dormitory are not allowed to enter the cells in the monastery building. Likewise monastics are not allowed to enter the dormitory rooms. Acceptable meeting spaces for studying together include the guest refectory and Monastery lounge.

Maintenance Requests

Maintenance requests need to be submitted to the Dean of Students by filling out a Maintenance Request Form. The Dean of Students will then inform the people responsible for such work.

Dormitory Cleaning

Students are obliged to perform regular cleaning duties as assigned by the Dean of Students.

Refectory Policies
All board-paying students, including the students who live off-campus, are expected to eat lunch at the Refectory of Holy Trinity Monastery, together with the monastic brotherhood, faculty, and staff. Students paying full board may also take other meals (breakfast and dinner) at the refectory or cook their own food in their residences. Meals at the monastery are eaten in quiet, and the Lives of Saints are read during meals.

Hours of operation of the Monastery Refectory throughout the year (outside of Lent) are as follows:

	Monday-Friday	**Saturday**	**Sundays and Feasts**
Breakfast	After Liturgy	After Liturgy	N/A
Lunch	Noon	Noon	After Liturgy
Dinner	7pm/6pm (eves of feasts	6pm	7pm

During the First Week of Lent (Monday to Friday), on Holy Friday and Holy Saturday, there is only one meal a day, taken after the morning services. Two meals a day are served during the Second to Sixth weeks of Lent, and on Holy Monday, Tuesday, and Wednesday.

Dishwashing Schedule

Please check the schedule for dishwashing at the beginning of each semester. All Seminarians are assigned to wash small and big dishes on a rotation basis. It is the responsibility of those assigned that the dishes are washed immediately after lunch and supper and that the kitchen area is clean and the garbage has been removed. See Appendix 13: **Procedures for Dishwashers.**

Further, all seminarian obediences either connected with kitchen, trapeza, divine services, etc. where a student is assigned, if there is to be a change and or replacement the Dean of Students must be notified for information/approval.

ABSENCE FROM THE SEMINARY

During the school year, if a student is expecting to be absent from the Seminary Dormitory *overnight*, he must give advance notice and receive a blessing from the Dean of Students. A student should not make travel plans before such notification and blessing. If an emergency occurs (personal illness or injury, family illness, etc.) and a student must leave the residence as soon as possible, he should still notify the Dean of Students as soon as he can.

LIBRARY POLICIES

Library Hours of Operation
During the academic year:

Monday to Thursday	1:00 – 7:00 PM
Friday & Saturday	1:00 – 5:00 PM

Summer & Winter Break:

Wednesday to Friday	2:00 – 5:00 PM
Saturday	1:00 – 4:00 PM

The Library is **closed** on Sundays and major feast days. However, beginning with the fall semester 2018, faculty and graduate students will have **24-hour access to the library stacks and self-checkout privileges**. Details and instructions are supplied to each student by the Seminary Librarian.

Reading Room
The Seminary Reading Room (study lounge) is open to students and faculty **24 hours a day**. The Library items must be checked out before they are taken to the Reading Room.

During the Library operation hours, the Reading Room is accessed through the library. Outside of the library hours, the Reading Room is accessed through the door leading into the Seminary hallway, with the help of an access code, provided by the Library.

Students who use the Reading Room are responsible for keeping the outside door closed at all times and for turning the lights off if they are the last to leave. The Reading Room can be reserved for special class sessions or group study sessions; such requests should be addressed in advance to the Seminary Librarian.

Persons entitled to use the Library
Those entitled to use the Library include the seminarians, members of the Seminary faculty and staff, and members of the monastic brotherhood. Other persons may be permitted to use the facilities and resources of the library subject to completion and approval of the Library Resource Application form, which may be found at the circulation desk.

Patron conduct
No person shall interfere with the work of another patron in the library by making undue noise, or by any other means whatsoever. No users of the library shall enter into areas of the library which are not public access. This includes the area behind the circulation desk and all closed stacks areas and offices.

Food and Beverage policy
No food or drinks are allowed in the library.

Circulating items
The items that may be checked out include the books which are *not* designated as "non-circulating" or "Reference," as well as CD's, audio cassettes, videos and DVD's.

Loan periods and maximum number of items that can be checked out

	Items	Circulating	Audio/CD	VHS/DVD
Seminarians	15	1 term	14 days	7 days
Faculty	30	1 year	14 days	7 days
Members of the Bro-therhood	5	1 month	14 days	7 days
Other approved borrowers	5	1 month	14 days	7 days

Returning items
All items are to be returned in the book drop in the circulation area. Please do not hand items directly to the circulation attendant nor leave them on top of the counter.

Fines
Late books incur a fine of $0.25 per book per day. Audio/Video items incur a fine of $ 0.25 per item per day. Failure to respond promptly to an email "recall" notice will result in fines as high as $5.00 per day and/or a severe reduction in borrowing privileges during the following term.

Lost books
Patrons should take great care to treat books well and not misplace them. They are invaluable resources and enhance the quality of educational life at the Seminary. When a patron loses a book which is replaceable, the patron must pay the cost of the book. If it is not replaceable, then the patron will have to work out an arrangement with the Seminary administration.

Damaged books
In the event that the patron has damaged a book through careless use, he is to pay for the cost of repair or pay for a replacement.

Borrowing privileges blocked or reduced
Patrons will not be able to borrow if they have overdue items. Students who fail to return all of their books to the library promptly at the end of the term will have their borrowing privileges reduced during the following term.

Recalling items
Because the students and faculty are currently allowed to borrow many books for long periods of time, it is essential that each borrower respond promptly to recall notices received via email. Books are ordinarily only subject to recall after the first patron has had the item for at least two weeks.

