STUDENT HANDBOOK
2026-2027

(updated October 2026)

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

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

Deans & Dorm

Girls' Dean cell	306-232-2123
Boys' Dean cell	306-232-2152
Email	deansoffice@rjc.sk.ca

Kitchen	306-232-4414 (7:00 am-6:30 pm daily)

The Main Office phone and Deans' cell phones have voicemail.

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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 9: Christian Ethics; Choral; Band OR Arts Electives
    - Grade 10: Christian Ethics; Choral; Writing 20; Band OR Arts Electives
    - Grade 11: Christian Ethics; Communications Media 20 OR Journalism; History 20 OR Indigenous Studies 30; 20-level Science
    - Grade 12: Christian Ethics; History 30; 30-level Science

- The following courses are *strongly recommended* that RJC students take. This may be for academic or community purposes:
    - Grade 11: Choral 20
    - Grade 12: Choral 30
- The following course loads are expected for RJC students:
    - Grade 9: 6 classes/day
    - Grade 10: 12 credits per year
    - Grade 11: *Minimum* of 10 credits per year
    - Grade 12: *Minimum* of 10 credits per year
- Students, parents, and guardians may monitor their student's academic progress and attendance at 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

- A full course load at RJC High School is twelve courses.
- In most cases, RJC advises that students register for the maximum number of RJC courses. This is to expand their understanding of a range of topics, enjoy a holistic educational experience, and keep doors open for their future.
- Gr. 9 and 10 RJC students are expected to register for a full courseload, which ensures that required and pre-requisite courses are completed.
- Gr. 11 and 12 students who are not scheduled for a class will be assigned an Academic Prep (AP) period.
    - Academic Preps are teacher-supervised times when students are expected to be working on homework, assignments, projects, or reading.
    - Attendance expectations remain in place for APs, as in other classes.
    - Gr. 11 students may have one AP per semester.
    - Gr. 12 students may have up to two APs per semester.
        - A Gr. 12 student registered in a P. 1 AP (8:30 AM to 9:25 AM) may be excused with approval from parents and RJC. They would be permitted to remain at home or in the dormitory for this period.

As a rule, students may not come and go from campus during an AP period.
    - Students registered for an AP are expected to meet all other attendance expectations during the academic day.
- Students who do not meet the expectations of an AP may be required to register in additional classes in the following semester.
- Gr. 11 and 12 students must participate in a minimum of four RJC courses per day.
    - Gr. 11 students taking an online learning course may have an AP and another assigned AP to complete the course. Proof of registration in the online learning course is required for this schedule to be set.
    - Gr. 12 students taking an online learning course may have an AP and another assigned AP to complete the course. Proof of registration in the online learning course is required for this schedule to be set. Gr. 12s may not be registered with 2 APs and an online learning course.
- These guidelines are understood to help maintain the integrity of RJC's academic program, the vibrancy of its community life, and support the best interests of student learners.

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 designated staff member before 8:15am if they feel ill and/or unable to attend class. A parent call or email does not suffice, as reporting 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. Cell Phones in School and Personal Electronics

- Personal electronics include items such as laptops, tablets, smart watches, air pods, etc.
- Cell phones and personal electronics may not be used during academic time.
    - Students are asked to leave their phone in their lockers or in a teacher-designated area in the classroom ("phone hotel," etc.). These devices should be turned off or put on silent.

- Teachers may permit students to use their cell phones or personal electronics during class for academic purposes.
- Chapel is part of the academic day, and students may not use their cell phones or personal electronics during this time.
- Academic Prep periods are part of the academic day, and students are asked to leave their phone in their lockers or in a teacher-designated area in the room. Teachers may permit students to use their cell phones or personal electronics during this time.
- Students who require ongoing use of cell phones or personal electronics as accommodations for medical or specific learning needs may speak to administrators.
- Students may use their phones during class breaks and lunch.

- The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
- Students are not allowed to take photos or videos of others in the classroom without permission from the staff member and all students involved. There is also a heightened sense of student responsibility in areas where there is an increased expectation of privacy (e.g. washrooms, changing rooms, etc.).
- Inappropriate use of any cell phone or personal electronic device may result in disciplinary action that includes confiscation or suspension.
- Where information that could pertain to issues of safety and/or criminal activity is reasonably believed to exist on personal electronic devices, the devices may be accessed, the information reviewed, and the devices may be confiscated for further investigation by the school and/or by police authorities.

