

# YUKON

## EDUCATION

### GADZOOSDAA STUDENT RESIDENCE STUDENT HANDBOOK

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THE GADZOOSDAA STUDENT RESIDENCE WAS OPENED OFFICIALLY BY THE HONOURABLE PIERS MCDONALD, MINISTER OF EDUCATION, OCTOBER 4, 1990.

THE GADZOOSDAA STUDENT RESIDENCE IS NAMED IN RECOGNITION OF THE MANY CONTRIBUTIONS MADE BY MRS. VIRGINIA SMARCH

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*MRS. SMARCH, WHO IN TLINGIT WAS AFFECTIONATELY KNOWN AS GADZOOSDAA, WAS A DISTINGUISHED ELDER OF THE TESLIN TLINGIT COUNCIL (WOLF CLAN) AND WAS THE FIRST TEACHER OF THE TLINGIT LANGUAGE IN THE TESLIN SCHOOL. OVER THE YEARS, SHE GAVE GENEROUSLY OF HERSELF TO ACT AS INTERPRETER AT MEETINGS AND TO SPEAK AT GATHERINGS OF YOUNG PEOPLE. ABOVE ALL, MRS. SMARCH WAS A SUPERB TELLER OF LEGENDS, COMPLEMENTING HER STORIES WITH APPROPRIATE LESSONS AND INSIGHTS FOR PRESENT-DAY CONDITIONS AND THE YOUNGER GENERATION.*

## WELCOME TO GADZOOSDAA

THE STAFF WOULD LIKE TO WELCOME YOU TO GADZOOSDAA STUDENT RESIDENCE AND WHITEHORSE FOR THIS SCHOOL YEAR. YOU WILL BE ATTENDING A RESIDENCE THAT IS DEDICATED TO THE WELL-BEING OF IT'S STUDENTS AND WE HOPE THAT YOUR STAY WILL BE HAPPY BUT, MOST OF ALL, EDUCATIONALLY PRODUCTIVE.

MANY PROMINENT NORTHERNERS HAVE STAYED AT THIS STUDENT RESIDENCE WHILE COMPLETING THEIR HIGH SCHOOL EDUCATION. YOU WILL HAVE MANY CHALLENGING OPPORTUNITIES THAT WILL HELP YOU TO ACHIEVE PRIDE IN YOUR CULTURE, AND YOUR OWN SPECIAL TALENTS AS A GROWING AND CONTRIBUTING MEMBER OF OUR NORTHERN AND CANADIAN SOCIETY.

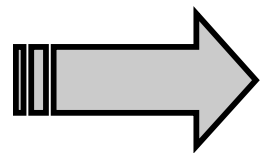
THIS HANDBOOK IS FOR STUDENTS AND PARENT(S)/GUARDIAN(S). WE HAVE OUTLINED SOME OF THE ASPECTS OF THE STUDENT RESIDENCE THAT WILL INTRODUCE YOU TO THE PROGRAMS AND OUR EXPECTATIONS. ONE OF OUR MAJOR CONCERNS IS YOUR DEDICATION TO SCHOOL AND WE HOPE THAT WE CAN HELP YOU FIND SUCCESS IN YOUR SCHOOLING WHILE YOU ARE A RESIDENT.

## MISSION STATEMENT

TO ENABLE EACH STUDENT TO DEVELOP HIS OR HER FULL POTENTIAL AND TO BECOME A SELF-ASSURED, SELF-MOTIVATED AND RESPONSIBLE CITIZEN, WHO POSSESSES THE INTELLECTUAL, PHYSICAL AND SOCIAL QUALITIES NEEDED TO LEAD A FULFILLING LIFE.

THIS MISSION IS TO BE ACHIEVED BY ENGAGING ALL STUDENTS IN A BROAD RANGE OF CHALLENGING ENDEAVORS, WHICH REQUIRE THEM TO THINK FOR THEMSELVES, TO ACCEPT RESPONSIBILITY FOR THEIR ACTIONS, AND TO CONTRIBUTE TO THE LIFE OF THE RESIDENCE.

# CHAPTER 1



YUKON EDUCATION

GADZOOSDAA RESIDENCE

REVISION DATE:  
PUBLIC SCHOOLS BRANCH  
SIGNED BY: DEPUTY MINISTER

POLICY #1  
ISSUE: 1  
DATE: SEPTEMBER 1996

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### PURPOSE

THE PURPOSE OF THIS POLICY IS TO ESTABLISH THE RULES, SANCTIONS AND RESPONSIBILITIES FOR THE GOVERNANCE OF STUDENTS AT THE RESIDENCE. COMPLEMENTARY TO THIS POLICY AND ITS PROCEDURES ARE THE STUDENT HANDBOOK AND ACCOMPANYING FORMS.

THE RESPONSIBILITIES OF THE STUDENTS, PARENTS/GUARDIANS AND STAFF OF THE RESIDENCE ARE THEREIN ACKNOWLEDGED THROUGH THEIR APPROPRIATE SIGNATURES.

### STATEMENT

THE ESTABLISHMENT AND OPERATION OF STUDENT RESIDENCES AND BOARDING PROGRAMS IS A SHARED RESPONSIBILITY BETWEEN THE DEPARTMENT OF EDUCATION, THE STUDENTS WHO ENJOY SUCH PRIVILEGES AND THEIR PARENT(S)/GUARDIAN(S).

### LEGISLATION

SECTION 2. (1) OF THE EDUCATION ACT ENTITLED "LIMITATION" STATES: "THE EXERCISE OF ANY RIGHT OR

THE RECEIPT OF ANY BENEFIT UNDER THIS ACT IS SUBJECT TO THOSE LIMITATIONS THAT ARE

REASONABLE IN EACH CIRCUMSTANCE UNDER THE RIGHT BEING EXERCISED OR THE BENEFIT BEING RECEIVED.”

SECTION 6.1 (G) OF THE EDUCATION ACT ENTITLED “POWERS OF THE MINISTER” STATES: “THE MINISTER MAY ESTABLISH AND PROVIDE FOR THE OPERATION OF STUDENT RESIDENCES AND BOARDING PROGRAMS FOR STUDENTS WHO RESIDE IN THE YUKON AND LEAVE HOME IN ORDER TO RECEIVE AN EDUCATIONAL PROGRAM AND THE PRESCRIBING FEES, IF ANY, TO BE CHARGED FOR THE ACCOMMODATION.”

THE “STUDENT RESIDENCES AND BOARDING PROGRAMS REGULATIONS” WAS ENACTED PURSUANT TO SECTION #306 (1): REGULATIONS. “THE COMMISSIONER IN EXECUTIVE COUNCIL MAY MAKE REGULATIONS (1) GOVERNING TRANSPORTATION AND ACCOMMODATION, INCLUDING ANY FEES FOR THE TRANSPORTATION AND ACCOMMODATION.”