In order to recall a book:

1. Log into your library account
2. Find the record for the book in question
3. Click the recall button and verify that your name appears correctly in the subject line
4. In the message field, please let the library know the urgency of your request.
5. Username: first letter of your first name + your entire last name (for example: twilliams).
6. Password: hts

When first logging into your account, you should select "My Portal," then "Details," and then click the edit icon under "Change Password" in order to keep your account secure.

Non circulating items
Patrons may not take out of the library the following items:

1. Books which have a red label and/or are stamped as Library Use Only and/or are marked as Non-circulating within the catalog
2. Periodicals (Request at Circulation)
3. Reference materials

The library has a large collection of titles from pre-revolutionary Russia in the area of religion, history and literature, as well as many fragile items documenting the Russian émigré experience. Due to the fact that a limited number of copies of these items are in existence throughout the world, they may only be used in the library.

Theses, Pamphlets and Non-current Periodicals
Student theses and pamphlets may not be taken out of the library. Please consult the circulation attendant for access to this part of the collection as well as for access to non-current periodical issues and volumes stored in the closed stacks area.

Reference items
All print reference materials are located in the second row of the main book stacks opposite the audiovisual cases.

Archives
Access to the archives is limited only to staff approved to enter by the Curator. Approximately one-third of the collection has been microfilmed and is available for use by researchers within

the Research Reading Room. Inquire at the circulation desk or email library@hts.edu to arrange for use of the materials.

Interlibrary Loan
Faculty and students may request to have items borrowed from another library. Patrons should send complete bibliographic information as identified in WorldCat to library@hts.edu in order to request materials. The funds Holy Trinity has at its disposal to support borrowing from other libraries are limited. If your research will require extensive borrowing from other libraries, you should contact the Curator.

Library Contacts
All library-related queries should be addressed to Michael Perekrestov, Seminary Librarian (mperekrestov@hts.edu).

AUTOMOBILES

Parking on the Monastery/Seminary Grounds
Students who park a vehicle on seminary property are required to maintain legal registration and insurance for their vehicle. Students with a legally registered and properly insured vehicle will, upon completing the Seminary's vehicle registration form (see Appendix), be allowed to park their vehicle for the current academic year. Subsequently, students are expected to notify the Dean of Students if any information regarding their registration or insurance changes.

Monastery Vehicle Policy
The use of monastery vehicles is a privilege and not a right, and therefore the Monastery requires compliance with certain guidelines (see below). Only drivers with a valid driver's license may drive the Monastery vehicles.

All students who would like to use of a Monastery vehicle have to submit the following:

- a copy of driver's license;
- certified abstract of personal driving record;
- a proof of defensive driving course.

Specific policies for the use of the Monastery vehicles (effective Sept. 1, 2018) include the following:

1. **Gas:** The Seminary van must be returned with the fuel tank at the level it was taken, or higher. If it is below, a fee of $8 per gallon will be charged collectively for the persons who used the van to refill.
2. **Fee Schedule:** In addition to fuel, every time the van is used there will be a flat fee on the following schedule payable before leaving the Seminary:
   Richfield Springs: rental fee $25, returning with the same level of gas or higher..
   Herkimer: rental fee: $26, returning at the same level of gas or higher.
   Train/Bus Station, Utica: rental fee $38 and returning at the same level of gas or higher.

Syracuse airport: $94, returning with the same level of gas or higher.
Albany Airport: $100, returning with the same level of gas or higher.
All other destinations: $.50 per mile plus returning with the same level of gas or higher.

3. **Log Book:** The log book is to be returned to the Dean of Students after each trip. It is the responsibility of the driver to fill in the miles sections of the log book, date, name of the driver and number of people travelling. The driver must have the van inspected by the Dean of Students or assigned official upon returning from any and all trips. The seminary official(s) will take note of the condition of the vehicle and confirm the miles driven. The vehicle may not be lent again until this happens.
4. **Keys:** The keys are to be returned to the Dean of Students or a designated official.
5. **Drivers:** They will be appointed by the Dean of Students. A driver must have a clean driving record (no accidents or DUI), and have been driving for a minimum of two years. All drivers must take an approved defensive driving course. No other seminarians will be allowed to drive the vehicle.
6. **Cleaning:** The vehicle must be left clean after each use. The drivers will be responsible for organizing the cleaning. Clean is considered free of trash, washed, vacuumed, and the interior hard surfaces wiped down as needed. Any carpet stains should be cleaned with a steam-cleaner. If the van is not left clean to the satisfaction of the Dean of Students or his delegate, then a cleaning fee will be assessed equal to the rental fee.
7. **Maintenance:** The assigned drivers will organize regular maintenance including oil changes, tire rotation/changes, alignments, brakes, and any other necessity.
8. **Damage:** If the vehicle is damaged by the driver in any way, it is the responsibility of the driver to cover the full cost of repairs.

STUDENT DISCIPLINARY PROCEDURES

(The following section, slightly amended, corresponds to Section 6.01-6.20 of the Regulations of the Faculty Council, approved September 6,2018.)

Standards of Student Conduct

Each student of Holy Trinity Orthodox Seminary is required to abide by the standards of conduct set forth in this *Student Handbook*. The rules and standards outlined in the *Student Handbook* may be amended, revised, extended, or clarified at any time. These rules and standards are binding on all students enrolled at the Seminary.

Categories of Offenses

The Seminary recognizes two categories of offenses, subject to disciplinary action and sanction(s) described below. These categories correspond to the offenses involving instances of **dishonesty,** and offenses involving instances of **proscribed conduct**.

Dishonesty

The offenses defined as "dishonesty" include all forms of cheating, plagiarism, collusion, knowingly making false accusations, intentionally providing false information to the Seminary on a form or application or in response to an official inquiry, and misusing official documents of the Seminary with the intent to defraud.

