



## **STUDENT HANDBOOK** **2023-2024**

*(updated December 2023)*

### **Mission Statement**

RJC High School, in partnership with home and the church, seeks to nurture the development of each student's identity and potential in preparation for a life of faith, service and peacemaking.

### **Vision Statement**

As a Christian educational community within the Anabaptist Mennonite tradition, RJC High School understands that the education of children is a shared responsibility of the school, the home and the church.

We will strive to integrate sound academic learning, growth in character and faith, peacemaking and service to God and all creation. This educational endeavour is upheld and undergirded by our Christian values.

We are convinced that learning, at its best, occurs when academics are bound together with faith and positive relationships and where the focus is the development of the whole person.



## CONTACT INFORMATION

<b>Main Office</b>	306-232-4222 (8:00 am-4:00 pm school days)
Text	306-212-8191
Fax	306-232-5250
Email	office@rjc.sk.ca
Admissions Email	admissions@rjc.sk.ca

<b>Deans &amp; Dorm</b>	
Girls' Dean cell	306-232-2123
Boys' Dean cell	306-232-2152
Email	deansoffice@rjc.sk.ca

<b>Kitchen</b>	306-232-4414 (7:00 am-6:30 pm daily)
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*The Main Office phone and Deans' cell phones have answering machines.*

**\*\*\*All information in this handbook is subject to COVID-19 directives from the Ministry of Education, the Ministry of Health, the Saskatchewan Health Authority and the Re-Open Saskatchewan Plan, and may be updated throughout the year as necessary.**

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## **INTRODUCTION**

Living and learning are both processes. Neither stands still. This handbook describes the expectations and guidelines about everyday life at RJC High School.

In deciding to come to RJC High School, families have made a conscious commitment to accept the objectives of the school and to become active participants based on these objectives. One of the strengths of RJC High School is the opportunity it offers in community living. We ask our students, along with their parents, to work with us in building a community characterized by love and respect, a spirit of caring and compassion, and a sense of building together.

RJC assumes that students can independently meet expectations, and function in the dorm and school setting.

## **ACADEMIC INFORMATION**

### **1. Academic Specifics**

- In addition to the courses prescribed by the Saskatchewan Ministry of Education, the following courses are compulsory at RJC:
  - Grade 10: Christian Ethics; Choral; Communications Media 20
  - Grade 11: Christian Ethics; History
  - Grade 12: Christian Ethics; History
- Course loads: Students in Grade 10 are required to take 12 credits. Students in Grade 11 and 12 are required to take a minimum of 10 credits per school year.
- Students, parents, and guardians may monitor their student's academic progress on the parent portal of PowerSchool.

### **2. Adding and Dropping Classes**

- New courses can be added during the first week of a semester.
- Courses may be dropped until the end of September for year-long and Semester 1 courses. Drop date for Semester 2 courses will be the end of February.
- Students changing courses need parental permission.
- Some situations warrant requesting a student to withdraw from a class. Parents will be notified in these situations.

### **3. Academic Prep Periods**

- Students who are not scheduled for a class will be assigned an Academic Prep class. This is a time that students are expected to be working on homework assignments, projects or reading.
- Attendance will be taken as in other classes.
- Students may only have one Academic Prep per semester.

### **4. Study Hall**

- Study Hall is scheduled for 25 minutes each school day. Students are assigned to a room for Study Hall
- As Study Hall is part of the academic day, students are expected to meet all attendance expectations during this time.
- Teachers will be present in the Study Hall room and actively direct, support, engage, and assist students.
- Study Hall is a time in which students complete schoolwork, access additional support or assistance from teachers, receive information about upcoming events, and prepare for school activities like ALSO or grade-based trips.

### **5. Attendance Policy**

- Students are expected to be on campus, in class during the academic day. The academic day runs from 8:30 am – 3:30 pm.
- An excused absence must be approved by administration or parents before the class.
- Parents and guardians may monitor their student attendance on the parent portal of PowerSchool.
- Repeated absences (excused and unexcused) may limit extra-curricular participation and initiate further discussion.
- Excessive unexcused absences may cause a class to be forfeited.
- Students are expected to attend class independently and to be accountable for their whereabouts at all times during the academic day.
- Meeting RJC's attendance expectations is a prerequisite for living in the dormitory.
- During periods of absence from school, dorm students may be required to return home until they are ready to return to school.

