



Hostel code of conduct

Hostel code of conduct

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Doxa Deo Edendale School

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DOXA DEO EDENDALE SCHOOL HOSTEL: CODE OF CONDUCT

It is an honour and privilege to be a boarder at Edendale Independent School Hostels and therefore I promise to always adhere to the following code of conduct

- To honour God and his creations
- To respect the staff and my fellow boarders
- To make sure that I know and obey the rules of the hostel
- To respect the property of other
- Not to intrude upon the basic human rights of others
- To be punctual
- To co-operate with the staff, monitors and fellow boarders
- To honour my parents and represent them well at Edendale

CORECTIONAL PROCEDURES

Every person starts a clean slate in January, boarders will go through the rules and discuss the implication of these rules, after the first week non-compliance with the rules will not be tolerated and warnings will be issued according to the system, parents will be notified.

Learners who do not do what is expected of them will receive a verbal warning (all verbal warnings are reflected in a written format) after three verbal warning you get an official written warning and might be suspended pending hearing, some offences might result in an official written warning and immediate suspension pending hearing, some offences can result in immediate expulsion

Hostel Management has the right to refuse to re-admit learners who have proven themselves to be uncooperative and disobedient

SUSPENSION

- Boarders who are found to be a menace to other boarders during an investigation may be suspended pending hearing
- Boarders who have receive two OFFICIAL warnings for habitually committing the same offence(s) may be suspended up to two weeks, as it is obvious the detention does not act as a deterrent for the offence(s) committed
- Boarders who are found guilty of a serious misconduct may be suspended for a period of one month from hostel, the penalty will be decided upon in a formal hearing and the severity of the penalty will depend on the severity of the misconduct

- Learners who are suspended from hostel are responsible to come to school daily, do their tasks and write exams, as they are not suspended from school but from the hostel only.

Hostel Management has the right to call a formal hearing and suspension from hostel without any warnings when misconduct is of a severe nature

NON-COMPULSORY WEEKEND OUT

Learners may be banned from going home during non-compulsory weekends depending on the nature of their behaviour/misconduct. This punishment will be decided on during a disciplinary discussion by Hostel Management. No negotiations will be made because a learner will have to serve detention for that weekend.

RULES:

ALL RULES HAVE BEEN DEVIDED INTO CATEGORIES

Personal appearance

Many people that represent outside companies often come to visit our school to give bursaries to deserving students or to invest in the school. Nobody will invest money in persons who cannot take pride in themselves or their surroundings. It is therefore important that all boarders always look neat, to look neat one does not have to wear fancy and expensive clothes, but you must be clean, and your clothes must be ironed

- No tight, hip-hugging shorts, trousers or leggings may be worn without a shirt that hangs over to cover the buttocks
- Crop tops may not be worn without a vest under, at no time your tummy must not show
- Very short mini skirt and see-through blouses are not allowed
- Under wear may at no time show
- Boarders should always uphold the school's image

During weekdays boarders are expected to change out of uniform after lunch, while in school uniform you are expected to look neat even if it's after school hours

- No one may walk around the hostel NAKED you may not leave the hostel dressed in pyjamas and slippers
- You are expected to sleep in suitable pyjamas and are expected to wear dressing gown over pyjamas which are short or skimpy
- No slippers may be worn in the dining hall or church/devotion
- No caps /beanies may be worn in the dining hall or church/devotion
- Always look presentable and neat

When you leave hostel, your hair must be neatly combed in compliance with the school rules on weekday, also the same applies when going to church, slippers are not appropriate for church, all should be dressed decently for church

Neatness of hostel

All occupants of a room will be held responsible for the neatness and cleanliness of their room. No excuses such as "it wasn't my turn to clean" will be accepted if all is not satisfactory, it is your responsibility as a room to adhere to the rules and no exception will be made