The offenses of cheating, plagiarism, and collusion constitute academic dishonesty and are defined as follows:

1. ***Cheating*** on an examination or test is defined as any conduct that is contrary to, or inconsistent with the terms of examination or test established by the instructor.
2. ***Plagiarism*** is defined as the reproduction, without acknowledgment, of published or unpublished ideas, arguments, written work of any other person, either verbatim or in close paraphrase, presenting these materials as one's own work. The work of "any other person" in this case includes the work of fellow students and one's own previously submitted work, if reproduced verbatim and without reference.
3. ***Collusion*** is defined as the unauthorized cooperation between students or between a student and any other person in producing a work which the student presents or intends to present as one's own. The instances of cooperation that have been authorized by the course instructor (e.g. teamwork) are not considered dishonest or forbidden.

Cheating on an Examination

Normally, a student caught cheating during an examination should not be allowed to continue the examination, will be asked to leave the examination room. If the course instructor possesses evidence that a student has cheated on an examination or test (especially if the cheating has been detected during the examination), this faculty member may impose one or more academic sanction, which include:

1. An oral reprimand and a reduced or failing grade for the examination;
2. The requirement to take another examination, or to write a paper on a designated topic;
3. A combination of these sanctions, or
4. A failing grade for the course.

If the faculty member decides to impose any of these sanctions he or she shall notify the Dean of the Seminary. The Dean shall decide whether this sanction merits a written warning to a student, and whether this warning should be added to the student's personal file.

In the case of a repeated and blatant violation of the standards of academic integrity, the faculty member may request for additional sanction(s) to be imposed. This decision will be subject to the discretion of the Dean.

Plagiarism

According to the Seminary Catalog, "the learning environment at Holy Trinity Seminary is intended to be one of trust. Students are expected to adhere to academic conduct that honors this trust and respects the integrity of the academic community." Plagiarism is considered to be a moral, academic, and intellectual offense that violates the principle of trust, and therefore every instance of plagiarism will be thoroughly investigated and, if proven, will necessarily entail a disciplinary sanction.

Investigating Plagiarism
The investigation of the instance of plagiarism shall be done by the faculty member to whom the work was submitted. The faculty member may consult other faculty or staff members in his or her investigation. If the faculty member will find the allegation to be supported by clear and credible evidence, he or she shall impose a sanction or sanctions upon the student, which may include:

1. A reduced or failing grade for the assignment;
2. The requirement to complete other written assignment(s);
3. A combination of these sanctions, or
4. A failing grade for the course.

If the faculty member decides to impose these sanctions, he or she shall notify the Dean of the Seminary. The Dean shall determine whether a written warning to a student should be issued, and whether this warning should be added to the student's personal file.

Proscribed Conduct
The offenses defined as "proscribed conduct" refer to all violations and offenses that are not encompassed by the description of "dishonesty," specifically including:

1. Iimmoral and dishonorable conduct; rude, disrespectful, unethical behaviour toward ecclesiastical authority, faculty, administration, monastics, Monastery and Seminary staff, other students or persons; violation of the Seminary alcohol and substance abuse policy (as outlined in the Student Handbook); sexual misconduct; harassment, bullying, and discrimination; criminal activity;
2. Disobedience and insubordination to ecclesiastical authority, administration of the Seminary, course instructors, and one's superiors; continued and repeated violation of the Seminary policy concerning class attendance, church attendance, and community service; rude, disrespectful, and disruptive behavior in class, in church or on the Monastery property;
3. Public and repeated proclamation of teachings incompatible with the teachings of the Orthodox Church, abandonment of the Orthodox Christian faith and of the canonical Orthodox Church;
4. Any other conduct unbecoming a student of the Seminary or any other violation of the policies set forth in the Student Handbook or action contrary to the best interests of the Seminary.

Allegation of Offense
If any person believes that he or she is in possession of credible evidence that an offense (dishonesty or proscribed conduct) has been committed by a student of the Seminary, the person may make an allegation to the Dean of the Seminary. If the offense concerns an instance or instances of proscribed conduct, the person is advised to consult with the Dean of Students before filing a formal allegation.

Once the allegation is filed with the Office of the Dean, the investigation follows the procedure established in this Handbook.

Role of the Dean of Students
The Dean of Students reserves the right to issue oral and written warnings or reprimands to students for isolated instances of proscribed conduct and minor infractions of the established rules of the Seminary. The Dean of Students brings the cases of serious instances of proscribed conduct and of repeated and blatant breaches of discipline to the attention of the Dean of the Seminary.

Investigation of the Offense
Following the filing of formal allegation, the Dean shall conduct an investigation. If the allegation concerns instances of proscribed conduct, the Dean may charge the Dean of Students and/or the Committee on Student Affairs with the conduct of the investigation. Following the investigation, if the Dean determines that there is sufficient evidence that the allegation is true, the Dean shall present these findings to a student in the presence of the Dean of Students.

Following the presentation of the findings, given the student's response, the Dean shall decide whether to impose a sanction. If the Dean decides not to impose any sanction, the matter is terminated. If the Dean decides to impose a sanction, and the student accepts it, the matter is terminated. The Dean of the Seminary shall determine whether this sanction will be recorded in the student's personal file.

Formal Charges
If the student declines to accept the sanction, the Dean of the Seminary shall notify the Rector and the Faculty Council concerning the filing of formal charges. The Faculty Council, with the knowledge and consent of the Rector, shall constitute a Hearing Panel consisting of three faculty members who neither filed an allegation nor witnessed against the student. If the formation of such panel is impossible, the Rector shall conduct the hearing, together with two other faculty members whom he invites to the hearing.

Hearing
The Hearing Panel or the Rector (if he conducts the hearing) shall notify the student of the formal charges against him, as well as of the date and place of the hearing. Upon conducting the hearing, the Hearing Panel or the Rector shall determine the guilt or innocence of the student. If the student is found guilty, the Panel or the Rector shall impose a sanction. The Dean of the Seminary and the Dean of Students may make a non-binding recommendation concerning the sanction that seems appropriate to them.