### **6. Sick Policy**

- Dorm students must report to the Vice-Principal of Student Life before 8:15am if they are too ill to attend class or need a personal day. A parent call or email does not suffice as this is for observation and safety purposes.

- Day students must have parents call the school before classes to excuse an absence.
- Dorm students who miss the academic day because of illness are expected to remain in their room for the remainder of the day and evening.
- Students who return to classes for part of the day need to return to the dorm after school and evening.
- Students too ill to attend all or part of a school day are as a rule excused from extra-curricular games, practices and rehearsals as well.

## **7. Academic Learning Supports**

- Student work will be monitored by teachers and parents. If there is a struggle or need identified, an academic assistance program will be put in place. This will help to structure work and classroom expectations to insure a greater chance for success.

## **8. Textbooks**

- All necessary textbooks will be supplied.
- The cost to repair or replace texts becomes the responsibility of the student to whom the text was assigned.
- Students are encouraged to buy their own graphing calculator, which will be used in high school as well as in university or college.

## **9. Smart Phones and Technology Use in School**

- Each teacher at RJC High School has developed a phone and technology policy for their classroom. Students are expected to comply with the technology protocols of their individual classroom teachers.
- The expectation is that phone and other technologies are to be used for academic purposes.
- Students are not allowed to take photos or videos of others within the classroom, without direct permission from the staff member and all students involved.

## **10. Online Courses - Students Wishing to Pursue Online Studies**

- RJC classes are in-person, and outside of extenuating circumstances, online learning is a service we do not provide.
- If students wish to pursue online studies for courses not offered by RJC, it is the student's responsibility to source, pay and complete these courses.
- Students pursuing online studies are required to meet all academic and attendance expectations while completing the course.



# GENERAL INFORMATION

## 1. Chapel

- Chapel times are scheduled daily. The format for this period varies to include worship, music, discussion of pertinent issues, informational assemblies, and visiting speakers or choirs.
- Chapel is considered a part of the RJC High School Christian Ethics curriculum. Attendance is compulsory.

## 2. Dress Code

- Dress code helps instill a sense of pride in and identity within the RJC High School community.
- The purpose of the dress code is to ensure that the students are dressed in a manner consistent with the school's values by wearing neat, clean, and inoffensive clothing.
- It is important to label all school clothing with laundry markers to prevent loss or confusion.

New students will receive one navy and one white golf shirt, and one navy sweatshirt on registration day. Returning students will receive one white golf shirt on registration day, which will be the uniform for combined concert choir performances for the year. Students can purchase extra dress code shirts if they wish.

The following clothing options are not supplied by the school, but are to be worn during the academic day with dress code shirts:

- **Dark black pants** Pants should not be faded, ripped or torn or have coloured accents or excessive logos – they must be essentially solid black.
- **Black shorts or skirts** (knee length, solid colour).

*\*Hats/hoods are not considered dress code, and will not be allowed during school hours. Thank you for your cooperation in this regard.*

**Physical Education** Students are asked to dress appropriately for the activity as outlined by the instructor.

## 3. Computer Lab and Network Access

RJC High School provides access to computer resources, including the use of the Internet for academic purposes, individual research, and correspondence. In order to ensure the protection of computer equipment and resources, certain

guidelines have been put into place. These guidelines are intended to help maintain a safe research and communications environment for all students.