## ADMISSION CRITERIA

ALL APPLICANTS WILL BE CONSIDERED BASED ON THE FOLLOWING CASCADING CRITERIA:

PRIORITY WILL BE GIVEN TO:

1. YUKON APPLICANTS FROM OUTSIDE THE WHITEHORSE SECONDARY SCHOOLS CATCHMENT AREA OR FROM COMMUNITIES WHERE THERE IS NO GRADE 10, 11, OR 12 PROGRAM OFFERED AND WHO WISH TO REGISTER FULLTIME AT F.H. COLLINS SECONDARY SCHOOL, VANIER CATHOLIC SECONDARY SCHOOL OR WOOD STREET CENTRE.
2. IF SPACE IS LIMITED, CONSIDERATION WILL BE GIVEN TO:
  - A) RETURNING STUDENTS IN GOOD STANDING;
  - B) NEW STUDENT APPLICANTS WITH PRIORITY GIVEN TO GRADE 10, THEN 11, THEN 12 WITH SCHOOL ATTENDANCE BEING A CONSIDERATION.
3. STUDENTS FROM OUTSIDE THE CATCHMENT AREA WHO ARE ELIGIBLE AND REGISTERED AS FULLTIME STUDENTS IN ONE OF THE SHARED PROGRAMS AT WOOD STREET CENTRE. STUDENTS FROM RURAL YUKON COMMUNITIES WITH SENIOR SECONDARY PROGRAMS ARE ELIGIBLE FOR RESIDENCE ADMISSION ONLY FOR THE DURATION OF THE PROGRAM IN WHICH THEY ARE REGISTERED.

## LATE REGISTRATIONS

1. FOR APPLICANTS APPLYING AFTER THE MAY 21 DEADLINE AND IF SPACE IS NOT AVAILABLE, THE HEAD OF GADZOOSDAA WILL COMPILE AN ELIGIBILITY LIST BASED ON THE PREVIOUS ADMISSION CRITERIA.
  - A) APPLICATIONS FOR FIRST SEMESTER WILL BE REVIEWED SEPTEMBER 1.

B) APPLICATIONS FOR SECOND SEMESTER WILL BE REVIEWED DECEMBER 1.

2. LATE APPLICANTS WILL NOT DISPLACE STUDENTS ALREADY RESIDENT AND ENROLLED IN A WHITEHORSE SECONDARY PROGRAM AND RESIDING AT THE STUDENT RESIDENCE.

### GUIDELINES AND PROCEDURES

1. APPLICANTS TO GADZOOSDAA STUDENT RESIDENCE MUST BE FULL-TIME STUDENTS ENTERING GRADES 10, 11, OR 12 AT F.H. COLLINS SECONDARY, VANIER CATHOLIC SECONDARY SCHOOL OR WOOD STREET CENTRE.
2. APPLICANTS MUST BE YUKON RESIDENTS WHO RESIDE OUTSIDE THE WHITEHORSE SCHOOL CATCHMENT AREA.
3. AT LEAST ONE PARENT OR LEGAL GUARDIAN MUST CONTINUE TO BE A YUKON RESIDENT AND RESIDE OUTSIDE THE WHITEHORSE SECONDARY SCHOOLS CATCHMENT AREA.
4. STUDENTS WITH A PARENT OR LEGAL GUARDIAN RESIDING WITHIN THE WHITEHORSE SECONDARY SCHOOL CATCHMENT AREA ARE NOT ELIGIBLE FOR ADMISSION TO THE RESIDENCE.
5. APPLICANTS MUST BE EIGHTEEN YEARS OLD OR YOUNGER AT THE BEGINNING OF THEIR PROGRAM OF STUDIES.
6. ATLIN APPLICANTS WILL BE CONSIDERED USING THE SAME CRITERIA AS ABOVE IF SPACE IS AVAILABLE.
7. ALL APPLICANTS MUST AGREE TO COMPLY WITH THE REGULATIONS AND PROCEDURES OUTLINED IN THE

GADZOOSDAA STUDENT RESIDENCE HANDBOOK AND BE INTERVIEWED WITH A PARENT OR GUARDIAN PRESENT BY THE HEADMASTER OR DESIGNATED RESIDENCE STAFF.

### IMPORTANT DEADLINES

1. NEW APPLICATIONS FOR ADMISSION TO THE STUDENT RESIDENCE WILL BE ACCEPTED BETWEEN MAY 1 AND MAY 21. STUDENTS WHO ARE PRESENTLY RESIDING AT THE STUDENT RESIDENCE MUST ALSO REAPPLY FOR ADMISSION BY MAY 21.
2. PRINCIPALS OF RURAL SCHOOLS MUST PROVIDE WRITTEN NOTIFICATION TO THE HEAD OF GADZOOSDAA BY MAY 1 EACH YEAR REGARDING STUDENTS WHO ARE ELIGIBLE FOR ADMITTANCE AND WHO HAVE EXPRESSED INTEREST IN A WHITEHORSE SENIOR SECONDARY PROGRAM DURING THE ACADEMIC YEAR (SEPTEMBER-JUNE).
3. THE HEAD OF GADZOOSDAA WILL INFORM THE STUDENTS ON THE ELIGIBILITY LIST AND THEIR PARENTS OR GUARDIANS BY JUNE 7 EACH YEAR REGARDING ACCEPTANCE INTO THE RESIDENCE ENSURING REGISTRATION AT F.H. COLLINS SECONDARY SCHOOL, VANIER CATHOLIC SECONDARY SCHOOL OR WOOD STREET CENTRE IS COMPLETED.

### FINANCIAL RESPONSIBILITY

THE PRESENT MONTHLY FEES FOR YUKON STUDENTS ARE SET AT \$380.00 AND ARE TO BE PAID IN FULL THE LAST DAY OF EACH MONTH. YUKON STUDENTS ARE ENTITLED TO A SUBSIDY SET AT \$270.00 PER MONTH, WHICH IS APPLIED TOWARDS THE MONTHLY FEES. THE ACTUAL COST TO THE PARENT(S)/GUARDIAN(S) IS \$110.00 PER MONTH. THE DEPARTMENT OF EDUCATION WILL INVOICE PARENTS. CHECKS MUST BE MADE OUT TO THE TERRITORIAL

## GADZOOSDAA STUDENT RESIDENCE STUDENT HANDBOOK

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TREASURER. SPECIFY ON THE CHECK THAT IT IS FOR THE RESIDENCE FEES. FEES CAN BE PAID IN PERSON OR MAILED TO:

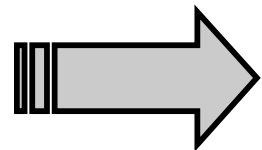
DEPARTMENT OF EDUCATION  
PUBLIC SCHOOL BRANCH  
GADZOOSDAA FEES  
P.O. Box 2703  
WHITEHORSE, YUKON Y1A 2C6

THE SUBSIDY IS PAID PROVIDED THAT THE STUDENT IS IN ATTENDANCE AT THE SCHOOL OR AT A SCHOOL SPONSORED ACTIVITY ON THOSE DAYS WHEN SCHOOL IS OFFICIALLY IN SESSION OR HAS BEEN OFFICIALLY EXCUSED BY THE SCHOOL ADMINISTRATION FROM ATTENDING.

WHERE STUDENTS ARE ABSENT FOR MORE THAN TWO DAYS AND ARE NOT EXCUSED, THE BOARDING SUBSIDY WILL BE REDUCED FOR THAT MONTH BY  $1/20^{\text{TH}}$  OF \$270.00 FOR EACH DAY OF UNEXCUSED ABSENCE.

