

# GADZOOSDAA STUDENT RESIDENCE HANDBOOK



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# Gadzoosdaa Student Residence Handbook

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The Gadzoosdaa Student Residence was officially opened by the Honourable Piers McDonald, Minister of Education, October 4<sup>th</sup>, 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 (Eagle 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.*

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### Welcome to Gadzoosdaa

The staff would like to welcome you to Gadzoosdaa and to the City of Whitehorse for the 2017-2018 school year. You will be living at a residence that is dedicated to the well-being of its students and we hope that your stay will be happy and educationally productive. Gadzoosdaa can be a great place for you to stay while you pursue your high school education. The staff works hard to create a welcoming and supportive environment that provides you with the necessary structure and expectations to help you be successful. To Gadzoosdaa, success means that you achieve a high school education, make good dorm friendships that will carry on into adulthood, and hopefully have fun and gain valuable life experiences along the way! This handbook is for you and your parent(s)/guardian(s). You will find information about aspects of living at the residence, as well as some of the programming and other opportunities available to you during your stay.

### Vision

To promote a healthy community of learners that thrive.

### Mission

We are dedicated to providing a safe, caring and enriched living experience that inspires each student to realize his/her potential by providing opportunities that foster intellectual, physical, social and emotional competencies needed to lead a fulfilling life.

This mission is achieved by partnering with families, the First Nations, the school, the Department of Education and community agencies, and by encouraging all students to participate in a broad range of activities which develop communication skills, thinking skills and leadership skills. At the same time, asking students to take ownership for their actions and to be contributing members of the Gadzoosdaa Community.

### Values

In pursuit of our missions, we subscribe to a set of core values. These values serve a guide and are the basis for the choices we make. Gold and silver are physical riches, but core riches are the timeless foundational values upon which we build our lives.

### RICHES

**R**espect – **I**ntegrity – **C**ourage – **H**ard-work – **E**xcellence – **S**ervice

# CHAPTER 1



## STUDENT ACCOMMODATION PROCEDURES

### PREAMBLE

Yukon Education provides support to students who are Yukon residents and are required to live away from home to attend a Yukon school. Under the Education Act and the Student Residences and Boarding Programs Regulations, Yukon Education must provide the student with accommodation or a boarding allowance for the student's accommodation.

The **Student Accommodation and Boarding Allowance Policy** provides direction guidelines for determining whether a student is entitled to a boarding allowance or for accommodation at the Gadzoosdaa Student Residence in Whitehorse. The policy is available on Yukon Education's website at <http://www.education.gov.yk.ca/school-policies.html>.

The following procedures replace the procedures set out in the former Student Living Allowance Policy and Gadzoosdaa Student Residence Admissions Policy.

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### PART ONE

### PROCEDURES – STUDENT ACCOMMODATION FEES (GADZOOSDAA STUDENT RESIDENCE)

Yukon Education provides accommodation to Yukon students who are required to live away from home to attend school at the Gadzoosdaa Student Residence. Eligibility criteria for accommodation and priority for admission are set out in the "Student Accommodation and Boarding Allowance Policy".

#### Fees

When Yukon Education provides accommodation to a student at the Gadzoosdaa Student Residence the student or parent/guardian of the student is required to pay an accommodation fee.

#### **The accommodation fee is \$150.00/month**

Non-Yukon students attending the Gadzoosdaa Student Residence are not eligible for a boarding allowance under the "Student Accommodation and Boarding Allowance Policy".

#### Exceptions:

A \$150.00 accommodation fee may be charged to non-Yukon residents attending school in Whitehorse under formal agreement with Yukon Education – Public Schools.

The parent or guardian of the student residing at the Gadzoosdaa Student Residence is required to complete a **Financial Agreement Form** (available from the Team Leader of Gadzoosdaa Student Residence).



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If the student is a member of a Yukon First Nation, the First Nation may pay the accommodation fee on behalf of the student. This process is managed by the Team Leader of Gadzoosdaa Student Residence and a representative of the First Nation. Sponsorship information is confirmed from First Nation's CELC or ESW and the First Nation's Education Director.

### Financial Processing:

A monthly report will be prepared by the Team Leader of Gadzoosdaa Student Residence and submitted to the Area 1 Superintendent and the Accounting Clerk responsible for invoicing Gadzoosdaa after 5 working days at the beginning of each month.

The report shall contain:

- The name of each student residing at the Gadzoosdaa Student Residence
- The name, phone number and address of the parent/guardian of the student
- Sponsor – parent/guardian, First Nation or School District
- The number of days the student is in the residence, 5 days or more

Yukon Education – Finance & Administration sends an invoice to the payee (parent/guardian or First Nation) with a payment due date.