10. Online Courses - Students Wishing to Pursue Online Studies

- RJC High School classes are taught in-person in the context of the academic day. Outside of extenuating circumstances, determined at the discretion of the principal, online learning is a service that the school does not provide.
- In some circumstances Gr. 11 and 12 students may wish to register for an online or distance learning course not offered by RJC. It is the student's responsibility to source, pay, and complete these courses independently.

  In most cases RJC advises that students complete an online or distance learning course in their scheduled AP time and register for the maximum number of RJC administered courses. At other times, alternate arrangements are made in accordance with RJC's *Administrative Accommodation Approach - Online and Distance Learning Course Requests*.

- Fees for courses provided by the Saskatchewan Distance Learning Corporation (DLC), which are billed to the school, will be forwarded to the DLC once the fees have been collected from the student, and their RJC account is paid in full.
- Students pursuing online studies are required to meet all RJC 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 instil 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 on the lockers. This is for reasons of safety and security.
- For security reasons the dormitory will be locked during the academic day. Should students need to return to the dormitory they must speak to their supervising teacher.
- All lockers must be emptied at the end of the year.

- RJC High School facilities are kept neat, clean, and secure. Students should not leave belongings or personal items in hallways or on school surfaces.
- Lockers are considered RJC property, and remain under the control of the school. Administrators retain the right to search a locker, should it be deemed necessary.

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. School Change Rooms

- RJC High School has male and female change rooms.
- Students are expected to use the change room that corresponds with the dormitory to which they have access.
- Student safety and security in spaces like change rooms is important. Students are expected to treat one another respectfully in these areas.
- Cell phones and video recordings are not permitted in change rooms or washrooms, as per RJC's cell phone expectations.
- RJC change rooms have private spaces for changing and showering. An individual washroom is also available for student use.
- Parents, guardians, and guests on campus are expected to utilize public washrooms, as change rooms are understood to be spaces primarily available for student use. This helps maintain a reasonable degree of privacy for students.

12. 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.

13. 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.
- Students are not permitted to bring soft furniture into their rooms, nor may kitchen accessories or appliances be in a dorm room. This is for safety, security, and cleanliness reasons. Students may have mini-fridges in the room provided that they are regularly cleaned and maintained to the standards set by the dormitory deans.
- Students may have televisions, personal computers, and gaming consoles in their rooms, provided they are used responsibly. In the event that the use of these items limits a student's ability to meet the expectations of the school, dormitory deans may remove them from the rooms.

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 and Electronic Devices

- RJC encourages healthy and appropriate use of cell phones and electronic devices. This includes balancing time online with in-person relationships and ensuring that device use does not interfere with sleep hygiene.
- Cell phones and electronic devices, such as game consoles, TVs, personal computers, tablets, and smart watches, are permitted in the RJC dormitory.
- Cell phones and electronic devices must be registered with the deans and used in an appropriate manner.
- Inappropriate use, unhealthy habits, or an inability to meet attendance or behavioural expectations for the school and dorm may result in interventions relating to cell phone and electronic device use and access.

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.
- 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.
- If support outside of the school's programming is needed, students may be asked to return home for a time of healing.
- **Medical Leave**
  - At times, RJC students will be asked to take a medical leave from the school and/or dormitory.
    - At RJC the purpose of a medical leave is to provide students with a time of rest, recovery, and assessment.
    - A medical leave does not have a predetermined length of time, and its duration is determined in conversation between the home, school, and dormitory.

- Primary considerations for making this decision include the safety and security of individual students and the wellbeing of the wider community.
- Especially in cases of suicidal ideation, self-harm, or acute physical or mental distress, RJC maintains a high standard of consideration for re-entry.

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

- RJC seeks to provide reasonable support for dormitory students in arranging transportation for the purpose of medical care, personal appointments, and coordinating travel home for designated weekends.
- Dorm students who require transportation are expected to speak with the Deans at least one week in advance.
- 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 from 8:30-9:30 PM, Monday through Thursday.

- Dorm students are expected to be in their rooms during Study Hour, unless otherwise granted permission by the dormitory deans prior to 8:00 PM.
- Study Hour serves several purposes. It is a designated time for homework, an opportunity for rest from the wider community, and offers dormitory deans the chance to check in on the wellness of each student through direct conversations.
- It is important that students respect Study Hour for themselves and others, as it is a valuable practice for maintaining the well-being of the school community.
- Computer games and video streaming may be permitted during Study Hour, provided homework is done. This decision is made at the discretion of the dormitory deans.
- As a rule, if students need to miss Study Hour they are expected to arrange an alternate plan with the deans to make up that time.

