

# LAERSKOOI BEKKER PRIMARY

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## CODE OF CONDUCT

### FOR LEARNERS

#### HOSTEL

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# **HOSTEL POLICY AND RULES**

## **1. INTRODUCTION**

This document is the hostel policy of Laerskool Bekker, as approved by the Governing Body on 9 December 2016. This policy was drafted in accordance with the relevant provisions of the constitution of the Republic of South Africa, Act 108 of 1996; the South African schools act, act 84 of 1996 (SASA); the Norms and Standards for School Funding, and applicable provincial legislation.

## **2. GENERAL**

- 2.1 Boarders are expected to know and obey the hostel policy and rules, a copy of which will be displayed on the hostel notice boards.
- 2.2 Each boarder is bound by the school's Code of Conduct for Learners, over and above the hostel policy and rules.

## **3. ADMISSION**

- 3.1 Admission to the school does not imply automatic admission to the hostel. There is no constitutional right to hostel boarding.
- 3.2 The Governing Body alone is responsible for the regulation and control of hostel admissions.
- 3.3 The Governing Body may ask the new applicant to write an admission test.
- 3.4 The Governing Body reserves the right to ask for a report from the present school regarding the behaviour and academic performance of an applicant.
- 3.5 If a learner does not meet the promotion requirements the Governing Body may refuse the learners' reapplication to the hostel. Learners still have the right to attend the school as day scholars.

## **4. BOARDING FEES**

- 4.1 A deposit becomes due as soon as the Governing Body approves and confirms a learner's application for admission to the hostel.
- 4.2 The deposit is non-refundable and will be deducted from the first month's payment.
- 4.3 Each hostel parent / guardian is responsible for full boarding and school fees.
- 4.4 Boarding fees are payable in advance each month, term or year, or as agreed in writing with the Governing Body.
- 4.5 Learners may stay on in the hostel only if their boarding fees are paid up. If an account is not paid up by the seventh of each month, or an arranged date with the Governing Body, the boarder will be asked to leave the hostel and become a day scholar until the full amount has been settled.
- 4.6 Boarders must give one term's notice if they will be leaving the hostel at the end of the year. Boarders must give one month's notice if they want to leave at the end of a term or during the term.

## **B HOSTEL RULES**

### **1. CODE OF CONDUCT AND DISCIPLINE**

- 1.1 The hostel head, his/her staff and hostel leaders are responsible for maintaining discipline in the hostel.
- 1.2 Initiation in any form is prohibited.
- 1.3 Fighting and physical handling among boarders are prohibited.
- 1.4 Boarders may not smoke, consume any alcoholic beverage, or be in possession of any tobacco, alcoholic beverage and related substances such as drugs on the school or hostel grounds or in any other place where they may be identified as learners of the school / boarders of the hostel.
- 1.5 Hairstyles must adhere to the school's Code of Conduct.
- 1.6 Any sexual or indecent physical contact between boarders on the school or hostel grounds is strictly prohibited.
- 1.7 Boarders must adhere to the school's Code of Conduct with regard to school uniform during school time. Boarders must wear decent attire after school.
- 1.8 No boarder may climb through any hostel window or on any hostel roof, or enter the hostel in any other way than through the designated doors.
- 1.9 No boarder may enter any hostel room apart from his/ her own, unless with the necessary permission, or accompanied by the relevant fellow boarder.
- 1.10 Boarders shall at all times treat all persons, including hostel staff, fellow boarders and visitors, with respect and dignity.
- 1.11 All rules in the school's Code of Conduct shall be included herein.

### **2. VISITORS**

- 2.1 All visitors must report to the staff member on duty. The relevant boarder will be called.
- 2.2 Visitors are subject to, and must respect, the hostel rules.
- 2.3 Boarders will be held responsible for their visitors' conduct.
- 2.4 Visitors may not enter any hostel room without the permission of the staff member on duty.

### **3. ILLNESS**

- 3.1 Should a learner fall ill during school time they must go to the office. The designated staff member will administer medicine. If necessary the school will contact the parents or send the boarder to the matron.
- 3.2 Medicine must be handed in to the teacher on Sunday. It must be clearly marked.
- 3.3 No boarder who has fallen ill may stay behind / go and lie down in the room without the necessary permissions.
- 3.4 Parents may contact the hostel head with regard to their children/s illness and treatment.