**The following statements govern the conduct of use of computer resources at RJC High School.**

- The computers and labs are for student use. Please treat the labs with care. Damage to computer systems or lab equipment may result in the removal of computer privileges and/or the costs will be charged to the Student's Common Damage account.
- Work that is saved improperly on school computers will be removed from the network and/or computer terminal without warning.
- Lab property must remain in the lab. Interfering with the normal operation of school computers and/or computer software is not permitted.
- All computer network use is not confidential. All computer access and use is recorded, and expect that all computer accounts will be inspected periodically.
- Access to inappropriate information or use of computers that is counterproductive to the mission of RJC High School, is prohibited. **Students are also required to respect the privacy of others and only post images, videos and recordings with permission.**

**4. Gratis**

- All students will be assigned a regular gratis job. Both dorm and day students do their part by completing weekly or daily tasks in the dorms, school building and dining hall. Gratis jobs are a tangible expression of the need of everyone to be a responsible and contributing member of the RJC High School community.
- At several times in the year all students are asked to help with general dorm/school clean up times.
- Staff or members of the student community council do gratis supervision.
- For incomplete or poorly completed gratis, consequences are in place.

**5. Lockers**

- The use of lockers in the school is optional for both dorm and day students.
- Only the combination locks supplied by the school should be used.
- For security reasons the dorms will be locked while classes are on.
- The lockers must be emptied at year-end.

## **6. Gymnasium**

- Our gym facility is available for student use unless otherwise booked.
- No food or drink is to be taken into the gym.
- Proper footwear is to be worn while playing in the gym.
- Guests are welcome to in our gym, but must be present with a current student, who has signed the guest in with the deans.

## **7. Daily Announcements and Office Calls**

- Daily announcements are read in the first class and posted at various places in the school.
- A white board is posted outside the main door of the office. Messages from parents or phone call messages are relayed by this board.
- Students need to read the morning announcements and periodically check the office white board.

## **8. Healthy Relationships**

- We encourage the development of healthy interpersonal relationships.
- These relationships need to be developed within the context of community, which encourages individuals to relate freely with a large portion of the members of our community. The success of many student-sponsored group activities depends upon the free and wholesome participation of all students.
- We encourage couples to participate as individuals, and not to jeopardize other relationships by isolating themselves from the rest of the community. Devoting all social time to only one other person limits the enjoyment and growth that both students should experience.
- It is important for couples in the RJC High School community to respect each other, and to be sensitive to other members of the community. People should not feel uncomfortable in the presence of couples.

## **9. Counselling Services**

- Students at RJC High School traditionally interact with friends more than they have the opportunity to interact at many other schools. Students also have considerable adult contact here, particularly in the dorms. This allows them to process many issues and concerns as they grow through adolescence.
- Student's mental health is important, and RJC High School's *Health and Wellness Program* offers many formal and informal supports for students through various services and activities.
- Students may access counselling services provided by Saskatoon Health Region by speaking to the Deans or Administration. There is no fee for this service.

## **10. Scent-Aware Campus**

- An increasing number of persons, including our students, experience severe environmental and chemical sensitivities, asthma and allergies. In recognition of this, RJC High School is striving to become a scent-aware campus.
- Students and staff are asked to refrain from wearing excessive fragrances and scented personal care products in RJC High School buildings.

## **11. Caution Fee**

- RJC High School encourages fostering a community in which every student takes responsibility for his or her behaviour.
- If a student damages anything the cost will be assessed to that person and the student will need to pay immediately or make arrangements to pay the debt.
- If it is not possible to determine the particular person involved, the damages will be assessed to a particular group (boys' dorm, girls' dorm or everyone). Damages will be assessed immediately and costs determined.
- To accommodate other general damages, a caution fee of \$125 will be charged at registration. If no damages occur a portion of the fee is refundable.

## **12. Student Insurance**

- As part of student fees, students are automatically enrolled in an accident insurance plan.
- Injured students should contact the Business Office about processing a claim.
- Even if there is no injury, any major incident with potential injury should be reported to the Business Office for record keeping. This form is then filed with RJC High School's liability insurance for future reference.

## **DORMITORY INFORMATION**

Dorm life is an exciting opportunity to make great friends and experience a taste of independence in a safe environment. It's the chance to meet many new people from different backgrounds and to develop close relationships with a roommate and others who work and live with you.

