



STUDENT LIFE MANUAL

Including POLICIES AND PROCEDURES

Last updated: August 2014

I. INTRODUCTION	3
II. PROCESS OF RESTORATION.....	4
III. SPECIFIC ISSUES	6
1. ALCOHOL.....	6
2. ATTENDANCE: CHAPEL	6
3. ATTENDANCE: CLASSES	7
4. ATTENDANCE: CLASSES DURING REHEARSALS.....	8
5. CLEANLINESS.....	9
6. CURFEW	9
7. DAMAGE AND VANDALISM.....	10
8. DECOR	11
9. DISHONESTY.....	11
10. DISRESPECT	12
11. DRUGS	12
12. ENTERTAINMENT	12
13. FIRE SAFETY	13
14. GUESTS IN RESIDENCES	14
15. HARASSMENT.....	14
16. MUSIC	16
17. OCCULT	16
18. QUIET HOURS	17
19. ROAD SAFETY.....	17
20. EDUCATION BUILDINGS.....	17
21. SEXUALITY.....	18
22. SMOKING.....	18
23. STUDENT LOUNGE	20
24. THEFT AND FRAUD	20
25. WORK DUTIES.....	20
26. WORK PLACE SAFETY	21

I. INTRODUCTION

The principles of the Student Life Manual are informed and shaped by our unique character as a Christian Fine Arts institution of Higher Education, located on a rural campus. All members of Rosebud's community respect the fact that Rosebud is a place of work and training, a place to live, and a significant cultural tourism destination in Alberta.

We are a **Christian** based School. The mission of Rosebud Centre of the Arts is to enrich lives by expressing God's gifts of creativity, hope, joy, forgiveness, and love through the arts. In light of this mission, we define the relationship between employer and employee, between teacher and student, between the school and the community, and between ourselves and our roommates. The policies we ask our students to follow are based on Biblical principles of living together. Although a Christian commitment is not necessary to attend Rosebud School of the Arts, we ask that all students respect the lifestyle of RSA, open themselves to seeking God and pursue questions about Christianity.

We are a **fine arts** School. The Fine Arts discipline is demanding – it requires energy and good health. The Fine Arts field attracts highly emotive people with strong power of expression; however, these gifts are never to be used as licence for destructive behaviour. The lifestyle choices we make have a direct effect on our ability to learn and grow in our craft.

We are an institution of **higher education**. A post-secondary program requires mature studying skills, a certain level academic competency and life skills. The relationship between instructor and student is defined as Master and Apprentice, and as such demands mutual respect and accountability. We believe that both the master and the apprentice are called to submit their autonomy to a purpose greater than themselves: to the discipline of their field and ultimately to the Lordship of Christ.

We are a **rural campus**. We live in a small and relatively isolated community where we rely on each other for friendship and support. Our actions have a direct effect on the people living around us, and wherever we go, we are seen as ambassadors of Rosebud. Students are asked to conduct themselves in such a way that the community is edified and built up in a positive manner.

We are a **tourism destination**. Over 40,000 visitors visit Rosebud each year. Every member of this community will contribute to our patron's Rosebud Experience in a positive way, no matter where we are in town or what we are doing.

II. RESTORATION

In light of our identity as described above, the Student Life Manual seeks to restore right relationships between people. Our goal is to help the students develop their ability to clarify problems and make wise decisions. The Student Life Manual is intended to encourage a positive atmosphere for growth in the fine arts field.

The first step in restoring right relations is developing the ability to address one another with gentleness and honesty. This is the first step in conflict resolution and may be the hardest one to learn; yet, with growing maturity and wisdom, we expect students to develop conflict resolution skills that illustrate Christ's teachings of truth, love, repentance, and forgiveness.

The second step is asking for advice and seeking counsel from the Student Life Advisor. The Student Life Advisor may mediate disputes and help find a resolution that is agreeable to all.

The third step involves correction, the details of which are outlined in this document. Sometimes the procedure calls for a **Student Life Committee**. This committee is called together as necessary, chaired by the Student Life Advisor and comprised of the Student Life Advisor, the Education Director, a staff member assigned by the Executive Director, and a staff or community member of the student's choice as requested.

In all cases and at every step in the process, confidentiality must be respected.

Throughout this manual we will be referring to the following steps in dealing with situations that require correction.

Step 1. Verbal Warning

The Student Life Advisor gives the student a verbal warning concerning questionable behaviour and helps the student find a solution to the problem.

Step 2. Written Reprimand

If no significant improvement occurs, the Student Life Advisor provides the student with a corrective notice, or reprimand, a copy of which is forwarded to the Registrar. The Student Life Advisor monitors the student's behaviour.