- Your bed must be made, and your room clean every weekday by 06:30 (09:00 on weekends)
- Your blankets/duvet must be straight, and pillow puffed and neatly placed
- All beddings must be changed every out weekend
- Your room must be properly swept also under the bed daily
- No clothing, shoes, books may be left lying around
- No polish marks may be at all found on the floor /carpets please polish your shoes outside
- Lockers must be neatly packed; snacks may be kept in sealable container.
- Nothing may hang outside the locker, for safety reason please keep your lockers locked
- Locker inspections will be done regularly and unannounced
- You may not have more than two days laundry in your locker
- No wet underwear may be hanged in your locker, make use of the washing line
- You may not stick anything on your lockers or walls
- Any items on top of your locker must be neatly packed
- No posters may be put on the walls as they damage the paint
- Windows must be kept clean nothing may-be hanged on the burglar bars or not the curtain railing
- Nothing may be thrown out the windows e.g., water, urine, and papers
- No rubbish may be left on the windowsills
- Curtains must be neatly drawn
- Rubbish that is found outside your windows or door it is your responsibility as a room
- No windows must be left open when going to school, at no time are any of the hostel learner allowed to enter the hostel premises during school time
- When leaving for school you must switch off all the lights
- When using the bathroom, you may not leave soap wrappers, toothpaste tubes or roll-on cartons

- Always dry the floor if you splashed water, so the next person you use the facilities find it neat and clean, toilets must be flushed always.

Littering

It is each person's right to live in a clean and beautiful environment. We can't expect other to clean up after us and therefore you are responsible for keeping our premises litter free.

Punctuality

It is bad manners and disrespectful to other people waiting for you. Punctuality is important, all students are expected to be on time:

- For mealtime line up
- For study time
- For church and devotion
- For announced events and meetings

Be at the venue at least five minutes before the activity commence

Learners who are late will be given warnings and they will serve detention

After compulsory out weekends and between terms the main gate will be locked at 20:00hrs no late comers will be allowed into the premises until the next morning at 06:00 am, Parents who are running late are requested to notify the guardians immediately for it to be arranged with the security

Table manners

Boarders will be seated according to groups in the dining hall

- All boarders must be always seated for meals
- All learners must have proper bowl, plate, cups, and cutlery
- Please note that nobody may sit or stand on the tables or stand on the chairs
- Members of a group should go to the serving area at the same time, as an when called by the guardian on duty
- All leftovers must be scraped off the plate into the food container and wash their plate and cutlery
- Always use the proper utensil during each meal
- No dirty plates and cups should be kept in the locker
- Apart from bread you may not eat anything with your hands
- No leftovers should be fed to the monkeys
- No learner is allowed to leave with food from the dining hall

- No learner is allowed to dish up for others
- Learners who are not present during mealtime should report to the guardian and their food will be served at a later stage
- Hostel learners must not dish up or give food to learners who are not at hostel.

The following will be regarded as bad manners to the kitchen staff and fellow learners

- Shouting in the dining hall
- Running around the dining hall
- Talking while your mouth is full
- Throwing food on the floor, or leave any food on the tables
- Always clean your table after your meal
- Do not waste food IF YOU NOT GOING TO EAT IT DON'T TAKE IT leave it for those who want to eat it?
- If you have a concern regarding your meal discuss it with the guardian on duty

Shower times

At Doxa Deo Edendale we are conscientious about our water usage, it is impossible for each boarder to have warm water if the **10 MINUTE** showering times are not adhered to

- You may not book a shower; showers are first come first serve
- You may not keep the shower while you are busy outside the cubicle
- You may not leave the shower running while you still outside
- Boarders who waste water will receive a warning
- Learners who come across a booked shower or kept shower should immediately alert the guardian on duty
- Always keep showers tidy no soap wrappers, shower gel bottles should be laying around

Study

You must make sure that you take everything you need with you to the study hall.

