

# **Gadzoosdaa Student Residence**



**2024-2025 Student Handbook**

## Virginia Smarch (Gadzoosdaa)



Gadzoosdaa Student Residence is named after Mrs. Virginia Smarch or affectionately known as Gadzoosdaa. Mrs. Smarch 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 an 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 insight for present-day conditions and the younger generation.

“that is who we are: part of the land, part of the water.” Virginia Smarch

# Gadzoosdaa Student Residence Handbook

## **Welcome**

Welcome to Gadzoosdaa Student Residence (GSR). We are glad you are here with us on the traditional territory of the Kwanlin Dun and T'aan K'wachin council. It is our hope that your stay at the student residence will be a positive experience and that you will learn and grow during your time here at Gadzoosdaa.

(Please note: Gadzoosdaa is a Scent Free building)

**Purpose:** Bringing together rural students to pursue educational opportunities.

**Vision:** To provide a safe, caring and enriched living experience that inspires each student to realize their potential.

Achieving this vision takes a mutual respect and understanding of both the staff and students at the residence.

## TABLE OF CONTENTS

<b><u>Introduction</u></b>	<b>Page</b>
<b>History</b>	<b>1</b>
<b>Welcome</b>	<b>3</b>
<b>Purpose &amp; Vision</b>	<b>3</b>
<b><u>Application Information</u></b>	
<b>Application information will be on the website and in the application packet</b>	
<b><a href="http://gsr.yukonschools.ca/admissions.html">http://gsr.yukonschools.ca/admissions.html</a></b>	
<b><u>What to expect when accepted into Gadzoosdaa.</u></b>	
<b>Upon Acceptance</b>	<b>6</b>
<b>What the dorm provides</b>	<b>7</b>
<b>What to bring</b>	<b>8</b>
<b>What not to bring</b>	<b>8</b>
<b>Gadzoosdaa Students responsible for the safe keeping of their personal belongings</b>	<b>8</b>
<b>School day routine</b>	<b>9</b>
<b><u>Life at Gadzoosdaa</u></b>	
<b>Communal Living</b>	
<b>Communication</b>	<b>10</b>
<b>Gender Identity</b>	<b>10</b>
<b>Meals</b>	<b>10</b>
<b>Family Dining</b>	<b>10</b>
<b>Dining area</b>	<b>11</b>
<b>Bag lunches</b>	<b>12</b>
<b>Allergies/Special dietary needs</b>	<b>12</b>
<b>Student Employment</b>	<b>12</b>
<b>Room Cleaning</b>	<b>12</b>
<b>Room Checks</b>	<b>12</b>
<b>Laundry</b>	<b>13</b>
<b>Visitors/friends</b>	<b>13</b>
<b>Dorm students visiting in your room</b>	<b>13</b>
<b>WIFI</b>	<b>13</b>
<b>Lounges</b>	<b>13</b>
<b>Programming</b>	<b>13</b>
<b>Going Out After School</b>	<b>13</b>
<b>Check-in/Check-out to/from School</b>	<b>13</b>
<b>House meetings</b>	<b>13</b>
<b>Academic Expectations</b>	<b>14</b>
<b>Tutoring</b>	<b>14</b>
<b>Cell Phones</b>	<b>14</b>
<b>Behavioral Expectations</b>	<b>15</b>
<b>Academics</b>	<b>15</b>

<b>Out-Of-Bounds</b>	<b>15</b>
<b>Smoking on Campus</b>	<b>15</b>
<b>Alcohol, vaping illegal drugs or illegal activities while staying at the dorm</b>	<b>15</b>
<b>Vape/Products</b>	<b>15</b>
<b>Damage in the Dorm</b>	<b>16</b>
<b>Unauthorized absence from the dorm</b>	<b>16</b>
<b>Curfew</b>	<b>16</b>
<b>Cameras/ Video Recordings</b>	<b>16</b>
<b>Weapons</b>	<b>17</b>
<b>Protection of the Dignity or Security of an Individual</b>	<b>17</b>
<b>Suspension</b>	<b>17</b>
<b>Abandonment of bed</b>	<b>17</b>
<b>Billing</b>	<b>17</b>
<b><u>Transportation &amp; Student vehicles</u></b>	
<b>Parking/Vehicles on Campus</b>	<b>19</b>
<b>Transportation in Student Vehicles</b>	<b>19</b>
<b>Transportation from Staff</b>	<b>19</b>
<b>Signing-out of the Dorm</b>	<b>19</b>
<b>Weekends</b>	<b>19</b>
<b>Weekend Exceptions</b>	<b>20</b>
<b>Signing-out of the Dorm</b>	<b>20</b>
<b>Transportation Subsidy</b>	<b>20</b>
<b>Transporting student's home</b>	<b>20</b>
<b><u>Health</u></b>	
<b>Medical Care</b>	<b>23</b>
<b>Prescriptions</b>	<b>23</b>
<b>Sick Days</b>	<b>23</b>
<b>When a student is ill Gadzoosdaa Staff will</b>	<b>23</b>
<b><u>Emergency Procedures</u></b>	
<b>Emergency procedures</b>	<b>25</b>