Step 3. Contract

If the pattern of behaviour persists, the student and the Student Life Committee sign an agreement for a set period of time in the form of an accountability plan, also known as a "contract."

While under contract, the student is placed on probation and may not progress to the next level of their programme. For example, a Certificate student, while under contract, will not be considered for Mentorship. A Mentorship student under contract will not be considered for casting in upcoming shows. Depending on the correction needed, the student may be directed to professional counselling.

The student is expected to respond to the contract by a specific date, either via e-mail or by attending a meeting to discuss details. Failure to respond or attend the meeting for whatever reason leads directly to Step 4 or Step 5.

Step 4. Temporary Leave

When a contract proves unsuccessful, the student is asked to leave the programme for a set period of time. This temporary leave of absence gives both the school and the student a chance to heal emotionally and/or reassess their goals and priorities. Upon return, the student is placed on probation (Step 3).

Step 5. Dismissal

The student is required to leave RSA on a date set by the Student Life Committee and is not permitted back without final approval of the Executive Director. Re-admission may be considered after the passing of one year or another set period of time as specified by the Student Life Committee. To be considered for re-admission, the student may be asked to complete all or parts of the application procedure, including a Scout Week.

Step 6. Expulsion

The student is removed from RSA on a date set by the Student Life Committee and is barred from all activities associated with student life. The student may apply as a new student after a period of three years.

III. SPECIFIC ISSUES

Specific issues are listed in alphabetical order for easy reference.

1. ALCOHOL

Rationale

Rosebud is an inter-denominational community, and we recognize that Christians differ in their conviction regarding alcohol consumption: some take wine at communion, others drink for recreation, and others abstain from alcohol altogether. We choose to respect and uphold the best models of all Christian traditions. Therefore, we encourage our students to follow the directives of their religious upbringing, without passing judgement on people whose lifestyle differs from their own, refraining from excessive drinking at all times, and agreeing to support all those who abstain from alcohol.

Policy

There is to be no presence of alcohol in any school buildings or in official school residences. Disruptive behaviour as a result of alcohol consumption will not be tolerated. Drinking to excess on or off campus is not permitted.

Procedure

- 1) Presence of alcohol in school buildings or student residences is referred to the Student Life Advisor, as is disruptive behaviour or excessive drinking. The Student Life Advisor will approach the student and through mutual discussion, discern the cause, circumstances and conditions that surround the incident. The SLA may inform the Ed Team and together with the student reach a corrective solution.
- 2) If a second incident occurs within the school year, the Student Life Committee will place the student under contract (Step 3). The student may be referred to counselling, Pastoral Care, or an accountability group such as AA.
- 3) In the event of a third incident, the student is automatically dismissed (Step 5).
- 4) If the incident possibly involves breaking the Criminal Code (for example, buying drinks for minors, drinking as a minor, or drinking and driving), the Student Life Advisor makes a report to the Executive Director and the civil authority. If the student has indeed broken the Criminal Code, he or she is automatically put under Contract (Step 3) or Dismissed (Step 5).

2. ATTENDANCE: CHAPEL

Rationale

Chapel is an essential component of spiritual formation at RSA and builds up the RSA community.

Policy

- 1) All students are required to attend Chapel.
- 2) Students involved in rehearsals with Rosebud Theatre must attend Chapel when able and are excused when rehearsal and Chapel time conflict.

- 3) Each student is permitted three (3) absences to Chapel each term without penalty. These absences are provided for unavoidable situations such as funerals, illness, medical appointments or requested time off. Therefore, the student should use these absences wisely, because additional excused absences will be granted only in very exceptional cases.

Procedure

- 1) When a student is absent for four (4) Chapels per term, the Student Life Advisor writes a reprimand (Step 2).
- 2) When a student is absent for five (5) Chapels per term, the Student Life Advisor places the student under contract until the end of term (Step 3).
- 3) Additional absences result in a Temporary Leave (Step 4) or Dismissal (Step 5).

3. ATTENDANCE: CLASSES

Rationale

Rosebud education is conservatory training and features many classes that are studio-based. In studio-based classes, learning takes place primarily during classroom time and involvement, and “making up” missed classes is nearly impossible. The attendance policy encourages students to respect in-class learning, to take personal responsibility for time management, and to communicate with their instructors in a professional manner.

Policy

- 1) Students must attend every class.
- 2) If a student is unable to attend a class or be present on time, they must inform the instructor using the *Time Off Request Form*. Using a *Time Off Request Form* does not necessarily mean that the instructor will excuse the absence, but does ensure that the student communicates respectfully with the instructor.
- 3) A student’s grade will be deducted for lateness or no attendance:
 - 3% Unexcused absence (the instructor deems the reason for the absence unsuitable)
 - 2% Excused absence
 - 1% Late attendance
- 4) Deductions for attendance are capped to a specific percentage amount determined by the instructor.