Disruptions other than asking permission to go to the rest room will not be tolerated

- You may not walk around during study
- You may not disturb others during study, that means you may not tell them, if a learner would like something explained by a fellow student should ask for permission from the guardian first
- You may not distract their attention by trying to be funny or passing notes around
- You are not allowed to music during study
- Absolutely no cell phones will be allowed during study, unless permission has been granted by the guardian on duty

- Learners should check their homework as they are given in class if it needs internet or not so they can be able to access internet at the internet café during the times its open, do not leave it until it's too late
- No learner is allowed to study in their rooms
- Grade 12's are not allowed to study in their rooms or at hostel during their exams, all grade 12, s are expected to be at a designated area for study during the day
- Learners who are disruptive will receive a warning and will serve detention

Detention

Learners will be placed on detention after two warnings or as otherwise stipulated. The hostel Management or the guardians will of the detention period and dates, the hostel management serves the right to place student on detention for a transgression of the rules and regulation of the hostel without any prior notice

- When learners are placed on detention parents will be informed
- Being placed on detention can lead to not going home or to any activity that coincides with the detention date and time
- Should detention be on a compulsory weekend it will move to the following weekend
- When a learner is on detention, he / she will report to the staff member on duty
- Students on detention may be responsible for hostel cleaning over weekend as determined by their guardians
- Once you are placed on detention for the third time for the same offence your parents will be called in for a disciplinary discussion
- Being late or absent for detention is regarded as a very serious offence and may lead to suspension pending hearing
- If you are medically unfit to attend detention a doctor's note will be required and your detention will be moved to the following session
- If you are uncooperative during detention, you will be suspended or expelled from hostel

Learners who refuse to be disciplined will not be accommodated at hostel or allowed to live on the premises as they are showing disrespect to others.

Announcements

It is good manners to listen when you are spoken to. Whenever announcements are made by prefects, monitors, or staff all boarders are expected to keep quiet and listen to what is being said, failure to comply to what is said will result in a warning

- Always be on time for announcements
- Do comply with the announcement

- Ask if you do understand or if you are not sure of what is expected of you
- Always submit all newsletters or any other form of communication to your parents. It is essential for your parents to be always informed

Cell phones and laptops

No learners will be allowed to bring expensive equipment or gadgets to the hostel (e.g., laptops, tablets, cell phones or games). It is always a challenge to always keep such items safe.

It is not the guardian's responsibility to look after learners' belongings, learners must keep lockers always locked.

Should any of the above-mentioned items be lost or stolen the school will not be held responsible the matter will be handed over to the police

- No boarder may touch any other person's phone without their expressed consent
- No boarder may play with another learner's phone or game without their prior consent
- No boarder may borrow another learner's phone without their permission (that is stealing)
- Boarders may not complain if they have lent their gadgets to other learners, and it is returned broken/ damaged or lost/being stolen in their care
- Learners who are found using cell phones during times they not supposed to, it will be confiscated for a week, and it will be given back by Friday after school.

Quiet times

We are a Christian school with Christian values therefore boarders are expected to keep the hostel quiet at certain times for Bible study or time spend in reflection or prayer to our father God can be had without interference or noise, boarders who do not want to read the Bible or pray need to respect to who want to make use of this opportunity

In the evenings quiet time is as follows:

- High school 21h30
- A person who run around and shout or play music etc. during quiet time will get a warning
- During quiet time no NOISE and calm and serene bedtime atmosphere should be present in the hostel as some students may have already gone to bed and should not be disturbed. Warnings will be issued to learners who disrupt rest time

Lights out

Every person has a right to a good night's rest. If you don't rest enough, you will not be able to concentrate enough in class the next day

- High school lights out: 21:30

- Primary lights out: 20:30
- Students who have prior consent to study past bedtime must make use of a study lamp so that no disturbance may be caused to roommates who are sleeping

Borrowing and lending

Boarders who do not have all they want, or need will have to cope and get along with what they have; no student may borrow or lend anything from anybody.

Sleeping in your own bed

You may not sleep in any other bed than the one allocated to you, apart from obvious hygienic reasons, it is important that you know that gay/homosexual relationships in the hostel will not be tolerated

Entering prohibited areas

At the Ebenezer girl's hostel facilities, the dining hall, entertainment room, class and toilet block serve both boys and girls during school hours.