9. On-Campus and In-Dorm Times

- The primary focus for students coming to RJC High School needs to be the academic, dormitory, community, and extracurricular programs planned here.
- To focus attention on these programs the following times have been designated as on-campus times.
- Other times students may sign out with the Dean and may go shopping, run errands, or spend time off campus. If students request to leave Rosthern they must receive permission from the Deans.
- If it becomes evident that a student's primary focus is off campus, then additional on campus time may be required. This decision is made at the discretion of the Deans.
- We appreciate the many off campus relationships that have been formed by RJC High School students. Students may invite friends onto campus during designated times; however, they are asked to sign these friends in with the Deans.

ON-CAMPUS TIMES

- If there is an all-school activity, all students are expected to be on campus.
- On-campus times for Gr. 9-10 and Gr. 11-12 students are different on Friday and Saturday. This reflects RJC High School's efforts to support student growth in independence and responsibility in dormitory living.

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

Gr. 9-10

10:30pm – 8:00 am Saturday

Gr. 11-12

12:00 midnight – 8:00 am Saturday

Saturday:

Gr. 9-10

10:30pm – 8:00 am Saturday

Gr. 11-12

12:00 midnight – 8:00 am Saturday

Sunday:

10:00 pm – 7:00 am Monday

IN DORM TIMES

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

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. Guests on Campus

- RJC Welcomes guests to campus.
- Guests are understood to be non-RJC students. Parents and families are considered guests.

- Guests are expected to sign in with the dormitory deans, must be there to visit and RJC student, and are welcome in all public spaces (lounge, study area, gym, etc.) during open campus times.
    - RJC dormitories are considered private spaces, and access is available to current RJC students and staff. Guests, such as parents or family members, may ask the dormitory dans for permission to enter the dormitory.
- Guests are expected to meet RJC's standards for behaviour and conduct. In the event of misbehaviour, inappropriate actions, or other factors that fall under the discretion of RJC staff, guests may be asked to leave campus.
- Repeated infractions or misbehaviour may lead to guests being instructed to remain off campus indefinitely.

12. Dormitory Room Checks

- Dormitory deans will conduct room checks on a regular basis. The primary purpose of these checks is to promote positive habits for health and wellness.
- RJC administrators and dormitory deans retain the right to conduct additional room checks, as deemed necessary. These checks may occur without notice or student consent, particularly in situations where the safety and security of students and the school community may be impacted. Responses to these situations will follow RJC's discipline practices, as outlined in the *RJC Student Handbook*.

13. Dormitory Sign-Outs and Off Campus Stays

- Students may go home or visit other students' homes for weekends, provided permission is granted.
- Sign-outs for the weekend must be completed and approved with the Dormitory Deans.
    - Sign-out plans should be made by Wednesday evening, or at least two days in advance.
    - Students may sign out home anytime.
    - Students may sign out to a siblings' home, however they may not invite other students along.
    - As a rule, students may not sign out to a home that is not their own on school nights.
    - When students sign out to someone else's home, the Deans will call both parents to confirm the students' plan with the parents. The hosting family is understood to be responsible for that student during their stay.

- If students plan to leave Rosthern during the week or on weekends they must ask permission from the school and/or dormitory deans and share their plans in advance. These may be confirmed with parents, and permission may not be granted.
- False sign-outs, understood as not staying overnight where students have told the dormitory deans that they would be, is a serious infraction. In these cases, disciplinary action will be taken.
- Failure to return to the dormitory without appropriate sign-out plans is not tolerated. In these cases the student will be understood to have withdrawn voluntarily from the RJC dormitory, effective immediately.
    - Should the student wish to appeal for re-admittance into the dormitory, they must contact RJC administration. A review of the incident and the student's conduct will be initiated by the principal.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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, e-bikes and scooters, etc.) are not to be brought to campus unless arrangements have been made with the school or Deans ahead of time.
- Motorized vehicles are not allowed inside school buildings.
- Any material damage incurred from motorized vehicles on campus will be considered the responsibility of the owner, along with those involved, and all involved will be charged accordingly.
- Vehicle use by students while at school is at the discretion of the Deans and vehicles should not be used to taxi other students to and from downtown.
- The purpose of having vehicles on campus is for transportation. Students may not have access to their vehicle to loiter in the parking lot.
- 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.

19. 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 Weekend and May Long Weekend)

20. 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.