Sanction(s) Imposed
The sanction(s) which can be imposed by the Dean of the Seminary or by the Hearing Panel or the Rector include:

1. A written letter of warning or formal reprimand, indicating that the repetition of the proscribed behavior shall entail a greater sanction;
2. Probation;

3. Suspension from the Seminary for a defined period of time;
4. A permanent notation on a student's official record;
5. Expulsion from the Seminary, or
6. A combination of these sanctions.

Repeated violations resulting in two letters of warning or reprimand will result in the imposition of a greater sanction after the third infraction.

A student is suspended from the Seminary, pending the outcome of the investigation and/or hearing, if his presence on campus threatens the safety of other students, faculty, and Seminary and Monastery staff.

Specific instances of proscribed conduct, including sexual misconduct, substance abuse, and criminal activity, will necessarily result in the student's immediate suspension and/or expulsion from the Seminary after the first instance of such misconduct.

Appeal
Following a determination of guilt and the imposition of a sanction by either the Hearing Panel, the Dean or the Rector, the student may file an appeal to the Faculty Council as a whole. The student's appeal cannot concern the finding of the investigation, but may concern whether the procedures prescribed by these Regulations were followed and whether the sanction merits the offense for which it is imposed. The new evidence, unavailable at the time of the original hearing, can also serve as the grounds for appeal. Upon receiving the appeal, the Faculty Council may resolve to impose a lesser sanction, to allow the previous sanction to stand, or to impose a greater sanction. There shall be no further appeals.

Probation
A student is placed "on probation" by the decision of the Dean of the Seminary in consultation with the faculty. A student can be placed on probation pending the outcome of the investigation or hearing. A student can also be placed on probation if he has unfulfilled obligations before the Seminary (financial, academic, et al.). If the outstanding obligations are not fulfilled within one semester, the Office of the Dean may place the student on administrative hold or recommend that he be dismissed from the Seminary.

Withholding a Degree
The Faculty Council may resolve to withhold a degree from a graduating student if there is a pending investigation or hearing concerning suspected instance of dishonesty or proscribed conduct, or if such investigation or hearing has shown that the degree candidate was guilty of dishonesty or proscribed conduct. The Faculty Council may recommend that the degree to be awarded if the investigation or hearing showed the student not guilty of the charges.

Postponed Graduation
The Faculty Council may resolve to postpone the award of a degree to a student of a graduating class who has outstanding obligations before the Seminary, including but not limited to:

1. Not having submitted the Thesis/Extended Essay/Senior Project, or not submitting it on time or in an acceptable format;
2. Having one or two incompletes for his last semester courses;
3. Having an outstanding financial debt before the Seminary with no expectation of repayment of this debt in the near future;
4. Not having completed his field education (practicum) requirements;
5. Having outstanding obligations before the Seminary Library.

Considering these outstanding obligations, the Faculty Council may resolve to postpone the award of a degree until these obligations are fulfilled. At its own discretion, the Faculty Council may allow this student to take part in the Commencement ceremonies, to walk as part of the graduating class, and to receive the cover of the diploma and the blessing from the presiding bishop. At one of the subsequent meetings of the Faculty Council, when the Office of the Dean shall report that the obligations have been fulfilled, the Council shall recommend to the Board of Trustees to award the degree at that time. No diploma or official academic transcript shall be issued to a student who was not awarded the degree due to the outstanding obligations before the Seminary.

STUDENT COMPLAINT PROCEDURES

Definition
The purpose of this procedure is to provide guidelines, which promote the effective resolution of student complains and concerns. A complaint expresses dissatisfaction with actions of a faculty or staff member of the Seminary, which the student believes to be unfair or inconsistent with Seminary policy or usual practices.

Exclusions
Student concerns with existing Seminary policy or practices are excluded from this complaint procedure and should be brought to the attention of the appropriate Seminary committee or administrator.

Time Limitations
A student wishing to express a complaint, as previously defined, should do so not later than three calendar weeks of the time the student became aware of the concern. The timely initiation of a complaint rests with the student.

Complaint Procedures
1. It is recommended that student complaints begin with the person against whom the complaint is being made. If the issue involves the instructor of a course, the complaint is with instructor. The student shall first contact him or her and attempt to resolve the complaint. Pertinent documentation should accompany the complaint.
2. If the complaint is not resolved at the level of the instructor, the student should schedule an appointment with the Dean.

3. The Dean is responsible for administering the student complaint procedure and may, when appropriate, make recommendations for the resolution of student complaints.
4. As a final level of appeal, the student may request a review of the complaint by the Dean, who may then refer it to the Rector and the Faculty Council.

File Retention
Written documentation will be retained by the Seminary of all written complaints for the period of six calendar years.

SEXUAL MISCONDUCT POLICY

Enough is Enough
In keeping with the best interest of maintaining a safe learning environment, Holy Trinity Seminary shall inform all current and incoming students of rights and regulations pertaining to sexual assault on and off campus. This includes a student bill of rights, a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement.

Student Bill of Rights
All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused an/or the respondent and/or their friends, family and acquaintances within the jurisdiction of the institution.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Uniform Definition of Affirmative Consent
Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

The following is meant to act as guidance for the community:

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol
3. Consent may be initially given but withdrawn at any time.
4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
6. When consent is withdrawn or can no longer be given, sexual activity must stop.
7. Minors who cannot consent under New York's laws covering age of consent are considered incapacitated for purposes of this section.

