

RHENISH GIRLS' HIGH SCHOOL



1860

ANNEXURE A HOSTEL

CODE OF CONDUCT

1. INTRODUCTION

1.1 DEFINITION

| | |
|-----------------|---|
| Conduct | The way one behaves or treats others |
| Code of Conduct | The code of conduct for hostel learners as determined by the Western Cape Provincial School Education Act 12 of 1997 (as amended) and the |

1.2 POINTS OF DEPARTURE

This Code of Conduct embraces the following:

- The acceptance and understanding that a hostel is distinct and separate from that of a public school and requires a higher measure of accountability and responsibility by those enrolled thereat as boarders.
- The regulations relating to the management and control of Hostels at Public Schools, in particular, learner behaviour and discipline at Hostels, as issued from time to time in accordance with the Cape Provincial Education Act 12 of 1997.
- That all learners are bound by all the provisions herein without exception or exemption.
- The views and the collective will of the parents, educators and learners on how the learners should conduct themselves and, without limitation, generally in accordance with such behaviour as may be accepted in the community served by the school hostel.
- The hostel rules, disciplinary guidelines and demerit system as determined and amended from time to time, but without in anyway limiting the Code of Conduct

1.3 PURPOSE OF THIS CODE OF CONDUCT

To encourage everyone at Rhenish Hostel to reach a point where:

- The boarders are proud of their disciplinary standards
- The boarders have developed a clear idea of right and wrong and uphold these standards with responsibility
- The boarders have a keen sense of justice and fair play and acknowledge that those guilty of misconduct should own up and be disciplined accordingly
- The boarders take responsibility for their actions and parents / guardians support compliance with this code
- Rhenish Hostel has a happy, tolerant and disciplined atmosphere.

2. RIGHTS AND RESPONSIBILITIES OF BOARDERS

2.1 THE RIGHTS OF BOARDERS

Boarders have the right to:

- 2.1.1 live in a safe environment
- 2.1.2 be free from interference, whether of a verbal or physical nature by any other person
- 2.1.3 make responsible use of all hostel facilities, subject to availability and the limitations imposed thereon by hostel rules and general organisation
- 2.1.4 be provided with their reasonable daily needs
- 2.1.5 be treated for minor ailments
- 2.1.6 request in writing, to be excused from any activity which is against religious beliefs
- 2.1.7 follow an agreed-upon procedure for expressing and resolving their grievances
- 2.1.8 have privacy in their personal possessions, subject to the powers of search and seizure afforded to the principal or to any person to whom this authority is delegated in terms of the law and in circumstances where the principal or superintendent having reasonable cause to believe that the learner is in possession of illegal or harmful materials which may be used to disrupt the educational process or to endanger the health, safety or welfare of the learner herself and / or others or where such possession would otherwise be unlawful for whatever purpose
- 2.1.9 be in an environment free of drugs, dependence substances, weapons, drunkenness, verbal and physical bullying, intimidation or victimization

- 2.1.10 be free of sexual harassment or criminal behaviour
- 2.1.11 develop their full potential
- 2.1.12 be treated with courtesy, tolerance and consideration
- 2.1.13 clean surroundings and hygienic premises
- 2.1.14 essential and appropriate study facilities

2.2 **THE RESPONSIBILITIES OF BOARDERS**

It is not possible to list the behaviour required of boarders in **every** circumstance. However, it **is** required of all boarders to act, dress and behave sensibly, decently and in accordance with the codes of behaviour generally accepted in the community served by the school hostel. This is so, even if such actions or behaviour are not specifically either required or barred in terms of the other sections of this code, rules, disciplinary guidelines and demerit system and therefore include but are not, necessarily limited to boarders undertaking to:

- 2.2.1 adhere to the code of conduct
- 2.2.2 observe and not transgress the rights of boarders as abovementioned
- 2.2.3 attend all meals and study periods
- 2.3.4 respect all persons and property
- 2.3.5 greet staff and visitors to the hostel
- 2.3.6 refrain from abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist signals, comments, remarks or actions, and any form of initiation
- 2.3.7 conduct themselves in a safe and responsible manner
- 2.3.8 show consideration for others in the use of shared hostel facilities such as telephones and common rooms
- 2.3.9 be correctly attired in accordance with the hostel rules
- 2.3.10 seek changes in an orderly and approved manner
- 2.3.11 protect school and hostel property
- 2.3.12 not to litter or despoil the premises, dormitories or toilets in any way

2.3.13 create mutual respect and tolerance in all respects amongst themselves and to show consideration for one another i.e. during study times and after lights out

2.3.14 be honest and truthful

2.3.15 observe, respect and uphold the hostel rules

2.3.16 display a positive attitude and enhance the reputation of the hostel wherever possible

2.3.17 behave appropriately at meals

2.3.18 refrain from the use of drugs, alcohol or any dependence substance, assault, carrying of dangerous weapons, criminal or illegal activities, sexual harassment, victimization, drunkenness, smoking or being in possession, use or distribution of pornographic material.