# What to expect when accepted into the dorm

Upon acceptance you will receive a phone call and letter, which includes the time and date scheduled for your move into Gadzoosdaa.

It will be during this time that:

Each student/guardian will:

- participate in a 30- 45-minute orientation with the Team Leader of Gadzoosdaa.
- be given a tour of the dorm.
- meet some of the Gadzoosdaa staff.
- meet First Nations Education Representatives, Education Support Workers (ESW), Community Education Liaison Coordinators as available (CELC).

Guardians will complete field trip forms. Field trip forms must be completed in order for students to attend. Forms consist of both Simple and Complex trips.

Guardians will be welcome to help students move into their dorm room.

Students/guardians will make any necessary changes/updates to dorm application. Students will be shown their room and be given a door code.

Students will complete room condition inspection forms.

Student and family photos will be taken to place in their student file.

Families and students are welcome to a light snack or meal (depending on the time of day).

A \$50.00 per semester programming fee is due by cash, cheque or E transfer [gadzoosdaa@yukon.ca](mailto:gadzoosdaa@yukon.ca)

**What the dorm provides:**

<ul style="list-style-type: none"><li>• <b>Bed</b></li><li>• <b>Sheets/Comforter</b></li><li>• <b>Pillow</b></li><li>• <b>Storage bins</b></li><li>• <b>Water bottle</b></li><li>• <b>Lamps</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Laundry detergent</b></li><li>• <b>Bounce sheets</b></li><li>• <b>Cleaning supplies</b></li><li>• <b>Vacuum</b></li><li>• <b>Lounge TV's</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Digital piano, guitar, ukulele</b></li><li>• <b>Limited winter gear, base layers, snow pants,</b></li></ul>
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<ul style="list-style-type: none"> <li>• Closet organizers</li> <li>• Computers</li> </ul>	<ul style="list-style-type: none"> <li>• Cable service and Apps such as Netflix, Disney + and WIFI</li> </ul>	<ul style="list-style-type: none"> <li>boots, coats, mittens etc.</li> <li>• Microwave</li> <li>• Coffee/tea/snacks</li> <li>• 3 meals daily</li> </ul>
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**What to bring:**

<ul style="list-style-type: none"> <li>• Unscented toiletries</li> <li>• Shampoo, brush, toothpaste, soap, personal hygiene products</li> <li>• Towel/face cloth, bath robe</li> <li>• Alarm clock</li> <li>• Cell phone (if you have one)</li> <li>• School supplies, backpack</li> <li>• Personal laptop (if you have one)</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor gear, winter boots, snow pants, layers, hat, mitts, etc.</li> <li>• Rubber boots, rain coat</li> <li>• Daily clothing, swim suit, gym shorts/sweat pants</li> <li>• Indoor shoes/slippers</li> <li>• Healthcare Card</li> </ul>	<ul style="list-style-type: none"> <li>• Musical instruments</li> <li>• Sports equipment</li> <li>• Bicycle/helmet etc.</li> <li>• Your Prescription Medication</li> </ul>
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**What not to bring:**

<ul style="list-style-type: none"> <li>• Pets</li> <li>• Valuables</li> <li>• Bleach</li> <li>• Hair Dye</li> <li>• Perfume/cologne</li> </ul>	<ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Hot Plates</li> <li>• Candles</li> <li>• Incense</li> <li>• Heaters</li> </ul>	<ul style="list-style-type: none"> <li>• Knives</li> <li>• Weapons</li> <li>• Recreational Drugs</li> <li>• Alcohol, Beer, Wine, Spirits</li> <li>• Scented products</li> </ul>
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Gadzoosdaa Students are responsible for the safe keeping of their personal belongings.

