

Rosthern Junior College



STUDENT HANDBOOK **2018-2019**

Mission Statement

Rosthern Junior College, 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, Rosthern Junior College 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

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The Main Office and Deans' cell phones all have answering machines.

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

INTRODUCTION

In deciding to come to RJC, 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 the RJC program 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.

ACADEMIC INFORMATION

1. Academic Specifics

- In addition to the courses prescribed by the Saskatchewan Ministry of Education, the following courses are compulsory:
 - Grade 10: Christian Ethics; Practical & Applied Arts; Choral; Spanish
 - Grade 11: Christian Ethics; Phys Ed; Life Transitions
 - Grade 12: Christian Ethics
- In some cases, a choice exists between two courses.
- Courseloads: Students in Grade 10 are expected to take 12 credits. Students in Grade 11 and 12 are expected 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.

4. **Study Hall**

- Study Hall time is scheduled for 30 minutes three days a week. During this time teachers will be in their class prepared to help individual students. Students are assigned to a “home room” for study hall and attendance is taken.
- **Study Hall is part of the academic day. All students are expected to attend.**

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.
- Students must obtain permission to write tests or quizzes scheduled for a missed class before the test is written. The teacher will determine the time and place for writing the test.
- Parents and guardians may monitor their student attendance on the parent portal of POWERSCHOOL.
- Repeated absences (excused and unexcused) may limit extra-curricular participation.
- Excessive unexcused absences may cause a class to be forfeited.

6. **Sick Policy**

- Dorm students must report to the Vice-Principal before 8:30 am if they are too ill to attend class.
- Day students must have parents call the school before classes to excuse an absence.
- Students who miss the school day because of illness must stay 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.
- Students sleeping in will be regarded as having missed classes because of illness (they too will need to return to the dorm after school and evening).
- Violations of the sick policy change the absences from excused to unexcused.

7. **Academic Assistance**

- 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.
- If non-returned books are found after classes are over, a finder's fee will still be levied.
- 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 Phone Use in School**

- Each teacher at RJC has developed a phone policy for their classroom. Students are expected to comply with the technology protocols of their individual classroom teachers.

GENERAL INFORMATION

1. Chapel

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

2. Dress Code

- The purpose of the dress code at RJC is to ensure that the students are dressed in a manner consistent with the school's values by wearing neat, clean, and inoffensive clothing.
- The dress code should limit the cost for school dress, and hopefully will also help to instil a sense of pride in and identity with RJC.
- **It is very important to label all school clothing with laundry markers to prevent loss or theft.**

Online Store:

- Dress code is available for purchase at our online store.
<https://urstore.ca/rosthern-junior-college-dress-code>

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

- **Navy or black pants** (non-denim cotton pants, yoga pants, wind pants or dress pants – solid color). Pants should not have coloured accents (such as zippers, seams, and so on) or excessive logos – they must be essentially navy or black.
- **Navy or black shorts, skirts or jumpers** (knee length, solid color).

**Jeans, hats/hoods, sweatpants or athletic shorts (with the exception of RJC PE shorts) are not considered dress code, and will not be allowed during school hours. Thank you for your cooperation in this regard.*

For Physical Education Classes:

- Students are asked to dress appropriately for the activity as outlined by the instructor.

For Concert Choir (all school), Chorale (auditioned choir), or other Choir Performances:

- Students involved in choirs will receive information from the choir conductor regarding expectations.

3. **Computer Access Policy**

Rosthern Junior College 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.

Students using the school computers for their schoolwork should have a USB memory stick to save files. They should also create a Google Account and save their files on-line.

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

- The computers and labs are for your 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, 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 pitch in and do their part by completing weekly or daily tasks in the residence, school building and dining hall. Gratis jobs are a tangible expression of the need, and hopefully the willingness, of everyone to be a responsible and contributing member of the RJC school community.
- At several times in the year all students are asked to help with general dorm/school clean up times.
- Staff or dorm council does 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 residence 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 often available for student use.
- No food or drink is to be taken into the gym.
- Proper footwear is to be worn while playing in the gym.
- No spiked heels or boots are to be worn in the gym.

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 the Christian 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 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 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.

- 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-Free Campus**

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

11. **Caution Fee**

- RJC 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' residence, girls' residence 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's liability insurance for future reference.

RESIDENCE 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. 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.
- Local church pastors attend RJC chapels in September to extend invitations to students to attend their worship services.
- Transportation to and from church can be arranged in inclement weather.

2. Roommates

- Residence students are assigned a dorm room and a roommate.
- The Residence Deans make roommate selections prior to the start of the new school year. Many factors are considered in pairing students (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.

3. 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 residence 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 residence 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.