Yukon Education reserves the right to deny admittance of a student to Gadzoosdaa Student Residence when accommodation fees are not paid by the due dates. All fees must be paid in full by June 30<sup>th</sup> of each year.

### **LEGISLATIVE AND POLICY REFERENCES**

Education Act ss. 6(1) (G); S. 11; s. 14; s. 48.

Student Residences and Boarding Programs Regulations (O.I.C. 1991/073)

Student Accommodation and Boarding Allowance Policy

### **HISTORY**

Student Living Allowance Policy and Gadzoosdaa Student Residence Admissions Policy (both effective November 15, 2005); amended by Student Accommodation and Boarding Allowance Policy, effective August 1, 2013.

### 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 full-time 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 at both Gadzoosdaa and at the high school attended the previous year.
  - b. New student applicants with priority given to Grade 10, then 11, and then 12.
- 3) Students from outside the catchment area who are eligible and registered as full-time students in one of the shared programs at Wood Street Centre or the Sports School at F.H. Collins Secondary. 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.

\*Students must be 18 years + 8 months or younger on September 1<sup>st</sup> of the school year. Students who are older, may make a special application to the Team Leader of Gadzoosdaa. Older students that are accepted will have additional expectations.

### Late Registrations

- 1) For applicants applying after the May 15th deadline and if space is not available, the Team Leader of Gadzoosdaa will compile an eligibility list based on the previous admission criteria.
  - a. Applications for first semester will be reviewed September 1<sup>st</sup>.
  - b. Applications for second semester will be reviewed December 1<sup>st</sup>.
- 2) Late applicants will not displace students already at the residence and enrolled in a Whitehorse Secondary Program and residing at the student residence.

### Guidelines and Procedures

- 1) Applicants to Gadzoosdaa must be full-time students entering Grades 10, 11, or 12 at F.H. Collins Secondary School, Vanier Catholic Secondary School or Wood Street Centre.
- 2) Applicants must be Yukon residents who reside outside the Whitehorse Secondary School Catchment Area.
- 3) At least one parent or legal guardian must continue to be a Yukon resident and reside outside the Whitehorse Secondary School Catchment Area.
- 4) Students with a parent or legal guardian residing within the Whitehorse Secondary School Catchment Area are not eligible for admission to Gadzoosdaa.
- 5) Applicants must be eighteen years old + 8 months or younger on September 1<sup>st</sup> of the school year.

- 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, procedures and expectations outlined in the Gadzoosdaa Student Residence Handbook and with a parent/guardian present take part in an intake meeting.

### Important Deadlines/Submissions

- 1) New applications for admission to Gadzoosdaa will be accepted between April 15<sup>th</sup> and May 15<sup>th</sup> of each year. Students who are presently residing at Gadzoosdaa **must** also reapply for admission by May 15<sup>th</sup>.
- 2) Principals of rural schools must provide written notification to the Team Leader of Gadzoosdaa by April 15<sup>th</sup> of each year regarding students who are eligible for admittance and who have expressed interest in a Whitehorse Secondary School Program for the upcoming school year.
- 3) The Team Leader of Gadzoosdaa will inform the students on the eligibility list and their parent(s)/guardian(s) by June 10<sup>th</sup> 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.
- 4) A refundable Damage Deposit of \$150 is required with the receipt of your application. Please make payable to Gadzoosdaa Student Residence. Applications without a Damage Deposit will not be considered. Damages determined to be the financial responsibility of the student will be paid from this deposit. Any funds remaining

will returned at the end of the students stay at Gadzoosdaa. If a student is not accepted into Gadzoosdaa, Damage Deposit will be returned immediately.

### **Financial Responsibility**

The present monthly fees for Yukon Students are set at \$420.00 and are 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) or First Nations is \$150.00 per month. The Department of Education will invoice parent(s)/guardian(s) or First Nations. Checks are to be made out to the Territorial Treasurer. Specify on the check that it is for Gadzoosdaa Student Residence Fees. Fees can be paid in person or mailed to:

Department of Finance  
Government of Yukon  
Attn: LISA ELL  
P.O. Box 2703  
Accounts Receivable-Main Bldg  
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.



# CHAPTER 2

### **Communal Living**

Staff are aware that transitioning from Grade 9 in the communities to Grade 10 in Whitehorse can be challenging personally, academically and socially. Staff are also aware that being away from your family and your home community for extended periods of time can be lonely and stressful, adding to the challenges of high school.