<b>SCHOOL DAY ROUTINE</b>	
<b>7:30 AM - 7:45 AM</b>	<b>Wake-Up</b> Set your alarm, start getting ready for school



<b>7:00 AM - 8:15 AM</b>	<b>Breakfast</b> <b>Hot breakfast is available until 8:15am. After 8:15am alternative breakfast items will be available.</b>
<b>8:35 AM</b>	<b>School Classes Start</b>
<b>11:00 AM – 11:30 AM</b>	<b>Lunchtime for F.H. Collins</b>
<b>3:10 PM</b>	<b>School Day Ends for F.H. Collins</b>
<b>After School</b>	<b>All students must return to the dorm and check in with staff</b>
<b>3:15 PM - 5:00 PM</b>	<b>Free time to work on homework, sports, music lessons, catch up on sleep etc.</b>
<b>5:00 PM - 6:00 PM</b>	<b>Supper</b> <b>All students eat supper in the Dining Hall at the scheduled time. If you are going to be late please ask staff to save a plate for you.</b>
<b>6:00 PM - 9:00 PM</b>	<b>Free Time / Gadzoosdaa Programming</b>
<b>8:00 PM - 9:45 PM</b>	<b>Evening Snack</b> (snack is available in the dining room)
<b>9:00 PM</b>	<b>Curfew</b> <b>All students are to be back at Gadzoosdaa.</b>
<b>10:00 PM</b>	<b>Get Ready for Bed / Quiet Time</b> <b>All students need to be on their designated ends.</b>
<b>10:30</b>	<b>All students in their own room</b>
<b>11:00 PM</b>	<b>Lights Out</b>

\*\* Friday and Saturday Curfew is 11:00 PM

# Communal Living

## **Living at the Dorm**

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.

For some students, the Gadzoosdaa expectations/guidelines may seem strict, while others 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.

A positive climate exists when all members of the dorm community feel safe, included and accepted. Building and sustaining a positive climate at the dorm is a complex undertaking that requires all members of the community to participate in a respectful manner.

However, for some members of our GSR community this is a difficult undertaking, and they will need clear understanding of what is expected from our dorm community and potential consequences of their actions.

### **Communication is Key**

Please share any questions or concerns with our staff. We will do our best to answer and address them.

### **Gender Identity**

All gender identities are welcome in the dorm. However, due to the limitation of our facility all students are placed in either the male or female section as determined by their gender at birth.

### **Meals**

**Gadzoosdaa meals and snacks are prepared daily by our very own team of Red Seal Chefs.**

Breakfast	7:00-8:30 (hot breakfast ends at 8:15)
Lunch	11:00-11:30
Dinner	5:00-6:00

*Please be on time for all meals. If you are unable to make it on time for dinner, please text or call the dorm and staff will put aside a meal for you. All meals are to be eaten in the dining room.*

**Wood Street School Student Trips:** Gadzoosdaa may provide \$25.00 worth of groceries per day for a maximum of 5 days, per trip, per student. Students will need to involve the dorm staff with their budgeting and planning of meals. Guardians will be responsible for the remainder of the cost. This daily allowance can not be substituted for cash value.

### **Family Dining**

Families are welcome to eat with their student or to stop in for a snack when they are in town.

### **Dining area**

Please clean up after yourself, put your dishes away and always say please and thank you. Spray and wipe down the table/chair area after eating.

It is expected that students will dress appropriately in communal areas of the dorm. This includes shirts, bottoms, footwear, and undergarments.

### **Bag Lunches**

If you need a to-go lunch, please let our staff know the day prior to needing it.

### **Allergies/Special Dietary Needs**

If you have any food allergies or special dietary needs, please let our cooking staff know and they will be happy to accommodate.

### **Student Employment**

Gadzoosdaa Student Residence does support student employment with the following conditions:

- You have permission from your guardian
- You are passing all your classes
- Your school attendance and punctuality are acceptable
- It is outside of school hours
- Transportation to and from work has been pre-arranged

### **Room Cleaning**

Students are expected to maintain a clean and tidy room at all times and every room will be checked daily. Every second Wednesday afternoon, students have designated time for a more thorough room cleaning.