- No boys may be found at the girl's hostel, or near the windows of the girl's hostel
- No girls should be found at the boy's hostel or near the windows of the boy's hostel
- During study, meals, and church the hostel is considered prohibited to learners
- After school or over weekends classroom blocks are considered prohibited
- The kitchen is prohibited area and student should take up complaints with guardians
- Students must respect the privacy of resident staff members and may only enter staff quarters by permission
- Other hostels are prohibited, you may only enter by the permission of a guardian
- No students may enter the security office or sit and chat with the securities
- Storerooms are prohibited
- Student who are caught climbing through the window will be given warnings
- Students who are caught climbing over the school fence will be suspended from hostel pending hearing
- In the evening all dark areas are prohibited
- No day-scholar may enter the hostel, boarders who allowed them will be given a warning

Abuse of facilities

Students who behave negligently with regards to the hostel facilities will receive warning; students who climb through windows and over walls and fence will also receive a warning for illegal exit and entry and will be suspended from hostel pending hearing

Damages

The people who live in a room are responsible for the room and the damages-within it, if a person who caused the damage cannot be pin pointed, all the inhabitants will assume full responsibility for damages and the damage fees are payable at our admin office.

- Persons who cause damages on purpose will be given a warning for vandalism and pay for repairs in full
- A person responsible for accidental damage will be given a warning and only pay half of the cost for repairs
- Person responsible for regular damages will be suspended from hostel and upon return will be placed on special contract and be expelled if they continue with this behaviour

Graffiti and Stickers

Stickers and graffiti cause damages to the school property and therefore not allowed at all. You are responsible for the condition of your room and for the furniture you use.

Petting and inappropriate body contact

We fully understand that teenage boys and girls fall in love and form a relationship, but also, we understand that teenage hormones cannot be trusted

- As a guideline, you may not get closer than 30cm to each other
- You may not touch each other in an area that a full body bathing suit will not cover
- You may not sit with your legs overlapping one another
- Students who are found clinging to each other improperly will be suspended pending hearing
- Members of the same sex may not cling to each other inappropriately

Smoking

Smoking is not only bad for your health but, but also for those who have to breath the same smoke that you exhale. Students caught smoking will immediately be suspended from hostel pending hearing, if you the only person coming out of an area where a smoke cloud is hanging, we will regard you as the person responsible for it. People being in a group where others are smoking will be called in for a hearing as well.

Alcohol

No student is allowed to have alcohol in their possession. Student caught with alcohol will be suspended pending hearing. People being in a group where others are using or having alcohol will be called in for a hearing as well.

Gambling

It is illegal for a minor to gamble. Students may not get involved with any gambling games or activities, those caught gambling will be given a warning. People being in a group where others are gambling will be called in for a hearing as well.

Fire works

Fireworks are dangerous and may not be brought into the premises at all, a special permit to set off fireworks is also needed according to the law, a warning will be given to those who have fireworks and set off and they may also be suspended.

Laundry and cleaning duties

It is important that every person does his /her duties that we live in harmony

- You must always help clean your room
- If your name is up on duty list for a specific day, you are responsible for completing that duty
- You must make sure that everything is satisfactory in your room in time for inspection
- Failure to do your duties will result in detention

In bed after wakeup time

It is your duty to wake up at the prescribed time and get out of bed, so that you can prepare for the day ahead, failure to do so will result in a warning.

Changing room without permission

It is your duty to get permission from the guardian on duty to change rooms, failure to do so will result in a verbal warning, and you will be moved to your old room until further notice.