The Gadzoosdaa staff strives to create a 'home away from home' atmosphere. However, there are some major differences between a family home and a communal living situation. Gadzoosdaa houses up to 40 students from diverse backgrounds and from homes with varying expectations for curfew, school attendance, etc. In order to manage the number of student residents with a relatively small staff, there must be structure and a set of consistent guidelines for many aspects of dorm life. This is why Gadzoosdaa has specific meal times, study hours, bus runs, sign out procedures and curfews. We are unable to cater to individual requests at all times. In the shared spaces of Gadzoosdaa, as in other communal living environments (college dorms, hostels, hotels, apartments, etc.), students need to be respectful of others. Loud music, inappropriate language and rude behaviour is not acceptable.

For some students the Gadzoosdaa expectations/guidelines may seem strict, while for others they may find that they have more freedom than they are used to. For most students, Gadzoosdaa is a great living option while attending high school. Staff do their best to be respectful and inclusive, and to provide an environment that is comfortable and conducive to obtaining a high school education.



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<b>SCHOOL DAY - DAILY ROUTINE</b>	
<b>7:45 AM</b>	<b>Wake-Up</b> Gadzoosdaa Staff will wake you. If you prefer, use your own alarm.
<b>7:00 AM - 8:15 AM</b>	<b>Breakfast</b> The kitchen grill is turned off at 8:15 AM. A cold breakfast is available after this time.
<b>8:00 AM - 8:25 AM</b>	<b>Get Ready for Your Day</b>
<b>8:36 (Vanier) 8:40 AM (FHC)</b>	<b>School Classes Start</b>
<b>11:35 AM - 12:25 PM</b>	<b>Lunchtime for F.H. Collins</b>
<b>12:13 - 1:00 PM</b>	<b>Lunchtime for Vanier</b>
<b>3:10 PM</b>	<b>School Day Ends for F.H. Collins</b>
<b>3:12 PM</b>	<b>School Day Ends for Vanier</b>
<b>After School</b>	<b>Check-In with Staff</b>
<b>4:15 PM - 5:15 PM</b>	<b>Study Hour</b> Gadzoosdaa will provide a quiet environment for studying. A student can choose to study in the Dining Hall or in his/her bedroom with the bedroom door open.
<b>5:30 PM - 6:00 PM</b>	<b>Supper</b> All students eat supper in the Dining Hall at the scheduled time. Meals will only be saved for valid reasons (jobs, appts., sports, etc.)
<b>6:00 PM - 10:00 PM</b>	<b>Free Time / Gadzoosdaa Programming</b>
<b>9:00 PM - 9:45 PM</b>	<b>Evening Snack</b>
<b>10:00 PM</b>	<b>Curfew</b> All students are to be back at Gadzoosdaa.
<b>10:30 PM</b>	<b>Get Ready for Bed</b>
<b>11:00 PM</b>	<b>Lights Out / Quiet Time</b>

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<b>WEEKEND / NON-SCHOOL DAY - DAILY ROUTINE</b>	
<b>Morning</b>	<b>No Formal Wake-Up Call</b> Students may sleep in.
<b>7:00 AM - 10:00 AM</b>	<b>Breakfast (limited cold menu)</b>
<b>As Scheduled</b>	<b>Free Time / Gadzoosdaa Programming</b>
<b>11:00 AM - 1:00 PM</b>	<b>Lunch (limited menu)</b>
<b>As Scheduled</b>	<b>Free Time / Gadzoosdaa Programming</b>
<b>4:30 PM - 5:15 PM</b>	<b>Supper</b>
<b>As scheduled</b>	<b>Free Time / Gadzoosdaa Programming</b>
<b>10:00 PM</b>	<b>Snack</b>
<b>Midnight</b>	<b>Curfew</b>
<b>10:00 PM</b>	<b>Curfew</b>

### Weekly Responsibilities

Mon - Fri – Before school – Please ensure your belongings are off the floor in your room and that dishes are returned to the kitchen.

Mon – Thurs – 4:15-5:15 – Scheduled Study

Tues – 3:30 PM – Mandatory House Meeting

Wed – **Major** Room Clean-up (rooms are to be kept tidy at all times)

Thurs – Before 9:00 PM - Complete weekend sign out.

## **Food Service**

### **Meal Times**

You should attend all meals unless you are signed out, sick, or you have a pre-arrangement with staff. Meals will only be saved for students with valid reasons.

You are expected to dress appropriately which includes wearing footwear and shirts for all meals.

After the meal, you are asked to clean up after yourself, place dirty dishes/cutlery in the appropriate bins and put garbage and compostable items in their specific receptacles.

All students are assigned kitchen duty on a weekly basis.