### **Room Checks**

The purpose of the daily room check is to ensure that they are being maintained by the students and that there are no additional health and safety challenges (curling iron left on, masks hanging on lights, rotting food and so on).

If there is a minor issue that needs to be addressed, dorm staff will either leave a note on the inside of the door or simply speak to the student upon their return to the dorm.

If there is a major concern with a room, the student will meet with the Team Leader to discuss the issue (illegal substances in room, tampering with smoke detectors, not maintaining/damaging room, etc.) Guardians will be contacted.

### **Laundry**

Laundry facilities are open to students from 7:00 AM to 10:00 PM.

Students at Gadzoosdaa are responsible for washing their own laundry.

Washer, dryers, unscented laundry soap and dryer sheets are provided at no additional cost.

Students are expected to wash their sheets at least every 2 weeks or more frequently if needed.

Gadzoosdaa Student Residence is not responsible for damaged or missing articles of clothing.

(Please note: Like most government facilities, Gadzoosdaa is a Scent Free building)

### **Visitors**

Family and friends are welcome to visit in the front lounge and dining room area only. Friends are welcome to visit until 7pm on weeknights and 9pm on weekends.

### **Dorm students visiting in your room**

If you invite another dorm student from your end into your room, please leave the door propped fully open. Students are asked to be in their own rooms by 10:30pm.

### **WIFI**

Gadzoosdaa Student Residence does provide Wi-Fi for student use from 6:00 AM to 11:00 PM. If Wi-Fi is needed for educational purposes, GSR devices will remain online outside of availability times.

Internet use policies/restrictions are signed-off in the application package.

[https://v2yesnet.files.wordpress.com/2020/08/yukon-education-information-technology-use-guidelines-for-grades-4-12-students\\_20\\_21.pdf](https://v2yesnet.files.wordpress.com/2020/08/yukon-education-information-technology-use-guidelines-for-grades-4-12-students_20_21.pdf)

### **Lounges**

Gadzoosdaa students have access to 3 student lounges that are equipped with modern lighting, television, cable TV, Netflix, Disney+, Amazon Prime, and Apple TV and other entertainment services.

Ratings up to PG 13 for movies and Teen for video games are the community standards for Gadzoosdaa Student Residence. Restricted / Mature ratings and “adult films” are not to be in or viewed at the residence.

Students are welcome to use these areas to socialize and gather as a community of students.

It is the responsibility of the residents of Gadzoosdaa to keep the area clean and tidy.

Students need to be respectful of others. Loud music, inappropriate language and rude behaviour is not acceptable.

### **Programming**

#### **Weekly**

Gadzoosdaa staff facilitate group programming on a weekly basis with a variety of activities such as: gym nights, hiking, bowling, campfires, carving, sewing, crafts, fat biking, rock climbing, paintball, bowling, glassblowing, downhill skiing, seasonal events and more. Please take advantage of our programming; it is a great way to make friends, learn a new skill or just have some fun.

We also have our own skating rink in the Winter and a basketball court in the Fall and Spring.

### **Individual Activities**

Individual activities/services may be available which includes: tutoring, counselling, music lessons, career planning and so on.

### **Going Out After School**

When going out into the Whitehorse community, Gadzoosdaa staff will ask you a few simple questions:

1. Where are you going?
2. When will you be back?
3. Who are you going with?
4. How are you getting back to the dorm?

We ask these questions because your guardians have entrusted us with your care. Please know that if you are making choices for yourself that puts you in harm's way or sacrifices your education, you will not be able to go.

### **Check-in/Check-out to/from School**

Always enter the dorm through the front door and sign-in.

When heading out, sign-out at the dining room door and speak with staff about your plans.

### **House meetings**

House meetings are held every second Wednesday at 1pm. All students are expected to participate.

### **Academic Expectations**

It is the expectation that all students staying at Gadzoosdaa will prioritize their learning. If there are outside influences that detract from learning, Gadzoosdaa staff will work with the student to help them refocus their priorities for living at the dorm. It is the student/guardian's responsibility to contact the school for any missed work.

### **Tutoring**

Tutoring opportunities are available. Please let the GSR staff know and we will do our best to connect you to tutoring through Skookum Jim Friendship Centre, your First Nation, your school or contracting through the dorm.