Discipline Procedure

- 1) The instructor assigns a maximum percentage grade for Attendance, clearly indicated in their class syllabus, and follows the above procedure.
- 2) If the student’s continued absence or late attendance is disruptive to the class or if the student’s program is in jeopardy, the instructor will notify the Student Life Advisor or the Education Director. At this point the Education Team will issue a Written Reprimand (Step 2) or place the student under Contract (Step 3).

Examples

- a) Jane takes a class where Attendance counts for 30% of the final grade. During the term, Jane attends a funeral and asks to be excused from class using the Time Off

- Request Form. The instructor excuses the absence and Jane loses 2% of her attendance grade for missing a class. Subsequently Jane gets depressed and accidentally sleeps in four times and comes late for class. Jane loses 4% of her attendance grade for being late four times. The instructor informs the Student Life Advisor of Jane's situation and the Student Life Advisor helps Jane set up a manageable schedule. Jane's final grade at the end of the course is deducted by a total of 6%.
- b) John takes a class where Attendance counts for 10% of the final grade. During the term, John wants to attend a hockey game and uses the Time Off Request Form to be excused from class. The instructor does not excuse the absence and John's attendance grade is deducted by 3%. John misses three other classes due to various circumstances which he did not discuss with his instructor beforehand, resulting in another 9% deduction. Because Attendance counts for 10% of the final grade, John loses the total 10%.

4. ATTENDANCE: CLASSES DURING REHEARSALS

Rationale

As a conservatory training School, RSA combines practical stage work and educational classes. Wherever possible, RSA and Rosebud Theatre aim to work out mutually exclusive schedules so that cast members are not double booked. RSA and RT make a commitment to respect the demands of the rehearsal schedule, the educational requirements of the student's programme, and the general health and welfare of the student.

This policy applies only to rehearsals at Rosebud Theatre and only to the rehearsal period, not the run of a show.

Policy

- 1) RSA adjusts the class schedule around Rosebud Theatre's rehearsal schedule where possible by rescheduling classes outside of rehearsal time
- 2) The Registrar and Production Manager or Stage Manager meet before the rehearsal process begins to discuss the demands on the student's time
- 3) Students are expected to attend every class scheduled outside of rehearsals. Classes run from 8:30 AM to 10 PM
- 4) Students are expected to attend classes during rehearsals when they are released by stage management for that purpose
- 5) Acting Coaching and Vocal Music Performance are re-scheduled by the coach and the student
- 6) Students need to fill out a Time Off request form for classes missed during rehearsals. Missing a class due to rehearsals counts as an Excused Absence
- 7) Instructors are permitted to give students a chance to make up missed classes or missed assignments, for example through a tutorial or an additional project. Make-up lessons or assignments are offered at the discretion of the instructor, and are neither mandatory nor expected.

Procedure

- 1) Missed classes due to Rosebud Theatre rehearsals are considered an Excused Absence with a Time-Off Request Form
- 2) Missed classes due to RT rehearsals without a Time-Off Request Form are considered Unexcused Absence
- 3) Scheduling conflicts are mediated by the Registrar, Stage Manager and/or Production Manager

5. CLEANLINESS

Rationale

Cleanliness in student residences is enforced to create an environment that shows respect for roommates and promotes basic sanitary conditions.

Policy

Students are expected to keep their residence clean to a standard that passes the inspection of the landlord. Food must be properly stored and fire safety regulations must be observed.

Procedure

- 1) The landlord inspects the student residences to ensure that they are kept to a standard of cleanliness required by the Health Act.
- 2) If the residence does not meet the standard required, the student(s) responsible will receive a Verbal Warning and have 24 hours to clean their space (Step 1).
- 3) If the space is not cleaned within 24 hours, the landlord will issue a cleaning fee for everyone in the residence or the offending student(s) (Step 2). This fee is set at the amount the landlord considers adequate to get the residence clean.
- 4) Repeated violations are reported to the Student Life Advisor and are dealt with according to the procedure under #9 "Disrespect." Discipline usually involves a Contract (Step 3).

6. CURFEW

Rationale

Depending on our involvement in different projects, our personal schedules may differ dramatically. The curfew is in place to help individual students live a balanced lifestyle that includes necessary rest. Furthermore, we wish to encourage each student to maintain their focus on training in the Arts and live in consideration of others whose activities demand a different schedule from our own.

Policy

- 1) At all times, students are expected to be sensitive to the noise level around town. For example, children may be trying to sleep early in the evening.
- 2) After 11:30 p.m., students are expected to enter & exit quietly and move around town in a quiet manner.