### **1. Student Rooms**

- Most rooms contain either twin beds or bunk beds, 2 built-in desks, 2 shelves, 2 sets of drawers and 2 closets.
- Students are assigned room keys and are asked to keep their rooms locked. (There is a charge for lost keys). For security reasons valuables and money should be kept in a locked drawer provided in each dorm room. Each student is assigned a combination lock to use for this purpose. They can also ask to have their valuables placed in the Deans' office for safekeeping.
- The school staff will respect the privacy of student rooms. However, the school recognizes its responsibility in maintaining a safe and pleasant living environment for all students in the dorm and reserves the right to inspect their room when deemed necessary by Administration.
- Rooms will be checked for cleanliness and neatness by the Deans weekly and more if necessary.
- Washers and dryers are available for doing laundry; however, students need to bring their own laundry detergent (HE - for high efficiency machines).
- For both cleanliness and allergy related reasons pets are not allowed in the dorms. We may also need to restrict the presence of nuts and/or scents depending on the needs of the student body.
- More specific details about what to bring to the dorms are available in a pre-school mailing.

### **2. Roommates**

- Dorm students are assigned a dorm room and a roommate.
- The Dormitory Deans make roommate selections prior to the start of the new school year. Many factors are considered in pairing students (including grade, interests and personality).
- At times it becomes necessary to change roommates, but this is not done hastily, nor without much consideration and effort in making the present situation workable.
- Students may request their own room for a fee.

### **3. Phones**

- Cell phones must be registered with the Deans and used in an appropriate manner.
- Inappropriate use or unhealthy habits resulting from cell phone use may require intervention.

### **4. Health & Wellness**

- RJC promotes and provides many activities that support overall health & wellness.
- Students who are experiencing challenges in health & wellness or are expressing feelings or acts of self-harm are expected to speak to an RJC staff member so help and support can be arranged.
- If support outside of the school's programming is needed, students may be asked to return home for a time of healing.
- We expect that students do not express feelings of self-harm with other students either online or in person. This is for the safety of all students in our community.

### **5. Medications**

- It is expected that RJC dorm students independently take their own medication.
- Requests for dorm staff to administer medications can be found on our website and must be completed before the student arrives on campus.

### **6. Appointments & Transportation**

- Dorm students who require transportation for appointments need to request help for arrangements no later than 1 week before the appointment.
- There may be a fee for the transportation, depending on distance and staff availability.

### **7. Meal Times**

- All meals are provided for dorm students. Times will be listed.
- All students will eat their noon meal in the dining hall. The cost has been included in the tuition fee.
- Day students who eat breakfast or supper on campus need to sign in with the kitchen or Dean staff. Monthly costs will be billed to the students' account.
- Attempts will be made to accommodate vegetarian diets or other medically necessitated diets as much as possible. Not all personal preference diets can be accommodated.
- Dorm students need to receive permission from the Dormitory Deans to miss the supper meal.

- Grace is spoken collectively at both the noon and supper meals.
- Dishes and cutlery used in the dining hall must remain there.
- Footwear and appropriate clothing are required in the dining room.

## **8. Study Hours**

- Study hours are scheduled for Monday through Thursday from 8:30-9:30 pm. The Deans will monitor this time, which is designated for doing homework.
- Students must be in their rooms during this time, unless otherwise granted permission by the Deans prior to the start of study hour.
- It is important that student respect this time for themselves and others, as personal time is important when living in community.
- Computer games and video streaming are not allowed during study hours.

## **9. On-Campus and In-Dorm Times**

- The primary focus for students coming to RJC High School needs to be the academic, dormitory and extra-curricular programs planned here.
- To focus attention on these programs the following times have been designated as on-campus time. Other times are free time for students to go shopping, go for coffee, go banking and so on.
- If it becomes evident that a student's primary focus is off campus, then additional on campus time may be required. We appreciate the many off campus relationships that have been formed by RJC High School students. Our students should also feel comfortable inviting others onto our campus.

### **IN DORM TIMES**

Sunday to Thursday: 10:15 pm – 7:00 am the next day  
 Friday: 12:00 midnight – 7:00 am on Saturday  
 Saturday: 12:00 midnight – 8:00 am on Sunday

- During the academic day students need permission from administration to leave campus. A student needs to sign in and out when leaving campus and ask permission from the Deans to leave Rosthern after the academic day.