3. THE RIGHTS AND RESPONSIBILITIES OF HOSTEL STAFF

3.1 THE RIGHTS OF STAFF WITH REGARD TO BOARDERS

In the hostel, the staff members have the right to:

- Respect, which includes:
 - Common courtesy
 - To be greeted appropriately
 - To silence when addressing boarders
 - Use of appropriate language at all times
- Have their property and privacy respected by boarders
- A graffiti and litter-free environment

3.2 THE RESPONSIBILITIES OF HOSTEL STAFF

A hostel staff member:

3.2.1 respects the dignity, beliefs and constitutional rights of boarders, which includes the right to privacy and confidentiality

3.2.2 acknowledges the uniqueness, individuality and specific needs of each boarder, guiding and encouraging each to realise her potential

3.2.3 strives to enable learners to develop a set of values consistent with those upheld in the Bill of Rights as contained in the Constitution of South Africa

3.2.4 exercises authority with compassion

3.2.5 avoids any form of humiliation and refrains from any form of child abuse, physical or psychological

- 3.2.6 promotes gender equality and refrains from any form of sexual relationship with learners or sexual harassment (physical or otherwise) of learners
- 3.2.7 uses appropriate language and behaviour in his / her interaction with boarders, and acts in such a way as to elicit respect from the boarders
- 3.2.8 takes reasonable steps to ensure the safety of the boarder
- 3.2.9 does not abuse the position he / she holds for financial, political or personal gain
- 3.2.10 is not negligent or indolent in the performance of his / her professional duties
- 3.2.11 recognises, where appropriate, learners as partners in hostel welfare

In addition, hostel staff members must ensure that they

- report for duty and are punctual
- are well prepared on a daily basis to perform their tasks and carry out their responsibilities
- endeavour to maintain a hostel atmosphere which promotes good behaviour
- help develop good and sound working and inter-personal relations with colleagues and boarders
- promote open and regular channels of communication between home and hostel and encourage participation in the affairs of the hostel and school
- seek changes in an orderly and approved manner
- abide by the rules, regulations and procedures set out by the hostel and the WCED.

4. CONDUCT REGARDING THE CODE OF CONDUCT, RULES, DISCIPLINARY GUIDELINES AND DEMERIT SYSTEM

A learner may not contravene, ignore or disobey any of the codes, the rules, disciplinary guidelines and demerit system (collectively referred to as the “measures”) as drawn up and publicised by the school governing body or other competent authority, and as amended from time to time and as circumstances require.

A contravention of the measures shall, where appropriate and having regard to the circumstances, be handled by the principal or superintendent or such other hostel official delegated thereto, and where necessary be referred to the Hostel Committee acting under the authority of SGB for resolution, including the conducting of a disciplinary hearing.

5. DISCIPLINARY HEARINGS

- 5.1 A boarder appearing at a disciplinary hearing must be accompanied by her parent or parents, or a person designated by her parent or parents.
- 5.2 Should the hostel committee believe that testifying at a disciplinary hearing would expose a witness under 18 years of age to undue mental stress or suffering, it may appoint an intermediary through whom the witness shall give evidence.
- 5.3 At such disciplinary hearing, the interests of the boarder and any other party involved in the disciplinary process must be safeguarded.
- 5.4 After a hearing in accordance with the rules of natural justice, the hostel committee or such other delegated committee may impose any legal and appropriate punishment up to and including SUSPENSION or EXPULSION from the hostel and shall not be bound by any guidelines, which are only in place to serve as such.
- 5.5 FOR THE AVOIDANCE OF DOUBT, the punishment / sanction of SUSPENSION or EXPULSION, shall not necessarily only apply in cases which may be deemed serious, but may also be applied to minor transgressions where appropriate and having had regard to all the prevailing circumstances, including those of the boarder, the interests of the hostel community, any impact the transgression may have on the victim (if any) and to first offenders.