

Student Manual

INDIAN STUDENT RESIDENCE

PORTAGE LA PRAIRIE, MANITOBA

To The Student:

Welcome, to the Portage la Prairie Indian Student Residence.

If this is your first time in a residence such as this there will be many strange things for you. If you have been a student in a residential school before, you have had an experience that can be both helpful and thrilling to your new fellow students.

To give you a little history. The Portage la Prairie Indian Residential School was founded in the year 1887 by a group of local women that was later to be known as The Women's Missionary Society of the United Church of Canada, but whose responsibility has now been charged with the operation of this residence to the Board of Home Missions. The building that you are now going to make your home for the next ten months was built in the year 1909. The building as it is today is no longer a school, but a large home or hostel for Indian teenage students of both sexes and of three distinct tribes: Sioux, Saulteaux, and Cree, although other students of other tribes do come and are warmly welcome. Here you come to attend one of the two schools in the City of Portage la Prairie, the Arthur Meighen High School, or the Portage Collegiate Institute for your academic work.

**THINGS YOU SHOULD KNOW
HELPFUL HINTS FOR
DORMITORY LIVING
RULES TO LEARN AND KEEP**

United Church of Canada Archives Winnipeg

509/2/5 Records of the Superintendents of Home Missions
General Files - McMurtry & Smith, Church and Government
Owned Indian Residences [ca. 1960 - 1967],
Box S-4-2. (CA0211), c88 d5

While in the residence you will not only learn to live with other boys and girls your own age, but will learn the way of all boys and girls, which is obedience, how to properly conduct yourself while in the presence of other students and leaders, how to keep neat and tidy, how to dress for the proper occasions, and the many other necessary things that are desirous of all of us, so that you may be ready to meet the challenge of the world when you leave here either for higher education, or employment. You will be taught the way of your Father through prayer, not only in the residence but in the churches that you attend in the city of Portage.

If you are United, you will attend the United Church in the city, if you are Anglican you may, if you wish, attend the Anglican Church, or if Presbyterian the Presbyterian Church.

A residence Glee Club will be chosen by voice test by our choir director, and all students who we find talented in this respect will be allowed to sing in the choir for the school term.

As part of the guidance program in this residence, the Assistant Administrator will help in an employment program, and a school bank to help you earn your spending money by accepting Saturday employment in the district, and to teach you the value of learning to save and budgeting your earnings. The boys receive \$1.00 per hour, and the girls \$1.00 per hour. It is compulsory to bank half your weekly earnings in the school bank. This way you will have money for parties, school dances, and extra curricular activities, as they arise.

The staff in this residence are dedicated people desirous in helping you to the best of their ability, all matters pertaining to the operation of this residence is to be discussed with them, and in consultation with the Administrator. All matters of deportment are to be taken up with the Administrator with the staff member, and all student problems are to be taken to their student council.

Soon after your enrolment you will be asked to elect a student council, which is made up of boys and girls and an elected president. Here you will attend a monthly meeting with this council to discuss policy, etc.

A canteen is operated for the convenience of the students and is open for all activities in the auditorium, and for the students during the following times: Wednesday, Saturday and Sunday evenings, and upon the discretion of the Administrator or Assistant.

THE RECREATION DIRECTOR

Sports play a big program in this residence. We have for the boys: hockey, skating, baseball, volleyball, tumbling, gymnastics, soccer, football, lacrosse, track and field etc.; for the girls: hockey, skating, basketball, volleyball, tumbling, gymnastics, field hockey, baseball, track and field etc. All students must participate. You will be encouraged to participate in integrated sports in your school and our program will help you in this respect.

Hours in Gym

Girls	6:30 — 7:30
Boys	9:00 — 10:00

(Monday through Friday)

Proper gym clothing must be worn in the auditorium when directed.

Sporting equipment is hard to come by, report any piece of equipment that becomes damaged, it can be repaired at once.

The chewing of gum in or around this residence or campus is strictly forbidden.

Girls and boys will be dressed in the latest of teen age fashions as long as funds permit. Food etc. is bought and paid for by the department of Indian Affairs, and the food that is purchased is of the highest quality and expertly prepared by our own two chefs. Do not waste food, there are many starving peoples in the world today.

All supplies, books, clothing, floor cleaners, bedding and all heating etc., is for your enjoyment, but it must not be wasted. Remember misuse is abuse. **Do not waste.**

Clothing must be neatly hung in the prescribed areas, your counsellor will instruct you in this.

Remember, both the department of Indian Affairs and the United Church has your interest to heart, help us to help you, all we can.

Bibles are loaned the same as hymn books, do not damage.

In case of sickness or accident, report to your counsellor or any staff member at once. Do not delay reporting any abdominal or chest pains, we have a competent medical doctor to help you, and all dormitories have first aid on hand.

Learn where the fire escapes are. A fire drill could be the real thing, move quickly but do not run. All dormitories have a fire escape except the two small "C" dorms, but the doors are never locked, and if fire in the main stair well use either "A" or "B" Dorm fire escapes.

We have four main features in this residence each school term. Our opening party and dance the Friday closest to Halloween. Our beautiful Christmas Pageant, our Valentine Party and Dance, our School Windup party and dance (semi-formal). All students are asked to invite their school chums, and friends for these events.

PARENTS ARE MADE WELCOME AT ALL TIMES BUT APPOINTMENTS SHOULD BE MADE THROUGH THE OFFICE.