21. Summer Storage

- The RJC dormitory has dedicated lockers for students to store belongings over the summer. The dormitory deans are responsible for helping students make appropriate arrangements to ensure that items are stored in a safe, secure, and orderly manner.
- Students are expected to fully empty their assigned lockers when they return from summer.
- At times, the storage area may be accessed by staff, contractors, or other people throughout the summer. RJC is not responsible for student items in the event of loss, damage, or theft.

DAY STUDENT INFORMATION

1. Temporary Stays in Dorm

- Occasionally, requests are made for day students to stay in the dorms for a temporary period of time. These arrangements must be approved by the RJC administrative team following the completion and review of a dormitory application form.
- A fee for temporary stays will be applied to cover the cost of 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, e-bikes and scooters, etc.) are not to be brought to campus unless arrangements have been made with the school or Deans ahead of time.
- Approved motorized vehicles are not allowed inside school buildings.
- Any material damage incurred from motorized vehicles on campus will be considered the responsibility of the owner, along with those involved, and all involved will be charged accordingly.
- 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.

DISCIPLINE INFORMATION

Our aim at RJC High School is for students and staff to work together toward a common goal of learning and living withing 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, Nicotine Products, and Vaping

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

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

- The use and possession of vaping devices, pens, and other electronic cigarettes is not permitted during the academic day, outside of those times specified below. These items should not be present, handled, used, or exchanged during class time or breaks.
- Inappropriate use of tobacco or nicotine products and/or vaping devices, pens, and other electronic cigarettes may result in disciplinary responses.
- Students may smoke/use nicotine/vape only off the edge of our property alongside Highway 312 at the designated area.
- Smoking/Nicotine Use/Vaping is not permitted during class time, chapel, study hours or after curfew.
- Smoking/Nicotine Use/Vaping is not permitted in any of the school buildings

or anywhere on campus.

- Smoking/Nicotine Use/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 gratis 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.**
    - Items like drug paraphernalia, logos depicting alcoholic brands and drugs, and substances like dealcoholized beer and liquor are not permitted on RJC's campus.
- Student involvement with alcohol or drug use while under RJC supervision warrants a disciplinary response. This includes the purchase and/or consumption of alcohol by students of legal age.
- 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.
- Students found to be purchasing and/or distributing alcohol or drugs to others will receive disciplinary action.
- Due to the serious nature of illegal drug use, consultation with the legal authorities may be warranted.

4. Students in the Presence of Others Who are Using Drugs, Alcohol or Tobacco/Vape

- Students are expected to remove themselves from the presence of others who are using drugs, alcohol, tobacco, or vaping devices.
- Students who do not remove themselves from situations in which others are using drugs, alcohol, tobacco, or vaping devices may receive disciplinary responses.

5. 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.
- Abusive or threatening language toward staff or students is not acceptable and will be taken seriously.
- 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.

6. Community Discipline Practices

- RJC High School teachers, dormitory deans, and administrators respond to instances of misbehaviour and inappropriate conduct in a variety of ways. These efforts are guided by a model of restorative justice that takes the needs of individual students and the wider community into consideration.
- Some community discipline practices at RJC include, but are not limited to:
    - Staff-Student Conferences: Students may be invited to discussions with teachers, dormitory deans, administrators, and other students to address incidents and actions. At times, parents may also be invited to be a part of this process.
    - Extra Gratis: Students may be expected to complete acts of service within the community.

- Detention: Students may be asked to remain at school after the academic day under teacher supervision.
- Early Kick-In: Dormitory students may be asked to return to the dormitory prior to the scheduled kick-in. Alternatively, day students may be asked to return home prior to the start of scheduled closed campus times.
- Campus Restrictions: Dormitory students may be asked to remain on campus for a period of time. Oftentimes this would include regular check-ins with the dormitory deans. In the case of day students, they may be asked to return home after the academic day or community activities.
- Suspensions: Serious infractions may include suspending students from the dormitory and/or the school.
- Voluntary Withdrawals: Serious infractions may be considered voluntary withdrawals from the dormitory and/or school as evidenced by the student's actions.

- School and dormitory discipline is overseen by the principal, in partnership with teachers, deans, and the administrative team. Grievances may be directed to the president, whose decision on these matters is final.

7. 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.
- Parents' and/or guardians' unwillingness or unresponsiveness to engage with staff concerns about their student may be interpreted as an unwillingness to work with or trust the school's decision making and result in the student's suspension or expulsion.
- 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.

8. 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.

9. 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.

10. 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 president is encouraged. The president's decision will be considered final.