- 3) By 1:00 a.m., students are expected to be in their own residences.
- 4) This curfew will be strictly enforced in the following cases:
 - a) When a student disrupts a housemates' rest after the designated quiet time.
 - b) When a student shows up late for classes or work duties.

Procedure

- 1) If a student breaks the curfew resulting in negative effects upon their own or their housemates' ability to function the next day, the Student Life Advisor issues a Written Reprimand and enforces the curfew rules (Step 2).
- 2) If a student breaks the curfew agreement a second time during the term, they will be placed under Contract (Step 3).
- 3) In event of a third incident, the student may be dismissed at the discretion of the Student Life Committee (Step 5).

7. DAMAGE AND VANDALISM

Rationale

We wish to create an environment in which students respect their own and other people's property.

Policy

Students will use and maintain the facilities provided by RSA as good stewards and treat RSA property as they would their own.

Procedure

- 1) When something breaks, the area supervisor will be notified immediately.
- 2) The area supervisor will investigate the situation and determine whether the item broke as a result of previous wear and tear, accident, or intentional vandalism.
- 3) In case of accident or vandalism, the area supervisor notifies the Student Life Advisor. The Student Life Committee may convene to ascertain the intentional nature of the incident.
- 4) If the damage occurred as a result of previous wear and tear, the appropriate department will bear the cost of repair or replacement.
- 5) If the damage resulted from an accident, all students involved in the incident will bear the cost of repair, including parts, labour, and administration.
- 6) If the damage resulted from intentional vandalism, all students involved in the incident will bear the cost of repair and in addition, be charged a vandalism fee of no less than \$50. These incidents include damage incurred through practical jokes that were not intended to damage property, but lacked the forethought necessary to prohibit such damage.
- 7) If an incident of vandalism possibly involves breaking the criminal code, the Student Life Advisor submits a written report to the Executive Director. Normally a report will also be made to civil authority.
- 8) Vandalism may be referred to the Student Life Committee for a recommendation of Contract, Temporary Leave, or Dismissal (Step 3, 4, or 5).

8. DECOR

Rationale

RSA is a community where many tastes, preferences, and convictions are brought together in close proximity. Students should recognize that their decorating choices are always a reflection of themselves, both artistically and who they are as persons. When decorating their rooms, students are asked to observe the following broad parameters:

Policy

- 1) Décor should not destroy property, such as peeling off paint or making holes.
- 2) Décor should not promote the occult or pornography.
- 3) All housemates have a say in decorating the common areas.

Procedure

- 1) When a conflict is brought to the attention of the Student Life Advisor, he or she will approach all parties involved and facilitate a solution.
- 2) The Student Life Advisor has final authority in removing particular items.
- 3) Non-compliance is dealt with according to procedures under #9 “Disrespect.”

9. DISHONESTY

Rationale

Dishonesty undermines a community based on trust. Dishonesty can become an addictive habit and may be symptomatic of an underlying issue that must be confronted.

Policy

In this policy, we define dishonesty as follows:

- 1) Deliberately communicating false information (Lying).
- 2) Withholding or adding information for the purpose of creating a false perception (Deception).
- 3) Gaining an advantage under false pretences (Cheating).
- 4) Presenting words or ideas of another as one’s own (Plagiarism).

Procedure

- 1) Every case of dishonesty must be referred to the Student Life Advisor, except for Plagiarism, which should be referred to the Education Director.
- 2) The Student Life Advisor will encourage the student to approach the appropriate person(s) to make confession. If confession is not made within 24 hours, the Student Life Advisor him/herself will inform the victim of the dishonesty.
- 3) The Student Life Advisor will conduct a thorough investigation of the history and root causes of the dishonesty and respond accordingly.
- 4) If the dishonesty breaks the criminal code, the Student Life Advisor will submit a written report to the Executive Director who will contact the civil authority.
- 5) If dishonesty occurs a second time, the Student Life Committee will place the student under Contract and may recommend counselling (Step 3).
- 6) A third incident leads to Dismissal (Step 5).

10. DISRESPECT

Rationale

We acknowledge the inherent value of each person living in this community, and we respect the proper authority of each position in the organization.

Policy

Students are to address difficult issues by confronting the appropriate people and looking for solutions where both parties are respected and cared for. Spreading seeds of bitterness, talking behind people's backs, disrespecting other's time, or purposefully creating dissent will be dealt with in the following manner:

Procedure

- 1) When a student acts with disrespect, the receiving party will confront the situation.
- 2) If no improvement occurs, the receiving party will contact the Student Life Advisor.
- 3) The Student Life Advisor will ascertain the root of the problem and help the offending student find a healthier way to express their frustration. The student may be asked to apologize to the receiving party.
- 4) If the pattern of behaviour persists, the Student Life Advisor will call the Student Life Committee to recommend a Contract, or Temporary Leave, or Dismissal (Step 3, 4, or 5).

