

1959-60

REGULATIONS

N. W. T.

YELLOWKNIFE

HALL

AKAITCHO

AKAITCHO HALL - YELLOWKNIFE

THE STAFF:

The staff of Akaitcho Hall has been carefully selected for their interest in young people; their ability to deal with problems that arise in a residence; and their experience in successfully guiding and counselling young adults. Their job is to see that life in the Residence is as pleasant as possible for the students; as well as to see that Akaitcho Hall is operated smoothly, economically and efficiently. If you do your part you will find the staff are your friends. When you have difficulties or problems, discuss them with a member of the staff.

THE SUPERINTENDENT:

The Superintendent is in overall charge of the Residence, his authority being delegated by the school principal. However, it is necessary for the Superintendent to delegate authority on to staff members so that the students maintain contact with the staff is through the respective Supervisors. The Superintendent may call you from time to time to point out noticable shortcomings, or to discuss, informally, your grade standings or plans for the future. Should you wish to see the Superintendent, please do not hesitate to call at the office.

THE MATRON:

The Matron is second in command at the Residence and in the absence of the Superintendent assumes full charge of Residence activities. The Matron is a qualified nurse, and students ailments receive careful attention. The Matron will be happy to see students at any time to discuss medical or other problems.

THE ASSISTANT MATRON:

In the absence of the Superintendent and the Matron, responsibility for general supervision of Residence activities is delegated to the Assistant Matron. The recreation room, reading room and cafeteria, as well as the issuing of linen and stores are matters for which the Assistant Matron may be responsible.

THE SUPERVISORS:

While you live in Akaitcho Hall, you will come in close contact with the Supervisors. They are here to guide and assist you in making the best use of your stay. While it will be necessary for them to give you directions, they are mainly interested in being a friend to whom you can talk about any problems you have. Should you have cause to feel that you have received unjust treatment, you may refer the matter to the Superintendent, but only through the Supervisor concerned. As the Supervisors have been very carefully selected, you may be sure that any apparent injustice is not intended but is only a matter of misunderstanding.

2. Failure to read these notices may not be given as an excuse for failure to comply with directions.

3. It is the duty of every student to read the notice boards daily. These are situated in the dormitory common rooms.

NOTICE BOARD

4. Sweating of obscene language must not be indulged in by residents at any time.

5. Students are expected to keep themselves neat and well groomed at all times.

6. Good conduct while on town leave is expected of all students. Remember that town leave privileges can and will be withdrawn for infractions of residence rules and regulations.

7. DRINKING OF ALCOHOL IS STRICTLY PROHIBITED.

8. As young men and women you are expected to conduct yourselves in an orderly manner at all times.

9. Occasionally a student may feel that the order given by a staff member is incorrect. In this case he or she is to carry out the instruction without argument. He may then discuss it with the staff member concerned and if necessary may request the staff member to make an appointment to discuss the matter with the superintendent.

10. Students will obey directions given them by staff members or student leaders.

11. Students are expected to co-operate cheerfully at all times with the staff and other students in making life in the residence as pleasant as possible for everyone.

STUDENT CONDUCT

The following is a list of the rules and regulations to which all students must adhere to:

WORK DUTIES:

Students are to realize that the Residence is their home while they are living here and must remember to keep it in a clean and tidy condition.

All students must participate in daily work duties relative to the efficient operation of the Residence. These duties are not to be regarded as an imposition, but rather as co-operative free assistance to be expected from all members of a family group.

1. Each student must take his or her turn in conscientiously carrying out work duties assigned by Supervisors or other Staff members.

2. All students will work every Saturday morning in clean-up and related duties at the Residence

3. A work list will be posted on the Notice Board daily.

4. Work duties will include the following:-

- (a) Regular Dormitory cleanup.
- (b) Hallway cleanup.
- (c) Common Room cleanup.
- (d) Cafeteria duty.
- (e) Dishwashing duty.
- (f) Kitchen duties.
- (g) Laundry duties.
- (h) Other related duties as required.