### **Bag Lunches**

Most students return to Gadzoosdaa for a hot lunch. However, on occasion students may choose to get involved with lunch time sports, clubs and activities. Students can prepare a bag lunch after supper the night before or after breakfast the morning of the day they require the bag lunch.

### **Food and Drinks Outside the Cafeteria**

Coffee mugs, glasses and snacks can be taken to students' rooms as long as the mugs and glasses are returned to the kitchen before the next meal and rooms remain free of litter caused by snacks.

### Guests and Meals

Family from out of town have a standing invitation and are encouraged to stop in for a meal or coffee anytime. The more parents/guardians that stop into Gadzoosdaa the better it is for all.

Other meal time guests are asked to pay \$5.00/meal. It is always a good idea to let the cooks know in advance if you are planning on bringing a friend over for lunch or supper.

### Visitors/Guests

Students are welcome to invite family and friends to visit at Gadzoosdaa. It is important that students take the time to introduce their guests to the staff. Staff want to meet the students' family and friends and they also want to know when guests are in the residence. The boys' wing and the girls' wing are considered private spaces and are for student residents only. Family may head down into their child's wing to see their child's room, but longer visits should be out in the common areas. Friends are only allowed in the common areas.

### Phones

Many students have their own cell phone. Students are asked to share their cell number with staff. The staff also has a cell phone that students can text to (1-867-332-7059). This number is for student and staff or parent/guardian and staff **text** communication only.

The students have access to two land line phones. The phones are located in the students' wings.

- Boys' Phone Number – 667-8068
- Girls' Phone Number – 667-8069

### Laundry

Laundry facilities are available in both the boys' and girls' wings. All students share the machines and share the time equally.

- Laundry rooms are available from 7:00AM to 10:00PM.
- Please do not leave your laundry unattended. Gadzoosdaa is not responsible for damaged or missing articles.
- Laundry pods/powder and dryer sheets are fine. Please do not bring liquid laundry products.
- Spilled laundry products may stain the carpets and you could be held responsible for replacing them.

### TV Lounges

Gadzoosdaa provides three televisions with cable hookup for your entertainment. All televisions are equipped with a VCR/DVD.

- Adult and 'R' rated entertainment is not permitted.
- Use of televisions in the boys' and girls' wing during the school day is not permitted. The television in the common lounge is available during the day for Grade 12 students that have a 'Grad Block'.
- Students are allowed to video game on the televisions in the boys' and girls' wing. Students are responsible for the care of their video gaming equipment and games.

### Computers

Computers with internet access are supplied for your use and enjoyment. Students working on school projects and assignments get priority on the computers.

### **Library**

Gadzoosdaa provides many pocket books, reference books, newspapers and current magazines for student use and enjoyment. Reference books are kept in the main common room and should be returned after use. Gadzoosdaa also allows students to set aside reading materials at local stores. If the material is affordable and acceptable, Gadzoosdaa will purchase it and add it to the library.

### **Extra Cash/Valuables**

Any large amounts of cash or valuables should be given to the supervisor for short-term safe keeping. 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.

### **Prescription Drugs**

All prescription medication that could be abused or could harm another student must be kept in the office for safe keeping. You are responsible to take any prescription drugs as prescribed.

### **Medical Supplies**

To help alleviate any minor ailments, Gadzoosdaa provides a variety of over-the-counter painkillers, Band-Aids, cough medicines and decongestants.

### Procedure During Sick Days

It is unavoidable that some students will get sick while they are staying at Gadzoosdaa.

- If you are too sick to go to school, you need to tell Gadzoosdaa Staff right away. A doctor appointment will be made if necessary. Your school will be called to have you excused.
- You are to stay in your room to make every attempt to prevent the spread illness. (Depending on the nature of the illness, you may or may not be allowed to circulate in your wing, the telephone being the boundary. This will be determined by Gadzoosdaa Staff.)
- Stay out of the dining room and common areas unless you have permission from staff to be there. Depending on the nature of your illness, Gadzoosdaa Staff will decide if you will eat your meals in the dining room. If you are too sick to come to the dining room staff will bring your meals to your room.
- On any day you miss classes due to illness, you will be restricted to your wing after school and evening so you can fully recuperate and catch up on missed school work.
- If you are not getting better or getting worse, staff will contact your parents or guardians.
- If you are frequently sick, staff may contact your parents or guardians.

### **Transportation**

Gadzoosdaa has a 16 passenger bus that runs on a regular schedule. Unless you are walking, you should schedule your activities around the bus schedule. Gadzoosdaa Staff will not give you a ride if it feasible for you to use our bus schedule.

If you are involved in weekend activities that are not a part of Gadzoosdaa programming or your school, you must make your own arrangements for transportation to and from them.