11. DRUGS

Rationale and Policy

Taking and dispensing illegal drugs are specific violations of the criminal code.

Discipline Procedure

- 1) Any case of drug use is referred to the Student Life Advisor. The Student Life Advisor will approach the student and discern the circumstances and conditions that surround the incident. The SLA will inform the Ed Team and the student is placed under contract and may be referred to counselling, Pastoral Care, or an accountability group such as AA.
- 2) If a second incident occurs, the student is asked to leave (Step 4).
- 3) In the event of a third incident, the student is automatically dismissed (Step 5).
- 4) If the incident possibly involves breaking the Criminal Code (for example, buying drinks for minors, drinking and driving, dispensing illegal drugs), the Student Life Advisor makes a report to the Executive Director and the civil authority.

12. ENTERTAINMENT

Rationale

As a School of the Fine Arts, we encourage the use of video, television, film, and live performance as a means to study the art and craft of theatre. We believe that discussion and debate are more productive means of addressing problematic material than outright censorship. We recognize that one's attitude towards entertainment can be as

problematic as the material in question. For example, a single entertainment product can be consumed in numerous different ways: as an addiction, as a subject of analysis, as a meaningless escape, as a celebration of the human experience, etc. Therefore, we wish to create an environment that fosters open discussion and a wide variety of learning forums, while at the same time acknowledging the upsetting and addictive potential of entertainment.

Policy

The following entertainment products will not be tolerated at RSA:

- 1) Entertainment that manifestly celebrates extreme violence, intolerance (sexism, racism), the occult, or pornography.

Discipline Procedure

- 1) Entertainment that contradicts the policy must be referred to the Student Life Advisor who will recommend appropriate action.
- 2) Sometimes our inability to feel truly present in everyday life, entices us to stimulate our feelings through unhealthy entertainment habits. The addiction to these feelings can usually be stopped only through an accountability relationship. If addiction is part of the problem, the student will need to enter willingly into an accountability relationship to deal with the issues. Any unwillingness to deal with the issue results in a recommendation for Dismissal (Step 5).
- 3) In the event that material is upsetting to fellow students, a discussion will be mediated by the Student Life Advisor to find a resolution that is agreeable to all.

13. FIRE SAFETY

Rationale

The indiscretion of one person can endanger the lives of many others and can potentially destroy valuable property. Furthermore, certain aspects of fire safety are legislated in the criminal code.

Policy

- 1) Students must use common sense around all fire causing substances.
- 2) Damage to property caused by flammable substances – for example, smoke, wax, fire –, whether caused accidentally, carelessly, or with purpose, is the responsibility of the student.
- 3) All students must obey the fire bans of the county.
- 4) Fire alarms may not be set off without purpose other than a fire warning.

Procedure

- 1) All matters of violating the fire safety regulations are referred to the Student Life Advisor.
- 2) In any case where fire safety regulations are violated, the Student Life Advisor will do no less than the following: Conduct an interview with the student(s), give a written reprimand, charge for any damages incurred and issue a fine of \$50.

- 3) If the student(s) breaks the fire regulations a second time, the SLA will place the student(s) under Contract (Step 3), charge for damages and issue a fine of \$75.
- 4) A third incident would result in Dismissal (Step 5) in addition to a fine and damage charges.
- 5) In a case where the criminal code is also broken, the Student Life Advisor submits a written report to the Executive Director. In this event, the student(s) will normally be dismissed from RSA (Step 5) and will be charged for all damages.

14. GUESTS IN RESIDENCES

Rationale

This policy intends to protect students' need for privacy and prevent potentially uncomfortable situations.

Policy

- 1) Visitors may enter the bedroom of a student of the opposite sex when the door is left open until 11:59 p.m.
- 2) Fellow students and visitors will not be allowed to enter the residence of a student of the opposite sex after 12:00 midnight.
- 3) Policy 1 and 2 will be strictly enforced in the following cases:
 - a. When visitors infringe on roommates' privacy.
 - b. When visiting after 12 midnight becomes a recurring habit.
 - c. When fatigue interferes with academic performance or relationships.
- 4) There will be no overnight visitors of the opposite sex in student residences, including family members. Efforts should be made to lodge these guests at another residence or in staff homes.
- 5) Overnight guests of the same sex are permitted once permission has been obtained, first of all from the roommates and secondly from the Student Life Advisor. If there is no time to obtain permission, the guest is not allowed to stay overnight.
- 6) Residents reserve the right to admit or restrict access to their living space.