Policy for Alcohol and/or Drug Use Amnesty
The health and safety of every student at Holy Trinity Seminary is of the utmost importance. Holy Trinity Seminary recognizes that students who may have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Holy Trinity Seminary strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Holy Trinity Seminary's officials or law enforcement will not be subject to Holy Trinity Seminary's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Sexual Assault, Domestic Violence and Stalking Prevention
The Seminary shall inform incoming students about sexual assault, domestic violence and stalking prevention measures through programs which may include workshops, seminars, discussion groups and film presentations, in order to disseminate information, promote discussion, encourage reporting of, and facilitate prevention of sexual assault, domestic violence and stalking offenses, tailored for the context of the Seminary. Specifically, the Seminary shall

provide educational programs to promote the awareness of sexual assault, domestic violence, and stalking offenses.

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APPENDIX 1-STUDENT GUIDE TO THE LOCAL AREA

1. Transportation

Amtrak Bus and Train Station
Address: 321 Main St.
Utica, NY, 13501
For up-to-date Schedules, fares & reservations, visit www.amtrak.com

Bus companies serving the station:
CENTRO of Oneida; Greyhound Lines; Birnie Bus Services; Utica-Rome Bus Company; Adirondack Trailways; Coach USA/Chenango Valley Bus Company

Taxi Service in Utica
Elite Taxi: (315) 732-02001566, Howard Ave, Utica, NY
City Cab: (315) 724 – 5454 Erie, Utica , NY
Courtesy Cab Company: (315) 797 7272

Albany Bus Station
Address: 34 Hamilton St, Albany, NY 12207
Tel: 518 436-9651

2. Banks

Bank Of America Branches and ATM
(800) 432-1000, 1 Central Plaza, Ilion, NY 13357
(800) 432-1000, One West Main St, Little Falls, NY 13365

NBT Bank Branches and ATM
194 Main St, Richfield Springs, NY 13439
Tel: (315) 858-2800

399 East Albany St, Herkimer, NY 13350-2031
Tel: (315) 867-2133

3. Library and Post Office

Jordanville Public Library
189 Main St, Jordanville, NY 13361
(315) 858-2874

Hours:
Monday, Wednesday: 2:00 – 7:00 pm
Tuesday: 1:00 – 6:00 pm
Thursday: 9:30 am – 1:30 pm

Friday:	4:00 pm – 7:00 pm (Noon to 7 pm from June 15 to Sept. 1)
Saturday:	9:00 am – 1:00 pm

Jordanville Post Office
137 Main St, Jordanville, NY 13361-9998
(315) 858-2884, (800) 275-8777

Hours:

Monday to Friday	1:00 – 5:00 pm
Saturday	8:30 – 11:45 am
Sunday	closed

APPENDIX 2-TELEPHONE NUMBERS

INTERNAL PHONE EXTENSIONS

From outside, dial 1(315)858 0940 + ext. after four or eight rings

Monastery Office – Fax 1 (315) 858 0505

221 Main Office Number – Answering Machine
222 Holy Trinity Publications (Editorial, Production, Business & Marketing)
224 Fr Victor
225 - Fr Theophylact or **1(315) 858 3914– VOICEMAIL ACTIVE**
237 Holy Trinity Publications (Sales and Fulfillment)

Monastery Building
226 Abbot - Fr Luke **– VOICEMAIL ACTIVE**
239 3rd floor
240 4th floor
241 Kitchen
242 Mail Room
243 Holy Trinity Publications (Typesetting) – Fr Anatoly
244 Monastery Archives
245 Bookstore
252 IT
255 Fr Theophylact Cell – 311

Seminary Building – Phone: 1 (315) 858 0450
230 Dean's Office - Dr. Nicolas Schidlovsky
232 Assistant Dean's Office- Fr. Ephraim
246 Museum

Seminary Dormitory
233 Archimandrite Nektarios Office or Phone/Fax **1 (315) 858 0450**
234 2nd Floor
257 Archimandrite Nektarios

Icon Studio – Phone/Fax: 1(315) 858 2535
247 Icon Mounting Studio – Fr Leonid

APPENDIX 3-ON – CAMPUS VEHICLE REGISTRATION FORM

Holy Trinity Orthodox Seminary
PO Box 36
Jordanville, NY 13361

Students who park a vehicle on seminary property are required to maintain legal registration and insurance for their vehicle. Students with a legally registered and properly insured vehicle will, upon completing the Seminary's vehicle registration form, be allowed to park their vehicle for the current academic year. Subsequently, students are expected to notify the Dean of Students if any information regarding their registration or insurance changes.

Students with a vehicle on campus who have not received approval to park their vehicle on HTM grounds, or who fail to comply with seminary registration requirements, may have their cars towed, and will be subject to disciplinary action.

ON-CAMPUS VEHICLE REGISTRATION

Student Name: _____

Registered To: _____

Address: _____

_____

Phone no.: _____

Vehicle Plate: _____ State: _____

Insurance Co.: _____

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

APPENDIX 4-MAINTENANCE REQUEST FORM

Holy Trinity Orthodox Seminary
PO Box 36
Jordanville, NY 13361

Date: _____

Requester Name:

_____

Phone #_____

Floor : _____ Room No._____ Other Area: _____

Description of Problem or Request:

_____
_____
_____
_____
_____
_____

If Seminary vehicle - description of service/problem (please be specific):

_____
_____
_____
_____
_____
_____

I give permission to the maintenance department to enter my room to correct the problem.

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

_____

Signature

_____ _____

Date Completed Maintenance Signature

APPENDIX 5-LEAVE OF ABSENCE FORM

Holy Trinity Orthodox Seminary
PO Box 36
Jordanville, NY 13361

Name: _____ Year in Program: _____

Address during Leave of Absence:

_____

_____

Phone: _____ Email: _____

Timing of Requested Leave: From _____ to _____

Brief Explanation of Reason for Requested Leave:

_____

_____

_____

_____

If studies are not resumed at the specified return date, the student will be withdrawn by default from the seminary.