### **ON-CAMPUS TIMES**

- If there is an all-school activity, all students need to be on campus.
- Dorm students need to be on campus:

#### **Monday to Thursday:**

8:30 am – 3:30 pm for the academic day  
 8:25 pm – 7:00 am the next morning

**Friday:** 8:30 am – 3:00 pm for the academic day

	12:00 midnight – 7:00 am Saturday
<b>Saturday:</b>	12:00 midnight – 8:00 am Sunday
<b>Sunday:</b>	10:00 pm – 7:00 am Monday

### **CLOSED CAMPUS**

- After **8:30 pm until 3:30 pm the next day, Monday to Thursday**, the campus is open only to RJC High School students. Students need to inform their friends of this.

### **10. Lights Out & Quiet Time**

- From Sunday night through Thursday night students need to turn their lights out by **11:00 pm**.
- Sunday to Thursday - **10:30 pm-7:00 am** quiet time in your own room.
- Friday and Saturday- **12:30 am** quiet time.

### **11. Weekend Sign-Outs**

- Students are free to go home or to visit other students' homes for weekends, with proper permissions.
- Sign-outs for the weekend must be completed and approved with the Deans by Wednesday evening.
- Students may sign out to their home anytime and may take other students home with them if there is parental supervision.
- When students sign out to someone else's home, the Deans will call both homes to confirm the student's plans with the parents.
- False sign-outs (not staying overnight where students have told the Deans that they would be) will elicit disciplinary action.
- Students may also sign out to siblings' homes, however they may not invite other students along.
- If students plan to leave Rosthern during the week or on weekends they must inform the school regarding their plans and destination.

### **12. Personal Finances & Cash on Hand**

- RJC High School will not assume responsibility for money or items stolen unless through school negligence, although we will help in addressing the theft.
- Money and valuables can be temporarily 'banked' in the vault in the school office or in the Deans' office.



### **13. Female and Male Dorms**

- RJC High School has male and female dorms. This includes not inviting brothers or boyfriends into the girls' dorm or sisters and girlfriends into the boys' dorm.
- Stairwells are considered part of the dorm concerned.
- Disciplinary action will be taken when infractions occur.
- Occasionally Deans, along with the students may plan an 'open dorm' at which time students have access to that dorm.
- Family and friends need to obtain permission from the Deans before entering the dorm of the opposite sex. Persons going into the dorm of the other sex must also alert the students to insure privacy.

### **14. Fire Prevention and Regulations**

- All rooms are equipped with smoke alarms. These must not be tampered with and must be kept in good working order.
- Entrances, hallways and windows in rooms must be kept clear at all times to provide access to the door and window of the dorm rooms for emergency situations.
- Fire doors and exits remain closed at all times.
- For safety reasons burning of paper, incense, candles and other flammable materials is not permitted.
- Staff will monitor the use of electrical equipment and extension cords to ensure they do not create a fire hazard.
- Students are to leave their rooms unlocked while they sleep.
- Tampering with safety equipment, including fire doors, fire extinguishers, alarms, lights, and fire hoses, is an illegal offense. Anyone tampering with such equipment will be subject to a significant disciplinary response.

### **15. Late Leaves**

- At times it may be necessary to be away from the school or dorm later than the usual "kick-in" times (10:15 pm Sunday-Thursday, midnight Friday-Saturday).
- Prior permission must be obtained from the Deans to be late for "kick-in", either by parental communication or communication between student and Dean.

### **16. Vehicle Policy**

- Vehicles brought to campus must first be registered with the Deans by completing a Vehicle Registration Form. This form must be completed and handed in to the deans before the vehicle is available for use. Failure to do so,

or to use an extra set of keys, may result in losing the privilege of having a vehicle at school.

- All keys must be handed in to the Deans when the student arrives on campus.
- Vehicles must be parked in the students' designated parking place.
- Other motor vehicles (motorcycles, snow mobiles, etc.) are not to be brought to campus unless arrangements have been made with the school or Deans ahead of time.
- Vehicle use by students while at school is at the discretion of the Deans and vehicles cannot be used to taxi other students to and from downtown.
- RJC High School has an additional policy regarding the use of school vehicles and student vehicles during inclement weather. The policy will be copied onto the vehicle registration form.