Procedure

- 1) In every incident violations are referred to the Student Life Advisor.
- 2) The Student Life Advisor investigates the situation, whereupon s/he issues a Written Reprimand (Step 2) or recommends a Contract (Step 3).
- 3) Subsequent violations result in Dismissal (Step 5).

15. HARASSMENT

Rationale

Harassment and Spirituality – Harassment is a violation of the integrity of persons through unequal power relationships, usually because of gender, race or societal status. It degrades people who were created equal and in the image of God. Harassment leads to alienation, fear, mistrust and is contrary to the spirit of the Gospel.

Harassment and the Practice of Theatre – Since the practice of Theatre Arts tests our self esteem and notions of personal space, it is important that all students become aware of and protect their personal boundaries and sexual privacy. Actors especially must learn to “be free to think, feel, touch, and be touched. Relaxing, trust, discipline, and an effective response to criticism all play a part in this.” (Cohen, *Acting One*, p. 7)

Policy

- 1) No teacher will teach in a student residence unless invited by the student.
- 2) Barring extreme circumstances, an instructor will not pursue a student to their place of residence.
- 3) Acting exercises and training will respect the overall context of theatrical “play” at all times, in class and on the stage.
- 4) In accordance with the Freedom of Information and Privacy Act, no one may give out residential phone numbers for residences that are not their own, and no one may point out a residential space to a stranger and reveal who lives there.
- 5) The following activities are construed as harassment and will not be tolerated at RSA:
 - i) Unwanted sexual advances
 - ii) Offering employment, academic or other benefits in exchange for sexual favours
 - iii) Making of threatening reprisals after a negative response to sexual advances
 - iv) Visual conduct: leering, making sexual gestures, displaying of sexually suggestive material
 - v) Verbal conduct: making or using derogatory comments, or abusive remarks
 - vi) Verbal sexual advances or propositions
 - vii) Verbal abuse of a sexual nature, graphic commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
 - viii) Physical conduct: Inappropriate touching, assault, impeding or blocking movement
 - ix) Physical assault, including rape
 - x) Unwelcome or persistent letters, phone calls or uninvited pressure for dates.

Discipline Procedure

- 1) Any incident of harassment is reported to a trusted staff member, for example the student’s Advisor or the Student Life Advisor, and will be treated with utmost seriousness.
- 2) The direct supervisor of the suspected offender is informed.
- 3) The Student Life Advisor or an appropriate person will meet with each party individually. If both sides agree, the Student Life Advisor or another person may mediate the conflict and provide a forum for clearing the air. If a satisfactory solution is agreed upon by all parties, the Student Life Advisor will set it down in writing.
- 4) If mediation is not possible, the assumed victim will be placed in a safe situation and a Student Life Committee will be formed to give a formal hearing to the complaint. The SLC shall examine written statements of the complainant and the accused which shall provide details of the time, circumstances and place of occurrence. Inquiries would be made of other persons as necessary (oral reports should be reduced to writing and signed by the person making the submission).

- 5) The Student Life Committee makes all submissions and reports available to both the complainant and the accused with opportunity given to those individuals to respond to the SLC. The SLC shall make a decision as quickly as possible about the case if mediation has not been possible to this point. They shall communicate this decision and it's implications in writing to both the complainant and the accused.
- 6) The SLC shall take discipline measures appropriate to the severity of the case and will keep in mind the cost of the counselling and other.
- 7) In cases where the nature of the harassment violates the criminal code, the complainant may proceed directly to contact the police, requesting that a criminal charge be brought against the accused.
- 8) If the Student Life Advisor suspects a violation of the criminal code, he or she will submit a written report to the Executive Director and the civil authority.
- 9) A second incident of harassment results in Expulsion of the offender (Step 6).

16. MUSIC

Rationale

Music is an important part of our life. In a close community setting we need to be aware of how our personal music choices affect those around us. Noise level regulations are to help us live with one another in harmony. Our music choices should seek to edify, not alienate, other members of the community.

Policy

During quiet hours from 11:30 p.m. onwards, music must be kept down. During the day, be sensitive to those around you.

Procedure

- 1) If the issue has to do with volume (noise level) the procedure used is given under section #18 "Quiet".
- 2) If the issue has to do with lyric offence the procedure used is given under #10 "Entertainment."

17. OCCULT

Rationale

We define the occult as spiritual practices that deliberately seek guidance from the evil one or through spiritual mediums. Practice of the occult can have serious effects on the individuals involved as well as on others living in our community. Since spiritual injury limits our ability in fulfilling our calling, we encourage students to seek spiritual healing where appropriate and to reject all practices of the occult. This policy is not meant, however, to squelch an appreciation and understanding of religions other than Christianity.