THE DEPARTMENT OF EDUCATION RESERVES THE RIGHT TO DENY ADMITTANCE TO THE STUDENT WHEN RESIDENCE FEES ARE NOT PAID BY THE DUE DATES. IF A STUDENT WISHES TO BE CONSIDERED FOR THE FOLLOWING YEAR, ALL RESIDENCE FEES MUST BE PAID IN FULL BY JUNE 30 OF THE YEAR IN WHICH THE STUDENT LIVED AT THE STUDENT RESIDENCE.

# CHAPTER 2



**DAILY ROUTINE AND TIMES**

<u>DAILY ROUTINE</u>	<u>TIMES</u>
WAKE-UP	7:00 A.M.
BREAKFAST (MONDAY-FRIDAY)	7:00 - 8:00
BREAKFAST (SAT. - SUN. LIMITED MENU)	7:00 - 10:00
ROOM CLEAN UP AND DUTIES	8:00 - 8:30
SCHOOL CLASSES START	T.B.A.
LUNCH (MONDAY-FRIDAY)	11:30 - 12:45
LUNCH (SAT. - SUN. LIMITED MENU)	12:00 - 1:00
SCHOOL CLASSES START	T.B.A.
SCHOOL DISMISSAL	3:10
COMPULSORY STUDY AT RESIDENCE	4:15 - 5:30
SUPPER	5:30 - 6:00
FREE AND ACTIVITY TIME	6:30 - 10:00
EVENING SNACK	9:00 - 9:45
QUIET TIME AND WEEKDAY CURFEW	10:00
LIGHTS OUT	11:00
WEEKEND CURFEW	12:00 MIDNIGHT

WEEKLY MANDATORY RESPONSIBILITIES

MONDAY & FRIDAY – EVERYTHING OFF FLOOR  
IN STUDENT ROOMS FOR VACUUMING A.M. BY  
DAY STAFF.

TUESDAY – 5:15 P.M. COMPULSORY HOUSE  
MEETING.

THURSDAY - COMPLETE WEEKEND SIGN OUT  
AND ROOM CLEAN UP.

## FOOD SERVICE AT THE STUDENT RESIDENCE

### MEAL TIMES

BREAKFAST	MONDAY-FRIDAY	7:00 – 8:00
	SATURDAY-SUNDAY	7:00 – 10:00
LUNCH	MONDAY-FRIDAY	11:30-12:45
	SATURDAY-SUNDAY	12:00 – 1:00
SUPPER	EVERYDAY	5:30 – 6:00

ALL STUDENTS SHOULD ATTEND ALL MEALS UNLESS THEY ARE SIGNED OUT OR SICK IN BED. YOU MUST DRESS PROPERLY WHICH INCLUDES SHOES, SHIRTS AND BE POLITE TO BOTH STUDENTS AND STAFF. **NO HATS ARE ALLOWED IN THE CAFETERIA DURING MEAL HOURS.** AFTER THE MEAL YOU ARE REQUESTED TO TAKE YOUR TRAY TO THE DISHWASHING AREA AND CLEAR OFF ANY GARBAGE INTO THE APPROPRIATE RECEPTACLE AND SEPARATE THE CUTLERY AND DISHES ACCORDINGLY. IF YOU ARE GOING TO BE LATE FOR A MEAL YOU MUST INFORM STAFF AND MAKE ARRANGEMENTS FOR A MEAL TO BE SAVED. **MEALS WILL ONLY BE SAVED FOR A VALID REASON (JOBS, APPOINTMENTS, ETC.)** ALL STUDENTS EXCEPT GRADS, ARE ASSIGNED KITCHEN DUTY ON A WEEKLY BASIS.

### BAG LUNCHES

MOST STUDENTS COME BACK TO THE RESIDENCE FOR LUNCH; HOWEVER, SOMETIMES STUDENTS GET INVOLVED WITH NOON HOUR SPORTS OR ACTIVITIES. **IT IS THEIR RESPONSIBILITY TO PREPARE A BAG LUNCH AFTER SUPPER THE NIGHT BEFORE OR AT BREAKFAST THE DAY THEY NEED THE LUNCH.** THIS IS TO BE DONE UNDER THE SUPERVISION OF STAFF.

## FOOD AND DRINKS OUTSIDE THE CAFETERIA

THE PLACE TO EAT YOUR MEALS IS IN THE DINING ROOM. DISHES AND CUTLERY ARE NOT TO BE REMOVED FROM THE CAFETERIA. COFFEE MUGS AND CUPS CAN BE TAKEN TO ROOMS AS LONG AS THEY ARE RETURNED TO THE CAFETERIA SO THEY CAN BE WASHED AND READY FOR THE NEXT MEAL. SNACKS ARE ALLOWED IN THE COMMON ROOM AND YOUR ROOM AS LONG AS YOUR ROOM REMAINS FREE OF LITTER CAUSED BY SNACKS. THERE ARE POP MACHINES FOR YOUR USE IN THE CAFETERIA, WHICH HAVE A VARIETY OF SOFT DRINKS AND JUICES.

## GUESTS AND MEALS

PARENTS AND FAMILY IN FROM OUT OF TOWN HAVE A STANDING INVITATION AND ARE ENCOURAGED TO STOP IN FOR A MEAL OR COFFEE ANYTIME. THE MORE PARENTS THAT STOP INTO THE RESIDENCE THE BETTER IT IS FOR ALL CONCERNED. IT IS THE RESPONSIBILITY OF THE STUDENTS TO INFORM GUESTS THAT HATS ARE NOT ALLOWED IN THE EATING AREA DURING MEALS.

## COMMUNICATION - TELEPHONES

THE STUDENTS HAVE ACCESS TO TWO TELEPHONES. ONE IS A TOLL FREE GOVERNMENT LINE LOCATED IN THEIR RESPECTIVE WINGS AND IS TO BE USED FOR LOCAL CALLS ONLY. ANY COLLECT CALLS ACCEPTED ON THESE PHONES WILL BE BILLED TO THE STUDENTS AND OR PARENT(S)/GUARDIAN(S).

BOYS PHONE NUMBER – 667-8068  
GIRLS PHONE NUMBER – 667-8069

THERE ARE TWO OTHER PAY PHONES LOCATED IN OUR FRONT ENTRANCE. THESE PHONES CAN BE USED TO MAKE LONG DISTANCE TELEPHONE CALLS HOME. STUDENTS ARE EXPECTED TO PURCHASE CALLING CARDS. IT IS THE STUDENT'S RESPONSIBILITY TO ANSWER THE PHONES AND INFORM THE PERSON WHOM THE CALL IS FOR, OR TAKE A

MESSAGE. THERE ARE MESSAGE BOARDS BY EACH OF THE PHONES FOR THIS PURPOSE.

WE REMIND PARENTS AND FRIENDS THAT DURING STUDY TIME (4:15 – 5:30) STUDENTS ARE NOT ALLOWED TO USE PHONES.

THERE ARE TWO OTHER TELEPHONES FOR STAFF USE AT THE STUDENT RESIDENCE:

MAIN OFFICE – (867) 667-5495  
SUPERVISOR'S OFFICE (867) 667-8067

## STUDY PERIOD

A CENTRAL THEME OF THE RESIDENCE IS THE PURSUIT OF EACH STUDENT'S ACADEMIC POTENTIAL. TO ACHIEVE THIS, A MANDATORY STUDY PERIOD IS HELD MONDAY THROUGH THURSDAY.