#### **4. SIGNING OUT**

- 4.1 The signing out policy is meant to protect the boarders and the school and hostel.
- 4.2 Weekends: During weekends all boarders must leave the hostel. However, if the boarder is not going to his / her parents' house, the parent must inform the hostel head in writing of where the boarder will stay for the weekend.
- 4.3 Holidays: The same procedures that pertain to weekends, apply to signing in and out for the holidays.
- 4.4 The hostel has a signing out register. All boarders must be signed out by their parents or persons responsible for collecting them.
- 4.5 All boarders travelling by bus may not board the bus unless signed out by the staff member on duty and the bus driver.
- 4.6 All boarders travelling by taxi must be signed out by the taxi drivers.
- 4.7 All boarders must be signed in by the person bringing them in.

#### **5. STUDY TIMES**

- 5.1 The following rules apply during study times:
  - Learners may not talk to one another
  - Learners may not eat or drink
  - Learners may not walk around or leave their desks
  - No furniture may be moved around
  - Learners may leave the room only with the supervisor's permission
- 5.2 Study times are as follow:
  - Afternoons: 14:30 – 16:45 (not compulsory, unless academic challenges have been identified).
  - Evenings: 18:15 – 19:45 (compulsory)
- 5.3 Study halls must be tidied up after each study time
  - All papers and litter must be deposited in the waste bins
  - Windows must be closed
  - The lights must be switched off and the doors locked
  - Hostel leaders are responsible to ensure that study halls are left in the abovementioned condition after study time.

#### **6. MEALS**

- 6.1 Meal times are as follow:

##### **Weekdays**

Breakfast	:	06:30
Lunch	:	13:45 – 14:15
Dinner	:	17:00 – 17:30

- 6.2 The duty doing staff members are responsible for discipline in the dining room
- 6.3 Boarders must enter the room quietly and orderly
- 6.4 No boarder may be deprived of a meal for any reason
- 6.5 No boarder may be forced to eat or drink anything against his / her will

- 6.6 Boarders must clear the tables after each meal. No food may be wiped off onto the floor. Plates and cutlery must be placed in designated containers.
- 6.7 No food, plates, cutlery, glasses or any other kitchen equipment may be removed from the dining room.
- 6.8 If a boarder is unable to attend a meal or will arrive late, he / she must inform the hostel head or teacher on duty well in advance.

## **7. TELEPHONES**

The importance of cell phones as communication tools are acknowledged by the school and hostel. Due to a number of reasons the Governing Body decided to implement the following policy for the following devices:

- Cell phones
  - Tablets
  - Laptops
  - Smart Watches
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- Learners hand in cellphones as they arrive on Sunday afternoons, to the teachers on duty. Girls to the female duty doing staff member and boys to the male duty doing staff member.
  - Cellphones must be clearly labelled, fully charged and switched off before handed in.
  - Teachers on duty sign for receipt of the phone in the presence of the learner.
  - Cellphones will be handed out on Wednesdays at Grade specific teachers, directly after school, before lunch. Teachers will only be available for 15 minutes. Learners will sign for receipt of the phone.
  - Learners use cellphones to make transport arrangements and to chat with their parents.
  - Cellphones will be handed back at 16:30 before supper and the same procedure will apply as on Sundays.
  - Cellphones will be handed back on Fridays at 13:30 at grade specific teachers. Teachers will only be available for 15 minutes.
  - Teachers on duty are responsible for cellphones until they have put them in the safe at the school.
  - If a learner doesn't hand in his/her phone and is caught with it, we will confiscate the phone for the remainder of the term and only parents will be able to collect the phones. This is not negotiable.

## **8. WASHING**

- 8.1 Each boarder's clothes must be clearly marked
- 8.2 Each boarder is personally responsible for taking his / her washing home every weekend.
- 8.3 Each learner must have a laundry bag for this purpose. The hostel will not provide black bags to take washing home.