Signature: _____

Date: _____

Office Use only:

Approval Granted By: _____

Date Valid From _____ to _____

APPENDIX 6-RULES FOR SERVERSAT HOLY TRINITY MONASTERY

1. All Orthodox Christians, especially those who function as servers, as well as seminarians preparing for the holy priesthood are obliged to attend the divine services on Sundays , the twelve major feast days and other great feast days. The schedule for the week will be posted indicating the days on which specific individuals are required to function as servers. These servers are obliged to arrive for the service at the appointed time, i. e. at least thirty minutes prior to the ringing of the bell. In the event of a proposed absence inform the senior subdeacon assigned on that day, or, if it be a weekday, the priest assigned to serve, well in advance of his inability to attend. The subdeacon or the priest will then arrange for a replacement.

2. Before entering the Altar, servers must leave all their outer garments (overcoats, hats, etc.) in the entry area, and only then enter the holy place, with reverence. Everyone, before entering the altar to serve should venerate at least the main icon of the church and also the feast.

3. On entering the sanctuary, the server must make three bows or prostrations towards the holy table (on Saturday evening and Sunday, or on the eves of great feast days and on the feast themselves – bows from the waist, the hand touching the floor; on other days – full prostrations). Thereafter, they must approach all the priests for a blessing. If a hierarch is present in the sanctuary, the blessing is taken from him alone. (The rule to NOT do full prostrations applies only to feasts of the Lord, not to any other feasts, even the major feasts of the Theotokos, when we do full prostrations in the altar.This also applies to the following periods: from Holy Thursday matins through to Vespers on Pentecost, from Christmas Day until the 2nd day of Theophany, the so-called Holy Days.)

4. Immediately afterwards, the server approaches the senior priest for a blessing to vest in the sticharion (or, if a hierarch is present, he is approached). Such vesting can take place only with the blessing of the hierarch or priest; there are no circumstances in which vesting without such a blessing can be tolerated. Servers may NOT vest in the sanctuary, but must do so either in the vestry or the sacristy.

5. The server must not arrive late for the divine service, he must understand that his task is to help the priest that is serving the divine services, so that, while standing at the holy Altar, the priest is not distracted from his prayers by matters which are of secondary importance. Hence, not only must the servers avoid arriving after the divine services have begun, but must indeed arrive fifteen minutes early for vigil and thirty minutes before liturgy, so that there may be time to prepare everything needed before the beginning of the service, and not to run or fuss about the sanctuary or the church after the service has already begun. Those of the servers who arrive late should stand among the people in the church with reverence and not enter the sanctuary unless they are called to do so.

6. Each server is to be entrusted with a particular task, either in the sanctuary or in the sacristy (e.g.: stikharia, dikirion, trikirion, fans, candles, staff, censer, etc.), which is to be his permanent responsibility during that service.

7. During the divine service, ALL SERVERS MUST STAND WITHIN THE SANCTUARY, with the exception of those whose responsibilities require their presence in the sacristy. During the Eucharistic canon, i. e. from "I believe..." to "It is truly meet...", ALL SERVERS MUST STAND IN THE SANCTUARY.

8. During the divine service, special orders may be issued by the senior subdeacon or server. The other servers are to carry out these orders without question, and at all times to be attentive and careful as to the proper and correct fulfillment of their duties.

9. After the conclusion of the Liturgy, all servers should receive a blessing from the hierarch or serving priest to remove their stikharia. No server may unvest himself before the hierarch's departure. In the event of extreme need to leave earlier, a server may inform the senior subdeacon of this and receive permission from him, taking a blessing from the senior priest.

10. To preserve order, a rank of seniority is maintained among the servers. Among ordained subdeacons and ordained readers: according to the time or their ordination; among monks: according to the time of their tonsure; and among seminarians: according to their course in the seminary.

11. The servers are not under any circumstances permitted to consume the wine and bread prepared for those who partake of Holy Communion. Everyone, without exception, who receives Communion outside of the Altar (i. e. those who are neither priest nor deacon), should take the wine and bread prepared for that purpose in the body of the church.

12. If there is a moleben or any other service after the Liturgy, all servers without exception are to participate by standing with the rest of the clergy, usually in the middle of the church. While in the sanctuary, the utmost reverence and respect should be expressed in everyone's demeanor and bearing. This is the Holy of Holies, and the Altar is the very Throne of God, Who is invisibly present. Accordingly, one is expected to show awe and fear before the King of Kings and therefore any idle chatter and especially laughter is extremely inappropriate.

There should be no idle conversation in the altar, nor in any other area of church for that matter, but especially in the altar, sacristy or vestry. Only needed directions should be voiced.

LUKE, Bishop of Syracuse,

Abbot of Holy Trinity Monastery

APPENDIX 7-PROSTRATIONS DURING THE DIVINE LITURGY

In accordance with the custom of Holy Trinity Monastery, during the Divine Liturgy from Monday to Saturday the faithful make full prostrations (*zemnoy poklon*) at these times:

1. before the beginning of the Holy Anaphora, at the words "Let us give thanks to the Lord";
2. at the exclamation "Especially for our Most Holy, Immaculate, Most Blessed and Glorious Lady…";
3. at the end of the hymn "It is truly meet to bless thee, O Theotokos…" or at the end of the festal theotokion sung in its place (*zadostoinik*);
4. at the beginning of the Lord's Prayer;
5. when the Holy Gifts are brought out for communion, at the words "With the fear of God and with faith draw nigh";
6. when the Holy Gifts are transferred to the table of oblation, at the exclamation "Always, now and ever, and unto the ages of ages."

Full prostrations are not performed on Sundays and on the feasts of the Lord, as well as between the feasts of Pascha and Pentecost and the feasts of Christmas and Theophany. On the great feasts of the Theotokos and lesser feasts of the Saints, usual weekday prostrations are performed.