STUDY TIME 4:15 – 5:30 P.M.  
EVERYONE MUST PARTICIPATE

DURING THIS TIME STUDENTS ARE EXPECTED TO BE WORKING ON HOMEWORK, REVIEW OR PLEASURE READING. STUDENTS CAN WORK IN THE CAFETERIA WHERE TUTORS ARE ACCESSIBLE OR IN THEIR OWN ROOMS IF THEY HAVE STAFF PERMISSION. DOORS ARE TO BE LEFT OPEN SO STAFF CAN COMPLETE STUDENT DIARIES, WHICH ARE UPDATED ON A DAILY BASIS. THE PRACTICE OF COMPLETING STUDENT DIARIES ALLOWS PARENTS TO FIND OUT EXACTLY WHAT THE STUDENTS ARE DOING DURING THIS TIME. THE RESIDENCE WILL PROVIDE AN ATMOSPHERE THAT WILL ALLOW EVERY STUDENT TO COMPLETE THEIR HOMEWORK. T.V.'S AND TELEPHONES ARE NOT TO BE USED AND IF A STUDENT LIKES TO HAVE MUSIC, THEY MUST HAVE THEIR OWN PERSONAL HEADPHONES SO AS NOT TO DISTURB OTHER STUDENTS.

IF THE STUDENT'S PARENTS ARE IN TOWN AND TAKE THEIR SON OR DAUGHTER OUT DURING STUDY TIME, THE STUDENTS ARE STILL EXPECTED TO COMPLETE THEIR HOMEWORK WHEN THEY RETURN TO THE RESIDENCE.

STUDENTS WITH AN ACADEMIC AVERAGE OF 75% WITH NO FAILING GRADES AFTER THE FIRST REPORTING PERIOD WILL BE ALLOWED TO SCHEDULE THEIR OWN STUDY TIMES.

## REPORT CARDS

F.H. COLLINS, VANIER CATHOLIC SECONDARY AND WOOD STREET SCHOOL OPERATE ON A SEMESTER SYSTEM. THE SCHOOL YEAR IS BROKEN UP INTO TWO SEMESTERS, WITH EACH SEMESTER HAVING FOUR COURSES. THE FIRST SEMESTER EXTENDS FROM SEPTEMBER TO THE END OF JANUARY AND THE SECOND SEMESTER GOES FROM THE END OF JANUARY TO JUNE.

REPORT CARDS ARE ISSUED 2 TIMES A SEMESTER. ALL REPORT CARDS ARE MAILED TO THE PARENTS.

## STUDENT EMPLOYMENT

THE RESIDENCE SUPPORTS STUDENTS HAVING JOBS DURING THE SCHOOL YEAR BUT ONLY UNDER THE FOLLOWING CONDITIONS.

1. THEY HAVE THEIR PARENT(S)/GUARDIAN(S) PERMISSION.
2. THEY ARE PASSING ALL OF THEIR SUBJECTS AT SCHOOL AND ATTENDANCE/PUNCTUALITY IS ACCEPTABLE.
3. STUDENT MAKES UP STUDY TIME IF WORK HOURS CONFLICT WITH OUR STUDY TIME.
4. STUDENT WILL HAVE TO MAKE THEIR OWN TRANSPORTATION ARRANGEMENTS TO AND FROM WORK.
5. HOURS OF WORK DO NOT CONFLICT WITH OUR CURFEWS.

## LIBRARY BOOKS

THE RESIDENCE PROVIDES MANY POCKET BOOKS, REFERENCE BOOKS, NEWSPAPERS AND CURRENT MAGAZINES FOR YOUR USE AND ENJOYMENT. REFERENCE BOOKS ARE KEPT IN THE MAIN COMMON ROOM AND SHOULD

BE RETURNED AFTER USE SO ALL STUDENTS CAN USE THEM. THE RESIDENCE ALSO ALLOWS STUDENTS TO SET ASIDE READING MATERIALS AT LOCAL STORES. IF THE MATERIAL IS AFFORDABLE AND ACCEPTABLE IT WILL BE PURCHASED BY THE RESIDENCE AND ADDED TO OUR LIBRARY RESOURCES.

## COMPUTERS

COMPUTERS ARE SUPPLIED FOR YOUR USE AND ENJOYMENT. STUDENTS WORKING ON SCHOOL PROJECTS AND ASSIGNMENTS GET PRIORITY ON THE COMPUTERS. TWO OF OUR COMPUTERS HAVE INTERNET ACCESS. THE STUDENTS USING THE INTERNET MUST HAVE A SIGNED PERMISSION FORM, WHICH OUTLINES OUR STUDENT USE POLICY. THIS FORM IS INCLUDED IN OUR FORMS PACKAGE.

## T.V. LOUNGES

THE RESIDENCE PROVIDES THREE TELEVISIONS WITH CABLE HOOKUP FOR YOUR ENTERTAINMENT. ALL TELEVISIONS ARE EQUIPPED WITH A V.C.R./D.V.D. FOR WHICH YOU CAN RENT MOVIES. IF YOU WISH TO RENT VIDEOS FROM DOWNTOWN YOU ARE RESPONSIBLE FOR GETTING YOUR OWN MEMBERSHIP CARDS AND PAYING FOR THEM. THERE ARE A FEW RESTRICTIONS CONCERNING USE OF RESIDENCE T.V.'S:

1. ADULT AND "R" RATED VIDEOS ARE NOT ALLOWED IN THE RESIDENCE.
2. HOUSE TELEVISIONS ARE NOT TO BE USED FOR VIDEO GAMES.
3. T.V. IS SHUT OFF AT 10:00 P.M. DURING SCHOOL DAYS AND 1:00 A.M. ON WEEKENDS.
4. T.V. IS NOT TO BE USED DURING SCHOOL DAYS (THIS APPLIES TO STUDENTS WHO ARE HOME SICK AS THEY ARE TO BE RESTING IN THEIR ROOMS).

## PERSONAL T.V.'S AND VIDEO GAMES

STUDENTS ARE ALLOWED T.V.'S AND VIDEO GAMES IN THEIR ROOMS. IF STUDENTS ABUSE THIS PRIVILEGE, I.E. USING

EQUIPMENT AFTER LIGHTS OUT, WATCHING OR LISTENING TO UNACCEPTABLE TAPES OR D.V.D.'S, THE EQUIPMENT WILL BE REMOVED AND SENT HOME WITH PARENTS.

## USE OF VIDEO CAMERAS

THE USE OF VIDEO CAMERAS IN THE RESIDENCE IS RESTRICTED TO THE DISCRETION OF SUPERVISORS. CAMERAS WILL BE STORED IN THE OFFICE OF THE HOUSEMASTER FOR SECURITY REASONS, AND TO ENSURE THAT CAMERAS WILL NOT BE USED IN THE BUILDING AFTER HOURS.

## VISITORS

**ALL VISITORS MUST BE REPORTED TO THE SUPERVISOR ON DUTY.** UNANNOUNCED PEOPLE IN THE RESIDENCE WILL BE ASKED TO LEAVE. ALSO GUESTS CAN BE ASKED TO LEAVE THE BUILDING AT ANY TIME BY ANY SUPERVISOR FOR ANY REASON. WHILE YOU HAVE GUESTS IN THE RESIDENCE YOU ARE RESPONSIBLE FOR THEM AND SHOULD BE WITH THEM AT ALL TIMES. GUESTS MUST LEAVE THE RESIDENCE BY 10:00 P.M. WEEKDAYS AND 11:00 P.M. WEEKENDS (FRIDAY AND SATURDAY).