Moving /removing furniture without permission

There is an inventory list for all items in the rooms; it is the duty of all learners to make sure that all hostel/school furniture is found where it is supposed to be (where it was originally placed)

- No person may remove furniture from any hostel without permission
- No one may change the arrangement of furniture in any hostel without permission from the staff member

Spare keys

It is your duty to hand in at least two spare keys to your guardian, these keys will be placed in two sealable containers, to keep be kept in case you lose your key, if you lose your key it is your duty to have an additional key cut so it may be kept safe for an emergency, student who do not comply with this requirement will also have to pay a fine to have their locks cut open

Sick students

- It is your duty to report to the guardian on duty, the office, and your register teacher
- It is your duty to report to High School sick room.
- It is your duty to report your sick roommate if they can't get out of bed
- You must stay away from sick student as their illness might be contagious
- You will only take medication that is-prescribed for you
- If you are admitted to the sick room, you may not leave the room until you are dismissed by staff a member
- It is your duty to leave the sick room clean and tidy
- Always get permission from the guardian to stay in bed if you are sick

Manners

- No animals or plant life may be harmed or disturbed
- All people must be treated with respect
- Everybody must be spoken to in a respectful way
- Boys must act like gentlemen and girls like ladies
- We expect of everybody to be always honest, there is no sin in admitting a mistake, but a lie to cover up the mistake will only make the situation worse

Fighting

It is natural that we will not always agree on everything, but the way in which we disagree is important, we must learn to talk about our problems and solve conflicts in a presence of a guardian, it is not necessary to be physically attacking each other to solve a conflict

Learners who are caught fighting will be suspended pending hearing

Bad language

To swear at other people is a bad reflection of yourself, bad language will not be tolerated at all

Absenteeism

Not attending meals, church, study, devotion, and line-up it won't be tolerated

Fines

- You will be fined at least half of the repairs or replacement for accidental damages
- You will be fined a full payment of repairs or replacement for purposeful damage
- Students being fetched late on a compulsory weekend or on the last day of school will be charged at R50,00 per hour and it is payable immediately to the guardian on duty

Serious offences that lead to suspension/expulsion

Parents of the student who are found to be suspected of the following offences, will be invited to a formal hearing with immediate effect, and these students will be suspended or expelled from hostel depending on the outcome of the hearing

- Leaving the premises without permission from the guardian
- Possession of alcohol
- Possession of drugs
- Possession of pornographic material
- Possession of weapon
- Intimidating behaviour or bullying
- Sex on the premises
- Sexual assault
- Theft
- Selling of drugs
- Seduction to staff member
- Or any other serious offence

Personal inventory

You must have the following

- Bible
- Alarm clock
- Good quality locks
- Hangers
- 5 school shirts
- 3 school trousers/skirts
- 2 pairs of black school shoes
- 5 pairs of school socks
- Shoe polish
- Foot powder
- Flip flop
- Casual clothes
- Tennis shoes
- Blanket/duvet or comforter
- Pyjamas and gown
- 2 towels and face clothes
- Swimming costume
- Bathing cap
- Toiletry
- Soap and fabric softener for washing underwear and socks
- 2 fitted sheets
- Matrass protector
- Sport equipment
- Kitchen utensils (plate, cup, porridge bowl, cutlery)
- Iron (ironing board provided for high school only)

You may have the following

- Hairdryer
- Curling tongues
- snacks

You may not have following with you

- offensive music
- video material that could be seen as offensive
- cigarettes
- alcohol
- firecrackers or fire works
- medicine (all medication must be administered by a guardian)
- tinned food
- chewing gum
- drive any vehicle on the school premises

What happens at the swimming pool?

- when you enter the pool area you must have a towel on
- no food, sweets, bottles are allowed by the pool area
- no bikini or speedo
- full body costume
- the area around the pool must be left clean
- always have a guardian around the pool for supervision
- no one may play with swimming pool equipment
- no student may push anyone else into the water
- please empty your bladder before swimming does not urinate in the water

The last day of school

The day before boarder leaves hostel his/her room must be 100% clean and all her luggage must be packed

- The floor must be clean
- Lockers empty and open
- Trash can empty
- Boarders always fetched on time when school closing school comes out at 11h00 failure to comply you will be fined

Thank you

Welcome to Edendale Independent School Hostel