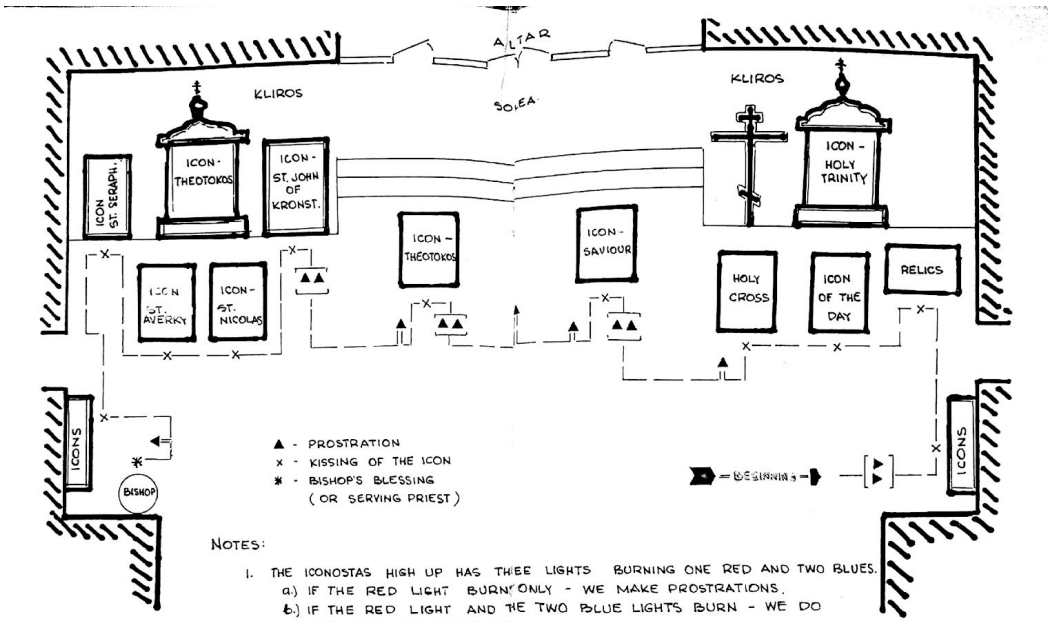
APPENDIX 8-VENERATION OF THE GOSPEL AND ICONS

At Vigil or festal Matins, the following order for the veneration of the Gospel or festal icon is observed:

- vested clergy, including servers;
- non-serving clergy (including priests and deacons who are students);
- monastics (including novices);
- male faculty members;
- all students (including subdeacons and readers) **by their year in the seminary**; graduate students venerate before the undergraduate.

At the end of Compline and of Midnight Office, the same order is observed for the veneration of the icons in the nave (see the diagram below). At the end of the veneration, all students receive the blessing of the Abbot (if present) or of the serving priest.

VENERATION OF ICONS AT COMPLINE AND MIDNIGHT OFFICE AT HOLY TRINITY MONASTERY



APPENDIX 9-APPLIED MUSIC AND LITURGICS

ASSIGNMENT FOR KLIROS ON WEEKDAYS

The schedule of kliros assignments is posted on the bulletin board outside of the Monastery Refectory before lunch on Saturday. If a seminarian is assigned on a particular day (Monday, Tuesday, etc.), he is responsible to serve as psaltist **for the weekday services the day before**. E.g. if a seminarian is assigned on Tuesday, he has to read and sing at the Vespers & Matins service on Monday afternoon, etc.

Two seminarians (or a seminarian and a monastic) are normally assigned for the afternoon "block" of services. The first seminarian listed for the day is usually a more experienced psaltist and is responsible for preparing the service ahead of time, so that there will not be any disorder in church services.

Seminarians are responsible for assisting at the Divine services on the day for which they are assigned; they must come to church before the start of the service and to participate actively in reading and singing on the kliros. If, for an excusable reason, a seminarian cannot attend the service on the day on which he is assigned, it is his responsibility to receive permission from the Dean of Students to switch with another student, and then to find a suitable replacement (e.g. if the "first" psaltist cannot attend the service, he has to find an equally experienced psaltist to serve as the "first").

During the Second to Sixth weeks of Lent (when the classes are in session), students may be assigned to read and sing at the morning services (Matins, Hours & Typica). If a student is assigned to the morning services, he is excused from classes that meet from 8:00 am to 10:00 am. He is expected to be in classes (if there are any) at 10 am unless the Presanctified Liturgy is to be served.

ASSIGNMENT FOR HOURS & EPISTLE READING ON WEEKDAYS

Seminarians are periodically assigned to read the 3rd and 6th hours and the Epistle at the Divine Liturgy on weekdays. The schedule of Hours/Epistle assignments is posted in the Dormitory and emailed by the Dean of Students to the students on the list.

The students are responsible for preparing the Epistle reading of the day and finding the appropriate troparia and kontakia for the 3rd and 6th Hours. The assigned student must arrive to church **no later than 5:45 am**. The Hours and the Epistle can be read either in English or Church Slavonic.

APPENDIX 10-CODE OF CONDUCT

As a student attending Holy Trinity Orthodox Seminary, I realize that I represent Holy Trinity Orthodox Seminary in all activities held on Monastery/Seminary grounds, in any official capacity away from Monastery/Seminary grounds, and also at any time while enrolled as a student including vacation times. I understand that my personal behavior will reflect the way people perceive the Monastery, the Seminary, and the Holy Orthodox Church, and especially the Russian Orthodox Church Abroad as a whole. I therefore shall strive to:

1. Attend all obligatory services, meals, lessons and obediences;
2. Respect all clergy, monastics, faculty, administration, and staff;
3. Treat with respect and love all people and facilities that I come into contact with;
4. Dress appropriately for all activities in accordance with the student handbook,
5. Use appropriate language at all times;
6. Not to abuse internet privileges as outlined in the student handbook,
7. Abide by the curfew as outlined in the student handbook,
8. Abide by all rules and traditions set forth by Holy Trinity Monastery, at the discretion of its abbot,
9. To become familiar with and to abide by all rules and guidelines set forth in the latest editions of the Seminary Catalog and Student Handbook.