## LAUNDRY

LAUNDRY FACILITIES ARE PROVIDED IN BOTH THE BOYS AND GIRLS WINGS OF THE RESIDENCE. ALL STUDENTS SHARE THE MACHINES AND MUST SHARE TIME EQUALLY. STUDENTS MUST PROVIDE THEIR OWN DETERGENT. IF YOU HAVE ANY QUESTIONS ABOUT HOW TO USE THE MACHINES PLEASE ASK ONE OF THE SUPERVISORS:

- LAUNDRY ROOMS ARE LOCKED AT 10:00 P.M. AND DURING STUDY TIME.
- MAKE SURE NOTHING IS LEFT IN LAUNDRY ROOMS - TUESDAY MORNINGS FOR GIRLS AND WEDNESDAY MORNINGS FOR BOYS. THIS WILL ALLOW STAFF ACCESS SO BEDDING CAN BE WASHED.
- STAFF WILL WASH SHEETS AND PILLOWCASES ON WEDNESDAYS (GIRLS), AND THURSDAYS (BOYS).

THEREFORE STUDENTS CANNOT USE LAUNDRY ROOMS UNTIL AFTER 3:00 P.M. ON THESE DAYS. LEAVE SHEETS AND PILLOWCASES IN FRONT OF LAUNDRY ROOM DOORS ON FLOOR.

- IF STUDENTS DO NOT BRING BEDDING TO LAUNDRY ROOMS IT IS THEIR RESPONSIBILITY TO WASH THEIR OWN BEDDING AND PROVIDE THEIR OWN DETERGENT.

## EXTRACURRICULAR ACTIVITIES

ALL STUDENTS SHOULD TAKE ADVANTAGE OF THE NUMEROUS COMMUNITY SPORTS, CULTURAL EVENTS AND PROGRAMS THAT ARE OFFERED BY THE SCHOOL, CITY OF WHITEHORSE AND THE MANY COMMUNITY CLUBS. IF YOU SHOW INTEREST, THEN TRANSPORTATION CAN USUALLY BE ARRANGED.

## FIELD TRIPS

GADZOOSDAA RESIDENCE FIELD TRIPS HAVE BEEN DEVELOPED TO PROVIDE STUDENTS WITH A CHALLENGING AND EDUCATIONAL EXPERIENCE. TRIPS INTRODUCE STUDENTS TO THE VAST CULTURAL, NATURAL AND HISTORICAL HERITAGE IN THE YUKON, NORTHERN BRITISH COLUMBIA AND ALASKA. THE FIELD TRIPS ALSO FOSTER POSITIVE ATTITUDES TOWARDS LEARNING AND SELF-IMPROVEMENT BY INCREASING THE AWARENESS AND INTEREST LEVELS OF STUDENTS. SOCIAL INTERACTION SKILLS ARE DEVELOPED AS PARTICIPANTS LEARN TO MAKE GROUP DECISIONS IN A COOPERATIVE MANNER.

INVOLVEMENT ON FIELD TRIPS IS OPEN TO ALL STUDENTS ON AN "EARNED PRIVILEGE" BASED ON ATTITUDE, BEHAVIOUR AND A WILLINGNESS TO GET INVOLVED IN TRIP PLANNING, PREPARATION AND FUNDRAISING. FIELD TRIP EXPERIENCES HAVE BEEN THE HIGHLIGHT OF THE SCHOOL YEAR FOR MANY STUDENTS AS THEY BECOME IMMORTALIZED IN HUMOUROUS STORIES AND ANECDOTES.

GADZOODAA STUDENT RESIDENCE  
ACTIVITIES PROGRAM

DAILY PROGRAMS

- ◇ HOCKEY/SKATING ON OUTDOOR RINK
- ◇ BROOMBALL ON OUTDOOR RINK
- ◇ SWIMMING AT LION'S POOL
- ◇ FOOTBALL
- ◇ BASEBALL
- ◇ SOCCER
- ◇ BASKETBALL
- ◇ VOLLEYBALL
- ◇ BADMINTON
- ◇ X-COUNTRY RUNNING
- ◇ CRAFTS ON REQUEST
- ◇ MOUNTAIN BIKING
- ◇ WEIGHTLIFTING

DAY TRIPS

- ◇ HIKING – LOCAL TRAIL
- ◇ FISHING – LOCAL LAKES AND RIVERS
- ◇ GUIDED TOURS OF CITY FACILITIES
- ◇

SPECIAL EVENTS

- ◇ ANNUAL SOURDOUGH RENDEZVOUS
- ◇ BOWLING
- ◇ HORSEBACK RIDING
- ◇ RIVER RAFTING
- ◇ GOLFING
- ◇ CURLING AT MT. MCINTYRE
- ◇ TAKHINI HOTSPRINGS
- ◇ SQUASH/RACQUETBALL
- ◇ WHITEHORSE CONCERTS
- ◇ GUILD HALL PRODUCTIONS
- ◇ MUSIC FESTIVAL

WILDERNESS TRIPS

- ◇ CANOEING – FLATWATER (CHADBURN, LONG AND EAR LAKES). MOVING WATER (YUKON, WHEATON AND TAKHINI RIVERS).
- ◇ NISUTLIN RIVER EXPEDITION (FOR GRADUATES OF FIRST TWO COMPONENTS)

COMMUNITY PROGRAMS THAT ARE AVAILABLE

MINOR HOCKEY  
BIATHLON YUKON  
ARCTIC SPORTS  
ORIENTEERING  
INDOOR SOCCER  
SKOOKUM JIM FRIENDSHIP CENTRE  
AIR CADETS  
SCOUTS CANADA  
NATIVE HOCKEY TOURNAMENT  
VARIOUS PROGRAMS OFFERED BY THE CITY OF WHITEHORSE,  
RECREATION DEPARTMENT  
PARENT(S)/GUARDIAN(S) ARE RESPONSIBLE FOR RESEARCHING,  
REGISTERING AND PROVIDING PAYMENT FOR ALL  
CITY/COMMUNITY OFFERED PROGRAMS.

## YOUR ROOM

MOST OF YOU WILL BE SHARING A DOUBLE ROOM WITH A ROOMMATE THAT YOU MAY OR MAY NOT KNOW. YOU WILL BE SUPPLIED WITH A BED, DESK, LAMP AND CLOSET. IN ADDITION YOU ARE GIVEN SHEETS, PILLOWCASES, BLANKETS AND A BEDSPREAD. KEYS ARE AVAILABLE FOR ALL ROOMS AND INDIVIDUAL ROOM SECURITY IS THE RESPONSIBILITY OF THE STUDENTS LIVING IN THE ROOMS. REPLACEMENT KEY IS \$3.00. A DAMAGE DEPOSIT OF \$50.00 WILL BE MANDATORY PRIOR TO ENTRY INTO RESIDENCE IN SEPTEMBER.