LEAVE PASSES:

Leave passes to visit in the town of Yellowknife for any reason are privileges granted automatically to all students at specified times. These privileges depend upon the students good conduct and can be withdrawn for causes deemed justified by the Residence Staff.

Rules:

- 1. Any absences from the Residence except those on regular daily schedule such as - School, Church, Outdoor activities, etc. must be with permission from the Supervisor on duty.
- 2. No town leave will be granted to students who have been away from school due to sickness or other causes at any time during the day.
- 3. Requests for and the distribution of leave passes will be made at the Supervisor's room each day at 3.30p.m. and 5.30 p.m.

DORMITORY RULES:

1. Students are expected to be in their dorm. rooms by 9.30 p.m. except when later town leave is granted.
 2. Complete silence will be observed between the hours of - 10 p.m. and 7 a.m. 6 p.m. and 7.30 p.m. (Study period)
 3. No student will be allowed in the Residence during school hours without a pass from the School.
 4. Students are permitted to smoke only in the dorm. Common Rooms.
 5. Students are not permitted to visit in the infirmaries without permission from the Matron or Supervisor. No smoking is permitted to infirmery visitors.
 6. Each student is responsible for keeping his or her bedroom clean, tidy and in good repair at all times.
 7. Each student must every morning -
 - (a) Make his or her bed neatly
 - (b) Sweep the room thoroughly
 - (c) Dust the room
 - (d) Put all belongings away neatly and close closet doors.
 8. All students must sign the In - Out leave list provided in the Common Rooms on the Notice Board.
 9. It is the responsibility of students to see that all their clothing is marked with the Residence laundry mark with their number. These numbers can be obtained from the Supervisors. Any student who has not made sure that all his or her clothing is numbered properly will have no cause for complaint in the event of missing garments.
- DORMITORY ROOMS:
1. Bed linen must be changed weekly. At an arranged time, the student will change the bed bottom sheet, pillow case and towels for clean ones.
 2. When making bed change always put clean sheet on top.
 3. Towels and face cloths are to be kept in the dorm. room. If these are lost you may be charged for them.
 4. You will be charged for any careless damage to bed clothes or other Residence property.
 5. The rights of dormitory companions must be given consideration at all times, and lights-out rules carefully adhered to.

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WASH ROOMS:

As for the case with all other areas of the Residence, the washrooms are to be kept clean and tidy at all times.

1. Toilets must be flushed every time they are used.

2. Do not throw refuse in the toilets. This causes blockages and attendant inconvenience to others.

3. Students shall use only the hand wash basins that are assigned to them.

4. Wash basins are to be cleaned immediately after use and students are responsible for the ones to which they are assigned.

5. Towels and clothing are not to be left in the washrooms under any circumstances.

6. The washroom is not a play room. Noise is to be kept to a minimum.

7. Showers must not be used after 10 p.m. on weekdays, 11.30 p.m. on Saturdays.

CAFETERIA:

1. No chewing gum to be taken into the Cafeteria.

2. Moving of tables and chairs must be done quietly and carefully.

3. Entrance to Cafeteria must be in an orderly manner.

4. No crowding or pushing - Retain place in line. Those leaving line must re-join at end of line.

5. During meals conversation to be confined to your own table.

6. Food must not be wasted.

7. No food to be taken from Dining Hall.

8. Students must pick up and clean up any food that is dropped.

9. After meals all dishes and trays are to be returned to scraping table.

10. Proper posture at table must be adhered to. Sit straight with feet together under table.

11. Each student must have a Vitamin Capsule daily.

12. Girl students are not to wear slacks or jeans in cafeteria. (By permission of Supervisors this rule may be relaxed when work details are involved.)

13. Hair must be properly groomed.

14. Students must be - CLEAN, NEAT, TIDY IN PERSONAL APPEARANCE.

15. Students may invite guests to meals occasionally. When wishing to invite a guest the student must ask their supervisor beforehand so that kitchen can be advised.

16. Meals meals friendly unhurried occasions.

The laundry is situated in the basement, and is where all the household linen and students clothing is washed and ironed.

Students are required to assist in keeping their clothing clean, and work details will be arranged for this purpose.