Policy

Students are not to practice nor experiment with any practices traditionally associated with the occult, such as tarot cards, ouija boards, or other.

Discipline Procedure

- 1) Any incident involving the occult is referred to the Student Life Advisor. The Student Life Advisor approaches the students involved and assesses the situation.
- 2) The student(s) may be asked to participate in an assessment with a Spiritual Conflict Committee whose members are to be determined by the Student Life Advisor and the Executive Director.
- 3) The Spiritual Conflict Committee recommends a course of action, which may include pastoral and professional counselling. The decision will take into account the possible effect of the student's continued presence on the entire student body.
- 4) If a student demonstrates resistance to the process, he or she may be asked to leave for a period of time (Step 4).
- 5) Students who purposefully practice the occult are expelled (Step 6).

18. QUIET HOURS

Rationale

A community living in close proximity needs to show special consideration for others. Individual preferences need to be negotiated with fellow housemates, and in some cases, may have to be willingly set aside for the greater peace.

Policy

- 1) Quiet time begins at 11:30 p.m. and ends at 8:30 a.m. See #5 "Curfew."
- 2) There will be no unreasonable noise disruption during the day.
- 3) Housemates must show respect to fellow students whose work schedule differs from their own.

Discipline Procedure

- 1) On a first violation, the Student Life Advisor issues a Verbal Warning (Step 1).
- 2) For the second violation, the Student Life Advisor issues a Written Reprimand and informs the Ed Team (Step 2).
- 3) A third violation is dealt with according to the procedures under #9 "Disrespect." Discipline usually involves a Contract (Step 3).

19. ROAD SAFETY

Rationale

RSA's desire to foster good relations with the wider community extends to sharing the road. Although Rosebud effectively functions as a campus, the hamlet is not school property. RSA students must respect the right of farmers, residents, and business owners to easy road access, unhampered by campus life.

Policy

- 1) Students drivers are expected to obey the speed limit of 30 km at all times.
- 2) If students walk on the road, they must quickly and effectively make room for passing vehicles.

Discipline Procedure

- 1) the Student Life Advisor deals with complaints and issues a Verbal Warning to the offending students (or the entire student body, if offending students are unknown)

20. EDUCATION BUILDINGS

Rationale

School buildings are designed for specific uses. Keys to school buildings are supplied to each student residence and are checked weekly during dorm inspection. Education spaces are open to students who use it for its designated purpose and who observe the following rules:

Policy

- 1) All lights must be turned off when leaving the building.
- 2) In the event of double booking, the party who reserved the space on the booking sheet has first priority.
- 3) Equipment may be used only under supervision of the person in charge of the building, unless prior approval is given.
- 4) Building space must be used for its designated purpose.
- 5) Students must use the key that is assigned to their own residence, not someone else's.

Procedure

- 1) Incidents of damage and vandalism are dealt with according to disciplinary procedures outlined under #6 "Damage and Vandalism."
- 2) Issues of dishonesty with respect to school buildings are dealt with according to disciplinary procedures outlined under #8 "Dishonesty."
- 3) In cases where improper use of the school building involves a breach of security, the Student Life Advisor submits a written report to the Executive Director and the civil authority. These incidents normally result in dismissal (Step 5).
- 4) When a building key is lost and not found by the end of term, all tenants of the residence or the offending student lose their key deposit fee of \$25.

21. SEXUALITY

Rationale

At RSA, we wish to foster relationships that are based not merely on sexual attraction, but on esteem, trust, and spiritual unity. We believe that our sexuality is intimately connected with our spiritual nature; therefore, we expect our students to nurture their own bodies and respect others. We view our bodies as temples of the Holy Spirit and as instruments of our artistic craft. As we learn to accept the love that God has for us, we will choose enduring values over short term gratification or censure.

As an interdenominational community of Christian artists, we recognize that people hold different views on homosexuality. To this end, differing viewpoints on sexual orientation are respected and tolerated.

This policy intends to provide a framework for healthy discussion and behaviour, knowing that it does not contain answers to all our questions. Every incident will be dealt with on an individual basis.

Policy

- 1) While enrolled at RSA, sexual relations between unmarried persons is not permitted.
- 2) Students in a relationship with each other will not live in the same residence.
- 3) We guard against a consumer mentality of sexual gratification, such as impromptu making out or casual experimentation.
- 4) We will not tolerate any activity that uses one's sexuality as a means of manipulating relationships.
- 5) Admission to RSA is not conditional on the applicant's sexual orientation.