## **9. BREAKAGE**

- 9.1 Breakage must immediately be reported to the relevant staff member or hostel prefect.
- 9.2 Deliberate damage to hostel or school property will lead to disciplinary action
- 9.3 Boarders must handle all hostel property with the necessary care
- 9.4 Boarders will be held accountable for breakage and will receive an invoice.

## **10. HOSTEL PREFECTS**

- 10.1 Hostel prefects are responsible for general hostel discipline, and must assist the hostel head and other staff in maintaining discipline.

## **11. LIGHTS OUT AND GETTING UP**

- 11.1 Lights out is at 20:30 and will be indicated by a bell. Boarders must go to their beds immediately.
- 11.2 Following the lights out bell, silence must be maintained.
- 11.3 Getting up time is at 05:45, which will also be indicated by a bell, at which time boarders must get up immediately.
- 11.4 Boarders may get up before the morning bell only with the permission of the hostel head or staff member on duty.

## **12. OTHER**

- 12.1 All forms of pornography are strictly prohibited
- 12.2 Boarders may not run, scream, whistle or make undue noise in the corridors.
- 12.3 If a boarder, for whatever reason, will arrive late for any particular activity, the hostel head must be informed well in advance.
- 12.4 Boarders must ensure that their hostel rooms are kept neat and tidy
- 12.5 Boarders shall refrain from any conduct that could bring the school and / or hostel into disrepute. Any conduct that unfairly prejudices the administration, discipline or efficiency of the hostel will be regarded as a transgression of this Code of Conduct.
- 12.6 A conviction of a criminal offence in a court of law shall be regarded as a violation of this Code of Conduct
- 12.7 Transgressions that may lead to suspension and / or expulsion include but are not limited to:
  - Conduct that poses a threat to others' safety and infringes upon others' rights
  - Possessing, threatening with or using dangerous weapons
  - The possession, use, trading or any visible sign of narcotic or unauthorised drugs, alcohol, and intoxicating substances of any nature
  - Fighting, assault or abuse
  - Indecent behaviour or swearing
  - Adopting or assuming a false identity
  - Any form of hate speech, sexism, Racism or any other anti-social behaviour
  - Theft, or the possession of stolen goods
  - Unlawful conduct towards and / or vandalizing, destroying or damaging school property, including the application of graffiti

- Disrespectfulness, offensive behaviour and verbal abuse aimed at educators or other school and hostel staff or learners and fellow boarders
  - Repeated violations of school rules or this Code of Conduct
  - Criminal and oppressive behaviour, such as rape and gender based harassment
  - Victimization, bullying and intimidation of other learners and
  - Intentionally and knowingly providing false information, or forging documents, in order to obtain an unfair advantage
- 12.8 From time to time, the Governing Body may amend, supplement, change or adapt this policy.

**C. HOSTEL DISCIPLINARY POLICY**

See “Code of Conduct for Learners: Procedure for disciplinary action against learners”.

**1. DISCIPLINARY ACTION**

- 1.1 Minor transgressions
- 1.2 Grade 1 offences  
Any violation of 4.5 of the School’s Code of Conduct.

In case of the violation of any of the abovementioned provisions, such violation shall be referred to a staff member of the hostel, who will be entitled to impose the following sanctions:

- A verbal or written warning
  - Supervised school work that will contribute to the learner’s progress at school
  - Detention for repeated misconduct
  - Suspension from participation in school and / or hostel activities, such as sports, and cultural activities (excluding social events)
- 1.3 Grade 2 offences
- 1.4 Any violation of 4.5 of the school’s Code of Conduct

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the hostel head, who will be entitled to impose the following sanctions:

- Any of the sanctions in 1.1 (a) to (d) above, to which the following could be added:
  - Exclusion from participation in social events of the school and / or hostel
  - Agreed, affordable compensation
  - The repair or replacement of damaged property
  - Detention
- 1.5 Major transgressions
- 1.6 Grade 3 and 4 offences
- 1.7 Any violation of 4.5 of the school’s Code of Conduct.