Bus schedules for the City of Whitehorse bus system are also available. Bus tickets are provided to students who wish to use the city buses.

### **Scheduled Study Time – Monday-Thursday 4:15-5:15 PM**

Academic success is a central theme of Gadzoosdaa. Students are expected to attend and participate in the scheduled study time. Gadzoosdaa will provide an atmosphere that will allow students to complete their homework. Televisions will be turned off and if students would like to listen to music while studying, they must use their own personal headphones. During this time, students are to be working on homework or pleasure reading. Students can work in the dining room where staff is accessible for tutoring, in the ‘Zen’ room or in their own rooms with staff permission. Doors to students’ rooms are to be left open so that staff can supervise the study time.

Students with an academic average of 60% with no failing grades after the first month will be allowed to schedule their own study times. These students will also have the privilege to view television in the common TV lounge during this time.



### Extra Curricular Activities

The best way to make friends and become comfortable at Gadzoosdaa is to take part in the planned activities that take place at Gadzoosdaa. Even if you don't think that you are interested in a certain type of activity, give it a try and you might find that it is fun! Learn to ski or snowboard, play some dorm BINGO, go for a skate at the dorm outdoor skating rink, etc... If you have a suggestion for a dorm activity, let us know and we will see if we can make it happen!

All students should take advantage of the numerous cultural events, sports and programs that are offered by the schools, the City of Whitehorse and the many community clubs.

### Student Employment

Gadzoosdaa supports you having a job during the school year. Because school is the reason for residing at Gadzoosdaa, the following are conditions that apply to having a job:

- 1) You have permission from your parents/guardians.
- 2) You are passing all your classes at school.
- 3) Your school attendance and punctuality is acceptable.
- 4) You make up for study time if your work hours conflict with the Gadzoosdaa's Scheduled Study Time.
- 5) Your work hours do not conflict with Gadzoosdaa's night time curfews.
- 6) You provide Gadzoosdaa with your work schedule.
- 7) You make transportation arrangements to and from work.

### **Gadzoosdaa Field Trips**

Gadzoosdaa field trips have been developed to provide you with a challenging and educational experience. Trips themes include taking part in cultural activities, exploring nature and participating in physical challenges.

Participation in field trips is open to all students at Gadzoosdaa on an 'earned privilege'. This is based on attitude, behaviour and a willingness to get involved in trip planning, preparation and fundraising.

Field trips experiences are often the highlight of the school year for many students as they become immortalized in humorous stories and anecdotes.

### 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 and blankets. It is recommended for sanitary reasons that you bring your own pillow. If you prefer, you may bring personal bedding from home (please mark personal bedding with your name).

When you move into your room, you are required to complete a Gadzoosdaa Residence Room Checklist. Any damages will be recorded and repairs (if necessary) will be done. Rooms are the responsibility of the students residing in them. If damage occurs after moving in, it must be reported immediately and staff will be determined if a student is financially responsible for the damage. If damages are not reported immediately, students residing in that room will be held responsible for the cost of the repairs

All rooms have a keypad door lock. You will be given a door code when you arrive. **Do not** give your door code to other students.

Rooms are the responsibility of the students residing in them and there are some guidelines:

- Please do not tamper with light fixtures or smoke detectors.
- Ensure that nothing is behind doors for safety reasons – fire regulations.
- Due to the fact that the ceilings are textured, please do not attach anything to them.

- Custom made beds (oak beds) are not to be moved in anyway. Due to heat circulation and fire regulations, please do not move beds into closets or against heat radiators.
- Please ensure that your floors are clear of all clothes, books, papers, garbage, etc. In addition, there is major room cleaning on Wednesdays before supper.
- Gadzoosdaa Staff do not clean your room.

### Emergency Procedures

#### Exits and Fire Exits

All students 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 exits are located in each of the wings and are to be used only during an emergency.

#### Fire Evacuation Procedure

- If you hear the fire alarm, leave the building immediately by the nearest exit.
- Once outside, go to the parking area near the Gadzoosdaa skating rink.
- Wait in this area for Gadzoosdaa Staff to take attendance and to give you directions.
- If you know someone is still in the building, tell Gadzoosdaa Staff immediately.
- Listen and obey all instructions given by Gadzoosdaa Staff.

#### Fire and Earthquake Drills

Gadzoosdaa Staff will run unexpected fire alarms and earthquake procedure practices. You are expected to participate.

## Sign-Out Procedures and Responsibilities

**To ensure the safety and supervision of all students, it is essential for all parents/guardians and students understand their responsibilities regarding sign-outs.**

- 1) Parents/Guardians must:
  - a. Complete the Sign-Out Permission Form in the Gadzoosdaa Student Residence Application Package.
  - b. Ensure that those granted authority to sign-out your child be a responsible adult, 19 years of age or older.
  