WHEN YOU MOVE INTO YOUR ROOM YOU ARE REQUIRED TO COMPLETE A ROOM CHECKLIST. THIS IS TO ENSURE THAT YOU ARE NOT CHARGED FOR ANY DAMAGE TO THE ROOM THAT MAY HAVE OCCURRED BEFORE YOU TOOK POSSESSION. IF DURING YOUR STAY IN THE ROOM THERE IS SOME DAMAGE TO THE ROOM, YOU ARE TO REPORT IT TO THE SUPERVISOR ON DUTY. AT THIS TIME, IT WILL BE DETERMINED WHETHER THE STUDENT IS FINANCIALLY RESPONSIBLE FOR THE REPAIRS. IF DAMAGES ARE NOT REPORTED, STUDENTS WILL BE AUTOMATICALLY RESPONSIBLE FOR THE REPAIRS.

ROOMS ARE THE RESPONSIBILITY OF THE STUDENTS RESIDING IN THEM AND THERE ARE SOME GUIDELINES TO FOLLOW:

- PLEASE DO NOT TAMPER WITH ANY LIGHT FIXTURES.
- MAKE SURE NOTHING BEHIND DOORS FOR SAFETY REASONS – FIRE REGULATIONS.
- DUE TO THE FACT THAT THE CEILINGS ARE TEXTURED, DO NOT ATTACH ANYTHING TO THEM.
- CUSTOM MADE BEDS (OAK BEDS) ARE NOT TO BE MOVED IN ANYWAY.
- IF YOU CHOOSE TO REARRANGE BEDS, DO NOT MOVE THEM INTO CLOSETS OR AGAINST THE HEAT RADIATORS (EFFECTS HEAT CIRCULATION AND FIRE REGULATIONS).

STAFF WILL VACUUM ROOMS ON MONDAYS AND FRIDAYS. MAKE SURE THAT THE FLOORS ARE CLEAR OF ALL CLOTHES, BOOKS, PAPERS, GARBAGE, ETC. ANY ITEMS ON THE FLOOR WILL BE BAGGED, SO FLOORS CAN BE CLEANED. STUDENTS WILL HAVE TO PICK UP HIS/HER POSSESSIONS FROM THE HOUSEMASTER. YOUR COOPERATION IS APPRECIATED. IN ADDITION, ON THURSDAY BEFORE DINNER, THERE WILL BE A HOUSE CLEANING WHERE YOU WILL CLEAN YOUR ROOMS. ALL ROOMS ARE TO BE VACUUMED. IF EVERYONE WORKS TOGETHER THIS SHOULD NOT TAKE MORE THAN 15 MINUTES. A SUPERVISOR WILL CHECK YOUR ROOM DAILY FOR MADE BEDS, CLEANLINESS AND NEATNESS.

### PERSONAL ITEMS

THE RESIDENCE DOES NOT PROVIDE FACE CLOTHS, TOWELS OR OTHER PERSONAL ITEMS. YOU SHOULD BRING A BATHROBE THAT YOU CAN USE WHEN YOU TRAVEL BETWEEN THE WASHROOM AND YOUR ROOM. IT IS ALSO RECOMMENDED THAT YOU BRING AN ALARM CLOCK.

### EXTRA CASH/VALUABLES

ANY LARGE AMOUNTS OF CASH OR VALUABLES SHOULD BE GIVEN TO THE SUPERVISOR FOR SHORT-TERM SAFE KEEPING. WE RECOMMEND OPENING A BANK ACCOUNT IN WHITEHORSE IF LONGER-TERM SAFEKEEPING IS NEEDED. ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN PERSONAL POSSESSIONS AND KEEPING DOORS LOCKED. LIMITING ACCESS TO YOUR ROOM AND KEEPING VALUABLES OUT OF SIGHT WILL HELP TO PREVENT THE LOSS OF PROPERTY, WHICH UNFORTUNATELY CAN HAPPEN IF YOU ARE CARELESS.

### HITCHHIKING

THE RESIDENCE IS NOT RESPONSIBLE FOR STUDENTS HITCHHIKING AND DISCOURAGES THIS METHOD OF TRANSPORTATION. IT IS THE RESPONSIBILITY OF THE PARENTS AND STUDENTS TO ARRANGE WEEKEND TRANSPORTATION.

## SMOKING

GADZOOSDAA STUDENT RESIDENCE IS A SMOKE FREE BUILDING. SMOKING IS NOT ALLOWED IN YOUR ROOM OR ANYWHERE WITHIN THE BUILDING. THERE IS A SMOKING AREA PROVIDED WITH GARBAGE RECEPTACLES AND PICNIC TABLES ON THE FAR SIDE OF THE BASKETBALL COURT. SMOKING IS NOT PERMITTED ANYWHERE ELSE ON RESIDENCE PROPERTY WHICH INCLUDES BESIDE THE BUILDING AT THE BACK ENTRANCE OR THE FRONT ENTRANCE WAY.

## FIRE EVACUATION PROCEDURE

- IF YOU HEAR THE FIRE ALARM, LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST EXIT.
- ONCE OUTSIDE GATHER IN FRONT OF BUILDING BY CAR PLUGS IN FRONT OF VAN.
- WAIT IN THIS AREA UNTIL SUPERVISOR HAS TAKEN ATTENDANCE.
- IF YOU KNOW SOMEONE IS STILL IN THE BUILDING TELL STAFF IMMEDIATELY.
- LISTEN AND OBEY INSTRUCTIONS IMMEDIATELY.

## FIRE EXITS

ALL RESIDENTS ARE REQUIRED TO USE THE MAIN DOORS TO ENTER AND EXIT THE BUILDING. ALL OTHER EXITS ARE FIRE EXITS AND ARE PROGRAMMED TO SET OFF AN ALARM WHEN OPENED. THESE ARE LOCATED IN EACH OF THE WINGS AND ARE TO BE USED ONLY DURING AN EMERGENCY.

## MEDICAL SUPPLIES

TO HELP ALLEVIATE ANY MINOR AILMENTS, THE RESIDENCE PROVIDES A VARIETY OF PAINKILLERS, BAND-AIDS, COUGH MEDICINE AND DECONGESTANTS. THE INDIVIDUAL

STUDENT MUST SUPPLY ANY PRESCRIPTION OR OTHER SPECIAL MEDICATION.

## PROCEDURE DURING SICK DAYS

IT IS UNFORTUNATE BUT UNAVOIDABLE THAT SOME STUDENTS WILL GET SICK WHILE THEY ARE IN THE RESIDENCE. IF YOU ARE SICK YOU ARE TO:

- REPORT TO THE SUPERVISOR SO MEDICATION CAN BE ADMINISTERED OR DOCTOR APPOINTMENTS CAN BE ARRANGED IF NECESSARY.
- STAY IN YOUR ROOM TO PREVENT THE SPREAD OF ANY ILLNESS.
- STAY OUT OF THE CAFETERIA. YOUR MEALS, DRINKS, MEDICATION WILL BE DELIVERED TO YOU BY STAFF.
- IF YOU MISS A CLASS DUE TO ILLNESS YOU ARE RESTRICTED TO YOUR WING THAT EVENING SO YOU CAN FULLY RECUPERATE AND CATCH UP ON MISSED SCHOOLWORK.
- THE SICK STUDENT WILL MAKE EVERY ATTEMPT TO AVOID SPREADING GERMS.
- DEPENDING ON THE ILLNESS, THE STUDENT MAY BE ALLOWED TO CIRCULATE IN THEIR WING DURING THE EVENING (WITH THE TELEPHONE BEING THE BOUNDARY).