Discipline Procedure

- 1) Instances of potential sexual harassment or misconduct are referred to the Student Life Advisor. The Student Life Advisor will discern the circumstances and conditions surrounding the incident.
- 2) Based on the nature of the incident, the Student Life Advisor will recommend counseling, Contract (Step 3), residence meeting, or other steps. The SLA may inform or consult with the Education Team and/or the student's advisor.
- 3) If sexual misconduct involves breaking the criminal code (e.g. where minors are involved), the Student Life Advisor submits a written report to the Executive Director, the Education Director, and the civil authority. In this event, the student is recommended for Dismissal (Step 5) or Expulsion (Step 6).

22. SMOKING

Rationale

While we recognize that Christians vary in their opinion on the appropriateness of smoking, we encourage our students not to smoke, for health and financial reasons.

Policy

No smoking is allowed in any RSA buildings or student residences.

Discipline Procedure

- 1) Any incidents of smoking in residence or RSA buildings should be referred to the Student Life Advisor. The Student Life Advisor will discuss the incident with the student and issue a Written Reprimand (Step 2).
- 2) Subsequent violations will be referred to a Student Life Committee who makes a recommendation for Contract (Step 3), Temporary Leave (Step 4), or Dismissal (Step 5), based on the student's attitude.

23. STUDENT LOUNGE

Rationale

Since the Student Lounge – “Lola’s” – is shared by all students, everyone must clean up after themselves in consideration of other users.

Policy

Although one person is assigned to clean the space on a weekly basis, all students are expected to keep *Lola’s* clean. Personal dishes must be removed and food spillage cleaned before leaving the premises. Furniture, dishes and appliances belonging to *Lola’s* should be kept clean and free from damage. Fire safety cautions need to be strictly observed.

Discipline Procedure

- 1) Any incidents of pollution are reported to the Student Life Advisor. The student(s) responsible will receive a verbal warning and be expected to clean the area within 24 hours (Step 1). If misuse is not traceable to an individual then the area will be locked until the student(s) responsible are willing to clean *Lola’s*.
- 2) In case of a subsequent violation, the student responsible will clean the Lounge under the supervision of the Student Life Advisor.
- 3) Repeat violations results in offending students being barred from the Lounge.

24. THEFT AND FRAUD

Rationale and Policy

Theft and fraud are specific violations of the criminal code.

Discipline Procedure

- 1) Any case of theft is referred to the Student Life Advisor. The SLA submits a written report of the theft to the Executive Director. Normally a report is also made to civil authority.
- 2) The offending student is expected to make appropriate restitution. In most cases the student is dismissed from RSA (Step 5). Reacceptance is not considered until restitution has been made.
- 3) In a case where a student freely confesses theft and desires to make restitution, consideration might be made for the student to remain at RSA under Contract (Step 3) or to be dismissed temporarily (Step 4).

25. WORK DUTIES

Rationale

Rosebud is a small community where each member’s contribution counts. When a student misses a work shift it not only affects that particular work area, but other areas of the organization as well. Therefore, work ethic and job performance will be considered when assessing the student’s overall performance in the programme.

Policy

Students must show up for scheduled work duties on time and wearing appropriate attire. They must inform their supervisor immediately if they are not able to report on time. If a student needs to miss a shift, prior approval must be obtained from the supervisor by completing a “Time Off Request Form.” Rosebud’s education department supports the supervisor’s decision regarding the consequences of missed shifts.

Discipline Procedure

- 1) The area supervisor report problems at work to the Student Life Advisor, or the Education Director.
- 2) When work is missed or not performed up to standard, students may be dismissed from work and forfeit all or a portion of their pay cheque.
- 3) In case of continued problems at work, the Student Life Advisor will normally recommend a Contract (Step 3) or Dismissal from the programme (Step 5).

26. WORK PLACE SAFETY

Rationale

Students have a right to a safe working environment and are equally responsible for the safety of that environment. “Safe” does not mean “without hazard,” but that the risk is mitigated through safety procedures.

Whether students are paid or volunteer their time, they are covered under the Workers Compensation Board (WCB). The law and WCB require workers and volunteers to report all injuries. Even if an injury is minor, it may develop into a bigger problem later on; therefore, all injuries are reported according to departmental procedure.

Policy

- 1) Students are responsible for their own safety and that of others
- 2) Students are to wear personal protective equipment (PPE) when appropriate or required – e.g. eye/ear protection, gloves, closed toe shoes
- 3) Students must complete WHMIS certification before working in the theatre.
- 4) Students must voice concern about safety to their supervisor and not complete a task that they feel is unsafe. There may be situations where students feel scared, but that does not necessarily mean that the task is unsafe.
- 5) When injured, report must be made.