- 2) Students wishing to leave overnight must:
  - a. Complete the Sign-Out Sheet in the office.
  - b. Provide the name of the adult (19 years of age or older) responsible for you while you are away from Gadzoosdaa.
  - c. A phone number and/or the address of the location you will be staying overnight must be provided.
  - d. Specify the date and time of your return.
  - e. The adult that is assuming responsibility for you overnight must come to Gadzoosdaa and sign you out in person.

\*Parents/guardians must give permission for signing-out on school nights. It is the responsibility of the parents/guardians to ensure that their child completes his/her homework, arrives on time to school and attends classes when he/she is signed-out. It is the parents'/guardians' responsibility to notify the school if a student is going to be away from school while signed-out.

Note – Gadzoosdaa staff will only give permission to sign-out with those individuals your parents/guardians have authorized on the Sign-Out Permission Form. For safety reasons, Gadzoosdaa staff will not accept a sign-out over the phone.

All weekend sign-out plans are to be in place on Thursday night (or the night before leave if it is a long weekend).

Gadzoosdaa staff are not responsible for picking you up from your sign-out.

Transportation, to the home communities of Carcross and Teslin, is provided every weekend. Students are encouraged to travel home to spend time with family and friends. On weekends where Gadzoosdaa has organized programming, Carcross and Teslin students are welcome to stay and participate in the programming.

# CHAPTER 3

## Student Expectations / Code of Conduct

To help ensure a positive experience at Gadzoosdaa there are three categories of expectations: **Academic Success**, **Belonging to the Gadzoosdaa Community**, and **Health and Safety of Self and Others**.

### Academic Success

A desire to get a high school education is the basis for living at Gadzoosdaa. Gadzoosdaa staff want all students to be successful in their academic pursuits. Studies show that attendance is the number one factor in academic success. If you are having difficulty with a certain class/classmate/teacher, please share this with Gadzoosdaa staff – do not simply skip the class.

Expectations are:

- 1) Attend and be on time to all classes.
- 2) Be prepared for classes.
  - a. Bring required materials to classes
  - b. Do homework, assignments and projects
  - c. Prepare for quizzes/tests and other assessments.
- 3) Attend Study Hour – Monday thru Thursday, 4:15-5:15 PM  
Students with an academic average of 60% with no failing grades after the first month will be allowed to schedule their own study times. These students will also have the privilege to view television in the common TV lounge during this time.



### Belonging to the Gadzoosdaa Community

Gadzoosdaa promotes and fosters positive relationships through respect and inclusion. As with all families, members of the Gadzoosdaa Community (students and staff) have rights and responsibilities. Each member has the right to feel safe, respected and cared for. With these rights in mind, the expectations are:

- 1) Accept everyone for who he/she is and respect the privacy/space of others.
- 2) Refrain from going in areas that are out-of-bounds (the wings of the opposite gender, the furnace room, the staff offices, and other areas that the staff deem out-of-bounds).
- 3) Clean up after yourself (for example – return dishes to the bins in the dining room when you are finished eating).
- 4) Eat supper in the dining room.
- 5) Keep sound (music, video gaming, etc.) at a reasonable volume.
- 6) Abstain from smoking or vaping inside Gadzoosdaa. There is a designated area outside for students and staff.
- 7) Communicate your plans to staff. We do not need to know your every movement, but we ask that you check in with us when you are heading out somewhere. We need to know this in case someone from your family calls us and asks where you are.

- 8) Communicate your concerns with staff. If you are having problems with school, bullying, medical issues, etc. the staff want to help.
- 9) Report all damage to Gadzoosdaa property. Students are responsible for all damages done intentionally or caused by carelessness.

### **Health and Safety of Self and Others**

Student safety at Gadzoosdaa is our first priority. Because safety is so important, there are several non-negotiable expectations that must be agreed to and followed.

The Health and Safety Expectations are:

- 1) Comply with the sign out procedures when you will be away from Gadzoosdaa overnight. Gadzoosdaa has a legal obligation to ensure that sign outs are done properly. Plan your sign outs well, follow the procedures, and staff will be happy to help make them happen. Gadzoosdaa takes all unauthorized leaves from the residence very seriously.
- 2) Abstain from the use of non-prescription drugs and alcohol at Gadzoosdaa. Possession and use of drugs/alcohol by a minor is illegal.
- 3) Be in by curfew – 10:00PM on school nights and midnight on non-school nights. If for some unforeseen reason you are going to be late for curfew, be considerate and phone Gadzoosdaa staff prior to curfew time. If you arrive after curfew, go to the front door and ring the doorbell for a Gadzoosdaa staff to let you in.
- 4) Ensure that your bedroom smoke detector and bedroom door are free from obstruction. The bedroom smoke detectors are checked on a daily basis by staff.