Students must not receive or make calls on the telephone after 9:30 p.m. daily.

The School term is from approximately Sept. 1 to June 30th. The Christmas vacation is for one week and students whose parents can and will supply two way transportation may go to their homes. (This is to be discussed with the Administrator). Students may not be allowed home during the Easter holiday period. This is because the examinations are starting at this time for June.

Study periods held each evening from 7:30 p.m. to 9:30 p.m. Monday through Friday, examination time excepted.

Being a co-educational residence, boys and girls will naturally date. This is done here under supervision and students may meet socially on request from the counsellor.

The following regulations are to be obeyed:

1. All lockers are to be kept tidy at all times. Lockers are liable to inspection at any time without notice.
2. All students are responsible for their own personal effects, such as watches, purses, wallets, money etc. Make sure that your lockers are always locked. Do not tell anyone your locker combination.
3. Your dining room is a place of eating and should be kept immaculately clean. Any food that is thrown about in the dining room area, the students will be severely dealt with.
4. Students will be called to their meals by the blowing of the outside horns ten minutes before the meal is to be served. No student is to be late and no bells will ring other than this horn prior to meals.
5. All students must have their shoes cleaned and clothes pressed for Sunday on Saturday before retiring to bed at night. This of course can also be done during the week if they have time as long as things are all ready. No work is to be done like this on Sunday.
6. Students must obey all Staff members whether male or female promptly when they are told. All Staff in this residence are on equal basis and students are to respect their authority regardless of whether they work directly with them or not. Never refuse or say no.
7. Advise the counsellor on duty of any activities in town to be attended as soon as you are notified.
8. When students are loading on buses, the driver must be on board first, then under his supervision, the students will load on in single file and fill in the seats at the rear first.

9. All girls working in the kitchen must wear hair nets when they go in and may be removed when they leave the work that they are doing, particularly in the handling of food and the setting up of the tables.
10. Do not leave washrooms, sinks or tubs dirty, leave clean for your fellow student.
11. Do not take magazines or papers from the games rooms, these are placed there for your convenience and are to be destroyed or removed by the supervisor on duty only.

DO NOT USE UPSTAIRS TOILET FACILITIES EXCEPT AFTER RETIRING TO BED, UNLESS IT IS AN EMERGENCY.

12. Do not put or throw rubbish on floors, papers etc. must be put in containers that are in each and every room, including the basement, game rooms, class rooms, dormitories etc. Anything you see pick it up, if it is of no value, throw in these containers. This also includes the campus on either side.
13. Do not go into the office or teacher counsellors room at all hours. Stamps are for sale in the office for students between the hours of 8 o'clock and 8:30 a.m. in the morning only. No other times will stamps be sold.
14. Do not leave residence grounds without permission.
15. Do not leave any department, kitchen, sewing room or any other area etc. without the counsellor's permission whoever will be on duty.
16. Do not throw any waste materials of any kind, other than toilet tissues, in the toilets themselves. Please dispose of all waste matter in proper containers.

17. Do not clean or polish shoes anywhere in the building except in the areas so designed which is in the bottom of each side of the school staircases in the basement.
18. Girls must not curl hair or put it up in bobby pins in any area except the basement washroom or game room. Do not let bobby pins fall into wash basin or toilets.
19. Games are conveniently placed in mixed recreation room, such as card playing, etc. No gambling.
20. Do not throw sticks or stones in any area of the buildings or grounds, and sling-shots are absolutely forbidden.
21. Boys and girls who have permission from the Administrator will be allowed to smoke, in specified areas only, but these students must be age eighteen or over and enrolled in the Collegiate.

NO SMOKING IN VEHICLES.

22. Do not leave one department to go visiting students or other staff members in other departments. If you are assigned to a job stay at the job until it is finished and then dismissed by the supervisor or teacher councillor in charge.
23. All girls and boys when they come into residence will be given hair cuts suitable for their make-ups. This will be done by specific barbers and hair is to be kept short and neat by both sexes at all times.
24. Any student taking tools to work around the yard or inside, must return these tools to their respective departments, i.e., any youngsters with hose, rakes or outside tools are to return them to the counsellor who is responsible to see that these are returned. Inside of the building these are to be returned to the counsellors to be checked off properly, under their supervision.

25. As each student arrives in the fall, they will be issued with the necessary clothing and shoes if the need is there. Slippers are to be worn in the BUILDING ONLY. Running shoes are for gym only and rubbers or overshoes are to be worn on wet or snowy days and nights, and when directed by Supervisor on duty.
26. No radios, record players, or any musical instruments will be allowed to be played without permission of the Counsellor on duty. i.e. Counsellors mean any staff in the Residence.
27. Lights out: 10:30 p.m. daily except Friday and Saturday. These nights 11:00 p.m.
Partys or dances 12:00 p.m.
28. Students with weekend leave must obtain a Pass from the office.

REMEMBER: Your parents have signed an admission form which enables you to attend this Residence under the guardianship of the Administrator who is responsible for your welfare. The Administrator's decision will be final and not questioned by students — The following is an extract from the admission form, quote:

"I hereby make application for the admission of the above child into Residential School shown, to remain therein under the guardianship of the Administrator for such term as the Minister of Indian Affairs and Northern Development may deem proper."

This manual approved and authorized by:

J. O. HARRIS,
Administrator,
Portage la Prairie.

Integration can be totally effected by all people participating and working together.