### **Cell Phones**

Gadzoosdaa staff monitor the dorm cell phone 24/7, please be sure to put us in your contacts so we can be there when you need us.

### **Behavioral Expectations and Restorative Practice**

Listed below are some expectations to be aware of while living at the dorm.

**Academics:**

- Attend all classes, be on time and do your schoolwork to the best of your ability. The minimum expectation to remain living at the dorm is 85% or better attendance and at least 75% or better completion of course work.
- If you are unable to achieve the above, a discussion will take place between you, your family, teachers and dorm staff, and a plan will be made to ensure that you are successful academically at the dorm.
- It is expected that every student will return to the residence immediately after school.

**Out-Of-Bounds:**

Refrain from going in areas that are out-of-bounds (the wings of the opposite gender, the furnace room, staff offices, kitchen etc.)

**Smoking on Campus**

Smoking of tobacco cigarettes is permitted in the designated area at Gadzoosdaa.

<https://yukon.ca/sites/yukon.ca/files/edu/edu-tobacco-vapour-free-schools-policy.pdf>

<https://yukon.ca/en/news/new-tobacco-and-vaping-products-control-and-regulation-act-force>

**Alcohol, vaping, illegal drugs or illegal activities while staying at the dorm:**

There are to be no drugs, paraphernalia, vapes/supplies or alcohol in the dorm, and you should not be under the influence of any of these substances while staying at the dorm. If any prohibited substances or items are found, they will be photographed and destroyed. Dependent upon the situation, RCMP may also be involved.

Gadzoosdaa student Residence has the authority to preform room searches under certain conditions. If staff have suspicion of drug related activities, the student's room and personal belongings may be searched. If there is suspicion of intoxication, the student will be taken to either the hospital or the youth detox center.

### **Vape/Products**

Vapes and vaping products are not permitted in the dorm or on the property. If a student is found with vaping products on their person or in the dorm, it will be confiscated and held for a guardian to pick-up. If a student is found with vaping products a second time, it will be confiscated and disposed of if not picked up by a guardian.

*For all of the circumstances above, guardians will be contacted, and a meeting will take place between you, your guardians and the Team Leader of Gadzoosdaa to determine if the dorm is going to be an appropriate placement for you.*

*If it is determined by the Team Leader that it is appropriate, a contract will be written outlining the behavioral and/or academic expectations required of you to remain at the dorm. The contract may include grounding, community service, counselling and so on.*

*However, it may be determined that the dorm is not going to be an appropriate placement at this time (e.g. inability to follow rules, disrespect for staff/students, addictions) and the student will be withdrawn from the dorm and await pick up by a guardian.*

### **Damage to the Dorm**

We kindly request that any damage done to Gadzoosdaa property be reported to staff. Depending on the circumstances, families may be responsible for associated repairs.

### **Unauthorized absence from the dorm**

#### **Immediate response to an unauthorized Absence**

1. Staff will:
  - a. attempt to determine your whereabouts through fellow students, friends, family
  - b. notify your guardians that you are missing.
  - c. notify the Gadzoosdaa Team Leader.
  - d. notify Educational Support Worker's and Community Education Liaison Coordinator. (ESW'S, CELC'S)
  - e. notify the RCMP if you are not back or communicating within 1 hour of curfew.

### **Curfew**

**Sunday through Thursday curfew is 9:00pm.** This means all students are expected back to the dorm before 9:00pm unless prior permission has been given. Exceptions can be made if family are in town visiting, extra curricular sports, work, etc.

**Friday and Saturday curfew is 11:00pm.** This means all students are expected back to the dorm before 11:00pm unless prior permission has been given. Exceptions can be made if family are in town visiting, extra curricular sports, work, etc.

### **Cameras/ Video Recordings**

There is to be no use of any type of camera in the dorm.



### **Weapons**

No weapons of any kind will be tolerated at the dorm, including all types of knives.

### **Protection of the Dignity or Security of an Individual**

The dorm provides students the opportunity to live and grow in a supportive community. Activity that is threatening (verbal, graphic, written, physical), racist, sexual, homophobic, or any form of discrimination, bullying, harassment, sexual harassment or unwanted sexual attention is prohibited and may result in the student being withdrawn. This includes but is not limited to: posting or distributing material (physical or virtual) and/or behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment.