- 5) Refrain from possessing a weapon (this includes all types of knives) at Gadzoosdaa.
- 6) Follow the requests/directions of the staff. Respect the staff.
- 7) Restrict use of video cameras in the residence. The Department of Education has policies regarding the videotaping and recording of students and staff.
- 8) Disrespectful behavior and bullying will not be tolerated.

### Definition of Bullying

*Bullying is any repeated verbal, physical, social or psychological behaviour that causes hurt, fear or anxiety in another person. It may be deliberate or a result of thoughtlessness. It may be a physical attack on a person, a group or their property. It may be verbal teasing or insulting. It may be indirect, such as spreading rumours, excluding people from groups or manipulation of others to mistreat another person.*

*Cyberbullying refers to bullying through information and communication technologies.*

*Central to both bullying and harassment is the inappropriate use of power, which deprives others of their rights.*

*Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment, including that based on sex, race, disability, homosexuality or transgender.*

*Typically, students suffering bullying feel distressed, hurt, frightened, disturbed, embarrassed, stressed, pained and upset.*

*Bullying of any form can have long term effects on those involved, including bystanders.*

### Consequences/Restorative Processes

Gadzoosdaa is considered to be semi-independent living for students. This requires that there be a high level of trust between staff and students, as the students at Gadzoosdaa enjoy much freedom. Staff must be able to trust students to abstain from the use of drugs/alcohol while staying at the residence, to return to the residence before curfew, to not sneak out a window during the night, etc.

In the unfortunate event that a student engages in an action that is unsafe and/or disrespectful and thus damages the trust relationship with staff, the student will be expected to participate in a restorative process.

Gadzoosdaa wants students to be successful. Learning from mistakes, taking ownership, and repairing the harm are essential to growth and restoration. Because of this belief, Gadzoosdaa is committed to restorative processes in which together the student, parents/guardians, staff, student advocates and community representatives decide upon consequences of a particular action. Our preference is to use a restorative approach. The participants may vary in each restorative process depending upon the availability of the participants and the circumstance. Key to restorative processes is that all parties take ownership for their roles and have a willingness to work towards a positive outcome for the student and for Gadzoosdaa. Examples of consequences may include: community service, natural/logical consequences, interventions (drug/alcohol education and/or counselling), volunteering at different community organizations, groundings, creating an educational poster, timelines for task completion, and other creative options.

## ***Staff Responses to Breaches of Health and Safety Expectations***

### **Staff's Immediate Response to an Unauthorized Leave**

- 1) Staff will attempt to determine your whereabouts by speaking to other students, staff and possibly adults listed on your sign-out list.
- 2) Staff will notify your parents/guardians that you are missing. They will also ask parents/guardians to share where they think you might be
- 3) Staff may notify the RCMP.
- 4) Staff may conduct a one-time limited search if possible.

### **First Unauthorized Leave**

Upon your return to Gadzoosdaa, your parents/guardians will be notified of your return. You will be grounded until you meet with the Gadzoosdaa Team Leader to discuss the circumstances of your unauthorized leave. Depending upon the circumstances (length of time missing, nature of your activity while missing, safety concerns, level of potential risk, etc.) your consequences can range from a restorative process and multi-day grounding to a suspension for three to five days, to an expulsion for the remainder of the semester or the remainder of the school year.

### **Subsequent Unauthorized Absence(s)**

A second unauthorized absence from Gadzoosdaa will result in one of two scenarios.

Scenario One – if your first incident resulted in a restorative process and multi-day grounding, consequences will range from a three to five

day suspension or an expulsion for the remainder of the semester or the remainder of the school year.

Scenario Two – if your first incident resulted in a suspension, your consequence will be an expulsion for the remainder of the semester or the remainder of the year.

A third unauthorized absence from Gadzoosdaa will result in an expulsion for the remainder of the school year. As well, the possibility of living at Gadzoosdaa in the future may be jeopardized.

### **Staff's Response to a Student's Possession or Use of Illegal Drugs/Alcohol**

Gadzoosdaa is a drug/alcohol free residence. A student choosing to participate in drug/alcohol related activities, while residing at Gadzoosdaa, will expect immediate consequences. A student may be suspected if he/she shows signs and/or symptoms of drug/alcohol use, such as smelling of marijuana, exhibiting erratic or impaired behaviour, and having dilated, red or glossy eyes.