I realize that there are certain behaviors that will not be tolerated at Holy Trinity Orthodox Seminary and I make the following promises:

1. I will abide by the alcohol policy as outlined in the student handbook.
2. I will not use narcotics of any kind or any illegal drugs, including prescription medication without a current prescription and the direct supervision of a physician.
3. I will not verbally, physically or emotionally assault/abuse others.

The administration of the Holy Trinity Orthodox Seminary reserves the right to inspect any facilities where students reside and any of their personal belongings for the safety and wellbeing of all seminarians and the Seminary/Monastery community.

As an applicant to Holy Trinity Orthodox Seminary, I promise to abide by this Code of Conduct until my graduation or withdrawal from the Seminary.

_____

Signature of participant date

If applicant is a minor:

As a parent of a minor child attending the Holy Trinity Orthodox Seminary, I am aware of and agree to the Code of Conduct as stated above, and will abide by any disciplinary action that is decided upon by the administration of the Holy Trinity Orthodox Seminary. If my child is expelled from the Seminary, I agree to pay any transportation costs associated with him being transported home.

_____

Signature of parent/guardian date

APPENDIX 11-PROOF OF INSURANCE

In case of an accident, contact the administration. In case of illness, the student should inform the Dean of Students. If help cannot be given by the Monastery infirmary, the student will need to make an appointment with a doctor or to be driven to the hospital. The Seminary does not offer health insurance covering students in case of illness. **However, under the new US Health Laws, each and every student must obtain health insurance.** New students are required to send in proof of insurance with registration materials. Returning students will be required to show proof of insurance upon check-in. Private companies offering private health insurance are listed on the Seminary website. New York State offers health insurance which may be purchased through the "Marketplace." If a student cannot afford private health insurance, he can apply for New York State Medicaid through the "Marketplace." For assistance in applying, Bassett HealthCare Services will help you to sign up.

APPENDIX 12-COVID WAIVER

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state, and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19.

By participating in programs, services, and activities of Holy Trinity Monastery and Holy Trinity Orthodox Seminary, you agree to the following:

On behalf of yourself and your children, you hereby release, covenant not to sue, discharge, and hold harmless Holy Trinity Orthodox Monastery and Holy Trinity Orthodox Seminary, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any such program, service or activity.

Student Signature: _____

Printed Name: _____

Date: _____

Names of Minor Family Members (if any):

_____ _____

_____ _____

_____ _____

APPENDIX 13-PROCEDURES FOR DISHWASHERS

Checklist for using the Dishwasher

1. Check that the white round plastic dish washing detergent is not empty. If so replace with a new one by unscrewing the red cover and placing it upside down.
2. Check that there is blue rinse aid in the slot. If not then open a new packed and drop it into the tube.
3. Check that there is dishwashing soap on the floor under the sink. If not inform the econom.

Procedures for Using the Dishwasher

1. Before beginning to wash dishes turn on the dishwasher, let it fill with water and wait until the temperature rises to around160 degrees.
2. Rinse cutlery before putting in the washing machine.
3. Scrub the cups well before putting in the dishwasher
4. After you are done washing dishes turn of the dishwasher, lift the inner handle to empty the water and empty the little rectangular tray of food scraps and put. Back.

Procedures for taking out the trash and recycling

1. The person assigned to **small dishes** at **lunch**(or in summer the person who does both small and big dishes) is responsible for emptying the recycling bins and taking them to the recycling house next to the blue metal trash bin. He needs to make sure the bins are clean and then put a new clear 60 gallon bag.
2. The trash is emptied together with the person doing small and big dishes after the dishes have been washed at **lunch**. The bags are placed in the big blue bin outside. The trash bins are rinsed if needed and then replaced with new black 32 gallon bags.

Sinks

1. After the dishes have been washed the sinks are to be cleaned from food scraps, washed and rinsed so that they are clean and no food remains in the sinks.

Kitchen Floor

1. The kitchen floor, food preparation area and back cooking area is to be swept and mopped after all the dishes have been washed.
2. The mop and bucket is kept next to the sink. It is to be filled with hot water and disinfectant is to be poured in. The disinfectants will be kept under the sink. The dirty water is to be emptied outside – not in the sink.
3. Before the floor is cleaned the black mats are to be rinsed with hot soapy water using the black hose and then let out to dry.

Small Dishes

The person assigned to small dishes needs to return the plates, cups and cutlery on the trolley opposite the coffee machine area and put in order. He needs to return the soup bowls and trays and put in order according to size and group. No soup or salad bowls are to go under the preparation table.

The person assigned to small dishes is responsible for the cutlery cart.

1. Collect all the bin trays and place on the sink area.
2. After emptying the collection bins rinse the bins, wipe the cart, place the collection bins back on the tray.
3. Empty the cutlery tray, rinse with hot water and put back on tray
4. Empty the trash and put in a new bag.
5. Place the cutlery cart back in the trapeza area.

Small Dishes include:

- Cutlery
- Plates
- Cups
- Soup bowls
- Plates
- Plastic, porcelain trays

Big Dishes

Big dishes include the following:

- Pots and pans
- Coffee and milk jugs
- Equipment for food preparation

Lunch

The washing of small and big dishes is to begin immediately after lunch. No one assigned to dishes is to leave dishes for the afternoon.

Supper

The washing of big dishes is to begin immediately after supper and must be finished by 9pm

APPENDIX 14-HANDBOOK ADDENDUM FORM

Any revisions to the Student Handbook will be done using the form below. This form will be posted on the Student Notice Board for a week, starting from the posted date written on the form.

This form is a revision of policy _____ in the Student Handbook. Page_____

Revision:

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Date Revised:_____

Date Posted:_____