### **Suspensions**

If you are suspended from your school (3 days or more), you are also suspended from the Gadzoosdaa Student Residence. It is the responsibility of the guardian to arrange alternate housing for the duration of the school suspension.

If you are suspended from the dorm, you will not be permitted on or around Gadzoosdaa property for the duration of the suspension.

If a student is dismissed (two days or less) from their school, the student may remain at the dorm if it creates an unintended hardship. The student will be considered grounded during this time (must remain at the dorm, not permitted to go out and so on).

A meeting between the guardian, student and Gadzoosdaa Team Leader will be held when returning from a suspension or dismissal.

### **Abandonment of bed**

Gadzoosdaa Student Residence has limited spacing, and we often have a waiting list for a room. If a student has slept at the residence less than 10 days in a 2-month period, their bed may be considered abandoned. Before this happens, Gadzoosdaa staff will reach out to the families to discuss the situation.

### **Billing:**

Billing takes place every month that a student sleeps at least 5 days at the residence. There is no proration for short months or holidays.

If bills are unpaid, Yukon Education reserves the right to deny admittance until paid in full.



# Transportation & Student Vehicles

## **Parking/Vehicles on Campus**

Designated student parking is available on a limited basis with and without block heater plugin. Gadzoosdaa students who have a vehicle on campus are not permitted to transport fellow dorm students without written permission from their guardians being provided to dorm staff. If this is not done, it may result in revoked parking privileges or removal of the students from the dorm.

## **Transportation in Student Vehicles**

Students are never permitted to transport fellow GSR students without written permission from the legal guardians of the passenger student and the driver student.

If having a vehicle at GSR has a negative impact on dorm life or on academics, parking and/or driving privileges may be suspended temporarily or indefinitely.

*\*\*Gadzoosdaa staff will require the make and model of the vehicle as well as the licence plate number to have on record\*\*A Copy of Insurance may be requested.*

## **Transportation from Staff**

Gadzoosdaa is able to provide transportation on a limited basis as staffing permits. The more notice we are given, the more likely we will be able to accommodate a ride.

When possible, Gadzoosdaa staff will provide rides to medical, dental or counselling appointments as well as group transportation to community venues such as the Canada Games Center.

Public transportation is encouraged whenever possible.

### **Signing out of the Dorm**

If the person signing-out the student is not the legal guardian, they:

- Must be at least 19 years of age
- Must have written permission from the guardian to sign-out the student (via text, email or completion of page 4 in the application package)
- Provide a name, address and phone number
- Specify the date and time of your return
- The adult assuming responsibility must come to Gadzoosdaa in person to sign you out.

**\*\*There are no sign-outs after curfew unless the legal guardian is physically present to do so\*\***

### **Weekends**

It is the expectation that students who live in the following communities will return home on weekends or stay with family in Whitehorse:

Atlin  
Carcross  
Carmacks  
Haines Junction  
Teslin

To help facilitate travel, transportation to Carcross and Teslin is provided by the local First Nation. However, the responsibility to provide transportation home belongs to the guardian.

**\*\*Any student that lives in a community that is 200km or more from Whitehorse is not required to travel home every weekend. \*\***

**Weekend plans** must be communicated with dorm staff at least 2 days before the weekend or holiday.

### **Weekend Exceptions:**

Exceptions may be made for students in certain circumstances at the discretion of the Team Leader of Gadzoosdaa Student Residence.

Examples of exceptions:

- Inclement weather, unsafe roads

- Participation in a Gadzoosdaa or school activity
- Student employment

### **Transportation Subsidy**

Yukon Government provides a transportation subsidy for all students whose permanent residence is in Yukon. The subsidy covers the following:

August - Start of the year

October - Thanksgiving holiday

December - Christmas Holiday

March - Spring Break

April - Easter Holiday

June - End of School

During the breaks in October, December, March and April, the dorm will be closed to students. It is expected that all students will return home at those times.

- Old Crow students will fly home with flights arranged by Yukon Education.
- If other communities choose flights instead of driving, flights must be purchased by the family and receipts given to Gadzoosdaa for processing.
- The maximum allowance per school year, per student is \$2470.

### **Transporting student's home**

If someone other than the legal guardian of a student is transporting a student to their home, permission from the guardian to do so must be given to Gadzoosdaa staff in writing prior to the student being transported.