4. **Phones**

- Cell phones must be registered with the Deans.
- Pay phones in the dorms are card operated only, not coin.

5. **Meal Times**

- All meals are provided for resident 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 Residence Deans to miss the supper meal.
- Grace is spoken collectively at both the noon and supper meals.
- Wasting food is considered disrespectful and may limit your access to the dining room.
- Dishes and cutlery used in the dining hall must remain there.
- Footwear and appropriate clothing are required in the dining room.

6. **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.
- Computer games and DVDs etc. are not allowed during study hours.

7. **On-Campus and In-Dorm Times**

- The primary focus for students coming to RJC needs to be the academic, residential 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 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 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

Saturday: 12:00 midnight – 8:00 am Sunday

Sunday: 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 students. Students need to inform their friends of this.

8. 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.

9. Personal Finances & Cash on Hand

- RJC 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.

10. **Female and Male Dorms**

- Males and females have separate dorms. **There are no exceptions. 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 gender must also alert the students to insure privacy.

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. **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.

13. **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.

14. **Vehicle Policy**

- Vehicles brought to campus must be registered with the Deans. This registration form, signed by both parents and the student, indicates under what conditions parents grant permission for the vehicle to be used, including how many passengers are allowed.
- 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.
- 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 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.

15. **Designated Weekends and Extended Holidays**

- The residence will be closed during designated weekends (Thanksgiving, Remembrance and Victoria Day) and extended school holidays (Christmas, February Break and Easter Break). 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. The Deans will assist students in this matter.

DAY/SHUTTLE STUDENT INFORMATION

1. Temporary Stays in Residence

- Occasionally requests are made for day students to spend a few days in the dorm. Arrangements can be made by contacting the Deans and the Business Office prior to the stay.
- Cost for the room and board is determined by the Business Manager.

2. Study Hours

- Day students at school during the study hours Monday to Thursday, 8:30-9:30 pm 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 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.

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.

6. RJC Shuttle Service

- Day students who are attending RJC 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 is to be able to work together, students and staff, toward a common goal – an education in a Christian residential community. Consequences of misbehaviour will attempt to facilitate co-operation, restitution and redemption. Always the emphasis should be learning from mistakes and changed behaviour.

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 E-cigarettes

RJC discourages the use of these products by students.

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

- Students may smoke only off the edge of our property alongside Highway 312 at the designated area.
- Smoking is not permitted during class time, chapel, study hours or after curfew.
- Smoking is not permitted in any of the school buildings or anywhere on campus.
- Smoking 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.

3. Alcohol & Other Illicit Drug Use

- RJC would like to work with parents in encouraging healthy lifestyles for our students. We realize the social and physical hazards of alcohol and drug use. Not only are the use of alcohol by minors and the use of illicit drugs illegal, both represent serious at-risk behaviour for our students. Student involvement in alcohol or illicit drug use while under our supervision warrants a disciplinary response. Students involved in alcohol use while signed out to homes become the responsibility of those parents. We ask parents to support us with this policy and not allow RJC students, who are guests in your home, to drink. For the school it is not a matter of trust but rather a dilemma for us to ignore weekend drinking when parents have OK'd such activities. The perception then becomes that RJC tolerates drinking by their students.
- Students found using or in possession of drugs will result in a disciplinary response. This includes inappropriate use of prescription drugs. Due to the serious nature of illegal drug use, consultation with the legal authorities may be warranted.

4. Violent Behaviour

- Violence is expressed in many forms; physical, verbal and written, including texts and on-line comments. In many of these formats the behaviours constitute bullying and harassment.
- RJC is not immune to incidences of violent behaviour. As a Christian school, which encourages wholesome and peaceful relationships, violence cannot be condoned. If the school becomes aware of such behaviour, students will be confronted and appropriate responses administered.
- Education, intervention, and policy are effective in preventing and dealing with harassment.
- Violence can also be directed at property as vandalism.
- Harassment is unacceptable conduct; likewise a false accusation of harassment is unacceptable conduct.
- Behaviour, which is harassing in nature, is addressed according to the RJC harassment policy. This policy is available upon request.

5. Suspensions and Expulsions

- RJC is a residential school. 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 will be regarded as indefinite.
- Students receiving their second suspension in a school year will ordinarily receive an indefinite suspension. Procedure for re-admission after an indefinite suspension is outlined below.
- After a student has served a suspension, he/she receives a minimum of seven days of campus restriction. This is dependent upon how the student handles the 'on-campus' time. 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. 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. This approach is also mandated by the biblical message. Too often bitterness lingers long after the incident because little or no effort was made to admit the wrongdoing, invite healing and restore the relationship. RJC 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.