NOTE: IF A STUDENT MISSES A MORNING CLASS BUT IS ABLE TO ATTEND THE AFTERNOON CLASSES THE ABOVE RESTRICTIONS WILL APPLY STARTING AFTER SUPPER.

## GADZOOSDAA SCHOOL ATTENDANCE POLICY

F.H. COLLINS SECONDARY, VANIER CATHOLIC SECONDARY, WOOD STREET CENTRE AND THE STUDENT RESIDENCE ALL BELIEVE THAT REGULAR ATTENDANCE IS A SIGNIFICANT CONTRIBUTING FACTOR TO STUDENT LEARNING. ATTENDANCE AT CLASS OR DESIGNATED ROOMS FOR STUDY SHALL BE COMPULSORY FOR ALL RESIDENCE STUDENTS. IF A STUDENT HAS AN UNEXCUSED

ABSENCE FROM A CLASS THEY WILL BE GROUNDED FOR AN EVENING AT THE RESIDENCE. THE STUDENTS WILL SERVE THE GROUNDING AS SOON AS THE RESIDENCE BECOMES AWARE OF THE INFRACTION. THIS INCLUDES FRIDAYS IF THE STUDENT IS STAYING AT THE STUDENT RESIDENCE FOR THE WEEKEND. THE STUDENT WILL USE THIS TIME TO CATCH UP ON MISSED WORK.

## LATE ARRIVAL TO CLASSES

AS PART OF A STUDENT'S EDUCATIONAL PROGRAM THE RESIDENCE FEELS THAT IT IS OUR RESPONSIBILITY TO REINFORCE THE IMPORTANCE OF PUNCTUALITY. ARRIVING LATE FOR APPOINTMENTS, CLASSES, MEETINGS, ETC. IS NOT A SOCIALLY ACCEPTED BEHAVIOUR. IF A STUDENT HAS THREE (3) RECORDED LATES IN ONE WEEK THEY WILL BE GROUNDED TO THE RESIDENCE FOR AN EVENING. F.H. COLLINS SECONDARY, VANIER CATHOLIC SECONDARY AND WOOD STREET CENTRE HAVE THEIR OWN LATE POLICY AND WILL DEAL WITH LATES AS WELL.

## GROUNDINGS AND GROUNDING PROCEDURE

A STUDENT CAN BE GROUNDED TO THE RESIDENCE FOR A VARIETY OF REASONS, BUT THE MOST COMMON REASON IS FOR SKIPPING CLASSES AND LATES. IF YOU WANT TO AVOID GROUNDINGS THEN BE ON TIME AND ATTEND ALL OF YOUR CLASSES. THE DEPARTMENT OF EDUCATION, YOUR LOCAL BANDS AND PARENTS ARE PAYING TO HAVE YOU COME TO WHITEHORSE TO GO TO SCHOOL, NOT TO MISS SCHOOL.

IF A STUDENT IS GROUNDED:

- GROUNDINGS START AT 6:00 P.M. UNLESS OTHERWISE SPECIFIED.
- PERSON IS TO REMAIN IN THEIR WING (THE TELEPHONE BEING THE DESIGNATED BOUNDARY)
- PERSON IS TO ASK FOR A FRESH AIR BREAK – IT IS COMMON PRACTICE THAT EACH PERSON IS ALLOWED TWO, TEN MINUTE, BREAKS THROUGHOUT THE EVENING.
- BREAKS ARE A PRIVILEGE, NOT A RIGHT, AND CAN BE WITHDRAWN AT ANY TIME.

STUDENTS MUST BE COOPERATIVE FOR THE DURATION OF THE GROUNDING OR BE PREPARED TO HAVE FURTHER CONSEQUENCES. BEING GROUNDED TO YOUR WING IS NOT INTENDED TO BE FUN SO DO YOUR BEST AND AVOID BEING GROUNDED.

## SIGN-OUT PROCEDURES AND RESPONSIBILITIES

### IMPORTANT

TO ENSURE THE SAFETY AND SUPERVISION OF ALL STUDENTS, IT IS MANDATORY THAT ALL PARENT(S)/GUARDIAN(S) AND STUDENTS UNDERSTAND THEIR RESPONSIBILITIES REGARDING SIGN-OUTS.

#### A. STUDENTS

ON OCCASIONS WHEN A STUDENT WISHES TO LEAVE THE RESIDENCE OVERNIGHT, THE STUDENT MUST:

- COMPLETE THE SIGN OUT FORM IN THE STAFF OFFICE.
- PROVIDE AN ADDRESS AND THE PHONE NUMBER OF THE LOCATION OF THE OVERNIGHT.
- PROVIDE THE NAME OF THE ADULT RESPONSIBLE WHILE AWAY FROM THE RESIDENCE.
- ARRANGE TO HAVE THE RESPONSIBLE ADULT WHERE YOU ARE STAYING, COME TO THE RESIDENCE AND SIGN YOU OUT IN PERSON.
- SPECIFY THE DATE AND TIME OF RETURN.

#### B. PARENTS

AS THE PARENT(S)/GUARDIAN(S), YOU MUST:

- PROVIDE A LIST OF PEOPLE WITH WHOM YOUR SON/DAUGHTER MAY SIGN-OUT WITH. THIS IS RECORDED IN THE FORMS PACKAGE ON PAGE 2

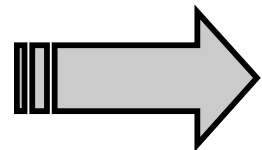
AND CAN BE UPDATED ON A REGULAR BASIS AS THE NEED ARISES.

- ACCEPT THAT SIGNING OUT DURING THE WEEK IS NOT RECOMMENDED UNLESS A PARENT OR GUARDIAN IS IN FROM OUT OF TOWN. IT IS THE RESPONSIBILITY OF THE PARENT(S)/GUARDIAN(S) TO ENSURE THAT THEIR SON OR DAUGHTER COMPLETE THEIR HOMEWORK AND ARRIVE TO SCHOOL ON TIME AND ATTEND ALL CLASSES. PARENT(S)/GUARDIAN(S) MUST CONTACT THE SCHOOL AND STUDENT RESIDENCE IF THEIR SON OR DAUGHTER WILL BE ABSENT FROM ANY CLASSES WHILE THEY ARE UNDER THEIR CARE.
- RECOGNIZE THAT GIVEN THE RESPONSIBILITIES OF THE STAFF OF THE RESIDENCE TOWARDS THE OTHER STUDENTS, THE PARENT(S)/GUARDIAN(S) ACCEPT FULL RESPONSIBILITY FOR COMPLIANCE WITH THE PROCEDURES.

C. RESIDENCE SUPERVISOR

- PERMISSION TO SIGN-OUT CAN ONLY BE GIVEN BY THE SUPERVISOR AND CANNOT BE GIVEN BY PHONE. PEOPLE SIGNING STUDENTS OUT ARE EXPECTED TO COME TO THE RESIDENCE IN PERSON AND SIGN OUT THE STUDENT. THIS IS FOR SAFETY REASONS AND THE RESIDENCE STAFF CAN BE ASSURED THAT THE STUDENTS ARE BEING TAKEN CARE OF.