- If the person transporting a Gadzoosdaa student home is under the age of 19, permission in writing is required from the guardian of the student being transported and a copy of the driver's license may be required.
- Gadzoosdaa students who have a vehicle on campus are not permitted to transport fellow dorm students without written permission being provided to dorm staff. If this is not done, it may result in revoked parking privileges or removal of the students from the dorm.



### **Medical Care**

Gadzoosdaa staff are able to provide over-the-counter first aid supplies such as: band-aides, ibuprofen, acetaminophen, and decongestants as needed. Please notify staff of allergies or known reactions to these medications. If medical care is needed beyond basic first-aid, Gadzoosdaa staff will utilize Whitehorse General Hospital for more in-depth medical services.

<https://yukon.ca/en/administration-medication-students-policy>

### **Prescriptions**

All prescription medication entering the dorm that could potentially harm another student will be locked in the office for safe keeping. It is the student's responsibility to take the medicine as prescribed; however, if support is needed, we are happy to assist.

### **Sick Days**

While at the dorm, it is expected that any student who is feeling ill:

- Will remain isolated from other students, avoiding communal living spaces such as the dining area, lounges and shared washrooms.
- Not participate in any dorm or community activities while ill and remain at the dorm on any given day that school is missed.

Guardians/students can arrange for an alternative place to recover.

It is the student's/guardian's responsibility to contact the school for any missed work.

**When a student is ill, Gadzoosdaa Staff will:**

- Provide meals to the student in their room, if needed
- Provide a wellness room whenever possible (to protect other students)
- Provide a more private washroom in order to prevent the spread of illness (when possible)
- Communicate with families of the situation.

# Emergency Procedures

## Emergency Procedures

**The Gadzoosdaa staff are vigilant in ensuring that students are aware and prepared for emergencies. The staff conduct several practice drills throughout the school year to ready students in the event of an actual emergency situation.** All students are expected to participate.

All emergency exits are programmed to set off an alarm when opened. These doors are only to be used during an emergency.

Routine drills: Fire, Lock down, Earthquake



### SUSPICIOUS ITEMS

Look for inappropriate or unusual labeling or package characteristics.  
Call 911  
Do not touch, move or dispose of the suspicious package.

### POWER OUTAGE

Remain calm, stay put.  
Emergency lights will come on.  
Turn off electrical equipment.  
Open the door to hear updates.

### EVACUATION

When you hear a fire alarm or evacuation order - leave immediately via evacuation route, or nearest exit.  
Gather at your muster point.  
Do not re-enter the building until "All Clear" is given.

### THREAT ON SCHOOL PROPERTY

Do not confront a violent or potentially violent person.  
Call 911 if feeling threatened.  
Defend yourself from attack.

### LOCKDOWN

Go to nearest room. Lock it.  
Close blinds. Turn off lights.  
Silence cellphones. Call 911.  
Stay in place until Police give the "All Clear" message.  
Ignore Fire Alarm, unless you observe fire or smoke.

### BOMB THREAT

Keep caller on the phone as long as possible.  
Record all the details.  
Alert someone while on the phone with the threat maker.  
Immediately after - call 911.  
Alert Staff

### MAJOR EXPLOSION

Take immediate shelter under tables, desks or other objects.  
Cover face and head with your arms.  
Stay put until the effects of the explosion have subsided.  
Pull the nearest fire alarm.

### FIRE

Shout "Fire! Fire! Fire!  
Pull the nearest fire alarm.  
Call 911.  
Do not attempt to extinguish the fire.  
Evacuate the building.  
Meet/stay at the muster point.

### MEDICAL EMERGENCIES

Administer First Aid if qualified, or call loudly for help.  
If necessary, call 911.  
Notify Staff

### DANGEROUS CHEMICALS

Do not go near the chemical.  
Warn others in the vicinity.  
Move to a safe location.  
Notify Staff.

### EARTHQUAKES

If inside - stay inside. Drop, cover, and hold under tables or desks.  
If outside - move away from structures.  
Be prepared for aftershocks

### KIDNAPPING/HOSTAGE PROCEDURES

Do everything hostage taker says.  
Speak only when spoken to.  
Remain calm.  
Be patient and observant.  
Contact 911 when able.