### **17. Designated Weekends and Extended Holidays**

- The dorms will be closed during Thanksgiving, Christmas and Easter Breaks. Dates for these closures will be communicated to parents and guardians by the school. Students from other countries or from distant provinces who are unable to go home need to make alternate arrangements in advance of the holiday. Contact the Director of Dorms regarding accommodations and fees.
- Limited services will be available during the school breaks when the dormitories will remain open (Remembrance Day, February Break and May Long Weekend)

### **18. Church Attendance**

- Students are encouraged to attend the church of their choice regularly.
- The Rosthern area hosts two local Mennonite churches, as well as churches of other denominations, which are easily accessible.
- Transportation to and from church can be arranged in inclement weather.

# **DAY STUDENT INFORMATION**

## **1. Temporary Stays in Dorm**

- Occasionally requests are made for day students to spend a few days in the dorm. Arrangements can be made by contacting the Deans prior to the stay.
- A fee for short term stays will be applied to cover room and board.

## **2. Study Hours**

- Day students are expected to report to the deans if they wish to request to be on campus during study hour (Monday to Thursday, 8:30-9:30 pm).
- Day students are responsible to the Deans or the teacher requesting them to be on campus.

## **3. Night Lunch**

- Day/Shuttle students are very welcome to attend night lunch.
- After school and during night lunch day students are responsible to the Deans when on the RJC High School campus.

## **4. Vehicle Use by Day Students**

- Day students should only use their vehicles to go to and from school, and their vehicles should be parked in front of the school during the academic day.
- Students may forfeit the opportunity to drive onto campus if their driving is deemed careless or inappropriate by the staff.
- Other motor vehicles (motorcycles, snow mobiles, etc.) are not to be brought to campus unless arrangements have been made with the school ahead of time.
- Vehicles should not leave campus during lunch hour unless specific permission is granted by the lunch room supervisor.

## **5. Meals for Special Occasions**

- When teams or classes pack a lunch before leaving for a class trip or a sports event, day/shuttle students can do so in the kitchen as well.
- Tuition does not cover evening or weekend meals, even during events such as sports games, tournaments, or rehearsals. There may be times when a staff member in charge will ask students to stay for a team meal – those meals will be covered by tuition.
- Meals not covered by tuition require prior arrangements to be made with the kitchen and a fee will be applied to their account.

## **6. RJC High School Shuttle Service**

- Day students who are attending RJC High School by Shuttle need to be in the designated pick-up and drop-off locations at their designated times.
- If a day student will not be utilizing the shuttle, due to an appointment or other scheduled event, they must notify the school no later than 3:15 pm the day prior.
- If an unforeseen emergency takes place after 4:00 pm a text must be sent to the driver to notify him/her that you will not need the shuttle.

## **DISCIPLINE INFORMATION**

Our aim at RJC High School is for students and staff to work together toward a common goal of learning and living within a safe and supportive community. These efforts are guided by a model of restorative justice.

**In the event of misbehaviour or a student breaking the trust of the community, responses will be undertaken to facilitate cooperation, restitution, and redemption. Our goal is to restore relationships of trust and utilize discipline as an opportunity for learning. Throughout these conversations RJC is committed to keeping the needs of the individual student, and the school community in mind.**

At times situations arise for which we do not have adequate resources. Professional help may be solicited. We may also need to contact the local RCMP to assist us with a particular concern.

### **1. Privacy & Security**

Privacy and security are important. Anyone gaining access to a room that is locked, other than their own, by carding or having school keys other than their room key, is subject to a disciplinary response.

### **2. Policy Regarding Use of Tobacco and Vaping**

RJC High School discourages the use of these products by students.

However, recognizing that students do make choices about smoking, tobacco use and vaping, it is important that RJC High School be clear in its expectations.