# CHAPTER 3



## UNACCEPTABLE BEHAVIOUR WITHIN THE STUDENT RESIDENCE

### DISRESPECTFUL BEHAVIOUR

ALL STUDENTS ARE EXPECTED TO CONTRIBUTE TO A SAFE, HEALTHY, CARING AND RESPECTFUL ENVIRONMENT. IF A STUDENT IS INSUBORDINATE, USES INAPPROPRIATE LANGUAGE OR DEMONSTRATES ANTI-SOCIAL BEHAVIOUR AT THE RESIDENCE, DISCIPLINE MEASURES WILL BE STRICTLY ENFORCED AND CONTINUED INFRACTIONS COULD RESULT IN SUSPENSIONS OR DISMISSALS FROM THE STUDENT RESIDENCE.

### DRUGS AND ALCOHOL

USE/POSSESSION OF DRUGS AND ALCOHOL ARE ABSOLUTELY NOT PERMITTED WHILE UNDER THE CARE OF THE STUDENT RESIDENCE. DISCIPLINARY MEASURES WILL BE STRICTLY ENFORCED FOR RULE INFRACTIONS AND COULD RESULT IN YOUR IMMEDIATE DISMISSAL/SUSPENSION. STAFF MAY DO PERIODIC ROOM INSPECTIONS.

### UNAUTHORIZED ABSENCE FROM THE RESIDENCE

RECOGNIZING THE LIMITED HUMAN RESOURCES AND THE OBLIGATIONS OF STAFF TO STUDENTS ON-SITE, IN THE EVENT THAT A STUDENT LEAVES THE RESIDENCE WITHOUT COMPLYING WITH THE SIGN-OUT PROCEDURES, THE FOLLOWING STEPS WILL BE TAKEN:

1. ATTEMPT TO DETERMINE THE WHEREABOUTS OF THE STUDENT BY SPEAKING TO OTHER STUDENTS AND STAFF.
2. NOTIFICATION OF KNOWN FRIENDS OF THE STUDENT IN TOWN AND POSSIBLY ADULTS LISTED ON THE STUDENT'S SIGN-OUT LIST.
3. NOTIFICATION BY PHONE TO THE PARENT(S)/ GUARDIAN(S).

4. NOTIFICATION OF THE R.C.M.P.
5. NOTIFICATION OF SCHOOL AUTHORITIES.
6. CONDUCTING A ONE-TIME LIMITED SEARCH WHEN POSSIBLE.

## CONSEQUENCES FOR UNAUTHORIZED ABSENCE

### FIRST INCIDENT

UPON RETURNING TO THE RESIDENCE, THE STUDENT WILL PROVIDE THE HOUSEMASTER WITH AN EXPLANATION OF THE CIRCUMSTANCES FOR HIS OR HER UNAUTHORIZED LEAVE. AS WELL, THE HANDBOOK AND RESIDENCE EXPECTATIONS WILL BE REVIEWED.

FOLLOWING THE INTERVIEW WITH THE HOUSEMASTER, THE STUDENT WILL BE INFORMED OF THE DISCIPLINARY MEASURES TO BE IMPOSED. DEPENDING UPON THE SEVERITY OF THE INCIDENT AS DETERMINED BY THE HOUSEMASTER, THE STUDENT CAN BE SUSPENDED FROM THE RESIDENCE IMMEDIATELY.

### SECOND INCIDENT

A SECOND UNAUTHORIZED LEAVE FROM THE RESIDENCE WILL RESULT IN THE IMMEDIATE DISMISSAL OF THE STUDENT FROM THE RESIDENCE. IT IS THE RESPONSIBILITY OF THE STUDENT AND PARENT(S)/GUARDIAN(S) TO FIND ALTERNATE ACCOMMODATION.

### RESTRICTED ITEMS

THERE WILL BE NO GUNS, KNIVES OR WEAPONS OF ANY DESCRIPTION ALLOWED IN THE RESIDENCE. ALL SUCH ITEMS WILL BE CONFISCATED.

## OUT OF BOUNDS

THERE ARE A NUMBER OF AREAS THAT ARE CONSIDERED OUT OF BOUNDS TO STUDENTS UNLESS PERMISSION IS GIVEN BY THE SUPERVISOR. THESE INCLUDE THE KITCHEN AREA, THE FURNACE ROOM, STAFF OFFICES AND THE BOY'S WING FOR THE GIRLS AND THE GIRL'S WING FOR THE BOYS. **BEING IN THE WRONG WING IS A SERIOUS INFRACTION AND COULD RESULT IN SUSPENSIONS OR DISMISSALS.**

## DAMAGE TO RESIDENCE PROPERTY

ALL DAMAGE TO RESIDENCE PROPERTY MUST BE REPORTED IMMEDIATELY. STUDENTS AND OR PARENT(S)/GUARDIAN(S) ARE RESPONSIBLE FOR ANY DAMAGE RESULTING FROM CARELESSNESS.

## SCHOOL ATTENDANCE AND PUNCTUALITY

THE STUDENTS LIVE AT THE RESIDENCE SO THEY CAN ATTEND SCHOOL AND COMPLETE THEIR HIGH SCHOOL EDUCATION. IF STUDENTS FAIL TO ATTEND CLASSES AND MAKE EVERY EFFORT TO BE ON TIME THEY WILL NOT BE ALLOWED TO STAY AT THE STUDENT RESIDENCE. ATTENDANCE IS A SIGNIFICANT CONTRIBUTING FACTOR TO STUDENT LEARNING AND GOOD ATTENDANCE IS ONE OF THE MAJOR FACTORS, WHICH WILL ENSURE SUCCESS AT HIGH SCHOOL.

## SUSPENSION/DISMISSAL FROM THE STUDENT RESIDENCE

A SUSPENSION OR DISMISSAL MAY BE GIVEN TO ANY STUDENT FOR ANY BREACH OF DUTIES AND RESPONSIBILITIES SPECIFIED IN THE STUDENT HANDBOOK.

STUDENTS WHO HAVE BEEN SUSPENDED OR DISMISSED ARE NOT ALLOWED BACK IN THE RESIDENCE OR ON RESIDENCE PROPERTY DURING THEIR SUSPENSION AND

ARE RESPONSIBLE FOR FINDING THEIR OWN ACCOMMODATION DURING THIS TIME.

A JOINT MEETING BETWEEN THE PARENT(S), GUARDIAN(S), STUDENT(S), AND HOUSEMASTER WILL BE HELD BEFORE A STUDENT CAN BE READMITTED TO THE RESIDENCE.

### SUSPENSION FROM SCHOOL

IF A STUDENT IS SUSPENDED FROM SCHOOL THE SAME STUDENT WILL ALSO BE SUSPENDED FROM THE STUDENT RESIDENCE. ONCE THE STUDENT HAS BEEN REINSTATED AT SCHOOL HE/SHE WILL BE ELIGIBLE TO RETURN TO THE STUDENT RESIDENCE. IT IS THE RESPONSIBILITY OF THE STUDENT, PARENT(S)/GUARDIAN(S) TO ARRANGE TRANSPORTATION FOR THE STUDENT TO RETURN HOME DURING THE TIME OF THE SUSPENSION.