In case of the violation of any of the abovementioned provisions, such violation shall be referred to the hostel committee of the Governing Body, who will be entitled to impose the following sanctions:

- Any of the sanctions in 1.1 (a) to (d) and 1.2 (a) to above, to which the following could be added:
  - In the case of a violation of the Code of Conduct hostel prefects:  
In conjunction with or as alternative to the above, suspension from their duties for a period of up to two weeks, or dismissal and permanent removal from their leadership positions at the hostel.
  - Following a hearing in which any boarder is found guilty of violating the provisions of the Code of Conduct, the Governing Body may impose any of the aforementioned sanctions on such boarder, or suspend the boarder, or recommend the boarder's expulsion from the hostel.
- 1.8 Should the Governing Body opt for suspension as the only sanction, they may determine the period of suspension.



**CODE OF CONDUCT: HOSTEL**

<i>DESCRIPTION</i>	<i>MARK</i>
Absent from detention	-20
Absent from study without permission or late	-20
Abusing other pupil for own gain	-10
Alcohol: Use / possession / smell of	-100
Alone in other pupil's room	-10
Ammunition: Possession of any	-100
Any unauthorized material	-40
Assault: Any	-20
Bad table manners – throwing food, “burp”	-20
Bad behaviour: General / towards parents / visitors	-10
Bathing together	-10
Being Loud	-20
Break clothes / hair / nail rules	-10
Burning of candles in hostel	-50
Caressing, holding hands, etc	-10
Cell phone: Use of during study	-5
Damage of plant / trees / animals	-20
Damaging shoes in hostel “wheelies”	-10
Dangerous item: Use of any	-50
Dirty / Abusive language	-10
Dishonesty	-10
Disloyal: School / friends / personnel	-10

**CODE OF CONDUCT: HOSTEL**

<i>DESCRIPTION</i>	<i>MARK</i>
Eating / chewing during study	-5
Does not attend meal	-10
Forbidden subs: Possession / medicine in room	-100
Forbidden subs: Provider	-150
Forbidden subs: Use of	-100
Forging any signature	-30

Fraudulent telephone calls	-20
Graffiti writing on hostel property	-20
Hides in wardrobe – any time	-10
Ignoring instruction by staff / prefect	-20
Ignoring bell times	-10
In bedroom of opposite sex	-50
In hostel without permission	-20
Intimidation: Any	-10
Late for meals / study / etc	-10
Leave grounds without permission / visit friends without permission	-20
Leave hostel without permission	-20
Leave hostel with unauthorised person	-20
Leaving lights on when it is lights out	-5
Move from room without permission	-20
Late in mornings	-5

**CODE OF CONDUCT: HOSTEL**

<i>DESCRIPTION</i>	<i>MARK</i>
Neglect of duty: Prefect	-20
No co-operation	-10
Out of bed / room after lights out	-10
Phoning outside of permitted times	-5
Play / run / wrestle in hostel	-10
Pornography: Possession of	-50
Possession of tobacco: Any form	-30
Possession of BB Gun	-10
Racism	-50
Relaying / tampers with electricity	-30
Removing item from mess hall	-10
Sexual misconduct	-100
Signing out not to procedure	-10
Sleeping together or in one bed	-10
Smoking: Caught while smoking	-30
Swimming without supervision	-20

Theft	-100
Untidy rooms, wardrobe / book cases	-20
Use of: Unauthorised electrical apparatus / kettle / radio	-10
Vandalism	-50
Speak with parents before consulting teacher on duty	-10

### **CODE OF CONDUCT: HOSTEL**

<i><b>DESCRIPTION</b></i>	<i><b>MARK</b></i>
Visit girls hostel: Boy	-30
Visit out off bounds areas / Nuwas / Compound / Mountain	-30
Visit staff quarters without supervision	-20
Visiting boys hostel: Girl	-30
Weapon: Possession / Use of any	-100
Use of cell phone after lights out	-10
Shouting out of hostel	-10
<i><b>POSITIVE</b></i>	
Cleaning of hostel	+20
Improvement of behaviour	+10
Ongoing neat appearance	+10
Ongoing friendly / good manners	+10
Positive conduct in hostel	+20
Provide enthusiastic help	+20
Report transgressor	+20
Reprimand fellow students / Report negative behaviour	+10
Picking up papers and cleaning school grounds	-5
General good behaviour (End of term)	+50
Influence friends positive	+10
Charity	+10