- Students may smoke/vape only off the edge of our property alongside Highway 312 at the designated area.
- Smoking/Vaping is not permitted during class time, chapel, study hours or after curfew.
- Smoking/Vaping is not permitted in any of the school buildings or anywhere on campus.
- Smoking/Vaping is permitted at three points during the school day:
  - a. before school begins from 8:00-8:25 am
  - b. after eating lunch (before afternoon classes begin)
  - c. following the completion of the school day at 3:30 pm.
- Students are expected to be in class on time and to complete their assignments before leaving to smoke/vape.

### **3. Alcohol, Illicit Drug Use and Other Substances**

- RJC High School seeks to work with parents and families in encouraging healthy lifestyles for our students. We realize the social and physical hazards of alcohol, drug, and substance use.
- Not only are the use of alcohol and drugs by minors illegal, but they represent serious at-risk behaviour for our students.
- **Alcohol and illicit drugs are not permitted on RJC's campus at any time, nor are they permitted on school trips.**
- Student involvement with alcohol or drug use while under RJC supervision warrants a disciplinary response. Abuse of other substances in inappropriate ways may also require a disciplinary response.
- Students involved in alcohol or drug use while signed out to homes become the responsibility of those parents. We ask parents to support us with this policy and not permit RJC students to drink at their homes.
- Students found using or in possession of alcohol or drugs will result in a disciplinary response. Inappropriate use of prescription drugs is similarly prohibited and will also result in a disciplinary response.
- Due to the serious nature of illegal drug use, consultation with the legal authorities may be warranted.

### **4. Violence**

- Violence is expressed in many forms; physical, verbal and written, including texts and online comments. In many of these formats the behaviours constitute bullying and harassment. Violence can also be directed at property as vandalism.
- RJC High School is not immune to incidences of violence. We encourage wholesome and peaceful relationships and violence will not be condoned.
- If the school becomes aware of violence or violent behaviours, students will be confronted and appropriate responses administered.
- Education, intervention, relationships, and policy are effective tools RJC High School uses to prevent and respond to violence.
- Behaviours that are harassing in nature are addressed according to the RJC High School harassment policy. This policy is available upon request.
- Harassment is unacceptable conduct; likewise, a false accusation of harassment is unacceptable conduct.
- Weapons are not permitted on campus at any time. Weapon replicas are similarly prohibited.

## **5. Suspensions, Expulsions and Withdrawals**

- RJC High School is a school with a dormitory. As such, many of the dynamics of the students' behaviour is quite different than would be in a day school, where they return home every evening. Most concerns of student behaviour surface in the context of this community living.
- Communication in the network of students, deans, teachers and parents needs to be a cornerstone to make everyone aware of concerns.
- Occasionally it is necessary to suspend students for inappropriate behaviour. Suspensions may be in school or out of school.
- Suspensions vary depending upon the infraction, student's history, and response to the violation.
- At times the suspension may be regarded as indefinite.
- For any suspension over three days, the Director of Education will be notified.
- Students who repeatedly do not meet RJC's expectations, or who are in gross violation of these expectations, may be asked to withdraw. In these cases a student's actions and/or behaviours are understood to be communicating their desire to withdraw from RJC's dormitory and/or school programming.
- After a student has served a suspension, that student may receive a minimum of seven days of campus restriction. For day students this means they can only be on campus for classes and other school organized activities for seven days.

## **6. Procedures for Re-admission Following Immediate Dismissal, Assumed Withdrawal or an Indefinite Suspension**

- As indicated above, a second suspension may be deemed an indefinite suspension and re-entry is neither assumed nor automatic.
- Also, an immediate dismissal is not necessarily followed by re-admission. In some cases, the student will no longer be allowed to attend RJC High School. These situations are dealt with on a case-by-case basis by school staff/administration, parents and the student.

## **7. Restorative Justice**

- In many cases the most helpful response to infractions is to have the people involved work together to bring healing and restore relationships. RJC High School attempts to use this approach wherever and whenever possible and appropriate.

## **8. Appeal Procedure**

- We hope that any concern can be addressed by approaching other students, Deans, teachers or administration. The above policies should facilitate that as well. If decisions are not handled to the satisfaction of a student or parent and the individuals feel misunderstood, an appeal to the chairperson of the Board

of Directors is encouraged. The chairperson will then inform the executive or the entire board, if necessary, to determine a decision.