- 1) If staff suspect a student of drug/alcohol related activities, staff may search a student's room.
- 2) If drugs/drug paraphernalia/alcohol are found, they will be photographed and then disposed of.
- 3) Parents/guardians will be notified and the student will be subject to consequences. These consequences range from a restorative process to a multi-day suspension to an expulsion.
- 4) Depending upon the findings, the RCMP may be contacted.

### **Suspension from Gadzoosdaa**

A student may be suspended for a breach of duties and responsibilities/expectations specified in the Gadzoosdaa Student Residence Handbook.

A student who has been suspended is not allowed back in Gadzoosdaa or on Gadzoosdaa property for the duration of his/her suspension. It is the responsibility of the student and his/her parent(s)/guardians(s) to arrange for alternative housing for the duration of the suspension.

A joint meeting between the parent(s)/guardian(s), the student, and a staff will be held before the student will be readmitted to the residence. This meeting may be in person or it may be done over a conference call.

### **Suspension from School**

A student suspended from school will also be suspended from Gadzoosdaa. Once the student has been reinstated at the school, he/she will be welcome to return to Gadzoosdaa. It is the responsibility of the student and his/her parent(s)/guardians(s) to arrange for alternative housing for the duration of the school suspension.





# CHAPTER 4

## Gadzoosdaa Student Residence Handbook

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REQUIRED COURSES FOR GRADUATION	
English 10 or English First Peoples 10	4
Foundation & Pre-calculus 10 or Apprenticeship & Workplace 10	4
Science 10	4
Social Studies 10	4
Planning 10	4
Physical Education 10	4
English 11 or Communications 11	4
Pre-calculus 11, Foundations 11 or Apprenticeship & Workplace 11	4
1 Science 11 (Biology, Chemistry, Earth Science, Physics or Science & Tech)	4
Social Studies 11 or Yukon First Nations Studies 12	4
English 12 or Communications 12	4
Grade 12 Electives (3 courses)	12
Grade 10-12 Electives (4 courses)	20
Graduation Transitions 12	4
Total Credits needed to Graduate	80

REQUIRED COURSES FOR ADULT GRAD (Must start 3 of these courses after your 18 <sup>th</sup> birthday)	
English 12 or Communications 12	4
Mathematics 11 – Pre-calculus 11, Foundations 11 or Apprenticeship & Workplace 11	4
Grade 12 Electives (3 courses)	12
Total Credits needed for Adult Grad	20

### Semester System and Credits

F.H. Collins Secondary School, Vanier Catholic Secondary School and Wood Street Centre operate on a semester system. The school year is divided into two equal semesters. The first semester runs from September through late January and the second semester runs from late January through June.

There are four courses a semester for a total of eight courses a school year. With the exception of a few courses, each successfully completed course is allotted 4 credits. Students may also earn External Credits. These are credits granted to students for courses completed outside the school system or they are granted to students in recognition of specific accomplishments, for example – participation in North American Indigenous Games is worth 4 credits at the Grade 11 level.

### Attendance Reports

Upon parent request, the school will send out weekly attendance reports by email or by post.

### **Reporting of Student Progress from the School**

There are four required reporting periods during the school year, two each semester. Typically report cards are mailed out late October, late January, mid April and June.

There is one Student/Parent/Teacher Interview day in each semester, typically in October and March.

### **Academic Programming**

Gadzoosdaa is offering high school credit courses: PE 10 & 11, Active Living 12, Outdoor Education 10, 11 & 12, Leadership 10, 11 & 12, Work Experience 12, Applied Skills 11 and Fine Arts 11.

If you are interested in taking Gadzoosdaa courses, please speak with a staff. These courses are outside the timetable and students are still required to take a full course load at their respective school during the school day.

### **Education Support Workers (ESWs)/Community Education Liaison Coordinators (CELCs)**

ESWs and CELCs play a vital role in their students' success at school. They support students' academic success, monitor attendance and academic progress, arrange tutoring, and organize extra-curricular activities/events.

Glenna Tetlichí – Vuntut Gwich'in – 667-8665

Lenora Minet – Teslin Tlingit Council – 667-8665

Victoria Metcalfe – Ross River – 867-969-2216

Offices for Glenna, Lenora and Patricia are located at F.H. Collins. Their office areas provide a welcome space for students and their parents/guardians. Victoria's office is located in Ross River School.

### Other Education Opportunities

Encounters with Canada – Gadzoosdaa has been granted a spot for one student.

Forum for Young Canadians

Duke of Edinburgh Awards

Air Brakes

Learner's Licence