When not engaged in an assigned work detail, students are not permitted in the laundry without the presence of a Supervisor, except when collecting their personal clean clothing from the laundry Matron.

LAUNDRY:

All Residence meals are prepared in the kitchen, and students will be detailed for work duties, such as washing dishes, cleaning up and preparing night lunches.

When not employed in a work detail, the kitchen is out of bounds for all students and they are not permitted in the kitchen area unless a Supervisor is present.

KITCHEN:

When a student is too sick to go to school in the morning, he or she must report to the Supervisor on duty. These students will be seen in the Dorm. by the Matron, and treatment given.

WEEKDAYS - 12.30 p.m. After Lunch
3.30 p.m. After School
4.30 p.m. After Shop

If requiring attention at any other time during the day, the student should report to the Matron's Office.

EVENINGS & WEEKENDS
 Any student needing medical attention during the evening or at week-ends should report to their Supervisor.

Any student who is sick, injured or has a rash or a pain, can report to the Medical Room at :-

WEEKDAYS - 12.30 p.m. After Lunch
3.30 p.m. After School
4.30 p.m. After Shop

If requiring attention at any other time during the day, the student should report to the Matron's Office.

The medical room is across the corridor from the Cafeteria entrance.

MEDICAL ROOM:

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DAILY PROGRAMME:
So that you will have some idea of the Residence Routine, let us look at what a typical daily programme will be like.

WEEKDAY PROGRAMME:
6.45 am. Dining Room Detail called.
7.00 am. Dormitory awakened (All students will make beds, dress, and be ready for breakfast by 7.30 a.m. Any requests for Medical Passes will be made at this time.
7.15 am. Dining Room detail report for duty.
7.30 - 7.45 am. BREAKFAST
All students must report promptly and must leave dining room by 7.50 a.m.
8.00 am. Students return to Dormitory for cleanup duties and dress for School.
8.25 - 11.30am. SCHOOL
11.45 am. LUNCH - All students must report promptly.
12.30 pm. Matron - Students requiring medical care will report to the Medical Room at this time.
1 pm. - 3.30 pm. SCHOOL

3.30 pm. Work duty, Medical care, Pass Distribution, Free Time Etc.
4.45 pm. Dining Room detail reports for duty.
Students prepare for dinner
5.00 pm. DINNER
All students must report promptly.
Evening detail in Dorm. and free time.
6.00 pm - 7.30 pm. STUDY PERIOD.
7.30 pm. Free planned activities and Free Time
9 pm. EVENING LUNCH
9.30 pm. Prepare for bed.
10.30 pm. LIGHTS OUT.

FRIDAY PROGRAMME:

Friday programme is the same as the weekday routine until 7.30 p.m.
7.30 pm. Free planned activities - Free time etc.
10.30 pm. Students under 18 years of age on leave to return to Residence.
11.30 pm. LIGHTS OUT.

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SATURDAY PROGRAMME:

7.15 am. Dining Room detail called.

7.30 am. Dormitory Awakened.

8.00 am. BREAKFAST.

9.00 am. Work Duties

11.30 am. Prepare for Lunch

Dining Room detail report

12 noon LUNCH

1.30 pm. Free Planned activities Etc.

4.45 pm. Dining Room detail report

5.00 pm. DINNER

6.30 pm. Free planned activities - Free Time etc.

10.30 pm. Students under 18 years of age on leave to return to Residence

11.30 pm. LIGHTS OUT.

SUNDAY PROGRAMME:

9.15 am.

Dining Room detail called.

9.30 am.

Dormitory awakened. All students will make

their beds, dress and be ready for breakfast

by 10.00 am.

10.00 am. BREAKFAST

10.30 am. CHURCH

12.45 pm. SNACK

1.30 pm. Free planned activities, Free time, etc.

4.45 pm. Dining Room detail reports for duty

5.00 pm. DINNER - All students must report promptly.

6.30 pm. CHURCH - Free planned activities

9.00 pm. EVENING LUNCH

9.30 pm. Prepare for bed

10.30 pm. LIGHTS OUT.